

# M4/G10 App - Graduation Application

## Instructions for Advisors

Students must complete Registration's Apply to Graduate Application in MyView PRIOR to completing the M4 and/or G10.

After they complete this step, they can log into the Graduate School M4/G10 application. The M4/G10 application auto saves after each step, so students can log out and return to their application without losing any work. Until an application is submitted by the student, it is open for editing by both the student and the advisor and **is not considered fully submitted to the Graduate School until the Advisor and GPD have both approved the application**. 2+3 students may need to complete a pdf application - ask your 2+3 grads to contact the grad school via email at [GradSchool@umsl.edu](mailto:GradSchool@umsl.edu) for details.

1. Log into the M4/G10 Application here - <http://umsl.edu/go/AdvApproval>
  - a. You will be notified once per week, each Monday around 9am, that applications are waiting for review.
2. The first screen you will see will be named - **Graduation Application : Advisor List**

### Graduation Application : Advisor List

- a. As the student begins their M4 form, they will choose their advisor from a drop down list. New advisors can be added by the Graduate School staff, upon recommendation of the Graduate Program Director for that program.
3. The Advisors view will look like the image below - we have marked out the names for privacy. The green shading indicates where the application is in the process.
    - a. If a student has begun an application, but not submitted it, it will appear in your list, but the student name will not be highlighted green. Only the Program and Expected Graduation Semester will be highlighted. At this stage, the application can be edited by either the student or the advisor.
    - b. When a student submits the application, the student name in the advisor list will change to green. The application is now awaiting your approval.

Information Systems-MS	FS2018	Student Name	Advisor Name	GPD Name	Graduate Office	
Master of Business Administration	FS2018	Student Name	Advisor Name	GPD Name	Graduate Office	

If a student drops a class or the GPA is below 3.0 - after they have submitted the application, it will be shaded yellow.

## Reviewing the Application

4. Click the small blue pencil in the far right column, in order to review and approve the application.
  - a. Clicking this will open the student application, indicating the specific degree program and emphasis area.

**Graduation Application : Advisor Review**

Please review the coursework selected [highlighted in blue] below. These are the courses that this student has chosen to meet the degree requirements. Please ensure that they do meet the requirements. Courses with no highlight were not selected by the student. Courses that the student has selected, but dropped, are highlighted in yellow. If there are any errors, you can send back to student, with specific details about what should be changed before resubmission.

Step 1 Student application    Step 2 Advisor Approval    Step 3 Program Director Approval    Step 4 Graduate School Initial Approval    Step 5 Graduate School Final Review [completed after the semester is over]

**Program Information**

Expected graduation term should be the semester in which you will complete coursework and degree requirements. Registration for or participation in commencement is in no way tied to the graduation application.

Academic Unit: College of Business Adminstrtn

Degree Program: Master Business Administration - Business Admin

Emphasis Area: Accounting

Expected Graduation Term: 2018 Fall Semester

Advisor: Advisor Name

Program Director: GPD Name

## Reviewing the Application - continued

5. Continue to scroll down to see the coursework that the student selected for the degree program.
  - a. If you are an MSW advisor who has students with Advanced Standing courses, you should be able to open this document and review those courses - this option available ONLY TO MSW students.

Advance Standing

Advanced Standing     No file chosen    [View Document](#) ✕

- b. The coursework appears in a similar fashion to the previous pdf version of the M4/G10. The courses highlighted in blue are the ones selected to meet the degree requirements.

Course List

Mgmt Information Systems
Term: SP2013   Course: INFSYS 5800   Grade: A   Credit Hours: 3
LOM Proj Mgmt
Term: SP2014   Course: LOG OM 6347   Grade: A   Credit Hours: 3

- c. At the bottom of the screen-
    - i. Selected coursework hours are added up,
    - ii. Cumulative [all graduate coursework at UMSL] GPA is calculated,
    - iii. Program [selected courses] GPA is calculated, and
    - iv. Any in progress hours are listed separately - these hours are not yet calculated in plan hours or GPA, as no grade has been awarded.

Informatn Systems Design

Term: SP2017   Course: INFSYS 6850   Grade: In Progress   Credit Hours: 3

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Cumulative GPA: 3.89   Plan Hours: 30   Plan GPA: 3.8   Plan In Progress Hours: 3

- d. The last section indicates Exit Requirements - not all programs have an exit requirement. These boxes should be checked ONLY if the student submits a M2. If the student is completing an Exit Course - then that should be indicated in the approval notes box [ex: MBA 6900]. *If a box is checked and an M2 has not been submitted, the student may be removed from the graduation list.*

Exit Requirements

Be sure to check with your advisor about the requirements for your degree – checking an Exit Requirement, indicates that an M2 should be on file, or will be, by the time of your degree conferral. If an Exit Requirement is chosen and an approved [both Part A & B] M2 is not on file by the end of the semester you are applying to graduate, you will be removed from the graduation list and will need to reapply for graduation in a future semester.

- All Counseling M.Ed. students should select Comprehensive Exam
- Programs requiring a thesis, should select Thesis
- Programs requiring a scholarly paper, should select Scholarly Paper

If there is no Exit Requirement [most programs] – then select No Exit Requirement for this degree program.

Comprehensive Exam  
 Thesis  
 Scholarly Paper  
 Exit Course  
 Exit Project  
 No Exit Requirement for this degree program

**After submission, Advisors & Graduate Program Directors cannot change any of the options that a student has chosen. If there is an error, the advisor must send the application back to the student. Indicate the changes the student needs to make in the comments box [more information on this process in Approval section below] - these comments are considered part of the academic record and are sent directly to the student. Courses are open for selecting/deselecting by the student and advisor, after the application has been returned to the student for changes.**

## Approval

### APPROVE - No

6. If the student has not met the requirements for the degree - Choose NO, then complete the box with the requirements that the student should fulfill before re-submitting. The student will be notified via UMSL email, that their grad app has been returned and they should log in to see what corrections should be made - **BE CLEAR and DESCRIPTIVE about what is missing, so that the app can be corrected and resubmitted quickly!!**

**Approval**

Select yes to approve the application and move it to the next step of the process. A comment is not required but encouraged in special circumstances, if any, ex: GPA below 3.0, C5 on file, etc.

Select no to return the application to the student. A comment is required and should indicate what the student is missing and should correct before resubmission

Approve  No  
 Yes

Notes  
Not enough credit hours  
Wrong Exit Requirement [indicate the one the student should select]  
No Exit Requirement should be selected  
Exit Requirement selected - no M2 on file - student must submit as soon as possible

- a. Typical reasons for not approving and application are:
  - i. Not enough credit hours
  - ii. Required courses are missing
  - iii. Wrong exit requirement
  - iv. No exit requirement should be selected, etc.
  - v. Exit requirement selected, but no M2, PtA on file. Student must submit prior to advance app.

### APPROVE - Yes

7. If the student has met the requirements for the degree - Choose YES, and the only notes in the Notes box should be specific to ongoing requirements that must be met before degree conferral -
  - a. M2, Pt A filed - if required for program
  - b. Program and/or Cumulative GPA improve to 3.0
  - c. Ex: MBA 6900 - in the event of the exit course requirement

Approve  No  
 Yes

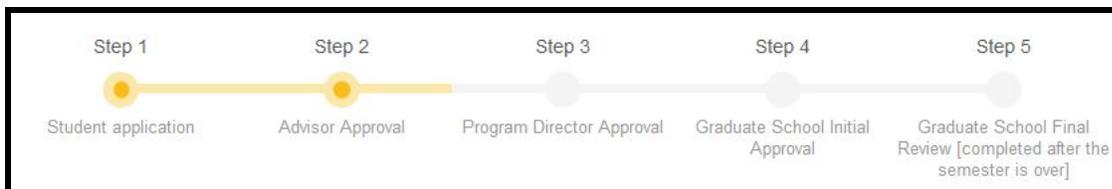
Notes  
M2, Pt A filed - if required for program  
GPA below 3.0  
Ex: ABC 1234 - in the event of the exit course requirement

8. Choose SUBMIT after you've evaluated the application. After your submission, you will see where the Advisor box has shaded green. This indicates that the application has moved forward to the Graduate Program Director's queue. You can also track the progress of the application in the Status Bar. After you approve the application, the Advisor Approval orb in the Status Bar should be yellow.

**Graduation Application : Admin List**

Program	Expected Graduation	Student	Advisor	Program Director
Autism Studies C				
Autism Studies Graduate Certificate	SS2017	Student Name	Advisor Name	GPD Name

### Status Bar



If you have any questions, please contact our office via email at [GradSchool@umsl.edu](mailto:GradSchool@umsl.edu) or by phone at 314-516-5900