

## INFORMATION AND INSTRUCTIONS FOR ALL APPLICANTS FOR THE MASTER'S DEGREE

### DEADLINES FOR SUBMISSION OF THE DIPLOMA APPLICATION:

**NOVEMBER 1** for JANUARY GRADUATION   **FEBRUARY 1** for MAY GRADUATION   **JUNE 1** for SEPTEMBER GRADUATION

**INFORMATION FOR FILING THE APPLICATION:** An unofficial copy of your current academic record (transcript) must accompany this Diploma Application. A copy of your transcript can be printed from the [Student Link](#). Please print from the "Transcript Preview" option, which is found under "Academics" and choose to print the transcript **with** your name and ID.

**Before you submit the diploma application and transcript**, it is recommended that you **review your record** with your Major Advisor or the Director of Graduate Studies in your department or program. If any information is missing (the dates exams were passed, missing grades, resolved incompletes that have not been recorded, etc.), please make a notation on the copy of the transcript and ask the department to provide a copy of the missing information to attach to this application. If a grade is missing, ask the professor of the course to submit a grade via a Grade Change Form. Please be sure that previously earned undergraduate and graduate degrees are recorded at the top of your transcript under "Basis of Admission."

If sometime during the semester you know **you will not be completing** your requirements in time for the degree to be conferred, please notify the Graduate School **and** submit a **new diploma application** for the next graduation date.

**NOTICE FOR JANUARY GRADUATES:** Students who will be eligible for January graduation, may request **fall semester medical insurance coverage only**. They must complete the *Medical Insurance Premium Adjustment Form* with Student Accounting Services at 881 Commonwealth Avenue. The Adjustment Form is on the [Student Accounting website](#) under the "Also see" column. The deadline to submit the adjustment form to that office is December 31. Please note: If you do not wish to terminate coverage, you will continue to be covered by the Boston University Student Medical Insurance until 11:59 p.m. on August 22.

**INFORMATION FOR STUDENTS SUBMITTING A THESIS:** For those Master's candidates completing degree requirements with a thesis, please pay particular attention to the [deadline for submission](#) of the final copies of the thesis. In fairness to all students trying to complete the requirements, this deadline is strictly enforced.

**\*Please Note:** Analytical papers, master's papers, scholarly papers, master's essays, library papers, policy papers, etc. are not submitted to the Graduate School. Please inquire in your department for the required format and deadlines.

### INFORMATION FOR FORMATTING AND SUBMITTING A FINAL VERSION OF YOUR THESIS:

**Thesis guidelines** (Library Research Guide) are available on the [Graduate School website](#). Please follow the guidelines exactly. **Do not assume that exceptions to the format will be permitted by the library.** No later than three weeks before the deadline for the submission of your thesis, send a draft of your properly formatted thesis to the Assistant Records Officer's e-mail ([jcaruso@bu.edu](mailto:jcaruso@bu.edu)). You will be notified if the format is approved or changes are required. When all corrections and revisions to the format and to the content have been made, and your readers have signed the approval page, you will submit the thesis to ETD admin. At that time you may make an appointment with the Assistant Records Officer in the Graduate School Office to submit the approval page, a copy of the title page, the abstract (when applicable), and a money order from the Post Office for \$25.00.

## COMMENCEMENT CEREMONIES

### MAY COMMENCEMENT CEREMONIES FOR SEPTEMBER, JANUARY, AND MAY GRADUATES:

All-University Commencement Exercises are held once each year in May. Information regarding the May ceremonies and the purchase of caps and gowns will be available in the spring semester on the [University Commencement website](#). It is suggested that students contact their departments in April for information regarding participation in the departmental convocations.

**GRADUATE SCHOOL OF ARTS AND SCIENCES**  
**DIPLOMA APPLICATION FOR THE MASTER'S DEGREE**

Please submit this form with an unofficial transcript to the Graduate School Office, Room 112, 705 Commonwealth Avenue.  
You may submit the application as an attachment to this e-mail address: grsrec@bu.edu.

**Deadlines:** November 1 for January Graduation; February 1 for May Graduation; June 1 for September Graduation

**This diploma application is valid only for the graduation date specified below; a new application must be submitted to the Graduate School if the student does not graduate as planned.** A student must be registered in the semester in which degree requirements are completed **and** in the preceding semester. **Important:** Only your BU e-mail address will be used to communicate information and issues related to your graduation.

Each student must fulfill all requirements for the Master's degree as published in the Graduate School of Arts and Sciences Bulletin. Refer to the Policies and Program sections of the bulletin for the specific degree requirements.

NAME \_\_\_\_\_  
First Middle Last

When your name is added to the tentative graduation list, a message from the Registrar's Office will be sent to your BU e-mail address. You will be asked to confirm or to change how your name should be printed on your diploma, and, if May graduate, a diploma mailing address if you will not attend commencement.

BU ID U \_ \_ \_ \_ \_

EXPECTED GRADUATION DATE \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

BU E-MAIL \_\_\_\_\_

PHONE No. \_\_\_\_\_

MAJOR FIELD *(see list of major fields and codes)* \_\_\_\_\_

CODE NUMBER \_\_\_\_\_

MAJOR ADVISOR \_\_\_\_\_

**DEGREE PROGRAM:**

☐ MA ☐ MFA ☐ MS ☐ BA/MA ☐ MA/MBA ☐ JD/MA  
(32 or more credits) (144 or more credits) (80 or more credits) (consult JD/MA program advisor)

☐ Post-Bachelor's PhD ☐ Post-Master's PhD  
(a minimum of 32 credits for the Master's degree)

If in a post-bachelor's or post-master's PhD program, do you intend to finish the PhD portion of your degree? \_\_\_\_\_

If not, please explain: \_\_\_\_\_

STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# GRADUATE SCHOOL OF ARTS AND SCIENCES

## Major Fields and Hegis Codes

MAJOR FIELD	CODE	MAJOR FIELD	CODE
African American Studies	2218	History	2205
		History & JD/Law	1401
American & New England Studies	4905		
Preservation Studies	0289	History of Art and Architecture	1003
Preservation Studies & JD/Law	1401		
Anthropology	2202	International Relations	0317
Applied Anthropology	2252	Global Development Policy	0314
		International Affairs	0315
Applied Linguistics	4961	IR & Environmental Policy	0322
		IR & International Communication	5509
Archaeology	2203	IR & JD/Law	1401
Archeological Heritage Mgmt	2221	IR & MBA - Health Sector Management	0520
Geoarchaeology	2222	IR & MBA - Public Management	0521
		IR & Religion	0323
Astronomy	1911	Latin American Studies	0308
Bioinformatics (School: EGS)	0499	Mathematics	1701
Biology	0401	Molecular Biology, Cell Biology & Biochemistry	0445
Biostatistics	0419	Music (MA)	1005
Biotechnology (BA/MA only)	0433	Musicology (PhD)	1013
Cellular Biophysics	0498	Philosophy	1509
		Philosophy & JD/Law	1401
Chemistry	1905	Physics	1902
Classical Studies	1504	Playwriting	1516
Cognitive and Neural Systems	0432	Political Science	2207
Computer Science*	0701	Psychology	2001
Computer Science with Specialization in			
Cyber Security	0723	Religious Studies	1515
Creative Writing	1507	<i>Subfields:</i>	
		Counseling Psychology and Religion	1583
Earth and Environment		History of Christianity	1587
Earth Sciences	1926	Islamic Studies	0306
Energy and Environmental Analysis	0120	Jewish Studies	1585
Environmental Remote Sensing &		New Testament and Christian Origins	1595
Geographic Information Systems	0119	Philosophy of Religion	1593
Geography	2206	Psychology of Religion	1592
		Religion and Literature	1588
Economics	2204	Religion and Society	1586
Economic Policy	2253	Science, Philosophy, and Religion	1590
Political Economy	2255	Social Ethics	1589
Global Development Economics	2251	Theology	5524
Editorial Studies	2256	Romance Studies	
		French Language and Literature	1132
English	1501	Hispanic Language and Literature	1135
English & JD/Law	1401	Sociology	2208
		Sociology/Social Work	5507

Degree Codes: 41=MA 42=MS, MFA 43=MS\* 47/86=MS/PhD\* 48/88=MA/PhD 81=PhD

\* Degree codes for Computer Science only. Note that the degree code for the MS in Bioinformatics is 42.