

**Division of Graduate Medical Science
Boston University School of Medicine
Policies and Procedures**

The following policies and procedures 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 policies and procedures of the Division and the more specific requirements of the individual departments or programs, which may supplement the Division policies and procedures. For the University policies, please check the following link <http://www.bu.edu/academics/policies/>

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1. ATTENDANCE

Students are expected to attend each class or class-related session. A student may be required to account for undue irregularity in attendance. A student who has been excessively absent from a course and/or does not attend the minimum required sessions dictated by the stated course requirements may be asked to withdraw from that course or receive a failing grade.

2. ABSENCE FOR RELIGIOUS REASONS

The Division of Graduate Medical Sciences (GMS), in scheduling classes on religious holidays, intends that students observing these holidays be given a reasonable opportunity to make up the work. Students should endeavor to inform the instructor(s) or the course manager(s) at the beginning of the course(s) of the planned absence so that arrangements can be made to make-up exams and/or other required assignments. Faculty members who wish to observe such holidays will arrange for another faculty member to meet with their class(es) or for canceled class(es) to be rescheduled.

3. PARENTAL LEAVE

In accordance with the Ruth L. Kirschstein National Research Service Award (NRSA) parental leave policy, GMS recognizes that balancing work and family responsibilities is a challenge for scientists and scholars, and can be especially difficult for graduate students. GMS, like the NIH, recommends that graduate student trainees receive extended stipend support for up to sixty (60) days of parental leave for the adoption or birth of a child. This recommendation is an important step toward ensuring that our trainees with care giving responsibilities will have the financial support they need during this critical stage of their graduate education / research careers.

Adapted from the Ruth L. Kirschstein National Research Service Award (NRSA) and Dr. Richard B. Marchase's letter of July 1, 2009 on behalf of the Federation of American Societies for Experimental Biology (FASEB). This recommendation was approved by the GMS Steering Committee on January 5, 2010.

4. REGISTRATION

4.1 General Instruction

An officially registered student is one who has (i) submitted course selections on a registration form or through online registration, (ii) paid or settled all charges, and (iii) 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. Matriculated students should register under the direction of GMS.

GMS students should consult with the Office of GMS registrar or view the GMS [website](#) for detailed instructions concerning the procedures to be followed during the announced registration period.

Students must be registered for any regular semester or summer term during which a degree requirement is completed or when University facilities are used.

Registration must be completed within the official registration period to avoid a late fee. Registration deadlines are posted on the University registrar's [website](#).

All continuing students in good academic standing with an active Boston University email address may register online via [Student Link](#). A student should meet with his/her faculty advisor or the program director to discuss course selection. An Advising Access Code should be obtained. The Advising Access Code is required to register online for the fall and spring semesters. Registration for summer terms usually does not require an Advising Access Code unless specifically dictated by the program. However, a student should still meet with his/her faculty advisor prior to summer registration.

Failure to register for two consecutive fall/spring semesters without having been granted an authorized leave of absence may result in termination of degree status.

4.2 Full-time Students

A GMS student can be a full-time student by enrollment or by certification.

1. [By enrollment:](#)

A student enrolled in 12 to 18 credits per semester will be considered full time and will be charged full tuition and fees. A student may register for more than 18 credits only with approval of his/her program director and the GMS registrar. Tuition for each credit above 18 will be charged per credit hour.

2. [By certification:](#)

A student registered for fewer than 12 credits but otherwise engaged in full-time study *e.g.* by participating in 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 students must submit the [Certified Full-Time Form](#) to the GMS registrar during the official registration period. This form is only complete with the signature of the faculty advisor and/or program director.

A student enrolled in a Ph.D. degree program must maintain full-time status either by enrollment or full-time certification until completion of the degree.

4.3 Part-time Students

All part-time students who are candidates for degrees must register each regular semester for up to 11 credits until all departmental course requirements are completed. Continuing students (see below) may register for less than one 2-credit course.

4.4 Continuing Students

After completing all departmental or program didactic course requirements, M.A. and M.S. degree candidates must register each regular semester as a continuing student (tuition charge equivalent to 2 credits) until all remaining degree requirements are complete.

For M.A. and M.S. students, registration and payment of regular tuition and fees for one (1) course with a minimum of 2 credits exempts the student from the continuing student fee. Continuing students may qualify as full-time according to the above regulations by certification through completion of the Certified Full-Time Form.

After completing all departmental or program didactic course requirements, Ph.D. degree candidates must register for fall and spring semesters as a continuing student (tuition charge equivalent to 2 credits) until all remaining degree requirements are complete. Registration for the summer terms is described under Section 8.21. Except during summer sessions, Ph.D. candidates' continuing student status entitles students to officially audit one (1) course per semester, but only with prior approval from the Program Director and GMS registrar. Students may not audit 900-level courses.

4.5 Registration Deadlines

The dates of the official registration period are provided on the Boston University registrar's website. Late fees are charged to students who do not register or settle their tuition accounts during this official period. Students may not register later than one (1) week after the start of classes without written approval from the Associate Provost of GMS. Students who are not registered by the deadline will have their financial assistance offers revoked.

Students enrolled in programs that commence on different dates than the standard semester start date will not be allowed to register later than the end of the first week of the program.

4.6 Compliance

Boston University requires all students to provide an emergency alert phone number. Students not in compliance will not be able to adjust their schedules or to register for future semesters.

4.7. Physical Examination and Immunization Requirements

The Commonwealth of Massachusetts requires that all full-time students submit proof of immunization. The "Health History and Physical Examination Report" or "Health Form," available on the Student Health Services website, <http://www.bu.edu/shs/resources/forms/>, outlines the requirements.

In addition, clinical students who will see patients at Boston Medical Center (and other hospitals/clinics/offices) are required to have additional documentation of immunity indicated on the appropriate "Health History and Physical Examination Report."

5. CROSS-REGISTRATION

5.1 Within Boston University

While completing his/her degree, a GMS student in an M.A. or M.S. degree program may be eligible to take **one** (1) graduate-level semester course given by a School or College other than GMS at Boston University. Approval from the student's faculty advisor or program director must be obtained.

While completing his/her degree, a GMS student in a Ph.D. degree program may be eligible to take **one** (1) graduate-level semester course outside of their required program of study given by a School or College other than GMS at Boston University. Approval from the student's faculty advisor or program director must be obtained within Boston University.

5.2 With Other Universities

GMS students who wish to cross-register for a graduate course at another academic institution should obtain a Registration Petition for the Boston Area Consortia Form from the Office of the University Registrar, 881 Commonwealth Avenue. This form requires approval from the student's faculty advisor and the GMS registrar. Students must present this signed form to the graduate school registrar of the host institution.

During a given academic year, a student is permitted to cross-register only once. 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 tuition rates in the usual manner.

6. ADDING OR DROPPING A COURSE

Students wishing to add or drop a course may do so through online registration on Student Link or by completing the Class Adjustment Request Form available on the GMS website. The Class Adjustment Request Form requires the signature of the student's faculty advisor and/or course manager, and should be submitted to the GMS registrar.

Some courses cannot be added after the first week of class. No course may be added after the end of the second week of class.

A standard course dropped during the first five (5) weeks of class will not appear on the student's permanent record. A standard course dropped after the first five (5) weeks of classes will appear on the student's record as a Withdraw grade (W), and the student will be charged for the course. For

the non-standard courses, check the student link for the deadlines to drop a course with or without a W.

Students are held responsible for completion of any course registered for unless they officially withdraw by the deadline set by the University Registrar described above or change to the status of auditor before the sixth week of class.

Standard courses may be dropped up to the end of the tenth week of class. After the tenth week, no course may be dropped. See important registration dates on the [University Registrar website](#).

Financial aid will not cover courses taken as audits or for no credit. For exceptions see [Continuing Student Status](#) under Registration.

7. GRADUATION CALENDAR

M.A., M.S., and Ph.D. degrees are awarded in September, January and May. Commencement exercises are held in May only. Students must submit diploma applications to the GMS registrar by the appropriate graduation deadline. These deadlines are available on the GMS [website](#). The diploma application is valid only for the graduation date specified; a new application must be submitted if the student does not graduate as planned. Diploma applications and the regulations on the preparation of thesis and dissertations are available on the [GMS website](#).

8. SUMMER TERM

A GMS student is allowed to use the University facilities only during the summer terms in which they are registered.

8.1 Ph.D. Students

A student enrolled in a Ph.D. program in GMS who is engaged in full-time research during the summer term as an essential component of their graduate degree program is eligible for Summer Research Registration Status. This eligibility is a no-cost mechanism whereby graduate students who are engaged in academic research during the summer can be appropriately registered as students for purposes of loan eligibility and tax considerations. Students seeking Summer Research Registration Status should complete a [Ph.D. Summer Research Status Registration Form](#), obtain appropriate signatures, and submit the form to the GMS registrar. This registration status will not generate a tuition charge. The form includes a certification of full-time study that will document the student's commitment to research during the summer. By signing the forms, the department or program vouches that the student will be doing research full-time for the twelve (12) weeks of the Summer I and Summer II sessions. GMS will enter the registration status on the student's record. Forms should be submitted before the beginning of the Summer II session. The form is available from the [GMS website](#).

Summer Research Registration Status is available only for Ph.D. students continuing their studies in the fall. This status does not satisfy the mandatory registration for the final two (2) semesters during

which degree requirements are completed, thus a student planning to graduate on the September graduation date must register and pay the continuing student fee for the Summer II term.

8.2 M.A and M.S. Students

A student enrolled in a M.A. or M.S. program is not required to register for the summer terms. A student may choose to register for Summer I and/or Summer II depending on the planned completion of the degree.

9. 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.

10. SUSPENSION OR DISMISSAL

GMS reserves the right to academically withdraw, suspend, or dismiss a student at any time for reasons of scholarship or conduct as described under Section 26. Satisfactory academic standing will be assessed at both the program level by the standards set forth by the individual program and the GMS level by the academic standards set forth by GMS as discussed under section 14.21 in GMS Policies and Procedures. Failure to meet the academic standards at the program level and/or GMS level may result in suspension or dismissal.

10.1 Petitions

A student suspended or dismissed by a GMS program for performance reasons may petition for reinstatement. A student dismissed for academic misconduct will not be able to petition for reinstatement. Such students must submit a letter to the Associate Provost of GMS requesting reinstatement within fourteen (14) days of receipt of notice of suspension or dismissal. The letter must be accompanied by the following documents:

- Explanation for unsatisfactory academic performances
- Clear outline of how to improve performance if reinstated
- Support letter from the faculty advisor

Reinstatement of a suspended student is always subject to probationary status. In the event a student is reinstated, it is important for the student and faculty advisor or program director to review and assess the student's progress.

A student who has been reinstated following academic suspension must achieve satisfactory academic standing, as stated under section 14.21.

11. LEAVE OF ABSENCE, WITHDRAWAL, AND REINSTATEMENT

11.1 Leave of Absence

Normally, students must register for each regular (i.e. fall/spring) semester until completion of all degree requirements. Upon written petition to the Associate Provost for GMS and for appropriate cause, a student is allowed up to a total of two (2) semesters of leaves [or for a total of one (1) academic year] of absence throughout degree completion without the necessity of reapplication and/or readmission.

Leaves of absence beyond two (2) semesters are granted only in exceptional cases, such as a substantiated illness, maternity or paternity leave, or military service. The student should petition to the Associate Provost of GMS with the approval of the program director.

Requests for a leave of absence should be submitted within the first three (3) weeks of the semester in which the leave is intended to begin. If approved, a request for a leave of absence is effective on the day it is received. A certificate of authorized leave of absence is issued and a copy is included in the student's record. For a student who files for a leave of absence from the University before classes start, charges for tuition and fees are canceled in accordance with the University's published refund schedule.

A student who is on a leave of absence and who has borrowed federal and/or private loans may be required to begin repayment while on leave.

The period of an authorized leave of absence is counted as a part of the total 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.

11.2 Leaves of Absence for Medical Reasons

Sometimes a student may need to interrupt his or her studies for medical reasons. A student requesting a leave of absence for medical reasons must submit a letter from their clinician, or s/he must be seen (or have the records reviewed) by Student Health Services or its designee. GMS reserves the right to require an involuntary medical leave of absence if it is determined that a student's continued enrollment would create a significant risk to the health and safety of the student or others.

A student seeking to re-enroll after a medical leave of absence must demonstrate to GMS that the student's health permits the successful completion of studies. Documentation needed to support this finding will be determined by Student Health Services or its designee, but will generally include information from the student's clinician as well as an assessment by Student Health Services or its designee. The decision whether to permit a student to re-enroll is within the sole discretion of GMS.

11.3 Withdrawal

Students who wish to withdraw from the University must submit their requests in writing to the GMS registrar, as well as to the student's department or program. The student is required to meet with the Associate Provost of GMS. If approved, a withdrawal is effective on the day it is received and charges are canceled in accordance with the University's published refund schedule, based on the effective date of the student's withdrawal.

Absence from class does not reduce financial obligations or guarantee that final grades will not be recorded.

11.4 Reinstatement

A student who has voluntarily withdrawn from GMS will be subject to the regulations governing Readmission to a Degree Program under section 12.2.

12. READMISSION TO A DEGREE PROGRAM

Students applying for readmission to GMS will be subject to the following regulations:

- Readmission to the program will require the submission of a new application and will be subject to the admissions criteria at the time of application.
- 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 policies, rules and regulations set forth in the GMS Bulletin and program specific handbook 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 consult with the program director to outline a plan for completing the degree requirements.

13. ACADEMIC CREDITS PER SEMESTER

None

See Section under Registration

14. ACADEMIC PROGRESS AND GRADUATION

14.1 Satisfactory Academic Progress (SAP)

In accordance with the Federal Satisfactory Academic Progress Policy 34 CFR 668.34, students enrolled in GMS are expected to adhere to the SAP policy and guidelines from matriculation through graduation. All degree candidates' academic records will be reviewed at the end of each semester by the programs in which they are enrolled to ensure that they achieve SAP. A student who fails to

achieve SAP may be subject to academic action, including academic probation and/or dismissal. Further, students who fail to maintain SAP may not be eligible for federal financial aid.

The following criteria will be used to determine SAP at the GMS level. However, individual degree programs may have additional and/or varied academic standards that must also be met to remain in compliance.

14.11 GPA Requirement

- The minimum cumulative GPA requirement for graduation is 2.70.
- Current students who have a GPA of 2.69 or below and/or have not met program-specific academic standards will require a specific learning plan and will be put on Academic Probation for the duration of one (1) semester. Learning plans must be developed in consultation with a student's faculty advisor and/or program director, and should be monitored closely as the semester progresses. Students have the one (1) semester of academic probation to improve their GPA to meet the minimum GPA requirement and/or the academic standards set by the program. Failure to do so may result in loss of eligibility for federal loans and/or dismissal from the program.

14.12 Pace of Academic Completion

In order to complete the degree requirements within the recommended timeline for program completion, students must complete a minimum of 67% of all courses attempted per semester.

14.13 Maximum Time of Completion

M.A. and M.S. degree candidates have a maximum of five (5) academic years from matriculation to complete their degree unless otherwise specified in program requirements. Doctorate degree candidates have a maximum of seven (7) academic years from matriculation to complete their degree. A student requiring additional time beyond the maximum time of completion must submit a petition to the Associate Provost of GMS with a support letter from his/her graduate program director or chairman at least six (6) months prior to the deadline. An extension will only be allowed in extenuating circumstances.

14.14 Full-Time Certified Form

Students who submit the Certified Full-Time Form must include study and /or research goals for the semester, including number of research hours per week. Failure to achieve the stated goals may result in denial of certified full-time status in subsequent semesters.

14.15 Residency Requirement

Students must be registered in the semester in which the degree requirements are completed and in the preceding semester. Students should check with the GMS registrar for specific registration guidelines.

15. AUDITING COURSES

Auditors are admitted to a course on a space-available basis and with the approval of the course manager. Auditors are subject to the full tuition and fees of the course.

Ph.D. students who have completed all departmental/programmatic/GMS course requirements are entitled to officially audit one (1) course each semester, excluding Summer Terms, without further tuition charges. Students may not audit 900-level, language, physical education, studio, or laboratory courses, or courses offered by the School of Public Health. Students eligible to audit a course should confirm their eligibility with their department or program and obtain prior approval from the course manager of the course they wish to audit.

16. DECLARING OR CHANGING A CONCENTRATION/MAJOR

GMS students are enrolled directly into the department or program of their interest upon matriculation, with the exception of the Program in Biomedical Sciences. In certain cases, a student may petition to transfer into a different department/program (see Transfer between Departments or Programs under section 20.2).

17. EXAMINATIONS

Course examinations are given at the discretion of the course manager. Final examinations are generally administered in conjunction with the schedule published by the University Registrar's office.

A student who is unable to attend an examination should contact the course manager as early as possible prior to the examination to discuss whether or not alternate arrangements can be made or if the student will fail the exam. A student who is absent from an examination may request a make-up examination only if the examination was missed for a serious reason (such as illness or family emergency). A student may be required to provide proof of the circumstances, such as a note from a physician. Special or make-up examinations will not be scheduled to accommodate a student's personal travel plans.

18. GRADES AND COURSE CREDITS

18.1 Grade Explanation

<u>Grade</u>	<u>Explanation</u>
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 a following semester necessary to complete requirements
AU	Audit
N	No credit granted toward a graduate degree
W	Withdrawal after five weeks
MG	Missing grade

Courses with Pass/Fail grade assignment

If a student earns a grade of “Fail” in courses with Pass/Fail grade assignments, the course manager has the option to use the range of grades from a C+ to an F for final grade assignment.

18.2 Grade Changes

Grades, including incompletes, may not be changed after a period of one (1) year from the time the original grade is recorded. Grade changes are intended to correct inaccuracies arising from miscalculations and grading errors, as well as for make-up exams completed after grades have been submitted due to extenuating circumstances. A student's grade cannot be changed after a student has officially graduated from Boston University.

19. INCOMPLETE COURSEWORK AND FAILING GRADES

19.1 Incomplete Grades

An incomplete grade (I) is granted when a student cannot complete course requirements on time due to extenuating circumstances. A student may be required to provide proof of the circumstances.

An incomplete grade may be granted with the condition that the student will complete the coursework on his or her own and within a specific and mutually agreed-upon timeframe. In no case can that timeframe exceed more than one (1) year (twelve months) from the time the incomplete grade is assigned.

Course managers may not grant an incomplete grade as an alternative to submitting a poor or failing grade. In the event that a student does not complete coursework or make a timely request for an incomplete grade, the course manager must assign a grade.

If the incomplete coursework is not completed by the required completion date, a final grade of “F” will be entered by the GMS registrar. Receipt of an “F” grade is preventable only if the student successfully presents evidence to the Associate Provost for GMS that further time is warranted. The evidence must be presented at least one (1) month prior to the required course completion date.

19.2 Dispute Resolution Process

A concern or complaint from a GMS student should be directed to the persons whose actions or inactions have given rise to the concern or complaint. Whenever possible, every effort should be made to resolve the problem promptly at the level at which it occurred. If a student feels he or she has been unfairly treated by a GMS course manager or teaching assistant, the student should contact the chair or director of the department or program in which the course is housed. If the department chair or program director is the course manager, the student should seek assistance from the Associate Provost for GMS. Should the student need additional assistance, he or she may also see staff in the Boston University Office of the Ombuds, <http://www.bu.edu/ombuds/>

19.3 Conditions and Consequences of Repeating a Course

Grades for every course in which a student registers, including repeated courses, will appear on the student’s transcript. The credits from courses in which the student fails to achieve the minimum grade of B- are not counted toward the credit requirement for graduation, but the grade is factored into the student’s overall grade point average.

Students repeating courses are strongly encouraged to contact the Student Financial Services Office to verify their financial aid eligibility prior to the start of the semester.

19.4 Failing grades

Grades of C+ or lower are failing grades. A student receiving such grades in total of eight (8) credit hours will be automatically dismissed from GMS. Additionally, credits for any class in which a student earn a grade of C+ or lower will not be counted towards total earned credits.

20. TRANSFER BETWEEN DEPARTMENTS/PROGRAMS

Students may, under certain circumstances, transfer between departments/programs if they (1) are in good academic standing; (2) have received written approval from the chair or program director in the present department or program prior to applying for a transfer; (3) have received written approval of the chair or program director in the new department or program; and (4) have received written approval from the Associate Provost of GMS.

21. 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 chair or program director.

Basic science M.A. or M.S. degree programs allow no more than eight (8) credits to be transferred from other universities.

Post-bachelor's Ph.D. programs allow no more than sixteen (16) credits to be transferred from other universities. If a department or program requires more than the minimum sixty-four (64) credits, a student may transfer an additional number of courses corresponding to that number required in excess of the sixty-four (64) credits.

Post-master's Ph.D. programs allow no credits to be transferred from other universities, unless a department requires more than the minimum of thirty-two (32) credits. A student may transfer the number of courses corresponding to that number required in excess of the thirty-two (32) credits.

Credits from a single course cannot be counted toward two different degree programs within GMS unless it is taken as part of a dual degree program.

21.1 General Requirements for Transfer Credit

All courses for anticipated transfer credit, must meet the following criteria:

- Must have been taken within the past five (5) years.
- Courses must be officially documented as graduate-level courses from an accredited institution.
- Transfer credit is contingent upon completion of the course with a grade of B (3.0) or better.
- Official transcripts documenting the final grade(s) must be sent to the GMS registrar.
- Courses cannot have been used in the past or be used in the future towards another degree at Boston University.

21.2 General Requirements for Course Waiver

GMS students may petition to be waived from specific course requirements based on previous coursework. Requirements for the course waiver are:

- Relevant courses must have been taken within the past five (5) years.
- Students must have earned a grade of B (3.0) or better in the course.
- Students must complete a Request for Transfer Credit/Course Waiver Form and provide the requested documentation with the form to the GMS registrar.
- Students may be asked to demonstrate their proficiency in the courses to be waived.
- The decision to grant a waiver is at the discretion of the chair or program director.
- Such waivers will not reduce the overall number of course credits required to be taken in GMS to fulfill program requirements.

22. Faculty and Research Advisor

22.1 Faculty Advisor

The faculty advisor plays a central role in guiding the student's academic program, assisting in course selection, monitoring progress, and providing guidance and counseling in academic matters. Upon entering GMS, each student is assigned a faculty advisor. Students are required to meet regularly with their faculty advisor to discuss their academic progress and course selections.

22.2 Research Advisor

A candidate for a Ph.D. degree is required to have a research advisor who is a faculty member with an appointment to GMS. The research advisor is always the first reader of the candidate's Ph.D. dissertation. A Ph.D. candidate will not be permitted to start his or her dissertation in a laboratory until it has been confirmed that the research advisor is a GMS faculty member.

A candidate enrolled in a M.A. or M.S. degree program requiring completion of a thesis must have a research advisor who is a GMS faculty member. Under certain circumstances, a Special Service Appointment for GMS faculty membership may be granted to a research advisor who does not have GMS faculty membership. When a thesis is performed on campuses other than BU, BMC or BUSM, the first reader of the thesis must be a faculty member of BU, BMC or BUMC and have a GMS faculty membership.

23. Degree Requirements

23.1 General Requirement for MA and MS Degrees

A thesis, practicum and/or a comprehensive examination may be required, as determined by the department or program of study.

23.2 General Requirements for the Ph.D. Degree

The requirements for post-bachelor's and post-master's degree programs are as follows:

23.21 Post-bachelor's

Candidates without a master's degree or its equivalent are required to complete a minimum of 64 graduate level credits. Specific requirements relative to the selection of courses, seminars, and research or directed study will be determined by the student's department or graduate program. Normally, no more than four (4) courses may be taken concurrently. Each student must register for at least one (1) course each semester until completion of all departmental or programmatic course requirements unless granted an authorized leave of absence. The number of courses that may be transferred to a post-bachelor's program is explained in more detail in the Transfer of Credits under Section 21.

23.22 Post-master's

In some cases, candidates with a master's degree may be accepted into a post-M.A. program. These students are required to complete a minimum of 32 graduate level credits. In certain circumstances, the Admissions Committee of a department or program will require post-master's candidates to complete the equivalent of sixteen (16) graduate-level courses (64 credits). Specific requirements relative to the selection of courses, seminars, and research or directed study will be determined by the student's department or program. Normally, no more than four (4) courses may be taken concurrently, and each student must register for at least one (1) course each semester until completion of all departmental or programmatic course requirements unless granted an authorized leave of absence. Regulations regarding transfer of credit to a post-master's program are explained in more detail in the Transfer of Credits under Section 21.

23.23 Qualifying Examination

All Ph.D. students shall demonstrate mastery of their field in special examinations set by the student's department or program. All parts of the qualifying examination must be passed and the GMS registrar is notified before the dissertation prospectus outline will be accepted by GMS. The number of members and the composition of the qualifying examination committee are dictated by the department or program. All qualifying examination committee members should be members of the GMS faculty.

23.24 Dissertation Prospectus Outline

At a stage in the research prescribed by the student's department or program, the student develops a dissertation prospectus with the help of their readers and dissertation committee. The dissertation prospectus must be approved by the readers and the specific department chair or program director. The approved prospectus is submitted to the GMS registrar on or before the date specified under the Calendar and Important Dates available on the GMS website. The format of the prospectus and specific procedures for meeting the general guidelines vary among the departments and programs.

23.25 Dissertation

Candidates shall demonstrate their ability for independent study in a dissertation that represents original research or creative scholarship. After completing coursework, and all other pre-dissertation requirements, including the qualifying examinations, a student develops a dissertation proposal. In some departments and programs presentation of the dissertation proposal is part of the qualifying examination.

23.26 Dissertation Abstract

A dissertation abstract of 350 words or less that has been approved by the student's first reader, program director and/or department chair must be submitted to the GMS registrar at least three (3)

weeks prior to the scheduled dissertation oral defense. Additional materials may be required by individual departments or programs.

To complete, successfully defend, and submit the dissertation to the GMS registrar for timely graduation, a Ph.D. candidate will:

1. Submit the dissertation prospectus outline to GMS and diploma application at least three (3) months prior to the anticipated graduation date.
2. Submit a dissertation abstract, approved by the department or program, at least three (3) weeks prior to final oral exam.
3. The dissertation must be approved by the research advisor (who is the first reader) and the second readers, at which time the dissertation must be distributed to the remaining committee members at least two (2) weeks prior to the final oral exam. All members must have GMS faculty membership.
4. Submit a final oral exam schedule, approved by the department or program, at least two (2) weeks prior to final oral exam.
5. Defend the dissertation at the final oral exam. All committee members must approve the dissertation. Recommendations for corrections can be made at the final oral exam and the student must make these corrections to the satisfaction of all committee members before final approval is granted.
6. Submit the final approved dissertation (and associated fees and documents) to the GMS registrar by the appropriate graduation due date.

Failure to meet any of these deadlines may result in rescheduling of dissertation defense and/or graduation.

23.27 Final Oral Examination

Ph.D. students must undergo a final oral examination in which they defend their dissertation as a valuable contribution to their field and to demonstrate a mastery of their field of specialization. The examining committee is composed of five (5) or more faculty members, including the First, Second and Third (optional) readers and a committee chair. A Special Service Appointment is required for those committee members who are visiting, adjunct, and *Emeritus* faculty, Boston University employees not of faculty rank and examiners from outside Boston University.

All committee members are required to attend the Final Oral Examination. In special circumstances, a member can participate in the Final Oral Examination via audio/video communication or through a proxy.

24. EMERGENCY CLOSING PROCEDURES

In the event of existing or projected weather conditions or other emergency/disaster situations, GMS may cancel classes. Cancellation of GMS classes will be communicated by posting the cancellation announcement on the GMS website and/or by the individual course manager. This may be independent of other closings throughout the medical campus.

If the medical campus is closed for the day, then no GMS classes will be held. Note that Boston University's Charles River Campus may be closed while the Boston University School of Medicine remains open, in which classes will be held unless otherwise noted. Announcements and information regarding all Boston University closings or delayed openings will be made on local radio and television stations, as well as the GMS website.

25. ACADEMIC CONDUCT CODE AND DISCIPLINARY PROCEDURES *(will be added later, being drafted)*

26. TRANSCRIPTS

GMS students must follow the University policy regarding transcripts. The GMS office does not handle transcript requests. An unofficial transcript is available through Student Link.

27. IDENTIFICATION CARDS AND NUMBERS

Terrier Cards are issued by the Terrier Card Office. Students are assigned an ID number by the University.

A student is entitled to a new card only when there are changes to the information on the card. A fee is charged for replacing a lost card. Replacement cards are issued at the Terrier Card Office.

28. NAME CHANGES OR CORRECTIONS

Misspelled names on official University documents can be corrected by presenting a current driver's license or other form of identification to the University Registrar.

Currently enrolled students who wish to change their names must present sufficient reason and identification to the University Registrar. Upon approval, the student will be asked to complete a 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 University Registrar along with the request for the change.

29. ADDRESS CHANGES

Students must notify the University of any local or home address changes. To do this, eligible students may update this information on the Student Link or complete a Personal Data Change Form, available from the student's school or college, the University Information Center, or the University Registrar. Changes in residence hall addresses are the responsibility of the Housing office. If the student withdraws from University housing but remains enrolled at the University, the student must update his or her local address.

30. EQUAL OPPORTUNITY POLICY

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic

information, military service, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality. Accordingly, the University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices. Inquiries regarding this policy or its application should be addressed to the Director of Equal Opportunity, Equal Opportunity Office, 25 Buick Street, Boston, MA 02215, 617-353-9286.

31. SEXUAL HARASSMENT POLICY

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline up to and including termination of employment and, if the person is a student, expulsion from Boston University.

31.1 Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment.

31.2 Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances including the pervasiveness or severity of the conduct.

The Massachusetts Commission Against Discrimination lists the following as examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

31.3 Complaints

If you have questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate office listed below:

Faculty, staff or applicants for employment

Contact the Equal Opportunity office, 25 Buick Street, 617-353-9286. Medical campus employees and applicants may also contact the Medical Campus Human Resources office, 801 Massachusetts Avenue, Suite 400, 617-638-4610.

Students

Contact the Dean of Students, 775 Commonwealth Avenue, 617-353-4126, or the Equal Opportunity office, 25 Buick Street, 617-353-9286. Students living in campus residences may also contact their local hall or area office.

Applicants for admission

Contact the Equal Opportunity office, 25 Buick Street, 617-353-9286.

Employees covered by a collective bargaining agreement

Specific provisions of the agreement may provide additional options for addressing a sexual harassment complaint.

Some of the schools and colleges at Boston University have also established their own procedures for handling issues of sexual harassment. Faculty, students, and staff who are members of academic units may contact the office of their dean to determine whether to use these complaint procedures.

Nothing in this policy is intended to limit the authority of Boston University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

State and Federal Agencies

In addition to the above, you may file a formal complaint with the government agencies listed below:

Faculty, staff, applicants for employment, or students:

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, Massachusetts 02108
617-994-6000

Faculty, staff or applicants for employment:

United States Equal Employment Opportunity Commission
John F. Kennedy Building
475 Government Center
Boston, Massachusetts 02203
800-669-4000

Students, applicants for admission, faculty, staff, or applicants for employment:

Office for Civil Rights
U.S. Department of Education
33 Arch Street, Suite 900
Boston, Massachusetts 02110

32. COMPLAINT PROCEDURES IN CASES OF ALLEGED UNLAWFUL DISCRIMINATION OR HARASSMENT

Boston University prohibits discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, or other unlawful basis. The goal of the procedures outlined below is to ensure that non-discrimination is a reality at Boston University and that no person in the

University community is subjected to such unlawful conduct. All members of the University community can assist in the furtherance of this goal by ensuring that complaints of discrimination are promptly directed to the departments or individuals who have been designated to receive them, in accordance with these procedures.

Any employee, student, or applicant for employment or admission who believes that he or she has been subjected to any form of unlawful discrimination may make a complaint. Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category. Boston University will conduct a fair and impartial investigation of all such complaints with due regard for the rights of all parties. Retaliation against any individual who has made a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of Boston University policy. The purpose of these procedures is to ensure that all complaints of discrimination are thoroughly and fairly investigated by authorized University officials who have the necessary expertise.

Any complaint of discrimination should be referred to one of the schools, departments, or individuals who are responsible for receiving or investigating such complaints. Any employee who receives a complaint but who is not specifically designated to formally handle such a complaint is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual. All complaints, either verbal or written, must be referred to the appropriate office as set forth below.

32.1 Initiating a Complaint

The process outlined in this section applies to all complaints of discrimination, except those brought by students on the basis of disability. Students who wish to file a complaint alleging discrimination based on disability should file with Disability Services, in accordance with the procedures set forth in the last section of this document.

An employee, student, or applicant for employment or admission who believes that unlawful discrimination has occurred may initiate a complaint either by meeting with the appropriate individual in one of the offices listed below or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts to resolve the matter informally and their results, and any other pertinent information.

32.2 Offices in Which a Complaint of Discrimination May Be Initiated

There are a variety of offices available to receive complaints from students, faculty, and staff who believe they have been subjected to unlawful discrimination.

Complaints by Students

Students may initiate a complaint by speaking to the designated individual in the Dean's office of the student's school or college, by speaking to a representative in the Dean of Students' office, or by contacting the Equal Opportunity office.

Complaints by Members of the Faculty or Staff

Faculty or staff may initiate a complaint by contacting the Equal Opportunity office or by contacting Human Resources. Employees in academic units may also initiate a complaint with the designated individual in the Dean's office. Employees covered by a collective bargaining agreement may have additional options under that agreement for addressing complaints.

Complaints from Applicants for Employment or Admission, Visitors, or Other Non-Affiliated Individuals

Complaints may be initiated in the Equal Opportunity office.

Complaints from Students, Faculty, or Staff at Off-Site Locations

Any individual at an off-site location, such as Chelmsford, Washington, D.C., overseas programs, etc., may bring a complaint to any of the above offices as appropriate or to the on-site Director of the program.

The address and phone number for each of these offices is listed at the end of this document. Names of the designated individuals in the Dean's offices of the schools and colleges may be obtained from the Dean's office or the Equal Opportunity office.

32.3 Investigation and Resolution of Complaints

The individuals and offices available to receive complaints, noted above, were selected to give all members of the University community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.

Depending upon whether the individual accused of engaging in discrimination is a student, a member of the faculty, or a member of the staff, the investigation will be conducted by the designated office or individual with the appropriate expertise and jurisdiction to do so. The offices and individuals responsible for investigating complaints of discrimination are set forth below. In any particular case, the Provost or the Executive Vice President may designate which office or individual will investigate a complaint. The University will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint. The Equal Opportunity office, if it is not conducting the investigation, and/or the General Counsel will provide advice or assistance to the investigation process.

The investigation may involve meeting with the parties, interviewing witnesses, requesting written statements from the parties, informing the person whose actions are the subject of the complaint of

the allegations and/or providing to that person a copy of the complainant's statement, and/or making any other appropriate inquiries. Before any adverse determination is made, the individual whose actions are the subject of the complaint will be informed as to the nature of the complaint, and will have the opportunity to respond.

The investigation should be completed promptly so that a decision can be rendered within 60 days of receipt of the complaint. If this is not possible, the complainant will be informed of the status of the investigation within 60 days.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit. The Equal Opportunity office will be informed of, and maintain a confidential record of, the nature of all complaints of discrimination investigated by other units, the names of complaining parties and respondents, and the final disposition of all complaints.

Complaints Against Students

The person who receives a complaint against a student will generally refer the matter for investigation to the Dean of Students' office, though if a school or college has an established internal process for investigation of complaints it receives against its students, the Dean of that school or college will decide if the complaint will be investigated in accordance with that process or by the Dean of Students' office. The investigating office will take any action that might be appropriate based on the results of the investigation, consistent with the applicable provisions in the Code of Student Responsibilities or the disciplinary procedures of the school or college.

Complaints Against Faculty Members

The person who receives a complaint against a member of the faculty will refer the matter to the Director of Equal Opportunity, who will inform the Dean of the faculty member's school or college. If the school or college has an established internal process for investigation of complaints against faculty, the Dean of that school or college will decide if the complaint will be investigated in accordance with that process or by the Director of Equal Opportunity in consultation with the Dean or the Dean's designee. If the complaint also involves academic matters such as grades, curriculum, etc., the investigator will ensure that those matters are addressed by the appropriate officials within the school or college. The Dean of the school or college will be informed of the findings of the investigation and will determine whether further action is appropriate. Any action involving faculty will be consistent with the procedures outlined in the Faculty Handbook.

Complaints Against Staff Members

The person who receives a complaint against a member of the staff will refer the matter for investigation to the Director of Equal Opportunity, who will inform the appropriate Dean or administrative head and Human Resources. The complaint will generally be investigated by the Director of Equal Opportunity. The Director of Equal Opportunity (or other designated investigator) will provide findings, in writing, to the Dean or administrative head, who will determine what action,

if any, is appropriate. Action involving staff will be consistent with any applicable collective bargaining agreement and University policies.

32.4 Confidentiality

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the University to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the University community, no representative of the University is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of Boston University Policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with one of the University's medical or mental health professionals, with whom such matters may be discussed in confidence. However, consulting with these professionals does not constitute the initiation of a complaint. Medical and mental health professionals are not representatives of the University for this purpose and are not authorized to investigate or respond to complaints of discrimination.

32.5 Appeals

In the event that the complainant believes that the resolution of the complaint has not rectified the situation, an appeal may be made. The appeal should be filed with the Director of Equal Opportunity. In the case of complaints against students and staff members, the Director of Equal Opportunity will direct the appeal to the appropriate officer of the University for review and disposition. In the case of complaints against faculty, the Director of Equal Opportunity will consult with either the Dean of the school or college in which the faculty member is appointed (if the Dean did not make the decision being appealed) or the Provost to determine the appropriate officer of the University to whom the appeal should be directed.

An individual whose action(s) are the subject of a complaint may appeal adverse action taken as a result of the complaint. Students disciplined under the Code of Student Responsibilities should follow the appeal procedures outlined in that document. Faculty members should follow the procedures in the Faculty Handbook. Other employees should follow the grievance procedures outlined in the Employee Handbook, or their collective bargaining agreement, whichever is appropriate.

These procedures shall constitute the grievance procedure mandated by the regulations implementing Title IX of the Education Amendments of 1972, and, for employees, the grievance procedure mandated by the regulations implementing Section 504 of the Rehabilitation Act of 1973. The procedure for student grievances under Section 504 is set forth in the Student Grievance

Procedure In Cases of Alleged Disability Discrimination. The University's Director of Equal Opportunity, 25 Buick Street, 2nd Floor, tel. 617-353-9286, is the designated coordinator for complaints arising under Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act. The Director of Disability Services, tel. 617-353-3658, is the designated compliance officer for complaints arising under Section 504 of the Rehabilitation Act of 1973.

Questions about the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment may be addressed to the Equal Opportunity office.

Exceptions to these procedures may be granted by the President, Provost, Medical Campus Provost, or the Senior Vice President, General Counsel.

32.6 Offices where Complaints May Be Initiated

Equal Opportunity

25 Buick St., Boston, MA 02215

617-353-9286

Dean's office in the individual's
school or college

Dean of Students

775 Commonwealth Ave.

Boston, MA 02215

617-353-4126

Human Resources, Charles River Campus

Employee Relations Representatives

25 Buick St., Boston, MA 02215

617-353-4044

Human Resources, Medical Campus

Director of Human Resources

Location: 801 Massachusetts Ave.

Suite 400,

Boston, MA

Mailing Address: 715 Albany St., 560

Boston, MA 02118

617-638-4610

33. DISABILITY ACCOMMODATION

Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to

Disability Services, 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of Disability Services.

34. STUDENT GRIEVANCE PROCEDURE IN CASES OF ALLEGED DISABILITY DISCRIMINATION

Boston University prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational and athletic programs. It is also the policy of Boston University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the authorized units of the University. Boston University will conduct a fair and impartial investigation of all allegations of discrimination, with due regard for the rights of all parties. Retaliation against any individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of Boston University policy.

When a student believes that he or she has been discriminated against on the basis of disability, he or she may file, in writing a formal grievance with the Director of Disability Services, who is the University's compliance officer for Section 504 of the Rehabilitation Act of 1973. The statement should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the grievance: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought.

If a student with a grievance alleging disability discrimination is also employed by the University, and the grievance arises out of the student's employment, the grievance may be filed under the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment. If the Director of Disability Services receives a grievance which appears to allege disability discrimination arising out of a student's employment, the grievance may be referred to the appropriate office to be handled under the policy applicable to employees.

Where the grievance arises out of a decision made by Disability Services regarding a student's eligibility for academic or other accommodations, the grievance will be forwarded for investigation to the Provost. Grievances otherwise involving academic matters, for example, cases in which grades are disputed, will also be forwarded to the Provost, who will determine which office(s) should conduct the investigation. Otherwise, the Director of Disability Services shall investigate the matters set forth in the written grievance. In conducting this investigation, the investigator may forward a copy of the grievance statement to the persons whose actions (or inactions) are the subject of the grievance, and may request a written response from appropriate individuals in the University. The investigator may also choose to interview witnesses, to meet with concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

After completing the investigation, the investigator will forward a copy of a report and recommendation to the appropriate University official. If the complaint arises out of an academic unit, the report will be forwarded to the dean of the appropriate school or college, unless he or she is the subject of the grievance. In such cases, the report will be sent to the Provost. If the complaint arises from a nonacademic unit, the report will be forwarded to the administrative head of the unit, unless he or she is the subject of the grievance. In such cases, the report will be forwarded to the Dean of Students, who will forward it to the appropriate officer of the University.

Within sixty (60) days of the filing of the grievance, the Provost, dean, or administrative head will render a decision on the merits of the student's complaint. If resolution is not possible within sixty (60) days, the Provost, dean, or administrative head shall inform the student of the status of the investigation.

Copies of the decision by the Provost, dean, or administrative head will be sent to the student, the Provost (when not issued by the Provost), and the Director of Disability Services. A copy may also be sent to the department and/or the persons whose actions (or inactions) are the subject of the grievance, as appropriate.

In the event that the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed with Disability Services, who will direct the appeal and all appropriate records to the appropriate office of the University for review and disposition.

Copies of the decision will be maintained in the Office of the Provost and Disability Services.

These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act.

Questions about the University's Student Grievance Procedures in Cases of Alleged Disability Discrimination should be addressed to Disability Services.

Exceptions to these procedures may be granted by the President, University Provost, Medical Campus Provost, or the Senior Vice President, General Counsel.

35. ADMINISTRATIVE POLICIES RELATING TO FEDERAL GUIDELINES

35.1 Veterans Information

In cooperation with the Veterans Administration (VA), the University participates in numerous veteran's benefits programs including educational assistance, rehabilitation, deferred payment, and tutorial programs.

Any student who is eligible for veterans benefits or would like more information about VA rules and veterans programs should contact the Boston University Veteran's Service Manager in the Office of the University Registrar, 881 Commonwealth Avenue, Boston, MA 02215; 617-353-3612.

35.2 Family Educational Rights and Privacy Act—FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law.

Information about students' rights under FERPA and Boston University's implementation of FERPA is set forth below.

35.3 Student Rights Under FERPA

In general, a student has the right to:

- inspect his or her education records;
- require that the University obtain his or her prior written consent before releasing personally identifiable information from education records; and
- request that corrections be made to education records if the student believes the records are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.

35.4 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, education records are records relating to a student that are maintained by the University.

Personally identifiable information includes a student's name, the name of the student's parent or other family members, the address of the student or student's family, or other information that would allow a student to be identified.

A dependent student is a student who meets the criteria of dependency as defined by Section 152 of the Internal Revenue Code of 1986.

A parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Directory information consists of the following items of information:

- Academic program (degree, major, minor)
- Dates of attendance, full-time/part-time status
- Degrees, honors, and awards received
- Email directory lookup
- Local address and BU directory phone number

- School or college
- Listing in Commencement program
- Listing in yearbook

35.5 Privacy Preferences

Unless restricted, Boston University may disclose any of the items of Directory Information without a student's consent. Students may restrict the disclosure of any item of Directory Information by indicating this restriction on the Personal Page on the Student Link (Personal tab, Data Restriction option).

The right to restrict disclosure of Directory Information does not include the right to remain anonymous in class and may not be used to impede classroom communication.

Please Note: Even after graduation, privacy preferences remain in effect. As an example: If a student has restricted the disclosure of his or her degrees, honors, and awards, the University will not confirm degrees earned to prospective employers or any other party without the student's permission.

35.6 Inspection of Educational Records

To inspect education records, a student should 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 45 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 education 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, Massachusetts 02215.

35.7 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 education record, such as:

- Medical treatment records;
- Law enforcement records;
- Employment records (provided that employment is unrelated to student status);
- Records containing information about the individual that were created or received after he or she is no longer a student and that are not directly related to the student's attendance at the University;

- 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; and
- Peer-graded papers before they are collected and recorded by an instructor.

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 education 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;
- 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 records for that program; and
- 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.

35.8 Authorizing Another Person to Inspect or Receive Copies of Your Records

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

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

35.9 When Disclosure is Permitted Without Prior Consent of the Student

In general, the University may not disclose personal information from a student's education records without the student's prior consent. However, the University, in compliance with the law, may disclose personal 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 with a legitimate educational interest

The University discloses information to University officials, staff, and others whom the University has determined to have a legitimate educational interest. An individual has a legitimate educational interest if the individual needs to review an education record in order to fulfill his or her professional responsibilities to the University. Such individuals include officers of the University, faculty, administrative staff, law enforcement, and medical and legal personnel, and may include contractors, consultants, and professionals engaged by the University where disclosure of the information is necessary for such individuals to fulfill their duties and responsibilities to the

University. In addition, these individuals may include Boston University students, persons from outside the University, and volunteers, who are requested to serve on an authorized committee or board of the University (such as a disciplinary committee or the Board of Trustees) or to otherwise perform authorized tasks for the University.

B. The information has been designated as Directory information including:

- Academic program (degree, major, minor)
- Dates of attendance, full-time/part-time status
- Degrees, honors, and awards received
- Email directory lookup
- Local address (if the University has only a home address in New England or New York, it is considered the local address) and BU directory phone number
- School or college

C. In health or safety emergency situations

In the case of an emergency, the University discloses information from education records to the appropriate parties, including parents, if the University deems that knowledge of the information is 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.

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 or an ex parte order under the USA PATRIOT Act, the University is not required to notify the student of the existence or the contents of the subpoena, or of the information furnished in response to the subpoena, if the court or other issuing agency has ordered that such information not be disclosed.

E. 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 in which a student has been found to have committed a violation of the University's policies. 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.

F. To officials of other institutions or organizations

- To which the student seeks or intends to transfer or in which the student is already enrolled, provided the disclosure is for purposes related to the student's enrollment or transfer. The University has a policy of forwarding records to requesting institutions in these circumstances;
- 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; and
- 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.

G. To the parents of dependent students

In rare circumstances, the University may disclose information from a student's records to the student's parents without the student's prior consent if the student meets the criteria of dependency as defined by the Internal Revenue Code. In cases of divorce or separation, when relying on dependency as the basis for communication, the University reserves the right to communicate with both parents unless provided with evidence that one parent's rights have been legally revoked or otherwise limited.

H. 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. Attorney General, 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.

I. 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 unless restricted.

J. In response to complaints and legal actions involving the student and the University

If a student or parent initiates legal action or brings complaints against the University, the University may disclose education records relevant to the response to the complaint without a court order or subpoena. In addition, in the event that the University initiates legal action against a parent or student, the University may disclose education records relevant to the action without a court order or subpoena.

K. 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.

L. To accredited organizations

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

M. To organizations conducting studies for or on behalf of the University

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

N. In connection with notifications received under a state community notification program

The University will disclose information in connection with notifications received under a state community notification program about a student who is required to register as a sex offender.

O. To parties who provided or created a record

The University may send education records back to the creator or sender of such records for confirmation of the authenticity of the record (e.g., of a transcript or letter).

P. After removal of all personally identifiable information

If all personally identifiable information has been removed from a record and the University has made a reasonable determination that a student's identity is not personally identifiable, the University may release information concerning a student.

35.10 Limitations of Redisclosures

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

35.11 Amending Educational Records

Students have the right to have their education records maintained accurately and may request amendment of records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. If the normal channels for amending education records within the University do not result in the desired corrections, students should submit a Request to Amend Education 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 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 inaccurate 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.

35.12 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, D.C. 20202-4605.

35.13 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, Massachusetts 02215.