FINAL GRADUATION CHECKLIST

Beginning of the Final Semester
- **Apply to Graduate**
- Review **Graduate Program Deadlines**
- Review **Dissertation Defense Deadlines**
- Review **Formatting Guide** on how to draft & format your dissertation
- Review **Submission Guide** for information on how to submit your dissertation
- Review **OPT Application** instructions

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

3 WEEKS before the defense:
- Distribute a copy of your Dissertation to **all** committee members
- **Request for Special Service Appointment** for any non-BU committee member to **ecephd@bu.edu**
- Book Room using **25Live** or by emailing a request to **eceadmin@bu.edu**

*** You will be required to reschedule your defense date if you do not submit your announcement information to the office a minimum of 2 weeks before the defense date ***

2 WEEKS before the defense:
- Email Dissertation announcement to **ecephd@bu.edu** using the template below

  Announcement Template
  Title: **Methods and Tools for Network Reconnaissance of IoT Devices**
  Presenter: Stefan Gvozdenovic
  Date: Friday, February 4, 2022
  Time: 8:30am to 10:00am
  Location: 8 Saint Mary's Street, Room 404/428
  Advisor: Professor David Starobinski, ECE
  Chair: TBA
  Committee: Professor David Starobinski, ECE; Professor Gianluca Stringhini, ECE; Professor Yazicigil Kirby, Rabia, ECE; Professor Alan (Zaoxing) Liu, ECE.
  Abstract:
  According to IoT Analytics, the number of IoT devices world-wide will grow at an annual rate of 22\% in the next four years, from about 12.3 billion today to 27.1 billion….

- Submit **PhD Final Oral Examination Form** to **ecephd@bu.edu** with digital or handwritten signatures from **all** committee members, and attach an abstract (text format only).

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

The day before your defense:
- Print at least TWO copies of the signature page to be signed by all members of your defense committee

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

After your successful defense, Collect signatures from **all** committee members after
- **M**ugar Library must receive ONE copy of the signature page with all original signatures
- **T**he ECE Department must receive ONE copy of the signature page with all original signatures
- **P**lus any other copies for you/your Research Advisor

After your defense:

- <mark>**B**ring ONE copy of your signature page with all original signatures to</mark> ECE Academic Program Manager
- **F**ollow all directions to submit your dissertation electronically: You must adhere to all formatting guidelines. Please consult theses@bu.edu for assistance or if you have questions.
- **B**ring ONE original copy of your signature page to the Thesis/Dissertation Coordinator theses@bu.edu to process your graduation.

Final Format Check and Dissertation Approval

- **Incorporate all changes** from your committee and submit them electronically by the **Graduate Program Deadlines**: **NOTE**: Consult the ETD Administrator for help,
- **Upload the final draft of your dissertation (PDF**) 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 a link to redirect you to the NSFSED. 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.