

BOBBY B. LYLE SCHOOL OF ENGINEERING
GRADUATE DEGREE DEADLINES
Fall Semester 2013

The following deadlines have been established by the School of Engineering 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 (available in Room 353 Caruth Hall) along with the electronic copy of the thesis, praxis or dissertation are required by the last day of instruction in order for the student to be a December 2013 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 thesis)

Report on Thesis or Dissertation and/or Final Exam

Thesis/Praxis/Dissertation Release Form

Copy of unnumbered half title page with signatures of committee members

Survey of Earned Doctorates (not required for thesis)

August 30 - 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 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 style file can be found at <http://smu.edu/graduate/thesis.asp> 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.

September 27 - Initial Check by School of Engineering:

Sample materials of Theses, Praxes or Dissertations are submitted **by appointment only** to Jim Dees in 353 Caruth Hall. The sample materials should include one chapter with samples of equations, figures, tables, references and bibliography. Emailed copies are not accepted. You must print out a one-sided copy for this review. This step will ensure that the format is compliant with SMU standards. **You must schedule an appointment in advance to discuss any corrections or potential problems.** This step is **mandatory**.

1/31/2013

November 8- Final Check by School of Engineering:

Theses, Praxes or Dissertations in final form are submitted **by appointment only** on or before this date to Jim Dees in Room 353 Caruth Hall. Emailed copies are not accepted. You must print out a one-sided copy for the review. This step will ensure that the document is compliant with SMU standards. **You must schedule an appointment to discuss corrections or potential problems.** The student is responsible for making any required corrections. After all corrections are completed, a copy of the paper is made for each committee member and distributed by the student to the members of his/her examining committee for review two weeks in advance of the oral examination.

December 5 - LAST DAY for dissertation/thesis defense.

December 11 - Final upload of electronic Thesis, Praxis or Dissertation to UMI website. See SMU Engineering Thesis/Dissertation website for details.

Deadline for upload of final copy of electronic Theses, Praxes or Dissertations to UMI website and submission of *Thesis/Praxis/Dissertation Checklist* to Jim Dees in the Graduate Studies Office, Room 353 Caruth Hall.

December 21 - 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 OR
MISSING GRADES.**