CAS UNDERGRADUATE ADVISING GUIDE

Academic advising is a shared responsibility between a student and their advisor in each academic area of the College of Arts & Sciences. As advisors, we strive to uphold the Boston University Advising Mission Statement & Learning Objectives of Academic Advising.

ACADEMIC ADVISING TOOLS & RESOURCES

- **Academic Progress & Graduation** - Students and advisors should use Degree Advice and the Bulletin as a primary source of academic and program information.

- **CAS Academic Advising** - CAS Advising staff and advisors have a vast knowledge of policy, procedure and best practice. Please utilize your academic liaison from CAS Advising for all advising questions, or call the Advising Office at 617-353-2400, or email: casadv@bu.edu.

- **College Program and Degree Requirements** – As advisors, it is important that we have comprehensive knowledge of the Bachelor of Arts (B.A.) degree in CAS. One of our roles as advisors is to be guiding our advisees toward their goals of earning a B.A., and thus, we need to be well-versed in the five main components of how, with satisfactory completion of these components, students earn the degree:

  1. **Foundational Skills:**
     - Writing
     - Foreign Language
     - Mathematics – Note that students who do not demonstrate competence via their SAT or ACT score, will need to take a CAS math course numbered 109 or higher. Satisfaction of this math requirement does not imply satisfaction of the math/computer science divisional studies requirement, but if the student is looking to satisfy both through the same course, they may do so as long as the course is an approved course from the “Mathematics & Statistics” Divisional List.

  2. **General Education Breadth:**
     - Core Curriculum
     - Divisional Studies

  3. **Major:**
     - Majors & Minors

  4. **Minimum Course Credit Requirement:**
     - 128 credits – a minimum grade of C or higher is required for all major courses, and a D or higher in general education, foundational, and elective courses for graduation.

  5. **Intent to Graduate Application:**
     - A student must submit their graduation application one year in advance of planned graduation to receive and official confirmation of Academic Progress & Graduation.
ACADEMIC CALENDARS & IMPORTANT DATES

- Academic Calendar
- Registration Dates & Times
- Semester Dates

COLLEGE POLICIES & REGULATIONS GOVERNING UNDERGRADUATES

- **Transfer of Undergraduate Credit from US Institutions** – Current CAS students may check the Registrar’s Transfer Equivalency Database to see if a desired course from a domestic institution has been previously equated as a BU course equivalent. If so, the student may complete the Transfer Course Pre-Screening Form to then get either approval for the course or be given next steps for the course approval process. This will also ensure the course the student is planning to take is entered into his/her student record for easy processing once the completed transcript is sent to CAS Academic Advising.

- **Transfer Credits from non-Boston University International Programs** – When a student expresses plans to pursue admission into a non-BU external program, advisors need to refer that student to contact the External Programs Office via email: nonbusa@bu.edu. External Programs staff will evaluate each student’s proposed program for validity and accreditation that meets BU standards. Students should work with External Programs staff prior to discussions with advisors and academic departments about transfer credit equivalencies and how they would apply to their program requirements. If approved, External Programs will give the student a signed transfer credit equivalency form in which to use for course equivalency inquiries with departments.

- **Advanced Credit** - Superior results on any of these examinations demonstrate a level of achievement beyond most standard high school programs. In some cases, final credit will be determined by the student’s BU School or College of admission. In order to receive credit, students must send scores to Admissions through College Board.

  Advanced Placement (AP)
  International Baccalaureate (IB)
  GCE Advanced-Level Examinations
  French Baccalaureate Examinations
  German Abitur Examinations
  Italian Maturita Examinations
  Swiss Maturity Examinations

- **Intra-University Transfer** (IUT) is the process by which full-time undergraduates change their primary academic affiliation from one school or college to another within BU. Students who seek an IUT must meet the following criteria:
  - Cumulative grade point average (GPA) of 2.0 or greater on at least 12 credits per semester for at least one semester at BU.
  - Satisfactory completion of Gateway Criteria as certified by an advisor in the Receiving School (the BU school or college to which a student desires to transfer). Students considering intra-University transfer must discuss their transfer in person with an advisor in the Receiving School.
Attendance-Related Policies:
- Absence for Religious Reasons
- Student Bereavement

Courses, Grades, & Degree Policies:
- Adding & Dropping Courses
- Auditing Courses
- Repeated Course Policy
- Pass/Fail Course Policy
- Policy on D grades
- Withdrawal, Leave of Absence, and Reinstatement
- Incomplete Grade Policy
- Final Exam Policy
- Policy on Missing Grades (MG)
- Credit for PDP, ROTC & FY 101/103 Courses

Academic Opportunities/Specialized Programs:
- Directed Study
- Undergraduate Research Opportunities Program (UROP)
- Study Abroad
- Dual Degree Program (DDP)
- Internship Programs
- Pre-Law
- Pre-Medical/Pre-Health
- ROTC: Division of Military Education
- Athlete Support Services
- Kilachand Honors College

Advisor Resources:

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<th>Who To Contact</th>
<th>When To Contact</th>
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| CAS Advising – Ask for your Advising Liaison  
100 Bay State Road, Room 401  
Contact: 617-353-2400,  
http://www.bu.edu/casadvising/       | • If you or your advisee have general advising questions (general education requirements, proficiency requirements, or policy/practice)  
                                         • If one of your advisees is in academic difficulty (attendance issues or low performance)  
**CAS Advising makes note of this in the student’s record and will do outreach to provide services/resources for that student** |
| Educational Resource Center (ERC)  
100 Bay State Road, 6th Floor  
Contact: 617-353-7077,  
erc@bu.edu  
http://www.bu.edu/erc/              | • If your advisee could benefit from additional academic support such as peer tutoring, writing assistance, language learning assistance (Language Link), workshops for time/stress management, developing study habits, etc.  
                                         • If your advisee would benefit from Individual advising for learning style strategy, time-management, organization skills, etc. |
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<tr>
<th><strong>Center for Career Development (CCD)</strong></th>
<th><strong>The University Service Center</strong></th>
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<tr>
<td>100 Bay State Road, 6&lt;sup&gt;th&lt;/sup&gt; Floor</td>
<td>881 Commonwealth Ave</td>
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<tr>
<td>Contact: 617-353-3590, <a href="mailto:future@bu.edu">future@bu.edu</a></td>
<td>Contact: 617-358-1818, <a href="mailto:usc@bu.edu">usc@bu.edu</a></td>
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- If your advisee needs help with starting a Career/Internship search, Resume and Cover Letter Workshops
- If your advisee would benefit from Individual counseling appointments that may include personality tests and interest inventories (available for small fee)

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<th><strong>Student Health Services / Behavioral Medicine</strong></th>
<th><strong>SARP (Sexual Assault Response &amp; Prevention)</strong></th>
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<tr>
<td>881 Commonwealth Ave</td>
<td>930 Commonwealth Ave</td>
</tr>
<tr>
<td>Phone: 617-353-3575 - SHS</td>
<td>Contact: 617-353-SARP (7277), <a href="mailto:sarp@bu.edu">sarp@bu.edu</a></td>
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- If your advisee is thinking about taking a leave of absence or is returning from a leave of absence
- If your advisee is thinking about withdrawing from the University

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<tr>
<th><strong>Dean Kerry Buglio, <a href="mailto:kbuglio@bu.edu">kbuglio@bu.edu</a></strong></th>
<th><strong>Office of Disability Services</strong></th>
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<tr>
<td>CAS Title IX Coordinator</td>
<td>19 Deerfield Street, 2&lt;sup&gt;nd&lt;/sup&gt; Floor</td>
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<tr>
<td>Contact: 617-353-3658, <a href="mailto:access@bu.edu">access@bu.edu</a></td>
<td>Contact: 617-353-3658, <a href="mailto:access@bu.edu">access@bu.edu</a></td>
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- If a student experiences a traumatic incident including but not limited to sexual assault, physical assault, interpersonal violence and other crimes
- Advisors are mandatory reporters: If a student reveals that they have been a victim of sexual harassment or assault, then you must report the incident to Dean Kerry Buglio in CAS Advising.

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<th><strong>Study Abroad</strong></th>
<th><strong>International Student Scholars Office (ISSO)</strong></th>
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<tr>
<td>888 Commonwealth Ave</td>
<td>888 Commonwealth Ave</td>
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<tr>
<td>Contact: 617-353-9888, <a href="mailto:abroad@bu.edu">abroad@bu.edu</a></td>
<td>Contact: 617-353-3565, <a href="mailto:isso@bu.edu">isso@bu.edu</a></td>
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- If a student asks questions regarding their Visa status or I-20
- International students must be enrolled in at least 12 credits (full-time status) unless given permission from ISSO