UMSL Graduate Program Director Resource Guide

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Admissions 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: 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.

MyView Access

All program directors should have access to the pages below. Let our office know if you cannot access any of these.

Application Inquiry pages
Navigation: UM Processes and Reports > UM Admit and Recruit > Application Inquiry
Page Use: View application info, admissions status

Student Services Ctr pages
Navigation: Main Menu > Campus Community > Student Services Ctr (Student)
Page Use: View transcript and test score status, doctoral form status, service indicators, transfer credit info, addresses, phones, emails,

Residency Data page
Navigation: Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data
Page Use: View residency info

UM Student Message Center page
Navigation: UM Processes and Reports > UM Campus Community > Message Center > UM Student Message Center
Page Use: View communications sent by the gradschool to students (some, but not all communications)

Accessing, Compiling, and Reviewing Student Applications

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”

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>SERVICE INDICATOR</th>
<th>SRVC INDICATOR IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>G05-Graduate Restricted GPA Admit</td>
<td>None</td>
</tr>
<tr>
<td>G06-Graduate Restricted OTHER Admit</td>
<td>No Enrollment</td>
</tr>
</tbody>
</table>

Last updated on 01/20/2019
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. To extend or release a G06-Restricted OTHR hold:

- click on the students negative service indicator icon, which can be found at the top of most pages in MyView,
- next click the G06 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

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.

Accessing Perceptive Content

Web Version: 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 who cannot access Internet Explorer should use Firefox. Firefox has an extended support release that can be downloaded here: https://www.mozilla.org/en-US/firefox/organizations With the release installed, the perceptive content web version should also work in Firefox.
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/).

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. 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
The desktop version will only work on a PC; it will not work on a mac. You must be logged in as an administrator on the PC.

YouTube Tutorial Page: https://www.youtube.com/channel/UCB_0DVXySc6U78nVjrJBUZw/videos

**Using Perceptive Content – Graduate Summary Form**

**Comments** may be added to a student’s summary form using the Text button. The text button is located on the Annotations toolbar (see screenshot).

Comments are helpful when:

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

**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.

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.
Students who need to submit documents such as letters of recommendation, or take tests that require departmental review should also be admitted provisional. When the documents or scores are received and reviewed, a G-4 form will be needed in order to change admit from provisional to regular.

**Test Scores**

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

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.

**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, 11/01/2018 – Department

**Perceptive Content Document Lookup**

The easiest way to search for student documents in Perceptive Content is by student ID number. Faculty/staff members need at least viewer access to Perceptive Content in order to access documents. 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.
How to Export 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 droplist. 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.

Test Scores

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.’

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.

You can view the test scores using this path:
Main Menu > UM Processes and Reports > UM Admit and Recruit > Application Inquiry.
Depending on your particular access, you may also access Test Scores in MyView here: Main Menu > Campus Community > Student Services Ctr (Student) Admissions Tab (scroll to the bottom of the screen).

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.

**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:

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

Re-admission

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

Ex: A student’s last semester of enrollment is FS2017. This student’s last semester of term activation would be one full year later (FS2018). This means that the student would not be permitted to enroll in any term beyond FS2018.

In these cases, the student should submit a new admissions application reapplying for admission. The graduate admissions application can be accessed from: 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 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.

Post-Admit Processes

Assistantship Offer Letter Template


Feel free to modify the template with specifics for your program/students, but be sure to maintain the template language for the points below:

Last updated on 01/20/2019
a. assistantship GPA requirement
b. tuition scholarships cover up to 9cr hrs (6cr hrs in summer)
c. tuition scholarships cover only courses that are part of the degree program
d. tuition scholarships do no cover course/supplemental fees
e. tuition scholarships do not cover fees for dropped courses
f. receipt of tuition scholarships may impact other fin aid or loan eligibility
g. university employment cannot exceed .70 FTE

Tracking GA Awards

Cognos report UMSL_RP_SA_Graduate_Assistant_Awards has been set up to return students receiving grad tuition awards for a chosen term and program. Security to this report is set so that only graduate programs within the scope of your home DEPTID should be displayed.

To run cognos reports, you must have completed FERPA training. Log in here: https://reports.umsystem.edu under the domain of ‘UMSL Users’. Click the search icon on the left hand menu bar and enter the ‘UMSL_RP_SA_Graduate_Assistant_Awards’ report name into the search box.

Tracking Departmental Awards

Cognos report UMSL_RP_SA_Graduate_Departmental_Awards has been set up to help track graduate departmental awards (tuition, travel etc.)
Select a term, enter up to ten award Itemtype numbers, and the report will return:

Students awarded - names, emplids
Award Info - amounts, mocodes, award names

To run cognos reports, you must have completed FERPA training. Log in here: https://reports.umsystem.edu under the domain of ‘UMSL Users’. Click the search icon on the left hand menu bar and enter the ‘UMSL_RP_SA_Graduate_Departmental_Awards’ report name into the search box.

Tracking Probation Students

Cognos report UMSL_RP_SA_Graduate_Probation has been set up to list active graduate students not meeting the 3.0 gpa requirement for remaining in good standing.

When running the report, only graduate programs within the scope of your home DEPTID should be displayed. The report will return: student name, student number, academic program, gpa per term, cr/hrs per term. 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.

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. Graduate Program Directors have access to remove graduate probation holds. To release a G07-Graduate Probation hold:

- click on the students negative service indicator icon 🎁, which can be found at the top of most pages in MyView,
- next click the G07 service indicator code (you may need to click ‘view all’ on the dark grey bar if the student has several holds)
- to release the hold, click the Release button in the top right corner, and click OK

To run cognos reports, you must have completed FERPA training. Log in here: https://reports.umsystem.edu under the domain of ‘UMSL Users’. Click the search icon on the left hand menu bar and enter the ‘UMSL_RP_SA_Student_Comprehensive_Class_List’ report name into the search box.

**Student Class List Report**
Cognos report UMSL_RP_SA_Student_Comprehensive_Class_List has been set up to list all of a student’s UMSL courses (grad and ugrd). This report could be helpful in evaluating students who are seeking readmission. It could also be used as an alternative to running an UMSL transcript (in some cases) or an alternative to looking up student courses on the MyView Student Services Ctr page. The DARS/MyDegree program lists the course history for undergraduate students but not for graduate students, so this report may also be useful for advising purposes.

Enter an 8-digit student ID number, and the report will return all of the students UMSL courses by semester (enrolled, dropped and withdrawn) in excel format. The credit hours, grades received and gpa will also listed.

To run cognos reports, you must have completed FERPA training. Click the link above or log into cognos at https://reports.umsystem.edu under the domain of ‘UMSL Users’. Click the search icon on the left hand menu bar and enter the ‘UMSL_RP_SA_Student_Comprehensive_Class_List’ report name into the search box.

**Fellowships**
If a Graduate School fellowship has been approved for a student that you have nominated, let us know if the student decides not to attend. For students who have accepted and will be attending:

- We will send the student an award notice for the fellowship. The notice is emailed to the student and also placed in the students ‘message center’ in MyView. It congratulates them and discusses the terms and payment of the fellowship. Program Directors are able to access gradschool MyView student message center communications here: UM Processes and Reports > UM Campus Community > Message Center > UM Student Message Center

Last updated on 01/20/2019
• We will Identify the student in MyView with an indicator. The indicator tells us the type of fellowship and the semester(s) in which it will be paid.
• When it is time to pay the fellowship, the Financial Aid office will apply the fellowship credit(s) to the students account based on the payment terms. If the student changes their mind and does not attend, the fellowship funds will not pay out.

**Enrollment and Billing**

August 1st is the first due date for Fall semester tuition. No student will owe Fall tuition before August 1st regardless of when they enroll.

Many students, including those who receive tuition support, have fees that they are responsible for paying themselves. Fees could include supplemental, course and online fees and also administrative and insurance fees for international students. If a student needs to make **monthly payments**, enrolling early will allow them more months to spread the payments over.

Students must be enrolled in the term:

• Before a graduate assistantship hiring epaf is submitted (enrollment determines FICA status)
• Before an equivalency hour request is submitted (students’ academic load cannot be updated if they are not enrolled)
• Before a tuition support request is submitted to gradschool (requests should be submitted prior to Aug 1st whenever possible)

**Dropping Courses**

Depending on when a student drops a course, they could owe a percentage of the fees or possibly the full amount. Information on what percentage is owed on what date is available on the Cashiers website here: http://www.umsl.edu/cashiers/fee-reassessment.html.

The Graduate School does not cover fees for dropped courses. Tuition awards are adjusted for students who owe fees for drops.
Tuition Support

<table>
<thead>
<tr>
<th>GRAD SCHOOL TUITION SUPPORT</th>
<th>NO GRAD SCHOOL TUITION SUPPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLOCATED</td>
<td></td>
</tr>
<tr>
<td>Stipend paid by home department or grant for teaching, publishable scholarly activity, recruiting or advising positions</td>
<td>Stipend paid by post SP16 start-up funds, off-campus unit, outside the home department or for admin support or internship/externship</td>
</tr>
<tr>
<td>INTERNALLY FUNDED</td>
<td></td>
</tr>
<tr>
<td>Stipend paid by endowment, UM Research Board, College or Campus Research Awards, pre SP16 start-up funds or GIF Funds</td>
<td></td>
</tr>
</tbody>
</table>

**Equivalency Hours**

Equivalency hours are not actual credit hours. When a student receives equivalency hours, their credit hours do not change. Receiving the equivalency hours changes the students’ enrollment status (academic load). For example, if a student is enrolled in 6cr hrs (half-time) and receives 3 graduate assistantship equivalency hours, they will still be enrolled in 6cr hrs, but their academic load will change from half-time to full-time.

**Graduate Assistantship Equivalency Hour Requests**

Graduate assistantships require half-time (not full-time) enrollment. If a graduate assistant needs to have full-time enrollment for some other purpose (financial aid, academic program, international student etc.) equivalency hours can be used to bring the students enrollment status up to full-time.

Students having a .50FTE graduate assistantship and who are enrolled in a minimum of 6cr hours are eligible for up to 3 equivalency hours. Students having a .25FTE graduate assistantship and who are enrolled in a minimum of 6cr hours are eligible for up to 2 equivalency hours.

Equivalency hour requests for graduate assistantships are submitted through the GATS app, which is the same app that graduate assistantship tuition scholarship requests are submitted. Departments, not students submit these requests through GATS. Students need to be both hired to their graduate assistantship and enrolled in the minimum number of credit hours before either an equivalency hour request or a tuition scholarship request can be submitted through GATS.

Graduate Assistantship equivalency hour requests that cannot be submitted through GATS (Intl paper hires) can be emailed to me. Once the paper hire has been initiated & the student is enrolled in the minimum number of credit hours, you can just send me the emplID and the number of hours being requested.

**All other Equivalency Hour Requests**
All other equivalency hour requests (doctoral candidacy, comp exam, etc.) are submitted on the G14 form. Students need to be enrolled in the minimum number of credit hours or enrolled in the courses required before submitting these requests. Forms can be found on the Graduate School’s website:  http://www.umsl.edu/gradschool/forms.html

If the student is being hired, and needs their equivalency hours to be exempt from FICA taxes (half-time or greater enrollment status is required for FICA exemption) then the G14 equivalency hour request should be submitted to gradschoolforms@umsl.edu well in advance of the hire (ePAF being initiated). If the request is submitted well in advance, then there should be enough time to get the students enrollment status updated so that when the ePAF is initiated, the students status is half-time or greater and they can qualify for FICA exemption. Any inquiries about G14 Equivalency Hour requests should be sent to gradschoolforms@umsl.edu.

Verifying Equivalency Hours

A student’s enrollment status (academic load) is what is updated when equivalency hours are received. You can see the enrollment status (academic load) on the Student Services Ctr (Student) page in MyView. Go to Campus Community > Student Services Ctr (Student). Enter the student number and click on the academics tab. Under the ‘Term Summary’ section, you will see the students’ Academic Load for the term.

You can tell if a student has received equivalency hours by looking at the students’ academic load in MyView. The academic load is what’s updated when equivalency hours are processed. When the academic load shows full-time, you know that the equivalency hour request has been processed. You can see the academic load on the Student Services Ctr (Student) page. Click the Academics tab and look for Academic Load under the Term Summary section.

Graduate School Travel Awards

Most students submit travel requests to the graduate school when they have returned from their conference. After the student has returned, they have their trip receipts which can be submitted along with their travel request form and other paperwork: http://www.umsl.edu/gradschool/admitted/travel-support.html.

Some students submit their travel requests before going to their conference if it is their first time requesting travel funding from the graduate school or if they would like approval confirmation before they go. As long as the requirements listed on the travel support webpage are met, approval should not be a problem. Most requests that are denied are because the student is not receiving any travel funding from outside of the graduate school. We expect for the students department or some other source, to be providing travel support of a matching or greater amount than is being requested from the graduate school.

The students travel request form should include MOCodes and amounts from all sources of funding being provided. Funding that has already been provided should be noted as ‘already provided’. Because graduate school travel funding is a reimbursement, we will always pay after the student has returned from their conference, and always onto the students account.
When the student has returned from their conference and all paperwork and trip receipts have been received, the graduate school will then match other travel funding being provided up to 500.00 and will submit all of the funding MOCodes and amounts (unless already provided) to the Financial Aid office to be posted onto the students account.

**Time Extensions**

Starting with the first course, the maximum amount of time allowed for completing a degree is six years for the master's and eight years for the doctoral degree. If a student is transferring courses from another institution into their degree program, they should get pre-approval for the transfer courses by filing a G3 form as soon as they enter the program. If transfer courses have been pre-approved, then the Graduate School will base the student's time limit on the date of your first course at UM-St. Louis. Without pre-approval, the time limit will be based on the date of the oldest transfer course.

There is no form for requesting a time extension. Instead, the student should submit a letter to their Graduate Program Director for approval, which will then be forwarded to the Graduate Dean. The letter should include the following:

- The primary reason for the delay in graduation.
- A list of courses (including course numbers and titles) completed outside the allowed time limits. For each course, either explain how the student has maintained their knowledge/expertise in the content area of the course (e.g. subsequent courses, work experience) or indicate which additional courses will be taken to update the student’s knowledge in the subject matter.
- An expected graduation date.
- A detailed plan for completion by the specified date. The plan should include milestones for meeting all the degree requirements, including the completion of all required courses, the resolution of all delayed grades, and the completion of the thesis/dissertation.

Once a time extension has been granted, the student is expected to complete the degree by the deadline. A second time extension will be granted only under extraordinary circumstances. In addition, pre-approval of transfer courses is voided upon the request of a second time extension. All transfer courses will be re-evaluated.

http://www.umsl.edu/gradschool/admitted/graduatehandbook.html#Time

**Other**

**Graduate Faculty Members**

Graduate faculty primarily consists of instructors who are teaching graduate courses (and so are affiliated with UMSL on a job record in HR). Committee members are generally assigned to a ‘special appointment’. Committee members may or may not be on the graduate faculty. If the committee member is teaching graduate courses, then they should be on the graduate faculty. If the committee member is serving on committees and is not teaching graduate courses, then a special appointment should be fine.

We make the distinction between dissertation committee members and Grad faculty members for these reasons:

Last updated on 01/20/2019
• Graduate faculty members are appointed based on credentials while committee members are appointed based on expertise, and if they can benefit the student
• Graduate faculty requires a doctorate degree (in most cases), while a doctorate is not necessarily needed to serve as a committee member

Change of Program Director

If you plan to make a change to the Graduate Program Director position for your department/program, please fill out the request form on our Graduate School website, located here: http://www.umsl.edu/gradschool/faculty/index.html

You will choose the fourth option on the page “Submit a Request to Change…” You will need to log in with your SSO/Employee ID and password. This request should be made by the current program director and should be submitted in between semesters or the academic year.

This form submission allows us to:

a. Keep track of program directors for each department and program
b. Grant you the appropriate access (MyView, Perceptive Content, etc.) in a timely and organized manner
c. Update our records so that we can better serve current and prospective students

Email Communication Templates

Initial Communication of Acceptance to program

Dear Student:

Congratulations!

We are pleased to inform you that you are invited to join the <insert name of degree> beginning <insert admit term>. You should receive an official acceptance letter from the Graduate School in a few days. [Can only send this part out after the Grad School has officially approved/accepted the student.]

Please inform us of your acceptance of this invitation by <insert date> at the latest.

Thanks,
<insert department/program> Faculty and Staff

__________________________________________

After student indicates acceptance, you can send the below email. Since you waited until the Grad School formally accepted the applicant, you can send the permission numbers after they formally accept.
Course Enrollment Info

Dear Student:

We look forward to working and learning together with you and other future colleagues as you pursue < degree program>. <Insert program website>.

As soon as you have been notified of admission to the UMSL Graduate School, please register for the following courses:

- <Insert Course>
  - Permission Number - <Insert Permission Number>
- <Insert Course>
  - Permission Number - <Insert Permission Number>
- <Insert Course>
  - Permission Number - <Insert Permission Number>

Permission numbers are required for enrollment.
Enrollment Assistance - http://www.umsl.edu/asp/Student/studenthelp.html

Congratulations again on your acceptance to the <insert degree program>– we are happy that you are here and have chosen UMSL to further your education.

Thanks,
<Insert Department> Faculty & Staff

CourseLeaf Rollback

PREREQUISITES

- Missing prerequisites – Courses should have ‘graduate standing’ at a minimum
- Avoid using ‘successful completion of course xxxx’. A ‘C’ grade is successful completion, but should not satisfy a prerequisite for a graduate course. The prerequisite should read ‘B- or better’
- Avoid using ‘doctoral standing’. This implies that any doctoral student may enroll in the course. Specify a number of course hours in a particular area or havent taken a particular course.
- Avoid using ‘consent of the department’. This implies that departmental staff may provide consent.
- Avoid using ‘consent of the program director’. Consent should be provided by the instructor.
- Avoid listing characteristics that are outside of university records (e.g., must be practicing teacher; must pass Missouri XXX exam). The campus should be able to police and enforce all prerequisites.
- Avoid using ‘admission into the _xxxxxxxxxx_program’. It should be made clear that graduate standing is required.
- Avoid using ‘a near major in _xxxxxxxxxx’. This is unclear. Specify a number of course hours in a particular area or havent taken a particular course.

If interdisciplinary enrollment is desired: then include ‘graduate standing’ in the prerequisite
If program only enrollment is desired: then include ‘graduate standing in _xxxxxxxxxxxxx_’ in the prerequisite. Avoid using only ‘graduate standing’. Graduate standing alone may not keep students from outside of a particular program from enrolling in the course.

If program only & possible interdisciplinary enrollment is desired: then include ‘consent of the instructor and graduate standing’ in the prerequisite. Avoid using only ‘consent of the instructor’. Consent of the instructor alone implies that undergraduate students may be given consent.

OTHER

- Missing bulletin description
- Missing sign-offs from other departments affected
- Missing the total number of credit hours (or at least a range) that are required to complete the program.
- The short title is a single word or otherwise not very descriptive
- Grammar or clarity
- Inconsistencies – hours listed next to program requirements do not match the ‘Total Hours’