# 2020-2021 May Degree Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>A DAC Report stating that you have the permission to write your dissertation must be on file with DMS</td>
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<td>Packet Meeting with DMS</td>
<td>Students must sign up for a packet meeting through this Calendly link: <a href="https://calendly.com/dms-4/packet-meeting-1">https://calendly.com/dms-4/packet-meeting-1</a>. In this meeting we will go over the steps, forms and guidelines for finishing up your degree</td>
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<td>April 1, 2021</td>
<td>Online Degree Application deadline for November Degrees. Apply through your &quot;My Program&quot; on my.Harvard.edu. You must also provide a completion code for the GSAS Exit Survey within the application. Detailed instructions on how to apply can be found in the Knowledge Center. The application typically opens 2 weeks before deadline.</td>
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| 4 weeks before the defense or earlier | Forms Due to the DMS Office: (dmsphddefense@hms.harvard.edu)  
- Program Approval Form: Obtain Dissertation Advisor’s & Program Head’s signatures; DMS will obtain the Vice Chairman’s signature.  
- Proposed Examiners Form: Obtain Program Head’s & Advisor’s signatures, DMS will obtain Chair’s signature.  
- Dissertation Examination Information Sheet  
- Post-Graduation Information Sheet  
- Dissertation Abstract & Title Page: must be emailed as one Word document. |
| 16 days before the defense or earlier | Dissertation Review Meeting with DMS  
Students must sign up for a dissertation review meeting through this Calendly link: https://calendly.com/dms-4/dissertationreview. In this meeting we will check your meets GSAS formatting requirements, review final steps of submitting the dissertation, and answer questions about the defense itself. |
| 14 days before the defense   | Deliver dissertation to the examination committee  
Please reach out to the committee members well in advance to see if they prefer an electronic or physical version. |
| May 6, 2021                  | Examination must not be any later than this date. |
|                              | Online submission of Final Dissertation due to the Registrar’s Office  
Submit your dissertation to ProQuest ETD (under the Medical Sciences Department/Program) as well as complete the mandatory surveys found at this website: http://www.registrar.fas.harvard.edu/registration-enrollment-degrees/graduation-diplomas/phd-dissertation-submission.  
- May Degree WITHOUT Spring Tuition - You must submit the final dissertation before the first day of spring classes. Tuition/Health Insurance will be terminated as of January 31. You must notify samantha_reed@hms.harvard.edu and dmsaccounting@hms.harvard.edu.  
- May Degree with Spring Tuition – You must submit the final dissertation by May 13, 2021. |
| May 27, 2021                 | Degree Conferral Date |


Date Updated: August 3, 2020