



**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

**JULY 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 ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)). 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, 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 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 wish to request medical insurance coverage for the fall semester only must complete the *Medical Insurance Premium Adjustment Form* with Student Accounting Services at 881 Commonwealth Avenue. The deadline to submit the adjustment form to that office is usually the first week in January. Please confirm the date with Student Accounting Services.

**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 see *Graduation Calendar*.)

**Thesis guidelines** (Library Research Guide) is 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. When the thesis is near completion, and the preliminary pages are in place (but before final copies have been made and signed by your readers), please make an appointment for a thesis format review with the Records Officer, who is located in the Graduate School Office (353-2694, [wellman@bu.edu](mailto:wellman@bu.edu)). This appointment must be made no later than two weeks before the deadline for submission of the thesis.

**\*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.

**DIPLOMA DISPERSAL**

**\*SEPTEMBER AND JANUARY GRADUATES:**

\*Please note: Students who graduate in September or January will receive their diplomas by mail. When you receive notification that you have been added to the tentative list of graduates, you will be asked by the Office of the University Registrar to provide an address to which your diploma should be mailed. Diplomas will be mailed approximately one month from the date of graduation. September and January graduates may still attend the ceremonies in May.

**\*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 web site, ([www.bu.edu/commencement](http://www.bu.edu/commencement)). 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 to the Graduate School Records Office, Room 112, 705 Commonwealth Avenue, Boston, MA 02215

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

**This diploma application is valid only for the \*graduation date specified below;** a new application must be filled out and 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.

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

When the Graduate School Staff adds you to the tentative list of graduates, a message from the Registrar's Office will be sent to your BU e-mail address. You will be asked to confirm or, if you wish, to change how you would like your name to be printed on your diploma.

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

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

CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
ZIP CODE \_\_\_\_\_

E-MAIL \_\_\_\_\_  
TELEPHONE NO. \_\_\_\_\_

MAJOR FIELD (see list of major fields and codes) \_\_\_\_\_ CODE NUMBER \_\_\_\_\_ MAJOR ADVISOR \_\_\_\_\_  
DEGREE PROGRAM:  MA (32 or more credits)  MFA (144 or more credits)  MS (144 or more credits)  BA/MA (80 or more credits)  MA/MBA (80 or more credits)  JD/MA (consult JD/MA program advisor)  Post-Bachelor's PhD (for the Master's degree a minimum of 32 credits)

PREVIOUS DEGREE(S) EARNED, INSTITUTION(S), DATE(S) AWARDED \_\_\_\_\_  
*Print abbreviation of each previous degree earned as it appears on the official transcript.*

*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 Procedures section of the bulletin and to the department or program section for the specific requirements of your degree program. Please indicate in the following section whether or not each requirement has been satisfied and use the line to the right to provide information as to when an outstanding requirement will be completed.*

	SATISFIED	NOT SATISFIED		NOT REQUIRED
Language requirement** _____ Language satisfied by: <input type="checkbox"/> examination <input type="checkbox"/> course work <input type="checkbox"/> English (International students)	<input type="checkbox"/>	<input type="checkbox"/>	When will language be satisfied?	<input type="checkbox"/>
Comprehensive Examination	<input type="checkbox"/>	<input type="checkbox"/>	When will exam be taken?	<input type="checkbox"/>
Thesis	<input type="checkbox"/>	<input type="checkbox"/>	When will thesis be submitted to GRS?	<input type="checkbox"/>
Other _____ i.e., master's project, scholarly paper, library paper, policy paper, internship, etc.	<input type="checkbox"/>	<input type="checkbox"/>	When will it be submitted to department/program?	<input type="checkbox"/>

**\*\*Proficiency in a foreign language is a requirement for the Master's degree in some fields of the Graduate School. It may be satisfied by examination or coursework (at least one academic year of an intermediate level language). If a department or program permits, an international student may satisfy the foreign language requirement with English. Please refer to your department or program's section of the GRS Bulletin for information pertaining to the language requirement.**

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

DATE \_\_\_\_\_

# GRADUATE SCHOOL OF ARTS AND SCIENCES

## Major Fields and Hegis Codes

<u>MAJOR FIELD</u>	<u>CODE</u>	<u>MAJOR FIELD</u>	<u>CODE</u>
African American Studies	2218	Geography	2206
American and New England Studies	4905	History	2205
Preservation Studies	0289	History of Art and Architecture	1003
Anthropology	2202	International Relations	0317
Applied Anthropology	2252	IR & International Communication	5509
Applied Linguistics	4961	IR & Environmental Policy	0322
Archaeology	2203	IR & Religion	0323
Archeological Heritage Mgmt	2221	IR & JD/Law	1401
Geoarchaeology	2222	IR & Global Development Policy	0314
Old Archaeology	2220	IR & International Affairs	0315
Astronomy	1911	IR & 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
Chemistry	1905	Physics	1902
Classical Studies	1504	Political Science	2207
Cognitive and Neural Systems	0432	Psychology	2001
Computer Science	0701	Religious and Theological Studies	1515
Earth and Environment		<i>Subfields:</i>	
Earth Sciences	1926	Counseling Psychology and Religion	1583
Energy and Environmental Analysis	0120	History of Christianity	1587
Environmental Remote Sensing & Geographic Information Systems	0119	Islamic Studies	0306
Geography	2206	Jewish Studies	1585
Economics	2204	New Testament and Christian Origins	1595
Economic Policy	2253	Philosophy of Religion	1593
Political Economy	2255	Psychology of Religion	1592
Global Development Economics	2251	Religion and Literature	1588
Editorial Studies	2256	Religion and Society	1586
English	1501	Science, Philosophy, and Religion	1590
Creative Writing	1507	Social Ethics	1589
Playwriting	1516	Theology	5524
		Romance Studies	
		French Language and Literature	1132
		Hispanic Language and Literature	1135
		Sociology	2208
		Sociology/Social Work	5507

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Degree Codes:      41=MA              42=MA, MFA              48/88=MA/PhD              81=PhD