

# INSTRUCTIONS FOR SCHOOL OF APPLIED SCIENCES 2013-14 DEGREE APPLICANTS

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

Graduation Date	To be eligible for this date	When you can walk in commencement
December 2013	All of your degree requirements <b>must</b> be completed by the end of the <b>fall semester</b>	May 2014 Commencement
May 2014	All of your degree requirements <b>must</b> be completed by the end of the <b>spring semester</b>	May 2014 Commencement
August 2014	All of your degree requirements <b>must</b> be completed by the <b>end of the second summer term</b>	May 2014 Commencement
<b>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.</b>		

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

## IMPORTANT DATES FOR DECEMBER 2012 DEGREE APPLICANTS

09-05-13	Call sent out for AY 2013-14 Letters of Intent to Graduate (students should only submit one if they have not done so previously)
09-13-13	Deadline for December 2013 Letters of Intent to Graduate
09-27-13	Deadline for December applicants to submit online diploma applications
12-13-13	All requirements must be completed by December applicants by this date
02-13-14	Office of the Registrar begins posting December degrees and sending out diplomas
4-15-14	Commencement instructions will be sent out to December graduates
5-10-14	Commencement Ceremony (includes Dec 2013, May 2014, and Aug 2014 grad applicants)
01-15-14	Office of the Registrar begins posting December degrees and sending out diplomas

## IMPORTANT DATES FOR MAY 2013 DEGREE APPLICANTS

09-05-13	Call sent out for AY 2013-14 Letters of Intent to Graduate (students should only submit one if they have not done so previously)
10-18-13	Deadline for May 2014 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 2014 Semester schedules. \****

02-21-14	Deadline for May applicants to submit online diploma applications
04-15-14	Commencement instructions will be sent to May graduation applicants

05-09-14	All requirements must be completed by May applicants by this date
05-10-14	Commencement Ceremony (includes Dec 2013, May 2014, and Aug 2014 grad applicants)
06-15-14	Office of the Registrar begins posting May degrees and sending out diplomas

## IMPORTANT DATES FOR AUGUST 2014 DEGREE APPLICANTS

09-05-13	Call sent out for AY 2013-14 Letters of Intent to Graduate (students should only submit one if they have not done so previously)
01-24-14	Deadline for August 2014 Letters of Intent to Graduate
02-21-14	Deadline for August applicants to submit online diploma applications
04-15-14	Commencement instructions will be sent to August graduation applicants
5-10-14	Commencement Ceremony (includes Dec 2013, May 2014, and Aug 2014 grad applicants)
07-25-14	All requirements must be completed by August applicants by this date
09-15-14	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/](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.

## Letter of Intent to Graduate

Full Name \_\_\_\_\_ ID Number \_\_\_\_\_

E-mail address \_\_\_\_\_ Phone Number \_\_\_\_\_ Academic Advisor \_\_\_\_\_

Alternate E-mail \_\_\_\_\_ Mailing address \_\_\_\_\_

Check one of the options below for the semester in which you plan to complete your degree requirements (including internship/practicum): Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Second Summer 20 \_\_\_\_\_

Check the degree you will receive:

- B.S. in Communication Sciences and Disorders  
Minor \_\_\_\_\_
- B.S. in Criminal Justice  
Minor \_\_\_\_\_  
Emphasis \_\_\_\_\_
- Bachelor of Paralegal Studies  
Minor \_\_\_\_\_

- B.S. in Exercise Science
- B.A. in Park and Recreation Management  
Specialization Track \_\_\_\_\_  
Minor (if applicable) \_\_\_\_\_
- B.S. in Family and Consumer Sciences  
Emphasis \_\_\_\_\_
- B.S. in Dietetics and Nutrition
- B.S. in Hospitality Management
- Bachelor of Social Work

**Initial each statement below:**

\_\_\_\_ I understand that I must complete all degree requirements, including courses and additional requirements by the end of the semester of graduation. I understand that an official final grade must be on file at the Office of the Registrar for all courses being applied toward the degree--including transfer courses, Independent Study courses, Study Abroad courses, and "Incomplete" grades-- in order for my degree to be conferred.

\_\_\_\_ I understand that I must get written permission in advance from the Office of the Dean prior to enrolling in any of my remaining courses at another institution and that, if given permission, it is solely my responsibility for making sure an official transcript has been received by UM's Office of the Registrar within 30 days after the official graduation date.

\_\_\_\_ I understand that, if I am approved for graduation, my application will not be complete until I submit an Online Diploma Application for the Office of the Registrar. **(You will receive an e-mail from the Office of the Registrar notifying you when this is available for you to complete.)**

\_\_\_\_ I understand that it is my responsibility to notify the Office of the Dean if my plan for completion of my remaining requirements changes.

**Checklist of attachments—all found under your MyOleMiss (The Office of the Dean will not accept your application without these attachments):**

- Degree progress report
- Transfer Equivalency Report
- Current semester schedule

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# WAYS TO SUBMIT YOUR APPLICATION:

**Fax:** (662) 915-7901

**E-mail:** [skmorton@olemiss.edu](mailto:skmorton@olemiss.edu) or [hairston@olemiss.edu](mailto:hairston@olemiss.edu)

**Mail:** School of Applied Sciences  
The University of Mississippi  
P.O. Box 1848  
University, MS 38677-1848

**Drop off:** George Street House (located next to the main library on the Oxford campus)