



## GMS FACULTY & STAFF RESOURCE GUIDE

|                                                                                                                  |           |
|------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Recruitment .....</b>                                                                                         | <b>3</b>  |
| GMS Support .....                                                                                                | 3         |
| Program Responsibilities.....                                                                                    | 3         |
| <b>Admissions Process .....</b>                                                                                  | <b>3</b>  |
| For Program Administration Use: .....                                                                            | 3         |
| <i>Request Access for New Users: .....</i>                                                                       | <i>3</i>  |
| <i>Request Fee Waiver: .....</i>                                                                                 | <i>4</i>  |
| <i>General Application Review (Program Directors/Administrators/Reviewers) .....</i>                             | <i>4</i>  |
| General Application Support (Program Directors/Administrators) .....                                             | 4         |
| <i>Submitting Admission Decisions (Program Director/Administrators) .....</i>                                    | <i>4</i>  |
| <i>Admission Decision Deadlines for International Masters Applicants (Program Directors/Administrators).....</i> | <i>5</i>  |
| For GMS Admissions Team Use: .....                                                                               | 6         |
| <i>Sending Admission Decisions for Domestic Applicants (Admissions Team) .....</i>                               | <i>6</i>  |
| <i>Sending Admission Decisions for International Applicants (Admissions Team) .....</i>                          | <i>6</i>  |
| <i>Updating Admissions Decisions from Domestic Applicants (Admissions Team) .....</i>                            | <i>7</i>  |
| <i>Updating Admissions Decisions from International Applicants (Admissions Team) .....</i>                       | <i>7</i>  |
| <i>Additional Local Statuses (Admissions Team in partnership with Program Directors/Administrators)...</i>       | <i>8</i>  |
| <i>Non-Degree Application Procedure .....</i>                                                                    | <i>8</i>  |
| <b>Financial Aid, Stipends &amp; Scholarships.....</b>                                                           | <b>9</b>  |
| Pre-Enrollment.....                                                                                              | 9         |
| <i>Financial Aid FAQs .....</i>                                                                                  | <i>9</i>  |
| <i>Additional Resources .....</i>                                                                                | <i>11</i> |
| <i>Contact: .....</i>                                                                                            | <i>11</i> |
| Summary of Loan Options .....                                                                                    | 12        |
| Graduate Medical Sciences Stipends .....                                                                         | 13        |
| Types of Student Funding .....                                                                                   | 13        |
| Graduate Medical Sciences Stipends .....                                                                         | 13        |
| Types of Student Funding .....                                                                                   | 13        |
| <i>Research Fellowships (Research Assistantships) .....</i>                                                      | <i>13</i> |

|                                                                                             |           |
|---------------------------------------------------------------------------------------------|-----------|
| <i>GMS Pre-Doctoral Non-Service Stipends Payment Request</i> .....                          | 14        |
| <i>GMS Supplement of Grant Stipends</i> .....                                               | 14        |
| <i>Stipend Processing Deadlines</i> .....                                                   | 15        |
| <i>Errors and Amendments to Non-Service Stipends</i> .....                                  | 15        |
| <i>Questions, Comments, Issues</i> .....                                                    | 15        |
| Post-Enrollment .....                                                                       | 16        |
| <i>OnBase Submission</i> .....                                                              | 16        |
| Payment of Tutors, Teaching Assistants and Student Workers.....                             | 16        |
| <b>Miscellaneous</b> .....                                                                  | <b>17</b> |
| Notification for BUMC closed or open due to weather inclement or emergency situations ..... | 17        |
| Department Degree and Academic Program Plans .....                                          | 18        |
| Course Scheduling.....                                                                      | 19        |
| <i>Instructions</i> .....                                                                   | 19        |
| Graduate Medical Sciences Clinical Instructors .....                                        | 21        |

# RECRUITMENT

## GMS Support

- GMS maintains centralized recruitment efforts for Master's and PiBS programs that can be utilized upon timely request and agreement
- Examples of recruitment materials include:
  - Brochures (print and web)
  - Websites
  - Email campaigns
  - Social Media
  - Videos
  - Use on marketing tools such as Unibuddy, Keystone, EMP (CRM - customer relationship management tool, and varied other marketing tools such as google ads, Facebook live, Facebook ads, etc.)
- GMS will also participate in various larger recruitment events locally and nationally and is happy to bring your promotional materials or include you for virtual events.
- We also conduct several Virtual Graduate Fairs each year in-house for programs to participate in (Fall and Spring).

## Program Responsibilities

- Provide ongoing *recruitment plan* to GMS Master's programs (overseen by Dr. Davies)
  - Include GMS involvement requests in plan
  - Notify GMS ([kmoua@bu.edu](mailto:kmoua@bu.edu)) of program recruitment efforts for broadcast on GMS website and social media

Contact:

Kaitlin Moua ([kmoua@bu.edu](mailto:kmoua@bu.edu)) (Admissions & Recruitment specialist)

Mike Bloom ([mjbloom@bu.edu](mailto:mjbloom@bu.edu)) (Marketing & Recruitment Specialist)

Michael Benac ([mbenac@bu.edu](mailto:mbenac@bu.edu)) (Admissions)

Dr. Theresa Davies ([tdavies@bu.edu](mailto:tdavies@bu.edu)) (Master's programs, GMS-wide recruitment)

# ADMISSIONS PROCESS

## For Program Administration Use:

### Request Access for New Users:

Email the new users name, email, and function (Program Director, Administrator or Reviewer) to Mike Benac ([mbenac@bu.edu](mailto:mbenac@bu.edu)). Once new user information is entered an email will be sent to the new user from Liaison instructing the new user on how to set up their BU account.

### Request Fee Waiver:

Fee Waiver request forms can be found [here](#). Only one fee waiver can be processed for an applicant per cycle. Typically, it is a 24–48-hour turnaround. Fees are non-refundable if they are already paid.

Note: International students are not eligible for fee waivers.

### General Application Review (Program Directors/Administrators/Reviewers)

1. Program Directors must log into WebAdmit on a daily basis to check for newly submitted applications
2. Reviewers must log into WebAdmit twice per week (or at a frequency determined by Program Director) to check for newly submitted assignments
3. To have new users (reviewers add) please reach out to Mike Benac ([mbenac@bu.edu](mailto:mbenac@bu.edu))

### General Application Support (Program Directors/Administrators)

1. If an applicant contacts the program directly indicating they are having difficulty completing their application, please tell the applicant to try the following tips...
  - a. Clear browser history
  - b. Use Firefox or Google Chrome
  - c. Switch wireless connection
  - d. Reset username and/or password
  - e. Call Liaison Tech Support directly at 857-304-2005 for personalized help with their application

### Submitting Admission Decisions (Program Director/Administrators)

#### Local Statuses- Masters Programs

1. **Masters Accept:** Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter
2. **Master's Accept w/ Provost:** Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter with a Provost Scholarship. The *Dean's Scholarship Amount* custom field must be filled out with the total scholarship award. The *Dean's Scholarship Frequency* custom field must be filled out to indicate if the student will receive the scholarship for one academic year (two semesters) or two academic years (four semesters).
  - a. **Ex:** Megan Smith is awarded a \$10,000 scholarship for Mental Health Counseling. The *Dean's Scholarship Amount* field should equal \$10,000 and *Dean's Scholarship Frequency* field should equal four semesters since Mental Health Counseling is a two-year program. Megan will receive \$2,500 per semester during her time as a Mental Health Counseling student.
3. **Masters Accept- Military:** *ONLY APPLIES TO HEALTHCARE EMERGENCY MANAGEMENT.* Program Director/Administrator changes applicant's status to "PROGRAM Official Masters Accept" for Admissions team to send Masters acceptance letter with a Military and First Responder

scholarship. The current (as of Fall 2025) scholarship award is \$16,408 to be distributed over two semesters.

4. **Waitlist:** Program Director/Administrator changes applicant's status to "PROGRAM Official Waitlist" as an internal utility status. The Admissions team will not send a Waitlist letter to students who are given this Local Status.
5. **Reject:** Program Director/Administrator changes applicant's status to "PROGRAM Official Reject" for Admissions team to send rejection letter.

#### **Local Statuses- PhD Programs**

1. **PhD Accept:** Program Director/Administrator changes applicant's status to "PROGRAM Official PhD Accept" for Admissions team to send PhD acceptance letter. This acceptance letter indicates the student will receive a "full tuition scholarship, fully covered student fees, and a stipend of \$46,325 per year, contingent upon remaining in good academic standing. Additionally, the University will provide health insurance if you choose to enroll in our plan." Please note that the \$46,325 is valid as of Fall 2025. New rates are posted each year in late spring.
2. **PhD Accept- No Stipend:** Program Director/Administrator changes applicant's status to "PROGRAM Official PhD Accept No Stipend" for Admissions team to send PhD acceptance letter. The Program Director/Administrator must communicate with the Admissions team directly prior to using this Local Status since a specific acceptance letter must be tailored to each applicant indicating the applicant's source of funding.
3. **Waitlist:** Program Director/Administrator changes applicant's status to "PROGRAM Official Waitlist" as an internal utility status. The Admissions team will not send a Waitlist letter to students who are given this Local Status.
4. **Reject:** Program Director/Administrator changes applicant's status to "PROGRAM Official Reject" for Admissions team to send rejection letter.

#### **Admission Decision Deadlines for Domestic Masters Applicants (Program Directors/Administrators)**

1. For Spring semester matriculation: January 5<sup>th</sup>
2. For Fall semester matriculation: August 15<sup>th</sup>
3. **Rationale:** Domestic applicants need time to indicate whether or not they will accept their offer of admission. It is only fair to applicants that they receive a few weeks' notice in order to secure housing and plan their transition into a Master's program.

#### **Admission Decision Deadlines for International Masters Applicants (Program Directors/Administrators)**

1. For Spring semester matriculation: Nov. 15<sup>th</sup>
2. For Fall semester matriculation: July 25<sup>th</sup>
3. **Rationale:** Once international students receive notice of acceptance, it typically takes at least 1.5 weeks for Admissions office to receive all necessary documents for the I-20 application from the accepted student. Once the I-20 application is submitted to the International Students &

Scholars Office (ISSO), ISSO typically takes at least 2 weeks to process the I-20 application. ISSO then mails the I-20 to the international student, who uses the I-20 as part of their student visa application in their home country. UPDATE: It takes 1.5 weeks for admissions office to process all necessary documents for the I-20 application from the accepted student to be sent to the ISSO Office. The ISSO office takes up to 5 to 6 weeks to process all paperwork. The student should plan to check in 4 weeks after submitting documents to ISSO. The student should check in with the ISSO office directly regarding questions about their I-20 and questions on documentation requirements. Admissions office updates applicant status once I-20 is processed, generally checks once a week.

4. **NOTE:** Neither Program Directors nor Administrators should contact ISSO to check on the I-20 status of international applicants. The Admissions team checks daily on the I-20 status of international students and additional communication may confuse the I-20 application process. This is true- programs should not contact ISSO directly. Students may contact ISSO for questions about the requirements. See above.

## **For GMS Admissions Team Use:**

### **Sending Admission Decisions for Domestic Applicants (Admissions Team)**

#### **Local Statuses- Masters Programs**

1. **GMS Admin Only- Masters Accept:** Admissions team changes Local Status to indicate a Masters acceptance letter has been sent. Admissions team opens “Extend Offer” and “Fee Collection” applicant gateways.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

#### **Local Statuses- PhD Programs**

1. **GMS Admin Only- PhD Accept:** Admissions team changes Local Status to indicate a PhD acceptance letter has been sent. Admissions team opens “Extend Offer” applicant gateway.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

### **Sending Admission Decisions for International Applicants (Admissions Team)**

1. **GMS Admin Only- International Accepts:** Admissions team changes Local Status to indicate an appropriate Masters/PhD acceptance letter has been sent. Admissions team opens “Extend Offer,” “Fee Collection” (Masters applicants only), and “Collect Documents” applicant gateways.
2. **GMS Admin Only- Reject:** Admissions team changes Local Status to indicate a rejection letter has been sent.

## Updating Admissions Decisions from Domestic Applicants (Admissions Team)

### Local Statuses- Masters and PhD Programs

1. **GMS Admin Only- Mutual Fall Accept:** Admissions team changes Local Status to indicate applicant has “Accepted” in “Extend Offer” applicant gateway (only requirement for PhD applicants) and submitted \$250 tuition deposit via “Fee Collection” applicant gateway (additional Masters applicant requirement). M.S. in Medical Sciences students must submit a \$500 tuition deposit. This status is used for students matriculating in the fall semester.
2. **GMS Admin Only- Mutual Spring Accept:** This status only applies to Masters applicants since no PhD applicants matriculate in the spring semester. The same requirements apply for Masters students to be granted this status as indicated in the “GMS Admin Only- Mutual Fall Accept” status.
3. **GMS Admin Only- Declined Offer:** Admissions team changes Local Status to indicate applicant has “Declined” in “Extend Offer” applicant gateway.
4. **GMS Admin Only- Declined Offer (No Response):** Admissions team changes Local Status to indicate applicant has not responded to offer of admission in allotted timeframe to submit decision in the “Extend Offer” applicant gateway. All applicants receive four weeks to indicate their admission decision, but this timeframe shortens as we approach the beginning of the semester in which the applicant plans to matriculate. All PhD applicants must submit their final decision by April 15<sup>th</sup> (national deadline).

## Updating Admissions Decisions from International Applicants (Admissions Team)

1. **GMS Admin Only- Intl. Mutual Accept (I-20 Pending):** Admissions team changes Local Status to indicate applicant has “Accepted” in “Extend Offer” applicant gateway (only requirement for PhD applicants) and submitted \$250 tuition deposit via “Fee Collection” applicant gateway (additional Masters applicant requirement). M.S. in Medical Sciences students must submit a \$500 tuition deposit. International applicants (both PhD and Masters) must submit all documents for their I-20 application as outlined on the [Documents & Procedures webpage](#) of the International Students & Scholars Office (ISSO) website. Once all required applicant gateways are completed...
  - a. Admissions team prints off ISSO Coversheet for international applicant and submits all completed I-20 application documents along with coversheet to ISSO.
  - b. Admissions team checks ISSO Document Tracking on the Faculty/Staff Link on a daily basis. Once applicant’s status changes from “Pending” to “Active,” admissions team changes Local Status to either “GMS Admin Only- Mutual Fall Accept” or “GMS Admin Only- Mutual Spring Accept.”
  - c. If ISSO does not approve the international applicant’s I-20, then admissions team changes applicant’s Local Status to “GMS Admin Only- Declined Offer”. ISSO and/or admissions team communicates with applicant that their I-20 application was rejected.
2. **GMS Admin Only- Declined Offer:** Admissions team changes Local Status to indicate applicant has “Declined” in “Extend Offer” applicant gateway.
3. **GMS Admin Only- Declined Offer (No Response):** Admissions team changes Local Status to indicate applicant has not responded to offer of admission in allotted timeframe to submit decision in the “Extend Offer” applicant gateway. All applicants receive four weeks to indicate their admission decision, but this timeframe shortens as we approach the beginning of the

semester in which the applicant plans to matriculate. All PhD applicants must submit their final decision by April 15<sup>th</sup> (national deadline).

### **Additional Local Statuses (Admissions Team in partnership with Program Directors/Administrators)**

1. **Withdrawn Before Action:** Admissions team changes Local Status to indicate applicant has chosen to withdraw their application prior to receiving an official admission decision. Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
2. **Withdrawn After Action:** Admissions team changes Local Status to indicate applicant has chosen to withdraw application after indicating they will attend a program in the Division of Graduate Medical Sciences. Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
  - a. Admissions team completes and submits withdrawal form to the GMS Registrar.
  - b. NOTE: Program Directors/Administrators must immediately forward any requests from applicants to withdraw to the admissions team. If the admissions team is not informed of the student's decision to withdraw, the process to refund tuition for the student becomes much more difficult.
3. **Administrative Deferral-** Admissions team changes Local Status to indicate applicant has chosen to defer application from a Spring to Fall semester. This Local Status operates within the same admissions cycle (i.e., the 2025-26 admissions cycle). Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.
4. **Deferred:** Admissions team changes Local Status to indicate applicant has chosen to defer application from one admissions cycle to the next (i.e., from the 2025-26 admissions cycle to the 2026-2027 admissions cycle). Admissions team will be aware of this change either from applicants contacting admissions team directly or applicants contacting Program Director/Administrator. The Program Director/Administrator should immediately forward written request for withdrawal of application to admissions team.

### **Non-Degree Application Procedure**

1. Complete the [non-degree application form](#).
2. Complete GMS Non-Degree Registration Form ([GMS-Registration-Form-1.pdf](#)) and have it signed by the course instructor. The form can be found on the Admissions -More Info page. (<https://www.bumc.bu.edu/gms/admissions/more-info/>)
3. [Email](#) the Non-Degree application to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) An official transcript must be sent directly from the degree granting institution to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) email as well.
4. Please Note:
  - a. The Non-Degree application is for those with an accredited bachelor's degree or its international equivalent who do not wish to enter a degree program but wish to take a

course(s). Except under unusual circumstances, non-degree students may transfer no more than 8 credits for a master's degree program or 16 credits for a PhD degree program. In order to transfer credits toward a degree, course grades received must be a "B" or higher.

- b. Non-degree applicants are not eligible for University sources of financial aid or aid that requires matriculation in a degree program. Please see the [tuition page](#) for up-to-date costs per credit.

## FINANCIAL AID, STIPENDS & SCHOLARSHIPS

Please visit the **Financial and Administrative Operations Handbook** available on the Faculty/Staff Password Protected page [here](https://www.bumc.bu.edu/gms/faculty-staff/financial-and-administrative-operations-handbook/) (<https://www.bumc.bu.edu/gms/faculty-staff/financial-and-administrative-operations-handbook/>)

### Pre-Enrollment

#### Financial Aid FAQs

The following are commonly asked questions from applicants to Program Directors, Administrators and Student Financial Services both during the application process and after mutually accepting to a GMS program.

1. If a student needs to utilize financial aid to assist in covering educational expenses, they will need to consider the costs of tuition, program fees, and funds for living expenses.”?  
A student should only borrow for the amount of funding they need to cover their necessary expenses. For students who do borrow, students should consider both billed and unbilled expenses. Billed expenses include tuition costs, mandatory fees, and health insurance, if a student is not covered by comparable health insurance. Unbilled expenses include housing, food, personal, and transportation expenses, which can vary from student to student. Students should set a budget then visit the GMS Financial Aid office to see how/if their needs can be met through loans and refer to their [Cost of Attendance](#) page.
2. What are the upcoming changes to federal loan programs?
  - a. Significant changes to federal loan programs will be applied for borrowers beginning July 1, 2026, thanks to the passage of the One Big Beautiful Bill Act (OB3). Student Financial Services aggregated up-to-date information on the [Changes to Federal Financial Aid Programs webpage](#).
3. How does a student know if they've reached their borrowing limit?  
The federal maximum a GMS student can borrow in the Federal Direct Unsubsidized Loans is \$20,500 per year and aggregate total \$138,500. Students beginning after July 1, 2026, will have a graduate borrowing aggregate limit of \$100,000. To view their current aggregate and/or lifetime borrowing students should visit [StudentAid.gov](https://studentaid.gov).
4. What is the role of the Student Financial Services office?

Student Financial Services helps GMS students identify ways to effectively meet their financial needs through available funding. SFS offers a friendly, student-centered environment that welcomes walk-in appointments, virtual drop-in meetings, telephone calls, and emails. SFS also offers financial wellness programs and events throughout the year in addition to financial literacy resources. The monthly Dollar\$ and \$en\$e newsletter provides timely information about financial aid news, current updates, and upcoming programming. Students can find off-campus housing assistance on the [GMS Housing Webpage](#) as well as within [SFS Housing Resources Site](#). These sites provide help with renting an apartment, assistance with roommates as well as help with landlords and their rights and responsibilities as tenants.

5. What are some basic factors students should be aware of when considering taking on loans?  
Students should consider their financial need, interest rates, repayment periods, deferment terms, and loan fees. More information can be found on the SFS website under resources at <https://www.bumc.bu.edu/osfs/resources/>.
6. Does GMS offer scholarships?  
GMS offers a limited number of scholarship opportunities, which are awarded by an internal committee upon acceptance to the program. Students do not apply for GMS scholarships. Students are strongly encouraged to seek out external scholarship opportunities. Visit the scholarship page on SFS (<https://www.bumc.bu.edu/osfs/resources/types-of-aid/scholarships/>) for tools on how to begin your search.
7. If eligible, will students be awarded subsidized or unsubsidized Federal Direct Loans?  
Subsidized Direct Loans are not available to graduate students. If a student is eligible for Federal Direct Loans, the loans will be unsubsidized. Stafford Loans are now called Federal Direct Unsubsidized Loans. GMS students may be eligible for \$20,500 of unsubsidized Federal Direct Loans each academic year.  
(<https://www.bumc.bu.edu/osfs/resources/types-of-aid/loans/fedstuloans/>)
8. What steps should a student take after filing the FAFSA?  
If a student plans on borrowing the Federal Direct Unsubsidized Loan, they will need to complete the Entrance Counseling and Master Promissory Note at [StudentAid.gov](http://StudentAid.gov). More information about application considerations can be found on the [GMS Applying for Aid website](#). Students should notify SFS if they intend to keep or waive the health insurance and to declare their enrollment. SHIP Confirmation forms can be found on the SFS website here: <https://www.bumc.bu.edu/osfs/ship-confirmation-form/>.
9. What should a student do if they are interested in receiving federal loans?  
If a student is interested in receiving federal loans, they will need to complete a Free Application for Federal Student Aid on [StudentAid.gov](http://StudentAid.gov). [Students will need to add Boston University as the recipient under the school code 002130](#). a SAI (Student Aid Index). The submitted data helps Student Financial Services determine the students' eligibility for financial aid funds. Student Financial Services will reach out if there is any additional information requested in order to clear their loan eligibility.
10. How many credits are considered "part-time," "half-time," etc.?  
At GMS, "part-time" is considered 1-5 credits, "half-time" is considered 6-11 credits, "full-time" is considered 12+ credits, and "certified full-time" must be worked out with

your program. “Full-time” students pay a flat fee, while other students are charged per credit. Students must let SFS know of any changes to their registration so financial aid can reflect their enrollment accordingly.

11. When is my tuition due?

Students can find tuition due dates for each semester on the [BU's Accounting Services website](#).

12. How does a student's residency status affect their loan eligibility?

Federal loans are open to U.S. citizens, permanent residents, or eligible non-citizens. For information regarding eligibility and citizenship, students should go to [studentaid.gov](#).

13. What is included in the “cost of attendance”?

Tuition and fees, books and supplies, housing, food, transportation, and personal expenses. Cost of attendance also includes the cost of health insurance if it was purchased through BU, or a student can waive this cost if they can provide proof of purchase from an outside source. More information can be found on the [GMS Cost of Attendance webpage](#).

14. What happens if a student has federal loans from a previous program?

- a. Once a student begins a program in GMS, the University Registrar will provide their enrollment status to the National Clearinghouse, which will be provided to their federal loan servicer. This will put the students' previously borrowed loans into in-school deferment status.

## **Additional Resources**

- [Student Financial Services](#).
- [Loans and Financing Options](#).
- [StudentAid.gov](#).
- [Housing Resources](#).

## **Contact:**

Email: [osfs-gms@bu.edu](mailto:osfs-gms@bu.edu)

Walk-in and virtual drop-in appointment schedules are found on the [SFS Contact Us webpage](#).

## Summary of Loan Options

|                                        | <b>Federal Loans</b>                                                                                                                                                                                                     | <b>Private Loans</b>                                                                                                                                                       |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                                   | <b>Direct Unsubsidized Loans</b>                                                                                                                                                                                         | <b>From banks, credit unions or other private institutions</b>                                                                                                             |
| Pros                                   | No credit check<br>Low interest rates<br>Repayment begins 6 months after leaving school (or if drop below half-time status)<br>Flexible repayment options                                                                | Can use the funds to cover any related expenses without completing FAFSA<br>Payments may be tax deductible – speak with a tax professional                                 |
| Cons                                   | Interest accumulates while in school<br>Awards based on the cost of attendance, not individual financial need                                                                                                            | Higher, more variable interest rates<br>Loans not dismissed in bankruptcy<br>May need to make payments while still in school<br>May involve a credit check and/or cosigner |
| How often do I need to apply?          | File the FAFSA at least 3 weeks before your first semester bill is due to allow time for processing<br>Submit a new application every academic year<br>Submit an additional application if you enroll for summer courses | Check with your chosen lender directly                                                                                                                                     |
| How much can I receive?                | Up to cost of attendance (determined by BU)                                                                                                                                                                              | Check with your chosen lender directly                                                                                                                                     |
| Are there limits?                      | \$20,500/calendar year<br>\$100,000 aggregate                                                                                                                                                                            | Check with your chosen lender directly                                                                                                                                     |
| Are there fees?                        | 1.068% origination fee                                                                                                                                                                                                   | Check with your chosen lender directly                                                                                                                                     |
| What should I use this money to cover? | Cost of attendance (see FAQs)                                                                                                                                                                                            | Anything beyond what personal reserves and federal loans will cover up to your cost of attendance                                                                          |
| What requirements exist?               | Must be half-time, full-time, or certified full-time to be eligible for federal aid (see FAQs)                                                                                                                           | Check with your chosen lender directly                                                                                                                                     |
| Where can I get more information?      | “Tuition, Fees, and Other Financial Assistance Information” <a href="#">webpage</a>                                                                                                                                      | Check with your chosen lender directly                                                                                                                                     |

## Graduate Medical Sciences Stipends

An incoming PhD student is typically funded by Graduate Medical Sciences during their first year. By the end of the first academic year, the student is expected to work with a research advisor who will take over funding the student via a research assistantship. This transition in funding typically takes place in June. The student is guaranteed 5 years of funding, given satisfactory progress. If the student's research advisor cannot provide funding for a brief period, the student may receive bridge funding through Graduate Medical Sciences.

Graduate Medical Sciences PhD student stipend funding has only one level. The stipend level for the 2025-2026 academic year is \$46,350. This stipend amount is reviewed annually to ensure the vibrancy of the PhD programs.

### Types of Student Funding

## Graduate Medical Sciences Stipends

An incoming PhD student is typically funded by Graduate Medical Sciences through a Dean's Fellowship during their first year. By the end of the first academic year, the student is expected to work with a research advisor who will take over funding the student via a research assistantship. This transition in funding typically takes place in June. The student is guaranteed 5 years of funding, given satisfactory progress. If the student's research advisor cannot provide funding for a brief period, the student may receive bridge funding through Graduate Medical Sciences.

Graduate Medical Sciences PhD student stipend funding has only one level. The stipend level for the 2025-2026 academic year is \$46,325. This stipend amount is reviewed annually to ensure the vibrancy of the PhD programs.

### Types of Student Funding

#### Research Fellowships (Research Assistantships)

|                          |                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stipend Amount</b>    | <b>\$891.35/week</b><br><b>\$46,350 annually, September-August</b>                                                                                                                                                                                                       |
| <b>Payment Period</b>    | Fall: September-December (17 weeks)<br>Spring: January-April (18 weeks)<br>Summer: May-August (18 weeks)                                                                                                                                                                 |
| <b>Payment Structure</b> | Stipend is paid weekly on Fridays for work done the previous week.                                                                                                                                                                                                       |
| <b>Taxes</b>             | The portion of financial aid that exceeds the expense of tuition, books, and fees is subject to income tax. This stipend is subject to tax withholding by the University who is required to report the stipend portion of the award as income to the federal government. |

## **GMS Pre-Doctoral Non-Service Stipends Payment Request**

Below is the process for requesting GMS pre-doctoral non-service stipends. This includes students appointed to NRSA fellowships, federal training grants, and non-federal fellowships. The following process should not be used for students who are appointed to faculty research grants (RO1, etc.), and/or students receiving bridge funding from Graduate Medical Sciences.

### **Stipend Request Process Steps**

1. Student is appointed to a grant in which they will receive a non-service stipend.
2. Funds Administrator will contact the student's Department Administrator to gather student's information (UID number, college of registration, etc.) as well as instruct the Department Administrator to terminate the previous stipend payment method.
3. Funds Administrator completes GMS Student Non-Service Stipend Request Form and submits the form to GMS FAO ([gmsfao@bu.edu](mailto:gmsfao@bu.edu)) and GMS SFS ([osfs-gms@bu.edu](mailto:osfs-gms@bu.edu)). For Federal Grants: A Copy of The Statement of Appointment (Form 2271) should be included with the request form.
4. GMS FAO will record stipend information tracking sheet shared with GMS Student Financial Services.
5. The GMS Office of Student Financial Services (OSFS) must request a new financial aid fund number for new award accounts; this process can take 1-3 weeks.
  - a. Any forms with inadequate or missing information will be returned to the Funds Administrator for resubmission.
2. GMS SFS will review and approve the stipend payment in BU SAP system.
3. The stipend will then go to Post Award Financial Operations for review and final approval.
4. Funds Administrators will be notified of completion of stipend request process after this final approval.

### **Completing the GMS Student Non-Service Stipend Request**

The form can be found [here](#) with instructions and examples.

## **GMS Supplement of Grant Stipends**

For doctoral students supported by training grants or fellowships, the Graduate Medical Sciences will cover a portion of a student's total stipend up to the amount not covered by training grant or fellowship funds when the following criteria are met.

1. The student's training grant or fellowship will not allow federal funds for supplementation of stipends.
2. The student is registered as a MED student.
3. The training grant or fellowship has been awarded to Boston University (either campus).
4. Training grant or fellowship funds are being used to pay for the student's health insurance.

If the student receiving the non-service stipend does not meet the above criteria, please indicate as such on the GMS Student Non-Service Stipend Form and leave the corresponding "Amount Charged per Month" field blank. It is the responsibility of the Funds Administrator and the student's PI/home

department to arrange funding in cases where a student does not meet the criteria above. Note that GMS FAO will not process or approve charges on accounts unaffiliated with the School of Medicine.

### **Stipend Processing Deadlines**

There are several deadlines that must be met in order to pay student stipends on time.

For new non-service stipends or changes to current non-service stipends, requests must be processed and fully approved in the MyBU system one week prior to the first payment. As such stipends request should be submitted **at least** one month prior to the start of initial payment. This deadline is to ensure that all requests are processed and approved by all relevant offices in a timely fashion. It also allows enough time for any registration issues to be resolved.

For new grant periods, 2-4 weeks are needed to create a fund number used in the BU SAP system. The stipend cannot be processed until the Office of Financial Assistance on the Charles River Campus establishes an item type (formerly, fund number).

Due to the above deadlines, along with necessary processing times by GMS staff, stipend requests must be received at least four weeks prior to the start of the initial stipend payment will be made. *For example: If a stipend is to start March 1st, the request must be received 4 weeks prior to the start of March.*

### **Errors and Amendments to Non-Service Stipends**

GMS staff will make every effort to ensure stipend payments are accurate and timely. If a stipend request is submitted in error and processed by GMS Finance and Administration, the Funds Administrator must notify GMS Finance and Administration as soon as the error is discovered. GMS will make every effort to stop incorrect payments. It is the responsibility of the Grant Administrator to submit a new stipend request with corrected information to GMS and recover any funds incorrectly paid to the student. GMS can advise on this process if needed. If the student is underpaid due to an error, any unpaid funds will be paid to the student as soon as possible.

If a student is terminated from a grant or fellowship prematurely, the Funds Administrator should alert GMS as soon as possible to prevent an overpayment. The student's Department Administrator is responsible for arranging funding for the student after they are terminated from the grant.

### **Questions, Comments, Issues**

Contact GMS FAO and GMS SFS regarding questions or comments on the Non-Service Stipend.

Request process. If you have any issues while using the new GMS Student Non-Service Stipend Request form, you may contact our group ([gmsfao@bu.edu](mailto:gmsfao@bu.edu)) for assistance.

## Post-Enrollment

### OnBase Submission

GMS along with IS&T have finished moving registration forms to electronic submission. Some GMS online student PDF's forms have been changed to Unity forms. Please note the following OnBase reminders.

1. Students are now able to electronically submit the following forms:
  - a. Class Adjustment (Add/Drop) Form, Ph.D. Dissertation Prospectus Outline, Certified Full-Time Form (Medical Sciences, Biomedical Research Technology, & Oral Health Sciences only) Agreement to Perform Thesis Research, Ph.D. Summer Research Status form, Ph.D. Dissertation Defense Abstract, Credit Transfer Request, Ph.D. Schedule of Oral Defense, Master Thesis Title Approval Form, Special Service Appointment Form, M.D./Ph.D. Program Transition , and Diploma Application Form
2. If you experience any issues providing your review for a student form, please contact [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) or help. Please **do not** contact IS&T for help. GMS Registrar office will submit a ticket to IS&T on your behalf for help if it is needed.
3. **Please read all requests carefully**, including the email text as well as the attached PDF form. If you believe you are receiving duplicate requests for the same student, please first confirm whether the requests are in fact for the same form. The GMS office is unable to change your review once submitted, therefore it is crucial you view the PDF form attached to each email to verify the information the student submitted.
4. You must be connected to the BU VPN to submit your review. This may require a few extra steps when you are off-campus and connecting to the Internet. If you are unable to connect to the BU VPN and your review is time-sensitive, please contact Millie to approve/reject on your behalf.

Please direct any questions or concerns to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu).

### Payment of Tutors, Teaching Assistants and Student Workers

A Federal Work Study (FWS) Student is a hire where the majority of the students pay is being funded from. A FWS Student means they have an FWS Award on file through Student Financial Services and are eligible to be hired as a FWS Student. The only way you are able to hire or request to hire a student into a Federal Work Study Position is you have to have a Federal Work Study Job Position posted. In order to do that, you will need to make the request to have the Job posted to [GMSfao@bu.edu](mailto:GMSfao@bu.edu). If you don't have any FWS jobs posted, then the students you want to hire will automatically be Department Funded student hires. This is different than a Department Funded Student, paid completely out of department funds.

When designating a student as a Tutor/Group Tutor versus a Teacher Assistant (TA) these positions have different job duties and expectations although with the implementation of the union, all students are now hired as graduate fellows at the rate set by the union (currently ~\$20). The title will be the same when hired, although the payment will be set up differently depending on their role.

- A TA is one who assists the instructor with all aspects of course management or who instructs a group of students (in a review or discussion session).

- A Tutor/Group Tutor provides academic peer-to-peer student support
  - An individual tutor provides one-on-one tutoring
  - A group tutor provides tutoring to a group of 3 or more students at once
- A proctor provides oversight for exams and is paid the regular hourly.
- All students are paid the same rate (~\$20), group tutors and TAs are paid double the hourly graduate fellow rate that individual tutors, proctors etc. are paid the standard unio wage (\$20).
- All students must complete their timesheet weekly through MyBU

In the Student Hire Form, the different jobs have been separated out and are set up as such within MyBU. All positions are hourly and paid weekly as they may vary.

All graduate fellows must be evaluated each semester, and those evaluations are stored centrally. Information regarding Graduate Worker Performance can be found on the [BUGWU webpage](#).

All hire requests are required to be sent to [gmsfao@bu.edu](mailto:gmsfao@bu.edu) prior to the start of the semester and to be filled it out to its entirety.

### Student Hire Form

| A                           | B           | C        | D                                                                                                 | E         | F          | G     | H          | I        | J                       | K           | L                            | M                           |
|-----------------------------|-------------|----------|---------------------------------------------------------------------------------------------------|-----------|------------|-------|------------|----------|-------------------------|-------------|------------------------------|-----------------------------|
| Program Funding Student Pay | Cost Center | Position | Federal Work Study or Departmentally Funded<br>**please note, if you did not request a FWS job to | Last Name | First Name | BU ID | Start Date | End Date | Recommended Hourly Wage | Hourly Wage | Estimated Hours of Work/Week | Wage Type (Hourly/Salaried) |
|                             |             |          |                                                                                                   |           |            |       |            |          |                         |             |                              |                             |

## MISCELLANEOUS

### Notification for BUMC closed or open due to weather inclement or emergency situations

BU Medical Campus CLOSED (date)

Boston University Medical Campus will be open (date). \*Note Charles River Campus might be closed

**MD** and **GMS** classes will be held as scheduled, unless notified by course instructor. Medical, PA and GMS students who are assigned to inpatient services or clinics are expected to be present, if possible. Students who are assigned to outpatient services should check with their course director or the policy at the clinical site.

The **Henry M. Goldman School of Dental Medicine** will follow normal school hours. All Patient Treatment Centers will be open for patient care, and all classes will be held as scheduled, unless notified by the Office of Academic Affairs. GSDM students who are on externship should check their respective externship site's policy.

**BU School of Public Health** classes will be held as scheduled unless notified by course instructor. SPH non-essential staff may telecommute or take a personal day.

A City of Boston snow emergency and parking ban is in effect. Please consider public transportation, if available, for travel to the medical campus to reduce traffic on the roadways. Employees who are part of the BUMC parking program should park in your assigned lot or garage.

For updated information, visit the BUMC emergency communications [website](#).

## Department Degree and Academic Program Plans

| COLLEGE | Department                                                         | PHD & (MDPHD - 82) | MA - 41/MS - 44 | HEGIS     |
|---------|--------------------------------------------------------------------|--------------------|-----------------|-----------|
| MED     | Anatomy and Neurobiology                                           | 81, 86, (82)       | 44              | 0443      |
| MED     | Behavioral Neurosciences                                           | 81, 85, (82)       | N/A             | 0425      |
| MED     | Biochemistry                                                       | (82)               | 41              | 0414      |
| MED     | Biochemistry, Cell & Molecular                                     | 81, 88, (82)       | 41              | 0454      |
| MED     | Biochemistry, PIBS                                                 | 81, 88,            | 41              | 0477      |
| MED     | Bioimaging                                                         | N/A                | 44              | 0465      |
| MED     | Biomedical Forensic Science                                        | N/A                | 44              | 0464      |
| MED     | Biomedical Research Technologies                                   | N/A                | 44              | 0488      |
| MED     | Biophysics                                                         | (82)               | 41              | 0439      |
| MED     | Biophysics, PIBS                                                   | 81, 88, (82)       | 41              | 0478      |
| MED     | Clinical Research                                                  | N/A                | 44, 46          | 1351      |
| MED     | Computational Neuroscience                                         | 81, 85, (82)       | N/A             | 0474      |
| MED     | Forensic Anthropology                                              | N/A                | 44              | 0471      |
|         |                                                                    |                    |                 |           |
| MED     | Genetic Counseling                                                 | N/A                | 44              | 1328      |
| MED     | Genetics and Genomics                                              | 81, 88, 86, (82)   | 44              | 0444      |
| MED     | Genetics and Genomics, PIBS                                        | 81, 86,            | 44              | 0479      |
| MED     | Healthcare Emergency Management                                    | N/A                | 44              | 0468      |
| MED     | Health Professions Education                                       | N/A                | 44              | 1356      |
|         |                                                                    |                    |                 |           |
| MED     | Medical Anthropology and Cross-Cultural Practice                   | N/A                | 44              | 0470      |
| MED     | Medical Science                                                    | N/A                | 44              | 1246      |
| MED     | Medical Science / MPH Program                                      | N/A                | SPH 59          | 1246      |
|         |                                                                    |                    |                 |           |
| MED     | Medical Science / Clinical Research                                | N/A                | MED 43 - MED 47 | 1246/1351 |
|         |                                                                    |                    |                 |           |
| MED     | Medical Science / Mental Health Counseling and Behavioral Medicine | N/A                | MED 49 - MED 50 | 1246/1313 |
|         |                                                                    |                    |                 |           |
| MED     | Mental Health Counseling and Behavioral Medicine                   | N/A                | MED 41          | 1313      |
| MED     | Microbiology                                                       | (82)               | 41, 44          | 0411      |
| MED     | Microbiology, program in Immunology                                | 81, 88, (82)       | 41              | 1279      |
| MED     | Microbiology, PIBS                                                 | 81, 86             | 44              | 0481      |
| MED     | Molec&Trans, Cell&Mol                                              | 81, 85, (82)       | N/A             | 0487      |
| MED     | Molecular and Translational Medicine                               | (82)               | N/A             | 0486      |
|         |                                                                    |                    |                 |           |
| MED     | Molecular and Translational Medicine, PIBS                         | 81, 85             | N/A             | 0482      |

|     |                                                                        |                 |        |            |
|-----|------------------------------------------------------------------------|-----------------|--------|------------|
| MED | Molecular Medicine                                                     | 81, 85, (82)    | N/A    | 0457       |
| MED | Neuroscience                                                           | 81, 85, (82)    | N/A    | 0449       |
| MED | Nutrition & Metabolism                                                 | (82)            | 41, 44 | 1321       |
| MED | Nutrition and Metabolism, PiBS                                         | 81, 88, (82)    | 44     | 480        |
| MED | Oral Health Sciences                                                   | N/A             | 44     | 1333       |
| MED | Pathology                                                              | 81, 85, (82)    | 41     | 0408       |
| MED | Pathology Laboratory Sciences                                          | N/A             | 44     | 0490       |
| MED | Pathology, PiBS                                                        | 81, 86          | N/A    | 0483       |
| MED | Pathology, Cell & Molecular                                            | 81, 88, (82)    | 41     | 0450       |
| MED | Pathology, Program in Biomedical Neuroscience                          | 81, 85, (82)    | N/A    | 1325       |
| MED | Pathology, program in Immunology                                       | 81, 85, (82)    | N/A    | 1239       |
| MED | Pharmacology                                                           | 81, 88, (82)    | 41     | 0409       |
| MED | Physiology                                                             | 81, 88, (82)    | 41     | 0410       |
| MED | Physiology, PIBS                                                       | 81, 88          | 41     | 0484       |
| MED | Program in Biomedical Sciences                                         | 85              | N/A    | 0476       |
| MED | Division of Graduate Medical Science<br>( <b>WEB-REG NOT ALLOWED</b> ) | NON-DEGREE      | 40     | 0000       |
| MED | Early medical selection program ( <b>WEB-REG NOT ALLOWED</b> )         | NON-DEGREE      | 40     | 0000-EMSSP |
| ENG | Biomedical Engineering                                                 | Register at ENG |        |            |
| SDM | Oral Biology, PiBS<br><b>NOT ELIGIBLE FOR WEB-REG</b>                  | 81, 85          | N/A    | 1383       |

## Course Scheduling

### Instructions

1. To begin your review of class offerings, navigate to the Instructor Entry tab of the excel workbook that will be e-mailed to Program Directors and Program Administrators in preparation for each semester. Each class offered the previous academic year will be listed. Determine if the course will continue being offered for the upcoming semester. If the course listed will be offered, complete the remaining columns with the appropriate course information. If the class will not be offered, please delete the information to the right of the course name and number. Do not delete the course name and number. If you must schedule a course that is not on the spreadsheet, you may enter the course in a new row in red font.
2. Review and update the "Required Basic Data" section, including the course and section number as well as the title of the course. Please note any changes in red font. Indicate the type of course in column C (i.e., IND for independent, DRS for Directed Study, or LEC for Lecture, etc.). List the units for each course in column D. Indicate the location of the course (Medical Campus or Charles River Campus) in column E. Specify whether the course is running on standard or non-standard dates in

column G. If the course is not running on standard dates, please list the start date and end date in columns H and I, respectively. Unit

3. Proceed to complete the “Course Date & Time Information” columns. In column J-L, indicate the day(s), the start time(s) and end time(s) for each course. PLEASE NOTE that due to university guidelines courses must be scheduled in two-hour blocks in the mornings, starting at 8 or 10 am (the end time is flexible) whereas afternoon courses may be scheduled in one-hour blocks (12 pm, 1 pm, 2pm). If the course does not follow a standard schedule and meets on arranged times, please list “ARR” in column F and leave columns K and L blank.

In column M, include the name, e-mail, Phone number, and BUID for each instructor directing each course. If a course is directed by more than one instructor, please list this information for each of them. The BUID is **critical** in helping us match each course with the appropriate instructor. Please ensure you list each instructor’s BUID number.

4. Input student enrollment information using columns P – S, the “Enrollment Control / Reserve Cap” section. Column P is used for assigning Department Consent to a particular course. Selecting **Yes** will restrict them from enrolling on their own and require an **Online Add Form**. Column Q – Enrollment Capacity - sets the overall seat count of each class. Column R – Requirement Groups – refers to the groups of students who will have reserved seating in a course. **Requirement Groups** can be based on Academic Plans, Academic Programs, Dual Degrees, etc. (See Requirement Group tab)
5. If you have a specific room requests, please list the room number in column N. If you plan on using a room within your department, please make note of this in column N. Enter Classroom Requirements or characteristics in column O. Please be mindful that these features may limit spaces in the Optimizer in 25Live (perhaps even making a course “unassignable”)— only input the features that are absolutely necessary. If you have any questions or concerns regarding current and future room assignments, please direct all inquiries to [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) for guidance.

*Please note GMS will be responsible for academic room scheduling **ONLY**. Room scheduling for non-academic purposes (workshops, social events, or any event other than classes) should be booked via 25Live by each individual program.*

6. After you have reviewed all the classes listed, and updated the requested information, the workbook is complete. Please save the worksheet and email it back to the Assistant Registrar, Brendan Hoffses, at [bhoffses@bu.edu](mailto:bhoffses@bu.edu). THE WORKBOOK MUST BE RETURNED BY THE DEADLINE to ensure successful courses and room scheduling. If you cannot meet the deadline, please contact [GMSRegistrar@bu.edu](mailto:GMSRegistrar@bu.edu) ASAP. The registrar will be in contact if any further information is needed.

## Sample Course Scheduling

|                                                                                                                                               |                                                                        |                                                                                                                                                                                            |                                                                  |                                              |                                                          |                                                                                                                                                                       |                   |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|
| <b>Fall 2026</b>                                                                                                                              |                                                                        | <b>COURSE SCHEDULE</b>                                                                                                                                                                     |                                                                  |                                              | <b>COMPLETED BY:</b>                                     |                                                                                                                                                                       | <b>DATE:</b>      |                 |
| <b>REQUIRED BASIC DATA</b>                                                                                                                    |                                                                        |                                                                                                                                                                                            |                                                                  |                                              |                                                          |                                                                                                                                                                       |                   |                 |
| <b>COURSE NO. &amp; SECTION</b><br>(GMS XX ### X#)                                                                                            | <b>TITLE</b>                                                           | <b>TYPE</b><br>(Component)<br>EX: IND, DRS                                                                                                                                                 | <b>Units</b>                                                     | <b>Location</b><br>(Choose from<br>Dropdown) | <b>Instruction<br/>Mode</b><br>(Choose from<br>dropdown) | <b>Standard or Non-<br/>Standard?</b><br>(Session - Regular<br>or Dynamic -<br>Choose from Dropdown)<br>If non-standard<br>(dynamic), enter dates in<br>Columns G + H | <b>START DATE</b> | <b>END DATE</b> |
| <b>MEETINGS</b>                                                                                                                               |                                                                        |                                                                                                                                                                                            |                                                                  |                                              |                                                          |                                                                                                                                                                       |                   |                 |
| <b>MEETING DAYS</b><br>(R = Thursday)                                                                                                         | <b>START TIME</b>                                                      | <b>END TIME</b>                                                                                                                                                                            | <b>INSTRUCTOR:</b><br>Name<br>BU ID (Required)<br>Email<br>Phone | <b>Room Requested</b>                        | <b>Classroom Requirements</b><br>(Room Characteristics)  |                                                                                                                                                                       |                   |                 |
| <b>ENROLLMENT CONTROL / RESERVE CAP</b>                                                                                                       |                                                                        |                                                                                                                                                                                            |                                                                  |                                              |                                                          |                                                                                                                                                                       |                   |                 |
| <b>Online ADD form required for<br/>enrollment?</b><br>(Dept Consent Required?)<br>If no, you must provide<br>Requirement Groups in column R. | <b>Enrollment<br/>Capacity</b><br>(number of<br>students in<br>course) | <b>Codes for Requirement Groups</b><br>Please list each code needed and the number of seats per<br>requirement group.<br><br>Sum of all requirement groups must equal Enrollment Capacity. |                                                                  |                                              |                                                          | <b>Additional notes regarding<br/>reserve capacity ONLY.</b>                                                                                                          |                   |                 |

## Graduate Medical Sciences Clinical Instructors

This memo outlines the procedures for degree-granting programs who utilize Graduate Medical Sciences Clinical Instructors for teaching courses in their programs. Graduate Medical Sciences Clinical Instructors include professionals or scholars whose primary place of employment is not Boston University and who are compensated on a per credit hour basis for teaching credit bearing courses in a Graduate Medical Sciences degree-granting program. As such, individuals in the Graduate Medical Sciences Clinical Instructor position are covered by the [collective bargaining agreement](#) between Boston University and Service Employees International Union Local 509, CTW, CLC. Note that University employees in staff or faculty roles who teach a course for a degree-granting program should not be classified as Graduate Medical Sciences Clinical Instructors and are excluded from this process. Please visit Article 1 of the [SEIU L509 collective bargaining agreement](#) for an exhaustive list of which individuals are covered by the agreement. You may also contact GMS FAO for questions related to determining eligibility.

Article 3 of the SEIU L509 [agreement](#) requires all new Graduate Medical Science Clinical Instructors employed by Graduate Medical Sciences degree-granting programs to choose one of the following options within 30 days of their employment: become members of the Union or pay an agency fee without becoming a member. This requirement can be read in detail in Article 3.2 of the [agreement](#).

Note that Article 3.3 of the [agreement](#) provides a third option for individuals who fall into the category of federal, state, or District of Columbia judiciary members. Article 3.3 also provides an additional option for individuals who affirm through a written statement to the Office of Human Resources (Attention: Labor Relations) that payment of the Union fee will have an adverse impact on their professional work or employment outside of the University because of an actual, potential, or perceived conflict of interest. Please visit Article 3.3 of the [agreement](#) for more detail.

In order to meet the requirements of the SEIU agreement regarding Graduate Medical Sciences Clinical Instructors, [workbook-based requests](#) for contracts must be submitted by Program Directors or their designee by the dates listed below. Requests will be reviewed and approved by GMS Finance and Administration. If approved, a contract is executed and provided to the Clinical Instructor. Once signed, contracts should be returned to GMS FAO by the deadline noted below. Note that any missed deadlines may result in delayed payments or inability to access University resources such as Blackboard. These deadlines are based in part on University payroll deadlines to ensure timely processing.

| Semester Teaching | Contract Request Returned by: | Contract Issued | Signed Contracts Returned: | Contract Processed: | Adjustments Needed: |
|-------------------|-------------------------------|-----------------|----------------------------|---------------------|---------------------|
| Fall 2025         | 6/6/25                        | 6/13/25         | 6/27/25                    | 6/27/25             | 7/13/25             |
| Spring 2026       | 10/3/25                       | 10/10/25        | 10/24/25                   | 10/24/25            | 11/14/25            |
| Summer 2026       | 3/6/26                        | 3/13/26         | 3/27/26                    | 3/27/26             | 4/10/26             |