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This Handbook is a reference document that delineates the current policies and procedures for MS in Mathematical Finance students, entering in fall 2014. 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**

**Mathematical Finance Department, SMG 5th Floor**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ahmad Namini</td>
<td>Executive Director, Mathematical Finance</td>
<td>617-358-6494</td>
<td><a href="mailto:anamini@bu.edu">anamini@bu.edu</a></td>
</tr>
</tbody>
</table>

**Graduate Programs Office, SMG Room 104**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Nolan</td>
<td>Assistant Dean, Graduate Programs</td>
<td>617-353-9827</td>
<td><a href="mailto:knolan@bu.edu">knolan@bu.edu</a></td>
</tr>
<tr>
<td>Patricia Caffrey</td>
<td>Director of Special Programs and Initiatives, Graduate Programs</td>
<td>617-353-2732</td>
<td><a href="mailto:pcaffrey@bu.edu">pcaffrey@bu.edu</a></td>
</tr>
<tr>
<td>Whitney Jorns Kuhnlenz</td>
<td>Assistant Director, Graduate Programs</td>
<td>617-353-2674</td>
<td><a href="mailto:wjorns@bu.edu">wjorns@bu.edu</a></td>
</tr>
<tr>
<td>Nicola Melton</td>
<td>Assistant Director of Financial Aid</td>
<td>617-353-3584</td>
<td><a href="mailto:gsmfa@bu.edu">gsmfa@bu.edu</a></td>
</tr>
</tbody>
</table>

**Feld Career Center, SMG Room 115**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cris Nigro</td>
<td>Assistant Director of Corporate Relations, FCC</td>
<td>617-358-0542</td>
<td><a href="mailto:cmnigro@bu.edu">cmnigro@bu.edu</a></td>
</tr>
</tbody>
</table>

**International Students & Scholars Office, 888 Commonwealth Ave., 2nd Floor**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Snow</td>
<td>SMG International Student Advisor, ISSO</td>
<td>617-353-3565</td>
<td><a href="mailto:ljsnow@bu.edu">ljsnow@bu.edu</a></td>
</tr>
</tbody>
</table>
MF601: Mathematical Finance Preparation Week
All incoming students are required to attend the Mathematical Finance Preparation Week. Students will be automatically registered for this session with carries a fee of $150.00.

MS in Mathematical Finance Program Grid

2014-2015 M.S. in Mathematical Finance Curriculum - 48 credits*

<table>
<thead>
<tr>
<th>FALL 2014 16 Credits</th>
<th>SPRING 2015 16 Credits</th>
<th>SUMMER 2015 0 Credits</th>
<th>FALL 2015 16 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MF702 Fundamentals of Finance (4 Credits)</td>
<td>MF703 C++ Programming for Mathematical Finance (4 Credits)</td>
<td>Internship Optional (0 Credits)</td>
<td>MF730 Portfolio Theory (4 Credits)</td>
</tr>
<tr>
<td>MF792 Stochastic Methods of Math. Finance I (4 Credits)</td>
<td>MF728 Fixed Income Securities (4 Credits)</td>
<td></td>
<td>MF731 Corporate Risk Management (4 Credits)</td>
</tr>
<tr>
<td>MF793 Statistical Methods of Mathematical Finance (4 Credits)</td>
<td>MF794 Stochastic Optimal Control and Investment (4 Credits)</td>
<td></td>
<td>MF770 Advanced Derivatives (4 Credits)</td>
</tr>
<tr>
<td>MF795 Stochastic Methods of Math. Finance II (4 Credits)</td>
<td>MF796 Computational Methods of Math. Finance (4 Credits)</td>
<td></td>
<td>MF772 Credit Risk (4 Credits)</td>
</tr>
</tbody>
</table>

Upon successful completion of program requirements, Mathematical Finance students are anticipated to graduate on January 25, 2016.

*48 credits is the minimum required for single degree completion. 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 SMG.
Academic Advising
The School of Management 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 academic advisor for the Mathematical Finance Program and can be reached at wjorns@bu.edu or at 617-353-2674.

Grading System

Grades
Most credit courses at the School of Management 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 Executive 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 Programs Office Senior Systems Administrator (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 the course. A student who earns a grade of "F" in a required course must repeat that course with a passing grade. When a 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). Due to course pre-requisites and the sequenced nature of the program students who receive an “F” in a required course cannot continue in the program until the course has been completed with a passing grade 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.

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)

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.

Optional Electives
In some semesters the Mathematical Finance program offers 1 or 2 credit optional electives. These electives are offered in addition to the required curriculum. Grades earned in optional electives are calculated into the student’s cumulative GPA.

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 the Boston University School of Management 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;

\[
\text{(Honor points for grade) \times (credits in course)} = \text{Honor Points in Course} \\
\text{(Total honor points from all courses)} \div \text{(Total credits attempted)} = \text{Cumulative GPA}
\]

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 Programs Office.

Academic Performance Review for MS in Mathematical Finance Students
The Graduate Programs Office monitors students' academic performance at the end of the fall and spring semesters, up until the time of graduation. A student must maintain a cumulative grade point average (CGPA) of at least 2.70 (on a 4.0 scale) to be in good academic standing (i.e. to graduate). Coursework taken outside the Boston University School of Management, which does not count towards the MS in Mathematical Finance degree, will not be calculated into the student’s CGPA.

The Mathematical Finance Faculty Program Development Committee (PDC) has final responsibility for decisions regarding students with poor academic performance. The Committee determines whether students will be permitted to stay in the program, and if so, what specific steps must be taken to regain good academic standing. A PDC decision for permanent academic withdrawal is final and no appeals to the PDC beyond the Student Statement are allowed.
Students with a CGPA below 2.70 after the fall and spring terms will be referred to the PDC for review. Students will be informed of their academic position via their BU email address prior to the start of the subsequent semester. All students in poor academic standing must meet with their GPO advisor (in person or by telephone) within 48 hours of receipt of this communication to discuss the situation. If a Student Statement (described below) is submitted, this is due within 72 hours of the performance notification. It is the student’s responsibility to be aware of the tight window between notice and action and plan accordingly.

After 16 credits attempted, Mathematical Finance students with a CGPA less than 2.30 will be withdrawn from the Program. Students with a CGPA between 2.3 and 2.69 after 16 credits may be academically withdrawn from the program or receive a written warning with recommendations for improvement.

After 32 credits attempted, students with a CGPA less than 2.30 will be automatically withdrawn from the Program. Students with a CGPA between 2.3 and 2.69 after 32 credits may be academically withdrawn from the program or receive a written warning with recommendations for improvement. Mathematical Finance students are not permitted to take additional credits, beyond the semester in which they have completed their degree requirements, to improve their CGPA.

After all program credits are completed, all students must achieve a 2.70 or higher CGPA in order to graduate. Students are not permitted to take additional credits beyond the 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.

**Student Statement:** The Student Statement is voluntary, though it is strongly encouraged, as it offers the sole opportunity for student input into PDC decisions. The statement is self-reflective and provides the student’s explanation for their poor academic performance. The Statement is due within 72 hours of notice of poor performance by the GPO. The Statement is the student’s individual work product and must be prepared accordingly.

**Academic Conduct**

The School of Management publishes the Academic Conduct Code and all students must 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 School of Management’s Academic Conduct Committee, as outlined in the School of Management’s Academic Conduct Code, for appropriate action. Students may be suspended or expelled at the discretion of the Committee.
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). However, with the permission of the International Students and Scholars Office (ISSO), international students can enroll less than full time in their final semester of study during the academic year.

MS in Mathematical Finance
Mathematical Finance students take 16 credits in the fall semester and 16 credits in the spring semester of their first year. They may participate in an internship in the summer between the first and second years, and take 16 credits in the fall of their second year.

Course Overload
Standard full-time tuition covers 12-18 credits per semester. All full-time students can automatically take up to 18 credits per semester. Overloading is registering for more than 18 credits in a semester. Every additional credit beyond 18 credits will incur per-credit charges.

Students who are not in good academic standing (GSM GPA below 2.7) may not register for more than their prescribed curriculum (16 credits) in any given semester.
Course Information

Course Identification
Courses are identified with a combination of numbers and letters.

<table>
<thead>
<tr>
<th>School</th>
<th>Course</th>
<th>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>A1</td>
<td>Fixed Income</td>
<td>3</td>
<td>T/R 2-3:30</td>
<td>Jones</td>
<td>SMG 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 the School of Management 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.

Credits & Course Sequencing
All Mathematical Finance courses are taken for 4 credits. The MS in Mathematical Finance program is a lock-step sequenced program. Any student seeking to deviate from the sequence or requirements of the curriculum must meet with their academic advisor and have the written support of the Executive Director.

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 School of Management Copy Center prior to the first day of classes. Some professors also utilize SMG Tools (http://smgtools.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.
REGISTRATION PROCEDURES

Registration
The academic advisor will automatically register MS in Mathematical Finance students for their required classes each semester. Students must register themselves if they plan to take elective courses. 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.

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.

Dropping All Courses
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 Programs Office. Signed and dated written requests to drop all courses can also be mailed or faxed (617-353-9498) to the GPO. 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:

| Prior to First Day of Classes | 100% Tuition and Fees |
| First Two Weeks of Classes    | 80% Tuition            |
| 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 Programs Office, 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.
WITHDRAWAL FROM THE UNIVERSITY

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 Programs Office, which will be effective on the date that the Graduate Programs Office 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).

Academic Withdrawal
To be in good academic standing, Mathematical Finance students must maintain a cumulative grade point average of 2.70 or above. Students are expected to reach or exceed the 2.70 GPA by the conclusion of their first semester of study, and to maintain consistently satisfactory performance thereafter.

Students whose CGPA is less than 2.30 after 16 credits taken towards their degree, will be automatically withdrawn from the MS in Mathematical Finance Program.

Students with a CGPA between 2.3 and 2.69 may be dropped from the program or receive a written warning with recommendations for improvement. The Program Development Committee (PDC) will review the records of students who do not meet these standards. Students may be academically withdrawn at the discretion of the Committee. A PDC decision for permanent academic withdrawal is final and no appeals to the PDC beyond the Student Statement are allowed.

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 School of Management’s Academic Conduct Committee, as outlined in the School of Management’s 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

Given that the Mathematical Finance Program follows a set curriculum, requests to waive out of coursework based on undergraduate, graduate, or professional experience will not be honored.

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 48 credits in residence at the Boston University School of Management.

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 Residence at BU's SMG</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Mathematical Finance</td>
<td>48</td>
<td>48</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 complain should then be referred to the Director of Special Programs and Initiatives (Graduate Programs Office) 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 Programs Office, 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 School of Management 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
A student who wishes to review the content of his/her electronic record must make an appointment with his/her academic advisor. The student may review the record only in the presence of a staff member during regular office hours. If a student has waived the right to see his/her letters of recommendation, these letters will be withheld. We recommend that students view the Office of the University Registrar website at: http://www.bu.edu/reg/information/ferpainformation.html for additional information on the Family Education Rights and Privacy Act (FERPA).

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 GSM 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 for a total of 48 credits. At least 48 credits must be taken at the Boston University School of Management. Note that 1-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.
- Have a cumulative GPA of at least 2.70.
- 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 Programs Office prior to the completion of their degree requirements. Applications should be submitted by September 30th and can be found here: http://smgworld.bu.edu/gpo/graduation-application/.

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 School of Management Commencement ceremony in May. The School of Management 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.