

ENTERING CLASS FALL 2020

**THE FULL TIME  
MBA & MBA+MSDT  
HANDBOOK**

2020-2021 ACADEMIC YEAR



Questrom School of Business  
MBA Center

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## INTRODUCTION

The MBA and MBA+MSDT Full-Time Handbook is a reference document that delineates the current policies and procedures for cohorted full-time MBA and MBA+MSDT students. Students should become familiar with the policies and use the Handbook as a resource throughout their MBA or MBA+MSDT Programs. It is revised each year to reflect new or changed policies and procedures.

Policies and procedures may differ based on whether a student is enrolled in a single-degree or dual degree (including MBA+MSDT) MBA program. These program differences are noted in this handbook for each applicable category.

### **MBA & MBA+MSDT Curriculum**

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Students are admitted to the MBA Program as General Management, Health Sector Management, Social Impact or dual degree programs such as the Master of Science in Digital Technology (MBA+MSDT) within the Questrom School of Business or other degree programs offered in conjunction with other Boston University Schools and Colleges.

Courses required for the MBA degree(s) are called “core courses.” Students may also customize their programs by choosing from a broad array of advanced-level electives, which are required part of their program in order to fulfill total degree credits.

# SINGLE-DEGREE MBA PROGRAM

## Full-Time General Management Program, Cohorted Students - 64 Credits\*

The following is the curriculum plan for full-time students in the general MBA Program. Each column indicates a full-time student's class schedule by semester, listing core courses and electives.

First Year				Second Year				
FALL		SPRING		FALL		SPRING		
Semester Long Courses	21.5 credits	18.5 credits (21.5 w/optional)		12 credits		12 credits		
ES735: Team Coaching (.5 cr)	LAUNCH	MG730: Ethics 1 (1.5 cr)	January Intensive	PL700: Introduction to Business Law (2 cr)	Semester	Elective (3 cr)	Elective (3 cr)	
	ES730: Leadership Communications (1.5 cr)	Module 1	PL727: Organizations, Markets, and Society (3 cr)	Module 3		IS710: IT Strategies for a Networked Economy (3 cr)	Elective (3 cr)	Semester
QM716: Business Analytics: Data Analysis and Risk (3 cr)			MO713: Managing Organizations and People (3 cr)		Elective (3 cr)			
AC710: Financial Reporting and Analysis (3 cr)			SI750: Competition, Innovation, and Strategy (3 cr)		Elective (3 cr)			
ES723: Career Management (0 cr)	Module 2	OM725: Creating Value Through Operations and Technology (3 cr)	Module 4	Elective (3 cr)	Semester	Elective (3 cr)	Semester	Elective (3 cr)
		MK723: Marketing Management (3 cr)		Elective (3 cr)		Elective (3 cr)		
		FE721: Finance 1 (3 cr)		Elective (3 cr) - Optional		ES723: Career Management (0 cr)		Elective (3 cr)
		MG731: Ethics 2 (1.5 cr)		MG731: Ethics 2 (1.5 cr)		NOTE: Students are required to complete a minimum of 30 elective credits for graduation.		
				Summer	Internship			

\*64 credits is the minimum required for single MBA degree completion. The curriculum and courses are subject to change as recommended by faculty, deans, and administrators of Questrom. **Note that students who receive a "W," "F," or "I" grade in a core class, excluding Executive Skills classes and PL700, cannot continue in the cohorted program.**

## Health Sector Management Program - 64 Credits\*

The HSM Program consists of:

- 34 credits of MBA core courses
- 9 credits of HSM core courses and 6 credits of HSM elective courses
- 15 credits of general electives
- Health Sector internship

Building on the skills acquired in the core MBA Program, the Health Sector Management curriculum focuses on health service delivery, life science products, and pharmaceuticals.

First Year				Second Year				
FALL		SPRING		SUMMER	FALL		SPRING	
Semester Long Courses	21.5 credits	18.5 credits (21.5 w/Optional)			12 credits		12 credits	
ES735: Team Coaching (.5 cr)	LAUNCH	MG730: Ethics 1 (1.5 cr)	January Intensive	Required Health Sector Internship	Semester	HM710: Health Service Delivery (3cr) OR HM717: Drugs Devices and Diagnostics (3cr)	Semester	Elective* (3 cr)
	ES730: Leadership Communications (1.5 cr)	Module 1	PL727: Organizations, Markets, and Society (3 cr)			IS710: IT Strategies for a Networked Economy (3 cr)		Elective* (3 cr)
QM716: Business Analytics: Data Analysis and Risk (3 cr)			MO713: Managing Organizations and People (3 cr)	Elective* (3 cr)				
ES723: Career Management (0 cr)	Module 2	AC710: Financial Reporting and Analysis (3 cr)	SI750: Competition, Innovation, and Strategy (3 cr)	Semester	Semester	HM820: Strategy, Economy, and Policy in the Health Sector (3 cr)* *Can be taken in either the Fall OR Spring	Semester	Elective* (3 cr)
		OM725: Creating Value Through Operations and Technology (3 cr)	HM703: Health Sector Issues and Opportunities (3cr)			Elective* (3 cr)		
		MK723: Marketing Management (3 cr)	Elective* (3 cr)			Elective* (3 cr)		Elective* (3 cr)
		FE721: Finance 1 (3 cr)	MG731: Ethics 2 (1.5 cr)			ES723: Career Management (0 cr)		

\*NOTE: At least 2 out of the 7 remaining elective courses must be Health Sector. Including Health Sector required and elective courses, students must take a *minimum* of 30 elective credits for graduation.

\*64 credits is the minimum required for Health Sector MBA degree completion. The curriculum and courses are subject to change as recommended by faculty, deans, and administrators of Questrom. **Note that students who receive a "W", "F" or "I" grade in a core class, excluding Executive Skills classes and PL700 cannot continue in the cohorted program.**

## Social Impact Program - 64 Credits\*

The Social Impact Program is available to full-time and part-time students and consists of:

- 34 credits of MBA core courses
- 3 credit Social Impact core course and 9 credits of Social Impact elective courses
- 18 credits of general electives
- Social Impact internship

First Year					Second Year								
Semester Long Courses	FALL 21.5 credits		SPRING 18.5 credits (21.5 w/Optional)		SUMMER	FALL 12 credits		SPRING 12 credits					
ES735: Team Coaching (.5 cr)	LAUNCH	MG730: Ethics 1 (1.5 cr)	January Intensive	PL700: Introduction to Business Law (2 cr)	Required Social Impact Internship	Semester	Semester	Semester	Elective* (3 cr)				
ES730: Leadership Communications (1.5 cr)		PL727: Organizations, Markets, and Society (3 cr)		IS710: IT Strategies for a Networked Economy (3 cr)					Elective* (3 cr)				
ES723: Career Management (0 cr)		Module 1		QM716: Business Analytics: Data Analysis and Risk (3 cr)					MO713: Managing Organizations and People (3 cr)	Elective* (3 cr)			
	AC710: Financial Reporting and Analysis (3 cr)		SI750: Competition, Innovation, and Strategy (3 cr)	Elective* (3 cr)									
	Module 2		OM725: Creating Value Through Operations and Technology (3 cr)	SR801: Social Impact: Business, Society, and the Natural Environment(3 cr)					Elective* (3 cr)				
MK723: Marketing Management (3 cr)		Elective* (3 cr)	Elective* (3 cr)										
FE721: Finance 1 (3 cr)		MG731: Ethics 2 (1.5 cr)		ES723: Career Management (0 cr)									
*NOTE: At least 3 out of the 9 remaining elective courses must be Social Impact. Including Social Impact required and elective courses, students must take a <i>minimum</i> of 30 elective credits for graduation.													

\*64 credits is the minimum required for Social Impact MBA degree completion. The curriculum and courses are subject to change as recommended by faculty, deans, and administrators of Questrom. Note that students who receive a "W", "F" or "I" grade in a core class, excluding Executive Skills classes and PL700 cannot continue in the cohorted program.

## DUAL DEGREE PROGRAMS

The Questrom School of Business offers dual degree programs with the Information Systems Department in Questrom (MBA+MSDT) and other schools and colleges within the University.

### **MBA+MSDT - 84 Credits**

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The MBA+MSDT degree is an 84-credit program that awards both an MBA degree and a Master of Science in Digital Technology degree.\* The program consists of the following curriculum:

### **MBA Curriculum - 40 Credits**

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34 required MBA credits + 6 elective credits

#### *Requirements for the Master of Business Administration (40 total credits required)*

MG730	Ethical Leadership in a Global Economy I (1.5 cr.)
ES723	Career Management (0 cr.)
ES730	Leadership Communication (1.5 cr.)
ES735	Team Coaching (0.5 cr.)
AC710	Financial Reporting and Analysis (3 cr.)
QM716	Business Analytics: Data Analysis and Risk (3 cr.)
PL727	Organizations, Markets, and Society (3 cr.)
FE721	Finance 1 (3 cr.)
MK723	Marketing Management (3 cr.)
OM725	Creating Value through Operations and Technology (3 cr.)
PL700	Introduction to Business Law (2 cr.)
IS710	IT Strategies for a Networked Economy (3 cr.)
MO713	Managing Organizations and People (3 cr.)
SI750	Competition, Innovation, and Strategy (3 cr.)
MG731	Ethical Leadership in a Global Economy II (1.5 cr.)
-- ---	Graduate Electives (6 cr.)



## MSDT Curriculum- 44 Credits\*

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29 required MSDT credits

15 elective credits

### *Requirements for the MS in Digital Technology (44 total credits required)*

IS717	IT Applications in Management (3 cr.)
IS833	The Analytic Enterprise (3 cr.)
IS756	Digital Project Build (3 cr.)
IS889	Data Management (3 cr.)
IS754	Human Centered Design (2 cr.)
IS883	Synthesizing Digital Efforts to Deliver Better Outcomes (3 cr.)
IS890	Digital Practicum (3 cr.)
-- ---	Required MSDT Electives (9 cr.)
-- ---	Graduate Electives (15 cr.)

*\*Please note: If a student decides to drop the MBA+MSDT program, all MSDT required courses will be counted toward the MBA degree as electives, and the student will be required to graduate when he or she has fulfilled the 64 credit degree requirement. Students must also meet with their advisor and complete a program change form.*

## MBA + MSDT Curriculum- 84 Credits\*

Semester Long Courses	First Year				Second Year					
	FALL 21.5 credits		SPRING 24.5 credits		SUMMER 8 credits		FALL 15 credits		SPRING 15 credits	
ES735: Team Coaching (.5 cr)	LAUNCH	MG790: Ethics 1 (1.5 cr)	January Intensives	1	IS717: IT Applications in Management (3 cr)	May Intensives	IS756: Digital Product Build (3 cr)	ES723: Career Management (0 cr)	IS890: Digital Practicum (3 cr)	
			2	PL700: Intro to Business Law (2 cr)						
ES730: Leadership Communications (1.5 cr)	Module 1	PL727: Organizations, Markets, and Society (3 cr)	Module 3	IS710: IT Strategies for a Networked Economy (3 cr)	IS889: Data Management (3 cr)	IS754: Human Centered Design (2 cr)	Semester	IS883: Synthesizing Digital Efforts to Deliver Better Outcomes (3 cr)	Elective (3 cr)*	
		QM716: Business Analytics: Data Analysis and Risk (3 cr)		MO713: Managing Organizations and People (3 cr)						
ES723: Career Management (0 cr)		AC710: Financial Reporting and Analysis (3 cr)		SI750: Competition, Innovation, and Strategy (3 cr)	Summer Internship (Optional, but Encouraged)	Semester	Elective (3 cr)*	Elective (3 cr)*		
	Module 2	OM725: Creating Value Through Operations and Technology (3 cr)	Module 4	IS833: The Analytic Enterprise (3 cr)			Elective (3 cr)*			
		MK723: Marketing Management (3 cr)		Elective (3 cr)*			Elective (3 cr)*			
		FE721: Finance 1 (3 cr)		MG731: Ethics 2 (1.5 cr)			Elective (3 cr)*			

\*NOTE: At least 3 out of the 10 electives must be MSDT electives. Including MSDT electives, students must take a minimum of 30 elective credits for graduation.

### MBA+MSDT Credit Distribution (84 Total Credits)

MBA 40 Credits:	34 required MBA credits + 6 elective credits
MSDT 44 Credits:	29 required MSDT credits (20 core and 9 required elective credits) + 15 elective credits

\*84 credits is the minimum required for MBA+MSDT degree completion. Summer courses are always charged at the per credit rate and are not included in Fall or Spring semester tuition. Full time tuition in Fall or Spring will also cover credit in excess of 18 if the student's curriculum requires it. The curriculum and courses are subject to change as recommended by faculty, deans, and administrators of Questrom.

Note that students who receive a "W", "F" or "I" grade in a core class, excluding Executive Skills classes and PL700, cannot continue to be cohorted the following semester.

## Dual Degree Programs (other than MBA+MSDT)

Dual degree candidates must fulfill the degree and residency requirements of both schools. The curriculum chart represents the minimum 40-credit residency of the Questrom School of Business MBA degree. The order of courses may vary slightly by program. Dual degree students who have elective transfer credits are required to take additional School of Business elective(s) to fulfill the residency requirement.

Dual degree requirements may vary by program. Please contact the Grad Center for specific dual degree program requirements.

### *MBA Portion of Dual Degree Programs - 40 Credit Residency Minimum*

Fall - 21.5 Credits	Spring - 18.5 Credits
MG730 Ethical Leadership in a Global Economy I (1.5 credits)	PL700 Introduction to Business Law (2 credits)
PL727 Organizations, Markets, and Society (3 credits)	IS710 IT Strategies for a Networked Economy (3 credits)
QM716 Business Analytics: Data Analysis and Risk (3 credits)	OB713 Leading Organizations and People (3 credits)
AC710 Financial Reporting and Analysis (3 credits)	SI750 Competition, Innovation, and Strategy (3 credits)
OM725 Creating Value Through Operations and Technology (3 credits)	MBA Elective (3 credits)
MK723 Marketing Management (3 credits)	MBA Elective (3 credits)
FE721 Finance 1 (3 credits)	MG731 Ethical Leadership in a Global Economy II (1.5 credits) - May intensive
ES735 Team Coaching (0.5 credits)	
ES730 Leadership Communication (1.5 credits)	

### **MBA/MA in Economics**

For information on the MA portion of the degree, please contact the Economics Department in the Graduate School of Arts and Sciences at 617-353-4454 or [econma@bu.edu](mailto:econma@bu.edu).

### **MBA/MA in International Relations**

For information on the MA portion of the degree, please contact the Department of International Relations in the Graduate School of Arts and Sciences at 617-353-2979 or [psgsgrad@bu.edu](mailto:psgsgrad@bu.edu).

### **MBA/MS in Product Design & Manufacture**

For information on the MS portion of the degree, please contact the College of Engineering at 617-353-2814 or [mechems@bu.edu](mailto:mechems@bu.edu).

### **MBA/MD**

For information on the MD portion of the degree, please contact the Medical School at 617-638-4630.

### **MBA in Health Sector Management/Master of Public Health (MPH)**

For information on the MPH portion of the degree, please contact the School of Public Health at 617-358-2077 or [louisc@bu.edu](mailto:louisc@bu.edu).

## **ACADEMIC POLICIES & PROCEDURES**

### **Student Advising**

Questrom is committed to providing academic advising to all Questrom graduate students to help them complete degree requirements successfully and achieve the maximum benefit from their educational opportunities. Academic Advisors (includes the Assistant Directors, Associate Director, and Assistant Dean) are available in the Graduate Academic & Career Development Center (Grad Center) to discuss course selection, decisions about concentrations, completion of degree requirements, adjustment and personal challenges, and available resources/services.

### **Attendance Policy**

Students should be aware that attendance is a critical part of Questrom graduate education and that absences may adversely affect a student's grade. Planned absences include classes missed for personal reasons such as job interviews and personal commitments (e.g., travel, attending a wedding) and unplanned absences for illness and family emergencies. For all absences, it is the student's responsibility to inform the faculty of this absence as soon as it is known. Students should also consult their course syllabi or contact individual faculty to understand the specific policies regarding missed classes that apply to the specific course.

### **Grades**

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

<i>Level</i>	<i>Grade</i>	<i>Honor Points/Credit</i>
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

## **Policy on Grade Grievances for Graduate Students**

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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.

### **Incomplete: "I"**

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A grade of "I" indicates that course requirements, such as a final exam or written coursework, 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 (not including summer term) by developing a completion plan/contract with the instructor. Being on a Leave of Absence does not extend the one semester time frame for completing outstanding work. When the work is completed, the instructor will determine the final grade. Please note that Full-time MBA

students who receive an "I" in Module One or Module Two cannot continue to Module Three unless the "I" is resolved before the start of the Spring semester.

If work is not completed and a final grade is not submitted within one full academic semester from 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 Grad Center. Students with incomplete grades in core courses, excluding Executive Skills 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 Grad Center's 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 may not graduate with an "I" grade on their transcript for courses counting towards their degree requirements.**

### **Course Withdrawal: "W"**

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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. Please note that Full-time MBA students who receive a "W" in Module One or Module Two cannot continue to Module Three unless the "W" is resolved before the start of the spring semester. Students are charged full tuition for "W" grades, and the "W" appears on the student transcript.

### **Course Failure: "F"**

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A grade of "F" indicates failure to pass the course. A student who earns a grade of "F" in a core course (including Executive Skills classes, MG791, and PL700) must repeat that course with a passing grade. In order to meet credit requirements for graduation, a student who earns a grade of "F" in an elective course must subsequently repeat that course or take another elective and earn 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). Please note that Full-time MBA students who receive an "F" in Module One or Module Two cannot continue to Module Three unless the "F" is resolved before the start of the spring semester.

### **Retaking Courses**

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MBA and MBA+MSDT students cannot retake a Questrom course that has been successfully completed in order to improve their grade performance and/or CGPA. MBA and MBA+MSDT students also cannot audit a class first and then retake it for credit. Courses in which a grade of "F" or "W" have been received can be retaken because "F" and "W" grades cannot be used to satisfy MBA or MSDT degree requirements. MBA and MBA+MSDT students can also retake non-Questrom graduate electives at Boston University in which they have received a grade below "B" because only non-Questrom electives with grades of B or higher can be used to satisfy MBA or MSDT degree requirements.

### **Grading Guidelines**

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Questrom School of Business follows school-wide voluntary guidelines for MBA core courses that are graded:

- No more than 40% of grades in a class should be in the A or A- range
- Grades in the C+, C, or C- range are legitimate passing grades, and they should be used in the case of very low performing students.

Questrom School of Business follows school-wide voluntary guidelines for MBA elective courses that are graded:

- No more than 50% of grades in a class should be in the A or A- range

### **Cumulative Grade Point Average (CGPA)**

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All graded graduate-level courses taken at the BU Questrom School of Business to fulfill the MBA or MSDT requirements are included in the computation of the cumulative grade point average (CGPA). Grades are computed on a 4.00 scale. Please note that ES735 and MG791 are pass/fail courses. The grade of pass does not count towards the GPA but the grade of "F" does count in the GPA calculation. Coursework taken outside Questrom School of Business will not be calculated into the student's CGPA. If a student drops from the MBA+MSDT program, all MSDT courses taken would count toward the student's MBA CGPA.

#### *Calculating CGPA*

Dual degree (excluding MBA+MSDT) students will have cumulative grade point averages calculated separately for each degree. MBA+MSDT students will have one combined CGPA, which includes all Questrom graduate coursework. In order to calculate CGPA, divide the number of grade points earned in Questrom graduate courses (QST) by the number of QST 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 and MG. "I" grades are not computed until all required work is completed and an appropriate letter grade assigned.

(Honor points for grade) x (credits in course) = Honor Points in Course

(Total honor points from all QST courses) ÷ (total QST credits attempted) = Cumulative GPA

### **Grade Verification**

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Federal law prohibits staff members from giving grades over the phone or via email. 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 (<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 Registrar (<http://www.bu.edu/reg/>).

### **Academic Honors**

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

#### *Beta Gamma Sigma*

The highest achieving MBA and MBA+MSDT 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 after the Summer 2 session of the first year.



## Academic Performance Review for MBA, MBA+MSDT, & Dual Degree Students

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The MBA Center monitors students' academic performance at the end of modules, fall, spring and summer semesters up until the time of graduation. An MBA, MBA+MSDT, or dual degree student must maintain a cumulative Questrom 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 Boston University Questrom School of Business is not calculated into the student's CGPA.

The MBA Faculty Program Development Committee (PDC) has final responsibility for decisions regarding MBA, MBA+MSDT, and dual degree students with poor academic standing. The PDC determines whether students with poor performance will be withdrawn or permitted to stay in the MBA or MBA+MSDT and dual degree program and if so, what specific steps must be taken to regain good academic standing.

All MBA, MBA+MSDT, and dual degree students who are not in good academic standing (i.e., with CGPAs below 2.70) after 8 credits attempted 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 or module. All students in poor academic standing must meet with their MBA Center 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.

Based on the student's Questrom CGPA there are two categories of poor academic performance:

- MBA, MBA+MSDT, and dual degree students with a Questrom CGPA *less than 2.70 but equal to or greater than 2.55* after 8 credits attempted will be placed on academic probation. The PDC will take one of the following probationary actions: (1) written warning, (2) written warning with requirements, or (3) required suspension for one or two semesters. The PDC determines the terms of the probation. The student will have the opportunity to provide a written statement concerning their academic performance to inform the PDC's probation plan (see \*Student Statement below). To remain in the program, students must make progress as outlined in the probation plan.
- MBA, MBA+MSDT, and dual degree students with a Questrom CGPA *less than 2.55* after 8 credits attempted will be informed that they have been flagged for withdrawal from the program. All withdrawal cases come to the PDC for a final review. As input into the PDC decision regarding permanent academic withdrawal, the student has the opportunity to provide a written statement explaining their academic performance (see \*Student Statement below).

After all program credits are completed, all MBA, MBA+MSDT, and dual degree students must achieve a 2.70 or higher CGPA in each of their degrees 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 2.70 CGPA) in order to be eligible for continued Federal Loan 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 MBA Center. The Statement is the student's individual work product and must be prepared accordingly.

## **Academic Conduct**

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All students must adhere to Boston University's Academic Conduct Code, found on the Questrom World site (<http://questromworld.bu.edu/acc/>). While matriculated in the MBA or MBA+MSDT Program all students are expected to exhibit appropriate behavior in their academic performance. Any student who fails to do so will be brought before Questrom's Academic Conduct Committee, as outlined in the University's Academic Conduct Code, for appropriate action. Students may be suspended or expelled at the discretion of the Committee.

## **COURSE LOAD**

### **Full-Time Status**

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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 per semester. 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 with F-1 immigration status can apply for a reduced course load and enroll less than full-time in their final semester of study during the academic year. Before applying for a reduced course load, all students must notify their MBA Center advisor.

### **MBA+MSDT Course Load**

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MBA+MSDT students take 21.5 credits in the fall semester and 24.5 credits in the spring semester of their first year. They take 8 credits in the summer between the first and second years, 15 credits in the fall of their second year, and 15 credits in the spring. Students required to take a course load beyond 18 credits will automatically be granted a waiver for the additional charges up to the number of credits prescribed in their curriculum for that semester. MBA+MSDT students must pay per-credit tuition for their summer required courses.

### **Student Enrollment Status**

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Students whose enrollment status (part-time/full-time) is inconsistent with the number of credits for which they have registered are considered "out of status" by the Registrar's Office and Student Accounting Services. Students who are "out of status" will have a hold placed on their student account and will not be included on instructors' class lists. Students may change their official enrollment status by contacting their academic advisor.

## 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, unless it is one of the automatic overloads that is listed below. If your program requires you to take a course load beyond 18 credits, you will automatically be granted an overload covering the additional charges. All courses taken beyond the overload maximum will be charged at the per-credit rate. *Dual Degree Students: Please contact your advisor to determine the course overload policy for your particular program.*

First year students may not overload beyond their prescribed curriculum. If you meet the following conditions, you can automatically overload your coursework up to the amounts listed below for the same standard full-time tuition cost, and there is no need to submit the overload form:

- You are in your last two semesters of the program.
- Your cumulative QST GPA is 2.70 or higher.

Please note that we will consider an additional one-credit overload (beyond what is outlined below) if you are registered for IM885 or because you are taking a four-credit graduate elective at another BU program. To overload for an additional credit for one of these reasons, please submit the overload form, available on the MBA Center site (<http://questromworld.bu.edu/grad/essentials/forms>).

	2nd Year Fall Semester Prescribed Curriculum	2nd Year Fall Semester Potential Max Credits	2nd Year Spring Semester Prescribed Curriculum	2nd Year Spring Semester Potential Max Credits
Full-Time MBA	12 credits	18 credits (an extra 6 credits is already built in)	12 credits	18 credits (an extra 6 credits are already built in)
MBA+MSD <i>i</i>	15 credits	18 credits (an extra 3 credits is already built in)	15 credits	18 credits (an extra 3 credits are already built in)

# COURSE INFORMATION

## Course Identification

Courses are identified with a combination of numbers and letters. On the Student Link, the course number is preceded by a school or college designation. All courses at the Questrom School of Business are represented by 'QST'. The numbers for graduate-level courses are in the 700s and 800s. Course numbers in the 700s are core requirements, and courses in the 800s are electives. Course numbers in the 900s are doctoral level and may be available to MBA students with permission of the instructor when noted on the schedule.

*Example Only (do not use for course registration):*

<i>School</i>	<i>Course Section</i>	<i>Title</i>	<i>Credits</i>	<i>Day/Time</i>	<i>Instructor</i>	<i>Room</i>	<i>Notes</i>
QST	AC710 B1	Financial...	3	T/R 8-9:30	Jones	HAR 322	Reserved for Cohort B
QST	MK856 F1	Consumer Behavior	3	W 6:00-9:00	Utter	HAR 310	MK723/724

Two letters are used to represent the area of study and are followed by a 3-digit number to represent the specific course. The areas of study are:

AC	Accounting
ES	Executive Skills
FE	Finance
HM	Health Sector Management
IM	International Management
IS	Information Systems
MG	General Management
MK	Marketing
MO	Management and Organizations
OM	Operations and Technology Management
QM	Quantitative Methods
PL	Markets, Public Policy and Law
SI	Strategy & Innovation
SR	Social Impact

## Prerequisites

Many core courses and most electives have prerequisites. Prerequisites are certain courses that must be successfully completed prior to taking a specific course. Prerequisites are listed on the schedule on the Student Link and on the MBA Center's PDF version of the schedule. Although MBA and MBA+MSDT students are not required to have course selections approved, they may be dropped from any course for which they have not completed the prerequisites.

## Pre-assignments

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Professors teaching MBA or MSDT courses may require pre-assignments, which are to be completed before the first class meeting. Pre-assignments are available in the Susilo Business Center prior to the first day of classes. Some professors also utilize QuestromTools (<http://questromtools.bu.edu>), a course management system.

## Evaluation of Instructors & Courses

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During the last two weeks of each semester, students are asked to evaluate each course and instructor using an anonymous online evaluation form. The professor is not in the classroom when the evaluations are done. Evaluations are compiled after the instructors submit final grades and results are not made available to the instructor until after grades are posted. Raw scores are available on [Questromapps.bu.edu](http://Questromapps.bu.edu).

# REGISTRATION

The Student Link's WebReg is the vehicle used by full-time cohorted students to register for their electives. WebReg enables students to select classes, make schedule adjustments (drop/add), and receive immediate enrollment confirmation and/or information about a class. Students can review the courses for which they have registered through the Student Link (<http://www.bu.edu/studentlink>). Academic Advisors in the MBA Center are available by appointment year-round to assist students as they plan their courses.

## Registration Materials

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Before registration opens for an upcoming semester, the MBA Center emails students detailed information about course offerings, concentrations, registration dates, and refund policies. It is the student's responsibility to regularly check their BU email account, including the MBA Center Newsletter, for this important information. Students can also view information on the MBA Center Website (<http://questromworld.bu.edu/grad/>).

The Questrom School of Business semester dates, as well as add/drop and refund deadlines, may be different from the University schedule. The summer session dates are always different from the University Schedule. It is important that students refer to the information provided by the Grad Center staff and that they check their email regularly for semester schedule updates.

## Course Overlap Policy

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Students cannot be registered and enrolled in two classes that meet at the same time as listed on the published schedule.

## Adding a Course

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Students may add most standard courses through the second week of classes using the Student Link's WebReg. However, all courses in the first year of the Full-time MBA program, due to the module format, follow non-standard semester dates. For add/drop dates for non-standard semester courses, please visit the Student Link and click on the dates listed by the class.

## Dropping a Course

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Students may drop full semester courses using the Student Link's WebReg system until the end of the drop period. A full semester course dropped by the drop deadline will not appear on the student's record. Full semester 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. Standard full semester courses may not be dropped later than ten full weeks after the start of the semester. Please note, all courses in the first year of the Full-time MBA program, due to the module format, follow non-standard semester dates. For add/drop dates for non-standard semester courses, please see the schedule on the Student Link. Students who drop a core class cannot be cohorted the following semester.

Overcharges result when full-time students change to part-time status because they are registered for fewer than 12 credits. Any extra amount that has already been paid will be credited to the student's account. The balance will be refunded upon request in person, or in writing, to the Comptroller's Office within Student Accounting Services. If students have received any financial aid, however, the refund must be requested through the Director of Graduate Financial Aid in the Graduate Admissions and Financial Aid Office.

Students may withdraw from a course in either summer session using the Student Link prior to the first day of the summer session. If the drop is processed prior to the first day of either term, full tuition and fees will be credited or refunded. If the drop is processed on or after the first day of either summer session, but before the drop deadline, the student is responsible for the registration fee only. If the drop is processed after the date published by the MBA Center, the student is responsible for the full tuition and fees and will receive a "W" for the course.

During the summer sessions, students can drop all of their courses, up until the first day of classes, using the Student Link's WebReg.

## Dropping All Courses (September - May)

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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 the fall or spring semester should talk with their advisor and complete a Leave of Absence/Withdrawal form, available on the Grad Center website (<http://questromworld.bu.edu/grad/essentials/forms/>). The effective date that the courses are dropped will be the date that the student completes the Leave of Absence/Withdrawal form. Students who are registered for classes but never attended and never dropped the classes or officially withdrew before the first day of the semester may still be accountable for a portion of the tuition, fees, and/or other charges. 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

## Auditing Courses

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Students who wish to audit (AU) a course must have the written consent, via a course adjustment form, of the instructor for the audit to be approved. The course adjustment form must be returned to the Grad Center. The tuition charge is the same as taking the course for credit, however students do not receive grades or credits for audited courses, nor can they be used to fulfill degree requirements. Students will be allowed to audit only one course per semester. Please note: Students cannot audit a Questrom School of Business course and then re-take the course for academic credit.

## Directed Study

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### *Investigation of Area of Interest*

Students who wish to conduct research in a specific area of interest under the guidance of a faculty member may apply for directed study. Directed studies can vary from 1 to 3 credits. A directed study may not substitute for a required course (including all core, Executive Skills, and Global Ethics courses) or duplicate an existing elective course. Upon completion of the directed study, the student receives a grade from the sponsoring faculty member.

MBA students wishing to do more than one directed study during the course of their program must attach copies of any previous directed study applications to any subsequent applications. The subsequent application will be subject to careful review to ensure that the studies are clearly non-overlapping, separate courses. A student may not do more than one directed study in a given semester.

### *Procedure for Directed Study*

- Obtain a directed study application for MBA students from the MBA Center or download the form from the MBA Center's website (<http://questromworld.bu.edu/grad/essentials/forms>)
- Discuss plans for directed study with an appropriate faculty member
- Negotiate area of investigation, requirements, number of credits, and evaluation criteria with the faculty member
- Complete the application for directed study and have it signed by the faculty member, Department Chair, and Program Director, if applicable
- Return the form to the MBA Center for approval no more than two weeks after the start of the semester. Upon approval, the Questrom Registrar will assign a course number for the class and process the registration

## Professional Skills

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The Professional Skills courses include three elements that are integrated into the full-time MBA curriculum: Leadership Communication; Team Coaching, and Career Management. First, Leadership Communication focuses on both oral elements – including development of a presenter’s delivery skills and message clarity – and writing elements – including how to exercise leadership through writing and understanding how strategies of written communication are an essential aspect of effective management. Second, Team Coaching will support student work on teams while also assessing the dynamics by which teams form, develop, change, achieve success and transform or disband. Third, Career Management will assist students in transforming personal interests into professional goals, and these goals into an MBA-level, candidate-driven internship and job search through a set of complementary resources and activities. Each of the three professional skills elements are integrated within, and delivered alongside, the integrated modular MBA core experience.

The course sequence occurs as follows:

- ES723 – Career Management – Fall Semester Year 1 and Fall Semester Year 2 (0 cr.)
- ES730 – Leadership Communication – Fall Semester Year 1 (1.5 cr.)
- ES735 – Team Coaching – Fall and Spring Semester Year 1 (0.5 cr.)

## LEAVE OF ABSENCE

Students who must discontinue matriculation temporarily (by not taking any classes in a fall or spring semester) should talk with their advisor and complete a Leave of Absence/Withdrawal form, available on the MBA Center website (<http://questromworld.bu.edu/grad/essentials/forms/>.) 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, according to the refund calendar.

Students on a leave of absence are encouraged to notify their MBA Center 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 time frame for making up outstanding work 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. Students who are interested in rejoining the program after they have been withdrawn will need to contact Admissions about reapplying to the program.

## Leave of Absence for Medical Reasons

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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.”



# WITHDRAWAL FROM THE UNIVERSITY

## Voluntary Withdrawal

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Students who wish to withdraw from the MBA, MBA+MSDT, or dual degree program should talk with their advisor and complete a Leave of Absence/Withdrawal form, available on the MBA Center website (<http://questromworld.bu.edu/grad/essentials/forms/>). 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, according to the refund calendar. Students who are interested in rejoining the program after they have been withdrawn will need to contact Admissions about reapplying to the program.

## Withdrawal for Non-Payment

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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 (<http://www.bu.edu/studentaccountingservices/>). Students who are interested in rejoining the program after they have been withdrawn will need to contact the Graduate Admissions and Financial Aid Office about reapplying to the program.

## Academic Withdrawal

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To be in good academic standing, MBA, MBA+MSDT, and dual degree students must maintain a cumulative grade point average of 2.70 or above.

MBA, MBA+MSDT, and dual degree students with a Questrom CGPA *less than 2.55* after 8 credits attempted will be informed that they have been flagged for withdrawal from the program. All withdrawal cases come to the PDC for a final review. As input into the PDC decision regarding permanent academic withdrawal, the student has the opportunity to provide a written statement explaining their academic performance.

MBA, MBA+MSDT, and dual degree students with a Questrom CGPA *less than 2.70 but equal to or greater than 2.55* after 8 credits attempted will be placed on academic probation. The PDC determines the terms of the probation. To remain in the program, students must make progress as outlined in the probation plan.

For more information about academic withdrawal, refer to the Academic Performance Review section of this handbook.

## Withdrawal for Inappropriate Student Behavior Including Academic Misconduct

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While matriculated at Questrom, 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 Questrom's Academic Conduct Committee, as outlined in the University'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 Committees.

## ADVANCED STANDING & COURSES OUTSIDE QUESTROM

### Transfer of Credit & Graduate Elective Requests

Students may seek advanced standing or pursue alternative course options by:

- Petitioning to transfer graduate-level elective credits.
- Applying to take an elective at another Boston University school/college.

Note that incoming students will be granted transfer credits based on their current curriculum and once credits are posted to the transcript, no changes can be made, even if the student later changes status (i.e. switches from full-time to part-time).

### Important Information About Residency Requirements

Regardless of the number of credits transferred, in order to have the MBA or MBA+MSDT degree(s) 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	
Single Degree MBA	64		40	
MBA + MSDT	40 for MBA	44 for MSDT	31 for MBA	40 for MSDT
Dual Degree MBA	40 for MBA portion		40**	

\*\* Dual degree students who have transfer credits are required to take additional Questrom School of Business credits to fulfill the residency requirement.

## TRANSFER OF ACADEMIC CREDIT (INCLUDING CONSORTIUM SCHOOL COURSES)

### Transfer of Academic Credit for Previously-Completed Coursework (prior to matriculation)

Students may request Transfer of Credit for previously completed, graduate-level coursework. The following policies must be met in order to transfer in courses:

- Only courses from MBA programs accredited by the International Association to Advance Collegiate Schools of Business (AACSB) will be eligible for Transfer of Credit. View a listing of accredited schools on the AACSB website (<https://www.aacsb.edu/accreditation/accredited-schools>).
- Transfer courses must have been completed within the past five calendar years, taken for credit, and not used toward the completion of another degree. Undergraduate courses will not be accepted.
- Courses that are online or in hybrid format are subject to careful review.
- Only courses completed with a B or better will be eligible for transfer.
- Transfer credits may not count toward the requirements of either the HSM or Social Impact program.
- Except under extenuating circumstances, transfer courses taken *while enrolled at Questrom* will not be eligible if they are equivalent to those offered at Questrom in the Spring or Fall Semester.
- Students interested in taking courses through the University Consortium should refer to the Consortium section below.
- Students must fulfill the Boston University residency requirement:
  - Full-time MBA students must complete 40 graduate-level credits (of their 64 credit curriculum) at the Boston University Questrom School of Business.
  - MBA+MSDT students must complete the following residency requirements (of their 84 credit curriculum) for each portion of their degree: 31 credits of the MBA portion and 40 credits of the MSDT portion must be taken at Questrom.

### Process for Applying for Transfer of Academic Credit

Students can complete the Transfer of Academic Credit Application on the Grad Center website. Continuing students should submit the application at least **one month prior** to the first course meeting. A separate application must be submitted for each course for which credit is sought. Additionally, the following materials must accompany each application:

- An official course description
- A course syllabus (current students should obtain the most current syllabus available for a course they hope to take; new students should provide the actual syllabus for a course they have taken in the past) including a list of textbooks and supplementary readings and a course-meeting schedule indicating the number of class meetings, exam dates, and start/stop time of each class.
- New students should submit a sealed, official transcript (unless this is already part of your admission file), and current students must submit a transcript once the course has been completed.

Each application will be evaluated by a department chair to ensure that the course contains a level of academic content deemed appropriate for the Boston University MBA or MBA+MSDT Program.

The MBA Center will notify students of the status of each application by email. Approved transfer credits will be noted on the student's transcript but will not be a factor in the computation of the grade point average. Grades received in transfer courses will not appear on a student's BU transcript.

## Taking Courses at Colleges/Universities in Consortium

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Boston University, Boston College, Brandeis University, Tufts University, and Hebrew College are members of a consortium that permits matriculated students from one Consortium institution to enroll in a course at another Consortium institution. Courses taken at Consortium schools do **not** automatically transfer into the Questrom School of Business. Questrom students must go through the Transfer of Academic Credit Application process for consortium school courses; approval and credits awarded are strictly subject to the transfer of credit policy. Per consortium arrangements, tuition for approved courses will be paid to Boston University during the fall and spring academic year semesters. The grade will appear on the Boston University transcript but will not be a factor in the computation of the Questrom grade point average.

### *To request transfer of credit for a consortium course, a student must:*

- Discuss their plans with their academic advisor in the MBA Center.
- Submit an Application for Transfer of Academic Credit with required accompanying materials.
- Obtain a Cross-Registration Petition Form from the BU Office of the University Registrar for consortium courses taken during the academic year semesters. Cross registration for consortium courses is not available in the summer. The student should complete this form, obtain appropriate signatures from both the home (BU) and host institutions, and submit the completed Cross-Registration form to the Registrar's Office at the Consortium-member institution to complete cross-registration.
- Students should submit a copy of the form to the MBA Center for their student file.

## Taking Graduate Electives At Other BU Schools/ Colleges

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With prior approval, students may take up to three graduate courses from other Boston University colleges for elective credit. These three courses can include no more than two courses from Metropolitan College. Online courses from Metropolitan College are not eligible for transfer credit in our program. Credit for the course will not be applied toward the MBA degree unless the student earns a grade of B or better, and does not count towards the residency requirement.

Students should start by contacting the school/college in which they wish to take the course to determine that school's enrollment policies and deadlines. Students must then submit a Graduate Elective Request Form, available on the MBA Center website (<http://questromworld.bu.edu/grad/essentials/forms/>), including a course description and a course syllabus, as well as an explanation of how the proposed course fits into the student's educational objectives. The criteria for approval are:

- A similar course is not available at Questrom
- The student provides a compelling reason to take the course given career interests
- After evaluation by a subject matter expert, the course is deemed to be as rigorous and substantive as a Questrom course

Questrom faculty will evaluate the application, and the student will be notified by email as to whether or not the course has been approved. The student will then finalize the process by contacting the other school/college to formally register for the course. Credit for the course will not be applied toward the MBA or MSDT degree unless the student earns a grade of B or better. The grade will appear on the Boston University transcript but will not be a factor in the computation of the Questrom grade point average, which is used to determine honors and academic standing in the program.

# MBA AND MBA+MSDI/STUDENT RECORDS & TRANSCRIPTS

## Official Student Records

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Official records of MBA and MBA+MSDT students are kept in the MBA 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 School of Business 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

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A student who wishes to review the content of his/her record must make an appointment with his/her MBA Center 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 (<http://www.bu.edu/reg/general-information/ferpa/>) for additional information on the Family Education Rights and Privacy Act (FERPA).

## Unofficial Transcripts

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Unofficial transcripts may be obtained via the Student Link (<http://www.bu.edu/studentlink>).

## Official Transcripts

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Official transcripts, which bear the seal of the University, may be requested via the Student Link (<http://www.bu.edu/studentlink>). Transcripts may be mailed express delivery for an additional charge. Please call the Transcript Office (617-353-3616) for more information or visit their website (<http://www.bu.edu/reg/academics/transcripts>).

## Formal Complaints

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Any student unhappy with a policy or procedure in the MBA program may issue a formal complaint through a personal meeting, email, or written memo. The initial recipient may be a faculty member, Dean, or Assistant/Associate Director in the Grad Center. The initial complaint should then be referred to the Assistant Dean of MBA Programs within 48 hours. The Assistant Dean will immediately contact the complainant to hear the concerns first-hand and clarify details. The Assistant Dean will call a meeting with the appropriate parties with power for resolution i.e. Associate Dean, or faculty member. Within a week, an outcome should be reached and the student will be informed about resolution of concerns, if any are possible.

## Degree Completion

### *Single-degree MBA*

To qualify for the MBA degree, students (except for dual degree candidates) must:

- Complete all core and required courses (this includes any additional requirements, such as internships required for Health Sector Management and Social Impact students) and approved electives for a total of 64 credits. A student may transfer no more than the equivalent of 24 credits. At least 40 credits must be taken at the Boston University Questrom School of Business. Note that 1-credit Curricular Practical Training (CPT) courses for international students cannot be used to satisfy MBA degree requirements. PDP (physical education) and other non-approved courses cannot be used to satisfy MBA degree requirements.
- Have a cumulative QST GPA of at least 2.70.
- Have no "I" or "MG" grades in classes that are counting towards the MBA.

MBA+MSDT students enrolled in the MBA+MSDi Program must:

- Complete all MBA core and required courses and approved electives for a total of 40 credits.
- Complete all MSDT core courses and approved electives for a total of 44 credits. Note that 1-credit Curricular Practical Training (CPT) courses for international students cannot be used to satisfy MBA or MSDT degree requirements. PDP (physical education) and other non-approved courses cannot be used to satisfy MBA or MSDT degree requirements.
- Have a cumulative QST GPA of at least 2.70.
- Have no "I" or "MG" grades in classes that are counting towards the MBA or MSDT.

### *Dual degrees*

Students enrolled in a dual degree (excluding MBA+MSDT) program must:

- Fulfill the requirement of at least 40 credits in the MBA Program. These courses include 34 core and required classes and at least 6 approved elective credits. If any credits are transferred, additional elective credits must be taken to satisfy the 40-credit residency requirement. Note that 1-credit Curricular Practical Training (CPT) courses for international students cannot be used to satisfy MBA degree requirements. PDP (physical education) and other non-approved courses cannot be used to satisfy MBA degree requirements.
- Have a cumulative QST GPA of at least 2.70 in the MBA portion of the program.
- Have no "I" grades or "MG" grades in classes that are counting towards the dual degree.

### *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 MBA or MBA+MSDT Program. **A Leave of Absence does 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 petition for exemption to policy form (<http://questromworld.bu.edu/grad/essentials/forms/petition-for-exemption-to-policy>) must be completed, which will go to the Director of MBA 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. Dual degree students must complete the requirements of both degrees within six years of matriculation to BU.

## Applying for Graduation

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All Students **must file** an Application for Graduation with the MBA Center prior to the completion of their degree requirements. Failure to meet graduation application deadlines, as outlined below, may impact a student's graduation. **It is the student's responsibility to initiate the graduation process.**

<i>Graduation Date</i>	<i>Applications Due No Later Than:</i>
May Graduates	June 15
September Graduates	November 15
January Graduates	April 15

Upon receipt of the graduation application, an academic advisor will review 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 will send the student an email 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

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

<i>Graduation</i>	<i>Courses Completed</i>
September 25	Summer Session I or II
January 25	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 School of Business Commencement ceremony in May. Questrom does not hold any other event for September or January graduates. Information about the ceremony is disseminated in the spring to the official September and January graduates and tentative May and September graduates.

## Diplomas

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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](http://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 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.