M4/G10 App - Graduation Application

Instructions for Graduate Program Directors

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. 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 for details.

As the student completes their M4 form, they will choose their advisor and Graduate Program Director from pull-down menus. Advisors and Graduate Program Directors can be added by Graduate School staff, upon recommendation of the GPD for that program. After the student submits the application, it will be routed to the Advisor's queue for approval. After the Advisor approves, it moves to the Graduate Program Director's queue.

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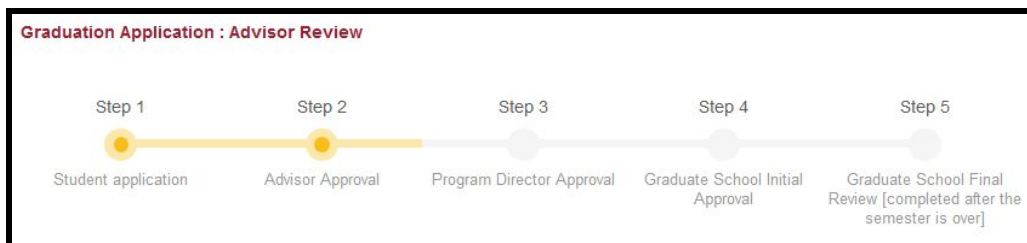

   Graduation Application : Program Director List

   a. As the student completes their form[s], they will choose their advisor. After the student submits the application, it will be routed to the Advisor's queue for approval. After the Advisor approves, it moves to the Graduate Program Director's queue.
3. The Graduate Program Director's 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 - both have been approved by the advisor and are awaiting on GPD review.

| Masters of Accounting | FS2018 | Student Name | Advisor Name | GPD Name | Graduate Office | ✏️ 🗃️ |
| Master of Business Administration | FS2018 | Student Name | Advisor Name | GPD Name | Graduate Office | ✏️ 🗃️ |

Reviewing the Application

4. Click the small blue pencil + box in order to review and approve the application.
   a. Clicking this will open the student app, indicating the status, the specific degree program & emphasis area.

Graduation Application : Advisor Review

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 Admir
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. Blue indicates a selected course. Courses that the student took, but did not select, are also listed but not highlighted - see second photo below - MID ED 4315 is not selected.

   a. If you are an MSW GPD 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.

   b. 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, &
      iv. Any IP hours are listed separately - these hours are not yet calculated in plan hours or GPA, as no grade has been awarded.

6. 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.*

Advisors and Graduate Program Directors cannot change any of the options that a student has chosen, after submission. If there is an error, the advisor must send the application back to the student. Indicate the changes the student is to make in the comments box [more information 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

7. 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.

a. These reasons are the same as they are for the current process -
    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 ASAP to advance app.
b. Choose SUBMIT after you've evaluated the application. After your submission, you will see that the application has been sent back to the student for corrections. Student will also receive a notification.

APPROVE - Yes

8. 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. GPA must improve to 3.0
    c. Indicate required course - ex: ABC 1234 - in the event of the exit course requirement


9. Choose SUBMIT after you've evaluated the application. After your submission, you will see where the next box has shaded green. This indicates that the application has moved forward to the Graduate School's queue.

10. After an initial review, the Step 4 Graduate School orb will highlight yellow - after the semester is over, final grades have been entered and Grad School has completed the final review - Step 5 will illuminate.
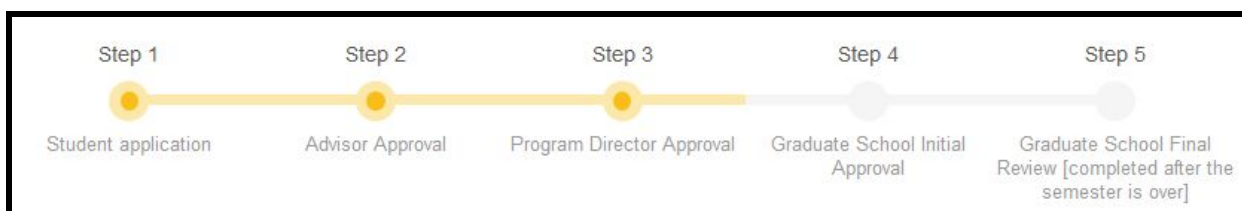
If you have any questions, please contact our office via email at GradSchool@umsl.edu or by phone at 314-516-5900