



INFORMATION FOR COMPLETING THE DIPLOMA APPLICATION

Please review this checklist **BEFORE** submitting your diploma application:

Meet with your advisor and/or Program director to review your transcript and degree advice (if your program has degree advice) to verify the following:

- All degree requirements are either complete or are in progress
- Missing grades and/or incomplete grades have been resolved
- The dates when exams were passed have posted (if applicable)
- Previously earned undergraduate and graduate degrees are recorded at the top of your transcript under “Basis of Admission”

If any of these are missing, please have your Program Director notify the GMS Registrar immediately.

For Master students completing a thesis:

- A Thesis Title form has been submitted and approved. Readers must be listed in the correct order.
- A Special Service Appointment form has been submitted and approved for any reader who is not GMS Faculty. Do not assume that all BU Faculty are GMS Faculty—check the [GMS Faculty list](#).
- Any missing forms should be submitted through the forms portal on the GMS website.

To avoid any delays in graduating, please pay close attention to the deadlines listed on the GMS Academic Calendar and in any email correspondence from the GMS Registrar.

If at any point you realize that you will not be completing your requirements in time for the degree to be conferred, please notify the GMS Registrar GMSRegistrar@bu.edu and submit a new diploma application for the next graduation date.