

Provisional Dissertations and Theses Signature Process (Spring 2022)

Interim procedure continued effective until May 31, 2022 (extended from an original expiration date of May 31, 2020, September 30, 2020, January 31, 2021, May 31, 2021, September 30, 2021, and January 31, 2022): Boston University Libraries is adjusting the policy outlined in the Guide for Writers of Theses and Dissertations requiring original signatures on the Readers' Approval page. Until May 31, 2022, 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 prefers 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 and DocuSign.

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 as we continue this interim measure.

Mark P. Newton
University Librarian ad interim

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)	streets@bu.edu mducharm@bu.edu
COM	Kayla Ring Katie Schiepers	kbring10@bu.edu kschiep@bu.edu
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Department of Dermatology	Tara Cusack Ann Kissel	tcusack@bu.edu akissel@bu.edu
ENG	George Zhang	gzhang1@bu.edu
ENG-BME dissertations	Christen Bailey	christen@bu.edu
ENG-BME theses	N/A	N/A
ENG-ECE dissertations	Syed Nanna	snanna@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
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MED, GMS (except Dermatology)	Millie Agosto Karen Francis Olivia Gilbert	millie@bu.edu kfranci@bu.edu ogilbert@bu.edu
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QST	N/A	N/A
SAR	Sharon Sankey	ssankey@bu.edu
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STH	Jamie Shore Brandon Simonson Stacey Duran	shorej@bu.edu simonson@bu.edu sbattles@bu.edu
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