BOBBY B. LYLE SCHOOL OF ENGINEERING

GRADUATE DEGREE DEADLINES
Summer Semester 2014

The following deadlines have been established by the Lyle Graduate Studies Office to ensure an orderly progression of steps in processing graduation applications for advanced degrees. It is important that students/advisors observe them if the degree is to be awarded on schedule. The materials listed below along with the electronic copy of the thesis, praxis or dissertation are required by the end of the Summer term in order for the student to be a Summer 2014 degree recipient.

Note: All Theses and Dissertations must be submitted electronically. Please check the SMU Engineering Thesis/Dissertation website for details, http://www.smu.edu/Lyle/Graduate/CurrentStudents/GradThesisInfo.aspx

Degree Plan
Recommendation & Certification of Appointment of Supervisory Committee
Admission to Candidacy (not required for Masters thesis)
Report on Thesis or Dissertation and/or Final Exam
Thesis/Praxis/Dissertation Release Form
Copy of unnumbered abstract signed by advisor
Copy of unnumbered half title page with signatures of committee members
Survey of Earned Doctorates (not required for Masters thesis)

June 5 - Last Day to File Application for Graduation:

Applications for Candidacy to Graduate (ACG's) are to be filed online through Access.SMU by the above deadline date. It is necessary to file an ACG at the beginning of each semester in which you intend to graduate. Please inform Jim Dees, Room 353 Caruth Hall, if you determine that you will not graduate after you have turned in an ACG for a particular semester.

Before typing the thesis, praxis or dissertation, the student should obtain from the Lyle Graduate Studies website, the *Guidelines for the Preparation of Theses and Dissertations* now used University-wide for the preparation of papers. The student should also obtain other forms from his/her departmental office to determine whether all graduation requirements have been met. A LaTex primer can be found at http://lyle.smu.edu/~jhe/download.php?id=1 A LaTex style file can be found at http://www.smu.edu/Dedman/Academics/Departments/Math/Graduate/Latex LaTex is the preferred formatting tool to use, but it is not mandatory that you use it. LaTex will make the formatting process much easier.

June 9 - Check by Jim Dees (this step is **mandatory)**:

Theses, Praxes or Dissertations in final form are due on or before this date to Jim Dees in Room 353 Caruth Hall. Mr. Dees will ensure that the copy deposited is compliant with SMU standards. **Please schedule an appointment** to discuss corrections or potential problems. Emailed copies are not acceptable. You must deliver a printed, one-sided copy for this review. A copy of the paper should be made and distributed by the student

to each member of the examining committee for review at least two weeks in advance of the oral examination. The student is responsible for making any required corrections.

June 20 - Final Check by Jim Dees

Final check of Thesis, Praxis or Dissertation by Jim Dees. Bring correction list from first check and first copy. Emailed copies are not acceptable. You must deliver a printed, one-sided copy for this review. **Please schedule an appointment.**

August 5 – Last day for Final Defense of Thesis or Dissertation, final upload of Thesis, Praxis or Dissertation to UMI website.
See Lyle Engineering Thesis/Dissertation site for details.

Deadline for upload of final copy of Theses, Praxes or Dissertations to UMI website.

August 5:

DEADLINE DATE FOR ALL MATERIALS / RECORDS FOR ALL ENGINEERING SUMMER 2014 DEGREE CANDIDATES

August 5 - Degrees Conferred:

Date of conferral of degrees to use on title and abstract pages.

FAILURE TO MEET THE ABOVE DEADLINES AUTOMATICALLY POSTPONES A STUDENT'S GRADUATION UNTIL THE NEXT REGULARLY SCHEDULED GRADUATION DATE.

NO DEGREE CAN BE CONFERRED UPON A STUDENT WHO HAS A PENDING INCOMPLETE ("I").

NO DEGREE CAN BE CONFERRED UPON A STUDENT WHO HAS A PENDING INCOMPLETE OR MISSING GRADES.