The Class of 2018

2016-17 Academic Year
# TABLE OF CONTENTS

TABLE OF CONTENTS .................................................................................................................. 1
INTRODUCTION ............................................................................................................................. 2
  Important Contacts ....................................................................................................................... 2
PROGRAM GRID ............................................................................................................................ 3
  MF600: Math Refresher .............................................................................................................. 3
  MF601: Mathematical Finance LAUNCH Week ........................................................................ 3
  MS in Mathematical Finance Program Grid 2016-17 Curriculum ........................................ 3
ACADEMIC POLICIES AND PROCEDURES ............................................................................ 4
  Academic Advising ..................................................................................................................... 4
  Grading System ......................................................................................................................... 4
  Grades ........................................................................................................................................ 4
  Incomplete: “I” ........................................................................................................................... 4
  Course Withdrawal: “W” ............................................................................................................ 5
  Course Failure: “F” ..................................................................................................................... 5
  Retaking Courses ...................................................................................................................... 5
  Grading Guidelines ................................................................................................................... 5
  Policy on Grade Grievances for Graduate Students in Questrom School of Business ......... 5
  Taking Courses as Pass/Fail ...................................................................................................... 6
  Cumulative Grade Point Average (CGPA) ............................................................................... 6
  Calculating CGPA for MS in Mathematical Finance students ............................................... 6
  Grade Verification ..................................................................................................................... 6
  Academic Honors for MS in Mathematical Finance students ................................................ 6
  Beta Gamma Sigma .................................................................................................................. 6
  Academic Performance Review, Probation and Academic Withdrawal ................................. 7
  Academic Conduct .................................................................................................................... 7
COURSE INFORMATION ............................................................................................................ 8
  Course Identification ................................................................................................................. 8
  School or College ...................................................................................................................... 8
  Course Number ......................................................................................................................... 8
  Credits & Course Sequencing ................................................................................................... 8
  Waiver for Experience .............................................................................................................. 8
  Pre-assignments ....................................................................................................................... 8
  Evaluation of Instructors and Courses .................................................................................... 8
  Attendance Policy .................................................................................................................... 9
  Full-time Status ........................................................................................................................ 9
  Internships and Working during the Program .......................................................................... 9
REGISTRATION PROCEDURES ................................................................................................. 10
  Registration and Concentration Declarations ...................................................................... 10
  Choosing Electives ................................................................................................................... 10
  Dropping a Course .................................................................................................................. 10
  Leave of Absence .................................................................................................................... 11
  Leave of Absence for Medical Reasons .................................................................................. 11
WITHDRAWAL FROM THE UNIVERSITY ............................................................................... 12
  Voluntary Withdrawal ............................................................................................................ 12
  Withdrawal for Non-Payment ................................................................................................ 12
  Withdrawal for Inappropriate Student Behavior Including Academic Misconduct ............. 12
COURSE SUBSTITUTIONS AND TRANSFER OF CREDIT ..................................................... 13
  Course Substitutions and Waivers ........................................................................................... 13
  Transfer of Credit ..................................................................................................................... 13
  Formal Complaints .................................................................................................................. 13
STUDENT RECORDS & TRANSCRIPTS .................................................................................... 14
  Official Student Records ......................................................................................................... 14
  Student Access to Student Records ....................................................................................... 14
  Official and Unofficial Transcripts .......................................................................................... 14
GRADUATION & DEGREE COMPLETION ............................................................................... 15
  Degree Completion .................................................................................................................. 15
  Time Limit for Degree Completion ....................................................................................... 15
  Applying for Graduation ......................................................................................................... 15
  Graduation Dates .................................................................................................................... 15
INTRODUCTION

This Handbook is a reference document that delineates the current policies and procedures for MS in Mathematical Finance students, entering in fall 2016. Students should become familiar with the policies and use the Handbook as a resource throughout their program. It is revised each year to reflect new or changed policies and procedures.

Important Contacts

<table>
<thead>
<tr>
<th>Mathematical Finance Department, Rafik B. Hariri Building, 5th Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Jacquier</td>
</tr>
<tr>
<td>Jerome Detemple</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Academic &amp; Career Development Center, Rafik B. Hariri Building, Room 115</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Phillips</td>
</tr>
<tr>
<td>Marta McManus</td>
</tr>
<tr>
<td>Whitney Jorns Kuhnlenz</td>
</tr>
<tr>
<td>Callan Moody</td>
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<tr>
<td>Nicola Melton</td>
</tr>
<tr>
<td>Carrie Cabezas</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>International Students &amp; Scholars Office, 888 Commonwealth Ave., 2nd Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Snow</td>
</tr>
</tbody>
</table>
**MF600: Math Refresher**

All incoming students are encouraged to register for Math Refresher course. A two week long half-day course that will sharpen your mathematical skills in preparation for the program. The course carries no fee.

**MF601: Mathematical Finance LAUNCH Week**

All incoming students are required to attend the Mathematical Finance Preparation Week. Students will be automatically registered for this session which carries no fee.

**MS in Mathematical Finance Program Grid 2016-17 Curriculum**

Upon successful completion of program requirements, MSMF students are anticipated to graduate on January 25, 2018.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>MF702 Fundamentals of Finance</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF793 Statistics for Mathematical Finance</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF795 Stochastic Methods of Asset Pricing I</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF703 Programming for Mathematical Finance</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>FE918 Doctoral Seminar (Finance Theory)</td>
<td></td>
<td></td>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MF796 Computational Methods of Mathematical Finance</td>
<td>Optional</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
</tr>
<tr>
<td>MF728 Fixed Income Securities</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF794 Stochastic Methods of Asset Pricing II</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF840 Data Analysis and Financial Econometrics</td>
<td>Required</td>
<td>Optional</td>
<td></td>
<td>Optional</td>
</tr>
<tr>
<td>MF920 Advanced Topics in Asset Pricing</td>
<td></td>
<td></td>
<td>Required</td>
<td></td>
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<tr>
<td>FE920 Doctoral Seminar (Capital Markets)</td>
<td></td>
<td></td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>FE829 Futures and Options</td>
<td>Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FE825 Advanced Investments</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>MF821 Algorithmic and High Frequency Trading</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>MF772 Credit Risk</td>
<td>Optional</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
</tr>
<tr>
<td>MF770 Advanced Derivatives</td>
<td>Optional</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>MF730 Portfolio Theory</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>MF731 Corporate Risk Management</td>
<td>Optional</td>
<td>Required</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>MF850 Advanced Computational Methods</td>
<td>Required</td>
<td>Optional</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>AC860 Accounting for Risk and Portfolio Management</td>
<td>Required</td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MF930 Advanced Corporate Finance</td>
<td></td>
<td></td>
<td></td>
<td>Required</td>
</tr>
</tbody>
</table>

The flat, per-semester tuition for full-time students encompasses 12-18 credits per semester. The curriculum and courses are subject to change as recommended by faculty, deans, and administrators of Questrom School of Business. A detailed description of classes and concentrations can be located on the MSMF Website at [http://questromworld.bu.edu/gradcenter](http://questromworld.bu.edu/gradcenter).
Academic Advising

The Questrom School of Business is committed to providing academic advising to all Mathematical Finance students to help them complete degree requirements successfully and achieve the maximum benefit from their educational opportunities. Whitney Jorns Kuhnlenz is the lead academic advisor for the Mathematical Finance Program and can be reached at wjorns@bu.edu or at 617-353-2674. Callan Moody is also an academic advisor for the program and can be reached at cbmoody@bu.edu or at 617-358-1156.

Grading System

Grades

Most credit courses at Questrom are graded on a letter scale according to the following criteria:

<table>
<thead>
<tr>
<th>Level</th>
<th>Grade</th>
<th>Honor Points/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Performance</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Lowest Grade Acceptable for Credit</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>Failing Grade</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Incomplete: “I”

A grade of “I” indicates that course requirements, such as a final exam or written course work, have not been completed by the end of the semester. An “I” grade is given at the instructor’s discretion. The student must arrange with the instructor to complete the remaining requirements no later than the end of the following semester by completing an incomplete contract with the instructor. When the work is completed, the instructor will determine the final grade. Students who receive an “I” in a required course cannot continue in the program unless the “I” is resolved before the start of the next semester or the student has received written approval from the Faculty Director.

If work is not completed and a final grade is not submitted within one full academic semester of when the “I” was issued, the “I” will be converted into an “F” grade. In extenuating circumstances, a student may petition for an extension of the time limit to complete the work. The instructor who gave the “I” grade must endorse the written petition, which must then be submitted to the academic advisor. Students with incomplete grades in required courses are not eligible to be inducted into Beta Gamma Sigma, the national business honor society.

An “I” grade has no honor points; therefore, it is not calculated into the cumulative GPA (CGPA). When the professor reassigns the grade once the student completes the work, or when the Graduate Academic & Career Development Center Assistant Registrar converts the “I” to an “F” following the procedures outlined above, the grade for the course is then included in the calculation of the GPA. A student may not graduate with an “I” grade on their transcript.
Course Withdrawal: “W”
A grade of "W" in a course indicates that the course was dropped after the semester deadline to drop a class without a “W.” A student who withdraws from a course forfeits the right to complete the course in that semester and to receive a grade. Due to course pre-requisites and the sequenced nature of the program students who receive a “W” in a required course cannot continue in the program until the course is completed successfully or the student has received written approval from the Executive Director to move forward. Students may not graduate until all required courses are completed successfully. Students are charged full tuition for "W" grades.

Course Failure: “F”
A grade of "F" indicates failure to pass. A student who earns a grade of "F" in a required course must repeat that course with a passing grade. In general, an F may lead to withdrawal from the program, see the section “Academic withdrawal” for specifics.

If that same course is repeated, both the "F" and the subsequent grade remain on the student’s permanent record, and both grades are included in the calculation of the cumulative grade point average (CGPA). Students may not graduate until the required number of courses are completed successfully.

Retaking Courses
Mathematical Finance students cannot retake a course that has been successfully completed in order to improve their grade performance and/or CGPA. Students cannot audit a class first and then retake it for credit. Courses in which a grade of “F” or “W” has been received can be retaken, because “F” and “W” grades cannot be used to satisfy degree requirements.

Grading Guidelines
The Mathematical Finance Program follows voluntary guidelines for required courses that are graded:
- No more than 25% of grades in a class may be A- or better
- No fewer than 10% of grades in a class may be C+ or lower (including Withdrawals)

Policy on Grade Grievances for Graduate Students in Questrom School of Business
Grading is the prerogative of the faculty and is based upon a student’s performance against a clearly articulated set of assignments, expectations, and standards.
Arbitrary grades are defined as those:
- assigned to a student on some basis other than performance in the course; or,
- assigned to a student by resorting to unreasonable standards different from those which were applied to other students in that course or section of the course; or,
- assigned to a student on the basis of criteria that are a substantial, unreasonable, and unannounced departure from the instructor’s previously articulated standards.

Issues that do not meet one or more of these criteria of arbitrariness are not appropriate bases for a grade appeal under this policy. Only final course grades may be formally appealed. Grades that are the result of academic misconduct are not appealable. All grievances must be made in a timely manner within six weeks of the official posting of the grade.
Before filing a formal appeal, a student is urged to resolve any grievance informally by meeting with the instructor responsible for the grading of the course to discuss the student’s concerns. The student is responsible for bringing copies of all relevant information to the meeting (i.e., course syllabus, assignment sheet, graded work). The student should be prepared to show evidence of arbitrary grading. The instructor is expected to discuss the student’s concerns and to explain the basis for determining the grade.
If the student and the instructor are unable to arrive at a mutually agreeable solution, the student may file a formal appeal with the department chair of the instructor. The written appeal must detail the basis for the allegation of arbitrary grading and present adequate evidence that supports the allegation. The chair may seek to informally resolve the matter between the instructor and student or determine a resolution after review of all materials.

If the student wishes to appeal the chair’s decision, they may do so to the Faculty Director of the student’s degree program. Finally, the student may appeal the chair and faculty director’s decision to the dean, who will render a final decision.

**Taking Courses as Pass/Fail**

All required graduate-level Mathematical Finance courses taken at Boston University are included in the computation of the cumulative grade point average (CGPA). Therefore, students enrolled in the Mathematical Finance Program are not eligible to take Mathematical Finance courses as “pass/fail” and are subject to grading policies as defined by each individual instructor.

**Cumulative Grade Point Average (CGPA)**

All graduate-level Mathematical Finance courses taken at Boston University are included in the computation of the cumulative grade point average (CGPA). Grades are computed on a 4.00 scale. Coursework taken outside Questrom and not counting towards the MS in Mathematical Finance degree will not be calculated into the student’s CGPA.

**Calculating CGPA for MS in Mathematical Finance students**

Divide the number of grade points earned in courses by the number of credits attempted (do not include “W” or “P” grades); The grades and credits of all repeated courses are calculated in the GPA; The following grade symbols are not given honor points, and work recorded with any of these symbols is not used in the calculation of grade point averages: AU, P, W, MG, and X; “I” grades are not computed until all required work is completed and an appropriate letter grade assigned:

\[
\text{Honor Points in Course} = (\text{Honor points for grade}) \times (\text{credits in course})
\]

\[
\text{Cumulative GPA} = \frac{\text{Total honor points from all courses}}{(\text{Total credits attempted})}
\]

**Grade Verification**

Federal law prohibits staff members from giving grades over the phone. Students may receive their grades in one of the following ways:

Students may obtain an unofficial or official copy of their grades/transcript by logging on to the Boston University Student Link at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). Click on Academics, then on Transcript Preview and Ordering; At any time, a student may request a grade mailer in person at the Office of the University Registrar.

**Academic Honors for MS in Mathematical Finance students**

Honors will be awarded to graduates whose cumulative grade point average (CGPA) is 3.55 or higher. High honors will be awarded to graduates whose cumulative CGPA is 3.70 or higher.

**Beta Gamma Sigma**

The highest achieving Mathematical Finance students are eligible for induction into the Beta Gamma Sigma International Honor Society. Selection for Beta Gamma Sigma is made on the basis of cumulative GPA, once students have completed their MSMF degree.

A student with an “I” grade in a required course is not eligible for Beta Gamma Sigma. The Beta Gamma Sigma ceremony is held in the spring semester, after the January graduation date. Attendance at the ceremony is optional and is not necessary in order to join Beta Gamma Sigma. Additional
information on Beta Gamma Sigma can be obtained from the Graduate Academic & Career Development Center.

**Academic Performance Review, Probation and Academic Withdrawal**

Students’ academic performance is monitored and their CGPA is computed at the end of every academic semester, up until the time of graduation. To be in good academic standing, Mathematical Finance students must maintain a cumulative grade point average (CGPA) of 2.70 or above and have no F grades, at the end of every semester.

Students whose CGPA is 2.30 or below at the end of any semester are automatically withdrawn from the MS in Mathematical Finance Program. Students whose CGPA is below 2.70 for two consecutive semesters are automatically withdrawn from the program. Students with a CGPA below 2.70 and an F grade in a course are automatically withdrawn from the program.

Students with a CGPA between 2.30 and 2.69 for the first time at the end of a semester, as well as students with an F grade in a course are referred to the Mathematical Finance Faculty Program Development Committee (PDC) for review. The PDC may confirm withdrawal or allow the student to remain under probation. The PDC has final responsibility for decisions regarding students with poor academic performance.

Specifically, the Students are notified of their academic position by the GACDC via their BU email address prior to the start of the subsequent semester. The students must then meet with their GPO advisor within 48 hours of receipt of this notification to discuss their case. The Students can write a “student statement” to the PDC committee within 72 hours of the performance notification by the GACDC. It is the student’s responsibility to manage the tight window between notification and action and plan accordingly. The Student Statement is voluntary but strongly encouraged, as it offers the sole opportunity for student input into PDC decisions. The statement should provide the student’s explanation for the poor academic performance.

The PDC then reviews the student’s case. It may confirm academic withdrawal or conclude to some extenuating circumstances and allow the student to continue in the program. Students allowed to continue receive a written warning from the PDC giving the minimum performance conditions required to remain in the program. The student who wishes to remain in the program will indicate that (s)he understands and accepts these conditions. All PDC decisions for permanent academic withdrawal are final. No appeal to the PDC or other instances beyond the Student Statement is allowed.

After the final semester, all students must achieve a 2.70 or higher CGPA. Students are not permitted to take additional credits beyond the final semester in which they have completed their degree requirements in order to improve their CGPA or restart enrollment, nor can they withdraw and re-enroll.

Please be aware that your CGPA can also affect your eligibility for continuing financial aid including scholarships and loans. Students must maintain satisfactory academic progress (at least a 2.70 CGPA) in order to be eligible for continued Federal Stafford Loan funding and private educational loan funding.

**Academic Conduct**

Questrom publishes the [Academic Conduct Code](#) and all students must to adhere to it. While matriculated in the MS in Mathematical Finance Program, all students are expected to exhibit appropriate behavior in their academic performance. Any student who fails to do so will be brought before the Academic Conduct Committee, as outlined in the Academic Conduct Code, for appropriate action. Students may be suspended or expelled at the discretion of the Committee.
Course Identification
Courses are identified with a combination of numbers and letters.

Example Only (do not use for course registration):

<table>
<thead>
<tr>
<th>School</th>
<th>Course Section</th>
<th>Title</th>
<th>Credits</th>
<th>Day/Time</th>
<th>Instructor</th>
<th>Room</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSM</td>
<td>MF728</td>
<td>Fixed Income</td>
<td>3</td>
<td>T/R 2-3:30</td>
<td>Jones</td>
<td>HAR 322</td>
<td>Reserved for Math Finance</td>
</tr>
</tbody>
</table>

School or College
On Student Link, the course number is preceded by a school or college designation. All graduate level courses at Questrom are represented by ‘GSM.’

Course Number
MF is the two letters are used to represent Mathematical Finance courses. They are followed by a 3-digit number to represent the specific course. The numbers for graduate-level courses are in the 700s and 800s. Course numbers in the 900s are doctoral level and are not available to MS in Mathematical Finance students, unless pursuing the Analytics and Research Concentration.

Credits & Course Sequencing
All Mathematical Finance courses are taken for 3 credits. The MS in Mathematical Finance program is a partially lock-step sequenced program. In the first semester all courses are required, and therefore there is no deviation from the required curriculum. In the second semester there are limited options for electives for a few concentrations. And in the third semester, more elective options exist. See curriculum grid on page 3 for elective opportunities and Choosing an Elective on Page 11 for the approval process required. Students should not register for additional academic courses without expressed written approval of the Executive Director.

Waiver for Experience
Students in the asset management concentration are required to take AC860 in their third semester. Students who are able to display prior US college-level accounting course work or a passing score on the CFA exam may be able to waive this course. Students will need to fill out the waiver by petition form on the GDC website and receive expressed written approval from the Executive Director in or to waive the class. They will also need to choose and elective to replace AC860 (see page 11).

Pre-assignments
Professors teaching certain courses may require pre-assignments, which are to be completed before the first class meeting. Pre-assignments are available in the Questrom Copy Center prior to the first day of classes. Some professors also utilize Questrom Tools (http://questromtools.bu.edu), a course management system.

Evaluation of Instructors and Courses
During the last two weeks of each semester, students are asked to evaluate each course and instructor using an online evaluation form. The professor is not in the classroom when the evaluations are administered. Evaluations are compiled after the instructors submit final grades and results are not made available to the instructor until after grades are posted. Copies of the summaries are available for student use in the Graduate Programs Office reception area.
Attendance Policy
Students should be aware that attendance is a critical part of graduate education and that absences may adversely affect a student’s grade. Students should refer to their course syllabi for all required course dates and deliverables.

Full-time Status
Individuals who register for 12 or more credits are considered full-time students by the University and are charged a flat full-time tuition rate during the academic year, which covers 12 to 18 credits. International students are required to be enrolled full-time each semester of the academic year (fall/spring).

Internships and Working during the Program
The MSMF curriculum is very rigorous and students are expected to focus on their studies. Therefore, working during the first and second semester is strongly discouraged.

During the summer semester an internship is required. When students register for their internship they will be enrolled in a zero credit course, MF650. During the summer students may work in this internship on a full-time basis. If students cannot find an internship for the summer, they may show proof of previous work experience in order to waive MF650. Waiver request must be submitted to the Executive Director no later than the last day of Spring classes.

When students return for their final fall semester they may continue to work on a part-time basis, no more than 20 hours a week.

For internship verification or further questions regarding work, please contact your advisor Whitney Jorns Kuhnlenz at wjorns@bu.edu.
Registration and Concentration Declarations

The academic advisor will automatically register MS in Mathematical Finance students for their first semester of classes. In the middle of the first semester students will be required to declare an academic concentration. This can be done by filling out the Concentration Declaration form located on the GACDC website. The form is due October 21, 2016. Students may change their concentration up until the end of the add/drop period in the spring semester. Please submit a new concentration declaration form and alert your academic advisor if you intend to change your concentration. Failing to do so could impede your ability to graduate on time. They may not change their concentration after this time. After choosing a concentration, students will self-register for all MSMF classes in their remaining semesters. Students must also register themselves if they plan to take co-curricular courses, such as yoga or sports, in any semester. Students may not take additional academic courses outside of the MSMF curriculum at any point without approval of the Executive Director. Students can check their registration and update their compliance status using the Student Link website (http://www.bu.edu/studentlink). Your advisor is available by appointment year-round to assist with any questions.

Choosing Electives

Some concentrations will allow elective options in the third semester. If the student wishes to choose a non elective that is not listed as an option, s/he must fill out the graduate elective form on the GDC website before the first day of the academic semester. After submitting the elective form, the student should notify his/her academic advisor of the request. The student will then receive notification of approval from the Executive Director within 10 business days.

Dropping a Course

After meeting with their advisor students may drop courses using the Student Link’s WebReg system until the end of the drop period. A course dropped by the drop deadline will not appear on the student's record. Courses dropped after the drop deadline will be indicated on the transcript with a "W" grade, and the student will be charged for the course. Courses may not be dropped later than ten full weeks after the start of the semester.

Since the Mathematical Finance program is sequenced and cohorted any student considering dropping a required course must meet with their advisor. Dropping a required course could delay your anticipated graduation date and students may not be able to move forward in the program until the dropped course is completed successfully.

It is not possible for students to drop all of their classes via the Student Link’s WebReg during the academic year. Students who wish to drop all of their courses during an academic year semester must meet with their advisor to complete a Leave of Absence/Withdrawal form, available in the Graduate Academic and Career Development Center. Signed and dated written requests to drop all courses can also be mailed or faxed (617-353-9498) to the GACDC. Students should confirm by phone that their mailed or faxed requests have been received. The effective date that the courses are dropped will be the date that the student completes the Leave of Absence/Withdrawal form. Refunds are determined as follows for fall and spring semesters:

<table>
<thead>
<tr>
<th>Time</th>
<th>Tuition and Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to First Day of Classes</td>
<td>100%</td>
</tr>
<tr>
<td>First Two Weeks of Classes</td>
<td>80%</td>
</tr>
</tbody>
</table>
Third Week of Classes  60% Tuition
Fourth Week of Classes  40% Tuition
Fifth Week of Classes  20% Tuition
After the Fifth Week of Classes  0% Tuition

**Leave of Absence**

If a student must discontinue matriculation temporarily (by not taking any classes in a fall or spring semester), he or she must meet with their academic advisor to complete the Withdrawal/Leave of Absence Form. If a student is unable to meet with an advisor, s/he can mail or fax a **signed and dated** request for the leave of absence to the Graduate Academic and Career Development Center, which will be effective on the date that the GPO receives the form. If a student has submitted the Withdrawal/Leave of Absence form or signed request for a leave of absence prior to the start of a semester for which he or she had previously registered, the charges for that semester will be canceled. If the semester has already started, the student may be entitled to a partial refund.

Students on a leave of absence are encouraged to notify their academic advisor 4 weeks prior to resuming their studies in a given semester. Likewise, students should notify their advisor if they decide not to return to the Program. A leave of absence does not extend the timeframe for making up outstanding coursework related to an incomplete grade. A leave of absence cannot extend beyond four semesters and does **not** extend the six-year time limit for degree completion. If students do not return after four semesters, they will be withdrawn from the program.

**Leave of Absence for Medical Reasons**

University policy requires that a student “seeking to re-enroll after a medical leave must demonstrate to the University that the student’s health permits the successful completion of studies.” This link [BU Health Services Medical Leave Form](#) outlines the information students must provide to the University prior to re-enrolling and the timeline for submitting the required documentation.
Voluntary Withdrawal
A student who wishes to withdraw from the Mathematical Finance Program must meet with their academic advisor to complete the Withdrawal/Leave of Absence Form. If a student is unable to meet with an advisor, s/he can mail or fax a signed and dated request for withdrawal to the Graduate Academic and Career Development Center, which will be effective on the date that the Graduate Academic and Career Development Center receives the form. If a student has submitted the Withdrawal/Leave of Absence form or signed request for withdrawal prior to the start of a semester for which s/he had previously registered, the charges for that semester will be canceled. If the semester has already started, the student may be entitled to a partial refund.

Withdrawal for Non-Payment
Students who have not settled their student account by the fifth week of classes during the semester, or by the first week of summer sessions, will have a hold placed on their account and may be withdrawn for non-payment by the Comptroller's Office. Students who wish to settle their account in order to be officially registered must do so through Student Accounting Services (www.bu.edu/comp/saweb).

Withdrawal for Inappropriate Student Behavior Including Academic Misconduct
While matriculated in the Program, all students are expected to exhibit appropriate behavior. Any student who exhibits behavior that violates the rights of others and/or the standards of academic life will be brought before the Questrom Academic Conduct Committee, as outlined in the Academic Conduct Code, or the University’s Office of Judicial Affairs, as outlined in the University’s Code of Student Responsibilities, for appropriate action. Students may be suspended or expelled at the discretion of the Committee.
Course Substitutions and Waivers

In the third semester, students may have the opportunity to substitute an elective course. In order to request a course substitution, students must fill out the Graduate Elective Request Form found on the GACDC website. The form is due before the first day of fall 2017 classes. The request will be reviewed and decided upon by the Executive Director. Students may also be eligible for waiver of AC860 in the third semester based on previous US coursework and/or CFA qualifications. In order to apply for an AC860 waiver please submit the Waiver by Petition form located on the GACDC website. The form is due before the first day of fall 2017 classes. The request will be reviewed and decided upon by the Executive Director.

Transfer of Credit

Given the academic nature of the Mathematical Finance Program, students are prohibited from using transfer of credit towards Mathematical Finance degree and credit requirements. Students must complete 36 credits in residence at Questrom.

In order to have the MS in Mathematical Finance degree conferred, all students are required to meet their residency requirements as described in the following chart:

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>Total Credits Required</th>
<th>Credits That Must be Taken in Residency at Questrom</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Mathematical Finance</td>
<td>36</td>
<td>36</td>
</tr>
</tbody>
</table>

Formal Complaints

Any student unhappy with a policy or procedure in the Mathematical Finance program may issue a formal complaint through a personal meeting, via email or written memo. The initial recipient may be a faculty member, dean, or academic advisor. The initial complaint should then be referred to the Director of Special Programs and Initiatives (Graduate Academic and Career Development Center) within 48 hours. The Director will immediately contact the complainant to hear the concerns first-hand and clarify details. The Director will call a meeting with the appropriate parties with power for resolution i.e. Assistant Dean, Associate Dean, or faculty member. Within a week, an outcome should be reached and the student informed about resolution of concerns, if any are possible.
Official Student Records
Official records of Mathematical Finance students are kept in Graduate Academic & Career Development Center, where the electronic files are accessible only to the student, appropriate faculty, members of the respective Program Development Committee (PDC), and authorized members of the Questrom staff. Access to the student record by any individual, other than those previously mentioned, requires the written consent of the student.

Student Access to Student Records
To inspect education records, a student must submit an Access Form identifying the records to be inspected to the appropriate University official. The form is available on the Graduate Academic & Career Development Center’s website and should be submitted to J.P. Matychak, Associate Dean of Student Experience at the Questrom School of Business. The Form is also available in Office of the University Registrar.

Requests to access records will receive a response within forty-five days of submission. A University official will arrange for access and will notify the student of the time and place where the records may be inspected. The University may charge a fee for copies of requested education records.

Official and Unofficial Transcripts
Unofficial transcripts may be requested in person from the Transcript Office at the Office of the University Registrar, 881 Commonwealth Avenue, 2nd floor. They may also be obtained via the Student Link (http://www.bu.edu/studentlink).

Official transcripts, which bear the seal of the University, may be requested from the Transcript Office at the Office of the University Registrar, 881 Commonwealth Avenue, 2nd floor, for a minimal fee. Requests must be made in writing or in person; telephone requests will not be accepted. Transcripts may be mailed express delivery for an additional charge. Official transcripts may also be requested via the Student Link http://www.bu.edu/studentlink. Please call the Transcript Office (617-353-3616) for more information or view their website at: http://www.bu.edu/reg/grades/index.html

Diplomas
The Diploma Office at the Office of the University Registrar prepares diplomas. Students use the Diploma and Graduation Information option on the Student Link (www.bu.edu/studentlink) in order to confirm the name to appear on the diploma and how they wish to pick up their diploma. Students who do not plan to attend the May Questrom Commencement ceremony must indicate where they want their diploma sent or if they wish to pick it up at the Diploma Office. Diplomas are mailed approximately 8 weeks after graduation.
Degree Completion
To qualify for the MS in Mathematical Finance degree, students must: Complete all required courses, as well as qualifying concentration and elective courses for a total of 36 credits. At least 36 credits must be taken at the Boston University Questrom School of Business. Note that 0-credit Curricular Practical Training (CPT) courses for international students cannot be used to satisfy degree requirements. PDP (physical education) courses also cannot be used to satisfy degree requirements. Students must all have a cumulative GPA of at least 2.70 and have no “I” grades or no “MG” grades in courses used for degree completion.

Time Limit for Degree Completion
There is a time limit for completion of degree requirements of six years from the date the student matriculated in the Mathematical Finance Program. Leaves of absence do not extend the six-year time limit for completion. A student may petition for an extension of the time limit for a valid reason. A letter of petition must be submitted to the Assistant Dean of Graduate Programs. This letter must state the reason for the request, the proposed graduation date, and the specific plan of study, including a detailed map of specific courses and when they will be taken, to complete all degree requirements. Students who do not graduate within the six-year time limit must petition for extension of the time limit or face withdrawal from the program.

Applying for Graduation
All students must file an online Application for Graduation with the Graduate Academic & Career Development Center prior to the completion of their degree requirements. Applications should be submitted by April 25, 2017 and can be found on the GACDC website.

Upon receipt of the graduation application, an academic advisor reviews the student’s record to confirm anticipated completion of degree requirements. The advisor will contact the student if there are any questions about his/her academic record or send the student an e-mail confirming his/her tentative graduation status. Students will be graduated at the end of the semester in which they have completed their degree requirements.

Graduation Dates
Boston University awards degrees three times during the year, depending upon when degree requirements have been completed.

<table>
<thead>
<tr>
<th>Graduation</th>
<th>Courses Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 25</td>
<td>Summer Session I or II</td>
</tr>
<tr>
<td>January 25</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>May (main ceremony)</td>
<td>Spring Semester</td>
</tr>
</tbody>
</table>

All graduates of the previous September and January graduations, May graduates, and tentative graduates for the following September are invited to attend the Questrom Commencement ceremony in May. Questrom does not hold any other event for September and January graduates. Information about the ceremony is disseminated in the spring to the official September and January graduates and tentative May and September graduates.