DIVISION OF GRADUATE MEDICAL SCIENCES  
BOSTON UNIVERSITY SCHOOL OF MEDICINE  

2013 GRADUATION CALENDAR

PHD DEGREE CANDIDATES

Students may not submit dissertation, unless a diploma application has been submitted by the appropriate deadline!

**NOTE:**
1. A candidate must be registered for the semester in which the degree requirements are completed and during the preceding semester.
2. Candidates should adhere to the guidelines as stipulated in the Guide for Writers of Thesis and Dissertations, published by the Mugar Memorial Library and available on the GMS website.
3. Students may not submit their dissertation unless a diploma application has been submitted to the Registrar by the appropriate deadline.

**ALL FORMS can be found on the Student Forms page on the GMS website**

| **Dissertation Prospectus Outline** due in the Division Office. Dates are flexible. |
| January 2013 Award | May 2013 Award | September 2013 Award |

* **Diploma Application** Due in the GMS Office

**Dissertation Abstract (max. 350 words)** Approved by Department, due in GMS for review and approval by the Associate Provost in L-317.

- At least three weeks prior to Final Oral Defense
- At least three weeks prior to Final Oral Defense
- At least three weeks prior to Final Oral Defense

**Schedule of Final Oral Examination** (to be arranged by Department) due in the GMS Office with 14 copies of the approved abstract

- Two weeks prior to the Final Oral Exam
- Two weeks prior to the Final Oral Exam
- Two weeks prior to the Final Oral Exam

**Last date to hold Final Oral Exam.**

- December 6, 2012
- April 3, 2013
- August 1, 2013

**Dissertation Format Reviewed**

- Two weeks prior to submission deadline
- Two weeks prior to submission deadline
- Two weeks prior to submission deadline

**Format approved and signed Dissertation**

- December 6, 2012
- April 3, 2013
- August 1, 2013

- 2 Dissertation copies with original signatures
- Money order for $115.00 made payable to BU (for binding)
- Mugar Library Catalog form
- Optional: Money order for $55.00 made payable to “ProQuest” (to copyright)
- Optional: Complete survey of Earned Doctorates

All Ph.D. degree requirements are complete only when both copies of the dissertation have been certified as meeting the standards of GMS and the Mugar Memorial Library.

**M.D./Ph.D. DEGREE CANDIDATES WHO ANTICIPATE ENTERING BUSM III IN SUMMER 2013**

Since M.D./Ph.D. degree candidates are awarded both the M.D. and Ph.D. degrees simultaneously (at the time of completion of both degrees), the dates for submission of dissertations may vary from the above schedule of deadlines. Consequently, M.D./Ph.D. students who expect to complete the Ph.D. portion of their studies in 2012-2013 academic year and anticipate entering BUSM III in the Summer of 2013, should follow these rules:

**Oral Exam** should be scheduled prior to returning to the third year of medical school. The **Dissertation Outline Approval Pages** and the **Transition form** are due in the GMS Office prior to the scheduling of the **Oral Exam.**

Students should submit the **Ph.D. Dissertation Abstract** to the GMS Office for review and approval **at least 3 weeks** prior to the Oral Exam. **Oral Exam** should be scheduled **at least 2 weeks** in advance.

Once your Abstract has been approved and you have scheduled your Oral Defense, you will then need to submit a **Final Oral Examination Schedule to GMS**, along with 14 copies of your approved abstracts.

**Approved and signed dissertations** (2 copies) are due in the Division Office no more than 60 days after passing the Final Oral Examination. M.D./Ph.D. scholarships are not awarded until approved and signed dissertations have been accepted by the GMS Office.

Updated 1/3/13 (TAD)