

## 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:

- ☐ Register your defense on-line at Division Defense Registration:  
<http://www.bu.edu/eng/departments/mse/current-students/ms-final-thesis-presentation-phd-prospectus-or-phd-final-defense-registration-form/>
- ☐ The Division will generate your Abstract Form and Thesis Presentation/PhD Final Defense Form using AdobeSign.
- ☐ Provide written copies of your thesis/dissertation to your committee.
- ☐ If it is needed and you have not yet submitted a Request for Special Service Appointment, be sure to do so ASAP.
- ☐ The Division will create a draft event flyer. Please review ASAP. It will be used 1) To find a defense chair (PhD only) and 2) Announce your presentation/defense.
- ☐ The Division will seek to appoint a Final Defense Chair (PhD defense only).

### 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))
- ☐ Forward the approval email and the approved signature page to [eflagg@bu.edu](mailto:eflagg@bu.edu). The division will collect the signatures electronically and submit the final signature page to [theses@bu.edu](mailto:theses@bu.edu) on your behalf after your defense.

### After your defense:

- ☐ 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.