

	Step	Timeline	People Involved	Details	Links	Complete?
1	Passing your qualifying Exam	Around the end of your second year Need to inform assistant director-2 weeks before.	Student, Mentor and at least 2 other committee members	Clear committee with program director Do you need special service appointment?	<a href="http://www.bu.edu/neuro/graduate/program-milestones/qualifying-exam/">http://www.bu.edu/neuro/graduate/program-milestones/qualifying-exam/</a> <a href="http://www.bumc.bu.edu/gms/students/student-forms/">http://www.bumc.bu.edu/gms/students/student-forms/</a>	
2	Dissertation Advisory Committee Meetings (DAC)	Required each semester	You & your committee	Report to be delivered to GPN office by committee chair.	<a href="http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/">http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/</a>	
3	Become comfortable with the Graduation Calendar	Flexible and dynamic	You should make your plan.	Some dates are flexible and others are not.	<a href="https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf">https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf</a>	
4	Dissertation Prospectus Outline	At least 7-9 months prior to the defense date	You & your committee	This document will typically consist of an outline that provides proposed chapter and section headings for the	<a href="http://www.bumc.bu.edu/gms/students/student-forms/">http://www.bumc.bu.edu/gms/students/student-forms/</a>	

				dissertation document with headings that describe the key findings.		
5	Publication of first author paper.	18 months-1 year before defense. Flexible	Variable	GPN requires a first author paper prior to your program completion.		
6	Diploma Application	Check date on graduation calendar	you	Form can be electronically submitted	<a href="http://www.bumc.bu.edu/gms/students/student-forms/">http://www.bumc.bu.edu/gms/students/student-forms/</a> <a href="https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf">https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf</a>	
7	Formal Progress Report	About one year before your defense.	Committee must attend. Outside member not required to attend. Open to the community.	Written and oral components. Oral portion is open to the community.	<a href="http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/">http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/</a>	
8	Choosing a dissertation date		You and your committee	Note last date to hold final oral exam and date of final signed	<a href="https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf">https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf</a>	

				and formatted submission.  Give yourself 2 weeks for any possible edits.		
9	Meet with GMS registrar.	Roughly 3 weeks before your defense and before you submit your dissertation abstract.	You & GMS registrar	Review of dissertation formatting.		
10	Pre-defense meeting	About 2 weeks before defense	You and your committee.	Committee Members should have 2 weeks advance notice to review thesis.	<a href="http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/">http://www.bu.edu/neuro/graduate/program-milestones/dissertation-advisory-committee-and-thesis-defense/</a>	
11	Dissertation Abstract (max. 350 words)	Submitted 3 weeks before your defense		Must be approved by your mentor and Program Director	<a href="http://www.bumc.bu.edu/gms/students/student-forms/">http://www.bumc.bu.edu/gms/students/student-forms/</a>	
12	Schedule of Final Oral Examination	Two weeks prior to		Consult the graduation calendar.	<a href="http://www.bumc.bu.edu/gms/students/student-forms/">http://www.bumc.bu.edu/gms/students/student-forms/</a>	

		final oral exam			<a href="https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf">https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf</a>	
13	Turnitin Requirement		All dissertations must be must be scanned using Turnitin plagiarism detection software.		<a href="https://www.bumc.bu.edu/gms/files/2020/02/Guidelines-for-using-Turnitin_2020-FINAL.pdf">https://www.bumc.bu.edu/gms/files/2020/02/Guidelines-for-using-Turnitin_2020-FINAL.pdf</a>	
14	Defense		Your full committee. Examination report must flow from	Have your dissertation signature pages with you!		
15	Final Submission			Check the academic calendar for drop dead date.	<a href="https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf">https://www.bumc.bu.edu/gms/files/2019/09/2021-Graduation-calendar-PhD.pdf</a>	