

Medical Campus  
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TO: Master Candidates for September 2013 Graduation

FROM: GMS Registrar

RE: Completion of Degree Requirements

DATE:

**PLEASE NOTE THAT WE HAVE MOVED TO ELECTRONIC THESIS SUBMISSION FOR ALL SEPTEMBER 2013  
MASTERS GRADUATES.**

### **1. Coursework:**

- It is the student's responsibility to check that all degree requirements have been fulfilled. Students should print their transcript from Student Link and review their academic record with their advisor to confirm that all degree requirements are satisfied.
- Missing requirements and/or incomplete grades must be corrected prior to submission of the thesis.
- Biostatistics is a required course for many programs. If your program has this requirement and you did not take the course because you have fulfilled the requirement in a different manner, you must petition to waive the course by submitting the [Biostatistics Petition Form](#). This requirement must be satisfied before submission of the thesis for format review.

### **2. Thesis Review and Submission:**

The following thesis requirements do not apply to students in the Mental Health Counseling and Behavioral Medicine, Genetic Counseling or Healthcare Emergency Management programs.

- Thesis Forms
  - If you have not already submitted the [Thesis Title Approval Form](#) you should do so immediately. This form requires both your First and Second Reader's signatures. Your First Reader must be GMS faculty. If your Second Reader is not GMS faculty you should submit a [Request for Special Service Appointment Form](#) along with the reader's CV as soon as possible.
  - MA in Medical Sciences students completing a research-based thesis are eligible to receive a grade and should submit the [Thesis Agreement Form](#). If you have not completed this form you should do so as soon as possible.
- **Review of Thesis by Faculty Readers:** All students should check with both their First and Second Readers to determine when they would like to receive the thesis for content review. Typically, this date is approximately one month before the thesis submission deadline.

- **Thesis Format Review** : All students in a thesis requiring program who plan to graduate in September 2013 must submit their thesis for format review. To be eligible for format review, a student must be registered for the summer 2013 semester and have submitted a diploma application.
- **New Policy effective for September 2013 graduates. The Mugar Library is requesting that a copyright is added on all theses. Please add a copyright page after the title page and include it on the table of contents. Make sure you re-number all the preliminary pages. By adding the copyright page does not mean you have to register for copyright. You can find sample of the copyright page on the Research Guide for Writers of Theses and Dissertations.**
  - Thesis format review will begin July 22, 2013.
  - Please email an electronic copy of your completed thesis in **word format** to [GMSThesis@bu.edu](mailto:GMSThesis@bu.edu) . **Label with Last name, First name, BU ID #.**
  - After your thesis has been reviewed you will receive the thesis corrections via email. This usually takes 2-4 days.
- **Thesis Submission:** The final thesis will be accepted from July 24 -26 by appointment only ([millie@bu.edu](mailto:millie@bu.edu) ) or on July 29 - August 1<sup>st</sup> from 9:00 AM-3:00 PM in L309 in order to be considered for the September 2013 graduation.
  - **Submit the final thesis electronically as a PDF to [GMSThesis@bu.edu](mailto:GMSThesis@bu.edu) (Label with Last name, First name, BU ID#)**
  - **Final Thesis Submission Paperwork** - Please allow yourself reasonable time on the day of submission for completion of paper work and any last minute corrections.
    - 1) **Submit 1 copy of the Thesis Title Page and Abstract on regular paper AND 2 copies of the Approval Page (with original signatures)** on the required paper. Two sheets of the required paper (20 lb., 25% cotton fiber, white and watermarked) may be picked up from the GMS office (L317).
    - 2) **Submit a copy of the [electronic submission form](#)** (signed by your primary mentor and you). Please note: Circulation restrictions are granted only in limited circumstances, but may be allowed by the University if the author plans to sell the work to a publisher, apply for a patent, or if the material covers a sensitive subject that cannot safely or appropriately be published at the current time. In such circumstances, you may request a restriction for any period between one - three years. You must submit a letter requesting a restriction at the same time of thesis submission. The letter must contain your reason for the restriction, the time limit desired, an address where you can be contacted when the time limit expires, and the signed approval of both you and your major advisor (your primary thesis mentor which may be a faculty member not at BU). GMS students who wish to restrict their work must also obtain the permission of the Provost for the Division of Graduate Medical Sciences. The restriction will start from the date on the letter. A sample letter is provided on the Mugar Research Guide for Writers of Theses. Your thesis will not be cataloged until the restriction is released.
    - 3) **Submit the Mugar Library form** (provided by GMS at submission) and a money order for \$25.00 (Filing Fee) made payable to BU.

4) M.A. in Medical Sciences students completing a research-based thesis for a grade should have previously submitted the Thesis Agreement Form. In order for the thesis to be reviewed for a grade, students should **submit a letter of recommendation from the primary thesis mentor** (even if the reader is not GMS faculty). Thesis grades will not be posted to your transcript until September 25, 2013.

- Students not able to meet the August 1<sup>st</sup> deadline will be required to register for the fall 2013 semester and pay the continuing fee.
- Please notify the GMS Registrar as soon as possible if you will be postponing graduation. A new diploma application will need to be submitted for your future graduation date.

### **3. Future Plans/ Diploma Information**

- Please notify the GMS Registrar of your future plans. This information will be kept confidential.
- You must update your diploma information on Student Link.
- Please review the data you have restricted on the Student Link; Personal Tab, Directory Information option ([www.bu.edu/link](http://www.bu.edu/link)). **If you wish your graduation information to be printed, please remove restriction.**

***Best wishes as you progress towards the completion of your degree requirements. If you have already achieved this goal, Congratulations!***