



COMPUTER SCIENCE DEPARTMENT

**Academic Policies for the
Master of Science Degree
in Computer Information Systems
online**

This manual describes the academic policies for the Master of Science in Computer Information Systems online program at Boston University Metropolitan College. The academic policies in this manual are adapted with minimal changes from the document *Academic Policies for the Master of Science Degree in Computer Science, Computer Information Systems, and Telecommunications*, which has been used for the programs on the Boston University campuses for many years. These policies are based on those of Metropolitan College and those of Boston University.

Table of Contents

1.0 Application Policies and Procedures	2
1.1 Degree Candidacy.....	2
1.2 Application Procedure	2
1.3 Deferring Enrollment.....	2
2.0 Advanced Standing.....	2
2.1 Transfer of Credit	2
2.2 Maximum Transfer of Credit.....	2
3.0 Curriculum.....	3
3.1 Master of Science in Computer Information Systems Online.....	3
3.2 Waivers of Core Requirements	4
3.3 Additional Requirements	4
3.4 Course Load.....	4
4.0 Grading System	4
4.1 Grade Symbols	4
4.2 Audits, Withdrawals, and Incompletes	5
4.3 Change of Course Grades	5
4.4 Recording of Grades.....	5
5.0 Academic Performance Standards.....	6
5.1 Written Communication.....	6
5.2 Good Academic Standing	6
5.3 Probation/Required Withdrawal	6
5.4 Notification of Probation and Required Withdrawal	6
6.0 Graduation Requirements.....	7
6.1 Graduation Application.....	7
6.2 Degree Requirements	7
6.3 Recommendations for the Degree.....	7
6.4 Cumulative Grade Point Average (GPA).....	7
6.5 Maximum Time Limit.....	7
7.0 Leave of Absence	8
8.0 Disabilities.....	8

1.0 Application Policies and Procedures

1.1 Degree Candidacy

The Master of Science (MS) Degree in Computer Information Systems (CIS) is available to qualified men and women who have earned a Bachelor's Degree from an accredited college or university.

1.2 Application Procedure

Apply for the program involves submitting to the department a completed application form, transcripts from previous undergraduate and graduate studies, three letters of recommendation, and a letter stating why you would like to study Computer Information Systems at Boston University. Details of the application process can be found at our [MSCIS online web site](#) or by phoning the department at (617) 353-2566. International Students should contact the department regarding English proficiency requirements.

1.3 Deferring Enrollment

A student may defer his/her initial registration for a period not exceeding one calendar year.

2.0 Advanced Standing

2.1 Transfer of Credit

MS candidates who, within the previous four years, have completed graduate level courses at other accredited institutions may petition for transfer of credit. These courses must have been completed with a grade of "B-" or better. Only graduate level courses are appropriate for transfer into the Program. Graduate courses taken at Metropolitan College before acceptance into the degree program are not considered to be transfer courses.

A petition for approval of credits for transfer form must be submitted to the Computer Science Department within the first six months after acceptance to the MS degree program. Petitions must be accompanied by an official transcript, a syllabus, and a course description from the catalog proving the course is a graduate level course.

No courses applied toward another degree may be transferred towards the MS in Computer Information Systems. Graduate level courses taken as part of an undergraduate degree may not be transferred nor should they be taken again. Arrangements should be made with the Department for valid substitutions.

In special cases, MS degree candidates may be allowed to take a graduate course outside Metropolitan College. In such cases, approval must be obtained before registering for the course. Only graduate courses are appropriate for transfer of credits. A petition for approval of credits for transfer form can be downloaded from <http://csmet.bu.edu/> in the forms section.

2.2 Maximum Transfer of Credit

A candidate for the MS degree may transfer a maximum of eight credit hours of advanced standing into the program. This is equivalent to two courses taken at Metropolitan College.

3.0 Curriculum

3.1 Master of Science in Computer Information Systems Online

To obtain the MS in CIS the student must complete six core courses and four elective courses. Students may obtain concentrations in Security or Database Management by completing the courses listed for those concentrations below. A student can obtain both Security and Database concentrations by taking the first eleven courses below.

Core Requirements: To obtain the Master of Science in Computer Information Systems degree students must complete the following six core courses:

- CS 520 [Information Structures](#)
- CS 546 [Quantitative Methods for Information Systems](#)
- CS 682 [Information Systems Analysis & Design](#)
- CS 669 [Database Design & Implementation for Business](#)
- CS 782 [IT Strategy and Management](#)
- TC 625 [Business Data and Communications and Networks](#)

Concentration in Security: To obtain the Concentration in Security students must complete the following two courses:

- CS 684 [Information Systems Security](#)
- CS 695 [Computer Security for Business](#) (prerequisite CS TC625)

To obtain the Concentration in Security students must also complete at least one of the following two courses:

- CS 674 [Database Security](#) (prerequisite CS669)
- CS 693 [Digital Forensics and Investigations](#)

Concentration in Database Management: To obtain the Concentration in Database Management students must complete the following three courses:

- CS 674 [Database Security](#) (prerequisite CS669)
- CS 699 [Data Mining and Business Intelligence](#) (prerequisite CS669)
- CS 779 [Advanced Database Management](#) (prerequisite CS669)

Electives:

- CS 632 [Information Technology Project Management](#)
- TM 648 [Introduction to Electronic Commerce](#)

Students may select their four electives from any of the eight non-core courses (CS 632, CS 674, CS 684, CS 693, CS 695, CS 699, and CS 779, and TM 648). The program has been designed so that a student may complete the requirements for either concentration in ten consecutive terms. A student who skips a term or chooses some combinations of electives may experience gaps in their course sequence. Consult the program schedule. Students may obtain no concentration, one concentration or both concentrations, depending on the electives which they choose. By choosing the appropriate five electives (CS 674, CS 684, CS 695, CS 699, and CS 779) a student can obtain both concentrations; this is because CS674 Database Security is required for both Database and Security concentrations.

CS 693 and CS699 will be offered first in 2007. Students who wish to obtain the Concentration in Database Management and who were admitted before CS 699 is available may substitute TM 648 for CS 699.

3.2 Waivers of Core Requirements

Students who have completed courses on core curriculum subjects as part of their undergraduate degree program must replace the corresponding core courses by electives. Students with work-related experience in any of the core curriculum courses may apply for a waiver by submitting appropriate documentation. When a course waiver is granted the student must substitute a graduate-level MS Computer Information Systems course for the core course. The graduate advisor must approve the replacement course for credit toward your degree. Waivers do not reduce the total number of graduate courses required for the degree.

3.3 Additional Requirements

Under special circumstances courses in addition to those constituting the MS requirements for the Computer Information Systems degree may be added as part of the admission conditions. These courses and any additional stipulations become an integral part of the degree requirements.

3.4 Course Load

Taking one course per seven week term is considered a full load. Taking more than one class at a time is considered overloading and requires departmental approval.

4.0 Grading System

4.1 Grade Symbols

Grade	Meaning	Grade Points
A	Outstanding	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Average	3.0
B-	Below average	2.7
C+	Weak performance	2.3
C	The lowest passing grade	2.0
C-	Failing performance	1.7
D	Failing performance	1.0
F	Failing performance	0

The grade of "C" is the lowest grade acceptable for credit toward degree requirements. Any grade below "C" for courses represents failing performance.

The student's cumulative grade point average (GPA) is computed by assigning the Grade Points numeric values above to the letter grades earned in completed courses. Incomplete grades (I) are not counted in the GPA. For details consult the MET Bulletin.

The minimum passing grade for a course in the graduate program is a C (2.0), but an academic average grade of B (3.0) must be maintained to be considered in good academic standing and to satisfy degree requirements.

A candidate who received a failing grade, as described above, in a required course must repeat the course and earn a passing grade. A candidate who receives a failing grade in an elective may repeat the course and earn a passing grade or substitute another elective course in which a passing grade has been earned.

Courses that are to be applied toward the meeting of degree requirements may not be taken on a Pass/Fail basis.

4.2 Audits, Withdrawals, and Incompletes

In general, a student may withdraw from a course before the end of the second week by completing the appropriate [Withdrawal](#) Form. No indication of this withdrawal is made on the student's permanent record. A student who withdraws from a course after the second week and before the fourth week of instruction in a semester is awarded a grade of "W". Students withdrawing past the fourth week of class will receive a failing grade. These time periods are approximate: Specific dates are posted each semester, and students must comply with those dates. For more information, please see the "Important Dates" section under the "Schedule" link of www.bu.edu/online/.

A student who fails to withdraw from a course and fails to attend the course will be awarded a grade of "F".

The grade of "I" is given to a student who, for reasons explained at the earliest feasible time and deemed acceptable to the instructor, does not complete all of the course work by the end of the semester. An incomplete is only awarded to students who have completed most of the course requirements prior to the end of courses for that semester. The faculty member will submit with each grade of "I" an incompletes contract describing the remaining work required and the timetable for the student to complete that work.. This incompletes contract is to be signed by both the instructor and the student.

In addition, the faculty member submits a grade for the student that is the grade the student will obtain if the contract is not honored. Incompletes must be resolved at the student's initiative within a maximum of one semester, which typically represents two terms for online students. Contact the Department for additional details.

4.3 Change of Course Grades

Any change of final grade from a course must be approved by the instructor, the department chair, and a dean of Metropolitan College. For grades other than "I", approval will only be granted if the original grade was erroneously given. No grade changes are permitted based on extra work done by a student after the course has been completed.

4.4 Recording of Grades

Grades earned in approved transfer courses taken outside Boston University will not be recorded on the student's academic record, but will be treated as transfer credit. Transfer credits are located in a separate section of the transcript called "External Credits and Test Scores".

Grades earned in courses in other graduate programs at Boston University will be recorded on the student's permanent academic record.

5.0 Academic Performance Standards

5.1 Written Communication

In all courses candidates are expected to display satisfactory ability to communicate on research papers, reports, written analyses, examinations and online discussions. All work shall be judged not only for content and style, but also for clarity, analytical competence and effectiveness.

5.2 Good Academic Standing

A degree candidate must have earned a cumulative grade point average GPA of at least 3.0 (B) to be in good academic standing. For purposes of graduation when a student has taken more courses than required to meet the graduation requirements, then a subset of those courses may be selected, provided that the subset meets all degree requirements and the GPA computed over that subset is at least 3.0.

5.3 Probation/Required Withdrawal

Any student whose cumulative GPA falls below 3.0 (B) will be placed on academic probation. Students who fail to maintain a GPA of at least 3.0 may find their financial aid is adversely affected. Students are advised to carefully read their financial aid requirements, especially regarding maintaining "satisfactory academic progress".

Failure to remove probationary status within one year for part-time students may result in a permanent required withdrawal from the MS Computer Information Systems degree.

If, upon completion of one-half of the program, a student has failed to raise his/her GPA to at least 3.0, the Department may require that the student be withdrawn as a candidate for the MS degree. The Department may also require the withdrawal of a candidate whose academic performance is such that the minimum cumulative grade point index needed in his or her courses is, in the opinion of the faculty, beyond the student's demonstrated academic capability.

Failure to complete all degree requirements for the MS degree within the maximum time limit (see Section 6.5) will result in a student's permanent withdrawal as a candidate for the MS degree.

5.4 Notification of Probation and Required Withdrawal

A letter shall be sent to the candidate's last address of record notifying the candidate of probationary status or required withdrawal from the MS degree candidacy in accordance with the above.

In case of a required withdrawal, a candidate who needs to petition the decision of the Department must submit within thirty days of the date of the notification letter a written statement of specific, serious circumstances presumed to be unknown to the Department that might warrant reconsideration of the withdrawal action.

6.0 Graduation Requirements

6.1 Graduation Application

In order to graduate successfully, students must fill out and submit to the Department a [Graduation Application](#). Failure to fill out this form will result in a graduation delay.

6.2 Degree Requirements

To graduate, a student may either choose to comply with the degree requirements in effect at the time of his or her admission, or choose to graduate under the requirements in effect at the time of graduation. These degree requirements are described in the Boston University Metropolitan College Bulletin.

Out of the ten required courses, a candidate for a MS degree must complete with satisfactory grades a minimum of eight courses (equivalent to 32 credits) at Boston University Metropolitan College.

No more than two courses, taken prior to matriculation, may be applied to the degree program. No more than two course may be transferred from an outside university or college.

6.3 Recommendations for the Degree

To be considered for graduation, a student must complete and submit to the Computer Science Department an Application for Graduation no later than the beginning of the term when he/she expects to graduate.

The faculty of Boston University Metropolitan College governs the process of awarding degrees to candidates. The faculty reserve the right to decide whether the academic proficiency and the professional ability of the candidate warrant the recommendation for the Master of Science degree to the President and Trustees of Boston University.

6.4 Cumulative Grade Point Average (GPA)

A degree candidate must achieve a minimum cumulative GPA of 3.0 to be eligible for the MS degree. Grades earned in courses taken at institutions other than Boston University and transferred into the degree program are not counted in the computation of the GPA. If students have taken more than the minimum required courses then the GPA for purposes of graduation may be computed using a subset of the courses taken, provided that the subset meets all degree requirements, and the GPA computed over that subset is at least 3.0.

6.5 Maximum Time Limit

All requirements for the degree must be met within six calendar years from the date of admission. A candidate who is unable to complete his/her degree requirements within the specified six year time limit must petition the Computer Science Department for an extension of eligibility time. The Department will only grant extensions of eligibility time to those candidates whose academic records indicate substantial work toward completion of degree requirements and whose petition clearly presents evidence of extenuating circumstances.

7.0 Leave of Absence

Matriculated students must complete at least one course each academic year to remain active degree candidates. Students must file a [Leave of Absence Form](#), or notify the Department by letter or email of an anticipated leave of absence whenever the student intends to miss one or more academic semesters.

Upon written request, and for an appropriate cause a student will be allowed up to two consecutive semesters of leave of absence. Leaves of absence beyond two semesters will be granted only in exceptional cases, such as illness, maternal or paternal leave, or military service.

The Department is responsible for considering and taking action on written petitions of candidates seeking approval for a leave of absence.

The period of authorized leave of absence is not counted as part of the time allowed for the completion of the degree requirements.

8.0 Disabilities

If you need academic accommodations because of a disability to meet the academic requirements of our program, please contact Boston University's Office of Disability Services by telephone at 617-353-3658, or by e-mail at access@bu.edu, at least four weeks prior to the start of class. Disability Services will evaluate your situation and determine what accommodations are appropriate.