

APPLICATION FOR GRADUATE DEGREE

INSTRUCTIONS ----- PLEASE READ CAREFULLY

1. A student who expects to complete his/her degree requirements during any semester term must submit the completed degree application along with a copy of his/her unofficial transcript to the Graduate School by the deadline. Please check the Academic Calendar for Graduation Deadlines at the Registrar's Homepage, located at <http://www.olemiss.edu/depts/registrar/>
2. **All theses, doctoral essays and dissertations must be completed and submitted to the Graduate School by the last class day of the intended graduation term!!! NO EXCEPTIONS!!!**
IT IS SUGGESTED THAT YOU DEFEND TWO WEEKS BEFORE THE LAST CLASS DAY TO ALLOW ENOUGH TIME FOR REVISIONS AND CHANGES, ETC.
3. For applicants completing written examinations, projects or recitals, all must be completed by the last class day of the intended graduation semester.

The Graduate School makes available to students a *Manual for Thesis and Dissertation Preparation*, which is located on the Graduate School website at http://www.olemiss.edu/depts/graduate_school/diss&thesisman.pdf. It is recommended that each student writing a thesis, doctoral essay or dissertation bring it by the Graduate School to be checked for adherence to the manual before you print your final two copies. Remember that "liquid paper, correct-type", or similar non-abrasive methods of erasure are not permitted on the final copies. Please be certain the paper you use is **100% cotton, 24-lb. or better weight**. The signature pages must be on the same color paper as the final thesis, essay or dissertation with original signatures, which does not mean a photocopy of the signatures. **The Graduate School requires two (2) copies of the thesis, doctoral essay or dissertation in two (2) boxes.**

4. **For the Master's thesis and doctoral essay, the binding fee is \$7.00 for both copies. NO COPYRIGHT! For the Dissertations, the microfilm & binding fee is \$88.00. The \$65.00 copyright fee is optional. All fees should be paid at the Bursar's Office, and the fee receipt MUST be presented to The Graduate School at the time the thesis, doctoral essay or dissertation is deposited.**
5. The doctoral abstract should not exceed 350 words in length. Each candidate for degree should check with his/her advisor regarding the number of departmental copies required. The binding fee pays for the binding of the two Graduate School copies only. Additional copies can be bound for \$20 through UM Printing Services located in Sam-Gerard Hall on Rebel Drive (across from UPD/Kinard Hall), (662) 915-7066.

Note: ALL DOCTORAL CANDIDATES MUST OBTAIN AND COMPLETE THE *SURVEY OF EARNED DOCTORATES* FORM AND THE *UMI DISSERTATION AGREEMENT FORM*, WHICH IS AVAILABLE FROM THE SUPERVISOR OF GRADUATE RECORDS IN THE GRADUATE SCHOOL. BOTH OF THESE FORMS MUST BE SUBMITTED TO THE GRADUATE SCHOOL WHEN THE TWO COPIES OF THE DISSERTATION ARE TURNED IN. DIPLOMAS CANNOT BE RELEASED UNTIL ALL FEES ARE PAID AND, IN THE CASE OF DOCTORAL CANDIDATES, THE SURVEY OF EARNED DOCTORATES AND THE UMI DISSERTATION AGREEMENT FORM ARE SUBMITTED TO THE GRADUATE SCHOOL.

Departmental requests to hold the final examination (oral or written) for Master's degree candidates are due in The Graduate School no later than 14 days prior to the date of the intended examination.

Departmental requests to hold the final examination (oral or written) for Doctoral degree candidates are due in The Graduate School no later than 10 days prior to the date of the intended examination.

Application for Graduate Degree

Graduation Date: __ August __ May __ December Academic School Year: _____

Student Name _____ UM ID# _____

Candidate for degree of: _____ Major: _____

CHECK ONE: Thesis _____ Non-Thesis _____ Number of semesters enrolled toward this degree: _____

DEGREES PREVIOUSLY EARNED

(Degree)	(Institution)

Please be sure that your local and permanent addresses are current as graduation instructions and diplomas will be mailed to them, respectively. To make changes, please log on to Student Online Services to make changes.

Current local mailing address: _____

Email: _____ Phone #: _____

For commencement program purposes, please indicate your hometown: _____

Date

Signature of Student

Departmental Approval

I have examined the credentials and to the best of my knowledge, the applicant will have completed all requirements for the degree for which application has been made. **For Master's Degree only:** Courses applied toward the degree (e.g. MATH 525, 526): _____

The student is currently enrolled in: _____

Date

Signature of Department Chair/Graduate Coordinator

NOTE: Along with this form, applicants must present an *unofficial* copy of their UM transcript to their department chair. Please submit all materials to the Graduate School. Please get additional transcripts if needed.

Office Use Only:
GPA: _____

Registered: YES
NO

Hours Enrolled: _____