



Boston University Study Abroad
London

Frequently Asked Questions

...about Academic Affairs

Class Queries

- Q. How may I make an adjustment to my course schedule?**
A. We use a standard "add/drop" form and procedure. This requires you to:
1. **Pick up** a London "add/drop" form from the Student Affairs Office.
 2. **Obtain** the "add" course professor's signature.
 3. **Inform** the "drop" course professor and obtain signature.
 4. **Seek approval** from your home institution from your Academic Advisor.
 5. **Hand** the completed form in at the Academic Affairs office. The form will be forwarded to the Associate Director for Academic Affairs for final approval.
- Students may **not** drop their Core Course or their Internship Course unless they are improperly registered, in which case this needs to be discussed with the Associate Director for Academic Affairs.
- Q. What is the deadline for add/dropping a class?**
A. Students may change courses only up to the start of the second class meeting and this can only be done through the Academic Affairs staff.
- Q. Is it possible to audit a course?**
A. No. Students must complete all courses for credit on the programme.
- Q. Where do I get an Academic Handbook from?**
A. The Academic Handbook is online at www.bu.edu/london/current-semester
- Q. Where do I turn in papers, collect papers?**
A. This depends on what the lecturer dictates. You may hand them in on a certain deadline outlined in the course syllabus in class or to the Student Affairs Office on the left at the top of the stairs.
- Q. What do I do about missing a class or internship day?**
A. Attendance to all classes is compulsory.

Please remember that you must attend all the class sessions - there is no cut allowance on this programme and attendance to class will count towards your final grade. Make sure that your travel plans and your internship interviews are arranged around your academic schedule.

If students are ill or have a valid reason for not attending class they must contact the BU London Student Affairs office, so that we can inform the faculty concerned of the student's absence and register the absence.

If a student is missing more than one class day due to illness, the student must call into the BU London Student Affairs Office on each day they are ill. Students must also provide the Student Affairs Office with a completed Authorised Absence Approval Form and a sick note from a local doctor excusing their absence from class.

Important note for students on the Internship programme:

The rules governing Internship Programme students' UK visas are strict and require, as a condition of the student's presence in the United Kingdom, that the student fully participates in all classes and in the placement. If a student does not attend classes or his/her placement as required, the student will be considered in breach of the visa and can be deported. As the sponsor of our students' visa, Boston University has the legal obligation to ensure that each student complies with visa regulations.

Attendance on the placement is mandatory. If a student is too ill to attend their placement, they must contact their placement supervisor, the BU London Student Affairs Office and the EUSA placement office.

If a student is missing on multiple days due to illness, they must contact the placement supervisor, the BU London Student Affairs Office and the EUSA placement office on each day they are ill. They must also provide the Student Affairs Office with a completed Authorised Absence Approval Form and a sick note from a local doctor excusing their absence from their placement.

If a student is too ill to attend their placement on two separate occasions, in addition to contacting their supervisor, the BU London Student Affairs and EUSA placement office on each day of their illness, they will also need to provide the BU London Student Affairs office with a sick note for their second period of absence. This applies to any subsequent periods of absence of any length. They will also need to meet with the Associate Director for Academic Affairs to discuss their absences.

Any student requesting to miss a class for any reason other than illness must complete an Absence Approval Form. If the absence is not authorised, the student may receive a 4% final grade penalty. ***Please note that submitting an Authorised Absence Approval Form does not guarantee an authorised absence.***

Please review the attendance policy and the Authorised Absence Approval Form at: www.bu.edu/london/current-semester

Q. How do I contact members of Faculty?

A. If the faculty member has not included their email address at the top of their syllabus, the Academic Affairs team can pass on messages to faculty members. Please keep in mind that the faculty are part time and not all will be able to provide office hours so the best way to contact them is over email (unless they state otherwise).

Blackboard Learn

Q. I cannot sign in to Blackboard. What do I need to do?

A. BU Study Abroad will have sent you a link to activate your BU account (please note this is separate from your online application). If you have not yet activated your account our offices will need to request for a new link to be sent to you as the old link will have expired. Please contact Chris Harry in the Student Affairs office to request a new link.

Q. I don't see my class listed when I log in.

A. The London staff will need to enroll you into the appropriate class, if you have recently switched classes, please contact William Kiernan with your full name, current class and previous class. If you have not switched but still need to be enrolled, please do the same, but only list your current class.

If you do not find your question above, please contact William Kiernan (william@bu-london.co.uk) with your specific question.

Exam Queries

Q. I have special needs that should be taken into account when taking exams - how do I check on this?

A. Accommodations for students with special needs can only be taken into account on the basis of diagnosis and supporting documentation being provided to the BU Office of Disabilities Services - please speak to the Academic Affairs team if you have a query about this.

Q. May I take examinations at times other than those posted?

A. No. Students are required to sit their examinations on the dates, at the times, and in the same classroom as the other students in their class.

Q. If I have to miss an examination, what do I do?

A. Prior approval to miss an examination is granted only upon approval by the Academic Director. You must provide appropriate documentation of illness or other extenuating circumstances that warrant your absence from a scheduled examination.

If a student is unavoidably absent from a final examination (due to accident or medical emergency, for example) the faculty member may schedule a makeup examination or assign other work in lieu of an examination.

Note: The make-up examination cannot be taken until after the regular scheduled date of the examination, make-ups cannot be scheduled earlier than the original examination to suit the convenience of student travel arrangements.

Q. May I submit assignments late without penalty?

Late submission of papers, particularly those that may delay the processing of final grades for a course, is discouraged. An extension may be granted only by permission of the faculty member. Any delay may warrant a reduction in the final grade. If the extension will delay the posting of a final grade, the instructor should award a grade of "MG" (Missing Grade) with a specific due date.

Q. May I take an "Incomplete" ("I") in my courses?

A. No. Students must complete all course work before the end of the semester and departing the programme. However, if you elect to leave the programme early the Academic Affairs Office will issue you with Missing Grades for the courses you have not finished and your reasons for departing the programme early will be verified by the BU Study Abroad Office BEFORE any action is taken to arrange for you to complete your studies via make up work with the individual lecturers concerned, if your reasons are not valid you will be assigned F (Fail) grades for the courses you have not completed.

Final Grade Queries

Q. When will I receive the grades for my courses and get my papers and examinations back?

A. We expect faculty to turn in their grades within **ten working days** after the final examinations or end of course. Please bear in mind that our faculty are part-time, are widely scattered geographically, with many other academic commitments to fulfil. Realistically you should expect grades to be posted on your London Personal Page within two weeks. Papers and examinations should be returned to you at that time and can be collected from the Student Affairs Office. If you have left London and wish your papers and examinations to be sent to you, please leave a self-addressed stamped envelope with the Academic Affairs team and we will forward the materials on to you.

Q. Who should I speak to if I have questions about my final grade?

A. Students should first speak to their lecturer if they have not already received comprehensive comments about their coursework. If a student has further questions about a final grade, a meeting with the Associate Director for Academic Affairs should be scheduled.

Registration Queries

Q. How may I get information on my programme of study at my home university while in London?

A. Students are able to use the facilities available in the Student Affairs Office to contact their advisors at their home institutions.

Q. Is it possible to stay in London for a second semester?

A. Yes. But you will need to meet the application deadlines and criteria set by Boston University Study Abroad Office and your home campus. If you are interested in staying on, please meet with the Associate Director for Academic Affairs to discuss your planned program of study/internship interests. This opportunity is subject to availability of space.

Q. Can I take the G.R.E., G.M.A.T., or L.S.A.T. examinations while in London?

A. Yes, but you must do this on your own. Kaplan (www.kaptest.co.uk) and TestMasters (www.testmasters.net) are pre-test preparatory agencies with offices here in London that offer courses. For more information see: <http://www.gre.org> and <http://www.gmat.org>

General Support

Q. Who should I go to for academic support?

A. You should first approach the faculty concerned or talk to the Associate Director for Academic Affairs, Dr Caroline Walker, or the Academic Director, Dr Michael Peplar. Alternatively the library has information on external resources in London e.g. libraries, collections, and exhibitions that can assist you in your research.