

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.

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, that applications are waiting for review.
2. The first screen you will see will be named - **Graduation Application : Program Director List**

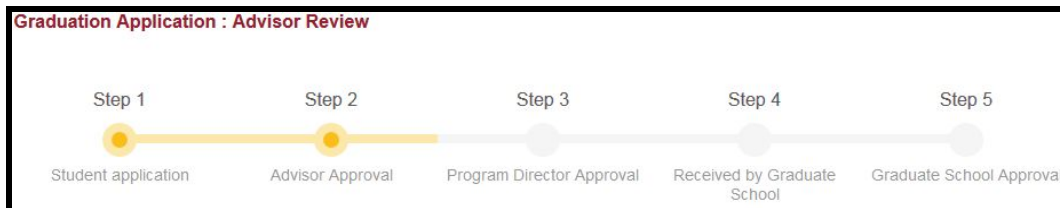
Graduation Application : Program Director List

- a. As the student completes their M4 form, 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 - the first has been approved by the advisor [waiting on GPD review] and the second is awaiting advisor approval.

Program	Expected Graduation	Student	Advisor	Program Director	Received by Graduate Office
Master of Education Secondary Education	SS2017	Student Name	Advisor Name	GPD Name	Graduate Office
Master of Education Adult & Higher Education	SS2017	Student Name	Advisor Name	GPD Name	Graduate Office

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 app, indicating the status, the specific degree program & emphasis area.



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 Education
Degree Program	Master of Education - Secondary Education MED
Emphasis Area	Middle Level Education
Expected Graduation Term	2017 Summer Semester
Advisor	Advisor Name
Program Director	GPD Name

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.

Advance Standing

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

Course List

ED PSY 6030B - Instr, Lrng & Assess: B

Term: FS2015 Grade: A Credit Hours: 1

MID ED 5989 - Practicum 1: Mid Educ Site Exp

Term: FS2015 Grade: A Credit Hours: 2

ELE ED 6338 - Literacy Assessment & Teaching

Term: FS2016 Grade: A- Credit Hours: 3

MID ED 4315 - The Middle Level School

Term: FS2016 Grade: A Credit Hours: 3

TCH ED 6020 - Tch Actn,Advacy & Ldrsp

Term: SP2017 Grade: A Credit Hours: 3

- 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.

Cumulative GPA: 3.883 Plan Hours [includes IP hours]: 33 Plan GPA: 3.9 Plan In Progress Hours: 0

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.***

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

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 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

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.

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. 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

Approve No
 Yes

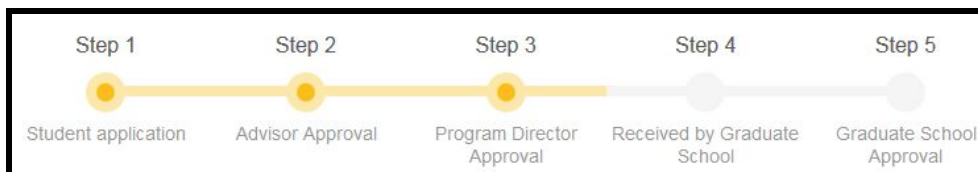
Notes
M2, Pt A filed - if required for program
GPA below 3.0
Ex: ABC 1234 - in the event of the exit course requirement

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.

Graduation Application : Program Director List

Program	Expected Graduation	Student	Advisor	Program Director	Received by Graduate Office
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10. After an initial review, the Step 4 Graduate School orb will highlight yellow - after the semester is over, and final grades have been entered - 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.