



Provisional Dissertations and Theses Signature Process (Fall 2020)

Interim procedure continued effective until January 31, 2021 (extended from an original expiration date of May 31, 2020 and second expiration date of September 30, 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 January 31, 2021, 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.

August 5, 2020

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) Mary Ducharme (On-campus students) | sstreets@bu.edu mducharm@bu.edu |
| COM | Kayla Ring | kbring10@bu.edu |
| GSDM | A'Llyn Ettien | gsdmlib@bu.edu |
| Dermatology | Tara Cusack Ann Kissel | tcusack@bu.edu akissel@bu.edu |
| ENG | George Zhang (Graduate Records) | gzhang1@bu.edu |
| ENG-BME | Christen Bailey | christen@bu.edu |
| ENG-ECE Dissertations | Christine Ritzkowski | critzk@bu.edu |
| ENG-ECE Theses | Hannah Zyung | hzyung@bu.edu |
| ENG-ME Dissertations | Patty Robinson-Angel | pattyra@bu.edu |
| ENG-ME Theses | Anna Masland | amasland@bu.edu |
| ENG-MSE, SE | Elizabeth Flagg | eflagg@bu.edu |
| GRS | Jessica Aither | jaither@bu.edu |
| GMS, MED (except Derm.) | Millie Agosto | millie@bu.edu |
| MET | Kimberly Kuborn | kimma729@bu.edu |
| QST | Savannah Cardoso Marta McManus | scardoso@bu.edu mwyrodek@bu.edu |
| SAR | Sharon Sankey Karen Jacobs (Online OTD students) | ssankey@bu.edu kjacobs@bu.edu |
| SED/WHE | Thomas Maldonado-Reis | treis514@bu.edu |
| SPH | Nikki Longe | nlonge@bu.edu or sphreg@bu.edu |
| SSW | Daniel P. Miller | dpmiller@bu.edu |
| STH | Katy O'Neill Brandon Simonson Stacey Duran | kgo@bu.edu simonson@bu.edu sbattles@bu.edu |