

CHECKLIST: PREPARATION FOR DISSERTATION DEFENSE

2017-2018 November 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"/>	August 7, 2017 or earlier	<p>Deadline for submitting the Online Application for November Degrees</p> <p>GSAS Exit Survey: completed online <i>before</i> submitting the Online Application for November Degrees</p>
<input type="checkbox"/>	4 weeks before the defense or earlier	<p><i>Due to the DMS Office:</i></p> <p>*Program Approval Form: Obtain Dissertation Advisor 's & Program Head's signatures ; DMS will obtain the Vice Chairman's signature.</p> <p>*Proposed Examiners Form: Obtain Program Head's & Advisor's signatures, then submit to Tatevik (via email or in person) for the DMS Chair's signature.</p> <p>*Dissertation Examination Information Sheet</p> <p>*Post-Graduation Information Sheet</p> <p>Dissertation Abstract & Title Page: must be emailed as one Word document; there is a 350-word limit for the abstract {email to Tatevik_Holmgren@hms.harvard.edu}</p>
<input type="checkbox"/>	16 days before the defense or earlier	<p><i>Bring to the DMS office (TMEC 435) for review:</i></p> <ul style="list-style-type: none"> ○ One Paper Copy of Final Dissertation Draft: double-sided print <p>Note: <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></p>
<input type="checkbox"/>	14 days before the defense	<p><i>Deliver to the examination committee:</i></p> <ul style="list-style-type: none"> ○ Four Paper Copies of the Dissertation: After completing the DMS review, students must get paper copies to the dissertation examiners and chair. 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.
	August 28, 2017	Examination must not be any later than this date.
<input type="checkbox"/>	September 6, 2017 September 7, 2017 (please see the GSAS November 2017 Degree Timeline for more details)	<p>Online submission of Final Dissertation & Mandatory Surveys due to the Registrar's Office (If submitted BY September 6, registration for the fall term and tuition will be cancelled as well as the Student Health Fee and the Student Health Insurance Plan will be retroactively cancelled back to the last day of the prior term of coverage (July 31), and the student will be billed for any medical costs incurred during this period. If submitted ON September 7, student's health fees remain ON the student account and student retains HUHS/Blue Cross Blue Shield health coverage through January 31, 2018 (requires advisor's prior approval).</p>
<input type="checkbox"/>	November 14, 2017	Degree Conferral Date

COMMENCEMENT: Thursday, May 24, 2018 ; no examination should be scheduled to take place on this date.
WINTER RECESS: No examination should be scheduled from December 20, 2017, to January 2, 2018.

** Anything with an asterisk is available as a writeable PDF on the DMS Defense website:
<http://dms.hms.harvard.edu/resources/dissertation.php>*