

TO: **DOCTOR OF MINISTRY CANDIDATES FOR GRADUATION CHECKLIST**
FROM: The Office of Advanced Ministerial Studies

Candidates for Graduation will work directly with their committee during the final semester following the procedures in the **Guidelines Booklet and any additional instructions provided by the Director**. The Advisor has the primary responsibility for working and guiding the candidate. All committee members are expected to be available to offer advice and counsel during the project. The committee will grant permission for graduation by signing the two "Approval Pages" after the oral exam and the project meets their satisfaction. Our office will submit the final grades to SMU when the two completed projects are received in our office. Therefore, it is very important that grad's meet the **DEADLINES** and follow the recommended target dates closely. Refer to the **Guidelines Booklet** often during this term. A new updated copy is found on the D.Min website at www.perkins.smu.edu

DEADLINE ACG **Fall=1st week in September** **Spring= 1st week in January**

- ACG Form- candidate mails a new-signed form with the current date to the DMIN Assistant (page 46). Graduate ACG form and instructions found on line at http://www.smu.edu-registrar-ACG-ACG_PS_Instructions.asp
- DMIN candidates must be registered to graduate and tuition fees must be paid by this date (page 25).

Target Date **Fall=4th Friday in September** **Spring= 2nd Friday in February**

- Candidate refers to the Guidelines concerning the project thesis formatting (pages 12-19).
- Candidate submits the completed working draft to their committee in the 3 stages (page 21). This will save on rewriting and editing time
- Candidates use these as a thesis writing guide: **Kate L. Turabian, John Grossman, and Alice Bennett, A Manual for Writers of Term Papers, Theses, and Dissertations, 6th edition** (Chicago: University of Chicago Press, 1996.); **Eviatar Zerubavel, The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books** (Cambridge, MA: Harvard University Press, 1999).

Target Date **Fall=2nd Friday in October** **Spring= 4th Friday in February**

- Working draft returned to candidate by committee members.

DEADLINE Oral Exam Requirements **Fall= 2nd Friday in October** **Spring=1st Friday in March**

- ABSTRACT due before oral is scheduled (page 42)-The advisor will approve the abstract then the candidate will forward to the DMIN Assistant via email.
- GENERAL INFORMATION due (page 48)-Candidate must supply the current information about their committee and project.
- Both the ABSTRACT and GENERAL INFO pages are required before the oral exam can be scheduled.
- The advisor approves the oral exam date after all three members have agreed on the date (page 20).
- The candidate will schedule the oral examination at Perkins through the DMIN Assistant (page 23).

DEADLINE Oral Exam Completion **Fall= 4th Friday in October** **Spring=1st Friday in April**

- All three committee members must participate in oral exam (page 23).
- Candidate will bring the "Approval Pages" to the oral exam for signatures (page 41).
- The Advisor submits the signed "Advisors Recommendation" form (page 49) five days after the oral exam to the DMIN Assistant.
- Candidate submits final draft to advisor and reader (page 25).

Target Date **Fall= 2nd Wednesday in November** **Spring=2nd Friday in April**

- Revisions completed by candidate and returned to advisor and reader.
- Approval pages signed by committee and returned to candidate to be inserted into the projects (page 41). It is the candidate's responsibility to secure all the signatures; please do not ask the DMIN office to intervene.

DEADLINE Submit Completed Project **Last Faculty Meeting-See Perkins Academic Calendar for exact date**

- Faculty approves each candidate for graduation.
- Submit two completed copies to the DMIN Office with the signed Approval Pages and Abstracts inserted (page 14).
- The black thesis binders are no longer necessary. You may submit your two copies without a binder but in numerical order.
- Any incomplete projects will be returned to the candidate (page 27). It is the responsibility of the candidate to complete all steps in the Guidelines. (DO NOT ask the committee or the DMIN Office to insert copies or assemble your project.)
- If shipping is needed, use registered mail (page 12).

COMMENCEMENT **See Perkins Academic Calendar for exact date**

- The MAY diploma presentation ceremony for Perkins is at 2:00 pm at Highland Park United Methodist Church, Dallas, TX. There is no separate Perkins diploma ceremony for DECEMBER grads. See the SMU Academic Calendar online for graduation dates at www.smu.edu. December grads may walk in May, if notated on the ACG.
- DMIN students are hooded only at the PST graduation ceremony in May. If you attend the SMU Commencement at Moody Coliseum in May, you will be asked to stand with your school; your name will not be called nor will any hooding occur at the SMU Commencement ceremony.
- For graduation information about regalia (caps and gowns) rental, etc., consult SMU Registrar at www.smu.edu-registrar or 214-SMU-3417.
- The Perkins Admissions & SMU will mail graduation letters with instructions directly to the graduate; direct questions to those offices.