2018-2019 Advanced Studies Committee Meeting Schedule

All ASC meetings are scheduled from 9:30-11:30am in the STH Library Conference Room unless otherwise noted. Petition and PhD Prospectus procedures are described after the schedule.

**Fall 2018**

**September 27 – 1:30-3:30pm**
PhD Prospectus and approvals submission deadline: September 13
Petition and approval(s) submission deadline: September 20

**October 19 – STH Suite 110**
PhD Prospectus and approvals submission deadline: October 5
Petition and approval(s) submission deadline: October 12

**November 9**
PhD Prospectus and approvals submission deadline: October 26
Petition and approval(s) submission deadline: November 2

**December 7**
PhD Prospectus and approvals submission deadline: November 30
Petition and approval(s) submission deadline: November 30

**Spring 2019**

**January 25**
PhD Prospectus and approvals submission deadline: January 11
Petition and approval(s) submission deadline: January 18

**No February 2018 meeting**

**March 22**
PhD Prospectus and approvals submission deadline: March 8
Petition and approval(s) submission deadline: March 15

**April 12 – Final Spring 2018 meeting for first prospectus submission**
PhD Prospectus and approvals submission deadline: March 29
Petition and approval(s) submission deadline: April 5
May 16
PhD Prospectus and approvals submission deadline: May 2
Petition and approval(s) submission deadline: May 9

Petition Submission Procedures
Students may either use the general petition form available here: http://www.bu.edu/sth/academics/degrees/advanced-studies/advanced-studies-committee-forms/ or write their petition in letter format. Furthermore, all petitions must have advisor approval before the petition can be reviewed by the ASC. Program Extension petitions require the approval of both advisors. If pertinent, course instructor approval is also required.

If your petition involves a directed study, a minimum one-page synopsis of course requirements/syllabus (including any written assignments with the expected page requirements and a course grade breakdown) will be required in addition to the petition form.

PhD Prospectus Submission Procedures
April 12 is the final Spring 2019 meeting to submit a prospectus for the first time. PhD students submitting a prospectus have the option to attend a portion of the meeting to hear the ASC’s comments. If interested, contact Blake Fox at bafox@bu.edu.

When the student’s First and Second Readers are satisfied that the prospectus is ready for approval and are willing to commit to the direction of a dissertation based on the prospectus, the student should submit an electronic, MS Word copy of the Prospectus to the Advanced Studies Program Coordinator by email. The student’s First and Second Readers must be copied on the submission email to allow the readers to communicate their approval to the Advanced Studies Program Coordinator. Every prospectus submitted to the ASC thereby becomes a public document within the school. Please review the STH PhD Handbook for additional guidelines.