TO: Doctoral Candidates for September 2015 Graduation
FROM: Millie Agosto, GMS Registrar
RE: Completion of Degree Requirements
DATE: June 2015

The GMS faculty and staff would like to congratulate you on your pending completion of the Ph.D. 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.

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 Dissertation.
- Please visit the GMS website for all the necessary forms and program completion guidelines.

1. DISSERTATION WRITING /REVIEW AND FINAL SUBMISSION:

- All students should use the Doctoral Dissertation Pre-page Template and follow the submission guidelines on the Research, Thesis and Dissertation Information page on the GMS website.
- All students should check with their First and Second Readers as well as their committee members to determine when they would like to receive the Dissertation for content review. Typically, this date is approximately one month before the submission deadline.
- Dissertation format review will begin July 14, 2015 and be ongoing through August 3rd.
- **Dissertation Abstract:** The PhD Dissertation Defense Abstract Form should be submitted on-line via the GMS website available on the GMS Forms Page. You must upload the Abstract (maximum of 350 words) at least three weeks in advance of the scheduled Dissertation defense. The Abstract must be in the exact format illustrated in the updated Dissertation template on the Research, Thesis and Dissertation Information page on the GMS website. The Major Professor and the Department Chairman or Program Director will review and submit decision via the On-Line system.
• **Dissertation Defense Date:** Once your Dissertation Abstract is approved by the GMS Registrar, you may submit the Schedule of Oral Dissertation Defense along with the final approved abstract via the GMS website ([GMS Forms Page](#)).

• All members of the committee must be a GMS faculty member or have been granted a Special Service Appointment by the Associate Dean of GMS. The office will distribute an electronic copy of the Schedule of Oral Defense to the Members/Chair of the Examination Committee. The Schedule of Oral Defense must be submitted at least two weeks prior to defense date. The last day to hold the Oral Defense for the September 2015 graduation is August 3, 2015.

2. **DISSERTATION FORMAT REVIEW BY THE REGISTRAR: July 14, 2015 – August 3rd, 2015.**

• Please email an electronic copy of your completed Dissertation in word format to GMSThesis@bu.edu. Label with Last name, First name, BU ID #.

• After your Dissertation has been reviewed you will receive the corrections via email. This usually takes 2-4 days.

3. **DISSERTATION SUBMISSION GUIDELINES:**

• Upload Final Dissertation: Following corrections and revision of your Dissertation submit the final approved document electronically as a PDF to the ETD Administrator, ([http://www.etdadmin.com/bu](http://www.etdadmin.com/bu)). Be sure to review the final PDF to make sure it was converted properly and label with Last name, First name, BU ID #.
  o 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)).
  o If you wish to copyright you will have the option do such on ETD Admin website (cost - $55.00).
  o **NOTE:** You must submit the final Dissertation “PDF” via the ETD administrator, prior to submitting the original approval pages and money order to GMS.

• Complete the Survey of Earned Doctorates available at [https://bostonu.qualtrics.com/SE/?SID=SV_20nLcJFYmekAVP7](https://bostonu.qualtrics.com/SE/?SID=SV_20nLcJFYmekAVP7)

• Students living outside of the Boston area should contact Ms. Millie Agosto to make arrangements for dissertation review and submission of final paper work.

• Submission of final paperwork to GMS Registrar is as follows:
  o **DATES:**
    ▪ **July 21, 2015 – July 24, 2015,** by Appointment Only
      • Contact: Millie Agosto millie@bu.edu
    ▪ **July 27, 2015 – August 3, 2015,** from 9:00 AM - 3:00 PM
      walk-ins, Room L 309.

  o **REQUIRED PAPERWORK:**

    Submit to the GMS Registrar the following pages as they appear in the final version of the Dissertation submitted to the ETD Administrator.
    ▪ 2 copies of the Dissertation Title Page
    ▪ 2 copies of the Approval Pages with original signatures. (Neither a proxy nor another faculty member may sign for readers.)
    ▪ 1 copy of the Abstract
- Processing Fee of $115 to the GMS Registrar: MONEY ORDER from the United States Post Office or (bank – without expiration date) made payable to Boston University.
- **Delayed Circulation:** Most 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 reader. Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS Registrar.

**ADDITIONAL NOTES:**

- Please allow yourself reasonable time on the day of submission for completion of paperwork and any last minute corrections.
- Please contact the GMS Registrar, Ms. Millie Agosto (millie@bu.edu) immediately in the event that you may be having problems meeting the deadlines for the completion of your degree.
- If GMS or Mugar Library notifies you of necessary Dissertation corrections or changes, you must complete them immediately. A quick response will avoid your need to register for an additional 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.
- 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 Dissertation.

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 PhD – MD and MD/PhD Commencement is held once a year and will be held on May 14, 2016. Information will be available on the GMS website in March 2016. 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!