

FINAL STEPS TO THE DIPLOMA
(www.smu.edu/graduate)

1. Submit hard copy for format check on or before dates stated on "Calendar of Deadlines".
2. Defend, take orals or whatever is required to finish the degree, within the stated deadlines.
 - ▶ Signed ORGS form, signed by committee
 - ▶ Signed approval form (front page of thesis/dissertation)
3. Check transcript on Access to be sure that you have no incompletes or are lacking hours.
4. Complete the final administrative requirements:
 - ▶ Forms: Payment, Exit Survey, and (for Ph.D. only) NSF Form
 - ▶ Submit final copy electronically <http://dissertations.umi.com/smu/>
 - ▶ Submit CD of thesis or dissertation to ORGS
 - ▶ Update demographic information in ACCESS

Completed?	Task	Notes
<input type="checkbox"/>	ACG (Application for Candidacy to Graduate) on File	Add note: <input type="text"/>
<input type="checkbox"/>	Signed Oral Defense Exam Report on File	Add note: <input type="text"/>
<input type="checkbox"/>	Proof of Payment Provided	Add note: <input type="text"/>
<input type="checkbox"/>	All degree requirements met/No incompletes	Add note: <input type="text"/>
<input type="checkbox"/>	Exit Survey /NSF Survey and all Final Required Documents on File	Add note: <input type="text"/>
<input type="checkbox"/>	All metadata received	Add note: <input type="text"/>
<input type="checkbox"/>	Email Confirmation from Graduate Advisor as Final Approval	Add note: <input type="text"/>
<input type="checkbox"/>	Mailing Address for Diploma on File	Add note: <input type="text"/>
<input type="checkbox"/>	CD copy provided	Add note: <input type="text"/>