Admissions application

Admissions classifications
Admission application requirements
Student admissions application submission
Waiving admissions application fees
Re-admission after an extended time away
Re-admission with old coursework
Student changing from one program to another
Student enrolling before term of admission
Declining Admission / Deferring Admission
Application Cancellation
Admissions application tracking

Slate, Perceptive Content and MyView

View pending applications in Slate
Accessing Perceptive Content
Processing applications in Perceptive Content
Document Lookup in Perceptive Content
Grad Summary Form in Perceptive Content
Summary Form Comments – Admit, Deny, Waiver
Test Scores
Exporting Files from Perceptive Content
MyView access
Service Indicator extending or removing in MyView

Restricted admission

When to recommend restricted admission
Indicator holds & tracking
Does not meet minimum GPA requirements

Provisional Admission

When to recommend provisional admission
Indicator holds & tracking
Undergraduate degree not completed
Unofficial Transcripts
Summary form recommendations

Waivers

English proficiency requirement
GRE requirement
Waiving admissions application fees
Graduate Admissions Guide

Admissions application

Admissions classifications

Graduate Status-Regular
Regular admission status may be granted to an applicant who has achieved a grade point average (GPA) of 3.00 or greater (on a 4.00 scale) and has submitted all required documents by the admission deadline. Students must submit an official transcript from an accredited US institution or its equivalent from a foreign institution. Students must also submit an official GRE test score or an official GMAT score as required. Individual graduate programs may specify additional application requirements.

Graduate Status-Restricted
A student who does not fulfill the minimum university application requirements for regular admission may be admitted restricted upon recommendation of the program director to which admission is sought and the Graduate School. A graduate program may attach restrictions to the admission of an applicant, such as maintaining a 3.0 GPA in the first semester of a graduate program or completing certain prerequisite courses. Restricted admission is not granted to students who are missing a required GRE or GMAT test or if an international student is missing a TOEFL or IELTS test.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Indicator Reasons</th>
<th>Indicator Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>G05-Graduate Restricted GPA Admit</td>
<td>GPA Earn 3.0 in 1st term</td>
<td>None</td>
</tr>
<tr>
<td>G06-Graduate Restricted OTHER Admit</td>
<td>OTHER Specific Restriction</td>
<td>No Enrollment</td>
</tr>
</tbody>
</table>

The Restricted-GPA indicator will be placed by admissions onto students needing a ‘must earn 3.0 gpa in first semester’ restriction. When a student having this indicator reaches a 3.0 gpa or greater, the indicator will be automatically released.

The Restricted-OTHR indicator will be placed by admissions onto students needing a non-gpa restriction. This would apply to ‘must earn B or better in course ###’ and other non-gpa restrictions. The specific restriction will be entered into the comment section of the indicator. The indicator start term will be set to the term following the students admit term. The program director may extend the indicator start term to allow the student more time to satisfy the restriction. When a student having this indicator has satisfied the restriction, the indicator should be released by the program director.

The G5-Petition to Transfer from Restricted to Regular Status form will not be required for either of the two types of restricted admits. This form will no longer be used.

Graduate Status-Provisional
A student who meets the minimum university application requirements for regular admission but has not submitted all required, official documents prior to the admission deadline may be admitted provisionally upon recommendation of the program director and the Graduate School. Students who
are admitted provisionally are allowed to enroll for their first semester. They must have all admission provisions cleared by the end of the first semester in order to continue in the program. If students fail to clear their provisional status by the end of their first semester, enrollment in future semesters will not be permitted.

International students may be admitted conditionally to a degree program if their English language skills do not meet admission standards. They may not take classes in their major but will take ESL (English as a Second Language) classes until they meet admission standards.

**Undergraduate degree not yet earned**

Students who have not yet earned their undergraduate degree may be admitted into a graduate program on a provisional (pending undergraduate degree) basis. By the fourth week into the term of admission, graduate admissions must have received either an official transcript showing the undergraduate degree received, or a graduate school degree verification form (which would be mailed to the student) confirming that all undergraduate degree requirements have been completed. If neither is received, then the students’ graduate admission will be immediately cancelled. If the student will not have earned their undergraduate degree or have completed all of their undergraduate degree requirements by the fourth week of the term in which they seek graduate admission, then they should apply for graduate admission in the following term.

**Need GRE, GMAT, NCLEX, Rec Letters, Writing Sample/Essay**

The Provisional Admit indicator below will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Indicator Reasons</th>
<th>Indicator Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>G08 – Graduate Provisional Admit</td>
<td>GMAT Official GMAT needed</td>
<td>No Enrollment</td>
</tr>
<tr>
<td></td>
<td>GRE Official GRE needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NCLEX NCLEX test needed (nursing only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RECLT Recommendation Letter needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRTNG Writing Sample needed</td>
<td></td>
</tr>
</tbody>
</table>

**Admission application requirements**

All admissions requirements are set by the program and should be advertised by the program on their website. For easy prospective student access, the Graduate School keeps updated Profile Sheets that are used to share with these students upon inquiry. You can access your program’s profile sheet here:
Student admissions application submission

Once a student submits their admissions application, their application info moves into MyView the following business day and they are classified as an applicant and assigned a student number. Most admissions processing takes place after a student has submitted their application. Also, in order for a student to be returned on the UMSL_RP_SA_Application_Tracking cognos report, they must have submitted their admissions application.

One way to tell if a student has submitted their application is by checking the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If you do a name search on this page and the student application info pops up, then the student has submitted their application. If you do a name search, and get a ‘No matching values were found’ message, then the student has not submitted.

Waiving admissions application fees

A unit may indicate within Slate that they are ‘waiving’ the application fee for a particular student or students. The unit would enter a MoCode that would be charged the student(s) application fee. note: please enter your MoCode only into the MoCode field; no comments or other text should be entered into the MoCode field.

Within Slate, the students application fee would be reflected as ‘waived’ and the units MoCode would be charged for the fee. Units who would like to request access to waive graduate admissions application fees through Slate may contact the campus Slate team at Slateadmin@umsl.edu. Waiver instructions are here.

Re-admission after an extended time away

When a student has had no enrollment activity for one full year, the Registrar’s Office will no longer ‘activate’ them for enrollment in future terms.

Ex: A students last semester of enrollment is fall of last year. This students last semester of term activation would be one full year later (fall of this year). This means that the student would not be permitted to enroll in any term beyond fall of this year.

In these cases, if enrollment is desired after one full year of no enrollment, then the student would need to submit a new admissions application reapplying for admission. The student would not need to pay the application fee again. Applicants are only required to pay the graduate application fee once. The graduate admissions application can be accessed here: http://www.umsl.edu/gradschool/prospective/how-to-apply.html.

Re-admission with Old Coursework

In cases where the student is applying for re-admission and looking to count courses taken past the time limit, we will treat the admissions decision separately from the time extension. A student who applies with a high gpa from old coursework would clearly be admissible. Their previous coursework

http://www.umsl.edu/gradschool/prospective/index.html. If at any time your program changes a requirement, contact information, or process please make sure to not only update your website, but send the Graduate School these updates so that all students are given the same information.
demonstrates that they are capable of doing graduate level work. That does not necessarily mean that they should be able to include the old courses in their new degree plan.

When a student applies, we will evaluate admission without considering whether the old courses will or will not be allowed in the new degree plan. Obviously, the student will want to know how many courses they may have to take. So we would strongly encourage the student to apply for a time extension around the same time that they apply for admission. View Time Extension Request for more information.

**Student changing from one program to another**

A student who is looking to change from one program or plan to another should submit an admissions application for the new program or plan. The Graduate School requires a separate application for program and plan changes in order to accurately report application statistics, and because admission requirements and/or program directors are often different. A separate admissions application is not needed for sub-plan changes. Advisors or program directors may submit Requests for Student Sub-Plan changes.

**Student enrolling before term of admission**

A student may apply and be admitted for the Fall semester, then later decide that they would like to enroll in a summer course. In order to allow for summer enrollment, the students admit term will need to be updated (from Fall to Summer) on both their admissions and registrar’s records. Also, if the student was admitted on a provisional or restricted basis for the Fall semester, the provisional or restricted hold may need to be moved from Fall to Summer. The student advisor or Graduate Program Director should contact Graduate Admissions or International Graduate Admissions.

**Declining Admission / Deferring Admission**

Please notify Graduate Admissions or International Graduate Admissions when an applicant or admitted student has declined admission. Students who will not be attending UMSL should be coded as Cancelled – Applicant Withdrawal in the student system. This helps to keep our admissions reports accurate.

No notification is needed for domestic students who are just delaying their admission to the following semester. International students who are delaying their admission should contact the International Student Services office. Any graduate students who are delaying their admission for longer than one full year will need to reapply for admission upon their return. The Registrar’s Office will no longer ‘activate’ a student for enrollment once they have reached one full year of no enrollment activity.

**Admissions application cancellation**

Graduate Admissions processes all admissions applications as either an admit, deny or a cancel. An application would typically be cancelled if it is incomplete and the student has not responded to requests for documents, if it is not needed due to the student already being active in the program, or if the student has decided to attend another institution. These reasons or any others annotated on an applicant’s admissions summary form are always helpful.
Unlike applicants who are admitted or denied, canceled applicants do not receive any correspondence from Graduate Admissions. We will change their program status from applicant to cancelled in the student system, but will not send any correspondence.

**Admissions application tracking**

Cognos report [UMSL_RP_SA_Application_Tracking](#) has been set up to help track program admissions. Select a term, career and program, and the report will return:

- **All applicants** - name, emplid, email addresses
- **Action dates** - date applied, date admitted, date matric, date denied, date app withdrl, etc.
- **Admit type** - grad, international grad, internal grad, re-enroll grad, etc.
- **Admit reason** - regular, provisional, restricted etc.
- **Study agrmnt** - displays myview study agreement indicator for students being identified with one
- **Hours enrolled** - number of credit hours enrolled in term (useful for identifying those admitted but not enrolled)

**Slate, Perceptive Content and MyView**

**Slate – View pending applications**


**Accessing Perceptive Content**

**Web Version**: [https://imageweb.umsystem.edu/webnow](https://imageweb.umsystem.edu/webnow)

The web version is Java based, so is dependent on an internet browser that supports Java. Google Chrome, Microsoft Edge, Firefox and Safari no longer support Java. Internet Explorer is the only browser that is currently supporting Java, so the perceptive content web version will work in Internet Explorer. Mac users are advised to switch to a Windows computer when accessing the Perceptive Content web version.

Note: A blank screen when attempting to access the web version is an indication that Java is unable to load and may need to be updated [https://java.com/en/](https://java.com/en/).

Accessing the perceptive content web version from off campus requires that users be logged into the campus VPN. See Triton VPN instructions here: [https://www.umsl.edu/technology/networking/TritonVPN/index.html](https://www.umsl.edu/technology/networking/TritonVPN/index.html). Users who are on campus, using TritonNet Wi-Fi may also need to be logged into the VPN to access the perceptive content web version.

**Desktop Version**: [https://doit-in-qaagnt.um.umsystem.edu/imagehelp/imagenow.html](https://doit-in-qaagnt.um.umsystem.edu/imagehelp/imagenow.html)

The desktop version must be downloaded from the link above. It will only work on a PC; it will not work on a mac. You must be logged in as an administrator on the PC. If you have any issues with the download or the install, please contact the ITS helpdesk at 314-516-6034.
Processing applications in Perceptive Content

When an applicant’s application has been submitted, processed, and reviewed by the Graduate Admission office, it will then be put in the appropriate program queue in Perceptive Content (if it is non-degree, it will be placed in the non-degree queue for that department). Please check these queues regularly!

In the queue there will be multiple items for you to access. Besides transcripts and the grad summary form, you might have letters of recommendation, statement of purpose, resume/CV, unofficial test scores, writing sample(s), pre-admit misc., or correspondence (if applicable to your program). The materials required will vary depending on the program and how the GPD and department have elected to receive materials (for example, counseling applicants and MSW applicants submit directly to department email).

1. Collect application materials from WebNow/Perceptive Content
   a. DO NOT REVIEW OR INTERVIEW ANYONE UNTIL ALL MATERIALS REQUIRED HAVE BEEN SUBMITTED – Supp App & Grad School App
   b. Staff or faculty could be given access to WN/PC to view submitted materials
      i. Allows staff to keep in contact with students who have submitted one half or the other – indicate that the outstanding materials must be submitted before they are eligible to be reviewed for admission – be specific about the absolutely last deadline that you’ll accept their materials
      ii. OR – staff could compile the grad app and the supplemental app in one folder and distribute all folders to reviewing faculty. If anyone applies after the deadline – you can keep in contact with them and let them know that they will be reviewed for the next admit term

2. Faculty review applicants/interviews, etc.

3. Faculty pass on admit/deny decisions to the Graduate program Director

4. GPD indicates admission or denial in WebNow

5. After GPD ADMITS – moves to Grad School 24 hours later

6. 24 hours after Grad School makes decision, the app lands back in Grad Admissions where an acceptance/denial letter will be generated.

7. Acceptance/Denial letter generated by Grad Admissions, uploaded to WebNow and mailed to student.
   a. Letter can be viewed into WebNow

8. Department can THEN send out the email indicating acceptance to the degree program.
   a. See sample “1 – Initial Communication of Acceptance to program”

Document Lookup in Perceptive Content

There are two ways to access a student’s documents in Perceptive Content. The first way is through the queues that you have been assigned access. The second is from the Documents search view. If a student is missing a required document or has recently applied, then you may not find them in your
queue(s) yet, but may find them by using the Documents search view. If the student is in Perceptive Content, the Documents search view will return them, whether they have been placed into your queue or not.

You will need the student ID number and at least viewer access to Perceptive Content in order to look up a student using the Documents search view. Documents may include forms received, admissions decision letters etc. Even if a student’s admissions project has left your queue, you can still look them up.

Log into Perceptive Content, click on the ‘Documents’ view. Under ‘S ADM All Documents’, enter the student ID number. All documents saved to Perceptive Content for the student will be listed (see screenshot below).

**Grad Summary Form in Perceptive Content**

Once an admissions decision has been made by the program, the program director will go to perceptive content and annotate the decision using checkmarks and comments on the students graduate admissions summary form. The program director would then place their department stamp onto the summary form to move the students admissions project through the workflow.

**Comments - Admit, Deny, Waiver**

Comments can be added onto a student’s summary form using the Text button. The text button is located on the Annotations toolbar under icon: 📔.

Comments are helpful when:

a. official documents/tests are needed, or are being waived  
b. a student with good credentials is being denied  
c. a student with not so good credentials is being admitted  
d. a student is being admitted provisional or restricted

Please add a comment onto the admissions summary form when recommending admission into a different semester or from a degree granting program to non-degree or for any changes that were not originally chosen by the applicant. Also, please add a comment when a student who does not meet the minimum requirements is being recommended for admission.

Please include a reason for denial (incomplete application, undergraduate record etc.) onto the admissions summary form. Also, please add a comment when a student with good credentials is being
denied admission. The denial letter that a student receives from the Graduate School is generic with no detailed explanation. Students who are denied admission may contact the Graduate School, so any information provided on the summary form regarding the denial would be helpful.

If a program requires the GRE, but wishes to waive it for a particular applicant, please add a comment onto the admissions summary form as to why it is being waived. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment onto the admissions summary form as to why it is being waived.

Provisional Admission (as explained under admissions classifications) may be granted to students who have not yet earned an undergraduate degree. Look for a “DATE Expected” on the summary form. These students should be admitted provisional, pending their degree.

When the degree has been earned, the graduate school or the ISS office will change the admission from provisional to regular.

**Provisional Admission**

<table>
<thead>
<tr>
<th>UNDERGRADUATE DEGREE</th>
<th>BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE Awarded</td>
<td>DATE Expected</td>
</tr>
<tr>
<td>OTHER COLLEGES ATTENDED</td>
<td></td>
</tr>
</tbody>
</table>

Students who have submitted unofficial transcripts, or unofficial TOEFL, GMAT or GRE scores (as shown below) should be admitted provisional. When the official transcripts and/or scores are received, the graduate school or the ISS office will change the admit from provisional to regular.

**Test Scores**

A comment should be added to the summary form if documents or test scores are being waived.

<table>
<thead>
<tr>
<th>TEST SCORES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GRE APT. SCORES (V)</td>
<td>158</td>
</tr>
<tr>
<td>GRE APT. SCORES (Q)</td>
<td>153</td>
</tr>
<tr>
<td>GRE ADV. TEST SCORE</td>
<td>4.5</td>
</tr>
<tr>
<td>ADV. TEST AREA</td>
<td>80</td>
</tr>
<tr>
<td>GMAT (COMPOSITE)</td>
<td></td>
</tr>
</tbody>
</table>

When unofficial test scores are received by departments, it would be helpful to the graduate school if the scores could be noted on the summary forms (as shown in screenshot). Students applying to doctoral programs and other programs where scores are required should be
admitted provisional. Test scores may be forwarded to Graduate Admissions for those who would like the documents added to student Webnow projects.

GRE test scores (and many other test scores) are sent directly to UMSL from the testing agency using our school code (6889). The registrar’s office receives and loads the scores into MyView. Official scores will have a data source of ‘ETS’ Unofficial scores will have a data source in MyView of ‘WWW.’ GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools.

The Graduate School does not have a minimum gre score requirement. What counts as good depends on the program and the field, so we leave it up to the programs. The Verbal and Quantitative portions of the GRE are scored between 130–170, and the average score falls somewhere around 150-152. The Analytical Writing section of the GRE is scored between 0 and 6 in half-point increments, and the average hits somewhere around 3.5.

It is recommended that International applicants score a 79 TOEFL, 6.5 IELTS, or 53 PTE-A on English proficiency tests, although minimum requirements vary be department.

You can view test scores on the following pages in MyView:
Main Menu > UM Processes and Reports > UM Admit and Recruit > Application Inquiry
Main Menu > Campus Community > Student Services Ctr Student - Admissions Tab (scroll to the bottom of the screen).

Admission annotation checkmarks should be used in the boxes at the bottom of the admissions summary form. The checkmark button is located to the right of the text button on the annotations toolbar in Perceptive Content (see screenshot below). Add a check for the Action (Admit or Deny) and also for the Deny reason, if it is a Deny. Add a check for level, certificate or non-degree, and a check for regular, restricted or provisional admission.

If a student should be admitted provisional (for not yet earning their undergraduate degree or needing to submit official transcripts/tests or needing to take a test) and their admissions summary form is recommending regular admission, the graduate school will change the admission from regular to provisional and admit the student provisionally. When a student’s admission recommendation is changed, the graduate school does not contact the department. The department would need to check Webnow, Cognos or MyView to see how the student was actually admitted.
We suggest that departments check for official documents/missing items, and recommend provisional admission when needed. This way, the department's admissions recommendations are accurate when sent to the Graduate School (which helps to speed up processing). Also, any departmental admissions record keeping being done is accurate up front, without needing to do any checking to see if admissions decisions have been changed.

**Decision Stamp**

There are different stamps, but the ‘S ADM Dept Signature/Date’ stamp is the one that will allow your approvals to move through the workflow. Right click on the stamp button. Select the ‘S ADM Dept Signature/Date’ stamp. The stamp will look like this:

lewiscorn, 01/01/2019 – Department

**Exporting files from Perceptive Content**

1. Open a student’s project and select all of the documents in the project (click on the first document, then press the shift key while clicking on the last document to do this).
2. Next, click ‘Content’ on the toolbar, then click ‘Export’ (or right click on the selected documents and click export).
3. On the Export box that appears, select ‘Single PDF’ from the Format dropist. This will combine all of the documents in the project into one document.
4. Next, enter a file name for the pdf into the File Name field,
5. Then click the Browse button to choose an export location for the pdf.
6. Click the OK button. When the export is completed, the pdf should be in the location that you chose.
MyView Access
All program directors are granted access to the graduate program director user role in MyView. This role grants you access to a few additional admissions pages (below) in MyView that will be helpful for viewing admissions application and student info.

<table>
<thead>
<tr>
<th>Page</th>
<th>Navigation</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Inquiry pages</td>
<td>UM Processes and Reports &gt; UM Admit and Recruit &gt; Application Inquiry</td>
<td>View application info, admissions status</td>
</tr>
<tr>
<td>Student Services Ctr pages</td>
<td>Main Menu &gt; Campus Community &gt; Student Services Ctr (Student) (Student Center tab, General Info tab, Transfer Credit tab, Admissions tab)</td>
<td>View transcript and test score status, doctoral form status, service indicators, transfer credit info, addresses, phones, emails</td>
</tr>
<tr>
<td>Residency Data page</td>
<td>Main Menu &gt; Campus Community &gt; Personal Information (Student) &gt; Identification (Student) &gt; Residency Data</td>
<td>View residency info</td>
</tr>
<tr>
<td>UM Student Message Center page</td>
<td>UM Processes and Reports &gt; UM Campus Community &gt; Message Center &gt; UM Student Message Center</td>
<td>View communications sent by the gradschool to students (some, but not all communications)</td>
</tr>
<tr>
<td>Student Advisor page</td>
<td>Main Menu &gt; Records and Enrollment &gt; Student Background Information &gt; Student Advisor</td>
<td>Assign students to advisors</td>
</tr>
</tbody>
</table>

Service Indicator extending or removing in MyView
All Graduate Program Directors have access to extend or remove the Graduate School service indicators below. In order to best keep track of the access, only the Graduate School and Graduate Program Directors (no others) have access to extend, override or remove these indicators. To remove or extend one of these service indicators:

- click on the students negative service indicator icon 🚫, which can be found at the top of most pages in MyView,
- next click the G## service indicator code (you may need to click ‘view all’ on the dark grey bar if the student has several holds)
- to extend the hold to a later term, click the Start Term Lookup icon 🗓️, select a later term, and click OK
- to release the hold, click the Release button in the top right corner, and click OK
G06 – Graduate Restricted Other Admit

A Restricted Other indicator is placed by Graduate Admissions onto students needing a non-gpa restriction. This would apply to ‘must earn B or better in course ###’ and other non-gpa restrictions. The specific restriction (that was noted on summary form by prog dir) will be entered into the comment section of the indicator. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the restriction. When a student having this indicator has satisfied the restriction, the indicator should be released by the program director.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Restricted students will show in the Admit Reason column as Restricted Graduate Student.

G08 – Graduate Provisional Admit

This indicator will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Indicator Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>G08 – Graduate Provisional Admit</td>
<td>GMAT  Official GMAT needed</td>
</tr>
<tr>
<td></td>
<td>GRE  Official GRE needed</td>
</tr>
<tr>
<td></td>
<td>NCLEX  NCLEX test needed (nursing only)</td>
</tr>
<tr>
<td></td>
<td>RECLT  Recommendation Letter needed</td>
</tr>
<tr>
<td></td>
<td>WRTNG  Writing Sample needed</td>
</tr>
</tbody>
</table>

Provisional admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Provisional students will show in the Admit Reason column as Provisional Graduate Student.

G07 – Graduate Probation

The primary objective of the probation hold is to make sure that the student has a conversation with their advisor before enrolling in any further classes. Once the advisor and the student have agreed on classes, the hold may be removed by the Graduate Program director.
Cognos report UMSL_RP_SA_Graduate_Probation can be used to track any students having a gpa under 3.0. When running the report, only graduate programs within the scope of your home DEPTID should be displayed. Each student will show one row for every semester that they have been active as a graduate student. This will allow you to see how long a student’s gpa has been less than 3.0, and if their gpa has been trending up or down. The report will also indicate whether or not the student currently has a G07-Graduate Probation hold.

**Restricted admission**

**When to recommend restricted admission**
A student who does not meet the minimum application requirements for regular admission may be admitted restricted

- Restricted GPA - earn 3.0 gpa in first term
- Restricted Other - earn B or better in course ###).

**Restricted admission - Indicator holds & tracking**
There are two types of restricted admits, Restricted-GPA and Restricted-Other. Students admitted under Restricted-GPA must earn a 3.0 gpa in their first semester. Restricted-Other is for any non-gpa restrictions. A G05-GPA indicator is placed onto students needing a ‘must earn 3.0 gpa in first semester’ restriction, and is automatically released when the student reaches a 3.0 gpa or greater.

A G06-Other indicator hold is placed onto students needing a non-gpa restriction. The specific restriction (that was noted on summary form by prog dir) will be listed in the comment section of the indicator. The effective term of the indicator will be the term following the students admit term. This indicator will prevent enrollment as of the effective term. These non-gpa restrictions are program specific so the G06-Other indicator holds placed onto these students should be monitored and removed by the program director. Instructions on extending or releasing a G06-Restricted Other hold can be found in the Service Indicator removal section above.

Restricted admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Restricted students will show in the Admit Reason column as Restricted Graduate Student. The cognos Graduate Probation report UMSL_RP_SA_Graduate_Probation could also be used to track any students having a gpa under 3.0

**Restricted admission - Does not meet minimum GPA requirements**
The minimum gpa requirement for regular admission is 3.00. The minimum for restricted admission is 2.75, and the minimum for nondegree admission is 2.50. Justification is needed (on the admissions summary form) when a student who does not meet the minimum requirements is being recommended for admission. Students without justification will be routed back to the department queue. If a student who does not meet the minimum requirements is admitted, the restriction will be to earn a 3.0 gpa in the first 9cr hrs with the understanding that the student will be dismissed without question if this restriction is not met.
Provisional Admission

When to recommend provisional admission
A student who does meet the minimum application requirements for regular admission but has not submitted all required, official documents may be admitted provisionally

- Receipt of final official transcripts
- Receipt of official test scores
- Receipt of recommendation letters or other documents

Indicator Holds & Tracking
All Graduate Program Directors have access to extend or remove the G08 - Graduate Provisional Admit indicator below. This indicator will be placed by Graduate Admissions onto students who are being admitted provisionally for one of the indicator reasons listed. The start term of the indicator will be the term following the students’ admit term. This indicator will prevent enrollment as of the start term. The program director may extend the indicator start term to allow the student more time to satisfy the provision. When a student having this indicator has satisfied the provision, the indicator should be removed by the program director. Instructions on extending or releasing an indicator hold can be found in the Service Indicator removal section above (the G4 – Request for Change from Provisional to Regular form is no longer used).

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Indicator Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>G08 – Graduate Provisional Admit</td>
<td>GMAT Official GMAT needed</td>
</tr>
<tr>
<td></td>
<td>GRE Official GRE needed</td>
</tr>
<tr>
<td></td>
<td>NCLEX NCLEX test needed (nursing only)</td>
</tr>
<tr>
<td></td>
<td>RECLT Recommendation Letter needed</td>
</tr>
<tr>
<td></td>
<td>WRTNG Writing Sample needed</td>
</tr>
</tbody>
</table>

Provisional admits can be tracked by using the cognos Admissions Application Tracking report: UMSL_RP_SA_Application_Tracking. Provisional students will show in the Admit Reason column as Provisional Graduate Student.

Provisional Admission - Undergraduate degree not completed
Students who have not yet earned their undergraduate degree may be admitted into a graduate program on a provisional (pending undergraduate degree) basis. By the fourth week into the term of admission, graduate admissions must have received either an official transcript showing the undergraduate degree received, or a graduate school degree verification form (which would be mailed to the student) confirming that all undergraduate degree requirements have been completed. If neither is received, then the students’ graduate admission will be immediately cancelled. If the student will not have earned their undergraduate degree or have completed all of their undergraduate degree
requirements by the fourth week of the term in which they seek graduate admission, then they should apply for graduate admission in a later term.

Provisional Admission - Unofficial Transcripts

Students are encouraged to upload unofficial transcripts to their admissions application, but official transcripts are required for regular admission. The below screenshot shows a student’s perceptive content file on the top, and the students admissions summary form on the bottom. If you see an ‘Unofficial College Transcript’ in a student’s perceptive content file (top of screenshot) or an ‘unoff’ next to a schools name on the summary form (bottom of screenshot), then the student should be recommended for provisional admission pending receipt of the official transcripts. Students admitted provisionally have until the end of their first semester to have their provisions cleared.

Provisional Admission - Summary form recommendations

If a student should be admitted provisional (for not yet earning their undergraduate degree, needing to submit official transcripts/tests or needing to take a test) and their admissions summary form is recommending regular admission, then the graduate school will change the admission from regular to provisional and admit the student provisionally. When a student’s admission recommendation is changed, the graduate school does not contact the department. The department would need to check Webnow, Cognos or MyView in order to see how the student was actually admitted.

We suggest that departments check for official documents/missing items, and recommend provisional admission when needed. This way, the department’s admissions recommendations are accurate when sent to the Graduate School (which helps to speed up processing). Also, any departmental admissions record keeping being done is accurate up front, without needing to do any checking to see if admissions decisions have been changed.
Waivers

Waiver - English proficiency requirement
TOEFL scores are valid for only two years. The college or department that a student is applying will need to make a yes/no decision (on the admissions summary form) in cases where a student has submitted a TOEFL waiver request. The Graduate School will also review the student's waiver request, but will follow the college/departments recommendation in most cases. Students not having a yes/no decision on their waiver request will be routed back to the department queue.

Information regarding English language requirements can be found on this UMSL Global office webpage: https://www.umsl.edu/global/admissions/englishrequirements.html. A student could qualify for a waiver by having a US green card, a US work visa or having completed at least 30cr hrs at a US or other English speaking country (from the webpage list). If the student has none of the qualifiers, but can prove English proficiency through an interview, then a waiver would be fine. If a program wishes to waive the English proficiency requirement for a particular applicant, please add a comment onto the admissions summary form as to why it is being waived.

Waiver - GRE requirement
The Graduate School no longer requires the GRE; although, it is still required by many programs. If a program's Requirements & Details page lists the GRE as a requirement, then the GRE requirement will be enforced by the Graduate School. GRE scores are valid for five years. After five years, a student will no longer be able to access the scores from their GRE account, and will be unable to send them to schools. A student's scores can be found on the Application Inquiry page in MyView (main menu > um processes and reports > um admit and recruit > application inquiry). If a program requires the GRE, but wishes to waive it for a particular applicant, please add a comment onto the admissions summary form as to why it is being waived.