

## **Dissertation Defense Checklist**

### **Three weeks before the defense:**

- Written copies of your dissertation to your committee so that they can sign your final oral dissertation form two weeks before the defense date.
- Submit a Request for Special Service Appointment for non-ECE committee member.
- Book a room via <https://25live.collegenet.com/bu/>.

### **Two weeks before the defense:**

- Signed Final Oral Dissertation Defense form delivered to Academic Programs Manager to the Associate Chair for the review
- After that is reviewed and approved, an email template will be sent to you to:
  1. Find you a defense chair and
  2. Announce your dissertation

### **One week before the defense:**

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

### **Day before your defense:**

- Print out at least TWO 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 ECE Department needs to receive ONE copy of your signature page with all original signatures to process your graduation
  - Plus any other copies that you/your Research Advisor would like

### **After your defense:**

- Bring ONE copy of your signature page with all original signatures to ECE Academic Program
- Follow all directions to submit your dissertation electronically here: <http://www.etdadmin.com/cgi-bin/school?siteId=429>
  - It is crucial that you adhere to the formatting guidelines. Please reach out to Brendan for assistance/consultation or if you have questions,.
  - Bring ONE copy of your signature page with all original signatures to Brendan McDermott to process your graduation.