INSTRUCTIONS FOR SCHOOL OF APPLIED SCIENCES 2015-16

DEGREE APPLICANTS

1. Using the chart below, identify whether you are eligible to graduate in December, May or August of this academic year

2. Refer to the deadlines below under your eligible graduation date

<table>
<thead>
<tr>
<th>Graduation Date</th>
<th>To be eligible for this date</th>
<th>When you can walk in commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 2015</td>
<td>All of your degree requirements <strong>must</strong> be completed by the end of the <em>fall semester</em></td>
<td>May 2016 Commencement</td>
</tr>
<tr>
<td>May 2016</td>
<td>All of your degree requirements <strong>must</strong> be completed by the end of the <em>spring semester</em></td>
<td>May 2016 Commencement</td>
</tr>
<tr>
<td>August 2016</td>
<td>All of your degree requirements <strong>must</strong> be completed by the end of the August Intersession term</td>
<td>May 2016 Commencement</td>
</tr>
</tbody>
</table>

Please note: Participating in the commencement ceremony does not mean that you graduated. Final grades of May applicants for graduation are not available to check until the week after commencement and August grads will not have even completed their final courses at the time of the commencement ceremony.

**IMPORTANT DATES FOR DECEMBER 2015 DEGREE APPLICANTS**

3-16-15 to 4-27-15 Call sent out for December 2015 Letters of Intent to Graduate staggered by department (students should only submit one if they have not done so previously)

4-27-15 Final deadline for December 2015 Letters of Intent to Graduate

9-25-15 Deadline for December applicants to submit online diploma applications

12-11-15 All requirements must be completed by December applicants by this date

2-12-16 Office of the Registrar begins posting December degrees and sending out diplomas

4-15-16 Commencement instructions will be sent out to December graduates

5-14-16 Commencement Ceremony (includes Dec 2015, May 2016, and Aug 2016 grad applicants)

**IMPORTANT DATES FOR MAY 2016 DEGREE APPLICANTS**

9-15-15 to 10-20-15 Call sent out for May 2016 Letters of Intent to Graduate staggered by departments (students should only submit one if they have not done so previously)

10-20-15 Final deadline for May 2016 Letters of Intent to Graduate

*Students who submit their Letter of Intent by this deadline can expect to receive their updated checklist and list of remaining degree requirements by the end of the fall semester, in time to make any necessary changes to their Spring 2016 Semester schedules.*

02-26-16 Deadline for May applicants to submit online diploma applications

04-15-16 Commencement instructions will be sent to May graduation applicants

05-13-16 All requirements must be completed by May applicants by this date

05-14-16 Commencement Ceremony (includes Dec 2015, May 2016, and Aug 2016 grad applicants)

06-15-16 Office of the Registrar begins posting May degrees and sending out diplomas
IMPORTANT DATES FOR AUGUST 2016 DEGREE APPLICANTS

11-3-15 to 12-08-15 Call sent out for August 2016 Letters of Intent to Graduate staggered by departments (students should only submit one if they have not done so previously)
12-08-15 Deadline for August 2016 Letters of Intent to Graduate
02-26-16 Deadline for August applicants to submit online diploma applications
04-15-16 Commencement instructions will be sent to August graduation applicants
05-14-16 Commencement Ceremony (includes Dec 2015, May 2016, and Aug 2016 grad applicants)
08-17-16 All requirements must be completed by August applicants by this date
09-15-16 Office of the Registrar begins posting August degrees and sending out diplomas

Definition of Forms Associated With the Degree Application Process

Letter of Intent to Graduate: A form you submit to the Office of the Dean of the School of Applied Sciences that notifies your intention to graduate in an upcoming semester. After you submit that letter to our office, we update your checklist with the transcripts you provide and send you and your academic advisor a list of your remaining requirements. It is then your responsibility to work with your academic advisor to plan out your remaining semester(s) using the remaining requirement list that the dean’s office sends you. You can get the form from the School of Applied Sciences Office of the Dean in the George Street House or on the school’s website at http://www.olemiss.edu/depts/applied_sciences/

Diploma Application: An online form that you will be authorized to submit to the Office of the Registrar after your Letter of Intent to Graduate has been reviewed and completed by the Office of the Dean. The Office of the Dean does not authorize students to submit this application until the beginning of the semester in which the students intends to complete his or her degree requirements. This is an online application that must be completed in order for you to be put on the university’s official list of applicants (and, therefore, be sent invitations/instructions for commencement). You cannot receive a degree from The University of Mississippi without completing the online diploma application.