



DEPARTMENT OF COMPUTER SCIENCE ACADEMIC POLICIES

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This manual describes the academic policies for the Master of Science Degree in Computer Science, Master of Science Degree in Computer Information Systems (both face-to-face and online), and Master of Science Degree in Telecommunications at Boston University Metropolitan College.

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1.0 Application Policies and Procedures

1.1 Degree Candidacy

The Master of Science (MS) Degree in Computer Science (CS), Computer Information Systems (CIS, and Telecommunications (TC)) is available to qualified men and women who have earned a Bachelor's Degree from a regionally accredited college or university.

While no particular undergraduate course of study is required for admission, applicants must demonstrate the ability to succeed in the program for which they are applying. If such ability is not evident after a formal evaluation of their academic records by the Department's Admissions Committee, applicants may be required to complete prerequisite courses in certain academic areas as part of their admission.

Prerequisite requirements can also be satisfied by passing a waiver examination. Waiver exams are pass/fail, open book and open notes, and three hours. There is a \$50 processing fee for each exam. Waiver exam syllabi are available from the department upon request.

The Admissions Committee is responsible for evaluating all applications and makes decisions regarding admission for all three degree programs. Emphasis is placed on the applicants' demonstrated scholastic ability, academic potential for satisfactory completion of degree requirements, as well as maturity and previous professional experience.

Boston University prohibits discrimination on the basis of race, sex, religion, age, color, creed, national origin, marital status, or disability in the recruitment and admission of students, or the operation of any of its programs or activities as specified by federal and state laws and regulations. Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to the Boston University Director of Affirmative Action or the Director of the United States Office for Civil Rights.

1.2 Application Requirements

1. Completed Application Form
2. Official Undergraduate Transcripts
3. Three Letters of Recommendation
4. Professional Resume
5. Application Essay
6. \$70.00 Application Fee

Applicants can visit <https://cisonline.bu.edu> for details on the application process and/or to apply to the MS in Computer Information Systems online program.

Applicants to all other programs can visit <http://csmet.bu.edu> for more information.

All application documents submitted become the property of the Boston University Metropolitan College Department of Computer Science and may not be returned to an applicant or forwarded to another institution.

1.3 English Proficiency

Fluency in English is a requirement. Students whose native language is not English and who have studied at institutions where English is not the language of instruction must

provide proof of English proficiency by submitting scores for the Test of English as a Foreign Language (TOEFL) or for the International English Language Testing System (IELTS). The minimum scores for the Internet Based TOEFL (IBT) are 22 in Writing, 23 in Speaking, 18 in Listening, and 21 in Reading OR approval of the admissions committee. The minimum IELTS score is 6.5 or approval of the admissions committee.

1.4 F1 Student Visa Applications

In addition to the requirements described in sections 1.2 and 1.3, students applying for a F1 Student Visa who intend on studying fulltime in Boston must also submit an [International Student Data Form](#) and its required documents. Questions regarding the International Student Data Form or F1 Student Visas should be directed to the International Student and Scholars Office (ISSO), www.bu.edu/isso.

1.5 Admissions Timetable

The Admissions Committee meets regularly throughout the year. Applicants can expect to receive an admissions decision within two to four weeks after a complete application is received by the Department. Admission decisions are sent to applicants through email and U.S. mail.

1.6 Deferring Enrollment

A student may defer his/her initial registration for a period not exceeding one calendar year.

2.0 Advanced Standing

2.1 Transfer of Credit

MS candidates who, within the previous four years, have completed graduate level courses at other accredited institutions may petition for transfer of credit. These courses must have been completed with a grade of "B-" or better. Only graduate level courses are appropriate for transfer and only if they were not used to fulfill the requirements of a previously awarded degree. Graduate courses taken at Metropolitan College before acceptance into the degree program are not considered to be transfer courses.

A petition for approval of credits for transfer form must be submitted to the Department within the first six months after acceptance to the MS degree program. Petitions must be accompanied by an official transcript, a syllabus, and a course description from the catalog proving the course is a graduate level course.

In special cases, MS degree candidates may be allowed to take a graduate course outside Metropolitan College. In such cases, approval must be obtained before registering for the course.

A candidate for the MS degree may transfer a maximum of eight credit hours of advanced standing into the program. This is equivalent to two courses taken at Metropolitan College.

A petition for approval of credits for transfer form can be downloaded from the forms section of <http://csmet.bu.edu>.

2.2 Course Waivers

Students who have mastered the subject matter of a core or concentration requirement through previous coursework (graduate or undergraduate regardless if it has counted towards a previously awarded degree) and/or professional experience may petition to have the requirement waived. Unlike transfer credit, waivers do not reduce the total number of courses required for the degree and must be replaced with an elective. Students interested in petitioning should contact the Department for more information.

2.3 Courses taken before Matriculation

In special situations students may be asked to take courses before they are matriculated into a degree program. Such courses do not count as transfer courses. Students may take specified courses before matriculation under an articulation agreement with another university .

3.0 Curriculum

3.1 Current curriculum

Current curriculum for all degree programs can be found by going to <http://csmet.bu.edu/Programs/graduate/index.html>.

3.2 Additional Requirements

Under special circumstances courses in addition to those constituting the degree requirements may be added as part of the admission conditions. These courses and any additional stipulations become an integral part of the degree requirements.

3.3 Course Load

Taking one course per seven week term is considered a full load for students enrolled in the MS in Computer Information Systems online program. Taking more than one online class at a time is considered overloading and requires departmental approval.

3.4 Directed Study

A directed study provides the opportunity for a student to conduct research in an area of interest under the guidance of a member of the faculty. It may not be substituted for a required core course. A candidate may engage in only one directed study during his or her program. Additional directed studies may be approved only under special circumstances. A directed study may not be of the same material as a course currently being offered by the Department of Computer Science. A directed study requires the approval of the faculty member concerned, the Chairman of the department, and the Associate Dean of Academic Affairs for Metropolitan College. Directed study applications are available in the forms section of <http://csmet.bu.edu>.

3.5 Master's Thesis

A Master's Thesis provides the opportunity for a student to conduct research in an area of interest under the guidance of a member of the faculty for two academic semesters. A thesis satisfies an elective requirement in the program. A candidate may engage in only one thesis during his or her program. A Master Thesis requires the approval of the faculty

member concerned, the Chairman of the department, and the Associate Dean of Academic Affairs for Metropolitan College.

The thesis must be completed within twelve months. This option is available to candidates who have completed at least seven courses toward their degree and have a GPA of 3.7 or higher. Students are responsible for finding a thesis advisor and a principal reader within the department. The advisor must be a full-time faculty member; the principal reader may be a part-time faculty member with a doctorate. Permission must be obtained from the department. Master's Thesis application forms are available in the forms section of <http://csmet.bu.edu>. In addition to the form, a short proposal is required.

4.0 Grading System

4.1 Grade Symbols

Grade	Grade Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0

The grade of "C" is the lowest grade acceptable for credit toward degree requirements. Any grade below "C" for courses represents failing performance.

The student's cumulative grade point average (GPA) is computed by assigning the Grade Points numeric values above to the letter grades earned in completed courses. Incomplete grades (I) are not counted in the GPA.

The minimum passing grade for a course in the graduate program is a C (2.0), but an academic average grade of B (3.0) must be maintained to be considered in good academic standing and to satisfy degree requirements.

A candidate who receives a failing grade in a required course must repeat the course and earn a passing grade. A candidate who receives a failing grade in an elective may repeat the course and earn a passing grade or substitute another elective course in which a passing grade has been earned.

Courses that are to be applied toward the meeting of degree requirements may not be taken on a Pass/Fail basis.

4.2 Withdrawals

There are several important deadlines that students should consider before withdrawing from a course. Students are expected to be aware and understand the financial and academic ramifications of these deadlines prior to registering. Students receiving a student loan or other types of financial aid should contact the Metropolitan College Office of Financial Aid before withdrawing. Withdrawal deadlines are as follows:

Refund Deadlines for Face-to-Face Students:

http://www.bu.edu/met/metropolitan_college_express_enrollment/add/index.html

Withdrawal Deadlines for Face-to-Face Students:

<http://www.bu.edu/reg/dates/index.html>

Refund and Withdrawal Deadlines for Online Students:

http://www.bu.edu/online/online_course_schedule/important_dates/

A student who fails to withdraw from a course and fails to attend the course will be awarded a grade of "F".

4.3 Incompletes

The grade of "I" is given to a student who, for reasons explained at the earliest feasible time and deemed acceptable to the instructor, does not complete all of the course work by the end of the semester. An incomplete is only awarded to students who were unable to complete course work as assigned because of extenuating circumstances, and only if most of the course requirements have been completed.

The faculty member will submit with each grade of "I" an incomplete contract describing the remaining work required, the timetable for the student to complete that work, and the grade the student will receive should the contract not be honored. The contract must be signed by both the instructor and the student. The incomplete contract is available in the forms section of <http://csmet.bu.edu>.

Incompletes must be resolved at the student's initiative within a maximum of one semester, which typically represents two terms for online students.

4.4 Change of Course Grades

Any change of the grade for a course must be approved by the instructor, the department Chairman, and the Dean of Metropolitan College. For grades other than "I", approval will only be granted if the original grade was erroneously given. No grade changes are permitted based on extra work done by a student after the course has been completed.

4.5 Recording of Grades

Grades earned in approved transfer courses taken outside Boston University will not be recorded on the student's academic record, but will be treated as transfer credit. Transfer credits are located in a separate section of the transcript called "External Credits and Test Scores".

Grades earned in courses in other graduate programs at Boston University will be recorded on the student's permanent academic record.

5.0 Academic Performance Standards

5.1 Communication

Candidates are expected to display satisfactory ability to communicate in research papers, reports, written analyses, examinations and classroom and/or online discussions. All work shall be judged not only for content and style, but also for clarity, analytical competence and effectiveness.

5.2 Professional Behavior

In accordance with MET student academic conduct standards, candidates are required to maintain high standards of professional behavior in their courses, and may be subject to dismissal if their behavior interferes with their classmates study or does not, in the opinion of the faculty, represent acceptable behavior.

5.3 Good Academic Standing

A degree candidate must have earned a cumulative grade point average of at least 3.0 (B) to be in good academic standing. When a student has taken more courses than required to meet the graduation requirements, then a subset of those courses may be selected for the purposes of graduation, provided that the subset meets all degree requirements and the GPA computed over that subset is at least 3.0.

5.4 Academic Warnings and Satisfactory Academic Progress

Any student who has taken at least one class and who has a GPA below 2.0, or who has taken at least two classes and has a GPA below 3.0 will receive a warning from the Department reminding them that they must have a cumulative GPA of at least 3.0 to graduate. These warnings do not appear on transcripts. Students who fail to maintain a GPA of at least 3.0 may find their financial aid is adversely affected. Students are advised to carefully read their financial aid requirements, especially regarding maintaining "satisfactory academic progress."

5.5 Academic Probation

Students who in the opinion of the Admissions Committee are not showing satisfactory progress toward obtaining a GPA of 3.0 or higher so that they can graduate may be placed on academic probation. This probationary status is recorded on transcripts.

5.6 Academic Dismissal

After a student has been on Academic Probation for one semester, and the student has not made satisfactory progress, the Admissions Committee may recommend to the full time faculty that a student be academically dismissed from the degree program. If the full time faculty concur then the student will be required to withdraw from the degree program.

5.7 Notification and Petition

A letter shall be sent to the candidate's last address of record notifying the candidate of probationary status or required withdrawal in accordance with the above.

A student may petition the decision of the Department by submitting within thirty days of the date of the notification letter a written statement of specific, serious circumstances presumed to be unknown to the Department that might warrant reconsideration of a probation or withdrawal action.

6.0 Graduation Requirements

6.1 Graduation Application

In order to graduate, students must complete and submit to the Department an Application for Graduation.. Failure to submit this application will result in a graduation delay. Applications should be submitted after the student registers for his or her final class. An Application for Graduation can be found in the forms section of <http://csmet.bu.edu>.

6.2 Degree Requirements

To graduate, a student may either choose to comply with the degree requirements in effect at the time of his or her admission, or choose to graduate under the requirements in effect at the time of graduation.

Out of the ten required courses, a candidate for a MS degree must complete with satisfactory grades a minimum of eight courses (equivalent to 32 credits) at Boston University Metropolitan College. No more than two courses may be transferred from an outside university or college.

6.3 Recommendations for the Degree

The faculty of Boston University Metropolitan College governs the process of awarding degrees to candidates. The faculty reserve the right to decide whether the academic proficiency and the professional ability of the candidate warrant the recommendation for the Master of Science degree to the President and Trustees of Boston University.

6.4 Cumulative Grade Point Average (GPA)

A degree candidate must achieve a minimum cumulative GPA of 3.0 to be eligible for the MS degree. Grades earned in courses taken at institutions other than Boston University and transferred into the degree program are not counted in the computation of the GPA. If students have taken more than the minimum required courses then the GPA for purposes of graduation may be computed using a subset of the courses taken, provided that the subset meets all degree requirements, and the GPA computed over that subset is at least 3.0.

6.5 Currency

The faculty will evaluate coursework completed more than six calendar years before graduation, and may require a student to take one or more specific additional courses to update their understanding before graduating.

7.0 Leave of Absence

Matriculated students must complete at least one course each academic year to remain active degree candidates. Students must file a [Leave of Absence Form](#), or notify the

Department by letter or email of an anticipated leave of absence whenever the student intends to miss one or more academic semesters.

8.0 Disabilities

If you need academic accommodations because of a disability to meet the academic requirements of our program, please contact Boston University's Office of Disability Services by telephone at 617-353-3658, or by e-mail at access@bu.edu, at least four weeks prior to the start of class. Disability Services will evaluate your situation and determine what accommodations are appropriate.