



# Division of Graduate Medical Sciences Boston University School of Medicine

## Academic Policies and Procedures

(July 24, 2009)

*The following general regulations concern all graduate students in the Division of Graduate Medical Sciences at Boston University School of Medicine. Each student is responsible for becoming familiar with the general regulations of the Division and the more specific requirements of the individual departments or programs, which may supplement the Division regulations*

### Admission

#### Qualifications for Admission

Any person who has completed all requirements for a baccalaureate degree from a recognized college or university, or with equivalent education, may apply for admission to the Division of Graduate Medical Sciences. The student may be required to make up any deficiencies in academic background by completion of specified courses without credit.

#### Admissions Requirements

All applicants for admission to one of the basic science departments are required to submit the results of the Graduate Record Examination (GRE) General Test. Other tests may be substituted for the GRE with special permission. The candidate must have met the requirements for a baccalaureate degree with a strong background in the biological and physical sciences (a minimum of 28 credits or the equivalent). A 4-credit course is defined as 4 lecture hours per week for one semester. The candidate must also have completed the special prerequisites of the department or program in which the student is matriculating. Prerequisite courses not completed before registration may be completed while the candidate is in residence as a graduate student, but may not be presented for graduate credit. The candidate is subject to examination on any of these prerequisite courses at the option of the major department. Further information is available from the Division of Graduate Medical Sciences, Boston University School of Medicine, 72 East Concord Street – L315, Boston, MA 02118; 617/638-5120.

#### Application

Applications and instructions for submission of complete credentials may be obtained from the Division of Graduate Medical Sciences, Boston University School of Medicine, 72 East Concord Street – L-315, Boston, MA 02118. Applications may be submitted electronically for a nonrefundable application fee of \$60. (Alternatively, a nonrefundable application fee of \$50 may be submitted with each paper application.) Please refer to our [on-line application](#). Applicants must also submit the credentials listed below. These materials become the property of the University; neither originals nor copies will be returned.

1. Official transcripts or records of each college or university attended. A college senior should submit an official report of the work completed through the first semester of the senior year as soon as possible.

2. Letters of recommendation from three faculty members.
3. Official test results of the Graduate Record Examination (GRE). Results of the Medical College Admissions Test (MCAT) may be substituted with prior approval. Students applying to the Medical Sciences, Oral Health Curriculum may substitute the Dental Admissions Test (DAT).

For [GRE application materials and information](#), contact the Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000; 609/771-7670. **Our GRE/TOEFL institution number is 3251.** In addition to the above, applicants who have twice been rejected for admission must submit a letter of approval for application from the current Director of Graduate Studies for the department or program to which they seek admission.

#### Deadlines

All applications and credentials for admission to doctoral degree programs for the fall semester should normally be submitted by January 1. Late applications will be considered with prior approval of the appropriate department chairman or program director. Because applications for admission with financial aid are reviewed as they are received, early application is recommended. The deadline for masters candidates is normally March 31, except for the MA in Medical Science which has no deadline and the MS in Genetic Counseling Program which has a deadline of January 15. Contact the Director of Graduate Studies for the department or program of interest to determine the status of the admissions process. For those departments that accept new students in the spring semester, applications should be submitted by October 15, unless prior approval has been granted.

#### Applicants from Other Countries

Applications and instructions for submission of complete credentials may be obtained from the Division of Graduate Medical Sciences, Boston University School of Medicine, 72 East Concord Street – L-315, Boston, MA 02118. Applications may be submitted electronically for a nonrefundable application fee of \$60. (Alternatively, a nonrefundable application fee of \$50 may be submitted with each paper application.) Please refer to our [on-line application](#). All credentials must be in English. These materials become the property of the University, neither originals nor copies will be returned. The following credentials are required in order to complete an application:

1. The completed, signed admissions application.
2. The completed, signed International Student Data Form and a declaration of financial support including supporting documentation.

3. At least three letters of recommendation from faculty members in the biomedical sciences.
4. Certified copies and certified English translations of all academic achievements in each college or university attended.
5. The results of the Test of English as a Foreign Language (TOEFL) are required for each student whose native language is not English. The computer-based TOEFL is administered throughout the year. The TOEFL Bulletin of Information and registration form can be obtained at American embassies and consulates, offices of the United States Information Services (USIS), U.S. education commissions and foundations abroad, bi-national centers, and certain private organizations. Applicants who cannot obtain a TOEFL Bulletin and registration form locally should write for them well in advance to [TOEFL/TSE Services](#), P.O. Box 6151, Princeton, NJ 08541- 6152, USA; 609/951-1100. **Our TOEFL Institution number is 3251.**
6. The results of the [Graduate Record Examinations](#) (General). To take this test, write for information and registration materials to the Graduate Record Examinations, Educational Testing Service, P.O. Box 6000, Princeton, NJ 08541-6000, USA; 609/771-7670. **Our GRE institution number is 3251.**

International students must provide evidence of financial resources adequate to cover travel to and from Boston and for tuition and living costs for at least one full year at Boston University. Immigration regulations prohibit international students from accepting any employment except University appointments during the first year of study in the United States. Information and assistance regarding governmental regulations and University services may be obtained by writing to the [International Students and Scholars Office](#), 888 Commonwealth Avenue, Boston, MA 02215; 617/353-3565. For further advice and assistance in seeking admission, international students should consult the nearest U.S. embassy, consulate, or information center.

### Non-degree Applicants

A person with an accredited bachelor's degree or its foreign equivalent who is qualified for graduate work, but who does not wish to enter a degree program, may apply to a department or program in the Division of Graduate Medical Sciences for admission as a special student with non-degree status. The completed application and a transcript of the most recent degree awarded should be submitted along with the application fee. Results of the Graduate Record Examination (GRE) are not required. Application for a change from non-degree to degree status must be made before the admission deadline for the semester of intended enrollment. Except under unusual circumstances, no more than 8 credits for a MA degree program or 16 credits for a PhD degree program may be credited toward the degree, and only if the grades received are B or higher.

## General Policies and Procedures Governing Graduate Study

### Research Advisor

A candidate for the M.A., M.S., or Ph.D. degree is required to have, as a research advisor, a full member of the Division of Graduate Medical Sciences faculty. This advisor must be a member of the major department, if the major department so requires. The research advisor is always the first reader of the M.A./M.S. thesis/Ph.D. dissertation. Under certain circumstances, a Special Service Appointee may serve as a first reader. When the first reader/research advisor only has a Special Service Appointment in the Division, then the second reader of the thesis/dissertation must be, at a minimum, a full member of the Division, or depending upon departmental requirements, a full member of the major department or program.

### Directed Study or Research

Students may register for directed study or research with the approval of the faculty member concerned. The minimum registration is a 2-credit course. A candidate for the M.A. degree in the basic sciences may register for not more than 16 credits in directed study or research. M.A. in Medical Sciences candidates may register for no more than 8 credits in directed study or research.

### Transfer of Credit

Graduate-level courses in other accredited graduate schools or in other Schools or Colleges of Boston University not used toward the awarding of any other degree, may be transferred on recommendation of the major advisor and the chairman of the department with the approval of the Committee on Academic Standards of the Division. Credit for work to be taken concurrently with studies in the Division must be approved before registration for such courses; all such courses must be taken for a letter grade (not pass/fail). No transfer of credit for courses taken before the senior year of college will be accepted. Forms for transfer of credit petitions are available from the Division of Graduate Medical Sciences.

**Basic Science MA degree programs:** No more than 8 credits may be transferred from other universities unless a department or program requires more than 32 credits. A student may transfer additional courses corresponding to that number required in excess of the eight. The MA in Medical Sciences does not allow a transfer of credit from other universities.

**Post-bachelor's PhD programs:** No more than 16 credits may be transferred from other universities. Of these, only 8 credits may be credited toward a master's degree. If a department or program requires more than the minimum 64 credits, a student may transfer an additional number of courses corresponding to that number required in excess of the 64.

**Post-master's PhD programs:** No courses may be transferred from other universities, unless a department requires more than the minimum of 32 credits. A student may transfer the number of courses corresponding to that number required in excess of the 32.

## Summer Term

Certain courses taken during the summer term at Boston University may be credited toward the MA and PhD degrees if prior approval is obtained from the candidate's major department or program. The number of credits that can be earned in one session is limited to 6 credits. Graduate students who do not wish to enroll for courses but wish to complete a departmental requirement such as comprehensive, qualifying, or dissertation examination, or to use the University facilities must register for one summer term by paying the Continuing Student fee.

## Continuing Students

MA, MS, and PhD candidates who have completed all departmental course requirements must register each subsequent semester as continuing students until all requirements for the degree have been completed. Payment of the Continuing Student fee each semester entitles the student to appropriate access to and use of the libraries, research laboratories, academic staff, and other academic facilities of the University for the purpose of completing such requirements as examinations, research, and thesis or dissertation work. Continuing students who are PhD candidates are entitled to audit officially one course each semester without further tuition charge. Graduate courses at the 900 level may not be audited. A student who, in any semester, fails to register and has not been granted an official leave of absence will be considered a continuing student and will be charged the usual fee for such status. Failure to register for two consecutive regular semesters without having been granted an authorized leave of absence may result in termination of degree status.

## Transfer Between Departments/Programs

Students may, under certain circumstances, transfer between departments/programs if the (1) are in good academic standing; (2) have received written approval from the chairman or director of graduate studies in the present department/program prior to applying for a transfer; (3) have received written approval of the Chairman or Director of Graduate Studies in the new department/program; and (4) have received written approval from the Associate Provost of the Division of Graduate Medical Sciences.

## Grades

The Division of Graduate Medical Sciences uses the following system of letter grades for evaluation. Graduate courses at the 900 level will be graded by Pass/Fail only.

## Grade Explanation

- A to B Pass with credit
- C+ or below. Considered failure (graduate credit not granted)
- P Pass with credit
- F Fail
- I Incomplete, with additional work required
- X Unresolved status
- J Registration in same or continuing course in the following semester necessary (excluding summers)
- AU Audit
- N No credit granted toward a graduate degree
- W Withdrew after five weeks
- MG Missing grade

## Credits

Credit toward a degree will only be obtained from a passing grade (A to B with credit).

## Incomplete Coursework and Failing Grades

When the work of a course has not been completed within the semester of registration, the grade of I is used. A grade of I can only be given if a student is doing passing work. This automatically becomes a permanent I (unsatisfactory grade) unless the coursework is completed within the following calendar year. Grades of I and C+ or lower are interpreted as failures. A student receiving such grades in total of 8 credit hours is terminated. A student receiving a failing grade will not be permitted to take a make-up examination.

## Grade Changes

Grades, including incompletes, may not be changed after a period of one year from the time the original grade is recorded.

## Suspension or Dismissal

Boston University, through its various faculties or appropriate committees, may suspend or dismiss any student from the University for reasons of unsatisfactory scholarship or conduct.

## Petitions

In presenting any request to the faculty or to its several committees, students will use the prescribed form, obtainable from the Division of Graduate Medical Sciences.

## Leave of Absence

Normally, students must register for each regular semester until completion of all degree requirements. Upon written petition and for appropriate cause, a student is allowed up to two semesters of leave of absence without the necessity of committee consideration. Leaves of absence beyond two semesters are granted only in exceptional cases, such as a substantiated illness, one-semester maternity or paternity leave, or military service. The student should petition the Associate Provost of the Division of Graduate Medical Sciences with the approval of the chairman/director of the department or program of concentration.

All requests for leave of absence must be submitted within the first three weeks in the semester in which the leave is intended to begin. If leave is granted, a certificate of authorized leave of absence is issued and a copy included in the student's record.

The period of authorized leave of absence is counted as a part of the time allowed for completion of the degree requirements. Students may not complete any degree requirements in a semester for which they have been granted a leave of absence. Students must be registered in the semester in which the degree requirements are completed and in the preceding semester.

## Absence for Religious Reasons

According to Chapter 151C of the General Laws, Commonwealth of Massachusetts, any student in an educational or vocational training institution, other than a

religious or denominational educational or vocational training institution, who is unable, because of religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to any students because of their availing themselves of the provisions of this section.

### **Readmission to a Degree Program**

Students applying for readmission to the Division of Graduate Medical Sciences are subject to the following regulations: a minimum of two years must elapse from the time of withdrawal or termination before the enrollment; reapplication must be accompanied by an application fee; if readmitted, the student may be asked to retake examinations or demonstrate knowledge in current issues in the field of specialization; readmitted students will be subject to the rules and regulations set forth in the Division of Graduate Medical Sciences Bulletin at the time of readmission; students who have outstanding financial obligations to the University at the time of withdrawal or termination will be required to meet those obligations as a condition of readmission; at the time of readmission, the student must provide a detailed schedule of plans for completing the remaining degree requirements within specific time limits.

### **Payment of Student Accounts**

A student with an outstanding balance with Student Accounting Services will not receive a transcript, diploma, or other student services until payment has been made.

### **Registration**

An officially registered student is one who has submitted course selections on a registration form, paid or settled all charges, and received an approved receipt from the Office of Student Accounting Services.

Candidates for admission may not register until they receive a formal statement of acceptance. Registration is conducted under the direction of the Division of Graduate Medical Sciences. Graduate students should consult the Division Office, 72 East Concord Street, Room L-315, for detailed instruction concerning the procedure to be followed during the announced registration period. Student must be registered for any regular semester or summer term during which a degree requirement is completed or University facilities are used.

Registration must be completed within the official registration period, the dates for which are given in the semester's class schedule.

Students may register by mail or in person, in any of the following categories:

### **Full-Time Students**

**By enrollment:** A student enrolled in 12 to 18 credits will be considered full-time and will be charged full tuition and fees. A student may register for more than 16 credits only with approval of the Committee on Academic Standards.

**By certification:** A student registered for fewer than three courses or 12 credits (a minimum of 4 credits must be taken until all coursework requirements have been completed) but engaged otherwise in full-time study, research pertinent to the completion of degree requirements, or gaining competence in the field of study, may be certified as a full-time student. Such a student must pay tuition on a per-course basis and full-time fees. A student desiring full-time certification must submit to the Division of Graduate Medical Sciences, during the official registration period, a completed full-time certification form approved by the advisor and department chairman or director of graduate studies.

### **Part-time Students**

All part-time students who are candidates for degrees must register each regular semester for no less than 4 credits until all departmental course requirements are completed. Continuing students (see below) may register for less than one 4-credit course.

### **Continuing Students**

A degree candidate, after completing all departmental course requirements, must register each regular semester as a continuing student until all remaining degree requirements are completed. Payment of the fee for this status makes available to the student all academic facilities of the University and entitles PhD candidates to audit officially one course per semester. Students may not audit 900-level courses. Registration and payment of regular tuition and fees for at least one course exempts the student from the Continuing Student fee. Continuing students may qualify as full time according to the above regulations. Normal part- and full-time fees are also applicable.

### **Registration Deadlines**

The dates of the official registration period are given in the GMS Academic Planner, as well as on the [GMS website](#). Late fees are charged to students who do not register or settle their tuition account during the official period. Students may not register later than one week after the start of classes without written approval from the Associate Provost of the Division. Students who are not registered by the deadline will have their financial assistance offers revoked.

No students, including those with continuing-student status, will be allowed to register after the first week of classes. Students in special programs that commence later in a semester will not be allowed to register later than the end of the first week of the program.

### **Cross-Registration**

**Within Boston University:** A student in a MA or MS degree program normally may elect to take not more than one graduate-level semester course given by a School or College at Boston University other than the Division of Graduate Medical Sciences, unless the courses are listed in the GMS Bulletin. A student in a PhD degree program may elect to take not more than two such courses. All courses

must be approved by the student's major advisor and department/program.

**With Other Academic Institutions:** Division graduate students who wish to cross-register for a graduate course at another academic institution should obtain a cross-registration permit from the Registrar of the Division of Graduate Medical Sciences. Students must consult with their advisors, receive advisor approval on the permit, and receive approval from the Division. They must then present this permit to the graduate school registrar of the host institution. During any academic year, students normally may receive only one registration permit. Cross-registrants should expect to satisfy all prerequisites and requirements for courses as indicated by the host institution. Tuition for such courses is charged at Boston University rates in the usual manner.

### **Adding or Dropping a Course**

Students wishing to change their courses must fill out the appropriate form from the Division of Graduate Medical Sciences, obtain their advisor's signature, and return the completed form to the Division Office. A request for late registration in courses ordinarily cannot be granted after the first full week of classes.

No course may be added after the first two weeks of class.

A course dropped during the first five weeks of class will not appear on the student's permanent record. After the first five weeks, a dropped course will appear on the student's record as W, and the student will be charged for the course. Courses may be dropped up to three weeks prior to the start of final examinations. After that point, no course may be dropped. Students who register for any course are held responsible for its completion unless they officially withdraw by the deadline date or change to the status of auditor before mid-semester.

### **Auditing Courses**

An auditor is a student who attends a class to acquire knowledge, but not to earn credits or a grade. Audited courses do not count toward completing degree requirements. A student may not change auditing status after the fifth week of classes. Auditors must attend classes regularly, do assigned reading, and participate in discussions, but they are excused from examinations.

Auditors are admitted to a course on a space-available basis and in accordance with the rules of the School or College offering the course. Auditors are subject to full tuition and fees of the course.

### **Graduation**

MA, MS, and PhD degrees are awarded in September, January, and May. Commencement exercises are held in May only. Students planning to receive their degrees at the May commencement must submit diploma applications by February 1. Students must submit diploma applications by July 1 for September graduation, and by November 1 for January graduation. The diploma application is valid only for the graduation date specified; a new application must be filed if the student does not graduate as planned. Diploma applications and copies of the regulations on the preparation of theses and dissertations are available in the Division of Graduate Medical Sciences.

### **Transcripts**

To request an academic transcript of grades and coursework, a student should submit a Transcript Request Form to the University Registrar at 881 Commonwealth Avenue, or request a transcript on the [student link](#). Letter requests will be honored if they are signed and give complete information about attendance, including enrollment dates College(s) of registration, and degree(s) earned. In most cases, official transcripts are mailed approximately 48 hours after receipt of the request. The transcript fee for current students is \$4 per copy and payment must accompany the request. Overnight service is available via our express carrier, FedEx, there is an additional charge of \$15 per address to destinations in the continental United States. FedEx does not deliver to P.O. boxes. Please call 617/353-3616 to inquire about international rates. Alumni and former students will be charged \$6 per transcript copy. Transcripts will not be released without payment, nor will they be released if the student has not fulfilled his/her financial obligation to the University.

### **Identification Cards and Numbers**

ID cards for Division students are issued by the [Public Safety Department](#) at 710 Albany Street, Room 102. Students are assigned an ID number by the University. To change an incorrect ID number, a student should contact the Office of the University Registrar.

A student is entitled to a new card only when there are changes to the information on the card. A fee of \$35 is charged for replacing a lost card. Replacement cards are issued by the [Public Safety Department](#), 710 Albany Street, Room 102.

### **Physical Examination and Immunization Requirements**

Boston University is very concerned about the health and wellness of our entire student community. To this end, the University requires that every incoming student have a physical examination by a licensed practitioner and be immunized against the following common communicable diseases: measles, mumps, rubella (MMR), tetanus, hepatitis-B and (bacterial) meningitis. In addition, clinical students who will see patients at Boston Medical Center (and other Boston hospitals) are required to have documentation of varicella immunity, a hepatitis B serum titer and a two step tuberculosis skin test. These requirements are indicated on the appropriate "Health History and Physical Examination Report."

The Commonwealth of Massachusetts requires that all full-time undergraduate and graduate students, all full-time and part-time health science students, and any full-time or part-time international students submit proof of immunization.

The "Health History and Physical Examination Report" or "Health Form", available on the [Student Health Services website](#), outlines the requirements.

### **Compliance**

Boston University policy requires all students studying on Massachusetts campuses to provide an emergency alert phone number. In addition, as noted above, the Commonwealth of Massachusetts requires all full-time and part-time health science students to provide proof of having completed a series of immunizations. Check the [Student Link](#) to ensure that you have met these requirements.

Students not in compliance will be unable to register, to adjust their schedules, or register for future semesters.

### Name Changes or Corrections

Misspelled names can be corrected simply by presenting a current driver's license or University ID card to the Registrar.

Currently enrolled students who wish to change their names must present sufficient reason and identification to the Registrar. Upon approval, the student will be asked to complete an ID/Name Change form. For students who are no longer registered or who have graduated, legal documentation (e.g., a marriage license or court order) must be submitted to the Registrar along with the request for the change. Massachusetts residents are required to submit a notarized letter stating the reason for the change, and the old and new legal names.

### Address Changes

Students must notify the Division of any local or home address changes. To do this, a student should complete a Personal Data Change form, available from the Division Office.

## Administrative Policies Relating to Federal Guidelines

### Veterans Affairs

In cooperation with the Veterans Administration, the University participates in a number of veterans' benefits programs, including educational assistance, Work-Study program, rehabilitation, deferred payment, and tutorial programs. Any student who is eligible for veterans' benefits or who would like more information about VA rules and veterans' programs, should contact the Boston University Office of Veterans Affairs, 881 Commonwealth Avenue, Second Floor, Boston, MA 02215; 617/353-3678.

### Family Educational Rights and Privacy Act – FERPA

The Family Educational Rights and Privacy Act ensures confidentiality of student educational records and restricts disclosure to or access by third parties, except as authorized by law.

The University does not release personally identifiable information contained in student educational records, except as authorized by law.

### Student Rights Under FERPA

In general, a student has the right to inspect his/her educational records; require that the University obtain his/her prior written consent before releasing personally identifiable information; request that corrections be made to educational records if the student believes the records are inaccurate or misleading.

### Definitions

A **student** is defined as one who is, or has been, officially registered, and who attends, or has attended classes, at Boston University.

With certain exceptions, **educational records** are records relating to a student that are maintained by the University.

### Directory Information

- Student name;
- Local/dorm address (if the University has only a home address in New England or New York, it is considered the local address); home address for Office of Housing room assignments and for Hometown News releases for Dean's list and graduation;
- Academic program (i.e., degree, School or College, major, minor);
- Dates of attendance; full- and part-time status;
- Degrees, honors, and awards received; home town for University press releases of these degrees and honors;
- Extracurricular activities.

### Privacy Preferences

Students can restrict the release or publication of any directory information that may be released by the Registrar's Office, the Student Activities Office, the Athletics Department or by his/her School, College, or program of enrollment, or by other offices of the University. Privacy preferences may be added or reversed.

A student who wishes to restrict the release or publication of any directory information should do so on the Personal Page on the [Student Link](#) (Personal tab, Data Restriction option). A student who does not have access to the Student Link should fill out the [Directory Information Restriction Form](#). Students who have restricted their data will not be included in the graduation commencement bulletin.

**\*\*Please note: Even after graduation, privacy preferences remain in effect.** As an example: If a student has restricted the release of their degrees, honors, and awards, the Office of the University Registrar will not confirm degrees earned to prospective employers or any other party without the student's permission.

### Inspection of Educational Records

To inspect educational records, submit a written request identifying the records to be inspected to the appropriate University official using the Access Form. Students may obtain this form in the Office of the Dean of each School or College, or in the Office of the University Registrar.

Written requests to access records will receive a response within a reasonable time, but not more than forty-five days after 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 a copy of the educational records requested.

If a student does not know the specific location of the record, the request may be filed with the Access Officer, Office of the University Registrar, Boston University, 881 Commonwealth Avenue, Boston, MA 02215.

### Information Which a Student Does Not Have the Right to Inspect

A student does not have a right under FERPA to inspect information that is not an educational record, such as:

- Medical records;

- Law enforcement records;
- Employment related records;
- Records containing information about the individual after he/she is no longer a student.

Note: A student may have rights to inspect such records under other laws.

In addition, a student does not have the right to access certain educational records, such as:

- Confidential letters of recommendation, if the student has waived his or her right of access in writing;
- Financial records of the student's parents;
- Records of instructional, supervisory, and administrative personnel and educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
- Admissions records for a student who does not officially attend the program of admission. If the student completed a course at the University but never officially attended as a degree candidate in the program of admission then the student has FERPA rights with respect to that course but does not have rights with respect to the admissions credentials for that program;
- Records of a student that contain information on other students. The student may inspect, review, or be informed of only the specific information about that student.

#### **Authorizing Another Person to Inspect or Receive Copies of Your Record**

A current or former student who wishes to permit another person to inspect or receive copies of the student's educational records must provide a signed and dated written consent which must:

- Specify the records that may be disclosed;
- State the purpose of this disclosure;
- Identify the person or class or parties to whom the disclosure can be made.

If requested, the University will provide the student with a copy of the records disclosed.

#### **When Disclosure is Permitted Without Prior Consent of the Student**

In general, the University may not disclose personally identifiable information from a student's educational records without the student's prior consent. The University, in compliance with the law, will disclose personally identifiable information without the student's prior consent under these conditions:

#### **A. To University officials, staff, and others engaged in activities on behalf of the University:**

The University discloses information to University officials, staff, and others who require information from student

records to complete their assigned duties. These individuals include officers of the University, faculty, administrative staff, and medical and legal personnel, and may include consultants and professionals engaged by the University where disclosure of the information is necessary for them to fulfill their duties and responsibilities to the University and may include consultants and professionals engaged by the University. In addition, these individuals may include persons from outside the University, volunteers, and Boston University students who are requested to serve on an authorized committee or board of the University or to otherwise perform authorized tasks for the University.

#### **B. The information has been designated as Directory Information including:**

- Student name;
- Local/dorm address (if the University has only a home address in New England or New York, it is considered the local address), e-mail address, and primary contact phone number; home address for Office of Housing room assignments and for Hometown News releases for Dean's list and graduation;
- Academic program (i.e., degree, School or College, major, minor)
- Dates of attendance; full- and part-time status;
- Degrees, honors, and awards received; home town for University press releases of these degrees and honors;
- Extracurricular activities.

#### **C. The information is a record of a campus disciplinary proceeding:**

Federal law **requires** the University to disclose to both the accuser and the accused student the outcome of all student disciplinary proceedings that involve a charge of sexual assault. In addition, the University **may** disclose the final results of student disciplinary proceedings regarding a crime of violence or a nonforcible sex offense. Final results include name of the offender, violation, and any sanction imposed. The University can also inform parents about violations of the University's drug and alcohol policy by a student under the age of 21.

#### **D. In compliance with a subpoena:**

The University will make a reasonable effort to notify the student of the subpoena before complying. However, in the case of a subpoena issued for law enforcement purposes, the University is **not required** to notify the student of the existence or the contents of the subpoena, or the information furnished in response to the subpoena, if the Court or other issuing agency has ordered that such information not be disclosed.

#### **E. To authorized representatives of certain government offices:**

The University will release information to authorized representatives of the U.S. Comptroller General's Office, the U.S. Department of Education, and state and local educational authorities in connection with an audit or an evaluation of federal or state supported programs and to assure the enforcement of or compliance with federal or state legal requirements related to these programs; and of the United States Attorney General for law enforcement purposes.

#### **F. In compliance with the Solomon Amendment:**

The University will release student information for the purposes of military recruiting to the Department of Defense.

The information released is limited to student name, address, telephone listing, date and place of birth, levels of education and degrees received, prior military experience, and the most recent educational institution attended.

#### **G. To officials of other institutions or organizations:**

- To which the student seeks to transfer or in which the student is already enrolled;
- In connection with the student's placement or participation in internships, practica, affiliations or other programs related to the student's courses or programs at the University;
- To which a student has applied for or from which he/she has received financial aid to support the student's education, in cases where the information is related to (1) determining the eligibility for, amount of, or conditions of the aid, or (2) enforcing the terms and conditions of the aid.

In cases where the University has previously transmitted such information to another institution or organization in which the student has enrolled, has been placed, or has sought financial aid, the University may send corrected records if there are changes to the information previously sent.

#### **H. In emergency situations:**

In the case of an emergency, the University discloses information to the appropriate parties if the University deems it necessary to protect the health, safety, or well-being of the student or other individuals. Such disclosure may include any disciplinary action previously taken against the student for conduct that posed a significant risk to the safety and well-being of that student, other students, or members of the University community.

#### **I. In response to complaints and legal actions involving the student and the University:**

If a student initiates legal action or brings complaints against the University, the University may disclose information relevant to the response to the complaint without seeking the prior consent of the student. In addition, in the event that the University initiates legal action against a student, the University may disclose relevant information without a court order or subpoena if a reasonable effort is made to notify the student prior to disclosure.

#### **J. To authorized representatives of the state and local government:**

The University may disclose information to these authorized representatives if disclosure is allowed pursuant to a state statute concerning the juvenile justice system.

#### **K. To accredited organizations:**

The University may release information to organizations that accredit colleges and universities for the purpose of assisting their accrediting functions.

#### **L. To organizations conducting studies for or on behalf of the University:**

The University may disclose information to organizations seeking to improve education for on behalf of the University (e.g., utilizing predictive tests or student aid programs).

#### **Limitations on Disclosures**

Under FERPA, information disclosed by the University may be subject to restrictions against redisclosure.

#### **Amending Educational Records**

Students have the right to have their educational records maintained accurately. If the normal channels for amending educational records within the University do not result in the desired corrections, students should submit a Request to Amend Educational Records form to the designated records keeper. Such forms are available from the University Registrar's Office. The University Access Officer will inform the student of the University's decision concerning the requested amendment within forty-five (45) days from the date of receipt of the Amendment Form.

If the University decides not to amend the record as requested, it will (1) inform the student of the decision, (2) advise the student of his or her right to a hearing to challenge the content of the records on the grounds that the information contained in the record is (a) inaccurate or misleading (i.e., that the information in the records has been recorded incorrectly) or (b) violates the student's rights under FERPA and (3) explain the procedures to request such a hearing. If, after the hearing, the University decides that the information contained in the record is not accurate or misleading, it will inform the student of the right to place a statement in the record commenting on the contested information or stating why the student disagrees with the University's decision.

Note: The process of amending records or requesting hearings regards only information that has been recorded inaccurately or incorrectly or that violates the student's rights under FERPA. It is not a process to appeal grades, disciplinary decisions, or other University decisions with which the student disagrees but which have been recorded accurately. Normal review and appeal channels must be utilized where the dispute is with the decision itself and not with the accuracy with which the decision or information has been recorded.

#### **Complaint Procedure**

A student has the right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. A complaint must be submitted to the Office within 180 days of the date of the alleged violation or of the date that the student knew or reasonably should have known of the alleged violation. The complaint must contain specific factual allegations giving reasonable cause to believe that a violation of the Act has occurred, and it should be forwarded to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

#### **Questions**

Questions about the University's policies and practices, or about specific educational records should be addressed to

the Access Officer, Office of the University Registrar, Boston University, 881 Commonwealth Avenue, Boston, MA 02215.