Application for Graduation – Graduate Degree [M4] Directions

1. Complete the pdf form from the Graduate School Web page - http://www.umsl.edu/gradschool/admitted/graduation.html
    a. Forms must be sent from your UMSL email account, to your advisor, as a measure of security.
    b. Your advisor will sign and then forward to the Graduate Program Director.
    c. Your Graduate Program Director will then forward to the Graduate School – GradSchoolForms@umsl.edu
    d. Forms that are incomplete will not be processed. Paper forms will not be accepted.

2. It is the student's responsibility to complete the M4 successfully & submit to advisor by the graduation deadline.
    a. Graduation Deadlines - http://www.umsl.edu/gradschool/admitted/graduation.html
    b. If you are not enrolled in the semester in which you apply to graduate, the Graduate School will enroll you in the Graduate Exam Fee which is equal to one credit hour of graduate tuition, per UM System Requirements.

3. The academic program information in the MyView Student Services Center – is the only degree program that you have been accepted to and will be considered for. If this information is incorrect, please inform your advisor AS SOON AS POSSIBLE, as you will need to reapply and be accepted to the degree program you are requesting a degree from before we can process the paperwork.

4. You can access your academic history through MyView or request a transcript from the Office of the Registrar to assist you in completing the coursework section. List ONLY the coursework needed to satisfy the degree requirements – exactly as it appears in your course history. Additional coursework on your M4 may cause it to be rejected or denied.
    a. List only approved degree programs and subplans - if unapproved areas are listed, the application will be changed to reflect the appropriate degree requirements.
    b. Do not list concentration areas or outside certification requests.

5. The Semester/Year column information:
    a. This information indicates that your program meets the required timeframe of 6 years from the date of first course taken.
    b. If your program exceeds this time limit, you will need to submit a request for a time extension - This request for an extension should be submitted with the M4. See Graduate School handbook for more information on this process.

6. Fill in the grade space only when a letter grade has been awarded [A, B, C].
    a. If a DL grade exists in a course, the outstanding work will need to be completed by the student and the grade CHANGED to a letter grade, by the instructor of record - by the deadline to enter grades at the end of the graduating semester.
    b. If a DL grade is not changed, you will be removed from the graduation list and you will need to re-apply for graduation in a future semester.
    c. Do not include courses with an EX or F grade on the M4. Your application will be denied.

7. The Special column allows you to denote specific courses using the letter codes shown below.
    a. **TR** - to denote transfer courses [courses not taken at UMSL]
    b. **WS** - to denote workshops
    c. * - to denote other coursework with special circumstances – please include explanation

8. Consult the Graduate Bulletin - http://bulletin.umsl.edu/graduatestudy/
    a. Confer with your advisor to be sure that you have completed all departmental and Graduate School requirements for graduation.
    b. Program and Cumulative GPA must be a minimum of 3.0 to graduate.

9. Signature Options
    a. Sign by typing, drawing your signature or using an image - Signatures must be legible.
    b. Forms should be sent form your UMSL email address.

10. Update your name and address in MyView. Graduate Degrees will be mailed to official addresses only.
    a. The university is not liable for official notifications sent to incorrect or old addresses. We will contact you exclusively through your UMSL e-mail address.

11. Graduate Certificates are applied for separately by submitting a G10 - http://www.umsl.edu/gradschool/admitted/graduation.html

12. Keep a copy of this form for your records. You will be notified when it has been evaluated, via UMSL E-mail.
    a. Frequently Asked Questions - http://www.umsl.edu/gradschool/admitted/faq.html

When you file your application for graduation, a graduation check will be performed.
Please keep copies of all submitted files.

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This form must be filed in the Graduate School by the deadlines posted here - http://www.umsl.edu/gradschool/admitted/graduation.html. Please see directions for detailed information about signature fields and how forms should be processed. It is the student's responsibility to complete this form and obtain signatures from their advisor and Graduate Program Director. After the Graduate Program Director signs off on the degree coursework and requirements – the form should be sent to the Graduate School, electronically – GradSchoolForms@umsl.edu – Paper [and incomplete] forms will not be accepted.

Name: _____   Student Number: _____

Expected Semester of Graduation: □ May   □ December   Year: _____
  [Semester in which all coursework will be completed]   □ August [degrees conferred, no commencement ceremony]

Degree: □ M.Acc.   □ M.A.   □ M.B.A.   □ M.Ed.   □ M.F.A.   □ MIS

          □ M.M.E.   □ M.P.P.A.   □ M.S.   □ M.S.N.   □ M.S.W.

Educational Specialist [Ed.S.] in: □ Education Administration   □ School Psychology

Please confirm your current degree program and emphasis areas [if applicable] in MyView.
The Current Inventory of Degree Programs can be found here - http://www.umsystem.edu/ums/aa/degrees-umsldegrees

Degree Program: _____   SubPlan: _____
  [Ex: Counseling, Criminology and Criminal Justice, etc.]   [Not all degree programs have approved subplans.]

The University has permission to print my name in the commencement booklet.   □ Yes   □ No

By signing below, I understand that:
- if I am not currently enrolled in a course in the semester in which I am applying to graduate, the Graduate School will enroll me in the Graduate Exam, as is required by UM System. The charge is equal to one credit hour of graduate tuition.
- I am applying for the degree that correlates to the active degree program in MyView, as it is the only degree that I am eligible to apply for.

Sign by typing or drawing your signature or using an image.
Signatures must be legible.
Frequently Asked Questions
http://www.umsl.edu/gradschool/admitted/faq.html

_____
Student Signature and Date

Graduate School Use ONLY

Degree Removal:

□ DL/F/EX/Y

□ Student Not Enrolled

□ Transcripts for Transfer Credit not received

□ Low G.P.A. [below 3.0]

□ Courses on Program Not Taken

□ Exit Requirement Not Completed

Thesis Approval:

□ Approved M2

□ Advisor Approval

□ Title Page & Numbering

□ Paper copies [if applicable]

Comments:

□ Approved   □ Removed   _____
                                        Graduate School Approvals
                                        Dean Christopher Spilling or Associate Dean Wesley Harris

University of Missouri – Saint Louis   Graduate School

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Name: _____   Student Number: _____

<u>Active Program Information in MyView</u>

Degree Program: _____   Emphasis/SubPlan: _____
[Ex: Counseling, Criminology and Criminal Justice, etc.]   [Not all programs have approved subplans. Do not list concentrations.]

College[s] where transfer work done [**Non-UMSL courses - only as applies to this degree**]: _____

Dept.	Course #	Title	Hours	Semester/Year	Grade	Special

Total credit hours in program [auto adds from Hours Column above] _____   Hours above 5000 _____

Anticipated Exit Requirement [if required for program – results reported on M2]:

☐ Comprehensive Exam   ☐ Thesis   ☐ **Scholarly** Paper   ☐ Exit course   ☐ Exit project

_____   _____
Faculty Advisor Signature and Date   Graduate Program Director Signature and Date