2019 – 2020 Advanced Studies Committee Meeting Schedule

All ASC meetings are scheduled from 10:50 AM to 12:20 PM in the STH Library Conference Room unless otherwise noted. Petition and PhD Prospectus procedures are described after the schedule.

**Fall 2019**

*September 19th*

PhD Prospectus and approvals submission deadline: September 5th

Petition and approval(s) submission deadline: September 12th

*October 17th*

PhD Prospectus and approvals submission deadline: October 3rd

Petition and approval(s) submission deadline: October 10th

*November 14th*

PhD Prospectus and approvals submission deadline: October 31st

Petition and approval(s) submission deadline: November 7th

*December 12th*

PhD Prospectus and approvals submission deadline: November 28th

Petition and approval(s) submission deadline: December 5th
Spring 2020 dates to be determined

Petition Submission Procedures
Students may either use the [general petition form available here](#) or write their petition in letter format. Furthermore, all petitions must have an 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 will be the final Spring 2020 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 Katy O’Neill at [kgo@bu.edu](mailto:kgo@bu.edu).

When the students 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.