

# **CLASS OF 2023**

# **MS BUSINESS ANALYTICS**

# **HANDBOOK**

## **2022-2023 ACADEMIC YEAR**



**Boston University** Questrom School of Business  
Master's & PhD Center

## Table of Contents

<b>INTRODUCTION .....</b>	<b>1</b>
IMPORTANT CONTACTS .....	1
<b>PROGRAM GRID .....</b>	<b>2</b>
MSBA LAUNCH AND BOOTCAMP .....	4
CAREER WORKSHOPS AND EVENTS .....	4
<b>ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>4</b>
GRADING SYSTEM .....	4
RETAKING COURSES .....	5
GRADING GUIDELINES .....	5
POLICY ON GRADE GRIEVANCES FOR GRADUATE STUDENTS IN QUESTROM SCHOOL OF BUSINESS .....	5
TAKING COURSES AS PASS/FAIL .....	6
CUMULATIVE GRADE POINT AVERAGE (CGPA) .....	6
GRADE VERIFICATION .....	6
ACADEMIC HONORS FOR MSBA STUDENTS .....	6
BETA GAMMA SIGMA .....	6
ACADEMIC PERFORMANCE REVIEW, PROBATION & ACADEMIC WITHDRAWAL .....	6
ACADEMIC CONDUCT .....	7
<b>COURSE INFORMATION .....</b>	<b>7</b>
COURSE IDENTIFICATION .....	7
COURSE NUMBER .....	7
CREDITS & COURSE SEQUENCING .....	7
PRE-ASSIGNMENTS .....	7
EVALUATION OF INSTRUCTORS & COURSES .....	8
ATTENDANCE POLICY .....	8
FULL-TIME STATUS .....	8
<b>REGISTRATION .....</b>	<b>8</b>
ADDITIONAL COURSES .....	8
SUBSTITUTION COURSES .....	8
<b>LEAVES OF ABSENCE/WITHDRAWALS .....</b>	<b>8</b>
RETURNING FROM LEAVE OF ABSENCE FOR MEDICAL REASONS .....	9
VOLUNTARY WITHDRAWAL .....	9
WITHDRAWAL FOR NON-PAYMENT .....	9
WITHDRAWAL FOR INAPPROPRIATE STUDENT BEHAVIOR INCLUDING ACADEMIC MISCONDUCT .....	9
TRANSFER OF CREDIT .....	9
FORMAL COMPLAINTS .....	9
<b>STUDENT RECORDS AND TRANSCRIPTS .....</b>	<b>10</b>
OFFICIAL STUDENT RECORDS .....	10
STUDENT ACCESS TO STUDENT RECORDS .....	10
OFFICIAL & UNOFFICIAL TRANSCRIPTS .....	10
DIPLOMAS .....	10
<b>GRADUATION AND DEGREE COMPLETION .....</b>	<b>10</b>
DEGREE COMPLETION .....	10

TIME LIMIT FOR DEGREE COMPLETION .....	10
APPLYING FOR GRADUATION .....	11
<b>CLASSROOM NORMS &amp; EXPECTATIONS .....</b>	<b>11</b>
<b>APPENDIX.....</b>	<b>12</b>
MSBA PROGRAM ROADMAP FOR 12-MONTH TRACK .....	12
MSBA PROGRAM ROADMAP FOR 16-MONTH TRACK .....	12

## INTRODUCTION

This Handbook describes the policies and procedures for MS in Business Analytics (MSBA) students. Students are expected to be familiar with the policies and procedures.<sup>1</sup>

### Important Contacts

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<sup>1</sup> Last updated on 10/13/22. The PDC reserves the right to make changes to the schedule. Any changes will be communicated to students.

## PROGRAM GRID

Students will be admitted for Fall semester start. They must complete a minimum of 37 credit hours by taking a set of required and elective courses specified in this section to fulfill the degree requirements. In the Fall semester, students will learn and develop foundational skills in data analytics and Machine Learning. In the Spring semester, students will build on these foundational skills to learn more advanced data techniques. In the second half of the Spring semester, students will take electives in which they will apply the learnt tools and techniques to business problems in a variety of functional contexts.

Students can pursue either a 12-month track or a 16-month track.<sup>2</sup> All students will be required to fill in a track selection form by November 20th. International students who opt for the 16-month track will be contacted by the MSBA Program Advisor and ISSO to update their I20 to their new graduation date. All decisions received by November 20th are final. Students who omit to submit their track decision by November 20th will default to the 12-month track.

### Schedule of Courses for the 12-month Track<sup>3</sup>

Semester	Course Number	Course Title	Credits
Summer Bootcamp			0
LAUNCH			0
Fall	BA815	Competing with Analytics	3
	BA775	Business Analytics Toolbox	4
	BA780	Introduction to Data Analytics	3
	BA810	Supervised Machine Learning	3
	ES710**	Teaming	1
Spring	BA820	Unsupervised and Unstructured Machine Learning	3
	BA830	Business Experimentation and Causal Methods	3
	ELECTIVE 1	Refer to Program-Approved Electives List later in this section	Minimum 6 credits
	ELECTIVE 2		
	ES720**	Management Communication	1
Pre-summer	BA840	Data Ethics: Analytics in Social Context	3
Summer	ELECTIVE 3	Refer to Program-Approved Electives List later in this section	3
	BA888*	Capstone Class	3
	BA890***	Analytics Practicum	1

Notes:

(\*) BA888 is a capstone analytics project where teams work on a real-life project. Start date may vary.

(\*\*) Class sessions for ES710 and ES720 will vary throughout the semester and detailed schedule will be communicated to students prior to the first class.

(\*\*\*) BA890 Analytics practicum is a pass/fail course that can be fulfilled either via an individual research project, or, with approval from the Faculty Director, via a part-time or full-time internship that concludes with a reflection paper

<sup>2</sup> Please see the Appendix for a map of courses for the two tracks.

<sup>3</sup> This schedule is tentative and can be updated by the university and the program.

### Schedule of Courses for the 16-month Track

Semester	Course Number	Course Title	Credits
Summer Bootcamp			0
LAUNCH			0
Fall	BA815	Competing with Analytics	3
	BA775	Business Analytics Toolbox	4
	BA780	Introduction to Data Analytics	3
	BA810	Supervised Machine Learning	3
	ES710**	Teaming	1
Spring	BA820	Unsupervised and Unstructured Machine Learning	3
	BA830	Business Experimentation and Causal Methods	3
	ELECTIVE 1	Refer to Program-Approved Electives List later in this section	Minimum 6 credits
	ELECTIVE 2		
	ES720**	Management Communication	1
Pre-summer	BA840	Data Ethics: Analytics in Social Context	3
Summer	BA890***	Analytics Practicum	1
Fall	ELECTIVE 3	Refer to Program-Approved Electives List later in this section	Minimum 6 credits
	ELECTIVE 4		

Notes:

(\*\*) Class sessions for ES710 and ES720 will vary throughout the semester and detailed schedule will be communicated to students prior to the first class.

(\*\*\*) BA890 Analytics practicum is a pass/fail course that can be fulfilled either via an individual research project, or, with approval from the Faculty Director, via a part-time or full-time internship that concludes with a reflection paper

### List of Program-Approved Electives

Course #	Course Name	Credits
BA860	Marketing Analytics	3
BA865	Advanced Analytics Topics 1 (Intro to Neural networks)	3
BA870	Financial and Accounting Analytics	3
BA875	Operations and Supply Chain Analytics	3
BA880	People Analytics	3
BA885	Advanced Analytics Topics 2 (Advanced Machine Learning)	3
BS803*	Statistical Programing for Biostatisticians	2
BS806*	Multivariable Analysis for Biostatisticians	4
HM817*	Advances in Digital Health	3
BA843	Big Data Analytics for Business	3
MK864	Pricing Strategies	3
MK852	Data Driven Marketing Decisions	3
MK856	Consumer Insights	3
PM804*	Digital Disruption in Health	3
PM827*	Strategic management of Healthcare Organizations	3

Note: the electives are color coded to show which of the three concentrations they count towards: **Data and Methods**, **Healthcare Analytics**, or **Marketing Analytics**.

(\*) Courses are approved to be counted as MSBA electives; however, students will need to request and obtain permission from the instructor to register for the class.

### MSBA LAUNCH and Bootcamp

All students are required to attend the LAUNCH orientation program and the summer bootcamp. Students will be automatically registered.

### Career Workshops and Events

Workshops and events are scheduled over the duration of the MSBA Program. They cover a wide range of career-related topics, including resume and cover letter preparation, networking, employment search, interviewing skills, salary negotiation, etc. Students are strongly encouraged to attend. Failure to attend certain events, meet with career coaches or submit certain deliverables may result in loss of career services privileges. Specific details will be communicated to students via e-mail throughout the year.

## ACADEMIC POLICIES AND PROCEDURES

### Grading System

Questrom courses (except when they have pass/fail grading) are graded on a letter scale according to the following criteria:

#### Explanation of Letter Grades

Description	Grade	Honors Points/Credits
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. This is typically used for course spanning multiple semesters.

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 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. When the professor reassigns the grade once the student completes the work, or when the grade converts from "I" to "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 Faculty Director to move forward. Students may not graduate until all required courses are completed successfully. Students are charged full tuition for "W" grades.

#### Missing Grade "MG"

A grade of "MG" in a course indicates an unresolved registration status. "MG" is assigned by faculty to students who never attended the course or who stopped attending the course before the last day to drop a standard class without a W grade. "MG" should be used rarely.

Students will not be permitted to graduate with an "MG" course. Students will need to work with the instructor, and if needed program director, to resolve "MGs" before the last day of classes of the following semester (spring for fall courses, fall for spring and summer courses) or before graduation, whichever is earlier. An unresolved "MG" will convert to an F after that deadline.

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

#### Retaking Courses

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

#### Grading Guidelines

The MS in Business Analytics Program follows the following voluntary guidelines:

- In each graded course, at most 50% of the final student grades will be A or A-.

An instructor can award fewer A/A- grades based on the subject matter and the student performance in a course.

#### Policy on Grade Grievances for Graduate Students in Questrom School of Business

Grading is the prerogative of the instructor 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,
- assigned to a student based on criteria that are a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards for the course.

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. All grievances must be made within six weeks of the official posting of the grade.

Before filing a formal appeal, a student should seek to resolve any grievance directly with the instructor responsible for the grading of the course. 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. The written appeal must detail the basis for the allegation of arbitrary grading and present adequate evidence that supports the allegation. The Faculty Director, in consultation with department chairs as needed, will seek to resolve the matter. If the student wishes to appeal the decision of the Faculty Director, s/he may do so to the Senior Associate Dean of Graduate Programs, who will render a final decision.

### **Taking Courses as Pass/Fail**

Students enrolled in the MSBA Program are not eligible to take courses as "pass/fail", except for BA890, ES720, and any additional course taken outside of the 37 MSBA required credits. The course grades are subject to policies as defined by each individual instructor.

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

All graduate-level courses taken at Boston University are included in the computation of the CGPA. Grades are computed on a 4.00 scale. To calculate the CGPA, divide the number of grade points earned in courses by the number of credits attempted (do not include "W" grades). The grades and credits of all repeated courses are included in the GPA. "I" and "W" grades are not given honor points and are not used in the calculation of grade point averages.

$$\begin{aligned} &(\text{Honor points for grade}) \times (\text{credits in course}) = \text{Honor Points in Course} \\ &(\text{Total honor points from all courses}) / (\text{Total credits attempted}) = \text{CGPA} \end{aligned}$$

### **Grade Verification**

Federal law prohibits staff members from giving grades over the phone. Students may receive their 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/student-link](http://www.bu.edu/student-link), 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 MSBA students**

Honors will be awarded to graduates whose CGPA is 3.55 or higher. High honors will be awarded to graduates whose CGPA is 3.70 or higher.

### **Beta Gamma Sigma**

The highest achieving MSBA students are eligible for induction into the Beta Gamma Sigma International Honor Society. They are selected based on their CGPA after completing the MSBA degree. A student with an "I" grade in a required course is not eligible for Beta Gamma Sigma. Additional information on Beta Gamma Sigma can be obtained from the Specialty Master's & PhD Center.

### **Academic Performance Review, Probation & Academic Withdrawal**

Graduation requirements:

- ☐ Your GPA at the conclusion of the program must be 2.7 or above.
- ☐ Your GPA for courses taken within any individual semester must be 2.0 or above.
- ☐ You should have completed the 37 credits required for the program as specified in the program grid section.
- ☐ Courses with a failing grade (F) do not count towards meeting graduation requirements.

Although, the Program Office tries to make students aware, it is ultimately students' responsibility to track and ensure that their academic performance is meeting the graduation requirements.

If at any point during the program a student is failing any of the above requirements, the Program Office will contact the student to notify them. Students are notified of their academic standing by the Specialty Master's & PhD Center via BU email, prior to the start of the subsequent semester. Students must then meet with the program advisor within 48 hours of receipt of this notification to discuss their case. Students can write a Student Statement to the PDC to provide an explanation for poor academic performance. Although it is voluntary, it is strongly encouraged and is the sole opportunity for student to provide input into PDC decisions. The Statement must be submitted within 72 hours of Specialty Master's & PhD Center notification of poor academic standing.

The PDC then reviews the student's case. It may confirm academic withdrawal, particularly when it is unlikely that the student will meet the graduation requirements. In some cases, the PDC may allow the student to continue in the program. Students allowed to continue receive a written notice from the PDC stipulating acceptable academic performance to remain in the program. The student who wishes to remain in the program will indicate that s/he understands and accepts these conditions.

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

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

### Academic Conduct

Students are required to adhere to the [Boston University Academic Conduct Code](#) while matriculated in the MSBA 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

On the Student Link, courses are identified with a combination of numbers and letters. For example:

QSTBA840A1   Data Ethics   Shore   3.0   HAR210 School or College

The course number is preceded by a school or college designation. All graduate level courses at Questrom are represented by "QST."

### Course Number

BA denotes MSBA courses. A specific course is identified by a 3-digit number. Graduate-level courses have numbers in the 700s and 800s.

### Credits & Course Sequencing

Credits for MSBA courses vary. Some courses are required, while others are elective. Specific information is provided in the Program Grid section, including procedures to follow related to taking additional courses or requesting permission to take substitute courses. It is the responsibility of students to understand financial implications of registering for extra courses.

### Pre-assignments

Professors teaching certain courses may require pre-work, which is to be completed before the class meets for the first time.

### Evaluation of Instructors & Courses

During the last two weeks of each semester, students are asked to anonymously evaluate each course and instructor using an online evaluation form. The professor is not in the classroom when the evaluations are administered. Evaluations are compiled after the instructors submit final grades and results are not made available to the instructor until after grades are posted. Copies of the summaries are available for student use at the front desk of the Specialty Master's & PhD Center.

### Attendance Policy

Students are expected to attend all classes. Attendance is a critical part of graduate education and absences may adversely affect a student's grade. Students should refer to their course syllabi for all required course dates and relevant attendance policy.

### Full-time Status

Students 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 also need to make sure they maintain the appropriate student status and should consult with the International Students and Scholars Office (ISSO) if they have any questions (<http://www.bu.edu/isso/>).

## REGISTRATION

MSBA students will be registering themselves for their academic courses at the start of the program and each following semester. Students can check registration and update compliance status using the Student Link website (<http://www.bu.edu/studentlink>). Contact your program advisor if you have questions.

### Additional Courses

The MSBA curriculum is a total of 37 academic credits over the span of 12 or 16 months. Students who would like to take additional courses outside of the MSBA curriculum are allowed to do so, without Faculty Director permission but must make this decision carefully and consider the following:

- The student must maintain good academic standing, i.e., CGPA of 2.7 or higher in all the graduate level courses they take. If you do not achieve a CGPA of 2.7 after completing the program requirements, you will not graduate and not receive your official diploma.
- Students must be aware that any credits over 18 total credits taken in any semester will result in additional cost. For semesters where students are enrolled with less than 12 credit hours to start, taking any additional credits will also typically result in extra cost. The MSBA office cannot check every student's individual tuition situation, and it is the student's responsibility to verify with student accounting services what the impact of adding extra classes will be.

### Substitution Courses

The MSBA curriculum is 37 credits of required courses and electives. Students who would like to substitute an MSBA program course (whether a required course or pre-approved elective) for a different BU course, must get permission from the Faculty Director before registering for the course.

- Such permission will rarely be granted and requires a strong reason, which will need to be provided in writing to the Faculty Director. In general, it is expected that students complete their 37 credit hours from the list of required courses and pre-approved electives for MSBA.

## LEAVES OF ABSENCE/WITHDRAWALS

A Leave of Absence can be an option for students facing extenuating circumstances (financial, medical, family/personal, etc.). Students needing to take a leave of absence must meet with the Program Advisor and complete the Leave of Absence Form. Leave of Absence Requests must be approved by the Faculty Director of the Program. Students are eligible for a Leave of Absence until a course grade is received for that semester per the schedule on the University Registrar's website. If a student is unable to meet with the Program Advisor, s/he can mail or fax a signed and dated request for the Leave of Absence to the Specialty Master's & PhD Center, which, if approved, will be effective on the date that the Specialty Master's & PhD Center receives the form. If a student has submitted the Leave of Absence form or a signed request for a Leave of Absence prior to the start

of a semester for which he or she had previously been registered, the charges for that semester will be canceled. If the semester has already started, the student may be entitled to a partial refund as per Boston University Tuition Refund Policy: <https://www.bu.edu/reg/calendars/refund/>

Students on a Leave of Absence are encouraged to notify the Program Advisor four weeks prior to the start of the semester in which they intend to resume their studies. Likewise, students should notify the Program Advisor if they decide not to return to the Program. A Leave of Absence does not extend the timeframe for making up outstanding work related to an incomplete grade. A leave of absence may not extend beyond two semesters and does not extend the time limit for degree completion. In extraordinary circumstances, a student may petition the Executive Director of the program for up to two additional semesters. All Leave of Absence requests must be approved by the Faculty Director of the program before they are final. If students do not return within that time frame they will be permanently withdrawn from the program.

### **Returning from 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.” The Medical Review procedure outlines the information students must provide to the University prior to re-enrolling and the timeline for submitting the required documentation.

### **Voluntary Withdrawal**

A student who wishes to withdraw from the MSBA Program must meet with the program 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 Specialty Master’s & PhD Center, which will be effective on the date that the Specialty 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 accounts by the fifth week of classes each semester will have a hold placed on their accounts and may be withdrawn for non-payment by the Comptroller's Office. Students who wish to settle their accounts to be officially registered must do so through Student Accounting Services ([www.bu.edu/comp/saweb](http://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 School of Business’s Academic Conduct Committee, as outlined in [Boston University Policies](#).

### **Transfer of Credit**

Students cannot transfer credit towards the MSBA degree and credit requirements unless an exception has been explicitly approved and communicated in writing, by the Faculty Director and PDC.

### **Formal Complaints**

Any student dissatisfied with a policy or procedure in the MSBA Program may issue a formal complaint through a personal meeting, via email or written memo. The initial recipient may be a Faculty Director, faculty member, dean, or the program advisor. The initial complaint should then be referred to the Associate Director in the Specialty Master’s & PhD Center within 48 hours. The Associate Director will immediately contact the complainant to hear the concerns first-hand and clarify details. The Associate Director will consult with appropriate parties, reach an outcome in a timely manner, and inform the student about resolution of concerns, if any are possible.

## STUDENT RECORDS AND TRANSCRIPTS

### Official Student Records

Official records of MSBA students are kept in 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 Specialty Master's & PhD Center website and should be submitted to the Associate Dean of Student Experience at the Questrom School of Business. The Form is also available in the Office of the University Registrar.

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

### Official & Unofficial Transcripts

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

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

### Diplomas

The Diploma Office at the Office of the University Registrar prepares diplomas. Students use the Diploma and Graduation Information option on the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)) 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 AND DEGREE COMPLETION

### Degree Completion

To qualify for the MSBA degree, students must complete all required courses, as well as qualifying concentration and elective courses for a total of 37 credits. All credits must be completed at the Boston University Questrom School of Business or for approved electives (see Program Grid section), at Boston University. Note that 0-credit Curricular Practical Training (CPT) courses for international students cannot be used to satisfy degree requirements. Students must 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 four years from the date the student matriculated in the MSBA Program. Leaves of absence do not extend the four-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 MS and PhD Student Experience & Services. 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 four-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 Specialty Master's & PhD Center prior to the completion of their degree requirements. Applications must be completed by the date indicated on the Specialty Master's & PhD Center website (if unsure, ask your academic advisor). 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 tentative graduation status.

All graduates are invited to attend the Questrom Commencement ceremony taking place after your last semester. Information about the ceremony is provided in your final semester.

## CLASSROOM NORMS & EXPECTATIONS

- **Professionalism:** Students are expected to follow the [Boston University's Student Codes of Conduct](#). They are expected to conduct with a sense of respect and professionalism and can expect the same treatment. A part of the training is learning what is expected in a workplace, and we try to enforce those standards throughout the program.
- **Punctuality:** Students are expected to arrive at the class and scheduled meetings on time.
- **Name Tents:** Students are expected to keep name tents in front of them during the class. This helps peers and faculty know students faster.
- **Participation:** Students are expected and strongly encouraged to ask questions and get involved in class discussions. This helps everyone get more out of the class. Many courses have a class participation credit which requires active participation in class.
- **Cell Phone:** Students cannot use their cell phone during class or exams unless specifically instructed. If you need to take an urgent call, simply leave the classroom, and return as soon as possible.
- **Activities Unrelated to Class:** Activities that are unrelated to the class are not allowed during the class. These include, but are not limited to, use of social media, news sites, online video sites, gaming, email checking and/or writing, unless explicitly asked by the instructor for the purpose of the class.
- **Absence Policy** - In an unforeseen event that you need to miss a class, notify your instructor before the class.
- **Honor Code** - All students are expected to read and abide by the [Academic Conduct Code](#). When uncertain about which type of collaborations in the class are allowed, check with the instructor.

Last update: October 13, 2022

## APPENDIX

### MSBA Program Roadmap for the 12-month Track

Summer Bootcamp	Questrom LAUNCH (Orientation)	Fall Module 1	Fall Module 2	Spring Module 1	Spring Module 2	Intersession Intensive	Summer
Week 1: Python Programming	Orientation to Questrom, BU and beyond	BA815 Competing with Analytics	BA780 Introduction to Data Analytics	BA820 Unsupervised Machine Learning	Elective 1	BA840 Data Ethics: Analytics in Social Context	Elective 3
Week 2: Data analysis and statistics fundamentals	Career Services (Start – continues throughout program)	BA775 Business Analytics Toolbox	BA810 Supervised Machine Learning	BA830 Business Experimentation and Causal Methods	Elective 2		BA888
		ES710 Teaming		ES720 Communications			BA890 Analytics Practicum

### MSBA Program Roadmap for the 16-month Track

Summer Bootcamp	Questrom LAUNCH (Orientation)	Fall Module 1	Fall Module 2	Spring Module 1	Spring Module 2	Intersession Intensive	Summer	Fall Year 2 Module 1	Fall Year 2 Module 2
Week 1: Python Programming	Orientation to Questrom, BU and beyond	BA815 Competing with Analytics	BA780 Introduction to Data Analytics	BA820 Unsupervised Machine Learning	Elective 1	BA840 Data Ethics: Analytics in Social Context	Summer internship (recommended)	Elective 3	
Week 2: Data analysis and statistics fundamentals	Career Services (Start – continues throughout program)	BA775 Business Analytics Toolbox	BA810 Supervised Machine Learning	BA830 Business Experimentation and Causal Methods	Elective 2			Elective 4	
		ES710 Teaming		ES720 Communications			BA890 Analytics Practicum		