



Metropolitan College/College of Communication Master of Science in Advertising (Part-Time)

Important Information Concerning Good Academic Standing and Preparation for Graduation

The **Degree Audit Form** (please see below) is used to verify academic standing and to establish eligibility to graduate. You may use it to track your progress toward completing your degree.

When you have only two courses remaining to complete the degree requirements, fill out the form and send it, with supporting documentation (informal BU transcript and approvals for any other substitutions/changes), to Dean Sonia Parker at 755 Commonwealth Avenue, Room 103. **September graduates should get their Degree Audit Forms to Dean Parker by early June, January graduates by early October, and May graduates by early March.**

Once the Degree Audit is completed and you are a “tentative” graduate, the BU Registrar will notify you via 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 confirm the address to which you wish the diploma mailed. Students graduating in May normally receive their diploma in person at Commencement. September and January graduates, and those who have less than one course left to go, may participate in the May graduation ceremony. You can also use the student link to authorize Boston University to release your name, address, and degree information to the official photographer and your hometown newspaper, and to list your name in the University’s official Graduation Program, the “Red Book,” distributed at the May all-University graduation ceremony at Nickerson Field. If you do not have a BU e-mail account, please call 617-353-3000.

Master of Science in Advertising Graduation Requirements:

Graduation Requirement: A part-time MET/COM MS in Advertising student must earn 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 placed 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 a “SUB,” write in the course details (class number, title) and attach the advisor’s approval (e-mails are acceptable).

Approval of Transfer Credit: Under rare circumstances and with the written pre-approval of the academic advisor, students may transfer a maximum of eight credits from other institutions. To have these courses added to your BU transcript, arrange for an official transcript to be sent to Dean Parker as soon as you have a grade but no later than the semester before you expect to graduate. Indicate on the Degree Audit Form the transfer course substitution by providing course details (institution, course number, title, and instructor) and attaching advisor approval.

Degree Audit

Name _____
First Middle Last

BU ID: _____

E-mail: _____ Phone (____) _____

Anticipated Graduation Date: January ____ May ____ September ____ 20__

Required Core Courses (3)

Grade

____ MET CM 704 Contemporary Mass Communication _____

____ MET CM 707 Writing for Media Professionals _____

____ MET CM 708 Principles and Practices of Advertising _____

Substitution(s): _____

Substitution(s): _____

Advertising Electives (4)

Grade

____ MET CM _____

____ MET CM _____

____ MET CM _____

____ MET CM _____

Substitution(s): _____

Substitution(s): _____

Management Electives (3)

Grade

____ MET _____

____ MET _____

____ MET _____

Substitution(s): _____

Substitution(s): _____

Attachments: List all.

Notes: Please attach additional page if necessary.