



Boston University School of Medicine
Division of Graduate Medical Sciences



STUDENT HANDBOOK
2017-2018

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Introduction

The Division of Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM) is a recognized leader in research and graduate education in the biomedical sciences. Our 900+ students have chosen from 33 fields of study, with interdisciplinary programs available in many areas. Students may pursue Ph.D. or M.D. /Ph.D. degrees within 15 different departments and programs. Master's degrees may be earned in many of the same fields, as well as in Medical Sciences, Mental Health Counseling and Behavioral Medicine, Clinical Investigation and other health professional disciplines.

GMS is located in the historic South End of Boston in the hub of a modern urban academic health center, [Boston University Medical Campus](#) (BUMC), which includes [Boston University School of Medicine](#), [Boston University School of Public Health](#) and the [Boston University Henry M. Goldman School of Dental Medicine](#). Also on campus is [Boston Medical Center](#), one of Boston's leading teaching hospitals and the primary teaching affiliate of BUSM. Together, these institutions boast a world-class [faculty](#) with many established collaborations between clinical and basic science investigators.

Mission Statement

As a Division we will train future professionals to think critically and use evidence to solve problems, to effectively communicate their ideas, to uphold the highest ethical standards, and to promote excellence and integrity in their respective professions. Our Ph.D. and Master's students will be trained as scientists who will utilize their knowledge and skills to lead in their chosen professions whether it is biomedical research, education, public policy, business development or some other career path. With issues related to health, science and technology having a larger impact on everyday life, the Division's overriding goals are to assure that all our graduates advance science and health in today's society and that they are positioned to provide leadership in the 21st century.

GMS Division Office Contact Information and Organization

Throughout your graduate studies at BUSM, you will have many interactions with the staff in the GMS office. GMS will be an important resource for information throughout your graduate career from your initial orientation and registration through commencement! Below is a list of the GMS office staff and a brief synopsis of who to contact for your specific needs. Please be sure to stop by the office to introduce yourself. We look forward to helping you succeed in your graduate studies.

The GMS office may be contacted at the following address and phone/fax numbers:

Boston University School of Medicine
Division of Graduate Medical Sciences
72 East Concord Street, L-317
Boston, MA 02118
T: 617-638-5255
F: 617-638-5740

For specific questions or concerns, please refer to the following Division Office faculty/staff members:

Dr. Linda Hyman

Associate Provost and Associate Dean, GMS
Professor of Microbiology
lhyman@bu.edu

*Contact Kimberly Arena (contact information listed below).

Dr. Hee-Young Park

Assistant Dean, GMS
Professor and Chair Medical Sciences & Education
hypark@bu.edu

*Contact Victoria Ha (contact information listed below).

Dr. Stephen Brady

Assistant Dean, GMS
sbrady@bu.edu

*Contact Jenna Luca (contact information listed below).

Dr. Andrew Henderson

Assistant Dean, GMS
Associate Professor of Medicine
hender@bu.edu

Dr. Theresa A. Davies

Director, M.S. in Oral Health Sciences Program
Assistant Professor, Medical Sciences & Education
tdavies@bu.edu

Dr. Vickery Trinkhaus-Randall

Co-Director, M.D./Ph.D. Program
Professor of Medicine
vickery@bu.edu

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Director, M.S. in Medical Sciences Program
GMS Title IX Deputy Coordinator
Associate Professor of Medicine
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Co-Director, M.D./Ph.D. Program
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Associate Director, Graduate Affairs
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Israel De La Cruz

Financial Manager
idlc@bu.edu

Mildred Agosto

Registrar
millie@bu.edu

Victoria Ha

Administrative Coordinator
vha@bu.edu

Sherill Ashe

Financial Aid Administrator
sashe@bu.edu

Francisco Patiño

Program Administrator
fipatino@bu.edu

Lynese Wallace

Manager, Diversity and Inclusion
Lynesewa@bu.edu

Kimberly Arena

Executive Assistant to Dr. Hyman
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Jenna Luca

Administrative Coordinator
jennalu@bu.edu

Dr. Sarah Hokanson

Program Director,
Professional Development & Postdoctoral
Affairs
sch1@bu.edu

Kate Baker

Administrative Manager, Professional
Development & Postdoctoral Affairs
khbaker@bu.edu

Dr. Chelsea Barbercheck

Program Director, BU's BEST
crepler@bu.edu

Ali Grise

Program Administrator, M.S. in Medical
Sciences Program
agrise@bu.edu

[The GMS Website](#)

The GMS Website has information from Orientation to Commencement, as well as everything in between! Specific program websites are linked to the GMS website for easy access. If you have questions about registration procedures, financial aid or student life, please check the website (<http://www.bumc.bu.edu/gms/>).

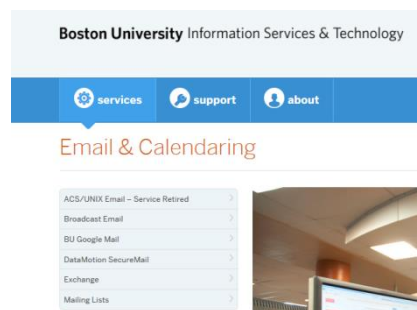
The Graduate Medical Sciences Student Organization (GMSSO)

The purpose of the Graduate Medical Sciences Student Organization (GMSSO) is to bring students together from all departments and programs of GMS, to share ideas, and to pursue common student issues with a combined voice. The GMSSO meets once per month (every second Wednesday) and consists of one or two representatives elected from each department and program. Representatives consist of both Ph.D. and Master's candidates. Members report back to their department or program after meetings in order to keep the information and feedback flowing between faculty, graduate students and the GMSSO. For the most up-to-date information about the GMSSO, please visit their [website](#) or email them at (gmsso@bu.edu).



E-Mail Communications

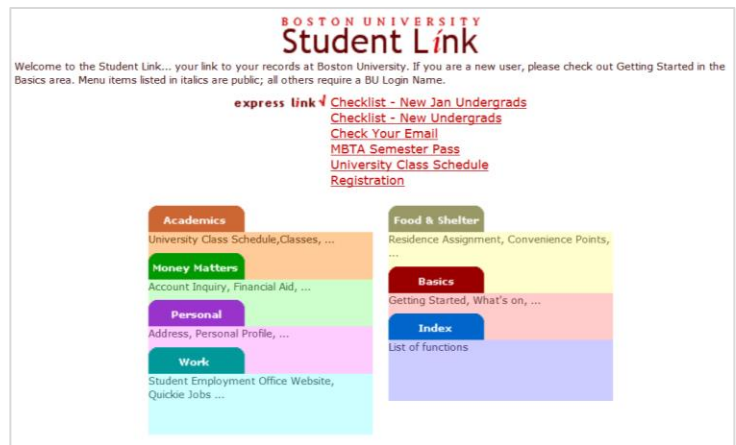
Throughout your studies at GMS, you will regularly receive important information from the GMS office, your department or program, and course managers that will be e-mailed to your BU e-mail address. You will be responsible for checking your BU e-mail on a daily basis to keep current. If you wish to use another e-mail server, please be sure to forward your BU e-mail account's mail to your preferred e-mail account. **Once again, students are expected to check their e-mail on a daily basis.** All students should obtain a BU computer account/e-mail account from the computer lab in the library. Contact <http://www.bu.edu/tech/> with any additional questions.



Note: M.D./Ph.D. students who have completed the Ph.D. portion of the program in 2018 and are returning to their 3rd year of medical school should send an e-mail to: majordomo@bu.edu with the one-line message: *subscribe busm-2020-list* to receive all electronic notices designated for the class of 2020.

Student Link

Student Link is an access point to the University Class Schedule, online class registration, personal information, financial account access, and much more. Please visit [Student Link](#) and login with your username and Kerberos password.



Degree Advice

Degree Advice is a tool for students and faculty advisors to follow the progression of degree requirement completion for their students.

[Personal Profile](#) | [Current Schedule](#) | [Classes](#) | [Grades](#) | [Transcript Preview](#) | [Student Notes](#) | [Academic Summary](#) | [External Credits & Test Scores](#) | [Degree Program History](#) | [Degree Advice](#) | [International Verification](#) | [Compliance](#)

NT INFORMATION

Course ID	Course Name	Credits	Completion
GNOSH 751	BIOCHEMIDENT	6	FAIL 2013
GNOSH 730	PHYSIOLOGIDENT	6	FAIL 2013
GNOSH 731	PHYSIOLOGIDENT	2	SPRENG 2014
GNOSH 640	BROWED INFO	2	SPRENG 2014
GNOSH 730	PREVENT IN DENT	3	SPRENG 2014
GNOSH 971	REL MED SCI	2	FAIL 2013
GNOSH 972	REL MED SCI	2	SPRENG 2014
GNOSH 740	MICROIDENT	4	SPRENG 2014
GNOSH 770	EVID BASED DENT	2	FAIL 2013
GNOSH 771	HEADNECK INPAT	3	SPRENG 2014

This tool can be found within [Student Link](#) under the Academics tab. Please click [here](#) for complete instructions on how to access Degree Advice.

Blackboard



Blackboard is the online tool utilized for all of the courses offered by GMS. Login in to [Blackboard Learn](#) with your username and Kerberos password for course announcements, lecture materials and general course information, including updates class schedules.

Academic Deadlines

Students should consult the Division of Graduate Medical Sciences Graduation Calendar that is published annually each summer:

[2018 M.A./M.S. Graduation Calendar](#)

[2018 Ph.D. Graduation Calendar](#)

This calendar lists deadlines for degree requirements that include the filing of a dissertation prospectus (outline), diploma applications (M.A./M.S., Ph.D.), abstract approval, scheduling of oral examination, oral examination deadlines, etc. All forms for M.A./M.S. and Ph.D. programs can be found [here](#).

The Alumni Medical Library



The Alumni Medical Library is located in the Instructional (L) Building of the Medical School on the 11th, 12th, and 13th floors.

Please visit the Alumni Medical Library [website](#) for more information.

Print/Copy Card Policy

The Alumni Medical Library provides [Free Medical Library Print/Copy Cards](#) for all BUSM students. With an ID, students are eligible for up to 100 pages or 200 double-sided pages of print or copy during each of the two following time periods:

January 1 – June 30

July 1 – December 31

Every page after the first 100 (or 200 double-sided) may be purchased at \$0.12/page.

A second option for students is to use the FedEx Office located in the CABR Building at 700 Albany Street. You may stop by the office in person, or you may submit your printing project online through their online service at <https://docstore.fedex.com/bu> and pick up your papers after printing. Please see the FedEx/Kinko Office [website](#) for more information.

Financial Aid

Students applying for Financial Aid must submit the following:

1. FAFSA (may be filed at www.fafsa.ed.gov). Boston University's title IV code is 002130.
2. [Boston University Loan Application](#)
3. **Any student attending Boston University for the first time will be required to** complete an entrance interview and electronically sign a master promissory note before funds may be released. Go to www.studentloans.gov to sign your master promissory note using the four digit PIN number assigned to you by the Department of Education, and to also complete your entrance counseling requirement.

Loan Deferral Forms: All graduate student loan deferral forms must be signed and validated by the Boston University Registrar at 881 Commonwealth Avenue. To have this done, complete the student/loaner part of the form, bring it to [Sherill Ashe](#) (L-317), and it will be forwarded to 881 Commonwealth Avenue for processing. All GMS students must complete the student/loaner portion and bring it to the GMS office for completion. ***Don't forget to sign your form!***

Once again, please direct your financial aid questions to [Sherill Ashe](#) or visit our [financial aid page](#) on our website.

Refund Schedules

- [Fall 2017 Refund Schedule](#)
- [Spring 2018 Refund Schedule](#)

For future refund schedules, please consult the [Calendars and Important Dates](#) section on the GMS website.

The last official date to withdraw from BU for Fall 2017 is Tuesday, November 28, 2017.

The last official date to withdraw from BU for Spring 2018 is Wednesday, April 11, 2017.

Student Health Services



[Student Health Services](#) is a center designed to help meet your health care needs while at Boston University. They offer medical services, a crisis intervention counselor, chiropractic care, and behavioral medicine services by appointment or on an emergency basis (see below). They are available to help address your immediate and ongoing health care needs.

You may use Student Health Services if you are:

1. A full-time BU student, regardless of your insurance choice.
2. A student who participates in at least 75 percent of the full-time curriculum.
3. Any student with the Student Health Insurance Plan.
4. A summer student or a participant in one of the high school summer programs.

Student Health Services is located at the Charles River Campus at 881 Commonwealth Avenue, phone 617-353-3575.

Behavioral Medicine (Mental Health)

[Behavioral Medicine \(Mental Health\)](#) services for students is available on the Medical Campus. All full-time students are eligible for care, regardless of health insurance. Part-time students who have Aetna Student Health insurance also are eligible.

The clinic is located in the Solomon Carter Fuller Mental Health Building, 85 E. Newton St., Suite 816. Initially, it will be staffed two days per week – Mondays from 9a.m.-6p.m. and Wednesdays 9a.m.-5p.m. – by clinicians not affiliated with the Medical Campus. Hours may increase with demand. The location was chosen specifically to be mindful of maintaining student privacy and confidentiality.

The following services will be available:

- Evaluation
- Consultation
- Short-term treatment (both medication management and psychotherapy)
- 24-hour coverage for psychiatric emergencies

When longer-term treatment is indicated, students will be referred to a provider in the community. Student Health Services is committed to maintaining the confidentiality of all patient health information in accordance with all applicable federal and state laws. To make an appointment, please call 617-353-3569 and request an appointment at the BUMC clinic.

Medical Insurance

By state law, students must have medical insurance. **You will automatically be charged for health insurance unless you verify and complete an insurance waiver on [Student Link](#).** The medical insurance coverage offered by Boston University is effective August 23, 2017 to August 14, 2018. The Boston University Student BASIC Plan is available at a cost of \$2,045. The Boston University Student PLUS Plan is available at the cost of \$2,813. New graduate students may waive participation until September 30, 2017. The deadline for covered students to upgrade from the BASIC Plan to the Student PLUS plan is also September 30, 2017. To waive or upgrade, please visit [Student Link](#). For more information about health insurance, please consult the [student accounting services website](#).



Office of Disability Services

Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act ("ADA") of 1990, and embodies the University's historic determination to ensure the inclusion of all members of its communities.

The goal of the [Office of Disability Services](#) is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary. Although a significant degree of independence is expected of students, Disability Services is available to assist, should the need arise.

Kayleigh Gustafson, Associate Director of Graduate Affairs, serves as the liaison between GMS and the Office of Disability Services. Please contact her (kay416@bu.edu) with any disability service questions.

Identification Cards



Terrier Cards are issued by the [Terrier Card Office](#). Students are assigned an ID number by Boston University.

A student is entitled to a new card only when there are changes to the information on the card. **A replacement fee of \$40.00 is charged for replacing a lost or stolen card.** The Public Safety Department maintains a photographic database of all employees, faculty and students. Identification cards are to be worn at all times while on medical center property. For those who require access to restricted areas, a combined Photo Identification / Access Control card is issued.

Medical campus students may obtain their ID at:

[Medical Campus Identification Office](#)

710 Albany Street, ground level (parking garage)

Open Monday – Friday: 7:00am-9:00am and 12:30-3:00pm

617-638-6879

Lockers

A limited number of coat and book lockers are available for assignment on a yearly basis to full-time graduate students. If you wish to be assigned one of these lockers, please visit the GMS Office (Room L-317). Students have an option to bring their own padlock or purchase a padlock from GMS for \$5.00. **All lockers must be emptied by August 1, 2018 unless notified otherwise.** At that time, the BUSM

Maintenance Office will clear out anything remaining in the locker in preparation for the 2018/19 academic year.

Study Rooms

BUMC students, in concert with the student services and administrative offices of the medical campus, developed and adopted the following guidelines for use in study rooms. The purpose of these guidelines is to ensure that study room space is used in a productive and collegial manner for group study. These guidelines are posted in each study room so that medical campus students may actively manage their study room spaces. Please click [here](#) for complete study room guidelines.

The majority of study rooms are on the BUMC central campus. Auditoriums are typically not for group study. Please see the following link to check study room availability:

[Study Rooms Available » Educational Media Center » BUMC](#)

Meditation Room

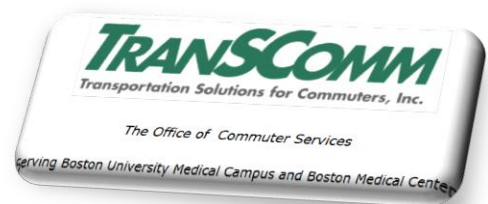
In recognition of the need for space dedicated to meditation, reflection, and group prayer, BMC has secured space in South Block, 35 Northampton Square for prayer on Fridays. The Boston University community is also welcome to use the chapel located at 88 E. Newton Street, 2nd Floor for prayer at any time. Please click [here](#) for complete meditation guidelines.

GMS Student Lounge

The GMS Student Lounge is located on the 14th floor of the L-building (L-1406) next to the Hiebert Lounge. All incoming students are given ID access to this room for the duration of their studies with GMS. If you have trouble with your room access, please contact Francisco Patiño at fipatino@bu.edu.

Transportation/TransComm

Boston University Medical Campus and Boston Medical Center are members of TransComm (Transportation Solutions for Commuters, Inc.). TransComm works to bring more frequent and accessible public transportation to the Medical Center community and provides information on transportation services.



TransComm's efforts include coordination with the MBTA on transit and bus service; offering ride-sharing and carpooling options; providing information on shuttle service within BUMC; and promoting other environmentally-sound transportation options of interest to Medical Center commuters. TransComm is dedicated to improving air quality, accessibility and minimizing traffic congestion and pollution in the historic South End of Boston.

Please call 617-638-7473 for personalized assistance with your commute.

Please consult the TranSComm [website](#) for:

- Destination at BUMC
- Directions to BUMC by car
- Directions to BUMC by Public Transportation: bus and subway (MBTA)
- Shuttles (Please note you may obtain schedule for the shuttle that runs between the medical campus and the Charles River Campus here).
- Security Escort Service
- Carpooling
- Zipcar
- Bicycles and Bike Rack Locations

[The BUS: Boston University Shuttle](#)

Traveling between Boston University's Charles River and Medical campuses is now easier than ever due to the enhanced [The BUS](#) (Boston University Shuttle) service. The BUS makes it convenient for the BU community to access the many resources, programs, and activities available throughout the University—and it's **free!** Please consult the BUS [schedule](#).



[Boston University Medical Campus Public Safety](#)

The [BUMC Public Safety Department](#) is responsible for providing a safe and secure environment and minimizing the opportunity for loss of personal and institutional assets. Public Safety officers are hired based upon education, experience, and their willingness and ability to provide customer friendly service to the medical center community. The ninety members of the Public Safety Department are involved in a continuous training program that addresses all relevant aspects of policing and all aspects of medical center operations.

The BUMC Public Safety Department is staffed 24 hours a day, 7 days a week. There is one Command and Control Center located at 750 Albany Street. Service calls for security, facilities, and emergency responses are dispatched from this location, and can be reached at **617-414-4444**. Please add this number to your cell phone address book for easy access in case of an emergency.

We encourage you to contact the Command and Control Center to report suspicious and unusual activity. The public safety desk officer will dispatch an officer to respond to the problem immediately.

In addition to the 24-hour response, Public Safety provides many other services described below:

- **Lost and Found**

The Public Safety Department documents and maintains custody of all recovered property at the medical campus. Please contact the Command Control Center at 617-414-4444 if you find

property. An officer will be dispatched to secure the property and attempt to return it to its owner. In the event that you should lose or misplace property, or if property is stolen from you, please contact the Command and Control Center at 617-414-4444 to report the loss. The desk officer will dispatch an officer to meet you and document your loss if necessary.

- **Escorts**

The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots, and surrounding medical center buildings during night and weekend hours upon request. Escorts are subject to availability by calling the Command and Control Center at 617-414-4444. The Public Safety Department recommends that you utilize the shuttle services that transport to the garages, lots, surrounding medical center buildings, and authorized MBTA stops available to you.

- **Motorist Assistance**

In addition to all the other services the Department of Public Safety offers, they are continually on call to assist motorists in need. In all BUMC lots, they will provide the following services:

- Lock-out assistance for your vehicle*
- Battery jumping *
- Notification if you leave your lights on (through their permit database)

*Before they administer these services, they require that the motorist sign a waiver of liability.

- **Emergency Call Boxes**

The Public Safety Department has installed emergency call boxes at a variety of locations within and around the perimeter of the medical campus. Emergency call boxes are blue metal boxes that are easily identifiable by blue lights located above the box. These call boxes contain auto-dial phones that connect the caller immediately to the Command and Control Center once the emergency button is pushed. These phones should be used in emergencies only and automatically disconnect after 3 minutes. The Command and Control Center knows which phone you are using and will immediately dispatch an officer to your location.

- **Personal Safety Tips**

- Do not compromise safety for the sake of convenience.
- Utilize the shuttle services whenever possible.
- Do not hesitate to contact public safety if you have security or safety concerns.
- Take advantage of public safety-sponsored training programs.
- Be alert and aware of your surroundings.
- Trust your instincts. If you are concerned about something you see or hear, notify public safety and leave the area.
- Use the buddy system. Whenever possible, walk with a friend.

- Have your car or house/apartment keys in your hand before you reach the car or house/apartment.
- Avoid short cuts. Stay in well-lit, well-traveled areas.
- Secure your belongings. Don't leave unlocked or valuables unattended.

- **Incidents Reports**

The Public Safety Department encourages all employees and students to report suspicious behavior and/or criminal activity to the Command and Control Center at 617-414-4444 as soon as possible. The Public Safety Department will document all reported incidents and forward those in need of further investigation to the department's Investigations Unit. Public Safety Department incident reports are confidential property of BUMC and copies will only be released with the approval of the Office of the General Counsel. Requests for copies of Public Safety Department incident reports should be directed to Public Safety Administration at 617-414-4413.

Office of Research Compliance

The Office of Research Compliance [website](#) houses information regarding environmental health and safety, research and safety training, human subjects, animal care, the research occupational health program, and the research information management system. You may use this office as a resource for your research while with GMS.

Fitness and Recreation at Boston University

Boston University Physical Education, Recreation & Dance

Boston University's [Fitness and Recreation Center](#) is located on the Charles River Campus and is easily accessible by the BUS.



The building provides approximately 270,000 square feet of space, supporting physical education, non-credit courses, intramurals, club sports, student organizations, and much more.

This state-of-the art fitness and recreation center contains:

- An 18,000 square foot weight and cardio room
- Two separate swimming pools
- 2 multi-use gymnasiums with seven courts

- An elevated 1/8 mile jogging track overlooking several areas
- Racquetball and squash courts
- Several multi-purpose activity and classrooms for dance, group exercise classes, martial arts, club and intramural meetings and health and wellness classes
- A 35' climbing wall
- A Pro Shop that features work out gear, sports equipment, and rentals.

The Fitness and Recreation Center also houses a center for rehabilitation, fitness/conditioning, Emergency Medical Services education, expansive locker rooms for men and women, a family locker room, a snack bar, a pro shop, equipment issue, children's area, and administrative offices.

Membership to the Fitness and Recreation Center is automatically granted to all enrolled full-time undergraduate and graduate Boston University students.

Oath of the Scientist (PhD Students Only)

By accepting my Doctor of Philosophy degree, I earnestly assert that:

I will apply my scientific skills and principles to benefit society;

I will continue to practice and support a scientific process that is based on logic, intellectual rigor, personal integrity and an uncompromising respect for truth;

I will treat my colleagues' work with respect and objectivity;

I will convey these scientific principles in my chosen profession, in mentoring and in public debate;

I will seek to increase public understanding of the principles of science and its humanitarian goals.

These things I do promise.

Composed by Drs. Katya Ravid (Medicine and Biochemistry) and Benjamin L. Wolozin (Pharmacology), 2012.

Fair Expectation for Graduate Students

(Adapted from the *AAMC Compact between Biomedical Graduate Students and Their Research Advisors*)

1. Institutional Commitment. Pre-doctoral training at Boston University School of Medicine (BUSM) includes both didactic course work in a focused area and an apprenticeship in which the graduate student trains under the supervision of one or more investigators who are qualified to fulfill the responsibilities of a mentor. The Division of Graduate Medical Sciences (GMS), home of the graduate programs at the BUSM supports the assertion that a positive mentoring relationship between the pre-doctoral student and the research advisor is a critical component of the student's preparation to become an independent and successful research scientist. In keeping with the AAMC compact between graduate students and their primary mentors, the Division of GMS recognizes that for those individuals who pursue a biomedical graduate degree there is the strong expectation to take responsibility for their own scientific and professional development. Faculty who advise students are expected to fulfill the responsibilities of a mentor, including the provision of scientific training, guidance, instruction in the responsible conduct of research and research ethics, and financial support. The faculty advisor also performs a critical function as a scientific role model for the graduate student. In concert with students' training, the Division of GMS provides oversight for the length of study, program integrity, stipend levels, benefits (including health insurance), grievance procedures, and other matters relevant to the education of its graduate students.

2. Quality of Training. Our goal is that individuals enrolled in GMS programs should be trained to independently formulate meaningful hypotheses, design and conduct interpretable experiments, adhere to good laboratory practices, analyze results critically, understand the broad significance of their research findings, and uphold the highest ethical standards in research. This is accomplished through programs offering relevant course offerings, research opportunities, including clear guidelines for performance assessment and close monitoring and guiding of graduate students through the course of their study.

Training in career skills include critical thinking, grant preparation, scientific writing, presentation skills, working with others collaboratively, the responsible conduct of research and numerous other topics.

3. Mentoring. Effective mentoring is critical for graduate school trainees as they begin their scientific careers. Faculty mentors should dedicate substantial time to graduate students to ensure their development in areas of scientific, developmental, and professional development. Faculty mentors should foster a relationship of mutual respect with graduate students, encouraging their individual development, offering constructive criticism as well as praise. As an exemplary role model, the mentor also serves as a primary influence in providing an example of high ethical standards. In essence, the faculty mentor is a role model who will not only help prepare the student to become a successful

scientist, the mentor will help shape the student to also become an effective mentor to future graduate students.

4. Career Development. Graduate students must have training experiences of sufficient breadth to ensure that they are prepared to pursue a wide range of professional career options in academia, industry, government and research careers. A series of formal and informal venues should exist to assist students in their career exploration and professional development.

5. Code of Conduct. The following commitments will form the basis for our code of conduct in the Division of GMS for both students and graduate faculty.

Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**
- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**

I will participate with my mentor in applying for grant funds to support the research in the laboratory in which I work, and when appropriate, myself. I realize that my participation in the research laboratory is supported by funds for my stipend as well as supplies and materials used in my research, and that regular applications for the financial support of my laboratory are required for the support of myself, my laboratory colleagues, and laboratory resources. To the best of my ability, I will partner with my mentor in preparing research results and the proposed research plans for these applications. Whenever possible and appropriate, and with the assistance of my mentor, I will submit applications

of my own for the support of my stipend, realizing that this is not only an important research career training opportunity, but that it is required for the success of the laboratory in which I work.

- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

Commitments of Mentors

- **I will be committed to the mentoring of the graduate student during this early phase of their research career.** I will be committed to the education and training of the graduate student as a future member of the scientific community.
- **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis/dissertation research.
- **I will be committed to meeting one-on-one with the student on a regular basis.**
- **I will be committed to providing financial resources for the graduate student as appropriate or according to my institution's guidelines, in order for him/her to conduct thesis/dissertation research.**
- **I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.**
- **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- **I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.** I will encourage the student to seek opportunities in teaching

- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**
- **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**
- **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to, and if necessary after the student's graduation.
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities.**
- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation.** I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

Adopted by the Division of Graduate Medical Sciences Steering Committee on January 5, 2010.

Updated July 2015

**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. CHILDBIRTH AND ADOPTION ACCOMMODATION FOR FULL-TIME PHD STUDENTS

The childbirth and adoption accommodation policy for full-time or certified full-time PhD students in good academic standing provides for extensions for academic coursework and other requirements to the primary caregiver of an infant or adopted child. It also provides for a continuation of stipend support for funded students during the accommodation period.

- A student taking an accommodation due to the birth of a child should notify the relevant department chair (or program director) in writing no later than 30 days prior to the start of the semester during which the birth is expected. In the case of adoption, notification should be made once the student becomes reasonably certain of the expected date of the adoption. The notification should indicate the start and end dates of the accommodation consistent with the allowable time frame below. The department chair (or program director) shall acknowledge receipt in writing. Forms for this purpose are available from the student's school or college dean's office.
- The period of accommodation is 60 days and must end no later than the final day of the semester immediately following the semester in which the child is born or the newly adopted child is placed. The summer period between Spring and Fall Semesters will be considered a semester for the purpose of this policy. A student may elect a shorter period of accommodation, at the sole discretion of the student, and should inform the relevant department chair (or program director) in writing.
- If both parents are eligible PhD students at Boston University, the accommodation is available to both, but the periods of accommodation may not overlap.
- The student will remain registered as a full-time or certified full-time student during the period of accommodation.

- The student will be excused from all course requirements during the period of accommodation, including assignments and exams. The student should make arrangements with each instructor to complete any assignments or exams missed.
- Other requirements outside of formal coursework, such as qualifying or comprehensive examinations, should be rescheduled as appropriate to provide reasonable time for preparation and completion.
- A student holding an appointment for which a stipend is paid, whether service or non-service, will continue to receive the stipend during the period of accommodation.
- If the student is serving or was to serve in a teaching role during the semester of the accommodation, the student will be relieved of any responsibilities related to the course(s) during the period of accommodation. At the program's discretion, the student may be relieved of all course responsibilities for the semester.
- If the student is serving or was to serve as a research assistant on a funded project during the period of the accommodation, the student will be relieved of any responsibilities directly related to the project during the period of accommodation.
- The length of a multi-year stipend commitment made at the time of admission and the total time allowed to obtain the degree will generally not be extended by the period of accommodation.
- In order to make a request, the student must fill out the [Notification for Childbirth and Adoption Accommodation Form](#) found on the GMS website.

4. STUDENT BEREAVEMENT

Students should be granted up to five (5) weekdays of bereavement leave for the death of an immediate family member. Requests for additional days must be made to the dean of the student's school or college.

Requests for bereavement leave are handled by the dean or dean's designee at each school and college. The student must provide appropriate documentation of the death. The dean or the dean's designee will send a notice of the student's leave to the student's instructors. Upon return, the student must contact each faculty member to arrange to make up any missed classwork.

At any point during the student's original bereavement leave or upon return, the student may decide to request a leave of absence due to the student's loss. Leaves of absence are granted via the University's Withdrawal, Leave of Absence, and Reinstatement section of the academic policies, which can be found [here](#).

5. DISABILITY

In order to receive services and accommodation(s) for a disability, students must be evaluated by Dr. Lorraine Wolf, Director of the Boston University Office of Disability, located at 19 Deerfield Street, Boston MA. All relevant medical and/or educational documentation must be submitted to [BU Disability Services](#) in order to be approved for support services. To inquire about eligibility and/or evaluation for accommodations, contact Dr. Lorraine Wolf at (617) 353-6835/Lwolf@bu.edu. Kayleigh Gustafson, kay416@bu.edu, Associate Director of Graduate Affairs at GMS and the GMS Liaison for Disability Services, will assist you through the process outlined below.

To receive a disability accommodation(s):

- Contact Dr. Lorraine Wolf at the Disability Office to schedule an appointment: (617) 353- 6835, or Lwolf@bu.edu.
- Should you be approved for accommodation(s), you will receive an Accommodation Release Form from Mrs. Gustafson, kay416@bu.edu
- Complete and return the Accommodation Release Form to Mrs. Gustafson, upon which your course directors will be informed of your approved accommodations and/or services.

5. **MINIMUM TECHNICAL STANDARDS**

6.1 MTS Policy

It is essential that all students enrolled in the Division of Graduate Medical Sciences (“GMS”) at the Boston University School of Medicine have a predictably high level of competence across the range of knowledge, critical judgement and technical skills generally expected of scientists and health-related professionals. These skills encompass academic and non-academic technical standards essential to all GMS and Boston University educational programs. Awarding a GMS degree or certificate implies that the recipient has demonstrated a foundation of knowledge in his or her field and the ability to independently apply and communicate that knowledge.

All students are expected to carry out the tasks, both intellectual and physical, of the foundational science, laboratory and/or clinical curricula either without accommodation(s) or with those accommodation(s) that are reasonable in the range of settings and circumstances in which the educational program is based.

The following technical standards have been formally adopted by the Division of Graduate Medical Sciences at the Boston University School of Medicine. In addition, some GMS programs may have more specific technical standards. A student enrolled in a GMS degree or certificate program must have sufficient abilities and skills relevant to her or his field of study in the areas of observation; communication; sensory and motor coordination and function; intellectual-conceptual, integrative, and quantitative abilities; and behavioral and social attributes, as described below. The use of a human intermediary may be permitted provided that the student’s judgment will not be influenced by someone else’s power of selection and observation.

Observation

Students must be able to observe, participate in, and conduct experiments in the basic sciences or clinical sciences within the laboratory and instructional setting, as required by the program.

Communication

Students must be able to communicate effectively and efficiently in both oral and written English, either independently or through the use of a human intermediary. If a student uses an intermediary, the

intermediary is permitted to function only as an information conduit and may not serve in an integrative or evaluative role.

Students must be able to communicate experimental or clinical findings as required by the program with faculty, peers, or patients and families. This communication may also be in the context of presentations to the scientific community, professional journals, with laboratory personnel, or as a member of a clinical team.

Students must possess communication skills at a level sufficient to accomplish, in a timely manner, all administrative requirements and to meet the performance expectations of the faculty in all areas of the curriculum.

Sensory and Motor Coordination and Function

Students must possess motor and sensory capacity to perform activities required for the chosen discipline. Depending on the program, such actions may require coordination of gross and fine movements and equilibrium. Students may be required to perform such actions rapidly and under challenging circumstances. For example, students must be able to manipulate the equipment, instruments, apparatus or tools required to collect and interpret data appropriate to the area of study, practice or research.

Intellectual-conceptual, Integrative and Quantitative Abilities

Students must be able to measure, calculate, reason, analyze, hypothesize, and synthesize ideas. It is also essential that students are able to absorb and process information from faculty, peers, patients, supervisors, and/or from the scientific literature, as components of problem solving and critical thinking. Students must be able to acquire information from experiences and demonstrations conveyed through coursework, lecture, group seminar, small group activities and other.

When appropriate to the field of study, students must have the ability to follow universal precautions against contamination and cross-contamination with infectious agents, toxins, chemicals and/or other physical hazards. Students must be able to work in a manner that is safe for themselves and others, and respond appropriately to emergencies and urgent situations.

Behavioral and Social Attributes

Students must have the emotional and mental health required to demonstrate maturity, respect, and tolerance in their professional relationships under all circumstances. Students must have the ability to understand and comply with ethical standards for the conduct of research. They must be able to use their intellectual capacity, to exercise sound judgment, and to complete all responsibilities in a timely and professional manner. They must be able to demonstrate emotional stability to function effectively under stress and to adapt to changing environments.

6.2 Process

When a GMS applicant or student requests disability accommodation(s), he or she can expect to interact with the University's Office of Disability Services (BU ODS), the GMS Disability Liaison, and the GMS Minimum Technical Standards Committee. This committee is a group comprised of GMS faculty, staff, and administrators who develop and implement policy for GMS applicants and students who request disability accommodations.

The "Minimum Technical Standards: Process" briefly describes the steps applicants and students must take to request a disability accommodation and the process that is followed in considering accommodation requests. The process outlined here is independent of the matriculation process by the GMS. In addition, such applicants or students are encouraged to review the GMS "Minimum Technical Standards: Delineation of Responsibilities."

GMS Applicant:

1. The applicant reviews the GMS Minimum Technical Standards policy.
2. If the applicant determines that he or she may need disability accommodation(s) to meet the curricular requirements, he or she contacts the University's Office of Disability Services (BU ODS).
3. BU ODS informs the applicant of the documentation he or she must submit to have his or her accommodation request evaluated.
4. The applicant submits to BU ODS his or her request for accommodation(s) along with the required supporting documentation.
5. After evaluating the requested accommodation(s), BU ODS communicates its recommendation to the GMS Associate Provost for review and consultation with the Dean as appropriate. At the discretion of the Associate Provost or the Dean, the GMS Minimum Technical Standards Committee may be convened to further evaluate the requested accommodation(s).
6. If the final recommendation is to deny the requested accommodation(s) and the applicant nevertheless matriculates, he or she must meet GMS and/or program curricular requirements. A student who fails to meet the curricular requirements may face dismissal.

GMS Matriculated Student

1. During his or her tenure at GMS, the student determines that he or she may need accommodations for a disability.
2. The student reviews the GMS Minimum Technical Standards Policy.
3. The student contacts the University's Office of Disability Services (BU ODS).
4. BU ODS informs the student of the documentation he or she must submit to have his or her accommodation request evaluated.

5. The student submits to BU ODS his or her request for accommodation(s) along with the required supporting documentation.
6. After evaluating the requested accommodation(s), BU ODS communicates its recommendation to the GMS Associate Provost for review and consultation with the Dean as appropriate. At the discretion of the Associate Provost or the Dean, the GMS Minimum Technical Standards Committee may be convened to further evaluate the requested accommodation(s).
7. If the final recommendation is to deny the requested accommodation(s), then one of the following will occur:
 - a. The student proceeds in the curriculum without accommodation(s) and will be expected to meet GMS and/or program curricular requirements. A student who fails to meet the curricular requirements may face dismissal.
 - b. The student withdraws from GMS because he or she cannot meet the curricular requirements without the accommodation(s).

6.3 Delineation of Responsibilities

This “Minimum Technical Standards: Delineation of Responsibilities” briefly describes the obligations of applicants and students on the one hand, and GMS on the other hand, in the context of a request for a disability accommodation. In addition, applicants or students who plan to request disability accommodation(s) are encouraged to review the GMS “Minimum Technical Standards: Process.”

Applicant or Student:

1. The applicant or student is responsible for providing his or her own appropriate adaptive medical equipment.
2. The applicant or student is responsible for contacting the BU ODS and the GMS Disability Liaison to request disability accommodation(s).
3. The applicant or student is responsible for engaging in an interactive process with BU ODS about his/her specific needs, what accommodations are reasonable, and how such accommodations might be implemented to support the student in the course or program.
4. The applicant or student should contact the GMS Disability Liaison to initiate the process of notifying appropriate individuals using the letter provided by the Minimum Technical Standard Committee that includes provisions for the approved accommodation(s).
5. The applicant or student is responsible for advocating for her/himself with faculty in courses and/or laboratories.

GMS:

1. GMS will respond in a timely manner to an applicant or student’s request for disability accommodation(s).

2. GMS will disclose the approved accommodation(s) to faculty or staff only after the applicant or student has completed the GMS Accommodation Release Form. Although communication with faculty and staff regarding an applicant or student's accommodation(s) must be initiated by the student, the GMS Disability Liaison may assist in notifying the program or course directors of the approved accommodation(s) with student or applicant's consent.
3. GMS, in some cases acting through the Minimum Technical Standards Committee, will provide the student with a letter outlining any approved accommodation(s) for program and course directors or laboratory Principal Investigator.
4. GMS will work with the program and course directors, the registrar, dissertation/thesis advisor and the student to develop an appropriate academic schedule.

6. **REGISTRATION**

7.1 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, thus dismissal from GMS.

7.2 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 by enrollment.

7.3 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.

7.4 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. Full time status using certified Full Time-form is limited to two (2) semesters.

After completing all departmental or program didactic course requirements, full time Ph.D. degree candidates should register for fall and spring semesters as a full time student (i.e. 12 credits of independent research). Full time status using the Certified Full Time form will not be required for all Ph.D. candidates. Registration for the summer terms is described under Section 11.2. Except during summer sessions, Ph.D. candidates with full time 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.

7.5 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 MA in the basic sciences may register for not more than 8 credits in directed study or research. MA in Medical Sciences candidates may register for no more than 8 credits in directed study or research.

7.6 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.

7.7 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.

7.8 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/getting-started/incoming-health-requirements/>, 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."

7. CROSS-REGISTRATION

8.1 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.

8.2 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.

8. 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.

9. STUDENT WORK HOURS FOR EMPLOYMENT AT BOSTON UNIVERSITY

The policy on student work hours for employment at Boston University applies to all student employees regardless of program, wage funding source, citizenship status or method of payment, who are employed by Boston University. It does not apply to employment outside of Boston University. International students must also adhere to all limitations and requirements relating to on-campus student employment required by their particular immigration status and obtain ISSO work authorization if required.

Faculty and staff cannot be paid as student employees.

For all Boston University students:

Students may not exceed a total of 1500 hours of University employment in a fiscal year (July 1 through June 30).

A student on a leave of absence or in a non-credit certificate or exchange program cannot be paid as a student employee, but can be hired as a temporary employee/staff/faculty through human resources.

Students working more than one job should not exceed the hours for all jobs combined, as specified below.

For undergraduate students and all part-time students:

Boston university undergraduate students and all part-time students enrolled in a program should not work more than 20 hours per week while attending classes.

During official university break periods, such as intersession, spring break and summer, these students should not work more than 40 hours per week.

For Full-Time Graduate Students:

Full-time graduate students should not work more than 20 hours per week during any academic period (fall semester, spring semester or either summer term) in which they are classified as full-time, either by registration or by certification.

During official university break periods, such as intersession and spring break, or during any academic period in which these students are not classified as full-time, either by registration or certification, they should not work more than 40 hours per week.

10. 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](#).

11. SUMMER TERM

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

12.1 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.

12.2 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.

12. 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 the outstanding balance has been settled.

13. 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 18. 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 23.5 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.

14.1 Petitions

A student suspended or dismissed by a GMS program for academic performance reasons may 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 or Program Director

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 18.1.

14. LEAVE OF ABSENCE, WITHDRAWAL, AND REINSTATEMENT

15.1 Procedures

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.

Procedure for requests for a leave of absence is:

- The student should meet with their advisor and program director for approval.
- Submit a written request explaining the reason for leave of absence along with the required forms, including the program director's signature, to the GMS Registrar.
- May be asked to meet with the Associate Provost.

If approved, a request for a leave of absence is effective on the day the written request is received by the GMS Registrar. 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, 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.

15.2 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.

15.3 Withdrawal

A student who wishes to withdraw from the University must submit the request and follow below procedures:

- Meet with their advisor and program director for approval.
- Submit a written request explaining the reason for withdrawal along with the required forms, including the program director's signature, to the GMS Registrar.
- May be asked to meet with the Associate Provost.

If approved, a withdrawal is effective on the day it is received by the GMS Registrar 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.

15.4 Reinstatement

A student who has voluntarily withdrawn from GMS will be subject to the regulations governing Readmission to a Degree Program under section 16.

15. 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 Policies and Procedures 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.

17. ACADEMIC CREDITS PER SEMESTER

None

See Section under Registration

18. ACADEMIC PROGRESS AND GRADUATION

18.1 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 GMS Satisfactory Academic Progress (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 will not be eligible for the University certification to apply for federal and private educational loans.

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.

18.11 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 and private educational loans and/or dismissal from the program.

18.12 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.

18.13 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) and five (5) academic years for post-bachelors and post-master's, respectively 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.

18.14 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.

18.15 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.

19. 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.

PhD students are allowed to audit one (1) course each semester, excluding summer terms, without further tuition charges under the following conditions:

- Must submit Full-Time Certified form
- Register as a continuing student with zero credits
- Have completed all departmental/programmatic/GMS course requirements

A PhD students may not audit 900-level, language, physical education (PDP), 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.

20. 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 24).

21. 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.

22. GRADES AND COURSE CREDITS

22.1 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.

22.2 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.

22.3 Credits from GMS Online Courses

Credits earned from GMS online courses can be counted towards the degree, if approved by program director.

23. INCOMPLETE COURSEWORK AND FAILING GRADES

23.1 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.

23.2 Missing Grades

The designation of “MG” indicates an unresolved registration status. “MG” is assigned by faculty to students

who never attended the course or who stopped attending the course before the last day to drop a standard class without a “W” grade (see the Office of the Registrar’s website for date). “MG” should be used rarely.

Faculty members entering an “MG” must include in the “Comments” the reason for the grade and give the last known date the student attended the course. Note: For students who stopped attending a course after the last day to drop a standard class without a “W,” faculty must submit a letter grade or an “I.” An “I” grade can only be used if the faculty member and student have discussed a plan for completing course requirements and filled out and submitted an “Incomplete Form.” Refer to the policy on “Incomplete” grades.

Students will not be permitted to graduate with an MG in a non-PDP (Physical Development Program) course. Undergraduate students, working with their school/college student service or advising office, and graduate students, working with their respective graduate directors or associate deans, must resolve MGs in all non-PDP courses before the last day of classes of the following semester (spring for fall courses, fall for spring and summer courses) or before graduation, whichever is earlier. An unresolved MG in a non-PDP course will convert to an “F” after that deadline. Students are permitted to graduate with an MG in a PDP course on their transcripts; however, an “MG” in a PDP course being used to fulfill the requirements of a degree program (e.g., the Dance minor) must be resolved as above. Students should be aware that MGs on the transcript are not desirable.

23.3 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/>

23.4 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.

23.5 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.

24. 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.

25. 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.

25.1 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.

25.2 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.

26. Faculty and Research Advisor

26.1 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.

26.2 Research/Thesis Advisor

A candidate for a Ph.D. degree is required to have a research/dissertation advisor who is a member of GMS Faculty. 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/thesis advisor who is a member GMS Faculty. 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 off-campus (i.e., 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.

27. Degree Requirements

27.1 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.

27.2 General Requirements for the Ph.D. Degree

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

27.21 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 25. As stated under section 18.13, doctorate degree candidates admitted as a post-bachelors have maximum of seven (7) academic years from matriculation to complete their degree.

27.22 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 25. As stated under section 18.13, doctorate degree candidates admitted as a post-bachelors have maximum of five (5) academic years from matriculation to complete their degree.

27.23 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.

27.24 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.

27.25 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.

27.26 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.

27.27 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.

28. 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 or program. 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 notified of the course cancellation by the course instructor/manager.

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.

29. 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.

30. 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.

31. 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.

32. 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.

33. RESOURCES FOR TITLE IX

Sexual Assault Response and Prevention Center (SARP)
Staffed 24/7 by trained crisis counselors
Located in the Charles River Campus (CRC) at 930 Commonwealth Avenue
SARP@bu.edu
(617) 353-SARP (7277)

GMS Deputy Title IX Coordinator
Dr. Gwynneth Offner
Director of MS in Medical Sciences

Associate Professor in Medicine

goffner@bu.edu

(508) 358-4914

For more information please visit the Equal Opportunity Title IX webpage:

<http://www.bu.edu/safety/sexual-misconduct/title-ix-bu-policies/sexual-misconducttitle-ix-policy/>

<http://www.bu.edu/safety/sexual-misconduct/title-ix-bu-policies/>

Updated: August 8, 2017

**Division of Graduate Medical Sciences
Boston University School of Medicine**

ACADEMIC CONDUCT CODE AND DISCIPLINARY PROCEDURES

(Effective August 3, 2015)

I. INTRODUCTION

I.1 Purpose of the Academic Conduct Code: All students entering Boston University School of Medicine (BUSM) Division of Graduate Medical Sciences (GMS) are expected to maintain high standards of academic honesty and integrity. It is the responsibility of every GMS student to be aware of the contents of this Academic Conduct Code (“Code”), and to abide by its provisions. This Code deals specifically with disciplinary actions that may be taken against any student who engages in academic misconduct in any form or undermines the academic integrity of GMS.

This document supersedes all previous GMS Academic Conduct Code and Disciplinary Procedures documents. GMS reserves the right to revise and modify the Academic Conduct Code and Disciplinary Procedures at its sole discretion.

Students enrolled in GMS are also subject to discipline under the Boston University Code of Student Responsibilities (<http://www.bu.edu/dos/policies/student-responsibilities/>).

Special Note for MD/PhD and MD/MS students: MD/PhD and MD/MS students are unique in that they are initially matriculated into the Medical School where their academic conduct is covered by the Boston University School of Medicine Medical Student Disciplinary Code of Academic and Professional Conduct. However, when they join their research labs or MS degree program, they matriculate into the Division of Graduate Medical Sciences. Thus, during their PhD research or MS degree program years, their conduct is covered by this document until they move back to the Medical School to complete their clinical training. The misconduct codes of GMS and the Medical School are similar. However, the structure and mechanics of the committees that hear academic misconduct cases differ. Importantly, the Medical School and the Division of Graduate Medical Sciences share the information on MD/PhD or MD/MS student misconduct that occurs in either program.

I.2 Rationale for Academic Discipline: To ensure that the academic competence of students is judged fairly, and to promote the integrity of graduate education, GMS embraces two broad principles: (1) no honest student should be disadvantaged by the dishonesty of another student; and (2) penalties should be commensurate with the violation.

Students enrolled in dual degree programs are required to adhere to the guidelines of both degree granting bodies (i.e. the School of Medicine, Graduate School of Management, School of Public Health, College of Engineering, etc.)

II. ACADEMIC MISCONDUCT

Academic misconduct is conduct by which a student misrepresents his or her academic accomplishments, or impedes other students’ opportunities of being judged fairly for their academic work. Knowingly allowing others to represent your work as their own is considered to be as serious an offense as submitting another’s work as your own.

II.1 Violations of this Code: Violations of this Code include, but are not limited to, attempts to be dishonest or deceptive in the performance of academic work inside or outside the classroom, alterations of academic records, alterations of official data, or unauthorized collaboration or consultation. Violations include, but are not limited to, those listed in Appendix 1.

III. ACTION ON SUSPECTED VIOLATIONS

When an alleged violation by a GMS student occurs in a School or college other than the one in which the student is enrolled, the initial determination of misconduct will be made by the School or College where the alleged violation occurred; assessment of penalty will come from the GMS Committee on Academic Standards (“GMSCAS”), based upon recommendation of the Dean and Committee from the School or College in which the violation took place.

Academic Misconduct Procedural Overview

III.1 Faculty Level: A faculty member who believes that a student has violated this Code should notify the Chair of the GMSCAS, who will determine whether: (1) the student has previously signed a GMS Academic Conduct Code and Disciplinary Procedures form; and (2) the student has a record of academic misconduct in any College or School at Boston University. This notification should be made before the faculty member meets with the student. The Chair of the GMSCAS will notify the student’s program director and advisor. The faculty member should then submit to the GMSCAS Chair a “Report of Student Academic Misconduct” and a statement of evidence upon which report is based. After receiving approval from the GMSCAS Chair, the faculty member should meet with the student to inform him/her of the suspected violation. The faculty member should document the student’s response to the charge(s) and forward the response to the GMSCAS Chair.

III.2 Admitted Code Violations by First-time Offenders:

If the student admits to the violation of the Code, and has never been found guilty of an academic conduct violation at Boston University, the faculty member may seek authorization from the Program Director/Department Chair or GMSCAS Chair, as appropriate, to assess a grading penalty against the student, up to and including a failing grade in the course.

If the faculty member receives authorization to enter into an agreement with the student for a grading penalty, the faculty member will notify the student of this optional sanction. The student then has the option to accept the proposed grading penalty or request a hearing pursuant to the Code. By entering an agreement to accept a grading sanction, the student understands and agrees that he/she has relinquished any appeals available under the Code.

If the student agrees to a grading penalty, the Faculty Member, Program Director/Department Chair or GMSCAS Chair, as appropriate, will forward to the BUSM Registrar a signed copy of the Report of Academic Misconduct form.

III.3 Disputed Code Violations: If the student disputes the alleged Code Violation or if the Program Director/Department Chair or GMSCAS Chair denies the faculty member’s request to impose a grading penalty, the charges and supporting evidence shall be forwarded to the student’s Department/Program level.

III.4 Department/Program Level: Department or Program action is required if the student accused of a Code violation is not a first-time offender, or the Director/Department Chair or GMSCAS Chair does not authorize a simple grading penalty.

The faculty member alleging a Code violation must provide written notification of the suspected violation to the Department Chair or Program Director. Within fourteen (14) days of notification, the Department Chair or Program Director will convene a 5 or more member committee (the “Department Committee”) to investigate and adjudicate the alleged Code violation. The Department Committee may contain faculty from other departments and graduate student participation as voting members of the committee is encouraged. The Department Committee shall include representatives from the student’s Program(s) and/or home Department, though they need not be voting members. The Department Committee Chair will notify the accused in writing of the nature of the charge(s) and the right to appear before a Department Committee. The accused has the right to be accompanied by a representative of his or her choice, who is not permitted to participate in the hearing except as permitted by the Chair of the Department Committee.

The Department Committee shall hold a meeting to hear all parties involved; a decision shall be made based on majority vote, and the Chair of the Department Committee will vote only in case of a tie. The actions a Department Committee may take are:

1. No Code violation;
2. Recommend a change of grade;
3. Impose sanctions on the student (the nature of which may be determined by the department or program); and
4. Refer to the next level of action, the GMS Committee on Academic Standards

The Department Chair/Program Director will notify the accused and the GMSCAS Chair in writing of the Department Committee’s findings and sanctions, if any, as soon as possible but no longer than fourteen (14) days after the hearing.

III.5 Division of Graduate Medical Sciences (GMS) Level: When a student seeks an appeal of the Department Committee’s decision, or if the Department Committee recommends a penalty other than those outlined in Section III.4, above, the case is referred by the Department Committee Chair to the GMSCAS Chair and the GMS Committee on Academic Standing will be convened. The GMS Committee will be composed of at least five members: four faculty from the Committee on Academic Standards and one Graduate Student from GMS. The GMS Committee shall include representatives from the student’s Program(s) and/or home Department, though they are not voting members. The GMS Committee Chair will notify the accused in writing of the nature of the charge(s) and the right to appear before a GMS Committee. The accused has the right to be accompanied by a representative of his or her choice, who is not permitted to participate in the hearing except as permitted by the Chair of the GMS Committee.

At the meeting decision shall be made based on majority vote, and the Chair of the GMS Committee will vote only in case of a tie.

The GMSCAS may take the following actions (details provided in Appendix 2):

1. No violation;
2. Reprimand;
3. Grading penalty;
4. Probation for a fixed terms;
5. Suspension for a fixed term;
6. Expulsion from GMS; or
7. Recommendation of revocation of degree

The Associate Provost of GMS will review the proposed sanction before written notice of the decision is sent to the student and Department Chair/Program Director.

IV. APPEALS

A student may appeal a decision of the GMSCAS to the Associate Provost of GMS (Level I), to the Dean of the Medical School (Level II), and finally to the University Provost (Level III).

IV.1 Appeal to the Associate Provost of GMS (Level I): The student may file an appeal to the Associate Provost of GMS no later than fourteen (14) days after the date of the written notification of the decision GMS Committee and/or sanctions.

Filing an appeal will not stay any sanction imposed. However, the written appeal petition may request a stay or modification of any sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal petition, the Associate Provost will request the relevant record from the GMS Committee Chair. The decision of the Associate Provost will be in writing, and will include the procedure for an appeal to the Dean of the School of Medical, with copies provided to the GMSCAS.

The Associate Provost or his /her designee may:

1. Affirm, modify (to increase or decrease), or reverse the findings of the GMSCAS.
2. Remand the matter to the GMSCAS for additional investigation, a new hearing, or a reopening of the hearing. If a case is remanded, the Associate Provost's decision will specify whether the sanctions are to be maintained, modified, suspended, or reversed pending resolution of the matter.

IV.2 Appeal to the Dean of the Medical School: The student may file an appeal to the Dean of the School of Medicine of the findings of or sanctions imposed by Associate Provost of GMS no sooner than receipt of the Provost's notification of findings and sanctions and no more than fourteen (14) days after receipt.

The appeal may request the Dean of the School of Medicine to stay or modify the sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal, the Dean of the Medical School will request the relevant record from the Associate Provost of GMS. Any written response by the Associate Provost of GMS to the student's appeal to the Dean of the Medical School must be copied to the student.

The Dean of the Medical School or his or her designee may:

1. Affirm, modify, or reverse the findings and sanctions of the GMSCAS or Associate Provost of GMS.
2. Remand the matter to the Associate Provost of GMS, to the GMSCAS for a new hearing, or a reopening of the GMSCAS hearing.
3. Take such other action as the Dean of the School of Medicine may deem appropriate. The decision of the Dean of the School of Medicine will be in writing, with copies provided to the student, Associate Provost of GMS, and the GMSCAS.

IV.3 Appeal to the University Provost (Level III): The student may file an appeal to the University Provost of the findings of or sanctions imposed by the Dean of the Medical School no sooner than receipt of the Dean of the School of Medicine's notification of findings and sanctions and no more than fourteen (14) days after receipt.

The appeal may request the University Provost to stay or modify the sanctions pending determination of the appeal, stating the reasons for such request.

Upon receipt of a timely appeal, the University Provost will request the relevant record. Any written response by the Dean of the School of Medicine to the student's appeal to the University Provost must be copied to the student.

The University Provost, or his or her designee, may:

1. Affirm, modify, or reverse the findings of guilt and sanctions.
2. Remand the matter to the Dean of the Medical School, the Associate Provost, the GMSCAS for a new hearing, or a reopening of the Academic Standards hearing.
3. Take such other action as the University Provost may deem appropriate. The decision of the University Provost will be in writing, with copies provided to the student, Associate Provost, and the GMSCAS.

APPENDIX 1

Academic and professional misconduct includes, without being limited to, the following, when committed knowingly, intentionally or with reckless disregard for others and proved by a preponderance of the evidence:

- 1. Cheating:** Any attempt by a student to alter his or her performance on an examination, assignment or exercise in violation of stated or commonly understood rules including, but not limited to unauthorized communication during examinations, collaboration with (copying the answers of) another student or students or using notes, books or electronic sources during the course of an examination. Any unauthorized communication may be considered *prima facie* evidence of cheating.
- 2. Plagiarism:** Representing the work of another as one's own. Plagiarism includes, but is not limited to, the following: copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source. Plagiarism also includes collaborating with someone else in an academic endeavor without acknowledging his or her contribution.
- 3. Theft or Destruction of an Examination or Exam Materials:** Accessing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered or prior exams that are not intended for distribution.
- 4. Assigned Exam Seating:** Failure to sit in specifically assigned seat during examinations.
- 5. Misrepresentation or Falsification of Data:** Presenting incorrect information for surveys, experiments, reports, etc., including but not limited to, citing authors that do not exist, citing interviews that never took place, or citing work that was not completed.
- 6. Research Misconduct:** Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research misconduct does not include honest errors or differences of opinion.
- 7. Allowing Misrepresentation of Individual Work:** Knowingly allowing another student to represent your work as his or her own, including but not limited to, providing a copy of your paper or work to another student without the explicit permission of the instructor(s).
- 8. Work Submission in Multiple Courses:** Using the same material for two or more classes without the consent of the instructor(s).
- 9. Alteration or Destruction of Another's Work:** Altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work or research of others so as to impede their academic performance.
- 10. Violation of the Rules Governing Teamwork:** Unless the instructor of a course specifically provides instructions to the contrary, the following rules apply to teamwork: (a) no team

member shall intentionally restrict or inhibit another team member's access to team meetings, team work-in-progress, or other team activities without the express authorization of the instructor; and (b) all team members shall be held responsible for the content of all teamwork submitted for evaluation as if each team member had individually submitted the entire work product of their team as their own work.

- 11. Forgery, Alteration, or Misuse of Official Documents:** Including, but not limited to, transcripts from any institution, letters of recommendation, degree certificates, examinations, quizzes, or other work after submission.
- 12. Unprofessional Conduct in Field or Off Campus Assignments:** Conduct in a professional field assignment that violates the policies and regulations of the host school or agency, or agreed-upon protocols for arrangements between medical campus programs and outside entities.
- 13. Violation of Patient Confidentiality:** Students are expected to adhere to the ethical code of conduct with regard to patient confidentiality *with all forms of communication*, including online and social networking activity. Students **may not** describe, discuss, or refer to patients/clients they, colleagues, supervisors, or instructors have seen or discussed in a professional context. Students may not conduct any professional services through use of electronic media (i.e. handheld devices, cellular phones, email, Skype, etc.) without official approval of the person to whom they report for their work.
- 14. Falsifying Credentials:** providing misleading or deceptive information regarding training, competence, or credentials, such as describing oneself as a licensed provider or with a title not yet earned by degree.
- 15. Violation of Public Law:** Conduct in violation of public law that occurs outside or inside the University that directly affects the academic or professional status of the student.
- 16. Improper Influence of Awards:** Any attempt to improperly influence the award of any credit, grade, or honor.
- 17. Intentional False Statements:** Intentionally making false statements or presenting false information to any faculty member or to the GMS Academic Standards Committee.
- 18. Failure to Comply with Sanctions Imposed Under this Code:** Failure to comply with the sanctions imposed under the authority of this Code.

APPENDIX 2

The Chair of the Department/Program Committee and the GMSCAS Chair may take appropriate rulings to safeguard the integrity and fairness of any hearing. The hearings of the GMS Committee will be audio recorded and the student will have the right of access to a copy of the recording without cost and to obtain a copy of the recording at his or her expense. The deliberations by the Committee are not recorded.

The student may be accompanied by an advisor of his or her choice; however, except to the extent permitted by the Chair, the advisor may not participate directly in the hearing. In the face of pending criminal charges arising from the same events, legal counsel for the student may be present to safeguard the rights of the student relating to the criminal charges but cannot participate in the proceedings.

Description of the Penalties

Students who admit to misconduct and sign the Report of Academic Misconduct

A student who admits to an alleged violation of this Code and signs the Report of Academic Misconduct shall receive the grading penalty noted on the Report of Academic Misconduct form. The student will also receive a letter of reprimand from the Associate Provost of Graduate Medical Sciences or his/her designee. The form and the letter of reprimand will be placed in the student's GMS Registration file, but will not be recorded on the student's official GMS transcript. The reprimand will not be made public when records or transcripts are sent out. However, the reprimand may be considered when reviewing the student's eligibility for Boston University programs and when considering future offenses. It may also be reported in response to a direct question about past academic misconduct or disciplinary sanctions from an undergraduate, graduate, or professional school to which the student seeks admission or from other authorized entities. The record of misconduct will be destroyed upon graduation if there is no additional misconduct.

Students whose cases are referred to the Department/Program Committee or GMS Committee

A student who is ineligible for grading penalty or who has elected to appear before a Department or Program level hearing committee may receive the sanctions noted under Program/Department Level in Section III.4, above. If applicable, a faculty member may assign a grade of "MG" in a course while a matter is pending before the Department/Program or GMS Committee.

If the GMS Committee on Academic Standards finds a Code violation.

The GMSCAS may recommend any appropriate penalty. The penalty will generally be one or more of those listed below.

1. No Penalty.
2. Written Reprimand
 - a. For violations of a minor nature or mitigated by extenuating circumstances.
 - b. A copy of the reprimand shall be placed in the student's file but shall not be recorded on the permanent academic record. Past reprimands may be considered in imposing sanctions for future offenses.

- c. Reprimands are not to be made public when records, transcripts, etc. are sent out, but may be reported in response to a direct question about past academic misconduct or disciplinary sanctions from an undergraduate, graduate, or professional school to which the student seeks admission or from other authorized entities.
 - d. Reprimands may place limits on the student's participation in academic or nonacademic School/College or all-University activities.
- 3. Probation
 - a. For violations deemed serious enough to warrant some abridgement of the student's rights and privileges.
 - b. Given for a specified period of time.
 - c. Recorded on the student's permanent internal record.
 - d. Prohibits the student from being an officer in any recognized all-University or School/College student organization, and from participating in intercollegiate activities during the specified probation period.
- 4. Suspension
 - a. For violations deemed serious enough to warrant separation of the student from the University community for a limited time, but not serious enough to warrant expulsion.
 - b. Given for a period of one to three semesters.
 - c. Recorded on the student's permanent internal record and transcript; the student's external record shall carry the statement "withdrawn."
 - d. The student must apply in writing to the Associate Provost of the Division of Graduate Medical Sciences for readmission, making a satisfactory statement concerning his or her interim activities and his or her intended future conduct.
 - e. No academic coursework may be undertaken for Boston University credit, nor may any Boston University degree be conferred, during the period of suspension.
- 5. Expulsion
 - a. For serious academic misconduct.
 - b. Recorded permanently on the student's academic record.
 - c. Expulsion is permanent.
- 6. Other Sanctions
 - a. For serious misconduct, including but not limited to misconduct that occurred while the student was enrolled at the University but was discovered after graduation or conduct involving fraudulent use of University transcripts or degree certificates after graduation, or similar serious misconduct, recommendation of the Committee on Academic Standards may include withholding transcripts and/or revocation of the degree.

These procedures were approved by the Faculty of the Division of Graduate Medical Sciences on July 13, 2015.