TO: Master’s Candidates for MAY 2018 Graduation

FROM: Millie Agosto, GMS Registrar

RE: Completion of Degree Requirements

DATE: February 9, 2018

The GMS faculty and staff would like to congratulate you on your pending completion of your Master’s 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 with any questions you may have.

COMPLETION OF DEGREE REQUIREMENTS:

- It is the student’s responsibility to meet with their Advisor and check on student link or degree advice that all degree requirements have been fulfilled. Missing requirements and/or incomplete grades must be corrected prior to submission of the Thesis.
- **Students must be registered in the semester in which degree requirements are completed and the preceding semester.**
- Please visit the [GMS Website Students Page](http://www.bu.edu/buniverse/search/?q=dioa&submit) for all the necessary forms and program completion guidelines.
- **A Special Service Appointment Form** is required for a Reader/Committee Member who is not a GMS Faculty. A Current curriculum vitae must be uploaded along with the Special Service Appointment Form via [GMS Student Forms](http://www.bu.edu/buniverse/search/?q=dioa&submit) website.
- **FOR MS in Medical Science students only** - Students 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 by their primary Thesis mentor **MUST** be submitted to MAMS Program Director for review.

1. **THESIS WRITING/REVIEW AND FINAL SUBMISSION:**

- All students should use the Master’s Thesis Pre-page Template and follow the submission guidelines on the Research, Thesis and Dissertation Information page on the GMS website (under Students). Please review tutorials to assist with pagination and electronic table of contents questions - [http://www.bu.edu/buniverse/search/?q=dioa&submit](http://www.bu.edu/buniverse/search/?q=dioa&submit).
- 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.
2. **THESES FORMAT REVIEW BY THE REGISTRAR:** Submit ONLY, if no other corrections or edits will be required by your readers.

- Thesis format review will begin March 1, 2018 and will be ongoing through April 2, 2018.
- Please email an electronic copy of your completed **FINAL** 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.

3. **THESES SUBMISSION GUIDELINES:**

- **SUBMIT FINAL THESIS ELECTRONICALLY:** Following corrections and revision of your Thesis, submit the final approved Thesis electronically as a PDF to the ETD Administrator by copying and pasting the following link in your web browser ([http://www.etdadmin.com](http://www.etdadmin.com)). Be sure to review the final PDF to make sure it was converted properly and **label with Last name, First name, BU ID #**.
  - ETD Video Tutorials are available to assist you in the electronic submission process ([http://www.bu.edu/buniverse/search/?q=dioa&submit](http://www.bu.edu/buniverse/search/?q=dioa&submit))
  - You must submit the final Thesis “PDF” via the ETD administrator, prior to submitting the final approval signature pages and final paper work to GMS.
  - Students living outside of the Boston area should email Ms. Millie Agosto to make arrangements for Thesis review and final paper work submission.

- **FINAL THESIS PAPERWORK SUBMISSION**
  - DATES
    - **BY APPOINTMENT ONLY** – Contact [Millie@bu.edu](mailto:Millie@bu.edu)
      - March 20th, 21st, and 22nd
    - **WALK-INS ONLY – L 309**
      - March 26, 27th, 28th, 29th - 9:00 AM - 3:00 PM
      - April 2nd - from 9:00 AM - 3:00 PM
  - **LAST DATE TO SUBMIT FINAL PAPERWORK**
    - April 3, 2018 - from 9:00 AM – 3:00 PM
  - **PAYMENT:** Thesis $25.00 - Submit your processing fee using this link: ([CREDIT CARD](https://bu.edu/buniverse/search/?q=dioa&submit)) (select - Division of Graduate Medical Sciences).
  - **SUBMIT FINAL PAPERWORK TO GMS REGISTRAR:**
    - Submit 2 copies of the Thesis Title Page, as it appears in the final version of your Thesis.
    - Submit 2 copies of the Approval Pages with **original signatures**. (Neither a proxy nor another faculty member may sign for readers) on regular paper.
    - Submit 1 copy of the Abstract.
• 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 requesting circulation restriction is available on the Research, Thesis, Capstone and Dissertation Information page and must be signed by you and your primary reader. Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS Registrar.

○ ADDITIONAL NOTES:
• 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. Student must register continuing study each semester until completion of all degree requirements are completed including submission of Thesis.
• If GMS or Mugar Library notifies you of necessary Thesis corrections or changes, you must complete them immediately. A quick response will avoid your need to register for another semester, or lead to a delay in verifying the completion of your degree requirements, and the issuing of the diploma. It can take 4-6 weeks before the final library review is complete.

4. DIPLOMA INFORMATION AND COMMENCEMENT:
• 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 and will be held on May 2018. Information will be available on the GMS website. Additional details has been 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!