

Senior Checklist for Business Majors

	Requirement	What You Need to Do	Where
Review Academic Record	Degree Program on File	Confirm your official major/minor is filed and finalized	Advisor / Degree Audit
	Degree Audit Review	Review audit item-by-item after registering for final semester	My Missouri State → Degree Audit & SEP

IMPORTANT: Degree audits will not show **100% complete** until final grades are posted.

Complete Graduation Requirements	Graduation Application	Submit Graduation Application after registering for final semester Deadline to have name printed in commencement program: Spring: March 31 Fall: October 31	My Missouri State → Graduation & Commencement
		Verify diploma mailing address	Graduation Application
	Civics Exam	Complete MO Civics Exam with 70% or higher by last day of classes	Brightspace (Assessment)
	University Exit Survey	Complete Exit Survey (available after 102 credit hours) by last day of classes	Brightspace → University Exit Survey

Financial Aid	Exit Loan Counseling	Complete required counseling if you have student loans	Financial Aid Office / Online 417-836-5262
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Prepare for Career/ Grad School	Career Center	Use Career Center for job search, resumes, interviews, grad school prep	Career Center / Handshake 417-836-5636
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Attend Commencement	Ceremony Details	Order cap & gown, review ceremony details	Attend Grad Fair Watch for Specific Dates: Spring: March Fall: October My Missouri State → Graduation & Commencement
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Construction Management Majors		Exit Interview	Will be contacted via email by department head to set up interview
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Missing deadlines may delay graduation or commencement participation.

Contact your **advisor immediately** with any questions or discrepancies.