



Boston University Earth & Environment

Dissertation Defense Planning

Name: _____ Defense Date: _____

_____ **Submit dissertation prospectus** Date submitted: _____

at least 6 months prior to defense

Form: **Dissertation Prospectus Approval**

<http://www.bu.edu/cas/files/2018/09/Updated-Prospectus.pdf>

_____ **Set defense date** Date completed: _____

Identify potential times and dates; coordinate with Committee Chair

Last day to hold defense:

- For graduation in January 2020: December 6
- For graduation in May 2020: April 3
- For graduation in September 2020: August (first week TBD)

_____ **Reserve CAS 132** Date completed: _____

Contact Fred and Matt to reserve the room

Rooms elsewhere are available if needed based on your committee's availability

_____ **Submit intent to graduate** Date submitted: _____

Form: **Intent to Graduate**

<http://www.bu.edu/cas/current-students/phd-mfa-students/graduation-information/intent-to-graduate-form-for-phd-students/>

_____ **Submit special service forms** Date submitted: _____

Form: **Special Service Appointment**

<http://www.bu.edu/cas/files/2018/09/Updated-SSA.pdf>

All non-BU committee members require this form; their CV should be attached

_____ **Submit abstract approval** Date submitted: _____

Form: **Final Oral Examination with Abstract Approval**

<http://www.bu.edu/cas/files/2018/07/Schedule-and-Abstract.pdf>

at least 3 weeks prior to defense

_____ **Submit dissertation draft** Date submitted: _____

To: grsrecs@bu.edu

Send as PDF at least 3 weeks prior to defense. The Graduate School may recommend formatting edits, including to your signature page. Follow their instructions if offered; if no changes are requested, do not change your signature page from what you submitted.

- Bring one copy of the signature page to the defense. Your committee chair or Matt will provide the other two required forms.
- Do not cater your defense or provide refreshments.

Post-Defense Procedures

_____ **Submit exam report forms** Date submitted: _____

1. Report of Examination form (emailed to committee chair prior to defense)
2. Report of PhD Final Oral Examination (emailed to committee chair prior to defense)
3. Hand-signed signature page (original copy only; no copies necessary)

_____ **Submit contact form** Date completed: _____

Form: **PhD Candidate Contact Information Form**

<http://www.bu.edu/cas/current-students/phd-mfa-students/graduation-information/candidate-contact-information-form-for-phd-and-mfa-students/>

_____ **Complete BU Doctoral Exit Survey** Date completed: _____

Emailed to you by GRS

_____ **Complete Survey of Earned Doctorates** Date completed: _____

An NSF-managed exit survey emailed to you

_____ **Submit dissertation** Date submitted: _____

All submissions should be made through **ETD** (<http://www.etsadmin.com/cgi-bin/school?siteId=429>), and it requires a \$115 processing fee. During this process, you may order hard-bound copies of the dissertation (\$70 or so depending on length); the Department will reimburse you for the cost of two copies, one for you and one for the archives in CAS 132. After you submit the dissertation, a reviewer at Mugar Library may request formatting changes. You'll receive notice of approval.

Last day to submit dissertation:

- For graduation in January 2020: December 14
- For graduation in May 2020: April 11
- Last day to submit dissertation without certifying full-time in Spring 2020:
- For graduation in January 2020: deadline passed
- For graduation in September 2020: January 16
- For graduation in January 2021: May 11

_____ **Celebrate becoming a doctor** Date completed: _____

All submissions go to Matt unless the form is online or otherwise stated. Condensed from bu.edu/cas/current-students/phd-mfa-students/graduation-information. Contact Matt DiCintio, Graduate Program Coordinator (dicintio@bu.edu) with questions.