

The University of Mississippi
SCHOOL OF APPLIED SCIENCES

Transfer Request Form Instructions

- 1 Print this form and fill it out completely.
- 2 Attach a copy of the course description from the catalog of the other institution you plan to attend (course descriptions can be obtained from the web site of most institutions) unless the course is from a Mississippi community college.
- 3 Turn in both this form and the course description to the Dean's Office of the School of Applied Sciences in the George Street House. The mailing address is listed below for students who are not in Oxford.
- 4 The form will be processed as quickly as possible from the time it is received in the Dean's Office. Additional time for processing must be allowed if the form is turned in at the end of a semester or summer term.
- 5 The signed form will be mailed to you at the address you list on the form, indicating whether or not the courses are approved.

The School of Applied Sciences The George Street House P.O. Box 1848 University, MS 38677-1848 (662) 915-7901

For Graduating Students:

It is your responsibility if you have chosen to take your final course(s) from another school to make sure that an official transcript has been received by the deadline for your semester of graduation (below).

Semester of Graduation Deadline for Receipt of Transcripts

Spring June 10th

Summer August 29th

Fall January 8th

It is not enough just to request the transcript. You also need to follow up on it to make sure UM has received it. If UM has not received an official transcript by the deadlines listed above, you will not graduate until the next semester.

APPEAL FOR DUAL ENROLLMENT

Please check the reason for your request:

- You are a Tupelo or Southaven student and your UM campus does not offer the course(s)
- Course not offered at UM and you must take it in the upcoming semester (attach verification from your academic advisor)
- You will be completing your required internship/practicum out of Oxford and the class is not being offered by UM online or through correspondence
- Other (complete a **detailed** explanation below)

Office Use Only

- Approval **granted** for this request.
- Approval **denied** for this request.

Reason: _____

Dean's Signature

/ _____
Date