Graduate Admissions Guide

Admissions application

Slate, Perceptive Content, MyView

Restricted Admission

Provisional Admission

Waiving Requirements

Graduate Admissions Guide

Admissions application

Admissions classifications

Graduate Status-Regular

Regular admission status may be granted to an applicant who has achieved a grade point average (GPA) of 3.00 or greater (on a 4.00 scale) and has submitted all required documents by the admission deadline. Students must submit an official transcript from an accredited US institution or its equivalent from a foreign institution. Students must also submit an official GRE test score or an official GMAT score as required. Individual graduate programs may specify additional application requirements.

Graduate Status-Restricted

A student who does not fulfill the minimum university application requirements for regular admission may be admitted restricted upon recommendation of the program director to which admission is sought and the Graduate School. A graduate program may attach restrictions to the admission of an applicant, such as maintaining a 3.0 GPA in the first semester of a graduate program or completing certain prerequisite courses. Restricted admission is not granted to students who are missing a required GRE or GMAT test or if an international student is missing a TOEFL or IELTS test.

Indicator	Indicator Reasons	Indicator Impact
G05-Graduate Restricted GPA Admit	GPA Earn 3.0 in 1st term	None
G06-Graduate Restricted OTHER Admit	OTHER Specific Restriction	No Enrollment

The Restricted-GPA indicator will be placed by admissions onto students needing a 'must earn 3.0 gpa in first semester' restriction. When a student having this indicator reaches a 3.0 gpa or greater, the indicator will be automatically released.

The Restricted-OTHR indicator will be placed by admissions onto students needing a non-gpa restriction. This would apply to 'must earn B or better in course ###' and other non-gpa restrictions. The specific restriction will be entered into the comment section of the indicator. The indicator start term will be set to the term following the students admit term. The program director may extend the indicator start term to allow the student more time to satisfy the restriction. When a student having this indicator has satisfied the restriction, the indicator should be released by the program director.

The G5-Petition to Transfer from Restricted to Regular Status form will not be required for either of the two types of restricted admits. This form will no longer be used.

Graduate Status-Provisional

A student who meets the minimum university application requirements for regular admission but has not submitted all required, official documents prior to the admission deadline may be admitted provisionally upon recommendation of the program director and the Graduate School. Students who

are admitted provisionally are allowed to enroll for their first semester. They must have all admission provisions cleared by the end of the first semester in order to continue in the program. If students fail to clear their provisional status by the end of their first semester, enrollment in future semesters will not be permitted.

International students may be admitted conditionally to a degree program if their English language skills do not meet admission standards. They may not take classes in their major but will take ESL (English as a Second Language) classes until they meet admission standards.

Undergraduate degree not yet earned

Students who have not yet earned their undergraduate degree may be admitted into a graduate program on a provisional (pending undergraduate degree) basis. By the fourth week into the term of admission, graduate admissions must have received either an official transcript showing the undergraduate degree received, or a graduate school degree verification form (which would be mailed to the student) confirming that all undergraduate degree requirements have been completed. If neither is received, then the students' graduate admission will be immediately cancelled. If the student will not have earned their undergraduate degree or have completed all of their undergraduate degree requirements by the fourth week of the term in which they seek graduate admission, then they should apply for graduate admission in the following term.

Need GRE, GMAT, NCLEX, Rec Letters, Writing Sample/Essay

The Provisional Admit indicator below will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.

Indicator	Indicator Impact	Indicator Reasons		Indicator Removal
G08 – Graduate Provisional Admit	No Enrollment	GMAT	Official GMAT needed	GPD
		GRE	Official GRE needed	GPD
		NCLEX	NCLEX test needed (nursing only)	GPD
		RECLT	Recommendation Letter needed	GPD
		RESUM	Resume needed	GPD
		WRTNG	Writing Sample needed	GPD
		NOBA	Bachelor's Degree needed	Admissions
		OFFTR	Official Transcript needed	Admissions

Graduate Admissions Guide

Admission application requirements

The Graduate School's minimum gpa requirement for regular admission is 3.00. The minimum for restricted admission is 2.75, and the minimum for nondegree admission is 2.50.

A units admissions requirements should be listed and consistent across their program webpages, the Graduate School's Requirements & Details sheets and within the campus bulletin. If at any time an admission requirement, admission contact or other change is made or needed, the unit should ensure that the change is made in all areas.

Student admissions application submission

Once a student submits their admissions application, their application info moves into MyView the following business day and they are classified as an applicant and assigned a student number. Most admissions processing takes place after a student has submitted their application. Also, in order for a student to be returned on the UMSL_RP_SA_Application_Tracking cognos report, they must have submitted their admissions application

One way to tell if a student has submitted their application is by checking the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If you do a name search on this page and the student application info pops up, then the student has submitted their application. If you do a name search, and get a 'No matching values were found' message, then the student has not submitted.

Covering admissions application fees

A unit may indicate within Slate that they are covering the application fee for a particular student or students.   The unit would enter a MoCode that would be charged the student(s) application fee. *note: please enter your MoCode only into the MoCode field; no comments or other text should be entered into the MoCode field.*

Within Slate, the students application fee would be reflected as 'waived' and the units MoCode would be charged for the fee. Units who would like to request access to cover graduate admissions application fees through Slate may contact the campus Slate team at Slateadmin@umsl.edu. Instructions are here.

Re-admission after an extended time away

When a student has had no enrollment activity for one full year, the Registrar's Office will no longer 'activate' them for enrollment in future terms.

Ex: A students last semester of enrollment is fall of last year. This students last semester of term activation would be one full year later (fall of this year). This means that the student would not be permitted to enroll in any term beyond fall of this year.

In these cases, if enrollment is desired after one full year of no enrollment, then the student would need to submit a new admissions application reapplying for admission. The student would not need to pay the application fee again. Applicants are only required to pay the graduate application fee once. The graduate admissions application can be accessed here: http://www.umsl.edu/gradschool/prospective/how-to-apply.html.

Re-admission with Old Coursework

In cases where the student is applying for re-admission and looking to count courses taken past the time limit, we will treat the admissions decision separately from the time extension. A student who applies with a high gpa from old coursework would clearly be admissible. Their previous coursework demonstrates that they are capable of doing graduate level work. That does not necessarily mean that they should be able to include the old courses in their new degree plan.

When a student applies, we will evaluate admission without considering whether the old courses will or will not be allowed in the new degree plan. Obviously, the student will want to know how many courses they may have to take. So we would strongly encourage the student to apply for a time extension around the same time that they apply for admission. View Time Extension Request for more information.

Student changing from one program to another

A student who is looking to change from one program or plan to another should submit an admissions application for the new program or plan. The Graduate School requires a separate application for program and plan changes in order to accurately report application statistics, and because admission requirements and/or program directors are often different. A separate admissions application is not needed for sub-plan changes. Advisors or program directors may submit Requests for Student Sub-Plan changes.

Student enrolling before term of admission

A student may apply and be admitted for the Fall semester, then later decide that they would like to enroll in a summer course. In order to allow for summer enrollment, the students admit term will need to be updated (from Fall to Summer) on both their admissions and registrar's records. Also, if the student was admitted on a provisional or restricted basis for the Fall semester, the provisional or restricted hold may need to be moved from Fall to Summer. The student advisor or Graduate Program Director should contact Graduate Admissions or International Graduate Admissions.

Declining Admission / Deferring Admission

Please notify Graduate Admissions or International Graduate Admissions when an applicant or admitted student has declined admission. Students who will not be attending UMSL should be coded as Cancelled – Applicant Withdrawal in the student system. This helps to keep our admissions reports accurate.

No notification is needed for domestic students who are just delaying their admission to the following semester. International students who are delaying their admission should contact the International Student Services office. Any graduate students who are delaying their admission for longer than one full year will need to reapply for admission upon their return. The Registrar's Office will no longer 'activate' a student for enrollment once they have reached one full year of no enrollment activity.

Admissions application withdrawal

Graduate Admissions processes all admissions applications as either an admit, deny or a withdraw. An application would typically be withdrawn if it is incomplete and the student has not responded to requests for documents, if it is not needed due to the student already being active in the program, or if

the student has decided to attend another institution. These reasons or any others annotated on an applicant's admissions summary form are always helpful.

Unlike applicants who are admitted or denied, withdrawn applicants do not receive any correspondence from Graduate Admissions. We will change their program status from applicant to withdrawn in the student system, but will not send any correspondence.

Denied student seeking reconsideration

Once an admissions decision has been processed, a denied student seeking reconsideration would need to reapply for admission (submit a new application). All of the documents that were submitted as part of the students original application would still be on file. The student would only need to attach documents that would support their appeal for admission reconsideration. The student should also enter a statement, into the applications Statement of Purpose section, explaining why they are reapplying. The student would not need to pay the application fee again.

When the Graduate Program Director receives/reviews the students new application, comments should be entered explaining the new decision.   Comments are always helpful when students are denied and when previously denied students are admitted.

Admissions application tracking

Cognos report UMSL_RP_SA_Application_Tracking has been set up to help track program admissions. Select a term, career and program, and the report will return:

All applicants	- name, emplid, email addresses
Action dates	- date applied, date admitted, date matric, date denied, date app withdrl, etc.
Admit type	- grad, international grad, internal grad, re-enroll grad, etc.
Admit reason	- regular, provisional, restricted etc.
Study agrmnt	- displays myview study agreement indicator for students being identified with one
Hours enrolled	- number of credit hours enrolled in term (useful for identifying those admitted but not enrolled)

Admitted Students

There are several places where you can check to see if a student has been admitted:

- MyView - Application Inquiry page (main menu > um processes and reports > um admit and recruit > application inquiry)
  Use the search screen to pull up the student, then click on the Application Data tab. An admitted student will have an Active program status
- MyView - Student Services Ctr Student page (main menu > campus community > student services ctr student)
  Use the search screen to pull up the student, then click on the Admissions tab. An admitted student will have an Active program status (top right of screen)
- Cognos report UMSL_RP_SA_Application_Tracking (above)
  Select a term and an academic plan, then click the Finish button. An admitted student will have a date in the Admitted column

- Perceptive Content document search (log into Perceptive, click on the 'Documents' view. Under 'S ADM All Documents' enter the student ID number into the search box)
  All documents saved into Perceptive for the student will be listed. An admitted student will have a 'Decision Letter S ADM' document

Slate, Perceptive Content and MyView

Accessing Slate

Slate can be accessed from either Chrome or Safari here: https://apply.umsl.edu/manage/. Although other internet browsers may work, Chrome and Safari interact the best with Slate. Triton VPN is not needed.

- Once logged into to slate, click the reader icon on the blue tool bar (it is the 3rd icon to the right of the slate logo). The reader area of Slate is where a units admissions decision review bin(s) are located.
- Next click the browse button. Wait until you see numbers under each bin (lower right corner of the bin) once you see the numbers you can click on any bin to start processing student applications.

To leave the reader area of Slate click exit on the left hand menu. This will return you to the general area of Slate. Within the general area of Slate you are able to search for any applicant (top right corner search bar) and review their application materials weather the applicant is in your decision review bin or not.

Units who are processing graduate admissions applications within Slate may contact the Slate Team for support via the Support for Slate Microsoft Teams channel. Please use the Teams Channel for support questions as this reaches both Graduate Admissions as well as the Slate Team. When posting a question, please tag the person or the team channel. This creates a notification for that person or channel which improves visibility. To do this simply enter @username or @grad and the channel name will appear. Within the files section of the teams support channel (and here) you will find instructions for how to process applications within Slate.

Entering Admissions Decisions in Slate

When a student applies for admission, a graduate or international graduate admissions advisor will compile their admissions materials (transcripts, rec letters, test scores etc.) into a file. The file is then placed into the appropriate department review bin in Slate. The program director who has approver access to that review bin will get an email notification alerting them that something has been placed into their bin. The prog director would then log into Slate, review the students admissions summary form and other materials and then enter an admissions decision (admit, deny or withdraw). The Slate workflow routing process will then move the students file from the department review bin over to the gradschool review bin. The gradschool will then review the students application, and either route it forward for a graduate admissions advisor to process the admit/deny/withdraw, or route it back to the program director for any additional information needed.

When entering an admissions decision in Slate, please also enter a comment when:

    a.   official documents/tests are needed, or are being waived
    b.   a student with good credentials is being denied
    c.   a student with not so good credentials is being admitted
    d.   a student is being admitted provisional or restricted

Admit decision - Please add a comment when recommending admission into a different semester or from a degree granting program to non-degree or for any changes that were not originally chosen by the applicant. Also, please add a comment when a student who does not meet the minimum requirements is being recommended for admission.

Deny decision - Please include a reason for denial (incomplete application, undergraduate record etc.). Also, please add a comment when a student with good credentials is being denied admission. The denial letter that a student receives from the Graduate School is generic with no detailed explanation. Students who are denied admission may contact the Graduate School, so any information provided on the summary form regarding the denial would be helpful.

Waiving requirements - If a program requires test scores, but wishes to waive them for a particular applicant, please add a comment explaining why the requirement is being waived. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment explaining why it is being waived. See the waiving requirements section for more information.

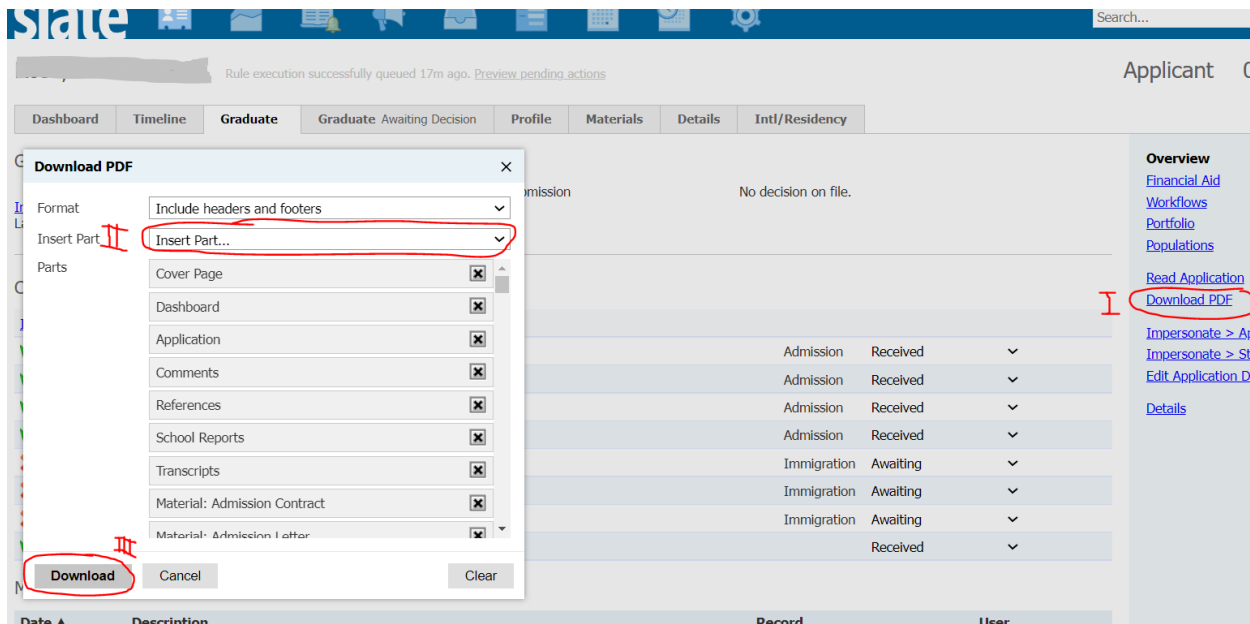## Downloading Application Materials in Slate

Student application materials can be downloaded from either the general area of Slate (after logging in and looking up a student) or from the Reader area of Slate (where departmental decision bins are located).

Download the application materials for a student from the general area of Slate:
1. Look up student by name or student number in the Slate search box (top right corner of screen)
2. Click the Graduate tab, then click 'Download PDF' on the right had menu (see screenshot below)
3. Select 'Insert all' from the second dropdown to include all of the students documents
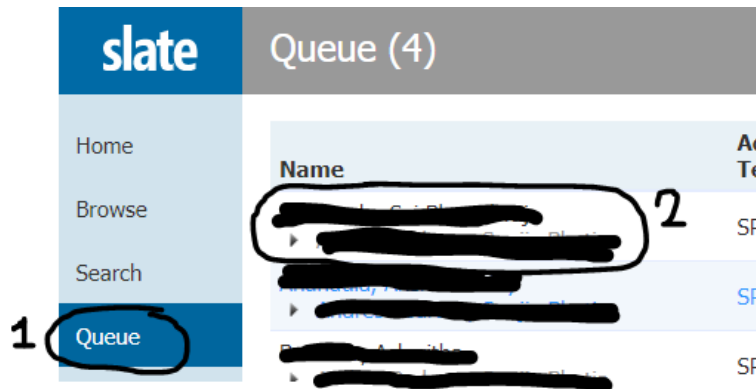4. Click the Download button

Download the application materials for a student who is in your decision bin:

1. Click the Queue button on the left hand menu
2. Click on the students name

3. Click on the students name (at the very top this time)
4. Click Download PDF

Download the application materials for a student who is no longer in your decision bin:

1. Search for student
2. Click on the Graduate Awaiting Decision tab
3. Click Download PDF on the right had menu
4. Click Insert All under the Parts dropdown
5. Click the Download button

Test Scores

When unofficial test scores are received by departments, it is helpful when those scores are added to the comment section when the admissions recommendation is made. Students applying to programs where scores are required should be recommended for provisional admission if official scores have not been received. Test scores may be forwarded to Graduate Admissions for those who would like the documents added to student admission files.

GRE test scores (and many other test scores) are sent directly to UMSL from the testing agency using our school code (6889). The registrar's office receives and loads the scores into MyView. Official scores will have a data source of 'ETS' Unofficial scores will have a data source in MyView of 'WWW.' GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools.

The Graduate School does not have a minimum gre score requirement. What counts as good depends on the program and the field, so we leave it up to the programs. The Verbal and Quantitative portions of the GRE are scored between 130–170, and the average score falls somewhere around 150-152. The Analytical Writing section of the GRE is scored between 0 and 6 in half-point increments, and the average hits somewhere around 3.5.

It is recommended that International applicants score a 79 TOEFL, 6.5 IELTS, 53 PTE-A or 105-110 Duolingo on English proficiency tests. These recommendations are not actual cut offs. Departments

that are not writing intensive are welcome to admit students with slightly lower scores; although, we would discourage recommending admission for students with scores closer to the undergraduate level (ex: below 74 TOEFL, 6.0 IELTS, 95 Duolingo).

You can view test scores on the following pages in MyView:
Main Menu > UM Processes and Reports > UM Admit and Recruit > Application Inquiry
Main Menu > Campus Community > Student Services Ctr Student - Admissions Tab (scroll to the bottom of the screen).

Accessing Perceptive Content

*Admissions application processing has transitioned from Perceptive Content over to Slate for most graduate programs. Perceptive Content will be converted to an archive only space when all graduate programs have transitioned to Slate.

Desktop Version: https://doit-in-qaagnt.um.umsystem.edu/imagehelp/imagenow.html
The desktop version can be downloaded/installed onto your campus PC and accessed on campus or onto your home PC and accessed remotely through remote desktop gateway or triton vpn. You must be logged in as an administrator on the PC. The desktop version will not work on a mac.

Web Version: https://contentapps.umsystem.edu/
The web version can be accessed on campus by simply logging in. Remote access requires a connection to the campus network through Triton VPN or Remote Desktop Gateway.

Once you have accessed your queue, click the blue 'Search' button to load any available student applications into the queue.

See below for how to add annotations and stamp in the Perceptive Content web version:
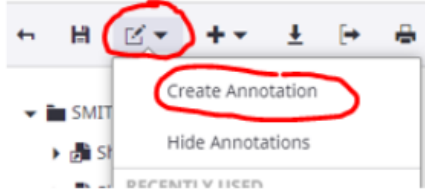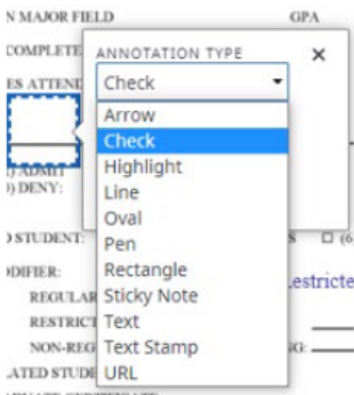
Adding checkmarks, notes and other annotations:

www.umsl.edu/gradschool/files/campus/admissions-guide.pdf ☆ 🔍 Search

− | + 110% ▾

Perceptive Content web users:
Click the 'Annotate Page' button on the top toolbar, then click 'Create Annotation' as shown below.

Next, move your mouse over to the admissions summary form document to display the annotation location box as shown below. Move the box to the desired location on the document and left click the mouse. Choose the annotation type (check and text can be used for annotating decisions and entering notes)
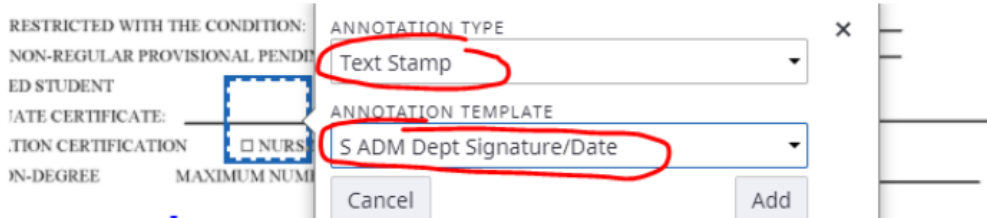
ANNOTATION TYPE
Check ▾
- Arrow
- Check
- Highlight
- Line
- Oval
- Pen
- Rectangle
- Sticky Note
- Text
- Text Stamp
- URL

Adding your stamp:

www.umsl.edu/gradschool/files/campus/admissions-guide.pdf ☆ 🔍 Search

− | + 110% ▾

Perceptive Content web users:
In order to stamp the summary form, follow the admission annotation steps in the previous section to create an annotation. Next, choose 'Text Stamp' as the annotation type and 'S ADM Dept Signature/Date' as the annotation template, as shown below. Click the 'Add' button to add your stamp onto the students admissions summary form. Click the Save button.

ANNOTATION TYPE
Text Stamp ▾

ANNOTATION TEMPLATE
S ADM Dept Signature/Date ▾

Cancel   Add

Document Lookup in Perceptive Content

There are two ways to access a student's documents in Perceptive Content. The first way is through the queues that you have been assigned access. The second is from the Documents search view. If a student is missing a required document or has recently applied, then you may not find them in your queue(s) yet, but may find them by using the Documents search view. If the student is in Perceptive Content, the Documents search view will return them, whether they have been placed into your queue or not.

You will need the student ID number and at least viewer access to Perceptive Content in order to look up a student using the Documents search view. Documents may include forms received, admissions decision letters etc. Even if a student's admissions project has left your queue, you can still look them up.

Log into Perceptive Content, click on the 'Documents' view. Under 'S ADM All Documents', enter the student ID number. All documents saved to Perceptive Content for the student will be listed (see screenshot below).
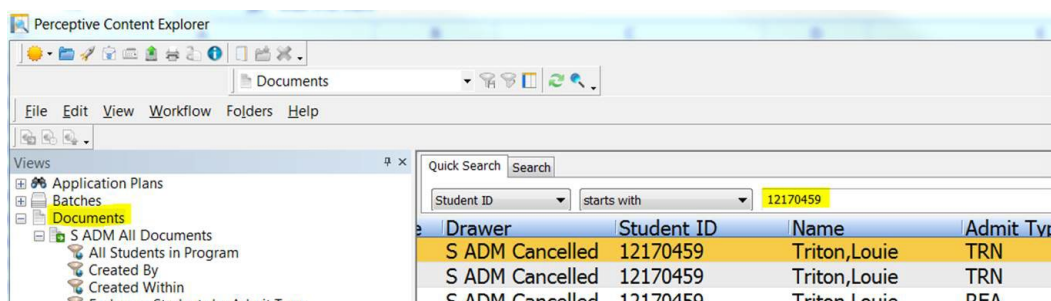
Graduate Admissions Guide

Exporting files from Perceptive Content

1. Open a student's project and select all of the documents in the project (click on the first document, then press the shift key while clicking on the last document to do this).
2. Next, click 'Content' on the toolbar, then click 'Export' (or right click on the selected documents and click export).

3. On the Export box that appears, select 'Single PDF' from the Format droplist. This will combine all of the documents in the project into one document.
4. Next, enter a file name for the pdf into the File Name field,
5. Then click the Browse button to choose an export location for the pdf.
6. Click the OK button. When the export is completed, the pdf should be in the location that you chose.
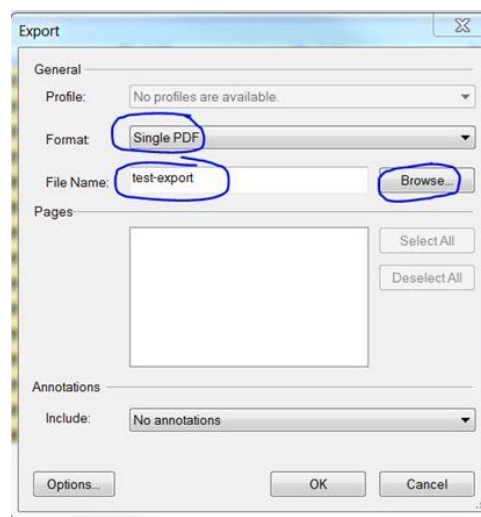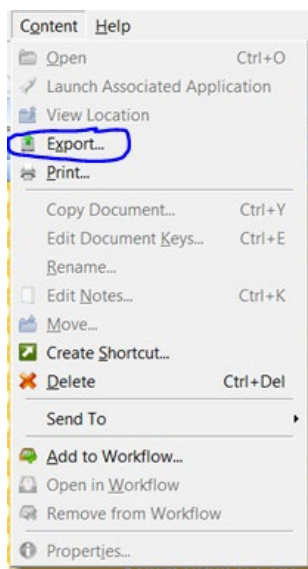
MyView Access

All program directors are granted access to the graduate program director user role in MyView. This role grants you access to a few additional admissions pages (below) in MyView that will be helpful for viewing admissions application and student info.

Page	Navigation	Use
Application Inquiry pages	UM Processes and Reports > UM Admit and Recruit > Application Inquiry	View application info, admissions statu
Student Services Ctr pages	Main Menu > Campus Community > Student Services Ctr (Student) (Student Center tab, General Info tab, Transfer Credit tab, Admissions tab)	View transcript and test score status, doctoral form status, service indicators, transfer credit info, addresses, phones, emails
Residency Data page	Main Menu > Campus Community > Personal Information (Student) >	View residency info

	Identification (Student) > Residency Data	
UM Student Message Center page	UM Processes and Reports > UM Campus Community > Message Center > UM Student Message Center	View communications sent by the gradschool to students (some, but not all communications)
Student Advisor page	Main Menu > Records and Enrollment > Student Background Information > Student Advisor	Assign students to advisors

Service Indicator extending or removing in MyView

All Graduate Program Directors have access to extend or remove the Graduate School service indicators below. In order to best keep track of the access, only the Graduate School and Graduate Program Directors (no others) have access to extend, override or remove these indicators.

Note: The Graduate School does not designate indicator access to the Registrar's R04-Advising hold. Requests for placement/release access to the R04 should be sent to the Registrar's Office.

Indicator	Indicator Impact	Indicator Reasons		Indicator Extend/Release
G07 – Graduate Probation	No Enrollment	PROB	Probation	GPD
G06 – Graduate Restricted Other Admit	No Enrollment	OTHER	Must satisfy specific restriction	GPD
G08 – Graduate Provisional Admit	No Enrollment	GMAT	Official GMAT needed	GPD
		GRE	Official GRE needed	
		NCLEX	NCLEX test needed (nursing only)	
		RECLT	Recommendation Letter needed	
		RESUM	Resume needed	
		WRTNG	Writing Sample needed	
		OFFTR	Official Transcript needed	Grad & Global Admissions

Graduate Admissions Guide

		NOBA	Bachelor's Degree needed	Grad & Global Admissions
G05 – Graduate Restricted GPA Admit	No Impact	GPA	Must earn 3.0 gpa in first term	Grad & Global Admissions

To remove or extend one of these service indicators:

- click on the students negative service indicator icon ⊘, which can be found at the top of most pages in MyView,
- next click the G## service indicator code (you may need to click 'view all' on the dark grey bar if the student has several holds)
- to extend the hold to a later term, click the Start Term Lookup icon 🔍, select a later term, and click OK
- to release the hold, click the Release button in the top right corner, and click OK

G05 – Graduate Restricted GPA Admit
A Restricted GPA indicator is placed by Graduate Admissions onto students needing a 'must earn 3.0 gpa in first semester' restriction. When a student having this indicator reaches a 3.0 gpa or greater, the indicator will be automatically released. Because registration opens for upcoming terms well in advance of grades and GPA's being entered and calculated, this indicator does not stop enrollment.

G06 – Graduate Restricted Other Admit
A Restricted Other indicator is placed by Graduate Admissions onto students needing a non-gpa restriction. This would apply to 'must earn B or better in course ###' and other non-gpa restrictions. The specific restriction (that was noted on summary form by prog dir) will be entered into the comment section of the indicator. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the restriction. When a student having this indicator has satisfied the restriction, the indicator should be released by the program director.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Restricted students will show in the Admit Reason column as Restricted Graduate Student.

G08 – Graduate Provisional Admit
This indicator will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the

provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.

Indicator	Indicator Reasons	
G08 – Graduate Provisional Admit	GMAT	Official GMAT needed
	GRE	Official GRE needed
	NCLEX	NCLEX test needed (nursing only)
	RECLT	Recommendation Letter needed
	WRTNG	Writing Sample needed

Provisional admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Provisional students will show in the Admit Reason column as Provisional Graduate Student.

G07 – Graduate Probation

The primary objective of the probation hold is to make sure that the student has a conversation with their advisor before enrolling in any further classes. Once the advisor and the student have agreed on classes, the hold may be removed by the Graduate Program director.

Cognos report UMSL_RP_SA_Graduate_Probation can be used to track any students having a gpa under 3.0. When running the report, only graduate programs within the scope of your home DEPTID should be displayed. Each student will show one row for every semester that they have been active as a graduate student. This will allow you to see how long a student's gpa has been less than 3.0, and if their gpa has been trending up or down. The report will also indicate whether or not the student currently has a G07-Graduate Probation hold.

Restricted admission

When to recommend restricted admission

A student who does not meet the minimum requirements for regular admission *may* be admitted under one of the two restrictions below:

> Restricted GPA – must earn 3.0 gpa in first semester
> Restricted Other – must earn B grade or better in course ###

Students admitted on a restricted basis should be evaluated at the end of their first semester.

Restricted admission - Indicator holds & tracking

There are two types of restricted admits, Restricted-GPA and Restricted-Other. Students admitted under Restricted-GPA must earn a 3.0 gpa in their first semester. Restricted-Other is for any non-gpa

restrictions. A G05-GPA indicator is placed onto students needing a 'must earn 3.0 gpa in first semester' restriction, and is automatically released when the student reaches a 3.0 gpa or greater.

A G06-Other indicator hold is placed onto students needing a non-gpa restriction. The specific restriction (that was noted on summary form by prog dir) will be listed in the comment section of the indicator. The effective term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the effective term. These non-gpa restrictions are program specific so the G06-Other indicator holds placed onto these students should be monitored and removed by the program director. Instructions on extending or releasing a G06-Restricted Other hold can be found in the Service Indicator removal section above.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Restricted students will show in the Admit Reason column as Restricted Graduate Student. The cognos Graduate Probation report UMSL_RP_SA_Graduate_Probation could also be used to track any students having a gpa under 3.0

Restricted admission - Does not meet minimum GPA requirements

The minimum gpa requirement for regular admission is 3.00. The minimum for restricted admission is 2.75, and the minimum for nondegree admission is 2.50. Justification is needed when a student who does not meet the minimum requirements is being recommended for admission. The justification should explain why the student is being recommended (background, work history, recommendations, particular coursework taken etc.). The justification should be annotated on the students admissions summary form when the department annotates their admissions recommendation (which should be a recommendation for a restricted – must earn 3.0 gpa in first 9cr/hrs or be dismissed recommendation).

Students without justification will be routed back to the department queue. If a student who does not meet the minimum requirements is admitted, the restriction will be to earn a 3.0 gpa in the first 9cr hrs with the understanding that the student will be dismissed without question if this restriction is not met.

The Graduate School is now more flexible when it comes to admitting students (on a restricted basis) who do not meet minimum admission requirements. However, we are also now less flexible in allowing these students to continue beyond their first semester if they do not meet their admissions restriction.

Provisional Admission

When to recommend provisional admission

A student who meets the minimum application requirements for regular admission but has not yet submitted all required, official documents (final official transcripts, official test scores, recommendation letters or other documents) may be recommended for provisional admission.

If a student has been recommended for regular admission, but should be admitted provisional (for not yet earning their undergraduate degree or needing to submit official transcripts/tests etc.), the graduate school will change the admission from regular to provisional and admit the student provisionally. When a student's admission recommendation is changed, the graduate school does not contact the department. The department would need to check Slate, Cognos or MyView to see how the student was actually admitted.

We suggest that departments check for official documents/missing items, and recommend provisional admission when needed. This way, the department's admissions recommendations are accurate when sent to the Graduate School (which helps to speed up processing). Also, any departmental admissions record keeping being done is accurate up front, without needing to do any checking to see if admissions decisions have been changed.

Indicator Holds & Tracking

All Graduate Program Directors have access to extend or remove the G08 - Graduate Provisional Admit indicator below. This indicator will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.   Instructions on extending or releasing an indicator hold can be found in the Service Indicator removal section above (the G4 – Request for Change from Provisional to Regular form is no longer used).

Indicator	Indicator Reasons
G08 – Graduate Provisional Admit	GMAT Official GMAT needed
	GRE Official GRE needed
	NCLEX NCLEX test needed (nursing only)
	RECLT Recommendation Letter needed
	RESUM Resume needed
	WRTNG Writing Sample needed

Provisional admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Provisional students will show in the Admit Reason column as Provisional Graduate Student.

Provisional Admission - Undergraduate degree not completed

Students who have not yet earned their undergraduate degree may be admitted into a graduate program on a provisional basis. A student who has not yet earned their undergraduate degree will have a DATE Expected (as shown below) on their admissions summary form, and should be recommended for provisional 'pending receipt of undergraduate degree' admission.

| UNDERGRADUATE DEGREE | BS |
| DATE Awarded | ==DATE Expected== |
| OTHER COLLEGES ATTENDED | |

By the fourth week into the term of admission, graduate admissions must have received either an official transcript showing the undergraduate degree received, or a graduate school degree verification form (which would be mailed to the student) confirming that all undergraduate degree requirements have been completed. If neither is received, then the students' graduate admission will be immediately cancelled. If the student will not have earned their undergraduate degree or have completed all of their undergraduate degree requirements by the fourth week of the term in which they seek graduate admission, then they should apply for graduate admission in a later term.

Provisional Admission - Test Scores, Rec Ltrs, Unofficial Transcripts

Students are encouraged to upload unofficial transcripts onto their admissions application; however, official transcripts are required before the end of the students first semester. When reviewing a students admission file in Slate, an unofficial transcript will show as unofficial in the top left corner of the Transcripts tab (as shown below). If an official transcript has not been received, the student should be recommended for provisional admission admission pending receipt of the official transcript. Students admitted provisionally have until the end of their first semester to have their provisions cleared.
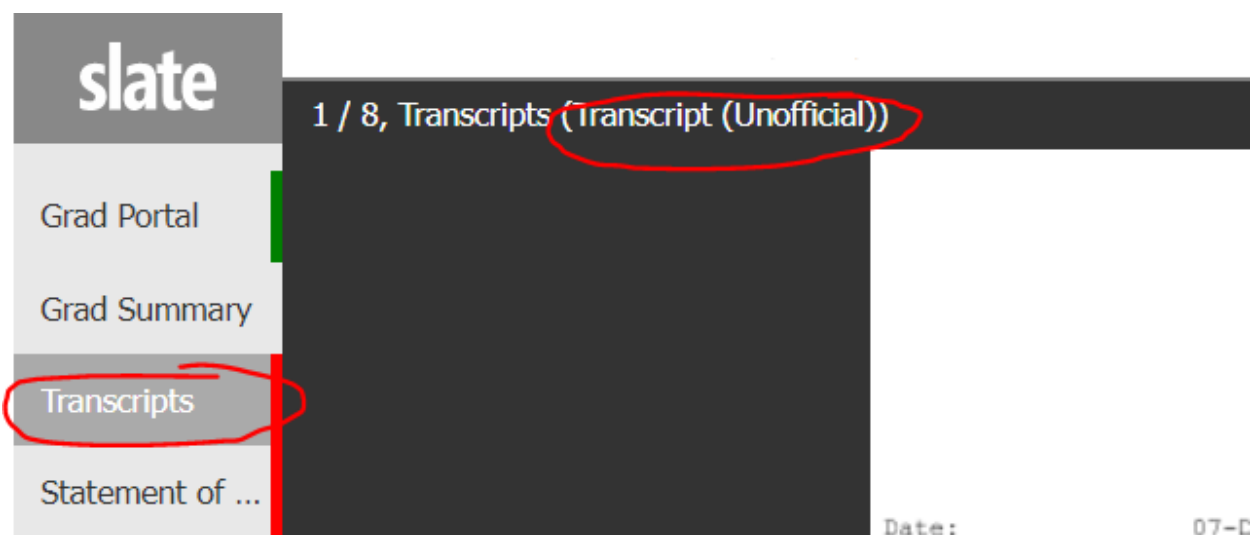
Students who need to submit documents such as letters of recommendation or take tests that require departmental review should be recommended for provisional admission pending receipt of the documents.

Students who have submitted unofficial test scores should also be recommended for provisional admission pending receipt of the official scores.

Graduate Admissions Guide

Waiving Requirements

Waiver - English proficiency requirement

TOEFL scores are valid for only two years. The college or department that a student is applying will need to make a yes/no decision (on the admissions summary form) in cases where a student has submitted a TOEFL waiver request. The Graduate School will also review the students waiver request, but will follow the college/departments recommendation in most cases. Students not having a yes/no decision on their waiver request will be routed back to the department queue.

Information regarding English language requirements can be found on this UMSL Global office webpage: https://www.umsl.edu/global/admissions/englishrequirements.html. A student could qualify for a waiver by having a US green card, a US work visa or having completed at least 30cr hrs at a US or other English speaking country (from the webpage list). If the student has none of the qualifiers, but can prove English proficiency through an interview, then a waiver would be fine. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment as to why the requirement is being waived when recommending admission.

Waiver - GRE requirement

The Graduate School no longer requires the GRE; although, it is still required by many programs. If a programs Requirements & Details page lists the GRE as a requirement, then the GRE requirement will be enforced by the Graduate School. GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools. A students scores can be found on the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If a program requires the GRE, but wishes to waive it for a particular applicant, please add a comment as to why the requirement is being waived when recommending admission.