

Thesis Presentation/Dissertation Defense Checklist

Be sure to consult your Program Handbook for additional information related to your thesis presentation or dissertation defense, including committee, abstract and other requirements.

Three weeks before the defense:

- Abstract Form due for Associate Head Review.
- Written copies of your dissertation to your committee so that they can sign your final oral dissertation form two weeks before the defense date.
- If you have not yet submitted a Request for Special Service Appointment, please be sure to do so.
- Confirmation of day/time in order to book a room via the Academic Programs Manager.

Two weeks before the defense:

- Signed Final Oral Dissertation Defense form delivered to Academic Programs Manager to the Associate Head for review
- After that is reviewed and approved, you will receive a draft event flyer that will be used 1. To find you a defense chair and 2. Announce your presentation/defense.

One week before the defense:

- Have your signature page formatting and dissertation formatting approved by Brendan McDermott (brendan@bu.edu or theses@bu.edu)

Day before your defense:

- Print out at least THREE copies of your signature page to be signed by all members of your defense committee
 - Mugar Library needs to receive ONE copy of your signature page with all original signatures to process your graduation
 - The Division needs to receive TWO copies of your signature page with all original signatures to process your graduation
 - Plus any other copies that you/your PI would like

After your defense:

- Bring TWO copies of your signature page with all original signatures to the Division Graduate Programs Manager to add to your graduation file
- Follow all directions to submit your dissertation electronically here: <http://www.etdadmin.com/cgi-bin/school?siteId=429>
 - Again, it is extremely important that you adhere to the formatting guidelines. If there are any questions, please reach out to Brendan McDermott for assistance/consultation.
 - This includes bringing ONE copy of your signature page with all original signatures to Brendan McDermott to process your graduation.