

## CHECKLIST: PREPARATION FOR DISSERTATION DEFENSE

### 2018-2019 May Degree Deadlines

*A DAC Report stating that you have the permission to write your dissertation must be on file in the Division Office prior to the processing of any paperwork for the dissertation defense.*

<input type="checkbox"/>	April 1, 2019, or earlier	<b>Deadline for submitting the Online Application for May Degrees</b> <b>GSAS Exit Survey:</b> completed online <i>before</i> submitting the Online Application for May Degrees
<input type="checkbox"/>	4 weeks before the defense or earlier	<i>Due to the DMS Office:</i> <b>*Program Approval Form:</b> Obtain Dissertation Advisor 's & Program Head's signatures ; <b>DMS will obtain the Vice Chairman's signature.</b> <b>*Proposed Examiners Form:</b> Obtain Program Head's & Advisor's signatures, then submit to Tatevik (via email or in person) for the DMS Chair's signature. <b>*Dissertation Examination Information Sheet</b> <b>*Post-Graduation Information Sheet</b> <b>Dissertation Abstract &amp; Title Page:</b> must be emailed as <b>one</b> Word document; there is a 350-word limit for the abstract {email to <a href="mailto:Tatevik_Holmgren@hms.harvard.edu">Tatevik_Holmgren@hms.harvard.edu</a> }
<input type="checkbox"/>	16 days before the defense or earlier	<i>Bring to the DMS office (TMEC 435) for review:</i> <ul style="list-style-type: none"> <li>○ <b>One Paper Copy of Final Dissertation Draft:</b> double-sided print</li> </ul> <b>Note:</b> <i>You must set up an appointment with Tatevik to have the dissertation reviewed and to complete the pre-defense briefing. The process can take approximately 30-45 minutes. You must bring the final draft—you may not make any changes/additions after this point unless instructed by DMS.</i>
<input type="checkbox"/>	14 days before the defense	<i>Deliver to the examination committee:</i> <ul style="list-style-type: none"> <li>○ <b>Four Paper Copies of the Dissertation:</b> After completing the DMS review, students must get paper copies to the dissertation examiners and chair. <b>Please feel free to reach out to the committee members well in advance to see if they prefer an electronic version instead or would like to receive both an electronic version and a paper copy.</b></li> </ul>
	May 10, 2019	<b>Examination must not be any later than this date.</b>
<input type="checkbox"/>	May 17, 2019	<b>Online submission of Final Dissertation &amp; Mandatory Surveys due to the Registrar's Office</b>
<input type="checkbox"/>	May 30, 2019	Degree Date

**COMMENCEMENT: Thursday, May 30, 2019; no examination should be scheduled to take place on this date.**  
**WINTER RECESS: No examination should be scheduled from December 21, 2018, to January 2, 2019.**

**May Degree Without Spring Tuition** - You must submit the final dissertation to the Registrar by February 1, 2019. Tuition/Heath Insurance will be terminated as of January 31, 2019. In addition, you must notify Tatevik ([Tatevik\\_Holmgren@hms.harvard.edu](mailto:Tatevik_Holmgren@hms.harvard.edu)) & David ([David\\_Jablon@hms.harvard.edu](mailto:David_Jablon@hms.harvard.edu)).

*\* Anything with an asterisk is available as a writeable PDF on the DMS Defense website.*