

Guidelines for the Quick Admit Process

This process should be used to quickly admit a student to a graduate program when time constraints preclude the use of the normal admissions procedures. The primary effect of the Quick Admit process is to accelerate the creation of the Graduate Admissions Summary form in WebNow. If a Summary Form is already in the WebNow program folder, then you should use that form to make the admission recommendation. Filing a Quick Admit form will only slow down the process.

Required Documents:

- Student must complete an online Graduate Admissions application.
 - The completed application form will be available in WebNow 24-72 hours after submission.
- Department must complete the Quick Admit Request Form and recommend a specific admission type
 - Regular, Provisional for Transcripts, or Provisional with Dean's Hold
- Send the form via e-mail to Graduate Admissions - wattsn@umsl.edu - and the Associate Dean - wharris@umsl.edu.
- Some sort of transcript information must be available.
 - If necessary, you may submit unofficial transcripts provided by the applicant with the Quick Admit form.

Procedure:

- The Program Director can initiate the process at any time by submitting the required Quick Admit documents to Graduate Admissions and the Associate Dean of the Graduate School.
- The Graduate Summary Form will be created immediately in WebNow with whatever information is available at the time.
- The Quick Admit approval form will be entered into the student's records in WebNow
- Based on the recommendation contained in the Quick Admit Form, the Associate Dean will sign as the Program Director on the Graduate Summary Form.
- The rest of the admission's process will follow the normal sequence of:
 - Approval by the Graduate Dean
 - Admission of the student by Graduate Admissions
- Students admitted *Provisional for Transcripts* must arrange for official transcripts during their provisional semester to be allowed to register for a second semester.
- For students admitted with a Dean's Hold, the Dean's Office will review the student's record toward the end of the provisional semester.
- **Students who complete their provisional semester with a GPA below 3.0 will be subject to dismissal.**

Quick Admit Form – Graduate School

Department - _____ Degree Program - _____

Program Director - _____

Applicant InformationName: _____
Last First Middle InitialPrevious Name used on any Academic Records: _____
Last First Middle Initial

UMSL Student # [from online application] _____

Phone Number [optional] _____ E-Mail Address [optional] _____

Transcripts

- Official or Unofficial Transcripts are in ImageNow
- Unofficial Transcripts are attached
- Student is readmit/reenroll/Graduate Internal, all relevant grades available in MyView

Recommendation of Program Director

- Regular Admit
- Provisional Admit for Transcripts
- Provisional Admit with Dean's Hold

Brief justification for requested admission status.

Chair/Graduate Program Director Signature and Date

Submit via e-mail to

WattsN@umsl.edu and HarrisWr@umsl.edu_____
Graduate School Approval
Dean Christopher Spilling or Associate Dean Wesley Harris