

**BOSTON UNIVERSITY**  
**METROPOLITAN COLLEGE - COLLEGE OF COMMUNICATION**  
**MASTER OF SCIENCE IN ADVERTISING (PART-TIME)**

**DEGREE AUDIT NOTES**

UPDATED January 2007

The **Degree Audit Form** is used to audit academic standing and to establish eligibility to graduate. As soon as you have grades from the semester **before** your last, complete the form and send it, with supporting documentation (informal BU transcript and approvals for any other substitutions/changes) to Dean Parker. As soon as final semester grades are posted, follow up with an informal BU transcript. Once the Audit is completed, the BU Registrar's Office will notify you **BY BU E-MAIL** that you may go onto the Student Link to review your personal data, verify your name as it is to appear on your diploma, and the address to which you wish the diploma mailed. May graduates normally receive theirs in person at Commencement. **It is your responsibility to see that CURRENT personal data and a BU E-MAIL ADDRESS are on the University Registrar's system. Call 617 353 – 3000 for instructions on setting up a BU e-mail account if you do not already have one. \*\*Do you authorize Boston University to release your name, address, and degree information to the photographer who will take your photograph as you receive your diploma and to others such as hometown newspapers? If so, use the Student Link to give the Registrar that permission.**

**Please Review the Academic Policies below:**

**Graduation requirement:** To graduate, a part-time MET COM MS Advertising student must earn a total of **40** credits (**10** courses) with a grade point average of **3.0 or better**. No grade below B- may be applied toward the degree.

**Maintaining Good Academic Standing:** Students with a grade point average below 3.0 are automatically on academic probation. To graduate, the student must achieve 3.0 GPA. within the 40 required credit hours for graduation or be subject to dismissal.

**Approval of substitute courses:**

With the written approval of the program's academic Director, students may substitute courses for required core or elective courses. On the Degree Audit Form, indicate a substitution with an "SUB", write in course details below (number, title) and attach the advisor's approval (e-mails are acceptable).

**Approval of transfer credit:**

Under rare circumstances and with the written *preapproval* of the academic advisor, students may transfer a maximum of eight credits from other institutions. To have the course added to your BU transcript, arrange for an official transcript to be sent to Dean Parker, MS Advertising Program at MET 755, Commonwealth Avenue, Boston MA. 02215 as soon as you have a grade but no later than the semester BEFORE the one in which you expect to graduate. On the Degree Audit Form, indicate transfer course substitution by providing course details (institution, course number, title and instructor), and attaching advisor's approval.

**Directed Study:**

Occasionally when a suitable course is unavailable, a student may, with the approval of the academic advisor and the Dean of MET College, design and execute a Directed Study. Attach advisor's approval to Audit Form.

**METROPOLITAN COLLEGE - COLLEGE OF COMMUNICATION**

**MASTER OF SCIENCE IN ADVERTISING (PART-TIME)**

**DEGREE AUDIT**

Name \_\_\_\_\_

First Middle Last

BU ID: \_\_\_\_\_

E:mail: \_\_\_\_\_ Phone (D) (\_\_\_\_) \_\_\_\_\_(w)

Anticipated Graduation Date: January \_\_\_\_\_ May \_\_\_\_\_ September \_\_\_\_\_ 200\_

**REQUIRED CORE COURSES (4)**

**Grade**

\_\_\_\_\_ MET CM 702 Advertising and Society

\_\_\_\_\_ MET CM 704 Cont. Mass Communication

\_\_\_\_\_ MET CM 707 Writing for Media Professionals

\_\_\_\_\_ MET CM 708 Principles and Practices of Adv.

Substitution(s): \_\_\_\_\_

Substitution(s): \_\_\_\_\_

**ADVERTISING ELECTIVES (4)**

**Grade**

\_\_\_\_\_ MET CM

\_\_\_\_\_ MET CM

\_\_\_\_\_ MET CM

\_\_\_\_\_ MET CM

Substitution(s): \_\_\_\_\_

Substitution(s): \_\_\_\_\_

**MANAGEMENT ELECTIVES (2)**

**Grade**

\_\_\_\_\_ MET

\_\_\_\_\_ MET

Substitution(s): \_\_\_\_\_

Substitution(s): \_\_\_\_\_

Attachments: List all.

**NOTES:** Please attach additional page if necessary.