

CLASS OF 2022

**MS MATHEMATICAL FINANCE
& FINANCIAL TECHNOLOGY**

HANDBOOK

2020-2021 ACADEMIC YEAR



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INTRODUCTION

This Handbook describes the policies and procedures for MS in Mathematical Finance & Financial Technology (MSMFT) students. Students are expected to be familiar with the policies and procedures.

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Important Dates

Students are required to be on campus from August 13, 2020 through August 14, 2020 for LAUNCH, the MSMFT orientation program. All students are required to attend the following preparatory courses from August 17, 2020 through August 28, 2020.

Required Core Courses

MSMFT candidates must complete the following courses:

- MF 610 Mathematical Finance Career Management
- MF 702 Fundamentals of Finance or FE 918 Doctoral Seminar in Finance*
- MF 703 Programming for Mathematical Finance
- MF 793 Statistics for Mathematical Finance
- MF 795 Stochastic Methods of Asset Pricing I

* Students pursuing the Research & Analytics concentration will register for FE 918 in the Fall 2020 semester, instead of MF 702. Research & Analytics students are required to earn at least a B+ in FE 918 and achieve a GPA of a 3.3 for Fall 2020 in order to continue in the concentration. Students who do not satisfy these requirements will not be permitted to continue in the concentration. In this case, FE 918 will be equivalent to MF 702, for graduation purposes.

Required Financial Technology Elective Course

Candidates must complete a minimum of **one** course from the following Financial Technology elective courses:

- MF740 Economics of Fintech
- MF810 Advanced Programming for Finance: Data Structure and Algorithms
- MF815 Advanced Machine Learning Applications for Finance
- MF821 Algorithmic and High-Frequency Trading

Optional Fourth Semester

MSMFT students may elect to complete an additional semester of study in the Spring of 2022. These students will receive the **Graduate Certificate in Advanced Financial Technology** in addition to the MSMFT degree.

MSMFT Concentrations

MSMFT candidates may choose one of the following concentrations (recommended course sequences):

AM	Asset Management
FT	Financial Technology
QA	Quantitative Analytics
RM	Risk Management
RA	Research and Analytics

Fall 2020		AM	FT	QA	RM	RA
MF702	Fundamentals of Finance	R	R	R	R	
MF703	Programming for Mathematical Finance	R	R	R	R	R
MF793	Statistics for Mathematical Finance	R	R	R	R	R
MF795	Stochastic Methods of Asset Pricing I	R	R	R	R	R
FE918**	Doctoral Seminar in Finance					R

Spring 2021		AM	FT	QA	RM	RA
MF728	Fixed Income Securities	R		R	R	R
MF740	Economics of FinTech	E	R	E	E	
MF794	Stochastic Methods of Asset Pricing II	E		E	E	E
MF796	Computational Methods of Mathematical Finance	E	R	R	E	E
MF810	Advanced Programming for Finance: Data Structures and Algorithms	E	E	E	E	
MF815	Advanced Machine Learning Applications for Finance	E	E	E	E	
MF821	Algorithmic and High-Frequency Trading	E	E	E		
MF825*	Advanced Investments (Portfolio Theory I)	R				
MF840	Data Analysis and Financial Econometrics	R	E		R	
FE 829**	Futures, Options and Financial Risk Management				E	
FE920***	Advanced Capital Markets					R
MF921***	Advanced Topics in Asset Pricing					R

Fall 2021		AM	FT	QA	RM	RA
MF730	Portfolio Theory (Portfolio Theory II)	R	E	R	E	R
MF731	Corporate Risk Management	E	E		R	
MF770	Advanced Derivatives	E	E	R	R	R
MF772	Credit Risk	E	E	R	R	E
MF850	Advanced Computational Methods		R	R	E	E
MF 922***	Advanced Mathematical Finance					R
AC860	Accounting for Risk and Portfolio Management	R			E	

Spring 2022) (Optional): Graduate Certificate in Advanced FinTech		AM	FT	QA	RM	RA
MF740	Economics of FinTech	E		E	E	E
MF810	Advanced Programming for Finance: Data Structures and Algorithms	E		E	E	E
MF815	Advanced Machine Learning Applications for Finance	E		E	E	E
MF821	Algorithmic and High-Frequency Trading	E		E	E	E
MF840	Data Analysis and Financial Econometrics	E		E	E	E
CAS/ENG/GRS	Elective Course (subject to approval)	E		E	E	E

KEY:

- R Required course
- E Elective course
- * MF840 is a co-requisite for MF825
- ** With advanced MBA students
- *** With Math Finance and Econ PhD students

MF 610: Mathematical Finance Career Management

MF 610 prepares students for the global employment market in quantitative finance. Students will be required to register for 3 semesters for a total of 3 credits (1 credit per semester). Continuing "J" grades will be issued in the first two semesters until a final course grade is issued in the third semester and applied to each semester.

Students are required to attend all scheduled events and classes. Grading will be based upon students' successful engagement in the program components which include:

1. MF 601 MSMFT LAUNCH Week

All students are required to attend this orientation program. Students will be automatically registered.

2. MF 600 Preparatory Mathematics and Statistics Review

A two-week course that reviews the foundational mathematics and statistics required for the MSMFT program.

3. MF 602 Python Programming Review

A two-week course that reviews the fundamentals of Python programming required for the MSMFT program.

4. Career Workshops

Workshops are scheduled over the duration of the MSMFT program. Workshops cover a wide range of career related topics including, resume and cover letter preparation, networking, employment search, interviewing skills, salary negotiation, etc.

5. Quant Interview Preparation

This intensive two-day program prepares students for the types of questions they are likely to encounter when interviewing for a quant position.

6. Financial Market Seminars

A series of seminars dedicated to exposing students to the fundamentals of economics, capital markets, regulation, etc.

7. Visiting Speaker Series

A series of seminars delivered by practicing industry experts dedicated to familiarizing students with emerging trends in financial markets. New developments and important policy issues are discussed.

8. MF 650: Internship / Project

During the summer semester, all students are required to enroll in the zero-credit course, MF650. The requirements for successful completion of this course include one of the following:

1. Securing and completing an internship engagement with an employer in the financial services (or closely related) sector, in the US or abroad.
2. Successful completion of an unpaid project sponsored by an employer in the financial services (or closely related) sector in the US or abroad.
3. Successful completion of a research project supervised by a BU instructor.
4. Successful completion of one or more academic courses amounting to a minimum of 3 credits.
5. Successful completion of CFA Level I, II or III.

In each case, approval from the Executive Director is required to comply with the requirements for MF650, no later than June 15, 2021.

The flat, per-semester tuition for full-time students covers 12 - 18 credit hours 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 found on the MSMFT site at <http://questromworld.bu.edu/gradcenter>.

ACADEMIC POLICIES & PROCEDURES

Academic Advising

The Questrom School of Business is committed to providing academic advising to all MSMFT students to complete degree requirements successfully and to achieve the maximum benefit from the MSMFT program.

Grading System

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

Level	Grade	Honor Points/Credit
Superior Performance	A	4.0
	A-	3.7
	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
	C	2.0
Lowest Grade Acceptable for Credit	C-	1.7
Failing Grade	F	0.0

Continuing: "J"

Registration in the same or continuing course is necessary to complete requirements.

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 Master's & PhD 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. **Students with one or more "I" grades on their transcripts are not permitted to graduate.**

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.

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 (GPA). 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 GPA. 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.

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 Faculty Director and the Executive Director. The written appeal must detail the basis for the allegation of arbitrary grading and present adequate evidence that supports the allegation. The Faculty Director or the Executive Director 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 decision of the Faculty Director or the Executive Director, s/he may do so to the Department Chair, who will render a final decision.

Grade Verification

Federal law prohibits staff members from disclosing grades over the phone. Students may access grades in one of the following ways:

1. 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, click on Academics, then on Transcript Preview and Ordering;
2. Students 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 with a GPA of 3.55 or higher. High honors will be awarded to graduates with a GPA of 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 MSMFT 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 Master's & PhD Center.

Academic Performance Review, Probation & Academic Withdrawal

To be in good academic standing, Mathematical Finance students must maintain a cumulative grade point average (CGPA) of 2.70 or greater and have no F grades, at the end of every semester. Grades for courses that are not part of the MSMFT curriculum and have not been approved by the Executive Director to satisfy MSMFT graduation requirements, will not be included in the CGPA calculation to determine academic standing.

The MSMFT Program Development Committee (PDC) has final responsibility for decisions regarding academic performance. The committee determines whether students who are not in good academic standing will be

permitted to stay in the program, and if so, what specific steps must be taken to regain good standing. A PDC decision for permanent academic withdrawal is final and no appeals to the PDC beyond the Student Statement (described below) are allowed.

After the first semester of study (12 credits attempted, excluding MF 610), MSMFT students with a CGPA less than 2.30 will be withdrawn from the program. Students with a CGPA between 2.3 and 2.69 and/or a grade of "F" in one or more courses will be referred to the PDC. These students may be withdrawn from the program or receive a written warning with recommendations for improvement.

After the first two semesters of study (24 credits attempted, excluding MF 610), 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 and/or a grade of "F" in one or more second semester courses will be referred to the PDC. These students may be academically withdrawn from the program or receive a written notice with recommendations for improvement.

Students will be informed of their academic standing via BU email prior to the start of the subsequent semester. All students who are not in good academic standing must meet with a Master's & PhD Center academic advisor (in person or by telephone) within 48 hours of receipt of this communication. If a Student Statement is submitted, this is due within 72 hours of the performance notification.

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 due within 72 hours of the notice of performance by the Master's & PhD Center. The statement should be prepared by the student without assistance. It is the student's responsibility to be aware of this 72-hour time constraint between notice and action, and to plan accordingly.

After all program requirements are completed, students must have a CGPA of 2.70 or higher to graduate. As a rule, students are not permitted to take additional credits beyond the semester in which all degree requirements have been completed to improve the CGPA, or restart enrollment. Students may also not withdraw and re-enroll at a later date.

At its sole discretion, in exceptional cases, the PDC may arrange for students to complete additional work in the subsequent semester. If this work is completed to a satisfactory standard, students will be permitted to graduate. Instead, the PDC may decide to dismiss students with CGPAs that do not conform to the graduating standard.

A CGPA below 2.70 may affect a student's eligibility for ongoing financial aid including scholarships and loans. Students must maintain a 2.70 CGPA minimum, to be eligible for continued Federal Stafford Loan funding and private educational loan funding.

Academic Conduct

Students are required to adhere to the Questrom School of Business Academic Conduct Code while matriculated in the MS in Mathematical Finance and Financial Technology Program. 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 from the university at the discretion of the Committee.

COURSE INFORMATION

Course Identification

Courses are identified with a combination of numbers and letters.

<i>Example Only (do not use for course registration):</i>							
School	Course Section	Title	Credits	Day/Time	Instructor	Room	Notes
QST	MF728 A1	Fixed Income	3	T/R 2-3:30	Jones	HAR 322	Reserved for MSMFT

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 'QST.'

Course Number

MF denotes Mathematical Finance courses. A specific course is identified by a 3-digit number. Graduate-level courses have numbers 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 3-credit courses. There are a number of elective courses available. See the curriculum grid on page 4 for elective opportunities and *Choosing Electives* on Page 13 for the approval process required. **Students should not register for additional academic courses without the written approval of the Executive Director.**

Waiver for Experience: AC860

Students in the asset management concentration are required to take AC860 in the third semester. Students who provide evidence of US college-level accounting course work or a passing score on the CFA Level I exam may waive this course. Students are required to complete the [waiver by petition form](#) on the GDC website and must obtain written approval from the Executive Director to waive the class. Students must select an alternative course to replace AC860 (see page 16) subject to written approval from the Executive Director.

Pre-assignments

Professors teaching certain courses may require pre-assignments, which are to be completed before the class meets for the first time. 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 & 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 can be requested for student use from the Master's & PhD Center.

Attendance Policy

Students should be aware that class attendance is a critical part of graduate education and that absences may adversely affect grades. Students should refer to 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).

Working during the Program

Working during the first and second semesters of the MSMFT program is strongly discouraged. The MSMFT curriculum is very demanding. Students are expected to be completely committed to the program.

Students may work on a part-time basis during the final fall semester. Hours of work are not to exceed 20 hours per week without the explicit approval of the Executive Director.

For further questions regarding work, please contact an academic advisor.

REGISTRATION

Registration & Concentration Declarations

The academic advisor will automatically register MSMFT students for all required courses in the first semester. During the first semester students are required to declare an academic concentration by completing the Concentration Declaration form located on the Grad Center website. The form is due by October 1, 2020. Students may change concentration prior to the add/drop date 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. Concentrations may not be changed after this time. After choosing a concentration, students will self-register for all MSMFT classes in their remaining semesters. Students must also register for co-curricular courses, such as yoga or sports, in any semester.

Students may not take academic courses in excess of the 12 credits specified in the MSMFT curriculum in any semester without the approval of the Executive Director. Students can check registration and update 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

Students wishing to choose an elective course that is not specified as an elective in the declared concentration, must complete the [graduate elective form](#) on the Grad Center 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 two weeks.

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 and Financial Technology program is sequenced and cohorted any student considering dropping a required course must meet with an advisor. Dropping a required course could delay graduation. Students may not be able to advance 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 Master's & PhD Center. **Signed and dated** written requests to drop all courses can also be mailed or faxed (617-353-9498) to the Grad Center. 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:

Date	Amount
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

Students seeking a temporary leave of absence from the program (by not taking any classes in a fall or spring semester), must meet with an 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 Master's & PhD 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.

WITHDRAWAL FROM THE UNIVERSITY

Voluntary Withdrawal

A student who wishes to withdraw from the Mathematical Finance and Financial Technology Program must meet with an 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 Master's & PhD Center, which will be effective on the date that the Master's & PhD 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 & TRANSFER OF CREDIT

Course Substitutions & Waivers

Students may have the opportunity to select one or more elective courses in a particular semester as per the MSMFT curriculum on page 3. Any course selection that is not strictly consistent with the curriculum must be approved by the Executive Director. Approval will only be granted in exceptional circumstances. To request permission for non-conforming course selection, students must complete the Graduate Elective Request Form found on the Grad Center website. The form must be submitted to the Executive Director before the first day classes of the relevant semester.

Students in the Asset Management concentration may be eligible for a waiver of AC860 in the third semester based on previous US coursework in accounting and/or CFA qualifications. In order to apply for an AC860 waiver please submit the Waiver by Petition form located on the Grad Center website. The form is due before the first day of classes in the fall of your first year. The request will be reviewed and decided upon by the Executive Director.

Additional Courses

Subject to the approval of the Executive Director, students who achieve and maintain an exceptional GPA (typically 3.7 or better) may be permitted to register for one additional course in each of the second and third semesters. This course may be a course in the MSMFT curriculum, or a course in a suitably related discipline (e.g. computer science).

Transfer of Credit

Students are prohibited from using transfer of credit towards the MS in Mathematical Finance & Financial Technology degree and credit requirements. Students must complete 39 credits in residence at Questrom.

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

Degree Program	Total Credits Required	Credits That Must be Taken in Residency at Questrom
MS in Mathematical Finance & Financial Technology	39	39

Formal Complaints

Any student dissatisfied with a policy or procedure in the Mathematical Finance and Financial Technology 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 in the Grad 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.

STUDENT RECORDS & TRANSCRIPTS

Official Student Records

Official records of Mathematical Finance students are kept in the Master's & PhD 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 Master's & PhD 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

Transcripts

Unofficial transcripts may be requested in person from the Transcript Office at the Office of the University Registrar, 881 Commonwealth Avenue, 2nd floor. Transcripts 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: <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.

GRADUATION & DEGREE COMPLETION

Degree Completion

To qualify for the MS in Mathematical Finance & Financial Technology degree, students must: Complete all required courses, as well as qualifying concentration and elective courses for a total of 39 credits. At least 39 credits must be completed 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 and Financial Technology 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 Master's & PhD Center prior to the completion of their degree requirements. Applications must be completed on the Master's & PhD website before April 15, 2021. 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.

Graduation	Courses Completed
September	Summer Session I or II
January	Fall Semester
May (main ceremony)	Spring Semester

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.