

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	04-0007				
Name of Policy:	Graduation Application Procedure Policy				
Date of Last Revision:	April 2024	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	Office of the Registrar				
Policy/Chapter Sections					
Date of Next Review:	April 2027				

1.0 PURPOSE

To inform students and advisors on the student graduation application process and timelines.

2.0 SCOPE

This policy applies to all degree seeking students and advisors.

3.0 POLICY

Students intending to graduate with any credentials (Certificates, Associates, Bachelors, Masters) have to submit their application to graduate through Lionet within the published timelines.

Fall Graduation term deadlines

- **April 15** - Complete and submit your application to graduate on Lionet.
- **May 15** - Advisor deadline to submit Graduation Checklist to the Office of the Registrar.

Spring and Summer Graduation term deadlines

- **November 1** – Complete and submit your electronic application to graduate on Lionet.
- **December 1** – Advisor deadline to submit Graduation Checklist to the Office of the Registrar

Students who miss submitting their application through Lionet and former students not enrolled but have the requirements to graduate will have to contact the Office of the Registrar for a paper copy submission.

To apply to graduate:

1. Access or print a Degree Works audit from Lionet to review the degree requirements and ensure you are on track to complete all the degree requirements by your intended graduation date – Review a *Degree Works audit for each different credential*.
2. Visit [Lionet](#) to submit your electronic graduation application.
 - On Lionet, click on Student Quick Links, Student Menu, Student Records, Apply to Graduate. – After submitting your application, you will receive an automated email confirming receipt of your application.

- For multiple credentials, file one application for each credential.
- 3. After applying to graduate, connect and discuss your degree requirements with your advisor who will then complete a Graduation Checklist on your behalf and route it to the Office of the Registrar.
- 4. After the Graduation Checklist is received by the Office of the Registrar, a confirmation email will be sent to your university email account.

A \$60 graduation application cost will be applied to your account for the term in which you apply to graduate.

If you need to change your graduation date, please complete the [Graduation Date Change Request](#).

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

First published in the 1967-1968 MSSC catalog

Updated 8/8/2022

April 2024 – Updated to new format.

Periodically reviewed and updated as needed.

5.0 RELATED DOCUMENTS

[Graduation Date Change Request](#) form

Questions? Contact the Office of the Registrar at registrar@mssu.edu or 417-625-9389.