

**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. 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 Klegraefe, kay416@bu.edu, Assistant 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 Ms. Klegraefe at (617) 638-5205, or kay416@bu.edu.
- 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 Ms. Klegraeffe.
- Complete and return the Accommodation Release Form to Ms. Klegraeffe, upon which your course directors will be informed of your approved accommodations and/or services.

5. MINIMUM TECHNICAL STANDARDS

5.1 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.

5.2 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 her 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).

5.3 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

6.1 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.

6.2 Full-time Students

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

1. By enrollment:

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

2. By certification:

A student registered for fewer than 12 credits but otherwise engaged in full-time study *e.g.* by participating in research pertinent to the completion of degree requirements, or gaining competence in the field of study, may be certified as a full-time student. Such students must submit the [Certified Full-Time Form](#) to the GMS registrar during the official registration period. This form is only complete with the signature of the faculty advisor and/or program director.

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

6.3 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.

6.4 Continuing Students

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

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

After completing all departmental or program didactic course requirements, 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 11.1. 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.

6.5 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 16 credits in directed study or research. MA in Medical Sciences candidates may register for no more than 8 credits in directed study or research.

6.6 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.

6.7 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.

6.8 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/resources/forms/>, outlines the requirements.

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

7. CROSS-REGISTRATION

7.1 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.

7.2 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.

11.1 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.

11.2 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 17. 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 22.5 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.

13.1 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 17.1.

14. LEAVE OF ABSENCE, WITHDRAWAL, AND REINSTATEMENT

14.1 Leave of Absence

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

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

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.

14.2 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.

14.3 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.

14.4 Reinstatement

A student who has voluntarily withdrawn from GMS will be subject to the regulations governing Readmission to a Degree Program under section 15.

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.

16. ACADEMIC CREDITS PER SEMESTER

None

See Section under Registration

17. ACADEMIC PROGRESS AND GRADUATION

17.1 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.

17.11 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.

17.12 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.

17.13 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.

17.14 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.

17.15 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.

18. 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.

19. 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 23).

20. 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.

21. GRADES AND COURSE CREDITS

21.1 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.

21.2 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.

21.3 Credits from GMS Online Courses

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

22. INCOMPLETE COURSEWORK AND FAILING GRADES

22.1 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.

22.2 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.

22.3 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/>

22.4 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.

22.5 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.

23. 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.

24. 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.

24.1 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.

24.2 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.

25. Faculty and Research Advisor

25.1 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.

25.2 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.

26. Degree Requirements

26.1 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.

26.2 General Requirements for the Ph.D. Degree

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

26.21 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 24. As stated under section 17.14, doctorate degree candidates admitted as a post-bachelors have maximum of seven (7) academic years from matriculation to complete their degree.

26.22 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 24. As stated under section 17.14, doctorate degree candidates admitted as a post-bachelors have maximum of five (5) academic years from matriculation to complete their degree.

26.23 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.

26.24 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.

26.25 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.

26.26 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.

26.27 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.

27. 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.

28. 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.

29. 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.

30. 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.

31. 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.

32. 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/eoo/title-ix-2/>

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

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