



PHD STUDENT 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)

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

For those students completing a Dissertation:

- A Prospectus Outline 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.