



MEEK SCHOOL

JOURNALISM AND NEW MEDIA

THE UNIVERSITY OF MISSISSIPPI
 FARLEY 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 Meek School 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 grads 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 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 Meek School should you have any questions.
- IV. Submit your Letter of Intent to Graduate form to the Meek School.

You must submit a completed and signed and Intent to Graduate form to the Assistant Dean for Student Services in the Meek School of Journalism and New Media **at least two semesters** in advance of the term in which you intend to graduate. An email with a link to the Intent to Graduate Form will be sent and a Dean's hold will be placed on your account. This will remain in place until you have submitted the Intent to Graduate Form.

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.**



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Letter of Intent to Graduate

Full Name _____ ID Number _____

Advisor _____

Email Address _____@go.olemiss.edu Phone Number _____

Address _____
 Street City State Zip Code

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

Spring 20 _____ Summer 20 _____ Fall 20 _____

Please indicate your degree, emphasis, minor, and specialization (optional).

_____ BA in Journalism

_____ Broadcast

_____ Print

Minor _____

Second Minor _____

Specialization (optional) _____

_____ BS in Integrated Marketing Communications

Minor: Business Administration

Second Minor _____

Specialization (optional) _____

Specialization (optional) _____

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.

Signature _____

Date _____