

# UMSL Graduate Program Director Resource Guide

## Table of Contents

[Assistantship Offer Letter Template](#)

[Advisor Assignment](#)

[Tracking Advisees and Active Students - Cognos](#)

[Tracking GA Awards - Cognos](#)

[Tracking Departmental Awards - Cognos](#)

[Tracking Probation Students – Cognos](#)

[Student Class List Report - Cognos](#)

[Satisfactory Academic Progress \(SAP\) Procedure](#)

[Fellowships](#)

[Enrollment/Billing](#)

[Dropping Courses](#)

[Tuition Support](#)

[Equivalency Hours](#)

- [Graduate Assistantship Equivalency Hours Request](#)
- [All other Equivalency Hour Requests](#)
- [Verifying Equivalency Hours](#)

[Graduate School Travel Awards](#)

[Time Extension Requests](#)

[Leave of Absence](#)

[Graduate Faculty Members](#)

[Change of Program Director](#)

[Email Communication Templates](#)

[CourseLeaf Rollback](#)

## Assistantship Offer Letter Template

The Graduate School assistantship offer letter template is located here:

<http://www.umsi.edu/gradschool/files/campus/grad-asst-offer-letter-template.doc>.

Feel free to modify the template with specifics for your program/students, but be sure to maintain the template language for the points below:

- a. assistantship GPA requirement
- b. tuition scholarships cover up to 9cr hrs (6cr hrs in summer)
- c. tuition scholarships cover only courses that are part of the degree program
- d. tuition scholarships do not cover course/supplemental fees
- e. tuition scholarships do not cover fees for dropped courses
- f. receipt of tuition scholarships may impact other fin aid or loan eligibility
- g. university employment cannot exceed .70 FTE

## Advisor Assignment

All Graduate Program Directors have access to [assign students to advisors](#) on the Student Advisor page in MyView. Once an advisor has been assigned to a student, the advisor's name displays on the advisee's Student Center page in MyView, and the student's name appears in the advisor's My Advisees list in MyView.

This functionality is useful for managing/tracking advisees. If your unit has an advising office that manages advisor assignment, please coordinate with that office before making any advisor assignments or changes.

The advisor that you assign to a student should first be set up as an advisor on the Instructor/Advisor page in MyView (curriculum management > instructor advisor information > instructor/advisor table). If the advisor has the 'Advisor' box checked on the Instructor/Advisor page, then you can skip page 1 of the instructions and just add the advisor to the student on the Student Advisor page (using page 2 of the instructions).

## Tracking Advisees and Active Students

Cognos report [UMSL RP SA Expanded Advisees](#) will return any advisees and advisors that have been assigned in MyView. This cognos report, may be useful even for those who are not assigning advisors as it returns all students who are currently active in a selected academic plan.

Select an academic plan(s), choose a term (all of the other prompts are optional), then click the Finish button at the bottom.

There are downloading options under the  icon on the top toolbar of your results page.

The report includes the data below in addition to other information which make it very good for tracking active students:

Satisfactory Academic Progress	displays 'meet', 'warning', 'not meet', 'probation' or 'undetermined'
Restricted Admit	displays 'Y' for students who were admitted on a restricted basis
Admit Term	displays admit terms for students in the selected academic plan
Expected Graduation Term	displays the expected graduation terms for students who have applied to graduate in MyView
Residency	displays 'res', 'inres', 'nonres', 'metro', 'il', or 'mdwex'
Visa Type	displays all Visa types (F1 and J1 student visa students should be enrolled full-time for immigration purposes)
Cumulative GPA	displays cumulative GPA
Term Hours Enrolled	displays credit hours enrolled for students in the selected term
Total Hours Taken	displays total hours, which includes current in progress hours
Academic Load	Displays 'full time', 'half time', 'less than half time'

## Tracking GA Awards

Cognos report [UMSL RP SA Graduate Assistant Awards](#) has been set up to return students receiving grad tuition awards for a chosen term and program. Security to this report is set so that only graduate programs within the scope of your home DEPTID should be displayed.

To run cognos reports, you must have completed FERPA training. Log in here: <https://reports.umssystem.edu> under the domain of 'UMSL Users'. Click the search icon on the left hand menu bar and enter the 'UMSL\_RP\_SA\_Graduate\_Assistant\_Awards' report name into the search box.

## Tracking Departmental Awards

Cognos report [UMSL RP SA Graduate Departmental Awards](#) has been set up to help track graduate departmental awards (tuition, travel etc.)

Select a term, enter up to ten award Itemtype numbers, and the report will return:

Students awarded	- names, emplids
Award Info	- amounts, mocodes, award names

To run cognos reports, you must have completed FERPA training. Log in here: <https://reports.umsystem.edu> under the domain of 'UMSL Users'. Click the search icon on the left hand menu bar and enter the 'UMSL\_RP\_SA\_Graduate\_Departmental\_Awards' report name into the search box.

## Tracking Probation Students

Cognos report [UMSL\\_RP\\_SA\\_Graduate\\_Probation](#) has been set up to list active graduate students not meeting the 3.0 gpa requirement for remaining in good standing.

When running the report, only graduate programs within the scope of your home DEPTID should be displayed. The report will return: student name, student number, academic program, gpa per term, cr/hrs per term. 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.


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. Graduate Program Directors have access to remove graduate probation holds.

\*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.

To release a G07-Graduate Probation hold:

1. Navigate to MyView > Main Menu > Service Indicators (Student) > Manage Service Indicators  
Enter Student name or ID #

OR

click on the students negative service indicator icon  , which can be found at the top of the student center in MyView,

2. next click the G07 service indicator code (you may need to click 'view all' on the dark gray bar if the student has several holds)
3. to release the hold, click the Release button in the top right corner, and click OK

To run cognos reports, you must have completed FERPA training. Log in here: <https://reports.umsystem.edu> under the domain of 'UMSL Users'. Click the search icon on the left hand menu bar and enter the 'UMSL\_RP\_SA\_Graduate\_Probation' report name into the search box.

## Student Class List Report

Cognos report [UMSL RP SA Student Comprehensive Class List](#) has been set up to list all of a student's UMSL courses (grad and ugrd). This report could be helpful in evaluating students who are seeking readmission. It could also be used as an alternative to running an UMSL transcript (in some cases) or an alternative to looking up student courses on the MyView Student Services Ctr page. The DARS/MyDegree program lists the course history for undergraduate students but not for graduate students, so this report may also be useful for advising purposes.

Enter an 8-digid student ID number, and the report will return all of the students UMSL courses by semester (enrolled, dropped and withdrawn) in excel format. The credit hours, grades received and gpa will also listed.

To run cognos reports, you must have completed FERPA training. Click the link above or log into cognos at <https://reports.umsystem.edu> under the domain of 'UMSL Users'. Click the search icon on the left hand menu bar and enter the 'UMSL\_RP\_SA\_Student\_Comprehensive\_Class\_List' report name into the search box.

## Satisfactory Academic Progress (SAP) Procedure

As of SP2020, the Financial Aid office will no longer process the appeals of students who have been denied financial aid because of low GPA or because they failed to complete their courses in the previous semester. The new process requires that the student meet with their advisor (or possibly the Graduate Program Director (GPD)) to file an SAP Appeal form and a Graduate Academic Probation Plan. The forms are fillable PDF forms that should be signed electronically. **They do not need to be printed and the student needs only to type in their name instead of a signature.** Students can complete some parts of the SAP Appeal form and the Graduate Academic Probation Plan form in advance, but they will need to send the form by e-mail to the advisor so that they don't have to scan it.

### The Forms:

- [Graduate Satisfactory Academic Progress \(SAP\) Appeal Form](#)
- [Degree Program Advising Form](#)
- [Graduate Academic Probation Plan](#)

### The Process:

1. Student receives notification from Financial Aid that they are ineligible for financial aid and that they must contact their advisor for an appeal.
2. The student makes an appointment (face to face or via phone, e-mail, etc) with the academic advisor.
3. During this appointment the student, with the help of the advisor, will develop an academic plan ([Graduate Academic Probation Plan](#)) that will resolve the academic problems (e.g., course replacement, completing courses with DL grade or courses where a DL became an F). The advisor or the GPD will approve the plan and sign the form electronically.

4. The student, with the help of the advisor, will complete the [Graduate Satisfactory Academic Progress \(SAP\) Appeal Form](#), signed electronically by the advisor or GPD.
5. The GPD will approve the plan and upload the forms to MyConnect.
6. The Graduate School will review the forms and either approve or possibly request further information from the advisor or GPD. Once the Graduate School approves the forms, they will go to Financial Aid and the student will be eligible for a loan.

## Fellowships

Doctoral Recruitment Fellowships (which are awarded at the beginning of a student's program) require that the student be hired to an assistantship position. Dissertation Fellowships (which are awarded near the end of a student's program) do not have the assistantship requirement. Both awards are paid onto students accounts in MyView.

If a Graduate School fellowship has been approved for a student that you have nominated, let us know if the student decides not to attend. For students who have accepted and will be attending:

- We will send the student an award notice for the fellowship. The notice is emailed to the student and also placed in the students 'message center' in MyView. It congratulates them and discusses the terms and payment of the fellowship. Program Directors are able to access gradschool MyView student message center communications here: UM Processes and Reports > UM Campus Community > Message Center > UM Student Message Center
- We will Identify the student in MyView with an indicator. The indicator tells us the type of fellowship and the semester(s) in which it will be paid.
- When it is time to pay the fellowship, the Financial Aid office will apply the fellowship credit(s) to the students account based on the payment terms. If the student changes their mind and does not attend, the fellowship funds will not pay out.

## Enrollment and Billing

August 1<sup>st</sup> is the first due date for Fall semester tuition.

No student will owe Fall tuition before August 1<sup>st</sup> regardless of when they enroll.

Many students, including those who receive tuition support, have fees that they are responsible for paying themselves. Fees could include supplemental, course and online fees and also administrative and insurance fees for international students. If a student needs to make [monthly payments](#), enrolling early will allow them more months to spread the payments over.

Students must be enrolled in the term:

- Before a graduate assistantship hiring epaf is submitted (enrollment determines FICA status)

- Before an equivalency hour request is submitted (students' academic load cannot be updated if they are not enrolled)
- Before a tuition support request is submitted to gradschool (requests should be submitted prior to Aug 1<sup>st</sup> whenever possible)

## Dropping Courses

Depending on when a student drops a course, they could owe a percentage of the fees or possibly the full amount.

Information on what percentage is owed on what date is available on the Cashiers website here:

<http://www.umsl.edu/cashiers/tuition-fees/fee-reassessment.html>.

The Graduate School does not cover fees for dropped courses. Tuition awards are adjusted for students who owe fees for drops.

## Tuition Support

GRAD SCHOOL TUITION SUPPORT		NO GRAD SCHOOL TUITION SUPPORT
<b>ALLOCATED</b> Stipend paid by home department or grant for teaching, publishable scholarly activity, recruiting or advising positions	<b>INTERNALLY FUNDED</b> Stipend paid by UM Research Board, College or Campus Research Awards, pre SP16 start-up funds or GIF Funds	Stipend paid by endowment funds, post SP16 start-up funds, off-campus unit, outside the home department or for admin support or internship/externship

## Equivalency Hours

Equivalency hours are not actual credit hours. When a student receives equivalency hours, their credit hours do not change. Receiving the equivalency hours changes the students' enrollment status (academic load). For example, if a student is enrolled in 6cr hrs (half-time) and receives 3 graduate assistantship equivalency hours, they will still be enrolled in 6cr hrs, but their academic load will change from half-time to full-time.

## Graduate Assistantship Equivalency Hour Requests

Graduate assistantships require half-time (not full-time) enrollment. If a graduate assistant needs to have full-time enrollment for some other purpose (financial aid, academic program, international student etc.) equivalency hours can be used to bring the students enrollment status up to full-time.

Students having a .50FTE graduate assistantship and who are enrolled in a minimum of 6cr hours are eligible for up to 3 equivalency hours. Students having a .25FTE graduate assistantship and who are enrolled in a minimum of 6cr hours are eligible for up to 2 equivalency hours.

Equivalency hour requests for graduate assistantships are submitted through the GATS app, which is the same app that graduate assistantship tuition scholarship requests are submitted. Departments, not students submit these requests through GATS. Students need to be both hired to their graduate assistantship and enrolled in the minimum number of credit hours before either an equivalency hour request or a tuition scholarship request can be submitted through GATS.

Graduate Assistantship equivalency hour requests that cannot be submitted through GATS (Intl paper hires) can be emailed to me. Once the paper hire has been initiated & the student is enrolled in the minimum number of credit hours, you can just send me the emplID and the number of hours being requested.

## **All other Equivalency Hour Requests**

All other equivalency hour requests (doctoral candidacy, comp exam, etc.) are submitted on the G14 form. Students need to be enrolled in the minimum number of credit hours or enrolled in the courses required before submitting these requests. Forms can be found on the Graduate School's website: <http://www.umsl.edu/gradschool/forms.html>

If the student is being hired, and needs their equivalency hours to be exempt from FICA taxes (half-time or greater enrollment status is required for FICA exemption) then the G14 equivalency hour request should be submitted to [gradschoolforms@umsl.edu](mailto:gradschoolforms@umsl.edu) well in advance of the hire (ePAF being initiated). If the request is submitted well in advance, then there should be enough time to get the students enrollment status updated so that when the ePAF is initiated, the students status is half-time or greater and they can qualify for FICA exemption. Any inquiries about G14 Equivalency Hour requests should be sent to [gradschoolforms@umsl.edu](mailto:gradschoolforms@umsl.edu).

## **Verifying Equivalency Hours**

A student's enrollment status (academic load) is what is updated when equivalency hours are received. You can see the enrollment status (academic load) on the Student Services Ctr (Student) page in MyView. Go to Campus Community > Student Services Ctr (Student). Enter the student number and click on the academics tab. Under the 'Term Summary' section, you will see the students' Academic Load for the term.

You can tell if a student has received equivalency hours by looking at the students' academic load in MyView. The academic load is what's updated when equivalency hours are processed. When the academic load shows full-time, you know that the equivalency hour request has been processed. You can see the academic load on the Student Services Ctr (Student) page. Click the Academics tab and look for Academic Load under the Term Summary section.

## **Graduate School Travel Awards**



Most students submit travel requests to the graduate school when they have returned from their conference. After the student has returned, they have their trip receipts which can be submitted along with their travel request form and other paperwork: <http://www.umsi.edu/gradschool/admitted/travel-support.html>.

Some students submit their travel requests before going to their conference if it is their first time requesting travel funding from the graduate school or if they would like approval confirmation before they go. As long as the requirements listed on the travel support webpage are met, approval should not be a problem. Most requests that are denied are because the student is not receiving any travel funding from outside of the graduate school. We expect for the students department or some other source, to be providing travel support of a matching or greater amount than is being requested from the graduate school.

The students travel request form should include MOCodes and amounts from all sources of funding being provided. Funding that has already been provided should be noted as 'already provided'. Because graduate school travel funding is a reimbursement, we will always pay after the student has returned from their conference, and always onto the students account.

When the student has returned from their conference and all paperwork and trip receipts have been received, the graduate school will then match other travel funding being provided up to 500.00 and will submit all of the funding MOCodes and amounts (unless already provided) to the Financial Aid office to be posted onto the students account.

## Time Extensions

Starting with the first course, the maximum amount of time allowed for completing a degree is six years for the master's and eight years for the doctoral degree. If a student is transferring courses from another institution into their degree program, they should get pre-approval for the transfer courses by filing a G3 form as soon as they enter the program. If transfer courses have been pre-approved, then the Graduate School will base the student's time limit on the date of your first course at UM-St. Louis. Without pre-approval, the time limit will be based on the date of the oldest transfer course.

There is no form for requesting a time extension. Instead, the student should submit a letter to their Graduate Program Director for approval, which will then be forwarded to the Graduate Dean. The letter should include the following:

- The primary reason for the delay in graduation.
- A list of courses (including course numbers and titles) completed outside the allowed time limits. For each course, either explain how the student has maintained their knowledge/expertise in the content area of the course (e.g. subsequent courses, work experience) or indicate which additional courses will be taken to update the student's knowledge in the subject matter.
- An expected graduation date.
- A detailed plan for completion by the specified date. The plan should include milestones for meeting all the degree requirements, including the completion of all required courses, the resolution of all delayed grades, and the completion of the thesis/dissertation.

Once a time extension has been granted, the student is expected to complete the degree by the deadline. A second time extension will be granted only under extraordinary circumstances. In addition, pre-approval of transfer courses is voided upon the request of a second time extension. All transfer courses will be re-evaluated.

<http://www.umsl.edu/gradschool/admitted/graduatehandbook.html#Time>

## Leave of Absence

Students who need to interrupt their studies for one or more years, should request a leave of absence. There is no form for requesting a leave of absence. The student should submit a letter to their Graduate Program Director for approval. If the Graduate Program Director approves, the request should then be forwarded to the Graduate Dean. The request should include the following:

- the program modifications that will be needed because of the leave of absence
- the reason for the leave of absence
- the expected date of return

A leave of absence is only really needed when a student is going to be out for a year or more. If a student has no enrollment activity for one full year, the Registrar's Office will change their enrollment status from active to inactive which would mean that the student would need to reapply for admission if they wanted to return. The leave of absence keeps the student from needing to reapply. It also preserves the student's original requirement (start) term so that they will be able to graduate under the rules in effect when they started their program.

The gradschool leave of absence policy is here: <http://www.umsl.edu/gradschool/about/policies.html#Leave>

## Graduate Faculty Members

Graduate faculty primarily consists of instructors who are teaching graduate courses (and so are affiliated with UMSL on a job record in HR). Committee members are generally assigned to a 'special appointment'. Committee members may or may not be on the graduate faculty. If the committee member is teaching graduate courses, then they should be on the graduate faculty. If the committee member is serving on committees and is not teaching graduate courses, then a special appointment should be fine.

We make the distinction between dissertation committee members and Grad faculty members for these reasons:

- Graduate faculty members are appointed based on credentials while committee members are appointed based on expertise, and if they can benefit the student
- Graduate faculty requires a doctorate degree (in most cases), while a doctorate is not necessarily needed to serve as a committee member

## Change of Program Director

If you plan to make a change to the Graduate Program Director position for your department/program, please fill out the request form on our Graduate School website, located here: <http://www.umsl.edu/gradschool/faculty/index.html>

You will choose the fourth option on the page "Submit a Request to Change..." You will need to log in with your SSO/Employee ID and password. This request should be made by the current program director and should be submitted in between semesters or the academic year.

This form submission allows us to:

- a. Keep track of program directors for each department and program
- b. Grant you the appropriate access (MyView, Perceptive Content, etc.) in a timely and organized manner
- c. Update our records so that we can better serve current and prospective students

## Email Communication Templates

### Initial Communication of Acceptance to program

Dear Student:

Congratulations!

We are pleased to inform you that you are invited to join the <insert name of degree> beginning <insert admit term>. You should receive an official acceptance letter from the Graduate School in a few days. *[Can only send this part out after the Grad School has officially approved/accepted the student.]*

Please inform us of your acceptance of this invitation by <insert date> at the latest.

Thanks,

<insert department/program> Faculty and Staff

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After student indicates acceptance, you can send the below email. Since you waited until the Grad School formally accepted the applicant, you can send the permission numbers after they formally accept.

### Course Enrollment Info

Dear Student:

We look forward to working and learning together with you and other future colleagues as you pursue < degree program>. <Insert program website>.

As soon as you have been notified of admission to the UMSL Graduate School, please register for the following courses:

- <Insert Course>
  - Permission Number - <Insert Permission Number>
- <Insert Course>
  - Permission Number - <Insert Permission Number>
- <Insert Course>
  - Permission Number - <Insert Permission Number>

Permission numbers are required for enrollment.

Enrollment Assistance - <http://www.umsi.edu/asp/Student/studenthelp.html>

Congratulations again on your acceptance to the <insert degree program>– we are happy that you are here and have chosen UMSL to further your education.

Thanks,

<Insert Department> Faculty & Staff

## CourseLeaf Rollback

### PREREQUISITES

- Missing prerequisites – Courses should have ‘graduate standing’ at a minimum
- Avoid using ‘successful completion of course xxxx’. A ‘C’ grade is successful completion, but should not satisfy a prerequisite for a graduate course. The prerequisite should read ‘B- or better’
- Avoid using ‘doctoral standing’. This implies that any doctoral student may enroll in the course. Specify a number of course hours in a particular area or haven taken a particular course.
- Avoid using ‘consent of the department’. This implies that departmental staff may provide consent.
- Avoid using ‘consent of the program director’. Consent should be provided by the instructor.
- Avoid listing characteristics that are outside of university records (e.g., must be practicing teacher; must pass Missouri XXX exam). The campus should be able to police and enforce all prerequisites.
- Avoid using ‘admission into the xxxxxxxxxx program’. It should be made clear that graduate standing is required.
- Avoid using ‘a near major in xxxxxxxxxx’. This is unclear. Specify a number of course hours in a particular area or haven taken a particular course.

If interdisciplinary enrollment is desired: then include ‘graduate standing’ in the prerequisite

If program only enrollment is desired: then include ‘graduate standing in xxxxxxxxxxxxxx’ in the prerequisite.  
Avoid using only ‘graduate standing’. Graduate standing alone may not

keep students from outside of a particular program from enrolling in the course.

If program only & possible interdisciplinary enrollment is desired: then include 'consent of the instructor and graduate standing' in the prerequisite. Avoid using only 'consent of the instructor'. Consent of the instructor alone implies that undergraduate students may be given consent.

## OTHER

- Missing bulletin description
- Missing sign-offs from other departments affected
- Missing the total number of credit hours (or at least a range) that are required to complete the program.
- The short title is a single word or otherwise not very descriptive
- Grammar or clarity
- Inconsistencies – hours listed next to program requirements do not match the 'Total Hours'