



# LIBERAL ARTS STUDENT SERVICES

The University of Mississippi  
103 Ventress Hall, University, MS 38677

## Instructions for Applying for Graduation

Graduation Date	Make sure you are eligible for this date	When you can walk in Commencement
May	Select this date if you will have all of your degree requirements completed by the end of the Spring term. (If you plan to take a final course in May intersession, you must select August Intersession as the date of graduation.)	May
August Intersession	Select this date if you plan to have completed all degree requirements by the end of August Intersession *. August Intersession graduates will be invited to walk in May Commencement.	August Intersession grads may participate in May Commencement, provided the College of Liberal Arts has approved their diploma authorization for August Intersession graduation.
December	Select this date if you plan to have completed all degree requirements by the end of the Fall term. (If you plan to take a course during January Intersession, you must select May as the date of graduation.)	December graduates will be invited back to UM to walk in the following May's Commencement ceremony.

- I. Complete Letter of Intent to Graduate (please pay special attention to the date of graduation that you select).
- II. Check your degree requirements. Please fill in the major and minor(s) for your degree on the Letter of Intent to Graduate form.
- III. Read and initial each of the statements as indicated on the Intent to Graduate form. This is extremely important, so please read it carefully and contact the College of Liberal Arts should you have any questions.
- IV. Submit your Letter of Intent to Graduate form to the College of Liberal Arts in Ventress Hall room 103.

You must submit a completed and signed Intent to Graduate form to the College of Liberal Arts Dean's Office at least two semesters in advance of the term in which you intend to graduate.

Upon receipt of the completed form, your file will be reviewed for completeness and further processing. **From the time the form is submitted, it is your responsibility to make sure you successfully complete your degree program requirements.** Your application will be filed away and may not be checked again until the end of the semester in which you plan to graduate, and when all grades have been submitted. If you have not successfully completed all degree requirements, you will be notified via your Ole Miss Email account. **Therefore, it is ESSENTIAL that you immediately ask any questions if there is anything that does not agree with your records or that you do not understand.**

- V. After your file has been reviewed and your Letter of Intent to Graduate form is processed, you will receive an email from the Office of the Registrar asking that you submit an online Diploma Application. It is EXTREMELY important that you complete this step. **Your degree cannot be conferred nor posted to your Ole Miss transcript unless this step has been completed.**

# Liberal Arts Student Services—Letter of Intent to Graduate

Full Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

UM E-Mail Address: \_\_\_\_\_ @go.olemiss.edu Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Indicate the option below for the semester in which you plan to complete your degree requirements.

Spring 20\_\_\_\_\_ Summer 20\_\_\_\_\_ Fall 20\_\_\_\_\_

Indicate your degree program and any additional majors or minors.

Degree Program (check one)	Selected Minors	
_____ B.A. in Economics	Minor #1: _____	*The B.S. degree does not require a minor, but it is optional.  **The B.A. in Liberal Studies program requires 3 minors.
_____ B.S. in Economics*	Minor #2: _____	
_____ B.A. in Liberal Studies**	Minor #3: _____	
_____ B.A. in Psychology (A-L)		

Fill in the following table with all current courses and future courses you plan to take to complete your degree requirements.

<i>Anticipated Term</i>	<i>Year</i>	<i>Anticipated Term</i>	<i>Year</i>	<i>Anticipated Term</i>	<i>Year</i>	<i>Anticipated Term</i>	<i>Year</i>
<b>Course</b>	<b>Hours</b>	<b>Course</b>	<b>Hours</b>	<b>Course</b>	<b>Hours</b>	<b>Course</b>	<b>Hours</b>

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 a final, official 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, 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 email from the Office of the Registrar notifying you when this is available for you to complete.)

\_\_\_\_\_ I understand that it is my responsibility to meet with my academic advisor to work out a plan for completion of my remaining course requirements and additional graduation requirements.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*\*\*\*\*DEAN'S OFFICE USE ONLY BELOW THIS LINE\*\*\*\*\***

\_\_\_\_\_  
Academic Counselor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved      \_\_\_\_\_ Approved (with notes)      \_\_\_\_\_ Deficient (explanation in e-mail)