**MSCI**

**Thesis Process Checklist**

1. Identify a **Thesis Mentor** (via Practicum opportunity…ideally)
* By researching various Research Depts/Centersat BUMC **(**[**http://www.bumc.bu.edu/bumc-research/**](http://www.bumc.bu.edu/bumc-research/) **)**
1. Write a **Thesis Proposal *\*\*YOU SHOULD NOT BEGIN WORKING ON YOUR THESIS UNTIL YOUR PROPOSAL HAS BEEN APPROVED BY JANICE & STACEY***
* email Proposal to Janice & Stacey, and request a meeting
* present Thesis Proposal to Janice & Stacey
* Discuss Thesis Readers
1. **Thesis Proposal Approval –** once approved by Janice & Stacey
* contact possible Readers to determine availability & interest
* have Readers sign ***Thesis Title Approval Form* -** [**http://www.bumc.bu.edu/gms/students/student-forms/**](http://www.bumc.bu.edu/gms/students/student-forms/)
* for non-BUMC Faculty, a ***Special Appointment form and CV*** must be submitted with **Thesis Title Approval form http://www.bumc.bu.edu/gms/students/student-forms/**
* submit ***Thesis Title Approval form, Special Appointment form(s) and CV(s)*** to **Millie Agosto, GMS Registrar**
1. Submit **Diploma Application** to Millie Agosto **– (**MA & MS Graduation Calendar **http://www.bumc.bu.edu/gms/students/calendars-and-important-dates/**

**5. \*\***Complete and Submit **INSPIR IRB Application** BEFORE Research is conducted

 **-** once IRB approval is granted, you may begin research for thesis

**6. First Draft of Thesis** Should be Submitted to Readers **~ (**MA & MS Graduation Calendar [**http://www.bumc.bu.edu/gms/students/calendars-and-important-dates/**](http://www.bumc.bu.edu/gms/students/calendars-and-important-dates/)

**7. Email Stacey with proposed Defense dates ,times & email addresses of Committee**

 **-** Stacey will create a Doodle Scheduler to send to Readers

**-** Once date and time is confirmed, Stacey will schedule the room and confirm with Readers

**8. Thesis SUBMISSION PROCESS TO GMS**

* you will receive an email from Millie regarding the format review period for your final thesis stating the following:
1. *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.

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

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 - <http://www.bumc.bu.edu/gms/students/research-thesis-dissertation/>

*C. THESIS FORMAT REVIEW BY THE REGISTRAR:*

*\*\*****Do NOT submit for format review UNTIL you have received the Degree Completion email from the Registrar***

 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.

*D. ELECTRONIC THESIS SUBMISSION GUIDELINES:*

 **Upload Final Thesis**: Following corrections and revision of your Thesis, submit the final approved

thesis electronically as a PDF to the ***ETD Administrator, (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 #.

* ETD Video Tutorials are available to assist you in the electronic submission process

(http://www.bu.edu/buniverse/search/?q=dioa&submit)

* ***You must submit the final Thesis “PDF” via the ETD administrator, prior to submitting***

***the original Approval (signature) pages and money order to the GMS Registrar.***

*E. SUBMISSION OF FINAL PAGES TO REGISTRAR:*

***AFTER*** you electronically upload/submit your thesis to the Mugar Library, you then must submit to Millie:

**- REQUIRED PAPERWORK**: Submit to the GMS Registrar the following pages as they appear in the final version of the Thesis submitted to the ETD Administrator:

* Submit 2 copies of the Thesis Title Page.
* Submit 2 copies of the Approval Pages with original signatures on regular paper. (Neither a proxy nor another faculty member may sign for readers.)
* Submit 1 copy of the Abstract.
* Submit the Processing Fee of ***$25: MONEY ORDER*** from the United States Post Office or bank – ***without expiration date*** made payable to Boston University.
* 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 reader. Signature from the GMS Provost (Dr. Linda Hyman) will be obtained by the GMS

***CONGRATULATIONS YOU HAVE COMPLETED & SUBMITTED YOUR MSCI THESIS!***