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Electrical & Computer Engineering
College of Engineering
Boston University
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Department of Electrical &
Computer Engineering

Master's Handbook

2024-2025

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PROGRAM OVERVIEW

- Masters students are required to complete a minimum of 32.0 credit hours applicable to the degree and fulfill all course requirements as outlined on the program planning sheet for their individual degree program. Updated [program planning sheets](#) are posted on the [Electrical and Computer Engineering website](#).
- All 32 credits must be at the 500 level or above. Most graduate courses in the College of Engineering are 4 credits.
- **Students are responsible for understanding the requirements, monitoring their progress, and completing the degree program in a timely manner.** In the event of a program change, students are responsible for fulfilling program requirements effective at the date of matriculation.
- Students should write the year they matriculated on the program planning sheet. Students need to use the planning sheets of their matriculation year or after their matriculation.
- A student has a maximum of five (5) years from the time of matriculation to complete the requirements for the MS degree. If a student has not finished the required courses and research thesis at this time, the student must reapply and be accepted again to the department to continue.

GPA REQUIREMENT

- To graduate, an average GPA of at least 3.0 (B) must be attained for the courses used for the degree.
- Course grades lower than C can not be accounted for Master's degrees and will not be applied to a Master's degree.
- Students are permitted to take a single course multiple times, but only one sitting of the course will count toward the degree requirement (C grade or higher). Any course taken multiple times will remain on a student's transcript—courses cannot be “removed” from a transcript even if achieving a higher grade.

ACADEMIC STANDARDS

The academic progress of every graduate student is reviewed at the end of each semester by the ENG Graduate Programs Office. Failure to make satisfactory progress and to remain in Good Standing can result in Academic Probation, Suspension for a stated period of time or until stated conditions are met, or Dismissal, as detailed below:

- **Good Standing**--Students maintain good academic standing when they: (1) earn a semester GPA of at least 3.00 (students enrolled only in Pass/Fail courses are exempt from the semester GPA standard); and (2) maintain a cumulative GPA of at least 3.00.
- **Academic Probation**--A student is put on Academic Probation when s/he earns a semester or cumulative GPA below 3.00. Students on Academic Probation may have their financial aid discontinued. In the event that the semester or cumulative GPA is below a 2.00, a student may be dismissed from the program.
Students are reviewed after one semester on Academic Probation. Those who earn a semester and cumulative GPA of 3.00 or above will return to Good Standing. Those students who do not achieve Good Standing (as defined above) after the probationary semester will be subject to Academic Suspension, Dismissal, or an additional semester of Academic Probation as determined by the College on a case-by-case basis.
- **Academic Suspension or Dismissal**-- A student on Academic Probation also faces Academic Suspension or Dismissal when s/he has not achieved Good Standing (as defined above) after the most recent semester of Academic Probation. Specifics regarding Dismissal or the duration and terms of the Academic Suspension will be determined by the College on a case-by-case basis. Dismissal results in permanent separation from the University. Appeals of Dismissal or Suspension are reviewed by the Associate Dean for Academic Programs.
- **Reinstatement after Academic Suspension**--Students who have fulfilled their period of Academic Suspension must meet with their academic advisor and reestablish their standing in the College by contacting the College of Engineering Graduate Programs Office.

Please refer to the Bulletin section on Academic Standing.

<https://www.bu.edu/academics/eng/policies/graduate-policies/academic-standing/>

COURSE REQUIREMENTS FOR MS IN ELECTRICAL AND COMPUTER ENGINEERING DEGREE

Students should always refer to the [MS in Electrical & Computer Engineering](#) for detailed program information. General requirements are listed below:

MS in Electrical and Computer Engineering

The 32 credits must be fulfilled as follows:

- One course (4 credits) must satisfy the Practicum requirement (EC601) or if exempted, students must take an MS Project or MS Thesis course to fulfill the requirement.
- Five courses (20 credits) as ECE Electives must be graduate-level courses (EC500 and above) within the Electrical and Computer Engineering department.
- Two courses (8 credits) as General Electives can be ECE or, other College of Engineering graduate-level courses, or College of Arts and Sciences graduate courses (500-level or higher) in ECE-related technical areas, such as some courses in physics, mathematics, and computer science **upon MS Committee's approval**. General electives may also include ECE courses at the 9xx level, such as MS Project, MS Thesis or MS Independent Study that are not counted towards the practicum requirement.

Students should refer to the second page of the [ECE MS Program Planning sheet](#) for the list of approved elective courses. Students are required to consult with their academic advisors if they would like to take courses that are not on the current list. Students can petition to MS committee to seek approval for using the courses not listed in the current approval list for their elective requirements. In order to start the petition, students need to fill out a [petition form](#) specifying that the petition is for ECE electives or general electives requirements, obtain a signature from their academic advisors and send the signed form and a syllabus of the course on the petition to ecems@bu.edu. Petition approval is not always granted. **Petitions must be submitted in the semester of the course enrollment by the petition deadline (the Thursday before the last day to add a course for that semester). No petition is accepted after the deadline.**

MS Project EC953 (Optional)

- Before registration: Students interested in pursuing a Master's project must identify a research advisor in ECE and a suitable project (in consultation with the research advisor) and complete the [MS Project Proposal Form](#). This form must be submitted by the Thursday before the last day to add a course for that semester in which a student is taking an MS project course to allow time for its review.
- Before registration: If the proposal is approved by the Master's Committee, the student will be registered for the ECE MS Project Course. Approval will be based on 1) the quality of the proposal and 2) the committee evaluation of the relevance to ECE technical areas and the adequacy of the academic preparation.
- The MS Project must be completed **in one semester**.
- Upon completion: MS students who are finishing their projects in a particular semester are then required to submit a project report to the research advisor and to present their work to ECE faculty and students at the end of that semester. Project presentations typically take place on the last Friday before final exams, but specific dates vary depending on the semester schedule.

MS Thesis EC954 (Optional)

- Before registration: Students interested in pursuing a Master's thesis must identify a research advisor in ECE, a thesis committee, and a suitable thesis topic (in consultation with the research advisor). The current research interests of the ECE faculty are listed [on our website](#). Students are highly encouraged to begin the process of identifying a research advisor and thesis topic well before the semester of intending to enroll in the MS Thesis course. **Please note that the MS Thesis takes at least two semesters to complete due to the research nature of the work.** International students should carefully consider the two semester requirement when planning an MS Thesis due to the limited time for degree completion.

- Before registration: In order to enroll in an MS Thesis, students must complete and submit the [MS Thesis Proposal Form](#) by the Thursday before the last day to add a course for the semester. If the proposal is approved by the ECE MS committee, the student will be registered for the ECE MS Thesis course. Approval will be based on 1) the research quality of the proposal and 2) the committee evaluation of the relevance to ECE technical areas and the adequacy of the academic preparation for the proposed thesis.
- During the course: In the semester(s) that students are not completing the MS thesis, students must work with their thesis advisor to review their research progress of each semester and discuss the plan for the following semester. Students and the research advisor are expected to meet and fill out [the MS Thesis Semester Review Form](#) during the last two weeks of classes. The completed and signed form should be submitted to [[MS Thesis Semester Review Submission](#)] by Friday before the final week. Students are also required to present their semester work of the MS thesis during the MS project (or EC601 poster) presentation session at the end of the semester.
- The thesis grades will be marked as “P” until the final semester the student defends the thesis. All P grades will be converted to the final letter grade by GPO.

Below is more information on the final thesis requirements:

- Preparing for MS Thesis Defense: It is the student’s responsibility to confirm the date and time of the presentation with his/her committee members and submit a completed [MS Thesis Defense Form](#). To complete this form, the student must provide his/her prospective Committee a draft copy of the thesis, including a title and abstract, and then collect their signatures indicating that the thesis is ready to be defended. The thesis defense must be scheduled at least 2 weeks in advance of the thesis defense deadline [set by the GPO here](#). Once a date has been confirmed, the time and location, along with a copy of the Abstract, must be submitted to the Academic Program Manager **at least 2 weeks before the defense date**. The Abstract must have the names of the student and research advisor listed together with the project title. The Academic Program Manager will process the announcement of the MS Thesis Defense to the ECE faculty and graduate students via email and add the event to the ECE calendar.
- MS Thesis Defense: The defense typically includes a 45-minute presentation presenting the results of the completed Thesis, and questions may be asked during or only after the presentation, as decided by the Chair of the Master’s defense committee. Following a reasonable period for questions, the audience is dismissed, so that the committee may ask questions of the student privately; then the student is dismissed and the committee remains to complete its assessment of the thesis defense. The student can only pass the defense with the unanimous agreement of the Master’s Committee. The results are noted on the Thesis Defense Form and submitted to the Academic Program Manager, who will be responsible for obtaining the signature of the Chair of the Master’s Program.
- Submission of the final thesis: The thesis must be submitted to Mugar Library, as described [here](#). Original title pages and signature pages need to be turned into the Academic Program Manager upon successful submission to Mugar Library.
- It is up to the student and the Master Committee to ensure the MS Thesis is completed in a reasonable amount of time. Most students graduate from the MS with Thesis program in 1.5 to 2 years after entering, which usually includes at least one year of full-time work on the Thesis.
- **Please note that final thesis and defense materials are expected to be available to the public.**

Independent Study EC951 (Optional)

- Students interested in pursuing an independent study with credits must identify a supervising instructor in ECE and a suitable project (in consultation with the supervising advisor) and complete the [MS Independent Study Proposal Form](#). This form must be submitted to ecems@bu.edu by the Thursday before the last day to add a course for the semester in which a student is taking an independent study course to allow time for its review and the course registration.
- If the proposal is approved by the Master’s Committee, the student will be registered for the ECE MS Independent course. Approval will be based on 1) the quality of the proposal and 2) the committee evaluation of the relevance to ECE technical areas and the adequacy of the academic preparation for the proposed

- independent study.
- The independent study credits can be used towards the General Electives.

Research Opportunities Outside the Department

Most students choose to do their research with a faculty with primary or affiliated appointment with the ECE Department. Faculty, scientists, or researchers (holding a Ph.D. or MD) outside the ECE Department within or outside of Boston University can be a student's principal research advisor **only if a primary ECE faculty member agrees to be the student's research co-advisor**. This should be approved by the Associate Chair of Masters Programs in advance. Students can seek advice from outside research advisor to identify the ECE co-advisor.

After the proposal form is approved by the ECE MS committee, the students will be registered for a research course section in the department of the advising faculty member (e.g., for independent study, BE951, ME951, SE951). **Please note that additional approval process or paperwork may be required in the corresponding department.** The research studies completed under the supervision of non-ECE faculty counts towards General Electives, not ECE Graduate Electives.

Master of Science degree "with Engineering Practice"

The College of Engineering offers an [Engineering Practice degree option](#) to students in its Master's programs. Engineering Practice is a valuable opportunity for a student at the Master's level to complete an approved internship integral to their program of study, thereby allowing them to develop additional technical and professional skills. Students interested in the Engineering Practice degree option must apply and meet the requirements outlined below. Students successfully completing the Engineering Practice degree option of their program will earn the accompanying degree designation (e.g., Master of Science in Electrical and Computer Engineering with Engineering Practice).

To be eligible to apply for the Engineering Practice degree option students must be in good standing, and have completed two semesters in the program. Internships used to complete the degree requirements must be relevant to the student's program of study and must go through a program-level approval process. Students can fulfill the requirement by completing one full-time paid internship or two part-time paid internships. The "Engineering with Practice" proposal form can be found [here](#). Satisfactory completion of the requirement is determined by the program and then formally recorded by the Graduate Programs Office.

Please refer to the ENG [Internship Guidance webpage](#) for more information.

Requirements and Grading

- An internship site and project must be approved by the student's faculty advisor and The College of Engineering Graduate Programs Office.
- In addition, a final report of work must be submitted to and reviewed by the student's academic advisor before the end of the semester in which the internship takes place.
- A brief summary/review from the student's internship supervisor is also recommended.
- Students receive a grade of Pass or Fail. The final grade is based on satisfactory completion of all requirements and is determined by the academic advisor in consultation with the internship supervisor.

IMPORTANT ACADEMIC DEADLINES FOR ECE MS STUDENTS

Students are responsible for keeping track of the numerous deadlines that have been established.

Fall Semester

- Petition deadline: The Thursday before the last day to add a course for that semester. Only the petitions

submitted by the petition deadline are accepted for committee review.

- MS Project/Thesis proposal deadline: The Thursday before the last day to add a course for the semester in which a student is taking a research course
- Last day to add courses: Follow BU academic calendar (<https://www.bu.edu/reg/calendars/semester/>)
- Payment deadlines for continuing and new graduate students: Refer to the Student Accounting Services page (<https://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/>)
 - The enrollment code (full-time or part-time) should be adjusted before the payment deadlines to make sure the student's bill is accurate with the enrollment
 - International students (ONLY applicable for those in their last semester)
 - Part-time status application deadline without a full-time tuition responsibility: at least one month prior to the payment deadline for continuing students to take the processing time by ISSO and the Registrar's office into consideration.
- Last day to drop courses without a "W" grade: Follow BU academic calendar above
- Graduation application deadline for January graduation:
 - Departmental deadline for all the required documents: **October 1, 2024**
 - ENG GPO deadline: **November 1, 2024**
- Registration for Spring: [Follow BU registration schedule](#)
- MS project presentation: During the EC601 Project Presentations, usually the last Friday before final exams. The specific date will be announced via email.
- MS project final report deadline: All final deliverables are due to the student's research advisor by 5 pm the day before the MS project presentation.
- MS Thesis semester review forms deadline: Friday of the final week
- MS Thesis deadlines:
 - Departmental deadline for all the required documents: Two weeks prior to the scheduled defense date
 - MS Thesis Defense for January 2025 Graduation: Check Graduate Program Deadlines (*Note: thesis defense must be scheduled at least TWO WEEKS in advance of the defense date.)
<https://www.bu.edu/eng/current-students/grad/current-students-2/graduate-program-deadlines/>
 - Approved and signed thesis due in the department: Check the Graduate Program Deadlines page above.

Spring Semester

- Petition deadline: The Thursday before the last day to add a course for that semester. Only the petitions submitted by the petition deadline are accepted for committee review.
- MS Project/Thesis proposal deadline: The Thursday before the last day to add a course for the semester in which a student is taking a research course
- Last day to add courses: Follow BU academic calendar (<https://www.bu.edu/reg/calendars/semester/>)
- Payment deadline for continuing and new graduate students: Refer to the Student Accounting Services page (<https://www.bu.edu/studentaccountingservices/your-bill/payment-deadlines/>)
 - The enrollment code (full-time or part-time) should be adjusted before the payment deadlines to make sure the student's bill is accurate with the enrollment
 - International students (ONLY applicable for those in their last semester)
 - Part-time status application deadline without a full-time tuition responsibility: as least one month prior to the payment deadline for continuing students to take the processing time by ISSO and the Registrar's office into consideration.
- Last day to drop courses (without a "W" grade): Follow BU academic calendar above
- Graduation application deadline for May graduation:
 - Departmental deadline for all the required documents: **February 1, 2025**
 - ENG GPO deadline: **March 1, 2025**
- Registration for Fall: [Follow BU registration schedule](#)
- MS Project presentation: Typically, the presentation is held the last Friday before the final exam week, but the exact date of the presentation depends on the academic calendar and will be announced accordingly

- (potentially can be combined with the MS committee meeting)
- MS project final report deadline: All final deliverables are due to the student's research advisor by 5 pm the day before the MS project presentation.
 - MS Thesis semester review forms deadline: Friday of the final week
 - MS Thesis defense deadline:
 - Departmental deadline for all the required documents: Two weeks prior to the scheduled defense date
 - MS Thesis Defense for May 2025 Graduation: **Check Graduate Program Deadlines** (*Note: thesis defense must be scheduled at least TWO WEEKS in advance of the defense date.)
<https://www.bu.edu/eng/current-students/grad/current-students-2/graduate-program-deadlines/>
 - Approved and signed thesis due in the department: Check the Graduate Program Deadlines page above

ACADEMIC ADVISING AND REGISTERING FOR CLASSES

The ECE Department wants our students to succeed! The ECE Master's Program provides a wide variety of resources for the support and advising of students. Note, however, **that responsibility for meeting all degree deadlines and requirements rests solely with students.** The following resources are available to aid students in navigating Boston, BU, and the program:

- **MS Ambassadors:** MS Ambassadors are peer mentors for first-year students. They are available in the Fall semesters to answer general questions about the program and the overall student experience at Boston University. Each student will be assigned an MS ambassador who attends the weekly meetings of EC601 – Product Design for ECE. In addition, MS Ambassadors have set office hours and can answer questions over email.
- **MS Academic Program Manager:** The MS Academic Program Manager is the professional administrator responsible for the overall management of the MS program. She/he can provide advising codes, assist with add/drop of classes, interface to the International Students and Scholar's Office (ISSO), internships, graduation requirements, program change forms, MS Project and Thesis questions, and petition questions.
- **Faculty Academic Advisor:** Each student is assigned an academic advisor upon matriculation who is available to assist with any unresolved advising or program planning questions.
- **Associate Chair of MS program:** The Associate Chair of the MS program is the academic lead of the program. She/he provides final approval for items, such as Program Changes, MS Project and MS Thesis Proposals, and any Petition Forms.

To register each semester, students should:

- Meet with Master Ambassadors, Academic Program Manager, or Academic Advisor as needed to discuss class schedules.
- Register for classes using [the MyBU Student portal](#).

APPLYING TO GRADUATE

Students must [submit an application to graduate](#) within the timelines established by the College; graduation does not occur automatically. Students must submit a complete [Program Planning Sheet](#) with the [graduation application](#).

Please note students must obtain the signature of their academic advisor and the ECE MS Academic Program Manager on their Program Planning Sheet prior to submitting their graduation application to the College. This can be done by sending the Planning Sheet to ecems@bu.edu for review.

MS thesis students should visit the [Graduate Program Deadlines](#) section of the Engineering website for more information on the timeline for defending and submitting their thesis. Students should consult with the Academic Program Manager for any further requirements, procedures, and deadlines which may affect their graduation

eligibility.

Deadlines for applying to graduate:

July 1st for September Graduation

November 1st for January Graduation

March 1st for May Graduation

Commencement Information

There is one [College of Engineering Commencement](#) ceremony per academic year and it takes place in May. All graduating students are invited and encouraged to participate in our commencement ceremony as a way to celebrate their hard work and achievements.

OTHER PROGRAM INFO

Transfer Credit from Outside Institutions

Students are permitted to transfer up to 8 external credits of required courses to the degree program, if they have taken equivalent courses elsewhere at the graduate level, as long as those courses were not used to meet the requirements of an undergraduate or previous degree. This permission must be granted by petitioning using a [Petition Form](#) to indicate if the course is requested to transfer as an ECE or general elective and a [Transfer Credit Approval Form](#). Submission of the Transfer Credit Form should include a copy of the syllabus and official transcript, a clear official statement to show the course is graduate level and as much other content as possible for the equivalent course (i.e. homework, quizzes, exams, etc.) **Successful completion of a 3-credit course from another institution will carry over as 3.0 credits only. Students will still need to complete 32.0 credits to meet the degree requirements.**

For further detail, consult the following bulletin policy:

[College of Engineering Graduate Policy: Transfer Credit](#)

Scholarship Policies

Tuition scholarship can be awarded only for courses applicable to the ECE MS degree program. Withdrawn classes, audited classes, physical education and other unrelated class can not be supported by a scholarship. Please find the ENG GPO scholarship policies [here](#).

Graduate Student Concerns

Any matters concerning leave of absences, medical leave of absences, or maternity leaves should be discussed with the Academic Program Manager

GRADUATE STUDENT RESOURCES

[*BU Student Resources*](#)

MyBU Student

My BU Student is an online resource from which students can access information about their status as a Boston University student, such as grades, class schedules and enrollments, financial aid, housing, and account status.

How to Access MyBU Student

Students can log in to [MyBU Student](#) from any Web browser.

How to Navigate MyBU Student

Students can find a guide on how to navigate the MyBU Student portal [here](#).

How to Register for Classes in MyBU Student

Students can find a guide on how to register for classes in the MyBU Student portal [here](#).

Email

ECE utilizes electronic mail as a medium for official communication. Students should be sure to check their BU email account on a daily basis for important information, and make sure that the account is not filled up. All ECE email will be directed to BU email accounts, not private accounts.

Graduate Programs Office (GPO)

Don't know where to go? Come to the [GPO](#). This office provides resources and support to help students succeed. If students are dealing with complex issues, considering taking a leave, or just don't know their options, they should visit the GPO.

The [Graduate Programs Office](#) is located in room 114 in the Engineering Research Building (ERB), 44 Cummington Mall. The office is open from 9:00 am-5:00 pm Monday through Friday.

Phone: 617-353-9760

Email: enggrad@bu.edu

Contact Information: <https://www.bu.edu/eng/current-students/grad/contact-eng-graduate-programs/>

Student Association of Graduate Engineers (SAGE)

[SAGE](#) addresses the issues and concerns of graduate students in the College of Engineering, including hosting biweekly socials and other activities throughout the year. For more information, please visit www.bu.edu/sage. To contact SAGE directly, email sage@bu.edu.

Career Development Office

The [Career Development Office \(CDO\)](#) connects College of Engineering undergraduate and graduate students with employers for internships and full-time employment.

The CDO works with students to help them identify career options and develop the resources they need to move forward along their career paths, whether that is with industry or with graduate studies. Services range from one-on-one counseling to career fairs and professional development workshops. We encourage students to get to know the CDO as soon as they arrive on campus, rely on the CDO throughout their BU education, and continue using its services as alumni—as both job seekers and employers.

The Career Development Office is located in room 112 in the Engineering Research Building (ERB) at 44 Cummington Mall. The office is open from 9:00 am-5:00 pm Monday through Friday.

Phone: 617-353-5731

Email: engcareers@bu.edu

<http://www.bu.edu/eng/careers/>

Check out the event calendar [here for all workshops](#) the [Center for Career Development \(CCD\)](#) is offering each semester! Please note that all workshops are available to both graduate and undergraduate students, except for those with “Graduate Students” in the title, which were created exclusively for graduate students.

[Online career resources](#) are available to graduate and professional students, including CareerShift, Handshake, and the VMock Smart Resume Platform. More information can be found on the Graduate Education website.

<http://www.bu.edu/grad/career-development/career-preparation/>

[ERC \(Educational Resource Center\)](#) offers variety of services for students to connect outside of the classroom and develop skills for a successful graduate school experience.

Other Resources

Virtual resources for wellbeing

The BU Wellbeing Project created a list of wellness resources graduate and professional students can access online.

<http://www.bu.edu/grad/community/virtual-resources-for-wellbeing/>

GRADUATE STUDENT ACADEMIC CONDUCT CODE

The Boston University Code of Conduct, and the procedures for enforcing it, may be found on-line [here](#). Some of its key provisions are reproduced below for the benefit of the student.

Philosophy of Discipline

The objective of the College of Engineering in enforcing academic rules is to promote an academic community in which learning can best take place. This atmosphere can be maintained only when every student believes that his or her academic competence is being judged fairly and that he or she will not be put at a disadvantage because of the dishonesty of someone else. Penalties should be carefully determined so as to be no more and no less than required to maintain the desired atmosphere. In defining a violation of this code, the intent is to protect the integrity of the educational process.

Definition of Academic Misconduct

Academic misconduct occurs when a student intentionally misrepresents his or her academic accomplishments or hurts other students' chances of being judged fairly for their academic work.

Violations of This Code

Violations of this code are those that constitute an attempt to be dishonest or deceptive in the performance of academic work in or out of the classroom or to alter academic records or to collaborate with another student or students in an act of academic misconduct, such as the following.

- **Cheating on Examinations:** Cheating is defined as any attempt by a student to alter his or her performance on an examination in violation of that examination's stated or commonly understood ground rules.
- **Plagiarism:** Plagiarism is an attempt by a student to represent the work of another as his or her own. This violation includes copying the answers of another student on an oral or written examination or copying or substantially restating the work of another person or persons in any oral or written work without citing the appropriate source, collaborating with someone else in an academic endeavor without acknowledging his or her contribution, unless collaboration is specifically permitted for the particular endeavor.
- **Misrepresentation or Falsification of Data** presented for surveys, experiments, and so on.
- **Theft of an Examination:** Theft is defined as stealing or otherwise discovering and/or making known to others the content of an examination that has not yet been administered.
- **Forgery, Alteration, or Knowing Misuse** of graded examinations, grade lists, or official University records or documents, such as transcripts, letters of recommendation, and so on, or alteration of examination or other work after submission.
- **Theft or Destruction of Examinations or Papers** after submission for the purpose of covering up the possible poor performance or to cause harm to another student.
- **Failure to Comply with the Sanctions** imposed under the authority of this code.
- **Conflict of interests between GTFs and Undergraduates.**

Procedures and Penalties

Potential penalties range from Reprimand to expulsion. Please refer to the [website](#) for more information.

Shortened Notice of Nondiscrimination

- Boston University prohibits discrimination and harassment on the basis of race, color, natural or protective hairstyle, religion, sex or gender, age, national origin, ethnicity, shared ancestry and ethnic characteristics, physical or mental disability, sexual orientation, gender identity and/or expression, genetic information, pregnancy or pregnancy-related condition, military service, marital, parental, veteran status, or any other legally protected status in any and all educational programs or activities operated by Boston University. Retaliation is also prohibited. Please refer questions or concerns about Title IX, discrimination based on any other status protected by law or BU policy, or retaliation to Boston University's Executive Director of Equal Opportunity/Title IX Coordinator, at titleix@bu.edu or (617) 358-1796. Boston University's full Notice of Nondiscrimination is available at <https://www.bu.edu/policies/boston-university-notice-of-nondiscrimination/>.
- [Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment](#)
- [Disability Accommodation](#)
- [Equal Opportunity/Affirmative Action Policy](#)
- [Sexual Misconduct/Title IX Policy](#)
- [Student Grievance Procedure in Cases of Alleged Disability Discrimination](#)

INTERNATIONAL STUDENT INFORMATION

International students are required to complete their degree program in 4 semesters. Extensions for an additional semester should be requested with the ISSO in advanced but approval is not guaranteed.

International students who plan to stay in the ECE MS program for a 4th semester should save at least one degree required course to complete during the 4th semester. International students should graduate at the end of the semester that they complete their degree requirements in.

International students are required to maintain full-time status by taking at least 12 credits (three 4-credit courses) of degree related courses each semester. International students may request a reduced course load in their final semester if they do not need a full-time course load to complete their degree requirements.

International students who plan to apply for part-time status in their last semester:

The part-time status application deadline without a full-time tuition responsibility is one month prior to the payment deadline. **Students must submit their program planning sheet to ecems@bu.edu for review prior to applying for graduation (See Applying to Graduation Section).** Once the graduation application is approved, students can apply for reduced course load to obtain a part-time status. This can done through logging into the [ISSOPortal](#) and select the *I-20 Reduced Course Load* to upload required documentation and request approval. After students have obtained part-time authorization from the ISSO, students can e-mail the ECE MS Academic Program Manager (ecems@bu.edu) to request an academic load status change to part-time, when this is processed tuition charges will reflect the part-time rate.

If students request a reduced course load in their final semester AND need ISSO's approval to drop a class, please follow instructions to directly upload the Registrar's [Add/Drop Form](#) through the ISSOPortal. Please note that [add/drop forms should not go to the ECE department](#)

Internship for International Students

- International students must have completed two semesters in full-time status to be eligible to begin an internship in the United States, and they must complete an additional approval process for CPT with the BU International Students and Scholars Office (ISSO) at the time of application.
- International students with an off-campus internship must complete the [Engineering Practice Approval Form](#) and email it, along with the intern offer letter, and internship proposal, to the Graduate Programs Office (enggrad@bu.edu). Once students receive approval from the Graduate Programs Office for internship students may then apply for CPT approval with the ISSO on the [ISSOPortal](#). Please enter enggrad@bu.edu as the “approver role” on the ISSOPortal.
- Please find additional guidance for the with practice degree option [here](#).