

Boston University, Metropolitan College  
**Application for MS Thesis**

Instructions:

*Type or print legibly all required information.* The student must first complete the student section and give the application to the instructor who has agreed to supervise the student in the MS thesis. The instructor must complete the faculty section of the application, sign it, and return the completed form to the student. The student must then present the completed application for a signature of approval to the chairperson or coordinator of the department in which the course is to be taken. Once the application has been approved by the chair, the student must submit the completed application to the Metropolitan College Associate Dean for Academic affairs for final approval.

A copy of the approval application will be returned to the student within a week. In the event that the application is not approved, the student will be notified in writing. The student is responsible for registering for the MS Thesis after the required approvals have been obtained.

*These guidelines must be followed when applying for a MS Thesis:*

- Student must be matriculating degree candidates to apply for a MS Thesis.
- No more than one MS Thesis may be taken during any semester.
- No more than two MS Thesis may be accepted toward a student's degree program.
- Ordinarily, a student will take a MS Thesis at the junior, senior or graduate level.
- Credit for MS Thesis will not be given unless an application has been submitted and approved by the end of the first week of classes in the semester in which the study is to be taken.

*To be completed by the student:*

Name: \_\_\_\_\_ Student I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Major and Program: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Course Number: \_\_\_\_\_ Number of Credits: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Previous MS Thesis/ Independent Studies: \_\_\_\_\_

I hereby make application to Metropolitan College for MS Thesis and Agree to abide by the conditions establishes by the College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Approvals:*

**Instructor Supervising the MS studies:**

Printed Name: \_\_\_\_\_ Singature \_\_\_\_\_ Date: \_\_\_\_\_

**Program Chair/ Coordinator:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Metropolitan College Academic Dean:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_