



Provisional Dissertations and Theses Signature Process (Summer 2020)

Interim procedure continued effective until September 30, 2020 (extended from an original expiration date of May 31, 2020): Boston University Libraries are adjusting the policy outlined in the *Guide for Writers of Theses and Dissertations* requiring original signatures on the Readers' Approval page. Until September 30, 2020, the Libraries will accept electronic signatures, including scanned signatures, on thesis and dissertation readers' approval pages.

The Libraries need the following in order to implement this change:

- College/school thesis/dissertation administrators submit signature pages to theses@bu.edu.
 - Completed readers' approval pages in PDF format should be transmitted by college/school administrators to theses@bu.edu. BU Libraries will accept such transmissions from thesis/dissertation coordinators listed in the enclosed Appendix.
- Use PDF format for the signature page.
 - One multi-page PDF file with a single signature on each page will be accepted. The Libraries prefer that all signatures be gathered on one page, if possible.
- Use the naming convention FirstnameLastnameSigPage.pdf
 - In order to ensure proper attribution, the approval page PDF files transmitted should be named according to the convention FirstnameLastnameSigPage.pdf (for example, JaneSmithSigPage.pdf for a degree candidate named Jane Smith).

Students will need to work directly with the thesis/dissertation coordinator in their School or College to submit their fully signed readers' approval page file. Digital signatures are acceptable using available tools such as Adobe Reader.

Please contact theses@bu.edu with any questions or for assistance. Information can be found at the Libraries *Guide for Writers of Theses & Dissertations*: <http://library.bu.edu/theses>. Your cooperation is greatly appreciated in making adjustments to implement this interim measure.

K. Matthew Dames, PhD, JD, MS
University Librarian
Faculty Affiliate, School of Law
Acting Director, Gotlieb Center

Daniel Lee Kleinman, PhD
Associate Provost for Graduate Affairs
Professor of Sociology

Appendix: School/College Theses & Dissertations Contacts

College	Name	Email address
CFA	Shannon Streets (Online students)	streets@bu.edu
	Mary Ducharme (On-campus students)	mducharm@bu.edu
	Rebekah Pierson (include on emails only)	lambo@bu.edu
COM	Kayla Ring	kbring10@bu.edu
GSDM	Leslie Gascon	gsdmlib@bu.edu
Dept. Of Dermatology	Daniela Adrien	dadrien@bu.edu
ENG	George Zhang	gzhang1@bu.edu
ENG-BME	Christen Bailey	christen@bu.edu
ENG-ECE dissertations	Christine Ritzkowski	critzk@bu.edu
ENG-ECE theses	Susan Wilcox	wilcox@bu.edu
ENG-ME dissertations	Patty Robinson-Angel	pattyra@bu.edu
ENG-ME theses	Anna Masland	amasland@bu.edu
ENG-MSE, SE	Elizabeth Anne Flagg	eflagg@bu.edu
GRS	Jessica Aither	jaither@bu.edu
MED, GMS (except Dermatology)	Millie Agosto	millie@bu.edu
MET	Kimberly Kuborn	kimma729@bu.edu
QST	Marta McManus	mwyrodek@bu.edu
	Savannah Cardoso	scardoso@bu.edu
SAR	Sharon Sankey	ssankey@bu.edu
SED	Thomas Reis	treis514@bu.edu
SPH	Nikki Longe or	nlonge@bu.edu or sphreg@bu.edu
	Sebastian Bach	nakedlun@bu.edu
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