

# The University of Mississippi, Office of General Studies

## Instructions for Applying for Graduation

I. Complete Letter of Intent to Graduate (please pay special attention to the date of graduation that you select).

Graduation Date	Make sure you are eligible for this date	When you can walk in commencement
<b>May</b>	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
<b>August Intersession</b>	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 Office of General Studies has approved their diploma authorization for August Intersession graduation.
<b>December</b>	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 grads will be invited back to UM to walk in the following May's commencement ceremony

II. Check your degree requirements. Select the degree you are completing on the Letter of Intent to Graduate form.

III. Read and initial each of the statements as indicated on the Letter of Intent to Graduate form. This is extremely important, so please read it carefully and contact the Office of General Studies should you have any questions.

IV. Sign your Letter of Intent to Graduate form, and submit it to the Office of General Studies (submission options are on the bottom of the form).

**Deadlines:** May and August Intersession graduates must submit a completed and signed Letter of Intent to Graduate form to the Dean of the Office of General Studies by early February; December graduates must submit their forms by September 21st.

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 will 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. Early in your final semester (August applicants must complete theirs in the early Spring) 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.**



THE UNIVERSITY of  
**MISSISSIPPI**

*The University of Mississippi does not unlawfully discriminate on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age disability, veteran status, or genetic information.*

The University of Mississippi, Office of General Studies  
**Letter of Intent to Graduate**

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
ID Number

\_\_\_\_\_  
Email address

(\_\_\_\_\_)\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Academic Advisor

Select the button next to the degree program you are completing:

Bachelor of General Studies

Bachelor of University Studies

Check one of the options below for the semester in which you plan to complete your degree requirements:

May 20\_\_\_\_  August 20\_\_\_\_  December 20\_\_\_\_

Initial each statement below:

\_\_\_\_\_ I understand that I must successfully 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 General Studies before taking any of my remaining courses from 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 email from the Office of the Registrar notifying you when the Office of General Studies has authorized your online Diploma Application.)**

\_\_\_\_\_ I understand that it is my responsibility to make sure I review, understand and complete any remaining degree requirements.

Sign your Letter of Intent to Graduate form and submit to the Office of General Studies.

Fax to **(662) 915-5138**;

Deliver in person to Office of General Studies, Jackson Avenue Center, Suite N;

Scan and send by email attachment to **skmorton@olemiss.edu**; or

Mail to Office of General Studies; P.O. Box 1848; University, MS 38677-1848.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

