

Medical Campus
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TO: Master Candidates for January 2015 Graduation

FROM: Millie Agosto, GMS Registrar

RE: Completion of Degree Requirements

DATE: September 25, 2014

The GMS faculty and staff would like to congratulate you on your pending completion of the Master degree program. This memo provides you with a list of items you must check-off to complete the degree requirements. Please do not hesitate to contact our office for any questions you may have.

Coursework: It is the student's responsibility to check that all degree requirements have been fulfilled. Students should meet with their advisor and review their academic record on Student Link or using Degree Advise to confirm that all degree requirements are satisfied. Missing requirements and/or incomplete grades must be corrected prior to submission of the thesis.

Please visit the **GMS website** for all the necessary forms and program completion guidelines. Also, check your **BU email** for additional information that will be sent to you regarding completion of your degree and commencement.

MA & MS Student Forms: <http://www.bumc.bu.edu/gms/gateway/students/student-forms/>

Thesis Agreement Form: MA/MS in Medical Sciences completing a research-based thesis are eligible to receive a grade and must submit the Thesis Agreement Form prior to thesis format review. A letter of recommendation **MUST** be submitted at the time of the final thesis submission, not after.

GMS now uses the Electronic Submission thru ETD Administrator, (<http://www.etdadmin.com/bu>).

ETD Video Tutorials for Thesis Electronic Submission are available at <http://www.bu.edu/buniverse/search/?q=dioa&submit=>

THESIS REVIEW:

- **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.
- **New Policy:** The Mugar Library is requesting that a copyright page be added to 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 appropriately. Adding the

copyright page does not mean you must register for copyright. You can find a sample of the copyright page in the Master's Thesis Pre-page Template (updated Jan/2014).

- **Students must use the updated thesis templates and follow the submission guidelines available on the student forms page of the GMS website.**

Thesis format review will begin November 10th through December 3rd.

- Students living outside of the Boston area must contact Ms. Millie Agosto to make arrangements for submission of forms.
- Please email an electronic copy of your completed Thesis in word format to GMSThesis@bu.edu . **Label with Last name, First name, BU ID #.**
- After your Thesis has been reviewed you will receive the corrections via email. This usually takes 2-4 days.
- Following corrections and revision of your thesis and after format review submit the final approved Thesis electronically as a pdf to the ETD Administrator, (<http://www.etsadmin.com/bu>). Please review the final pdf to make sure it was converted properly.

Thesis Submission: The final thesis will be accepted as follows:

November 17th – November 21st by Appointment Only

Contact: (millie@bu.edu or Dianna@bu.edu)

November 24th – December 3rd from 9:00 AM - 3:00 PM / walk-ins, Room L 309.

(Office will be closed on November 25th and 26th)

- Submit to the Registrar 1 copy of the Thesis Title Page and Abstract on regular paper as it appears in the final version of the thesis to the ETD Administrator.
- Submit to the Registrar 2 copies of the Approval Pages (signatures on the Approval Pages must be originals. Neither a proxy nor another faculty member may sign for readers), on the required paper. This **MUST** be printed on Thesis grade paper (20lb., 25% cotton fiber, white and watermarked). GMS will provide this paper to you after your thesis has been reviewed for format and you may pick it up in GMS office (L309).
- Submit the Library Thesis Processing Fee of \$25 to the Registrar: **MONEY ORDER** from the **United States Post Office** in the amount of \$25.00 made payable to Boston University. Complete the Mugar Library Approval Form (form will be provided by GMS at submission).
- **Delayed Circulation:** Most Master's students do not request delayed circulation however if desired (due to special circumstances such as a pending patent) a request may be made by submitting a letter to the Associate Provost. A sample letter is available on the Research Guide for Writers of Theses/Dissertations and the student forms page and must be signed by you and your primary advisor. Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS Registrar.
- M.A./M.S. 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 **MUST** submit a letter of recommendation from the primary thesis mentor

(even if the reader is not GMS faculty) when submitting the final thesis. Thesis grades will not be posted to your transcript until January 25, 2015.

- Please note: if GMS or Mugar Library notifies you of necessary thesis corrections or changes, you must complete them **immediately**. A quick response will avoid your registering for another semester, a delay in verifying the completion of your degree requirements, and the issuing of the diploma. It may take some time before the final library review is complete.
- Students not able to meet the December 3rd deadline will be required to register for the spring 2015 semester, and pay the continuing fee in the amount of \$2,856. If planning to graduate for the May 2015 graduation.
- Please notify the GMS Registrar as soon as possible if you will be postponing graduation as a new diploma application will need to be submitted for your future graduation date.

Future Plans/ Diploma Information

- You should update your diploma information on Student Link and review the data provided on the Personal Tab, Directory Information option. If you wish to have your information listed on the GMS Commencement program, please remove any restrictions you may have via the student link.
- The GMS Commencement is held once a year in May 17, 2015. If you plan on attending, please visit the GMS website in Mid-March for details regarding the required forms, ordering of regalia and updated information. Additional details will be sent via your BU email.

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