

MISSOURI SOUTHERN STATE UNIVERSITY POLICY	
Policy #:	04-0016
Name of Policy:	Employee Presentation of Diploma at Commencement Policy
Revision History	Last Revised: Sept. 2026 Initial Approval: April 2024 Initial Effective Date: April 2024
Policy Owner	Academic Affairs/Registrar's Office
Policy/Chapter Sections	
Date of Next Review:	Sept. 2029

1.0 PURPOSE

The purpose of the policy is to provide clear guidance on who can hand out diplomas during commencement ceremonies and to which students. This policy is necessary to establish order and reduce chaos during the diploma handing out section of the commencement ceremony.

2.0 SCOPE

This policy applies to all University administration, faculty, staff, and students, and all such parties are expected to abide by the procedural guidelines outlined herein.

3.0 POLICY

Any Missouri Southern State University full-time faculty or staff member has the opportunity to personally present their graduating immediate family member's diploma at a MSSU commencement ceremony. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or a child for whom the employee is acting as a parent or guardian.

The employee should email the MSSU Registrar at Registrar@mssu.edu with the following information:

- Employee Name
- Employee Position
- Graduate Name
- Relationship to Graduate:

Once the employee's information is confirmed, an email will be sent outlining needed details, such as when and where to arrive and what to expect for the graduate's ceremony. The deadline for submission of family presentation requests will be 5 p.m. on the Friday that is at least one calendar week prior to the commencement date. No regalia is required for employees presenting diplomas, but if the employee wishes to wear it, they will be expected to provide their own.

4.0 HISTORY

This process has existed as an unpublished process first extended to faculty and later extended to staff. This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS