

M.S. Program in Medical Anthropology and Cross-Cultural Practice
Division of Graduate Medical Sciences
Boston University School of Medicine

**Disciplinary Policies and
Procedures** (as of 9-22-15)

GMS Academic Policies and Procedures

The Academic Policies and Procedures of the Division of Graduate Medical Sciences (GMS) at Boston University School of Medicine (BUSM), as well as the GMS Academic Conduct Code, govern all graduate students in the Division. The full text for both documents can be found at the following link:

<http://www.bumc.bu.edu/gms/students/policies-procedures-handbook/>

The specific requirements of individual programs like the MS Program in Medical Anthropology & Cross-Cultural Practice (MACCP) supplement Division policies and procedures. Each student is fully responsible for becoming familiar with the policies and procedures of *both* the larger Division and of his or her specific program. Lack of familiarity will not be an acceptable excuse for failure to comply with these requirements.

GMS Satisfactory Academic Progress (SAP) Policy

Students enrolled in GMS are expected to adhere to the Division's SAP policy and guidelines, from matriculation through graduation. **Please Note:** Students who fail to meet the standards required by the GMS SAP policy may be ineligible to apply for federal financial aid. The full policy can be found at this link:

www.bumc.bu.edu/gms/files/2011/05/Satisfactory-Academic-Progress-5-20-13.pdf

GMS GPA Requirements

The minimum cumulative GPA requirement for graduation is a 2.70.

Students who have a GPA of a 2.69 or below and/or who 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 the student's academic advisor, 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. **Please Note:** Failure to do so may result in loss of eligibility for federal loans.

GMS Recommended Pace of Academic Completion

In order to complete the degree requirements within the given timeline, students must complete 67% of all coursework attempted per semester.

GMS Policy on Maximum Time of Degree Completion

Master of Arts and Master of Science degree candidates have a maximum of five (5) years from matriculation to complete their degree. Doctorate degree candidates have a maximum of seven (7) years from matriculation to complete their degree requirements.

Plagiarism & Academic Dishonesty

All MACCP students are bound by both the Boston University Academic Conduct Code (<http://www.bu.edu/academics/policies/academic-conduct-code/>) and by the GMS Academic Conduct Code (http://www.bumc.bu.edu/gms/files/2015/08/GMS-Academic-Conduct-Code-and-Disciplinary-Procedures-08_10_15.pdf) in matters of academic dishonesty and plagiarism. All such matters will be investigated thoroughly and founded accusations may be grounds for discipline as governed by the policy below. Ignorance of university policies or of proper citation format and expectations with a given discipline are not acceptable excuses for failing to properly identify sources of ideas or authorship.

Internal MACCP Policies

Program-Required Courses — Minimum Grades

GMS policy states that for a course to count toward successful completion of any of its programs, a student must earn a grade of B- or better for the course. Failure to do so will result either in the student's having to retake the course when it is next offered, or to take an additional course to offset the credits of the course(s) that will not count toward the degree.

MACCP students must earn a B- or better in any required MACCP course. Failure to do so will also result in the student having to retake that course when it is next offered, with accompanying delays in IRB submission, fieldwork, thesis-writing, and/or graduation.

Coursework Incompletes

Incompletes are given only in cases where a student has experienced some documented emergent situation (e.g., health or family issue) during the semester that prevents them from finishing the required work for the course, and of which they have made their adviser and other relevant faculty aware in a timely manner. Incompletes are intended for students who have completed the bulk of their work and are in good academic standing, but require some additional time to finish up due to these unforeseen circumstances. They are *not* intended for students who have failed to complete a significant amount of course work during the semester and/or failed to perform at the level required to pass the course. Incompletes are also not licenses to retake a course as an independent study.

As of Fall '15, students must finish all Incompletes by the end of the following semester or equivalent time period (by the end of Summer for a Spring incomplete, by the end of Spring for a Fall incomplete). If all work to make up the Incomplete has not been submitted by the deadlines stated here, the grade earned based on actual work submitted will be awarded. In some cases, this may result in students who do not earn a passing grade needing to re-take the original course.

Progressive Discipline, Academic Probation & Grounds for Dismissal from the Program

Progressive Disciplinary Procedures

Step One: At the first signs of a student struggling to meet expectations in an MACCP course (as evidenced by such examples as routinely not participating in class, repeatedly missing assignment deadlines and/or missing class for reasons other than documented emergency or illness), the relevant faculty will meet with the student to discuss the situation, and make a plan to address it. The faculty member will also inform the student's faculty adviser, who must approve the plan.

The faculty member will email the approved plan to the student, and copy the student's advisor. Such emails will be sent with "return receipt requested" or with the "Secure Mail" function, which notifies the sender when the email is

opened. The student must confirm receipt, to ensure that all parties are in agreement. If there is no such evidence to indicate that the student has received or opened the email, the advisor will also leave phone messages and, if necessary, send the plan through the US Postal Service with confirmation of delivery. Every reasonable effort will be made to ensure that the student receives this communication.

Step Two: The student will have 2 weeks following confirmation of the plan's delivery to follow through on the steps agreed upon. If the student fails to do so, or shows further signs of difficulty, the student and his/her faculty adviser—in consultation with the relevant other faculty member—will create and agree to a formal written plan. This written plan will detail deadlines for addressing each specific concern. The student will be expected to sign this agreement, a copy of which will be entered into the student's program file.

Failure to respond within two weeks to the faculty member's or advisor's attempts to communicate, meet, and discuss next steps in relation to (a) the first emailed plan (in Step 1); (b) the development of a formal plan (Step 2); or (c) carrying out the agreements stipulated in the formal plan will be grounds for placing a student on Academic Probation.

The program director will inform the GMS Registrar's Office and the GMS Dean of students, in writing, at such time as any student is placed on academic probation. This notification will include all pertinent supporting materials.

Academic Probation

A student will be put on academic probation for any of the following reasons:

- Failure to respond to, and/or address the disciplinary procedures described above;
- Failure to respond to communication attempts made by faculty within two weeks, following the reasonable attempts detailed above to reach the student;
- If at any time the student's cumulative GPA drops to or below 2.69;
- Failure to finish an authorized Incomplete by the deadline agreed upon with faculty;
- Failure to complete a basic requirement (internship, approved IRB protocol, fieldwork, etc.) by the required deadline (unless the student meets criteria for an Incomplete or has made other approved arrangements with faculty).

If placed on academic probation, the student must rectify the situation no later than the end of the following semester (by the last day of the Summer 2 session, if placed on probation during the Spring semester; by the last day of the exam period in the Spring semester, if placed on probation during the Fall semester).

To have academic probation lifted, the student must:

- Maintain regular, timely communication with faculty adviser and other pertinent faculty.
- Make a written Learning Plan under the direction of the pertinent faculty member, to complete the specific basic requirement (internship, IRB, etc.) by the required deadline;
- Finish Incompletes by the deadline set by the program;
- Bring cumulative GPA back to 2.70 or above;
- Make arrangements to make up credits related to any grade of C or lower, as those credits do not count toward the required number of credits for the MACCP degree.

Grounds for Dismissal from the Program

Any of the following may be grounds for dismissing a student from the MACCP Program:

- Failure to comply with any steps required of the student in the above-outlined progressive disciplinary procedures by agreed-upon deadlines;

- Failure to finish Incompletes within the specified time;
- Failure to adequately address or incorporate required thesis revisions to committee members' satisfaction within the agreed time frame;
- Threatening behavior or speech toward faculty or other students;
- Academic or research dishonesty or falsification or any other academic misconduct described in the GMS Academic Conduct Code and Disciplinary Procedures.

Appealing Dismissal from the Program

Students facing dismissal from the MACCP program have the right to file for appeal through the GMS dismissal petition process (Section 11 of the 2015 GMS Handbook). Appeal does not, however, guarantee reinstatement in the program.