## Doctor of Ministry Candidates for Graduation Checklist

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 \_\_\_\_ follow the recommended target dates dosely. Refer to the Guidelines Booklet often during this term. A new updated copy is found on the D.Min website at <a href="https://www.perkins.smu.edu">www.perkins.smu.edu</a>

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

ACG Form- candidate <u>mails</u> a new-signed form with the current date to the DMIN Assistant (page 46). Graduate ACG form and instructions found on line at <a href="http:--www.smu.edu-registrar-ACG-ACG">http:--www.smu.edu-registrar-ACG-ACG</a> PS Instructions.asp

DMIN candidates must be registered to graduate and tuition fees must be paid by this date (page 25).

Target Date Fall=4<sup>th</sup> Friday in September Spring= 2<sup>nd</sup> 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,

(Chicago: University of Chicago Press, 1996.); Eviatar Zerubavel,

(Cambridge, MA: Harvard University Press, 1999).

<u>Target Date</u> Fall=2<sup>nd</sup> Friday in October Spring= 4<sup>th</sup> Friday in February

Working draft returned to candidate by committee members.

<u>DEADLINE</u> Oral Exam Requirements Fall= 2<sup>nd</sup> Friday in October Spring=1<sup>st</sup> Friday in March

ABSTRACT due <u>before oral is scheduled</u> (page 42)-The advisor will approve the abstract then <u>the candidate</u> will forward to the DMIN Assistant via email.

GENERAL INFORMATION due (page 48)-Candidate must supply the current information about their committee and project.