



**Boston University
School of Medicine
Division of Graduate Medical Sciences
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PROCEDURE FOR SUBMITTING A MASTER'S THESIS TO THE GRADUATE OFFICE

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1. **Once both readers have approved thesis, you may drop off a hard copy of your completed thesis on regular paper to Millie Agosto in the Division Office L-315 no earlier than one month prior to final submission.**
2. **Submit two copies of the thesis with original signatures in each copy:** The signature pages should be printed on the same type of paper as the thesis. Paper requirements are indicated below.
3. **Paper requirements: 20Lbs, 25% cotton fiber or rag content:** An acid free, non-yellowing paper is recommended but not required. This paper is sometimes referred to an "Archival Bond". Please ask the copy center you choose to put each copy in a separate box.
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If you are having any difficulties, or need answers to questions regarding the procedures for completing your final requirements, please do not hesitate to contact Millie Agosto (617) 638-5124. Please realize that the mechanical part of producing the thesis is very time consuming; please allow ample time to complete all corrections and revisions.

GOOD LUCK!