



TO: Doctoral 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 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](#) 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](#) 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>.
- 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 Abstract:** The PhD Dissertation Defense Abstract Form should be submitted online via the GMS website - [GMS Forms Page](#). 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 **May 2018 graduation is March 30, 2018**.

2. DISSERTATION FORMAT REVIEW BY THE GMS REGISTRAR: Will begin on March 1, 2018 through April 2, 2018. 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 by copying and pasting the following link in your web browser (<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>)
 - 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](#) - **(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
- 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**
 - BY APPOINTMENT ONLY – Contact millie@bu.edu**
 - March 20th, 21st, and 22nd
 - WALK-INS ONLY – L 309**
 - March 26th, 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

○ **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.) on regular paper
- 1 copy of the Abstract.
- **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 requesting circulation restriction is available on the [Research Guide for Writers of Theses/Dissertations 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 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

- Please update 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 17, 2018. Information is 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.