

DOCTORAL DISSERTATION CHECKLIST

2005-2006

*** Please call the Dean's Office (617-552-3268) to schedule the required exit interview***

Please provide up-to-date contact information in the event we may need to contact you regarding your dissertation.

NAME: _____ DATE: _____

PHONE: _____

ADDRESS: (street) _____

(city, state, zip) _____

E-MAIL ADDRESS: _____

DEPARTMENT: _____ ADVISOR: _____

GRADUATION DATE: ___August 2005 (due 8/1/05) ___December 2005 (due 12/1/05)

 ___May 2006 (due 4/3/06)

REQUIRED DOCUMENTATION

Below are the requirements for submitting a **completed** dissertation to Graduate School of Arts & Sciences. Completed dissertation and documents must be submitted to the GSAS, McGuinn 221, as soon as possible following defense and in accordance with the deadlines noted above.

- Fee: Cash or check (payable to Boston College). Fee includes mandatory cost of microfilm and binding.
\$125 - without copyright option (see enclosed Guidelines for details)
\$170 - with copyright option (see enclosed Guidelines for details)
- Completed and signed UMI Publishing Agreement.
- Completed Boston College GSAS Exit Survey.
- Completed Survey of Earned Doctorate (NRC booklet)
- Completed Dissertation - unbound on high quality (minimum 20# bond), acid-free paper, including Title Page, Copyright Page and Abstract as per the Guidelines.
- One copy of completed dissertation - unbound on standard copy paper, including Title Page, Copyright Page and Abstract.
- Two original Signature Pages.
- Two additional copies of Title Page.
- One additional copy of Abstract.
- Completed 4x6 Title Card - printed legibly.
- This checklist.

Dissertations submitted without all items listed will be considered incomplete and therefore, will not be forwarded for processing.

(6/1/2005)