DOCTORAL DISSERTATION CHECKLIST

Beginning of Final Semester
☐ Register to Apply to Graduate (11/1 Fall, 3/31 Spring, 7/1 Summer)
☐ Review the Formatting Guide on how to draft & format your dissertation
☐ Review the Submission Guide for information on how to submit your dissertation
☐ Review the Graduate Program Deadlines for final dissertation submission.

Scheduling Dissertation Defense
Once the committee agrees that your dissertation is ready to be defended, the following timeline of documents must be submitted to the Program Manager and accepted by the ECE department:

3 WEEKS before the defense:
☐ PhD Dissertation sent to all committee members,
☐ Request for Special Service Appointment for any non-BU committee member,
☐ Book a meeting and be sure to add your advisor as the co-host.

2 WEEKS before the defense:
☐ Submit a PhD Final Oral Examination Form, including the dissertation title, defense date and time, location (e.g. meeting ID), digital or handwritten signatures from all committee members, and an abstract as an attachment (text format only).

1 WEEK before the defense:
☐ Submit the title and signature pages to theses@bu.edu for formatting approval.

Dissertation Defense Examination
After your defense, your advisor and the Chair of the Defense Committee enters the committee decision, signs the Final Oral Examination form, and returns it to the ECE Program Manager to record the decision with the Registrar.

Final Format Check and Dissertation Approval
☐ Incorporate all changes from your committee and submit electronically by the Graduate Program deadlines: NOTE: Consult the ETD Administrator for help,
☐ Upload the final draft of your dissertation to the ETD submission website,
☐ Complete the BU Doctoral Exit Survey and the NSF Survey of Earned Doctorates (SED). Upon completion of the BU Exit Survey, there will be link to redirect you to the NSF SED. You must send enggrad@bu.edu a copy of the SED completion certificate you receive. NOTE: Both surveys must be received to officially award your degree.

Helpful Links
☐ Thesis prep videos: Several videos cover the ETD administrator process and formatting.
☐ Microsoft Word template: Dissertations template or Thesis template prepared by the library.
☐ LaTeX: ECE has a LaTeX template conforming with proper formatting for library submission.
☐ Sample formats: A set of samples illustrates proper submission formats.
☐ Open access: Boston University’s policy is that scholarship, including BU theses and dissertations, should be made openly accessible as soon as possible so that the benefits of research can be widely shared. This FAQ discusses factors to think about for those of you considering an embargo.