



Metropolitan College

Master of Science in Business Administration (MSBA)

Hanscom Air Force Base, MA

BOSTON UNIVERSITY METROPOLITAN COLLEGE

Metropolitan College (MET) is one of the eighteen degree-granting bodies that make up Boston University. The College's special purpose is to serve the Boston metropolitan area, and since 1965 it has been focusing on the needs of working professionals. Boston University Metropolitan College is well known for its rigorous programs, some of which are offered at various military sites. By providing the highest quality credit courses in the evenings and on weekends, Boston University Metropolitan College offers opportunities for education, career advancement, and personal fulfillment to thousands of working adults who might not otherwise have the chance to take courses or earn degrees.

Military Programs

The spring 2009 semester (beginning in January, 2009) is the last semester that Boston University will accept new students into the MSBA program, and will no longer offer the degree program after 2010. Current MSBA students and new students admitted to the program in the spring of 2009 will be given ample opportunity to complete their MSBA degree program at Hanscom AFB.

This change has come about due to revisions in the AACSB (Association to Advance Collegiate Schools of Business) certification process. I will be working with the Dean, the Dept. Chair and the Hanscom Ed Center to recommend alternative degree and certificate offerings. The Hanscom Ed Center and the USAF need to authorize Boston University to offer programs other than the MSBA. These new programs, if approved, should be in place by the fall 2009 semester.

Programs Offered at Hanscom Air Force Base

Metropolitan College is proud to offer a high-quality, intensive master's degree program at the Hanscom Air Force Base in Bedford, MA. The Master of Science in Business Administration (MSBA) is offered utilizing a convenient alternate weekend format, with degree completion possible in as little as five semesters, or twenty months. Courses for the MSBA program at Hanscom AFB are offered throughout the year, summer, fall and spring semesters.

All graduate courses and degrees at Hanscom AFB meet regional accreditation standards and have been effectively delivered at other military locations. Boston University is licensed to teach in Massachusetts.

Special Features of the Hanscom Air Force Base Military Location

A special advantage of the Hanscom Air Force Base model is its proximity to the Boston University main campus on the Charles River. This allows students to take advantage of on-base services, as well as those at the main campus. In addition to faculty members for the instructional piece of this graduate degree program, a Boston University staff member provides student support and administrative services on-site as part of the program design.

Another special feature of this model is that active duty military that are deployed or PCS, and matriculated in the MSBA program, will receive support from Boston University to complete their studies. The Boston University Metropolitan College Military Programs are on-base programs. Courses in Boston University's MS_M program are delivered online. In unique circumstances such as deployment or PCS, a petition may be made to the Dean of BU's Metropolitan College to take MS_M courses on-line and apply them to the MSBA program. Please contact Boston University's Director of Military Programs at the base where you attend classes for additional details and the petition form.

The degree programs at Hanscom AFB, as with all classes in the BU military programs, are taught by Boston University faculty members. Faculty members from either North Carolina, Virginia, or from the main campus in Boston, reflect the tradition of excellence for which Boston University is renowned.

CURRICULUM MODEL FOR HANSCOM AIR FORCE BASE

Master of Science in Business Administration (MSBA)

The Master of Science in Business Administration degree, also referred to as MSBA, emphasizes the basic tools and disciplines common in all administrative and managerial contexts, providing the student with solid academic training in the general skills of management. The program complements the specialized professional skills that students may have acquired through formal education and/or work experience. This program is under the academic oversight of Metropolitan College.

Admission Requirements

The MSBA program is available to all qualified men and women who have earned a bachelor's degree from a regionally accredited college or university. The MSBA program is available to active duty military personnel, their dependents, and Department of Defense employees or contractors. No particular undergraduate course of study is required for admission.

The applicant must submit an application form, a written statement of motivation for graduate study, two letters of recommendation, official transcripts of all previous undergraduate and graduate work, and official results of the Graduate Management Admission Test (GMAT). Nonnative English speakers may be required to submit results of the Test of English as a Foreign Language (TOEFL).

All application materials, along with the application fee, are to be submitted to:

Boston University
Attn: Prof. Gerard Keegan
29 Chennault St. – Building #1728
Room 17A
Hanscom AFB, MA 01731-1635

Applications are reviewed by the Metropolitan College Graduate Committee on a continuing basis throughout the year. Transfer credit from other accredited institutions can be discussed with an Academic Advisor. Up to two courses can be transferred into a program based on course content, grade earned, meeting hours and the submission of an official transcript with the Admission Packet.

Degree Requirements

The Master of Science in Business Administration (MSBA) requires ten 4-credit courses (eight core courses for 32 credit hours, and two electives for 8 credit hours) for a total of 40 credit hours. A minimum grade of 2.0 (C) in each course is required for graduation. An overall grade point average of 3.0 (B) must be maintained to be in good academic standing and to graduate. All requirements for the degree must be satisfied within six years of the date of initial registration.

Prerequisites

Students must be able to demonstrate proficiency in the basic areas of computer spreadsheet, database, and word processing applications. This may be evidenced by previous coursework or demonstrated in a waiver examination. Students who cannot demonstrate such computer



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proficiency will be required to take a course equivalent to the prerequisite course MET AD 500 Computers for Management.

Core Courses

The following are required of all MSBA degree candidates:

MET AC 730 Financial and Managerial Accounting
MET CS 782 IT Strategy and Management
MET FI 741 Financial Management
MET ME 759 Economics for Management
MET MK 743 Marketing Management
MET OB 734 Human Behavior in Organizations
MET OM 735 Statistical Analysis
MET OM 745 Operations Management

Electives

Students choose two elective courses from available course offerings. The sequence of available courses depends on the scheduling cycle and the student's point of entry into the program. The list of elective courses may be changed or augmented from time to time in accordance with programs at the main campus in Boston. Students may take their electives on base, on the main campus, or at BU's Tyngsboro, MA location, which will provide the greatest flexibility and opportunity for students. Electives taken off base, however, will be at the public tuition rate.

SCHEDULE FOR HANSCOM AIR FORCE BASE

Proposed Hanscom Air Force Base Course Offerings: 2007 - 2009	
SEMESTER/YEAR	MSBA
Fall 2007	<u>OM 735</u> <u>MG 743*</u>
Spring 2008	<u>MK 743</u> <u>OM 745</u>
Summer 2008	<u>MG 850*</u> <u>AC 730</u>
Fall 2008	<u>FI 741</u> <u>CS 782</u>
Spring 2009	<u>OB 734</u> <u>ME 759</u>
Summer 2009	<u>OM 735</u> <u>Elective TBD*</u>
Fall 2009	<u>MK 743</u> <u>OM 745</u>
Spring 2010	<u>Elective TBD*</u> <u>AC 730</u>
Summer 2010	<u>CS 782</u> <u>FI 741</u>

*** = Elective**

**Schedule for Weekend Classes at Hanscom Air Force Base
Master of Science in Business Administration (MSBA)**

Spring 2009 – Tentative Schedule of Hanscom Weekends All Classes Run From 08:30 Hours to 16:00 Hours		
Spring 2009 - Registration Dec. 15, 2008 – Jan. 22, 2009		
1	January	24 & 25
2	February	7 & 8
3	February	21 & 22
4	March	7 & 8
5	March	21 & 22
6	April	4 & 5
7	April	25 & 26
<p>Saturday class is: <u>MET OB 734B HA “Human Behavior in Organizations”</u></p> <p>Sunday class is: <u>MET ME 759B HA “Economics for Management”</u></p>		
Summer 2009 – Tentative Schedule of Hanscom Weekends All Classes Run From 08:30 Hours to 16:00 Hours		
Summer 2009 - Registration April 1, 2009 – May 20, 2009		
1	May	30 & 31
2	June	13 & 14
3	June	27 & 28
4	July	11 & 12
5	July	25 & 26
6	August	8 & 9
7	August	15 & 16
<p>Saturday class is: <u>MET AD 742B HA “Program and Project Management”*</u></p> <p>Sunday class is: <u>MET OM 735B HA “Statistical Analysis”</u></p>		

Number of Students Required for Hanscom AFB Classes

Boston University expects that the proposed graduate degree options will generate a high level of interest from potential students at Hanscom AFB. We expect that we would easily attract 25 students per class. We would propose that classes run with a minimum of 15 students.

Financial Information

Official Registration

All students are expected to register during the normal registration period each semester. All students must be registered before the end of the second class meeting each semester. Students applying for loans or who are recipients of financial assistance will have their applications or awards terminated if they are not registered by the official registration deadline. An officially registered student is one who has submitted course selections on a registration form, paid all charges (current and past), and been approved by the University comptroller.

Tuition and Fees

Tuition and fees must be paid in full at the time of registration. A deferred payment program is available for part-time students (see section on Deferred Payment below). Checks must be made payable to Boston University. No student may withdraw in good standing unless all current obligations to the University are paid.

The Trustees of the University reserve the right to change tuition rates or fees at their discretion. The University maintains a tuition guaranty bond that is registered with the clerks of the Superior Court of Norfolk County, Massachusetts, and is accessible at the Department of Risk Management, Office of Business Affairs, Boston University, 985 Commonwealth Avenue, Boston, MA 02215.

Tuition 2008-2009 (9/1/08 through 8/31/09): \$2,060 (\$515 per credit hour).

Tuition for future years is subject to change and is determined by the Boston University Board of Trustees.

Note that the tuition listed above is a reduced rate for the Military Programs and does not apply to the public programs run on BU campuses. The tuition listed above is for classes at military sites, including the proposed Hanscom AFB site. This special military rate applies to active duty military, their dependents, and DOD employees or contractors.

Application fee: \$70 – paid at time of formal application only

Semester registration fee: \$40 (per semester)

Late registration fee: \$100 (per semester)

Course waiver: \$50 (MSCIS prerequisite exam only)

Deferred Payment Service Charge: \$50 (per semester)

Returned check fee: \$25 (per check/charge, each time)

Late payment fees: \$25-\$300 (Varies progressively according to dates of late payments)

Note: The cost of assigned books and course materials are additional and are not included in the above costs.



Graduate Degree Candidates

Graduate degree candidates taking twelve or more credits are charged the full-time tuition rate.

Financial Aid

Students interested in a Stafford Loan (formerly called a Guaranteed Student Loan or a GSL) should contact the local Boston University field office for information and forms. At a minimum, a student must have been admitted into the MSBA program, and be on academic half-time status during the entire loan period to be eligible for a Stafford Loan.

Deferred Payment

Part-time Metropolitan College students who wish to make monthly payments may do so through a deferred payment program. Please note that the full tuition amount is used to determine the 25% down payment, and does not reflect Military Tuition Aid or employer reimbursement amounts. Information on this program is available at the administrative offices. A nonrefundable service charge of \$25 and a minimum down payment of one-fourth the total tuition and full payment of fees for the semester are required at the time of registration. Boston University also accepts Master Card, Discover Card, or VISA for payment of tuition and fees up to the extent of the unused credit card limit.

Late Registration

In special instances, students may petition the dean of Metropolitan College to have their registrations accepted after the announced registration deadline. Students who wish a waiver of the official registration deadline must petition the University in addition to their petition to the dean of Metropolitan College. If the petition for waiver is approved by the University, the student is subject to a minimum late payment fee of \$100 for part-time students and \$200 for full-time students. Petition forms are available at the Boston University offices.

Withdrawals, Credits, Refunds

Withdrawal or leave of absence from the program is not official until the student presents the appropriate form to the Boston University office. Absence from class neither constitutes withdrawal nor reduces a student's financial obligation to the University.

Refunds and Credits

The refund and credit balance policy applies to tuition only; fees unless specified are not refundable. In the table below, class refers to a weekend meeting.

Date of Withdrawal	Tuition Refund or Credit Balance
Before first class	100% (tuition and fees)
Before second class	100%
Before third class	50%
Before fourth class	25%
After fourth class	0%

If a student has a credit balance on his or her financial record as a result of dropping a course, a tuition refund will be issued by the Finance Office after the drop form has been processed by the Registrar's Office. If the withdrawing student used government tuition assistance, an appropriate refund will be made to the government using the above schedule. For students using Veterans Administration or Tuition Assistance benefits, the effective date of the withdrawal and adjusted tuition charge will be reported to the government.

Dropping a Course

To drop a course, it is the responsibility of the student to have the professor teaching the course sign an official drop form. The student must also sign the form and submit it to the Boston University office. After this form is filed, a tuition adjustment is made according to the date verified by the professor's signature. The effective date of the drop is the day after the last class attended. If the student attended no classes, the effective date is the day before the first class. A drop form will not be accepted after the final class meeting.

Withdrawing from the University

To withdraw from the University or to request a leave of absence, a student must file an official withdrawal form with Boston University.

Program Termination

Boston University reserves the right to schedule the termination of the program if circumstances require. In the case of program termination, the University will phase out the scheduling of courses in such a way that students have the opportunity to complete degree requirements.

Graduation Information

BU holds a celebration for its Military Program graduates. Those who complete degrees in the Military Programs are also welcomed to the graduation on the main campus. In the case of the Hanscom base program, proximity to Boston will be an advantage to graduates of the program to enjoy a variety of recognition events and celebrations on and off the base.

CORE COURSE DESCRIPTIONS FOR HANSCOM AIR FORCE BASE

MET OM 735 Statistical Analysis

Examines the statistical approaches to problems in management. Basic concepts of probability theory. Data analysis centers on descriptive and inferential statistics. Sampling estimation, hypothesis testing, regression, and correlation analysis.

MET MK 743 Marketing Management

Provides basic marketing knowledge and develops analytical and decision-making skills. Provides an understanding of marketing tools, issues, programs, and institutions and their relationship to other management functions. Consumer behavior, promotional tools, pricing, distribution channels, product policy, marketing organization, control, and information systems are also considered.

MET OM 745 Operations Management

Provides an introduction to the problems confronting the operations manager. Key decisions during the various stages of production, including product and process design; facility size, location, and layout; demand forecasting; production and workforce planning; quality control; and facilities maintenance.

MET AC 730 Financial and Managerial Accounting

Introduces the concepts, methods, and problems of financial and managerial accounting. Includes data accumulation, accounting principles, financial statement analysis, measurement and disclosure issues, cost analysis, budgeting and control, production costs, standard costs, and computerized accounting systems.

MET CS 782 IT Strategy and Management

Examines the theory and practice of planning, control, and management of the information systems organization. Roles of information systems management and corporate management; strategic importance of the information systems organization in various industries. Analyze firm-level case studies.

MET FI 741 Financial Management

Covers the major issues in managing the inflow and outflow of funds from the chief financial executive's point of view. Includes financial analysis, forecasting financial needs, source of funds, and efficient allocation of funds within the enterprise.

MET OB 734 Human Behavior in Organizations

Examines the application of behavioral science theory and research to help the line manager understand and change human behavior in complex organizations and diverse cultures. Includes individual motivations, perception, communication, small group dynamics, intergroup conflicts, organization structure, the role of manager, leadership, decision making, and managing change.

MET ME 759 Economics for Management

Covers the fundamentals of economics including macroeconomic factors of relevance to the firm: aggregate economic activity, cyclical movements, fiscal and monetary policies, as well as microeconomic factors that affect the firm and the manager's role in making resource allocation decisions. Topics include marginal analysis, market structure, and decision-making under uncertainty relative to demand; production costs; market structure; and price.



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Prereq: MET AD 500 Computers for Business

Examines the application of computer spreadsheets and databases in solving information problems in business. Not open to degree candidates in computer science or computer information systems. Laboratory course. 2 cr

All courses are four credits unless otherwise noted.

This is only a partial list of courses delivered at military sites. Additional courses and their descriptions can be found at: <http://www.bu.edu/met/courses/graduate/administrative.html>

Boston University Metropolitan College Facilities and Resources

Library Services

Collections and electronic resources

All electronic resources and collections will be available to those who are taking courses to earn a Boston University graduate degree at Hanscom AFB. There are comprehensive resources at 12 Boston University libraries, which will benefit students in this model. Mugar Memorial Library is the primary library for study, teaching, and research in the humanities and social sciences for Boston University. Mugar Memorial Library opened in 1966, its 377,000-volume collection formed from the holdings of small libraries and reading rooms scattered across the campus. Since then, librarians at Mugar and its branches have continued to build on this foundation and to develop collections that support the research and instructional needs of the University community. Today, Mugar and its branches have more than 1.6 million volumes. The library collections also include 20,800 serials and 2.7 million microform units. The library's 130 electronic subscriptions provide users access to more than 12,000 full-text journals and other resources. Mugar has strong collections in many areas of the humanities, social sciences, and sciences. Located in Mugar, the African Studies Library is one of the foremost collections of Africana in North America. Mugar's history collection is broad based and offers strong collections in several areas, including European medieval history, the U.S. Civil War, and twentieth-century international and diplomatic history. In the humanities, areas of strength include English-language materials in Renaissance, Northern and Italian Baroque, and modern art. The Science and Engineering Library, one of Mugar's major branches, offers substantial holdings in electrical and computer engineering. Extensive detail about Boston University libraries can be found at <http://www.bu.edu/library/about/info.html>.

Technology Services

Overview of Computing Resources and Services

Students, faculty, and staff at Boston University have access to a wide variety of computing resources for communication, coursework, instruction, and research. The Office of Information Technology provides general-access facilities for the entire University community, including:

- the Boston University Campus Network, a high-speed network interconnecting computing resources and linking them to the Internet;
- public computing clusters equipped with Windows-based personal computers, laser printers, and a wide array of popular software applications;
- ACS, a shared-access UNIX cluster and central e-mail server delivering several hundred thousand messages each day;
- Access to e-mail via the Web, IMAP, POP, and various local clients;
- a student Web server;
- Resnet computing resources in many residences, including nearly 11,000 personal Ethernet ports—one for virtually every resident—and personal computing laboratories with laser printers;
- hands-on tutorial classrooms;
- the ACS Help Desk and the Personal Computing Support Center
- University Computers, a computer store selling and servicing computer hardware and offering a variety of computer software at academic prices; and



- a sophisticated scientific computing and visualization laboratory in support of research and education in computational science and engineering, scientific visualization, computer graphics, and other disciplines that have high-performance computing requirements.

Educational Resource Center (ERC)

1 University Road, Suite 150, The Sargent Gym Building, Boston, MA 02215, Phone: 617-353-7077, e-mail: erc@bu.edu, www.bu.edu/erc

Monday-Thursday, 9 a.m. to 10 p.m.; Friday, 9 a.m. to 7 p.m.; Saturday, 11 a.m. to 7 p.m.; Sunday, 12 noon to 10 p.m.; Summer hours, Monday-Friday, 9 a.m. – 5 p.m.

Resources: Tutoring, assistance with writing

Cost: Free to BU students with a valid Terrier card

At the ERC Writing Center, Graduate Writing Fellows are available to assist graduate and undergraduate students individually with every stage of the writing process, from writer's block to organization and stylistic issues. Emphasis is focused on clarity and structure in paper writing as well as on avoiding plagiarism. Students may call or stop by to make 40-minute appointments; three appointments are permitted per semester. At the ERC, peer tutoring is available for most undergraduate courses. Students can receive assistance with subject matter and learn methods for improving organizational skills and study habits.

The Center for English Language and Orientation Programs (CELOP)

890 Commonwealth Ave., Boston, MA 02215, Phone: 617-353-4870

e-mail: celop@bu.edu, www.bu.edu/celop/part-time

Resources: Day and evening courses for students whose first language is not English. Check the Web site for availability, cost, and schedule.

At The Center for English Language and Orientation Programs (CELOP), non-native speakers of English are offered a variety of courses that are geared to different levels of language proficiency. Daytime courses are offered in Professional English and Academically-Oriented English, as well as general courses in English Language and Culture. Evening courses are available in English Communication Skills, Pronunciation, Speaking and Listening, TOEFL Preparation, Oral Communication and Presentations, and Academic and Professional Writing.

The Martin Luther King Jr. Center

Dedicated to the values and memory of alumnus Martin Luther King Jr. (1929-1968), the King Center addresses the personal, educational, and career development needs of Boston University's students. The Center is a centralized source of comprehensive professional services and programs for undergraduate and graduate students seeking counseling, learning, career planning, or placement assistance. These services, as well as those provided by the Center's Minority Affairs and Disability Services office, help students to gain the maximum benefit from their academic efforts. Information and appointments can be obtained by telephoning or by visiting the second floor reception desk at 19 Deerfield Street (in Kenmore Square); 617-353-3653. Career Planning and Placement helps students to obtain information, clarify goals, and develop



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career plans. The Internship Program assists students who are interested in opportunities for learning and working in the community-opportunities that will enhance their academic training. Placement/On-Campus Recruiting offers assistance in the job search when a student has chosen a career direction and is graduating within the academic year. The Credentials Service enables a student to establish a file for potential employers that contains letters of recommendation and unofficial copies of transcripts. The Career Resource Library maintains current job listings and a collection of literature on a wide variety of careers and employers. For further information, please call 617-353-3590.

Health Care Services

Boston University does not provide health care services in its Graduate Military program. Students are responsible for their own health care needs.

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Faculty - Graduate Military Programs

Courses are taught by full-time and part-time faculty. Faculty with professorial status at Boston University or at other distinguished universities carry the usual academic titles of instructor, assistant professor, associate professor, and professor.

Certain part-time instructors may be awarded an adjunct professorial title on nomination by the dean of Metropolitan College and approval by the president and the Board of Trustees. Part-time instructors not designated as above hold the title of lecturer.

This is only a partial list of faculty members for military sites. Additional faculty members and their credentials can be found at:

http://www.bu.edu/met/metropolitan_college_people/faculty/list.html

Faculty - Graduate Military Programs

Charles Atkinson – Lecturer of Administrative Science BA, Indiana University, MA, University of Oxford (England)

Joseph Bellefeuille – Lecturer in Administrative Sciences. BS, Lowell Technological Institute; MS Northeastern University; EdD, Boston University

San Chee – Instructor. MS, Rensselaer Polytechnic Institute

Paul Cleary - Lecturer in Administrative Sciences. BS, Northeastern University; MS, Northeastern University

James Cormier – Senior Lecturer of Administrative Sciences BA, Boston University; MBA, Northeastern University

Gerard Keegan – Assistant Professor – Military Programs, MSCS, Boston University, MBA, Bentley College

Samuel Mendlinger – Professor of Administrative Science, BA, Queens College, MSc, Tel Aviv University, PhD, Hebrew University

Hassan Mohammed – Lecturer in Administrative Sciences. MA, PhD, Boston University

Edward Simches - Lecturer in Administrative Sciences. BS, MS, Bentley College

Boston University Metropolitan College Administration

Jay A. Halfond, BA, MA, PhD, Dean, Metropolitan College

Lawrence J. Watson, BS, MSA, MSF, Director, Metropolitan College Graduate Military Programs

Gerard Keegan, BA, MS, MBA, Assistant Professor, Metropolitan College, Director – Hanscom AFB Programs

BOSTON UNIVERSITY METROPOLITAN COLLEGE

Military Locations

Alumni

Graduates of the Graduate Military programs have truly earned their Boston University credential and are part of a unique network of distinguished alumni. The experiences of military life combined with the academic rigor of the programs make our alumni an elite group.

Our graduates are eligible to partake in the full offerings available to Boston University Alumni. For more detailed information about alumni benefits visit the Boston University Alumni Office or contact your local administrative office.

Alumni Testimonials demonstrate, “Why is Boston University the best choice for Hanscom?”

Sergeant Chad Brantley and Jennie Brantley, MS, '00, Business Administration Alumni, Boston University's North Carolina Program

“We were looking for a graduate program that would accommodate an active military schedule. Boston University's program proved to be the perfect fit. More important, the program offered the academic rigor expected of an elite university and attracted a cadre of competitive students, military and civilian alike. The professors, many of whom traveled from the Boston campus, were impressive and accessible. Boston University's MSBA program has definitely given us a competitive advantage in both the military and civilian job markets.”

Dominic Paris, M.S., '98, Business Administration Alumni, Boston University's North Carolina Program Principal Consultant, PricewaterhouseCoopers LLP

“Boston University's program definitely provided me with the fundamentals needed to succeed as a big-five consultant. Since my graduation, I have worked with folks from Georgetown, the University of Virginia, and Oxford. I am now in a position, after two promotions, where I have the opportunity to manage some of these elite professionals.”