

Undergraduate Studies, Graduation

Graduation

~~Students are expected to file a degree application form with their respective dean's office at least one year before the expected graduation date. The dean's office makes a final check to determine that all graduation requirements have been met. Students should check with the dean's office or an adviser to be sure their program fulfills the requirements of the department and college or school, as well as the university general requirements. To assure graduating at the end of a specific semester, all work for that semester and any delayed grades from previous semesters must be completed with the grades sent to the Office of the Registrar no later than the official date for submission of final semester grades.~~

To better assist students and confirm graduation eligibility, it is required that students notify their academic unit of their intended graduation date. This allows the advisors to begin the degree check process and approve the student for graduation. Students need to officially apply to graduate through the self-service student center in MyView. Step by step instructions can be found here:

<http://www.umsi.edu/~registration/students/online-application-for-graduation.pdf>

- The application for graduation process initiates the degree-check process.
- It is recommended that students complete the application for graduation one year in advance to ensure all requirements will be met. (Note: certain colleges may *require* the one year prior completion date – check with your advisor to be sure). The application for graduation process should be completed based on college specific deadlines.
- In order to graduate in any given semester, students must apply prior to the deadline for that semester:
 - Fall term: October 1
 - Spring term: March 1
 - Summer term June 1
- The process to apply will be cut off at that time and if the student has not yet completed the steps to apply for graduation, the diploma will then be awarded

the following semester. (In extreme circumstances, a student may appeal their case to the dean's office if the deadlines have passed).

Changes to anticipated graduation date

- Students who need to alter their graduation plans must notify their academic unit and re-submit application for graduation process through self-service on MyView.
- The semester and other information listed when re-submitting the new application for graduation process will be used to replace the information previously submitted.
- All deadlines for the new semester of graduation apply to applicants who are altering their semester of graduation.

Final Grades

To assure graduating at the end of a specific semester, all work for that semester and any delayed grades from previous semesters must be completed with the grades sent to the Office of the Registrar no later than the official date for submission of final semester grades.

Graduation, commencement, diplomas and honors

- Graduation refers to the process of completing a degree and takes place three times per year at UMSL: at the end of each Spring, Summer, and Fall semester.
- Commencement refers to the ceremony celebrating graduation and occurs twice per year at the end of the Fall and Spring semesters. (Students graduating in summer may participate in either the following Fall ceremony or the prior Spring ceremony). Commencement is optional and participating in commencement does not mean that a student has graduated
- Diplomas are a ceremonial document indicating the degree a student earned. The transcript is the official academic record.

Sign-offs from other departments affected by this proposal

None

Rationale

Currently there is no clear deadline for undergraduate graduation application, creating openings for a number of last minute updates to the graduation list. A clearly communicated graduation application timeline with firm deadlines will encourage and increase accountability on the part of students and decrease the likelihood of errors on the graduation list.