

**BOSTON UNIVERSITY  
SCHOOL OF PUBLIC HEALTH  
STUDENT HANDBOOK  
2013-2014**

*<http://sph.bu.edu>*

Boston University School of Public Health  
Office for Student Services  
Talbot 2 Center  
715 Albany Street  
Boston, MA 02118

***IMPORTANT NOTE:***

*The Boston University School of Public Health Student Handbook is published once a year by the Office for Student Services. Boston University and the School of Public Health reserve the right to change the policies, fees, curricula, or any other matter in this publication without prior notice and to cancel programs and courses. This publication is to be read neither as part of a contractual agreement nor as a guarantee of the classes, courses, or programs described herein.*

# ***ABOUT THE SCHOOL OF PUBLIC HEALTH:***

The Boston University School of Public Health was established in 1976. It is one of 17 Schools within Boston University. It is the twenty-second school of public health founded in the United States.

Stressing the practical application of an exceptional education to the complex challenges facing public health professionals today, BUSPH has grown tremendously in recent years with more than 4,000 alumni, 140 full-time faculty, and students from over 40 countries. In keeping with the School's service-oriented philosophy, each department combines research and academics with a practicum requirement, resulting in a rigorous, well-rounded curriculum enhanced by work experience in a public health environment.

Through longstanding collaborations with such institutions as the Massachusetts Department of Public Health, the Boston Public Health Commission, and the Veterans Affairs Administration; and through international alliances with the Red Cross, the Peace Corps, NGO's, and foreign governments, our students, faculty, and alumni draw on their own diverse backgrounds to carry out the School's mission in a variety of settings.

## ***ABOUT THE TALBOT BUILDING:***

The Talbot Building, an example of Queen Anne architecture, was designed by William Ralph Emerson in 1873. The building was named for Dr. Israel Tisdale Talbot, a leading figure in the American homeopathic movement and first dean of the Boston University School of Medicine. The central wing was built in 1876 to house the Massachusetts Homeopathic Hospital, formerly the Homeopathic Medical Dispensary, which provided free care to Boston's needy. In the fall of 1997, the Talbot brought together all departments of the Boston University School of Public Health in one building for the first time in 20 years.

## ***ABOUT THE CROSTOWN BUILDING:***

As a result of continued expansion, SPH outgrew the Talbot Building within a few years of having moved in. By 2007, SPH was spread out among six buildings. In December 2007, SPH moved six groups, comprising nearly 50% of the faculty and staff, into leased space in the newly constructed Crosstown Center. This modern space was intentionally built out with an "open" design to foster interdisciplinary collaboration among the various groups. In addition to SPH, Crosstown Center also houses several BUMC classrooms, the Office of Information Technology, Human Resources, the Women's Health Initiative and Business Systems.

# SCHOOL OF PUBLIC HEALTH OFFICE LOCATIONS



## CENTRAL ADMINISTRATION

Office of the Dean	Talbot Center – 3	617-638-4644	<a href="mailto:rmeenan@bu.edu">rmeenan@bu.edu</a>
Admissions	Talbot Center – 202	617-638-4640	<a href="mailto:asksph@bu.edu">asksph@bu.edu</a>
Career Services	Talbot East – 113	617-638-4602	<a href="mailto:sphcareeroffice@bu.edu">sphcareeroffice@bu.edu</a>
Education	Talbot East - 220	617-638-5288	<a href="mailto:ybe@bu.edu">ybe@bu.edu</a>
Registrar	Talbot Center –210	617-638-5057	<a href="mailto:cpaal@bu.edu">cpaal@bu.edu</a>
Student Services	Talbot Center 208/209	617-638-5062	<a href="mailto:brendan2@bu.edu">brendan2@bu.edu</a>
Public Health Practice Office	Talbot East - 2	617-638-4656	<a href="mailto:scotth@bu.edu">scotth@bu.edu</a>

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Biostatistics	Crosstown - 3	617-638-5172	<a href="mailto:biostat@bu.edu">biostat@bu.edu</a>
Community Health Sciences			
Maternal and Child Health	Crosstown – 4	617-638-5160	<a href="mailto:askmch@bu.edu">askmch@bu.edu</a>
Social and Behavioral Sciences			<a href="mailto:socbeh@bu.edu">socbeh@bu.edu</a>
Environmental Health	Talbot West - 4	617-638-4620	<a href="mailto:envhlth@bu.edu">envhlth@bu.edu</a>
Epidemiology	Talbot East - 3, 4	617-638-7775	<a href="mailto:epi@bu.edu">epi@bu.edu</a>
Health Law, Bioethics & Human Rights	Talbot West – 3	617-638-4626	<a href="mailto:hld@bu.edu">hld@bu.edu</a>
Health Policy and Management	Talbot West – 2, 3	617-414-1420	<a href="mailto:hpm@bu.edu">hpm@bu.edu</a>
International Health	Crosstown – 3	617-638-5234	<a href="mailto:ih@bu.edu">ih@bu.edu</a>

\*For complete directory info, please go to [sph.bu.edu/directory](http://sph.bu.edu/directory)\*

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# **SECTION I:**

## ***OVERVIEW OF SPH DEGREE PROGRAMS AND ACADEMIC POLICIES***

# MASTER OF PUBLIC HEALTH DEGREE

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The Boston University School of Public Health (BUSPH) offers a Master of Public Health degree in eight concentrations: Biostatistics; Environmental Health; Epidemiology; Health Law, Bioethics & Human Rights; Health Policy and Management; International Health; Maternal and Child Health; and Social & Behavioral Science. Most students may complete their study on a full time (12 to 18 credits per semester) or part time (1-11 credits per semester) basis; international, non-resident students must follow the requirements of the International Students and Scholars Office (ISSO) pertaining to their registration status.

Students are strongly advised to obtain and read the [School of Public Health 2013-2014 Bulletin](#) and their concentration's "Concentrator Guide". Concentrator guides are published by each concentration annually; students must meet the requirements set forth in the guide for the year in which they matriculate or change into a specific concentration or concentrations. Please note that students who change concentration (see changing concentration, p.35) must meet the requirements of the concentration *at the time they change their concentration*. Concentration requirements worksheets are available at <http://sph.bu.edu/RegistrarsSub-Pages/mpg-graduation-audit-sheets/menu-id-50631.html>. Students and their faculty advisors are encouraged to track student progress using Degree Advice, an online function available on the Student Link under the "Academics" tab. This tool interacts in real time with students grades, program, and registration.

Students should meet with their faculty academic advisors to plan their course of study well in advance of the registration period each semester. For more information, please see the "Registration Section" p. 40-42.

## ***MPH Requirements for Students Matriculating in Academic Year 2013/2014***

- Completion of 48 graduate-level credit units numbered SPH XX 700 and above
- Completion of at least 40 of these credit units within the Boston University School of Public Health
- Completion of six core courses with a grade of B- or better in each core course
- Completion of concentration requirements
- Completion of a public health practicum according to guidelines
- Completion of a culminating experience according to guidelines
- A School of Public Health grade point average of 3.0 or better
- Completion of the MPH within five years

## ***Changing Master of Public Health Concentration***

Once students have matriculated into the MPH program, they may request to change their concentration or add a dual concentration by submitting a "Change of Concentration Form" to the SPH Registrar's Office. Change of Concentration forms are available on the SPH website and on the shelves outside the Office of the Registrar.

Completed Change of Concentration Form applications include:

- A one-page statement indicating the reason for changing concentration.
- A tentative schedule outlining how the student will satisfy the concentration requirements by the student's anticipated/desired graduation date. This schedule should include BUSPH courses taken to date and any approved transfer credits.
- Review and signature by the designated faculty member in the concentration to be added. If the student wishes to add a dual concentration, he/she must have the form reviewed and signed by the designated faculty member in both concentrations.

Faculty may review the student's academic record prior to approving the change or addition. The student is responsible for obtaining and reviewing the bulletin and concentrator's guide(s) so he/she is prepared to meet the graduation standards in place at the time of the change to the new concentration. It is possible that changing concentration or adding a dual concentration will result in the student's having to complete more than 48 credits for the MPH degree.

## **SPH Academic Policies**

This handbook publishes the three major policies for students at the School of Public Health: grading, academic honesty, and transfer credit, along with leave of absence and exam scheduling policies, among others. This handbook also includes major Boston University policies that apply to students at all schools and colleges, including the School of Public Health.

All university-wide and school policies are printed in the 2013-2014 SPH Bulletin, which is available online at <http://www.bu.edu/bulletins>. Please familiarize yourself with the policies, and contact the staff in the Registrar's Office at the School of Public Health if you have any questions.

# SCHOOL OF PUBLIC HEALTH GRADING POLICY

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Most credit-bearing courses at Boston University School of Public Health (SPH) are graded on an A–F scale, or notated with the special symbols described below.

Letter Grade	Honor Points	Explanation
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D	1.0	
F	0.0	Fail, no credit
P	Not applicable	Pass
AU	Not applicable	Audit, no credit
I	Not applicable	Incomplete
MG	Not applicable	Missing grade, grade not assigned
W	Not applicable	Withdrew from course after withdrawal deadline

All SPH candidates must maintain a minimum overall 3.0 GPA each semester as part of the criteria to maintain satisfactory academic progress (SAP). Students whose semester college GPA is below 3.0 and students whose GPA in core courses is below 2.75 will be subject to academic review.

All SPH candidates must have a minimum 3.0 GPA at SPH to graduate.

## Calculating Grade Point Average (GPA)

- To compute the total honor points for a desired timeframe, multiply the credits per course by the honor points associated with the grade for a course (displayed in chart above). Sum the product for all courses in the desired timeframe.
- Divide the sum total by the number of credits attempted during that timeframe; the result is the grade point average (GPA) for the timeframe.

## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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- The grades and credits of all courses are considered in the overall GPA.
- The following grade symbols are never associated with honor points and are therefore not used in the calculation of the GPA: AU, P, W, and MG.
- “T” (incomplete) grades are not computed in the GPA until all required work is completed and an appropriate letter grade assigned.

### **Satisfactory Academic Progress**

In accordance with the Federal Satisfactory Academic Progress Policy 34 CFR 668.34, all School of Public Health degree candidates must maintain SAP during their studies. All degree candidates' academic records will be reviewed at the end of each semester to ensure that they are making SAP. A student who fails to make SAP may be subject to academic action, including academic probation and dismissal. Further, students who fail to maintain SAP may not be eligible for federal financial aid. All students, regardless of financial aid status, will be held to the SAP standards.

### **Satisfactory Academic Progress includes:**

- Achieving at least the minimum grade in courses with a minimum grade requirement
- Maintaining at least a 2.75 grade point average in core courses for the MPH and a 3.0 GPA in core courses in other degree programs, e.g., MS, doctoral
- Successfully completing at least 66% of course credits attempted each semester. Grades that are not considered a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum)
- Resolving incomplete grades within the guidelines established in the SPH Grading Policy
- Making progress towards core, concentration, and degree requirements as outlined in the Bulletin
- Earning at least C- or above in all classes
- Successfully completing repeated classes
- Attaining an overall grade point average of 3.0 in order to be eligible for graduation

### **Academic Review**

At the end of each semester, the grades of all SPH degree candidates will be reviewed against the criteria for Satisfactory Academic Progress by the SAP Committee. Students deemed at risk for failing to make SAP will be notified in writing, with a copy also sent to the academic advisor and student record. Such correspondence is not part of the permanent academic record unless the student is subsequently dismissed from SPH for academic reasons.

## **SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)**

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If deemed necessary by the Committee, a student deemed at risk of not making SAP will work with his or her academic advisor to devise a learning plan prior to registration for each upcoming semester. The learning plan should describe a semester-by-semester educational plan to make degree progress while improving the student's GPA. The plan must be signed by the student and his or her academic advisor and be submitted to the SPH registrar. Once a student is deemed at risk, they must exhibit SAP each semester. SAP is defined as steady upward progress toward a 3.0 GPA, completing all courses with required minimum grades, and adhering to the learning plan, as established, unless all parties agree to changes. Any student who continues to fail to make progress in subsequent semesters will be placed on warning. This information is forwarded to financial aid. Any student on warning who again fails to make SAP in the following semester will be placed on academic probation. OSFS may determine that these students are no longer eligible for federal financial aid. The SAP Committee will take appropriate academic action for students on academic probation, including suspension or dismissal. Should a student be suspended, he or she may not make progress toward degree requirements during the period of academic suspension. SPH will not accept transfer credit for courses taken by a suspended SPH student at another school within Boston University or another academic institution during the student's period of suspension.

### **Below Minimum GPA at the End of the Degree Program**

If a student does not attain a 3.0 GPA after he or she has met all other graduation requirements of his or her degree program, then the student is not eligible to graduate. In this case, the student may register for 8 or fewer additional credits of coursework in order to raise his or her GPA to the minimum 3.0 standard. If it is not mathematically possible for a student to increase his or her GPA to 3.0 by earning an "A" grade in up to 8 additional credits, the student will be dismissed from SPH without possibility of reinstatement. If the student could mathematically achieve a 3.0 GPA by registering for less than 8 additional credits, the following guidelines apply:

- The additional credits must be graduate-level SPH courses and cannot include a practicum or a course outside of SPH.
- The credits must be attempted beginning the next semester of registration available after the failed graduation.
- If a student attempts 8 additional credits and does not attain a GPA of 3.0, he or she will be dismissed from SPH without possibility of reinstatement.

### **Minimum Grade Requirements**

Although the grade range for courses is A–F, students earn no academic credit for an "F" grade. Some SPH degree programs have specific courses with higher minimum grade requirements. Students registered in these courses do not earn degree credit for courses if they attain lower than the minimum grade. These courses are:

# ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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## **Master of Public Health Degrees**

- Master of Public Health (MPH) students must earn a B- or better in the core courses for the MPH degree. Students may select only one course from each concentration as the core course. The MPH core courses are BS 704, EH 717, EP 713, IH 704, IH 720, LW 719, LW 751, PM 702, and SB 721. The following courses are considered curricular equivalents: IH 704 and PM 702; IH 720 and SB 721; LW 719 and LW 751.
- MPH biostatistics concentrators must earn a B or better in BS 723.
- MPH environmental health concentrators must earn a B- or better in EH 725 and EH 768.

## **Master of Science Degrees**

- Master of Science in Environmental Health students must earn a B or better in BS 723, EH 710, EH 725, EH 768, EH 804, and EP 713.
- Master of Science in Epidemiology students must earn a B or better in BS 704, BS 723, EP 713, and EP 813.
- Master of Science in Health Services Research students must earn a B or better in BS 704, EP 713, PM 811, PM 814, PM 821, and either PM 826, PM 833, PM 842, CAS EC 581, or SED CT 750.

## **Doctoral Degrees**

- Doctor of Philosophy in Environmental Health students must earn a B or better in BS 723, EH 710, EH 725, EH 768, EH 804, EH 805, and EP 713.
- Doctor of Philosophy in Health Services Research students must earn a B or better in BS 704, EP 713, EP 813, LW 751, PM 811, PM 814, PM 821, PM 824, PM 842, and PM 826.
- Doctor of Public Health (DrPH) students must earn a B or better in PH 851, 852, 853, 854, 856, 857, and 858.

## **Improving a Grade in a Course with a Minimum Grade Requirement**

All faculty teaching a course with a minimum grade requirement may, at their discretion, give students who fail to attain the minimum grade at least one opportunity to improve their final course grade by revising a component of the grade as determined by the instructor. Faculty must enter the initial, below-minimum grade on the Faculty Link. Revised grades are processed via a paper grade change form submitted to the SPH registrar by the faculty member. The revised course grade cannot be higher than the minimum required grade.



## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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The course instructor's grade change policy must be explicitly stated in the course syllabus at the beginning of the semester. If a faculty member designates a mechanism to improve a grade in a course with a minimum grade requirement, a student must express his or her intention to improve the course grade within two weeks after the course grade is entered, and must submit the specified work before the start of the next academic semester. Exceptions to the two-week notification policy are granted only in extraordinary circumstances and can be approved only by the associate dean for education.

### **Repeating a Class Due to Failure to Attain the Minimum Grade Requirement**

Students who do not meet a minimum grade requirement must register for the course, or its curricular equivalent, for a second time in the next semester the course is offered. For the purposes of this policy, the term "repeat" the class is used. Students may earn a grade higher than the minimum grade in a repeated course—they are eligible to be graded with the whole range of grades described above.

In all cases, a student must repeat the course in which he or she did not attain the minimum grade no later than one year from the initial registration, unless they are given specific written permission from the Associate Dean For Education to exceed this timeframe. Students who do not repeat the course within one year and do not seek permission to do so may be subject to academic dismissal.

The option to improve a grade is **not available** in courses that do not have a minimum grade requirement. Students may not repeat such a course or its curricular equivalent. Should a student repeat the course or its curricular equivalent, the credits and grade associated with the second registration will not count toward degree requirements or the required GPA.

### **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 are not counted toward the credit requirement for graduation, although the grade is factored into the overall grade point average.

A student may not use institutional aid, SPH scholarship, or merit funds to pay for courses they are retaking in order to meet the minimum grade requirement. They may, however, use federal financial aid, such as loans. Students repeating courses are strongly encouraged to contact the Student Financial Services Office to verify their financial aid prior to the start of the semester.

## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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### **Failure to Meet the Minimum Required Grade in a Repeated Class**

A student will be subject to dismissal from Boston University if he or she does not achieve the minimum grade in a repeated course or its curricular equivalent. The student may petition the associate dean for education to repeat the course or its curricular equivalent. If the petition is rejected, the student will be dismissed from SPH. If the petition is granted and the student again does not achieve the minimum grade, the student will be dismissed with no option to appeal.

### **Failure to Meet the Minimum Required Grade in Multiple Courses**

No student will be permitted to repeat more than two courses that have a minimum grade requirement during their tenure at SPH. A student who fails to achieve a minimum grade in three courses that have a minimum grade requirement will be subject to dismissal from SPH. A student who wishes to appeal his or her dismissal may do so by petitioning the associate dean for education in writing. The student should provide evidence of any extenuating circumstances to the associate dean, whose decision will be final.

### **Incomplete Grades**

A student may request an incomplete grade if a course has met for at least 75 percent of its course meetings and has not yet met for the last time. An incomplete grade is a transitional grade that is granted when a student cannot complete course requirements on time due to serious extenuating circumstances for which the student is not responsible. Examples of such extenuating circumstances include serious illness of the student, military service, extended jury duty, or death of a family member. A student may be required to provide proof of the circumstances, such as a note from a physician.

### **Conditions for Approving a Request for an Incomplete Grade**

Except in cases of severe extenuating circumstances, a student may not request an incomplete grade when the “drop without a ‘W’ grade” or the “drop with a ‘W’ grade” options are available for the course in question. The drop dates for standard, full-semester courses are on the SPH Academic Calendar. The dates for non-standard courses are customized and viewable on the Boston University Course Schedule.

An incomplete grade may be granted on 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 four weeks into the next academic semester. The completion period for the incomplete course does not necessarily apply to SPH IH 777, directed studies, directed research, or MPH practicum courses. These courses may be graded with an “I” grade at the discretion of the instructor, and the “I” grade in this case may extend past the first four weeks of the next academic semester. Instructors may reserve the right, however, to set a timeframe for completion of the work. The maximum timeframe in all cases and for all students is one year from the assignment of the “I” grade.

## **SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)**

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Faculty 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 instructor must assign a grade based on the work the student has submitted to date in the course.

If the incomplete coursework is not completed by the required completion date, a final grade of “F” will be entered by the registrar. The only exception to the “F” grade being entered is made if the student successfully presents evidence to the associate dean for education that further time is warranted. The evidence must be presented prior to the required completion date.

### **Dispute Resolution Process**

A concern or complaint from a SPH 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. The student may pursue the issue within the normal reporting structure of the academic or administrative department at SPH. If a student feels he or she has been unfairly treated by an instructor or teaching assistant of a SPH course, the student should contact the chair (or his/her designee) of the department in which course is taught. If the chair is the instructor, the student should seek assistance from the associate dean for education. Should the student need additional assistance, he or she may also see staff in the Boston University Ombudsman Office, located at 19 Deerfield Street.

### **Grievance Process**

When a student has reason to believe that his or her rights have been denied by reason of discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, or other unlawful bias, he or she may file a formal written grievance with the dean of the School of Public Health, Talbot 3 Center, 715 Albany Street, or the dean of students of Boston University, 775 Commonwealth Avenue, Boston, MA 02215. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought. Full copies of the “Grievance Procedures in Cases of Alleged Discrimination” are available at the SPH Office for Student Services, Talbot 2 Center, or at the Office of the Vice President and Dean of Students, Boston University, 775 Commonwealth Avenue, Third Floor, Boston, MA 02215.

If a student’s grievance alleges discrimination based on disability, the director of the Disability Services Office, who is the University’s compliance officer for Section 504 of the Rehabilitation Act of 1973, will also be provided with a copy of the grievance and will be involved in resolution of the grievance, as appropriate.

## **SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)**

### **Courses with Minimum Grades**

The policy applies to students who change degree programs or who are accepted after Spring 2011. It will also state that faculty must determine if they will allow students who fail to attain the minimum grade at least one opportunity to improve their final course grade by revising a component of the grade as determined by the instructor.

Course	Must earn a B or better	Must earn a B- or better
<b>Biostatistics</b>		
BS 704	<ul style="list-style-type: none"> <li>• MS EP students</li> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
BS 723	<ul style="list-style-type: none"> <li>• MPH BS students</li> <li>• MS EH students</li> <li>• MS EP students</li> <li>• PhD EH students</li> </ul>	
<b>Environmental Health</b>		
EH 717		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
EH725	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	<ul style="list-style-type: none"> <li>• MPH EH students</li> </ul>
EH 768	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	<ul style="list-style-type: none"> <li>• MPH EH students</li> </ul>
EH 710	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	
EH 804	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	
EH 805	<ul style="list-style-type: none"> <li>• PhD EH students</li> </ul>	
<b>Epidemiology</b>		
EP 713	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• MS EP students</li> <li>• MS HSR students</li> <li>• PhD EH students</li> <li>• PhD HSR students</li> </ul>	<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
EP 813	<ul style="list-style-type: none"> <li>• MS EP students</li> <li>• PhD HSR students</li> </ul>	
<b>International Health</b>		
IH 704		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
IH 720		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>

<b>Health Law, Bioethics &amp; Human Rights</b>		
LW 719		• All MPH students
LW 751	• PhD HSR students	• All MPH students
<b>Health Policy and Management</b>		
PM 702		• All MPH students
PM 811	• MS HSR students • PhD HSR students	
PM 814	• MS HSR students • PhD HSR students	
PM 821	• MS HSR students • PhD HSR students	
PM 824	• PhD HSR students	
PM 826	• MS HSR students • PhD HSR students	
PM 833	• MS HSR students	
PM 842	• MS HSR students • PhD HSR students	
CAS EC 581	• MS HSR students	
SED CT 750	• MS HSR students	
<b>Social &amp; Behavioral Sciences</b>		
SB 721		• All MPH students
<b>DrPH Program</b>		
PH 8XX (851, 852, 853, 854, 856, 857, 858)	• DrPH students	

## **Standards of Academic Policy and Disciplinary Procedures**

The School of Public Health’s “Standards of Academic Honesty and Disciplinary Procedures” honesty is the cornerstone of the educational mission at the School of Public Health. It is crucial that students read and understand the definition of academic honesty. Sometimes students are familiar with School of Public Health and University definitions and policies pertaining to plagiarism and academic honesty, and this may lead to difficult situations. Students who are unsure about this policy are urged to speak with a staff member in Student Services.

### **1. Rationale**

Students in the School of Public Health are expected to adhere to the highest standards of academic honesty. Academic honesty is essential for students to attain the competencies the School expects of its graduates and to enable the faculty to adequately assess student

## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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performance. Any action by a student that subverts these goals seriously undermines the integrity of the educational programs of the School. This document addresses actions that may be taken by the School against students who commit academic misconduct.

### **2. Definition of Academic Misconduct**

Academic misconduct is any intentional act by a student that misrepresents his or her academic achievements, or any attempt to misrepresent his or her academic achievements. The following acts constitute academic misconduct. This is not an exhaustive list.

#### a) Cheating on examinations:

The use or attempted use of any unauthorized books, notes or other materials in order to enhance the student's performance in the examination, copying or attempting to copy from another student's examination, permitting another student to copy from an examination or otherwise assisting another student during an examination, or any other violation of the examination's stated or commonly understood ground rules.

#### b) Plagiarism:

Any representation of the work of another as one's own constitutes plagiarism. This includes copying or substantially restating the work of another person without the use of quotation marks or other indication that the words of another have been copied, the use of any written or oral work from which the student has obtained ideas or data without citing the source, or collaborating with another person in an academic endeavor without acknowledging that person's contribution.

c) Submitting the same work in more than one course without the consent of all the instructors

d) Misrepresentation or falsification of data

e) Allowing another student to represent your work as his or her own

f) Violating the rules of an examination or assignment

### **3. Procedures**

#### a) Initiation of Charge:

If a faculty member suspects that a student in his or her class has committed an act of academic misconduct, the faculty member will meet with the student to inform them of the concern and to obtain the student's response. Based on this meeting the faculty member will make determination about whether or not to forward the case to the Associate Dean for Education, for further review.

## ***STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)***

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Any student, staff, or faculty member who has reason to believe that a student has committed an act of academic misconduct may bring this matter to the attention of the Associate Dean for Education. The Associate Dean for Education will review the allegation and the information on which it is based, and will determine whether to proceed with an investigation of the charge.

### **b) Investigation of Charge:**

The Associate Dean for Education will review the information related to the charge and may interview witnesses. If the Associate Dean for Education concludes that there is evidence of academic misconduct, s/he will notify the student in writing that the student is charged with academic misconduct and must meet with the Associate Dean for Education and the Registrar of the School of Public Health. In this notice, the Associate Dean for Education will advise the student that he or she may be accompanied to this meeting by a faculty advisor. At this meeting the student will be informed of the evidence that appears to support the charge of misconduct. The student will be given an opportunity to rebut the charges and to provide evidence in his or her defense. At this meeting, the Associate Dean for Education will typically determine whether or not academic misconduct occurred, and decide upon a sanction or sanctions, as specified below. If the Associate Dean for Education recuses herself or himself from the case, then the case is referred directly to the Faculty/Student Committee.

### **c) Sanctions:**

A student who is found guilty of academic misconduct is subject to any of the following sanctions:

- Expulsion from the School.
- Suspension from the School for a specified period of time.
- Denial of credit for the course in which the misconduct took place, or grade, or honors, or denial of a degree; imposition of a failing grade in a course; revocation and withdrawal of credit, grade, honors or a degree previously credited, awarded or conferred.
- Disciplinary probation. Disciplinary probation may involve counseling with faculty or staff; restrictions of student privileges; prohibition in participation on School or University activities or events; prohibitions against holding office in or participation in student or School organizations and activities.
- Instruction to faculty to give a zero grade on the assignment in question.
- Instruction to faculty to provide a written summary of the charge to the SPH Registrar in a sealed envelope. This envelope will be placed in the student's academic file. Should another incident of academic dishonesty occur with the same student, the first envelope will be opened and the information within considered with the new information. In this instance, documentation from both incidents will remain open and in the student's file.
- Letter of warning, to be placed in the student's file.

## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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If the Associate Dean for Education imposes a sanction, such sanction will be stayed pending the result of a hearing before a Faculty/ Student Committee or an appeal to the Dean unless, in the judgment of the Associate Dean for Education, the health, safety or welfare of the School or the preservation of academic integrity requires the immediate imposition of sanctions. Both the suspected student and the individual who initiated the charge of academic misconduct shall be notified of the decision of the Associate Dean for Education in writing.

### **4. Appeal**

If the Associate Dean for Education determines that the student has committed academic misconduct, the student may appeal for a hearing by the Faculty/Student Committee. The student's written request must specify the grounds for the appeal and whether s/he is appealing the finding of academic misconduct, the sanction or both. The request for a hearing must be submitted in writing to the Associate Dean for Education within ten (10) calendar days after notification of the Associate Dean for Education's decision via e-mail. Failure to submit a request for an appeal hearing within the ten (10)-day timeframe will constitute a waiver of such rights.

#### a) Appeal to a Faculty/Student Committee

If a student appeals the Associate Dean for Education's decision or sanctions, the appeal will be heard by a Faculty/Student committee. The committee shall be appointed by the Dean of the School of Public Health and be composed of two faculty members and one student. The Dean shall appoint one of the faculty members as the Chair of the Committee. The Associate Dean for Education will provide the student with written notice of the time and place of the hearing and of the student's right to be accompanied to hearing by an advisor of his or her choice; however, except to the extent permitted by the Chair, the advisor may not participate directly in the hearing.

The Committee shall hold a hearing at which it will hear evidence regarding the charge of academic misconduct. The Associate Dean for Education will present the charges and the evidence to the Committee. The Registrar will attend and keep minutes of the appeal proceedings. The hearing will be recorded; however, the proceedings will not be invalidated by reason of a defective recording. The course instructor(s) will be present at the hearing if the Associate Dean for Education, the student, or the Committee requests such presence.

The accused student may provide evidence on his or her behalf. The Committee may ask questions of any person and request additional information or witnesses. The student shall normally be allowed, as deemed appropriate in the discretion of the chair, to ask questions of a witness present at the hearing. The Chair may limit or exclude testimony that is repetitive or irrelevant to determining the accused student's guilt or innocence. Inclusion or exclusion of evidence or testimony will not be determined by rules of



## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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evidence as used in courts. A student will be found guilty of academic misconduct if a majority of the Committee determines that the preponderance of the evidence supports a finding that the student has committed acts, which constitute academic misconduct.

The Committee will deliberate and will typically present its findings within five working days. If the Committee finds the student is not guilty of academic misconduct, the case shall be dismissed. If a student is found guilty of academic misconduct, the Committee shall determine a sanction. The sanction imposed by the Committee may be more lenient or more severe than the sanction imposed by the Associate Dean for Education. The decision and findings will be sent to the Associate Dean for Education in writing that will provide the student with a copy of the Committee's findings.

Except for good cause shown, failure of the student to appear at the Committee's hearing shall be deemed a withdrawal of a request for a hearing, and a waiver of any right to be heard by a Faculty/Student Committee.

### b) Appeal to the Dean of the School of Public Health

A student who is found guilty of academic misconduct by a Faculty/Student Committee may appeal the finding and/or the sanction to the Dean, who may affirm, reverse, or increase the sanctions. The appeal must be in writing, set forth the grounds upon which the student believes the findings or sanctions should be reversed or modified, and be delivered to the Dean not more than ten (10) calendar days after receiving notice of findings and sanctions by the Faculty/Student Committee. The student must deliver a copy of the appeal to the Associate Dean for Education. The filing of an appeal with the Dean will not operate to stay the effect of the sanctions imposed. The appeal may request that the sanctions be stayed or modified pending determination of the appeal, and the Dean may act on such request at his or her discretion.

The Dean, or his or her designee, will review the record of the prior proceedings. The Dean's decision will be in writing and sent via e-mail to the student. Copies will be provided to the student, the Associate Dean for Education and the members of the Faculty/Student Committee.

The Dean, or his or her designee, may:

- 1) Affirm, modify or reverse the findings of guilt.
- 2) Affirm or modify the sanctions imposed. The severity of the sanctions may be increased or decreased.
- 3) Remand the matter to the Associate Dean for Education or the Faculty/Student Committee for additional investigation or a new hearing. If the case is remanded, the Dean must specify whether the sanctions will be maintained or modified pending the completion of the matter on remand.
- 4) Take such other action as the Dean deems appropriate.

## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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### c) Appeal to the Medical Campus Provost

A student who is found guilty of academic misconduct and who has already appealed to the Dean of the School of Public Health may further appeal the finding and/or the sanctions imposed by the Dean to the Medical Campus Provost. The appeal must be in writing, set forth the grounds upon which the student believes the findings or sanctions should be reversed or modified, and be delivered to the Provost not more than ten (10) calendar days after receiving the notice of findings and sanctions from the Dean. The student must also deliver a copy of the appeal to the Dean. Filing an appeal with the Provost will not operate to stay the effect of the sanctions imposed. The appeal may request that sanctions be stayed or modified pending determination of the appeal, and the Provost may act on such request at his or her discretion.

### **5. Records**

A sanction imposed as a result of a finding of academic misconduct will be entered on the student's permanent record, unless this provision is waived by the Associate Dean for Education or the Dean of the School of Public Health. If a student is found to be not guilty of academic misconduct, no record will be made of the charge in the student's permanent record.

If a student withdraws from the School while charges against him or her are pending, or as part of a negotiated settlement of such charges, this fact will be communicated to the Registrar and the student will not be allowed to re-enroll unless s/he presents evidence that permission for re-enrollment has been granted by the Associate Dean for Education. If the student withdrew while charges were pending, permission for re-enrollment will be granted only after the charges have been resolved. The School may continue the process of investigating and resolving charges of academic misconduct made against a student even if a student withdraws from the School while the charges of academic misconduct are pending.

### **6. Violations by Students Not Enrolled in a School of Public Health Degree Program**

These policies apply to students who are enrolled in another School or College within Boston University, who are enrolled at another School or College outside the University, or who are non-degree students charged with academic misconduct in regard to academic work performed in the School of Public Health.

If such a student is found guilty of academic misconduct, in addition to any sanctions that may be imposed, such a student may be prohibited from taking additional courses at the School of Public Health, and any findings of academic misconduct will be reported to the School at which the student is enrolled.

## ***STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)***

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### **7. Applicability of other codes of Conduct**

Students at the School are also subject to the University's Code of Student Responsibilities which is administered by the University's Dean of Students. These documents does not in any way limit or supersede that Code or the jurisdiction of the University's Dean of Students, nor does it limit the ability of any other School or College in which a student of the School of Public Health may be enrolled to institute proceedings pursuant to its own disciplinary code.

### **Transfer Credit and Course Waiver Policy**

Within specific guidelines, students in the MPH degree program may apply for transfer credit for any graduate-level courses taken outside of the School of Public Health that the student would like to apply to his or her SPH degree program. This includes all courses taken at other schools within Boston University and through the Academic Consortium. All requests for transfer credit will be considered on an individual basis by the appropriate department chairperson or departmental designee and must be approved additionally by the SPH Registrar. Grades assigned to transfer credits will not be included in the calculation of the student's GPA at the School of Public Health.

Students in other degree programs (MS, PhD, or DrPH) should check with their program director regarding transfer credit policies for their specific degree program. MPH dual degree students are not eligible for transfer credit.

A completed Request for Transfer Credit or Course Waiver form must accompany each request along with a course description, syllabus, reading list, official transcript, and any other materials requested by the department designee or the SPH Registrar. The Request for Transfer Credit or Course Waiver forms may be obtained from the bookcase outside the SPH Registrar's Office, Talbot 210C, and on the School of Public Health website. There are a small number of courses that are preapproved for transfer credit; they can be viewed here. Students must submit a transfer credit request for these classes but do not have to submit the additional documents (syllabus, reading list, transcript).

## **TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)**

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### **Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

Note: to obtain credit, must complete a request for transfer credit for a pre-approved class at Boston University, available at <http://sph.bu.edu/registrar/forms>. Transfer is pending completion of the course with a grade of “B” or better.

School	Course #	Title	Credits	Type	Notes
<b>College of Communication (COM)</b>					
COM	JO702	Advanced Science Writing	4	Elective	Must do public health projects
COM	JO703	Magazine Writing	4	Elective	Must do public health projects
COM	JO519	Narrative Radio	4	Elective	Must do public health projects
COM	CM707	Writing for Media Professionals	4	Elective	
<b>Graduate Medical Sciences (GMS)</b>					
GMS	CI670	Biostatistics with Computer	waiver only for MA/MPH - 2 credits for others	Core course waiver or credit	
GMS	MA622	Religion & Public Health	3	Concentration credit for IH; elective for other	Concentration credit for IH for 2011-2012
GMS	MA700	History and Theory of Medical Anthropology (part I)	3		
GMS	MI713	Comprehensive Immunology	4	Concentration credit for EH concentrators	

## **TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)**

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### **Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

<b>Graduate School of Management (GSM)</b>					
GSM	HM833	Health Sector Marketing	3	elective	
GSM	HM840	Health Sector Consulting	3	elective	
GSM	IM853	Indian Field Seminar	3	elective	Must be sure does not conflict with start of spring semester at SPH
GSM	OB802	Leading Transformation in Health and Social Sector Organizations	3	elective	
GSM	OB830	Leading the Mission-Driven Organization	3	elective	
GSM	OB844	Managing Organizational Change	3	elective	
GSM	OM840	Managing and Improving Quality: Six Sigma Green Belt Certification	3	elective	
<b>Metropolitan College (MET)</b>					
MET	ML721	US Food Policy	4	elective	
MET	CS581	Electronic Health Records	4	elective	

## **TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)**

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### **Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

<b>College of Health and Rehabilitation Sciences (SAR)</b>					
SAR	HS551	Human Nutrition Science	4	elective	Must take as graduate student
SAR	HS776	Nutritional Epidemiology	4	concentration credit for Epidemiology concentrators	
SAR	OT713	Developmental Disabilities	2	elective	For LEND Fellowship students
STH	TR830	Values and Practices in Developing Healthy Communities	4	SB Concentration credit; elective for all other	
<b>Tufts Friedman School (Boston Consortium)</b>					
Tufts *	NUTR 201	Fundamentals Nutri Science	4	elective	Worth 4 BU credits; 1 at Tufts
Tufts *	NUTR 217	Monitoring & Evaluation for Nutrition & Food Security Projects	4	concentration credit for IH	Cannot take this course and IH745
Tufts *	NUTR 228	Community & PH Nutrition	4	elective	Worth 4 BU credits; 1 at Tufts

# ***TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)***

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## **General Requirements for Transfer Credit**

Current MPH students must have all courses preapproved through the SPH Registrar's Office. Students are advised that academic credits for courses taken at other schools and colleges, including Boston Consortium schools, may not transfer at the same numeric value as they are offered at the host school. BUSPH credits are calculated at 10 contact hours per credit, where contact hours are hours of direct instruction in the classroom. There is no rounding up of contact hours.

As part of the preapproval process, students are informed of the number of credits they may be awarded; therefore, it is vital that the student apply for preapproval.

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

- Courses must be officially documented as graduate-level courses.
- Transfer credit is contingent upon completion of the course with a B (3.0) or better. Official transcripts documenting the final grade(s) must be sent to the SPH Office of the Registrar.
- Courses cannot have been used in the past or be used in the future towards another degree or certificate program.
- Courses must be taken at an accredited U.S. institution.
- Courses must have significant, direct public health content. For example, foreign language courses would not be considered for transfer credit for the MPH degree, nor would an organic chemistry course.
- Hybrid courses will not be considered for transfer credit or waiver.

Courses taken prior to matriculation must meet the above criteria, must have been taken within the past five (5) years, and must not have been used towards the completion of another degree program.

## **General Requirements for Course Waiver**

Current MPH students may petition to be waived from core course or concentration requirements based on previous coursework. Relevant courses must have been taken within the past five years. Students must have earned a grade of B (3.0) or better in the classes in question. Students must complete a "Request for Transfer Credit/Course Waiver Form" and provide the requested documentation with the form to the SPH Office of the 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 department representative. Such waivers will not reduce the overall number of course credits to be taken in the School of Public Health (48 credits for the MPH degree). Requests for waivers should be forwarded to the SPH Registrar's Office.

# ***TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)***

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## **Maximum Transfer Credits Allowed**

MPH students may petition to have a maximum of eight required credits transferred to meet MPH degree requirements. MPH dual degree candidates may not apply for transfer credit. Transfer credit includes courses taken at Boston University schools or colleges that are not the home schools of the dual degree program. The eight-credit maximum does not apply to students who graduated from Boston University with a BA or BS.

## **Online Courses**

Online, graduate-level courses from CEPH-accredited schools and programs will be considered for transfer credit or waiver according to the general requirements stated above. Should those requirements be met, the credit for the online course will be calculated as a percent of the total credits for the MPH degree program at the home school. For example, an online course granted 3 credits within a 55-credit program would be 5 percent of the total program. Five percent of the MPH program at BU equates to 2 credits; therefore this class would be awarded 2 BUSPH credits. There is no rounding up.

Students will be considered for core course waivers should the online course align with the required MPH core course at BUSPH. For international health concentrators or students studying on an F-1 or J-1 visa, courses that are similar to the international health core courses in Health Policy & Management and Social & Behavioral Sciences will be considered. Students requesting waivers from concentration requirements through online coursework should speak to their department representative or chair.

## **Students Who Completed BUSPH Credit During Their Undergraduate Years**

Students matriculating to the SPH who completed Boston University SPH graduate-level courses during their undergraduate years may seek to apply the credits to the MPH degree requirements. Students who are not part of an approved dual degree program must obtain a letter from their undergraduate school or college verifying that the credits were not counted towards the bachelor's degree major or minor. The credits may not be double counted towards the bachelor's degree major or minor and the MPH degree.

In all cases (single bachelor's degree, minor, or 4+1 degree program students), a maximum of 16 credits of graduate coursework taken during the undergraduate years may be counted towards the MPH. Established SPH minimum grade policies apply.

Other BU undergraduate courses that are automatic waivers for MPH core courses:

- 1) Students who attain a grade of B or higher in both CAS MA 115 **AND** CAS MA 116 or CAS MA 684 will have fulfilled the MPH Biostatistics requirement. Students who attain a grade of B or higher in SAR HP 353 will have fulfilled the Health Policy and Management core course requirement *for non-Health Policy and Management and non-International Health students*. ***Students who plan to concentrate in Health Policy and Management or International Health must enroll in SPH PM 702 or SPH IH 704, respectively.***



# **LEAVES OF ABSENCE OR WITHDRAWALS**

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A degree candidate in good standing may request up to two semesters of leave of absence from the School of Public Health by completing a “Request for Leave of Absence Form” prior to the official start of the semester in which he or she wishes to take the leave of absence. “Request for a Leave of Absence or Withdrawal” forms are available on the shelves outside the Registrar’s Office on Talbot 210 Center and on the School of Public Health website at <http://sph.bu.edu/registrar/forms>.

To avoid academic and financial penalties, students must withdraw prior to the first day of the upcoming academic semester by completing a Request for a Leave of Absence or Withdrawal. If the School of Public Health Registrar does not receive a registered student’s request to take a leave of absence or to withdraw from the program prior to the start of the semester, the student will be liable for tuition and fees for registered courses based upon University policy. Students receiving tuition remission benefits from Boston University should contact their benefits representative for information should they seek to withdraw or file a Leave of Absence in addition to contacting the SPH Registrar’s Office. Degree candidates who fail to register for two consecutive fall and spring semesters without receiving approval from the SPH Registrar will be administratively withdrawn. *Lack of registration does not constitute an official leave of absence or withdrawal.*

If requesting a Leave of Absence, the request should include a reason for requesting the leave, the anticipated date of return to the degree program, the student’s name, address, Boston University identification number, and department(s) of concentration. Leaves of absence due to medical reasons are handled according to the procedures below. Students who are not able to continue in their degree program due to relocation, ongoing academic difficulty, or other personal circumstances may voluntarily withdraw from Boston University.

## ***Leaves of Absence for Medical Reasons***

Sometimes a student may need to interrupt his or her studies for medical reasons. The University can assist a student who is deciding whether to take a medical leave and advise him or her about the steps necessary for a successful return. A student’s request for a leave of absence for medical reasons must be reviewed by Student Health Services or its designee. Boston University also reserves the right to require an involuntary medical leave of absence if it determines 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 must demonstrate to the University 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 the University.

# OTHER COURSE POLICIES

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## ***Exam Schedule Policy***

Students who have three exams scheduled on any one exam day may have that exam which falls in between the other two rescheduled to another exam day. This arrangement for rescheduling should be coordinated between the instructor and the student. Feel free to contact the Registrar (617-638-4963) or the Director of Student Services (617-638-5059) if you have any questions about this policy.

## ***Policy on Timely Completion of Course Requirements***

All students are required to take examinations on the day they are scheduled and to hand in assignments no later than the due date. Syllabi should indicate examination dates and project (which includes papers) due dates, and penalties associated with late submissions of assignments. If a student cannot take an exam or submit a paper or project on time, the student must request an alternate date in writing from the faculty member. The request for extensions should only be approved if the student has encountered a serious problem that arose unexpectedly and that will make it impossible or extremely burdensome for the student to take the exam or fulfill the assignment requirements as scheduled. In such a circumstance faculty may grant a request for an alternate exam or due date. Substitute examinations should ordinarily be scheduled as soon as possible after the scheduled exam date. Students should be warned that if they request a delay in taking a final exam or in completing a final assignment that the stipulations in the SPH Grading Policy must be followed.

It is the student's obligation to request an extension prior to the time of the exam or date an assignment is due. Only in circumstances when it would be impossible or extraordinarily burdensome for a student to make the request prior to the scheduled date may the faculty member consider a request for an extension of time after the date of the exam or assignment due date.

Faculty may require a student to provide documentation of the circumstances the student submits as the reason for granting an alternative exam or due date, such as a note from a physician.

A student's failure to adhere to this policy may result in a failing grade being granted for the exam or paper.

Disputes between faculty and students arising out of this policy will be decided by the Associate Dean for Education.

## ***OTHER COURSE POLICIES (continued)***

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### ***Policy on Course Requirements that Require Student Attendance Outside of Scheduled Class Time***

At times faculty may wish to require an assignment that requires students to attend sessions outside ordinary class time. For example, a faculty member teaching a summer course may wish to administer an exam outside class time in order to devote all scheduled class time to teaching and learning activities, or a faculty member may require field trips that occur at a place and time that differs from that of the scheduled class.

If the additional requirement will necessitate additional sessions of classes held at the school, they must be scheduled with the Office of the Registrar and the Student Services at the time the semester schedule is submitted to the Registrar's Office. The information will be included in the scheduling materials so that students are aware of all course requirements prior to registration.

Additionally, all such extra-class requirements must be included in course syllabi so that students can be aware of the requirements and plan accordingly. Faculty are responsible for keeping their syllabi up-to-date and to post them so that all students, both in the course and those considering taking the course, can have access to them.

### ***Changing Master of Public Health Concentration***

Once students have matriculated into the MPH program, they may request to change their concentration or add a dual concentration by submitting a "Change of Concentration Form" to the SPH Registrar's Office. Change of Concentration forms are available on the SPH website and on the shelves outside the Office of the Registrar.

Completed Change of Concentration Form applications include:

- A one-page statement indicating the reason for changing concentration.
- A tentative schedule outlining how the student will satisfy the concentration requirements by the student's anticipated/desired graduation date. This schedule should include BUSPH courses taken to date and any approved transfer credits.
- Review and signature by the designated faculty member in the concentration to be added. If the student wishes to add a dual concentration, he/she must have the form reviewed and signed by the designated faculty member in both concentrations.

Faculty may review the student's academic record prior to approving the change or addition. The student is responsible for obtaining and reviewing the bulletin and concentrator's guide(s) so he/she is prepared to meet the graduation standards in place at the time of the change to the new concentration. It is possible that changing concentration or adding a dual concentration will result in the student's having to complete more than 48 credits for the MPH degree.

# Degree Programs at the School of Public Health

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## ***MPH DUAL DEGREE REQUIREMENTS***

Dual degree programs are specially approved programs that allow students to earn two degrees within a specific timeframe and structure, allowing for a savings of credits when compared with the two degrees completed sequentially. The following graduate dual degree programs are approved for Boston University School of Public Health:

Law and Public Health (JD/MPH)  
Health Care Management (MBA/MPH)  
Global Health Management (MBA/MPH)  
Medicine and Public Health (MD/MPH)  
Medical Sciences and Public Health (MA/MPH)  
Social Work and Public Health (MSW/MPH)

The MBA/MPH, MA/MPH, and MD/MPH programs are simultaneous degree programs, meaning the students are awarded the degrees together regardless of when the requirements for one degree may be completed. The JD/MPH and MSW/MPH allow for sequential completion of the degree; students virtually always earn the MPH degree as the second degree in the dual program.

All MPH dual degree students must complete the MPH core course requirements, the MPH concentration requirements, the MPH practicum, and the culminating experience specific to their concentration. No dual degree program allows a student to earn an MPH with fewer than 32 credits in residence at the School of Public Health. Dual degree candidates are not eligible to count transfer credit towards their degrees, nor may they enroll in classes outside of their home schools at Boston University. For more detail, please see the 2013-2014 Bulletin.

In practice, participating in a dual degree program limits the elective courses that dual-degree students may take if they wish to complete the minimum number of credits allotted to the dual degree. It also makes it very difficult for a dual-degree student to complete an MPH dual concentration within the minimum allotted credits.

The dual degree programs are described in the SPH Bulletin, <http://www.bu.edu/bulletins>.

## ***OTHER PROGRAMS AT SPH***

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### ***MPH 4+1 Degree Programs***

The School of Public Health also offers two 4+1, Bachelor's-Master's degree programs, the BA/MPH program offered jointly with the College of Arts and Sciences and the BS/MPH Program offered jointly with Sargent College of Health and Rehabilitation Sciences (Sargent College). Students complete all degree requirements for the (128-credit) Bachelor's degree and all requirements for the (48-credit) MPH that a single degree MPH student would complete for his or her concentration. Up to a maximum of sixteen credits of graduate level School of Public Health coursework completed in the undergraduate study may be applied both as elective credit toward the Bachelor's degree and as credit toward fulfillment of the requirements for the MPH. There are specific requirements that must be completed during the undergraduate years, and these are described in detail in the 2013-2014 Bulletin.

Careful planning and full-time enrollment can result in students' receiving the MPH after a total of five years of study, rather than the usual minimum of five-and-a-half years. The Bachelor's degree is awarded at the completion of all BA requirements; the MPH is awarded once students have completed all MPH program requirements and requirements for one of the eight MPH concentrations.

### ***Certificate Programs***

MPH students may apply to the Pharmaceuticals Certificate Program in their first semester at SPH. This 12-credit graduate certificate is completed as part of the MPH program and may be completed by students in any MPH concentration. For more information, contact Program Director Chris Gill, [cgill@bu.edu](mailto:cgill@bu.edu).

MPH, MS, and doctoral students at SPH or GRS may complete certificates in Statistical Genetics or Modern Biostatistics. For more information, contact Amanda Velez in the Department of Biostatistics at SPH, [aavelez@bu.edu](mailto:aavelez@bu.edu).

### ***Master of Science Degrees***

The School of Public Health offers the Master of Science degree in Environmental Health, Epidemiology, and Health Services Research. For more information, read the program information in the 2013-2014 bulletin. If you have questions or are interested in applying, please contact the Admissions Office at [asksph@bu.edu](mailto:asksph@bu.edu).

### ***Doctoral Degrees***

The School of Public Health offers the Doctor of Philosophy degree in Biostatistics, Environmental Health, Epidemiology, and Health Services Research. It also offers the Doctor of Public Health degree.

For more information, read the program information in the 2013-2014 bulletin. If you have questions or are interested in applying, please contact the Admissions Office at [asksph@bu.edu](mailto:asksph@bu.edu).

## ***OTHER DEGREE PROGRAMS AT SPH (continued)***

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Master of Science candidates in Epidemiology and Health Services Research and all doctoral degree candidates must follow the graduation calendar. The calendar for 2013-2014 is as follows:

<b>SPH Master of Science and Doctoral Degrees Graduation Calendar</b>			
<b>Doctoral Candidates</b> (DrPH/PhD)	Sept. 25, 2013 Award	Jan. 25, 2014 Award	May 19, 2014 Award
<b>Graduation Application and Thesis/Dissertation Abstract*</b> (submitted to the BUSPH Registrar and Doctoral Program Director)	At least 30 days prior to Final Oral Exam.	At least 30 days prior to Final Oral Exam.	At least 30 days prior to Final Oral Exam.
<b>Last Date to hold Final Oral Exam</b>	August 16, 2013	November 26, 2013	April 14, 2014
<b>Deadline for Submission of Approved and Signed Thesis/Dissertation**</b> (2 copies due to Mugar Memorial Library)	September 11, 2013	December 16, 2013	May 2, 2014

### ***Master of Arts In Biostatistics And PhD In Biostatistics***

Students may pursue graduate study in biostatistics through the Biostatistics Program, jointly administered by the Department of Biostatistics of the School of Public Health and the Department of Mathematics and Statistics of the Graduate School of Arts and Sciences. The program offers students the opportunity not only to gain expertise in mathematical statistics but also to specialize in the epidemiologic, medical, and bioscientific applications of statistics. Students are required to take courses in both the Department of Mathematics/Statistics and the Department of Biostatistics. The program offers a Master of Arts (MA) in Biostatistics and a Doctor of Philosophy (PhD) in Biostatistics. Students may pursue these programs on a part or full-time basis, although they must complete their programs within a specified period as required by the Graduate School.

Admission to the MA and PhD programs in biostatistics is through the Graduate School of Arts & Sciences. For more information, call 617-638-5207.