

BOBBY B. LYLE SCHOOL OF ENGINEERING

GRADUATE DEGREE DEADLINES Spring Semester 2013

The following deadlines have been established by the 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), as well as the electronic thesis, praxis or dissertation are required by the last day of instruction in order for the student to be a May 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 abstract signed by advisor

Copy of unnumbered half title page with signatures of committee members

Survey of Earned Doctorates (not required for thesis)

January 25 - 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 intent to graduate 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 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.

March 4 - Initial Check by Jim Dees:

Sample materials of Theses, Praxes or Dissertations are due on or before this date to Jim Dees in the Lyle School of Engineering Graduate office 353 Caruth Hall. The sample materials should include one chapter with samples of equations, figures, tables, references and bibliography. Mr. Dees will ensure that the format is compliant with SMU standards. Please schedule an appointment in advance to discuss any corrections or potential problems. This step is **mandatory**. Emailed copies are not acceptable. You must deliver a printed, one-sided copy for this review.

April 15 - Final Check by Jim Dees:

Theses, Praxes or Dissertations in final form are due on or before this date to Jim Dees. Mr. Dees will ensure that the copy deposited is compliant with SMU standards. **You must bring a Thesis Release Form signed by your advisor.** 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. 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.

May 2 - LAST DAY for dissertation/thesis defense.

May 8 - Final upload of Thesis, Praxis or Dissertation to UMI website. See Lyle Engineering Thesis/Dissertation website for details.

Deadline for uploading to UMI site of final copy of Theses, Praxes or Dissertations.

May 18 (Sat.) - Degrees Conferred:

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

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

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