

**DIVISION OF GRADUATE MEDICAL SCIENCES  
BOSTON UNIVERSITY SCHOOL OF MEDICINE**

**2014 GRADUATION CALENDAR**

***PHD DEGREE CANDIDATES***

***Students may not submit dissertation, unless a diploma application has been submitted by the appropriate deadline!***

**NOTE:**

1. A candidate must be registered for the semester in which the degree requirements are completed and during the preceding semester.
2. Candidates should adhere to the guidelines as stipulated in the *Guide for Writers of Thesis and Dissertations*, published by the Mugar Memorial Library and available on the GMS website.
3. Students may not submit their dissertation unless a diploma application has been submitted to the Registrar by the appropriate deadline.

***ALL FORMS can be found on the Student Forms page on the GMS website***

	<u><b>January 2014 Award</b></u>	<u><b>May 2014 Award</b></u>	<u><b>September 2014 Award</b></u>
<b>Dissertation Prospectus Outline</b> due in the Division Office. Dates are flexible.	April 9, 2013	October 3, 2013	February 3, 2014
<b>*Diploma Application</b> Due in the GMS Office	November 3, 2013	January 27, 2014	June 20, 2014
<b>Dissertation Abstract (max. 350 words)</b> Approved by Department, due in GMS for review and approval. Submit to L 309	At least three weeks prior to Final Oral Defense	At least three weeks prior to Final Oral Defense	At least three weeks prior to Final Oral Defense
<b>Schedule of Final Oral Examination</b> (to be arranged by Department) due in the GMS Office with one hard copy of the approved abstract	Two weeks prior to the Final Oral Exam	Two weeks prior to the Final Oral Exam	Two weeks prior to the Final Oral Exam
<b>Last date to hold Final Oral Exam.</b>	December 5, 2013	April 3, 2014	August 4, 2014
<b>Dissertation Format Reviewed</b> Email will be sent with actual dates	TBA	TBA	TBA
<b>**Format approved and signed Dissertation</b> (Due in the GMS office)	<b>December 5, 2013</b>	<b>April 3, 2014</b>	<b>August 4, 2014</b>

**All Ph.D. degree requirements are complete only when both copies of the dissertation have been certified as meeting the standards of GMS and the Mugar Memorial Library.**

***M.D./Ph.D. DEGREE CANDIDATES WHO ANTICIPATE ENTERING BUSM III IN SUMMER 2014***

Since M.D./Ph.D. degree candidates are awarded both the M.D. and Ph.D. degrees simultaneously (at the time of completion of both degrees), the dates for submission of dissertations may vary from the above schedule of deadlines. Consequently, M.D./Ph.D. students who expect to complete the Ph.D. portion of their studies in 2013-2014 academic year and anticipate entering BUSM III in the Summer of 2014, should follow these rules:

**Oral Exam** should be scheduled prior to returning to the third year of medical school. The **Transition form** is due in the GMS Office prior to the scheduling of the **Final Oral Exam**. Students must stop by the GMS office L 309 to meet with the Registrar regarding completion of degree requirements.

Students should submit the **Ph.D. Dissertation Abstract** to the GMS Office for review and approval **at least 3 weeks** prior to the Oral Exam. **Oral Exam** should be scheduled **at least 2 weeks** in advance. Once your Abstract has been approved and you have scheduled your defense date, you will then need to submit a **Final Oral Examination Schedule to GMS**, along with one hard copy of your approved abstract.

**Submit Final dissertation** no more than 60 days after passing the Final Oral Examination. M.D./Ph.D. scholarships are not awarded until approved and signed dissertations have been accepted by the GMS Office.