

## Application for Graduation – Graduate Certificate [G10] 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](mailto: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 G10 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. 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 G10 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.
4. 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 G10. See Graduate School handbook for more information on this process.
5. 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 G10. Your application will be denied.
6. 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
7. 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.
8. After you complete the form, set an appointment with your advisor for approval. After your advisor approves, they will forward your application to the Graduate Program Director, who will then forward it to the Graduate School for final approval.
9. Signature Options
  - a. Sign by typing, drawing your signature or using an image - Signatures must be legible.
  - b. Forms should be sent from your UMSL email address.
10. Update your name and address in MyView. Graduate Certificates and 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. Master's Degrees are applied for separately by submitting a M4. This form follows the same process as the G10.
12. Keep a copy of this form for your records. You will be notified when it has been evaluated, via UMSL e-mail.

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

### Application for Graduation – Graduate Certificate [G10]

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 – [GradSchoolForms@umsl.edu](mailto:GradSchoolForms@umsl.edu) – Paper [and incomplete] forms will not be accepted.

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Expected Semester of Graduation:                       May                       December                      Year: \_\_\_\_\_  
 August [degrees conferred, no commencement ceremony]

*This form is not to be used for any certification. Contact your Graduate Program Director regarding outside certification requirements.*  
 Please confirm your graduate certificate [GRCT] here - <http://www.umsystem.edu/ums/aa/degrees-umsldegrees>

Graduate Certificate: \_\_\_\_\_

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

Dept.	Course #	Title	Hours	Semester/Year	Grade	Special

Total credit hours in program [auto adds from Hours Column above] \_\_\_\_\_

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.

\_\_\_\_\_  
 Student Signature and Date

By signing below, I have reviewed the coursework and departmental requirements for the certificate. It is recommended that the certificate be awarded contingent on the satisfactory completion of all requirements.

\_\_\_\_\_  
 Advisor Signature and Date

\_\_\_\_\_  
 Graduate Program Director Signature and Date

**Certificate Removal:**

- DL/F/EX/Y                       Student Not Enrolled                       Low G.P.A.

**Graduate School Use ONLY**

- Courses on Program Not Taken

Comments:

- Approved                       Removed

\_\_\_\_\_  
 Graduate School Approvals  
 Dean Christopher Spilling or Associate Dean Wesley Harris

