TO: Doctoral Candidates for September 2017 Graduation  
FROM: Millie Agosto, GMS Registrar  
RE: Completion of Degree Requirements  
DATE: June 12, 2017 (REVISED)

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.
- **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.

**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. 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 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 10, 2017 and will be ongoing through August 4, 2017.**
- **Dissertation Abstract:** The PhD Dissertation Defense Abstract Form should be submitted online via the GMS website - [GMS Forms Page](http://www.bu.edu/buniverse/search/?q=dioa&submit). You must upload the Abstract (maximum of 350 words) **three weeks prior** to 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 Students Page. 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 On-line PhD Oral Defense Schedule – **two weeks prior** to defending, 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 last day to hold the Oral Defense for the September 2017 graduation is **August 4, 2017**.

2. **DISSERTATION FORMAT REVIEW BY THE GMS REGISTRAR:** Will begin on July 10, 2017 through August 4, 2017. Submit ONLY, if no other corrections or edits will be required by your committee

- Please email an electronic copy of your completed **FINAL** 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 #.**
  - 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)
  - If you wish to copyright you will have the option do such on ETD Admin website (cost - $55.00).
  - **PAYMENT:** Dissertation $115.00 - Submit your processing fee using a [credit card](http://www.etdadmin.com/bu) - {select Division of Graduate Medical Sciences}.
  - **NOTE:** You must submit the final Dissertation “PDF” via the ETD administrator, prior to submitting the final approval signatures pages and final paperwork to GMS.

- Complete the Doctoral Exit Survey 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 email 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:**
  - **Please allow yourself reasonable time on the day of submission for completion of paper work and any last minute corrections.**

  - **DATES:**
    - **July 25th, 26th and 27th** — by Appointment Only
      - Contact: Millie Agosto [millie@bu.edu](mailto:millie@bu.edu)
    - **August 1, 2017 – August 4, 2017, from 9:00 AM - 3:00 PM**
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 2018. Information will be available on the GMS website in early March 2018. 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!*