

## Thesis Presentation/Dissertation Defense Checklist

You can 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:

- Written copies of the dissertation to committee so that they can sign your final oral dissertation form two weeks before the defense date.
- Abstract Form submitted to Graduate Programs Manager for Associate Head Review.
- Submit a Request for Special Service Appointment for any non-BU committee member.
- Confirm day/time with committee and book a room via BU [25Live](#).

### Two weeks before the defense:

- Student Registers Form submitted to Graduate Programs for Associate Head Review and approval.
- Graduate Programs Manager circulates Final Oral Defense form to the committee.
- Graduate Programs Manager will generate an event flyer to announce your presentation/defense.

### One week before the defense:

- Submit your signature page and dissertation for formatting approval ([brendan@bu.edu](mailto:brendan@bu.edu) or [theses@bu.edu](mailto:theses@bu.edu))

### After your defense:

- Follow all [directions to submit your dissertation electronically](#): It is important that you adhere to the formatting guidelines. For assistance/consultation, you can reach out to [theses@bu.edu](mailto:theses@bu.edu).