



**College of Health and Rehabilitation Sciences:  
Sargent College**

**Undergraduate Programs Manual  
2011-2012**

**Academic Services Center - Room 207  
635 Commonwealth Ave.  
Boston, MA 02215**

**617-353-2713**

## Academic Calendar 2011-2012

### Fall 2011

Classes Begin	Tuesday, September 6, 2011
Holiday, Classes Suspended	Monday, October 10, 2011
Parents Weekend	Friday, October 21- Sunday, 23, 2011
Thanksgiving Recess	Wednesday, November 23- Sunday, November 27, 2011
Classes Resume	Monday, November 28, 2011
Last Day of Classes	Monday, December 12, 2011
Study Period	Tuesday, December 13- Thursday, December 15, 2011
Final Exams Begin	Friday, December 16, 2011
Final Exams End	Wednesday, December 21, 2011

### Spring 2012

Classes Begin	Tuesday, January 17, 2012
Holiday, Classes Suspended	Monday, February 20, 2012
Substitute Monday Schedule of Classes	Tuesday, February 21, 2012
Spring Recess	Saturday, March 10- Sunday, March 18, 2012
Classes Resume	Monday, March 19, 2012
Holiday, Classes Suspended	Monday, April 16, 2012
Substitute Monday Schedule of Classes	Wednesday, April 18, 2012
Last Day of Classes	Wednesday, May 2, 2012
Study Period	Thursday, May 3 - Sunday, May 6, 2012
Final Exams Begin	Monday, May 7, 2012
Final Exams End	Friday, May 11, 2012
COMMENCEMENT Weekend	Friday, May 18 - Sunday, May 20, 2012

## Table of Contents

INTRODUCTION TO BOSTON UNIVERSITY COLLEGE OF HEALTH AND REHABILITATION SCIENCES: SARGENT.....	5
ACADEMIC SERVICES CENTER .....	6
BOSTON UNIVERSITY SARGENT COLLEGE ADVISING NETWORK.....	7
FACULTY ADVISOR LIST .....	8
ATHLETIC TRAINING- SAMPLE CURRICULUM.....	9
ACCELERATED AT/DPT- SAMPLE CURRICULUM .....	10
HEALTH SCIENCE-SAMPLE CURRICULUM .....	12
HUMAN PHYSIOLOGY-SAMPLE CURRICULUM .....	13
NUTRITIONAL SCIENCE- SAMPLE CURRICULUM.....	14
DIETETICS-SAMPLE CURRICULUM .....	14
UNDECLARED PROGRAM- SAMPLE CURRICULA.....	15
OCCUPATIONAL THERAPY BS/MSOT- SAMPLE CURRICULUM.....	16
PHYSICAL THERAPY BS/DPT- SAMPLE CURRICULUM .....	17
SPEECH, LANGUAGE AND HEARING SCIENCES- SAMPLE CURRICULUM.....	19
COMBINED B.S./M.S. IN SPEECH-LANGUAGE PATHOLOGY PROGRAM-SAMPLE CURRICULUM .....	20
ELECTIVES GUIDELINES FOR EACH MAJOR .....	21
GRADE POINT AVERAGE (GPA) REQUIREMENTS .....	23
MINORS AVAILABLE TO SARGENT COLLEGE STUDENTS.....	24
JOINT BACHELOR OF SCIENCE / MASTER OF PUBLIC HEALTH (BS/MPH) PROGRAM .....	25
FRESHMAN PROGRAM CHANGES AND TRANSFERS .....	26
STUDY ABROAD.....	27
PETITIONS .....	27
GRADE CHANGES.....	27
ADVANCED PLACEMENT .....	28

BU SARGENT COLLEGE SPONSORED PROGRAMS FOR STUDENTS.....	28
BU SARGENT COLLEGE ORGANIZATIONS AND CLUBS .....	29
ADMINISTRATIVE INFORMATION .....	30
ACADEMIC CONDUCT CODE .....	31
LEAVE OF ABSENCE OR WITHDRAWAL FROM THE UNIVERSITY/COLLEGE .....	32
CLASS ADJUSTMENT SCHEDULES .....	32
ACADEMIC PROBATION.....	33
DISABILITY ACCOMMODATION .....	33
PROFESSIONAL BEHAVIOR.....	33
FINANCIAL ASSISTANCE FROM BOSTON UNIVERSITY.....	34
CAMPUS RESOURCES.....	35
OTHER RESOURCES.....	41
TRANSPORTATION .....	41
BE WELL AT BU! .....	42
HEALTH REQUIREMENTS.....	45
EMERGENCY CONTACT PHONE NUMBER .....	45



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## Introduction to Boston University College of Health and Rehabilitation Sciences: Sargent

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The College of Health and Rehabilitation Sciences: Sargent became part of Boston University in 1929. It was originally founded as a School of Physical Training in Cambridge, Massachusetts by Dr. Dudley Allen Sargent in 1881. Dr. Sargent built an international reputation as an innovator in health promotion and physical conditioning. With the expansion of knowledge about health and the increase in complexity of society's health care needs, BU Sargent College continuously adapts our degree programs to meet the needs of future professionals in health fields.

### Academic Programs

Undergraduate programs include Athletic Training, Accelerated Athletic Training/Physical Therapy, Health Science, Health Studies (undergraduate portion of the Doctor in Physical Therapy program), Human Physiology (pre-med), Dietetics, Nutritional Science (pre-med), Speech, Language and Hearing Sciences, and Therapeutic Studies (undergraduate portion of the Occupational Therapy program). Graduate programs are offered in Applied Anatomy and Physiology, Nutrition, Audiology, Occupational Therapy, Physical Therapy, and Speech-Language Pathology.

### Scope of the Program Manual

Information in this manual is not intended to replace policies, data, or listings that are found in

- Graduate or Undergraduate Bulletins
- Academic Conduct Code
- Mugar Library Guidelines for Preparation of Theses and Dissertations
- University and/or Sargent College Websites

While every effort is made to keep all of these sources accurate, up-to-date and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with the Program Director.

### Mission of Sargent College

The mission of Boston University College of Health and Rehabilitation Sciences: Sargent is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society.

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## Academic Services Center

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The **Academic Services Center** is located in Room 207, on the second floor of BU Sargent College. All materials related to student records are housed and processed through this office. **Jeff Hutter** <sarugrad@bu.edu> is the **Senior Staff Coordinator** who directs people to the appropriate departments. The Academic Services Center phone number is **617-353-2713**. Appointments with Deborah Claar and Heather Nicholson should be made through the center.

**Deborah Claar** <dsclaar@bu.edu> is the **Academic Counselor for Juniors and Seniors**. Additionally she serves as an advisor to juniors and seniors, coordinates dual degrees and Sargent double major advising, meets with intra-university transfers, external transfers and evaluates their credentials, maintains senior GPAs, degree requirements and honors, coordinates senior exit interviews, serves as a member of the College Academic Policies and Procedures Committee and the Undergraduate Education Committee, serves as the liaison between alumni and students in conjunction with the Alumni Office, sponsors career related seminars and lectures, and serves as the co-advisor to the peer counseling program and advisor to the honor society.

**Heather Nicholson** <nichol@bu.edu> is the **Academic Counselor for Freshmen and Sophomores**. Additionally she serves as advisor to the freshmen, sophomores and undeclared students. She is responsible for the events for accepted freshmen, including running open house, and Sargent summer and fall orientation for incoming freshmen. She meets with prospective students and their parents, works with College of General Studies students, coordinates the process for changing and declaring majors within Sargent, advises the Dean's Host program and the Sargent Student Council, teaches the Freshman Experience Seminar (HP150), and serves as co-advisor to the peer counseling program. She also meets with students who are interested in studying abroad and declaring a minor.

**Janet Turner** <jmt98@bu.edu> is the **Director of Graduate Financial Aid**. She awards BU Sargent College financial assistance funds to graduate students and advises on the loan process at Boston University. She processes all credit releases, emergency loans and other materials related to graduate student financial assistance. She is responsible for all financial aid records.

**Sharon Sankey** <ssankey@bu.edu> is the **Director of Student Services**. She serves as the manager to the Student Academic Services Center. All student record and class schedule changes are her responsibility. She coordinates all class and room scheduling for the College. She processes all petitions and grade changes, oversees the registration process, and records graduation for both undergraduate and graduate students. All room requests are confirmed through her office. She coordinates the Graduate Admissions process for the College.

**Professor Melanie Matthies** <matthies@bu.edu> is the **Associate Dean**. She is responsible for academic programs at BU Sargent College.

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## Boston University Sargent College Advising Network

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### Faculty Advisors (See list on next page)

- Are mentors and future colleagues
- Monitor their students' academic progress within the department.
- Help with course selection and registration.
- Serve as a resource for professional issues.
- Write recommendation letters.
- Evaluate whether graduation requirements are met and then sign the application for graduation.
- Help with and refer for counseling, both personal and academic.

### Academic Counselors

#### Heather Nicholson

Sargent Student Council Advisor  
Study Abroad Advisor  
Dean's Host Advisor  
Freshman & Sophomore Advisor  
Minors  
Transfers within Sargent and CGS  
Undeclared Program Advisor  
Instructor for the HP150 course

#### Deborah Claar

Sargent Honor Society Advisor  
Dual degree Advisor  
Graduation and Exit Interview Advisor  
Junior & Senior Advisor  
Sargent Double Major Advisor  
Intra University Transfer Advisor  
Outside Transfer Advisor  
Professional Seminars Advisor

- Both are advisors for the Peer Counseling program.
- Both write recommendation letters for scholarships, leadership positions, etc.
- Both are resources for personal and academic counseling.

### Peer Counselors

- Can help students to develop effective study skills.
- Serve as a great resource for choosing electives.
- Help with the transition to college and offer information about student activity involvement.

### Peers

- They are the best resource for forming study groups.
- They can be exercise, student activity and social partners.

### Academic Services Center, Room 207 (617-353-2713)

Appointments are made here to see Heather Nicholson or Deborah Claar.

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## Faculty Advisor List

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### **Athletic Training & AT/DPT**

	<b><u>Room #</u></b>	<b><u>Phone # (617)</u></b>
Sara Brown <a href="mailto:sara@bu.edu">sara@bu.edu</a>	Rm. 527	353-7507
Chad Clements <a href="mailto:clemencl@bu.edu">clemencl@bu.edu</a>	Rm. 545	353-7570
Mark Laursen <a href="mailto:rmarkl@bu.edu">rmarkl@bu.edu</a>	Rm. 532	549-0198
Kathryn Webster <a href="mailto:kwebster@bu.edu">kwebster@bu.edu</a>	Rm. 547	353-7497

### **Dietetics & Nutritional Science**

Joan Salge Blake <a href="mailto:salge@bu.edu">salge@bu.edu</a>	Rm. 419	353-7470
Paula Quatromoni <a href="mailto:paulaq@bu.edu">paulaq@bu.edu</a>	Rm. 429	353-5797
Michele DeBiasse <a href="mailto:debiasse@bu.edu">debiasse@bu.edu</a>	Rm. 433	358-5479

### **Health Science**

Program Advising Office <a href="mailto:hscience@bu.edu">hscience@bu.edu</a>	Rm. 405	358-5477
Eileen O'Keefe <a href="mailto:ebokeefe@bu.edu">ebokeefe@bu.edu</a>	Rm. 405A	353-7532
Kee Chan <a href="mailto:keechan@bu.edu">keechan@bu.edu</a>	Rm. 401A	358-6025
Shelley Brown <a href="mailto:shelleyb@bu.edu">shelleyb@bu.edu</a>	Rm. 441	353-7576
Fernando Ona <a href="mailto:ffona@bu.edu">ffona@bu.edu</a>	Rm. 447	353-2717
Anne Sullivan-Soydan <a href="mailto:apsoydan@bu.edu">apsoydan@bu.edu</a>	Rm. 339	353-2726
Terese Aronowitz <a href="mailto:taronow@bu.edu">taronow@bu.edu</a>	Rm. 443	353-2717

### **Human Physiology**

Helen Barbas <a href="mailto:barbas@bu.edu">barbas@bu.edu</a>	Rm. 431	353-5036
Jay Bohland <a href="mailto:jbohland@bu.edu">jbohland@bu.edu</a>	Rm. 403	353-9168
Sweta Girgenrath <a href="mailto:swetag@bu.edu">swetag@bu.edu</a>	Rm. 425	353-2739
Susan Kandarian <a href="mailto:skandar@bu.edu">skandar@bu.edu</a>	Rm. 423	353-5169
Anna Monahan <a href="mailto:amonahan@bu.edu">amonahan@bu.edu</a>	Rm. 418	353-2710
Kathleen Morgan <a href="mailto:kmorgan@bu.edu">kmorgan@bu.edu</a>	Rm. 443B	353-7464
Judith Schotland <a href="mailto:schotlnd@bu.edu">schotlnd@bu.edu</a>	Rm. 427	353-8449

### **Occupational Therapy**

Freshmen: Karen Jacobs <a href="mailto:kjacobs@bu.edu">kjacobs@bu.edu</a>	Rm. 511A	353-7516
Sophomores: Wendy Coster <a href="mailto:wjcoster@bu.edu">wjcoster@bu.edu</a>	Rm. 553B	353-7515
Juniors: Nancy Lowenstein <a href="mailto:nlowe@bu.edu">nlowe@bu.edu</a>	Rm. 505	358-1064
Seniors: Ellen Cohn <a href="mailto:ecohn@bu.edu">ecohn@bu.edu</a>	Rm. 503	358-1063
Gael Orsmond <a href="mailto:gorsmond@bu.edu">gorsmond@bu.edu</a>	Rm. 507	353-2703

### **Physical Therapy**

Freshmen/Sophomores: Jean Peteet <a href="mailto:jpeteet@bu.edu">jpeteet@bu.edu</a>	Rm. 543	353-7506
Juniors: Lee Marinko <a href="mailto:imarinko@bu.edu">imarinko@bu.edu</a>	Rm. 533	353-7495
Seniors: Please consult the department		

### **Speech, Language & Hearing Sciences**

Freshmen/Sophomores: Ann Dix <a href="mailto:dix@bu.edu">dix@bu.edu</a>	Rm. 331	353-5640
Juniors/Seniors: Melanie Matthies <a href="mailto:matthies@bu.edu">matthies@bu.edu</a>	Rm. 225	353-1983

### **Undeclared Program**

Heather Nicholson <a href="mailto:nichol@bu.edu">nichol@bu.edu</a>	Rm. 203	353-2713
Melanie Matthies <a href="mailto:matthies@bu.edu">matthies@bu.edu</a>	Rm. 225	353-1983

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**ATHLETIC TRAINING- Sample curriculum**

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**Semester I**

**Freshman Year**

CAS BI105 Intro. Bio. for Health Sciences<sup>1</sup>  
CAS CH171 Life Science Chem. I  
CAS MA118 Alg./Trig or MA121 Calculus  
CAS WR100 Writing Seminar  
SAR HP151 Intro. Health Professions .(2)  
SAR HP150 Freshman Experience Seminar (0)

**Semester II**

CAS BI106 Human Anatomy  
CAS CH172 Life Science Chem. II  
CAS PS101 General Psychology  
SAR AT205 AT Practicum I (1)  
SAR HS201 Intro to Nutrition  
PDP (1)

**Sophomore Year**

CAS PY105 Physics I  
CAS BI211 Human Physiology  
SAR AT304 AT Practicum II (2)  
SAR AT355 Foundations of Athletic Training

CAS PY106 Physics II  
SAR AT305 AT Practicum III (2)  
SAR AT356 Exam and Dx. Ortho. Injuries  
SAR HS369 Gross Human Anatomy

**Junior Year**

SAR HP531 Clin. Med I: Physical Agents  
SAR AT404 Clinical AT I  
SAR HS342 Exercise Physiology  
CAS MA113, MA213 or PS211 Statistics

SAR HP532 Clinical Medicine II  
SAR AT405 Clinical AT II  
SAR AT430 Orthopedic Rehabilitation  
SAR AT431 Clinical Reasoning Rehab. (1)  
SAR HP561 Intro Evidence-Base Prac. (1)  
Social Science Elective

**Senior Year**

SAR HP560 General Med. Practicum (1)  
SAR AT504 Clinical AT III  
SAR HP565 Biomechanics  
SAR AT506 EBP: Clinical Applications (2)  
SAR AT432 Org/Admin. in AT (2)

SAR AT505 Clinical AT IV  
SAR HP353 Org./Delivery US Health Care  
Humanities Elective  
Social Science Elective

**Elective Requirements:**

2 Social Sciences (8 credits)  
1 Humanities (4 credits) in addition to CAS WR100  
1 PDP (1 credit)  
General electives for remaining credits (minimum of 128)

**Students are required to maintain current certification in  
Emergency Cardiac Care throughout the program.**

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<sup>1</sup> Students who are pursuing pre-med take different biology and chemistry courses and should take MA 121: Calculus. Please consult with your advisor.

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**ACCELERATED AT/DPT- Sample curriculum**

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**Semester I**

**Freshman Year**

CAS BI105 Intro. Biology for Health Sciences  
CAS CH171 Life Science Chemistry I  
CAS WR100 Writing Seminar  
Humanities Elective  
SAR HP150 Freshman Experience Seminar (0)  
SAR HP151 Intro to Health Professions (2)

**Semester II**

CAS BI106 Human Anatomy  
CAS CH172 Life Science Chemistry II  
CAS PS101 General Psychology  
SAR HS201 Intro to Nutrition  
SAR AT205 AT Practicum I (1)  
PDP (1)

**Sophomore Year**

CAS BI211 Human Physiology  
SAR AT304 AT Practicum II (2)  
SAR AT355 Foundations of Athletic Training  
SAR HP412 Abnormal Behavior Rehab.  
CAS MA113, MA213 or PS211 Statistics

SAR HP252 Health & Disability, Lifespan  
SAR AT305 AT Practicum III (2)  
SAR AT356 Exam & Dx. Ortho. Injuries.  
SAR HS369 Gross Human Anatomy  
Humanities Elective

**Summer after Sophomore Year:** CAS PY105 & 106 Elementary Physics I & II

**Junior Year**

SAR HS342 Exercise Physiology  
SAR HP531 Clin. Med I: Physical Agents  
SAR HP353 Org. of Health Care US  
SAR AT404 Clinical AT I

SAR HP561 Evidence Based Practice I (1)  
SAR HP532 Clinical Med II (2)  
SAR AT430 Orthopedic Rehabilitation  
SAR AT405 Clinical AT II  
SAR AT431 Clinical Reasoning Rehab. (1)  
SAR HP560 General Med Practicum (1)

**Summer after Junior Year**

SAR PT520 Functional Anatomy & SAR PT515 Physical Therapy Examination

**Senior Year**

SAR PT511 CV and Pulmonary System I (6)  
SAR PT521 Musculoskeletal System I (6)  
SAR AT504 Clinical AT III (2)  
SAR AT506 EBP: Clinical Applications (2)  
SAR AT432 Organization/Admin. in AT (2)

SAR PT512 CV & Pulmonary System II (2)  
SAR PT522 Musculoskeletal System II (6)  
SAR PT551 Neuroscience for PT  
SAR PT565 Integrated Clinical Exp II (1)  
SAR HP505 Clinical AT IV (2)

**Summer after Senior Year**

SAR HP791 Clinical Experience I (final AT/initial PT experience) could also be in fall which would delay graduation

## First Semester

## Second Semester

### DPT Second Professional Year

SAR PT634 Diagnostic Procedures

SAR PT652 Neurological Systems I (6)

SAR HP662 Evidence Based Practice II (2)

SAR PT691 Clinical Education Seminar I (1)

SAR PT550 Sci. Basis Human Movement (2)

SAR PT681 Academic Practicum I (1)

SAR PT623 Musculoskeletal System III (6)

SAR PT653 Neurological Systems II (6)

SAR PT692 Clinical Ed. Seminar II (1)

SAR HP725 Foundations of Educ. & Health Promotion

### Summer Term

SAR PT792 Clinical Experience II

### DPT Third Professional Year

SAR PT756 Pediatrics (2)

SAR PT794 Clinical Education Seminar III (1)

SAR HP770 Health Care Management-PT

SAR PT773 Comprehensive Clinical Reasoning (2)

SAR PT781 Academic Practicum II (3)

SAR PT793 Clinical Education Internship  
(6 months; January-June)

An overall GPA of 3.0 is required at the end of sophomore year and at the end of junior year in order to matriculate into the professional portion of the Doctor of Physical Therapy program.

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**HEALTH SCIENCE-Sample curriculum**

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**Semester I****Semester II****Freshman Year**

CAS BI Biology course I *	CAS BI Biology course II **
CAS CH 171 Life Science Chemistry I	CAS MA 113, 115 or PS211 Statistics
CAS WR 100 Writing Seminar	CAS PS 101 General Psychology
SAR HP 151 Intro. Health Professions (2) Humanities Elective	CAS WR 150 Writing & Res. Seminar
SAR HP 150 Freshman Seminar Experience (0)	

**Sophomore Year**

Biology course III **	SAR HS 345 Global Environmental Public Health
SAR HS 210 Intro. to Critical Inquiry (2)	CAS EC 101 Intro. to Microeconomics
SAR HP 252 Health & Disability, Lifespan	Humanities Elective
CAS PH 251 Medical Ethics	Minor/Specialty Area Elective
Social Science Elective	

**Junior Year**

SAR HS 300 Epidemiology I <can be taken either semester>	SAR HS 300 Epidemiology I
SAR HP 353 org. & Delivery US Health Care	SAR HS 320 Genomics in Public Health
Social Science Elective	SAR HS 363 Global Health: beyond Germs and Disease
Minor/Specialty Area Electives	Minor/Specialty Area Electives

**Senior Year**

SAR HS 352 Health Care Info. Systems <2cr, either sem.>	SAR HS 352 Health Care Info. Systems (2)
SAR HS 405 Health Science Practicum <either sem.>	SAR HS 405 Health Science Practicum
SAR HS 440 Qualitative Research Strategies	SAR HS 470 Topics in Public Health*** or
Minor/Specialty Area Elective (4-8)	SAR HS 475 Advocacy Disability and Law***
	Minor/Specialty Area Elective (4-8)

**\*Students must successfully complete either CAS BI 105 Intro to Biology (Sem 1) or BI 108 (Sem 2)**

**\*\*Plus two biology courses from the following course list:**

CAS BI 106 Human Anatomy  
CAS BI 107 Biology I  
SAR HS 369 Gross Human Anatomy  
CAS BI 211 Human Physiology  
CAS BI 315 Systems Physiology (for students who have taken BI 108 and CH 101, CH 102)  
SAR HS 342 Exercise Physiology  
SAR HS 370 Neuroanatomy and Neurophysiology (prereq. SAR HS 369)  
CAS BI 203 Cell Biology (for students who have taken BI 108, CH102)  
CAS BI 311 General Microbiology (for students who have taken BI 203)  
CAS BI 114 Human Infectious Diseases  
CAS BI 206 Genetics (for students who have BI 108 and CH 203)  
SAR HS 251 Human Nutrition Science  
(Other biology courses may satisfy the requirement but must have prior approval by the Health Science Program Director)

**\*\*\* Recommended Senior Seminar classes: senior standing required**

## HUMAN PHYSIOLOGY-Sample curriculum

### Semester I

#### Freshman Year

CAS BI107 Biology I  
CAS CH101 General Chemistry I  
CAS WR100 Writing Seminar  
CAS PS101 General Psychology  
SAR HP150 Freshman Exp. Seminar(0)

#### Sophomore Year

CAS BI203 Cell Biology  
CAS CH203 Organic Chemistry I  
CAS MA121 Calculus I  
Humanities Elective

#### Junior Year

CAS CH273/421 Biochemistry  
CAS PY105 Physics I  
Social Science Elective  
SAR HS251 Human Nutrition Science

#### Senior Year

SAR HS410 Clinical Affiliation (either sem.)  
SAR HS369 Gross Human Anatomy  
Humanities Elective  
General electives to total 16 credits

### Semester II

CAS BI108 Biology II  
CAS CH102 General Chem. II  
CAS WR150 Writing, Res. Seminar  
SAR HP151 Intro. Health Professions (2)  
PDP electives (2)

CAS BI315 Systems Physiology  
CAS CH204 Organic Chemistry II  
CAS MA122 Calculus II  
Social Science Elective

SAR HS342 Exercise Physiology  
CAS PY106 Physics II  
CAS MA113, 115 or PS211 Statistics  
Humanities Elective

SAR HS410 Clinical Affiliation (either sem.)  
SAR HS370 Neuroanatomy/Neurophysiology  
SAR HS375 Cardiopulmonary Pathophysiology  
General electives to total 16 credits

Find further information about SAR HS410, the internship/clinical affiliation course:

<http://www.bu.edu/sargent/academics/programs/health-sciences/bs-in-human-physiology/internshippracticum/>

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**NUTRITIONAL SCIENCE- Sample curriculum**

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<b>Freshman Year</b>	<b>Semester 1</b>	<b>Semester II</b>
CAS BI 107 Biology I		CAS BI 108 Biology II
CAS CH 101 General Chemistry		CAS CH 102 General Chemistry
CAS WR 100 Writing Seminar		CAS CS 101 Introduction to Computers
CAS PS 101 General Psychology		CAS WR 150 Writing and Research Seminar
SAR HP 151 Intro. Health Professions (2)		
SAR HP 150 Freshman Experience Seminar (0)		
<b>Sophomore Year</b>		
CAS BI 203 Cell Biology		CAS BI 315 Systems Physiology
CAS CH 203 Organic Chemistry		CAS CH 204 Organic Chemistry
CAS MA 121 Calculus I		CAS MA 122 Calculus II
CAS MA 115 Statistics I		CAS MA 116 Statistics II
<b>Junior Year</b>		
CAS BI 421 Biochemistry I		CAS BI 422 Biochemistry II
CAS PY 105 Elementary Physics		CAS PY 106 Elementary Physics
CAS BI 114 Human Infectious Diseases		SAR HS 281 Life Cycle Nutrition
SAR HS 251 Human Nutrition Science		SAR HS 230 Food Science
<b>Senior Year</b>		
SAR HS 384 Medical Nutrition Therapy I		SAR HS 385 Medical Nutrition Therapy II
SAR HS 366 Community Nutrition		SAR HP 353 Org & Delivery US Health Care
CAS PH 251 Medical Ethics		Elective (6-12)
SAR HS 467 Nutrition Research (2)		
SAR HS 415 Nutrition Practicum (2 cr, application required)		

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**DIETETICS-Sample curriculum**

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<b>Freshman Year</b>		
CAS BI 107 Biology I		CAS BI 108 Biology II
CAS CH 171 Princ. General Chemistry		CAS CH 174 Princ. Organic Chemistry
CAS WR 100 Writing Seminar		CAS WR 150 Writing and Research Seminar
CAS PS 101 General Psychology		Elective
SAR HP 151 Health Professions (2)		
SAR HP150 Freshman Experience Seminar (0)		
<b>Sophomore Year</b>		
CAS BI 114 Human Infectious Diseases		SAR HS 281 Life Cycle Nutrition
CAS BI 211 Human Physiology		SAR HS 230 Food Science
SAR HS 251 Nutrition Science		CAS MA 116 Statistics II
CAS MA 115 Statistics I		SMG SM 299 Management as a System (6)
<b>Junior Year</b>		
SAR HS 366 Community Nutrition		SAR HP 353 Org & Delivery US Health Care
SAR HS 384 Medical Nutrition Therapy I		SAR HS 385 Medical Nutrition Therapy II
CAS CH 273 Biochemistry		SAR HS 310 Management of Food Service
Elective		SAR HS 342 Exercise Physiology
<b>Senior Year</b>		
SAR HS 486 Applied Nutrition Care		SPH SB 721 Behav. Sci./Public Health (3)
SAR HS 488 Applied Nutr. Counseling (2)		Electives (9-15)
SAR HS 420 Application/Food Service Mgmt		
SAR HS 467 Nutrition Research (2)		
SAR HS 415 Nutrition Practicum (2 cr, application required)		
CAS PH 251 Medical Ethics		

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**UNDECLARED PROGRAM- Sample curricula**

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**Physical Science Sequence:**

**Semester I**

**Freshman Year**

CAS BI 105 Introductory Biology or BI107  
CAS CH 171 Life Science Chemistry I **or**  
    CAS CH 101 General Chemistry  
CAS WR 100 Writing Seminar  
CAS MA121 Calculus I **or** Elective  
SAR HP 151 Intro to Health and Rehab Sciences (2)  
SAR HP 150 Freshman Experience Seminar (0)

**Semester II**

CAS BI 106 Human Anatomy or BI108  
CAS CH 172 Life Sci. Chemistry II **or**  
    CAS CH 102 General Chemistry  
CAS PS 101 General Psychology  
CAS MA 122 Calculus II **or** Elective

**Sophomore Year**

CAS BI 211 Human Physiology  
CAS CH 203 Organic Chemistry  
CAS PS 211 Experimental Design **or**  
    CAS PY 105 Elementary Physics  
SAR HS 251 Human Nutrition Science **or**  
    Elective **or** SAR HP 252 Health/Disability, Life Span

SAR HS 342 Exercise Physiology  
CAS CH 204 Organic Chemistry  
CAS WR150 Writing and Res. Seminar  
CAS PY 106 Elementary Physics II **or**  
    Elective **or** SAR HP 252

**Behavioral Science Sequence:**

**Freshman Year**

CAS BI 105 Introductory Biology  
CAS PS 101 General Psychology  
CAS WR 100 Writing Seminar  
SAR HP 150 Freshman Experience Seminar (0)  
SAR SH 531 Intro to Speech & Language Dis. **or**  
    Elective

CAS BI 106 Human Anatomy  
CAS WR150 Writing Research Sem.  
CAS PS 251 Psychology of Personality  
SAR HP 151 Intro to Health and Rehab Prof. (2)  
CAS MA 118 Algebra/Trigonometry **or**  
    CAS MA 121 Calculus

**Sophomore Year**

It is very important to stay on track with the specific requirements for the target major and advisors will help students with their schedules for sophomore year. Some potential required courses include: BI211 or BI315 Human or Systems Physiology, CH203 Organic or CH273 Biochemistry, PY105 Physics, SH522 Anatomy & Physiology of the Speech Mechanism, HP252 Health & Disability Across the Life Span, HP412 Intro. to Abnormal Behavior, among others.

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## OCCUPATIONAL THERAPY BS/MSOT- Sample curriculum

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### Freshman Year

#### Semester I

CAS BI 105 Intro. Biology for Health Sciences  
CAS PS 101 General Psychology  
CAS WR 100 Writing Seminar  
Elective or Human Occupation course\*  
SAR HP 150 Freshman Experience Seminar (0)

#### Semester II

CAS BI 106 Human Anatomy  
CASWR 150 Writing/Res. Seminar  
SAR HP 151 Intro. Health Professions (2)  
Electives (SAR OT 151 Occupation & Health (2),  
and/or other Human Occupation courses)

### Sophomore Year

CAS BI211 Human Physiology  
CAS Psychology PS241, 251 or PS371/HP412  
SAR HP252 Health/Dis. Across Lifespan  
Electives or Human Occupation courses\*

CAS Psychology PS241, 251 or PS371  
Electives or Human Occupation courses\*

### Junior Year

SAR OT317 Prof. Prep. Seminar <can be taken either semester> SAR OT317 Prof. Prep. Sem. (2cr)  
SAR HS369 Gross Human Anatomy <either semester> SAR HS369 Gross Human Anatomy  
CAS Psychology PS241, 251 or PS371/HP412 CAS MA 113 Statistics (or MA115 or PS211)  
SAR HP353 Org./Delivery US Health Care Electives or Human Occupation courses\*  
Electives or Human Occupation courses\*

**It is recommended that students register for 16 credits each semester**

### Senior Year & Master's Year (Professional program)

Please refer to [www.bu.edu/sargent/ot](http://www.bu.edu/sargent/ot) or to the OT Program Manual for the professional program curriculum

### **OT Pre-professional requirements**

\*Please refer to the website for the complete list of distribution electives and human occupation courses; two free electives can be in any area:

- To continue into the professional portion of the program, seven prerequisite courses must be completed: CAS MA113, PS241, PS251 and PS371 must be completed with a grade of B- or better; the minimum acceptable grade for CAS BI106, BI211 and SAR HS369 is C.
- An overall GPA of 2.7 (based on Boston University courses only) must be achieved by the end of junior year.
- No course may be repeated more than once and no more than 2 pre-professional courses can be repeated. No more than 12 credits of "D" grades are permitted.
- A minimum of 96 credits must be earned to enter the senior/ MSOT-1 year and 128 credits are required for the Bachelor of Science in Therapeutic Studies.

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**PHYSICAL THERAPY BS/DPT- Sample curriculum**

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**Semester I**

**Semester II**

**Freshman Year**

CAS BI105 Intro. Bio. for Health Sciences	CAS BI106 Human Anatomy
CAS CH171 Life Science Chemistry I	CAS CH172 Life Science Chemistry II
CAS MA118/121 Math or Calculus	CAS PS101 General Psychology
CAS WR100 Writing Seminar	CAS WR150 Writing & Res. Seminar
SAR HP151 Intro. Health Professions (2)	PDP Elective (0.5-1 credits)
SAR HP150 Freshman Experience Seminar (0)	

**Sophomore Year**

CAS BI211 Human Physiology	CAS PY106 Physics II
CAS PY105 Physics I	SAR HP252 Health/Disability Life Span
Specialty Elective *	SAR HP565 Biomechanics
Humanities Elective	General Elective

**Junior Year**

CAS MA113, MA213 or PS211 Statistics	SAR HS369 Gross Human Anatomy
SAR HS342 Exercise Physiology	SAR HP353 US Health Care Org.& Delivery
SAR HP412 Abnormal Behavior Rehab.	Social Science Elective
Humanities Elective	General Elective
PDP Elective (0.5-1)	SAR PT 341 Preclinical Experience (0)

\* Specialty elective includes one course from the following list. Students may use the petition process to take an applicable course that is not on this list.

- CAS BI114 Human Infectious Diseases: AIDS to Tuberculosis
- CAS RN106 Death and Immortality
- CAS PH100 Introduction to Philosophy
- CAS PH150 Ethics
- CAS PH251 Medical Ethics
- CAS PS202 Introduction to Cognitive Neuroscience
- CAS PS205 Memory and Brain
- CAS PS231 Physiological Psychology
- COM CM311 Oral Presentation
- SED SE150 Disability, Education and Public Policy
- SED CE500 Introduction to Counseling
- SED HE522 Community Health
- SPH PH510 Introduction to Public Health
- MET LS110 Spanish for Medical Professionals
- SAR HP500 Helping Skills (Sem II)
- SAR HS201 Nutrition
- SAR HS300 Epidemiology
- SAR HS375 Cardiopulmonary Pathophysiology
- SAR HS475 Disability, Advocacy, and the Law (Sem II)

An overall GPA of 3.0 is required at the end of Sophomore year and at the end of Junior year in order to matriculate into the Professional portion of the Doctor of Physical Therapy program.

**Summer Term**

**Start of Professional Curriculum: DPT**

SAR PT520 Functional Anatomy & SAR PT515 Physical Therapy Examination

**First Semester**

**Second Semester**

**Senior Year, First Professional Year**

SAR PT511 CV & Pulmonary System I (6)	SAR PT512 CV & Pulmonary Systems II (2)
SAR PT521 Musculoskeletal Systems I (6)	SAR PT522 Musculoskeletal Sys. II (6)
SAR HP531 Clinical Medicine I	SAR HP532 Clinical Medicine II
SAR PT555 Integrated Clin. Experience I (1)	SAR PT551 Neuroscience for PT
SAR HP561 Evidence Based Prac. I (1)	SAR PT565 Integrated Clinical II (1)

**Summer Term**

SAR PT791 Clinical Experience DI (8 weeks Aug- mid October)

**First Semester**

**Second Semester**

**DPT Second Professional Year**

SAR PT634 Diagnostic Procedures	SAR PT681 Academic Practicum I (1)
SAR PT652 Neurological Systems I (6)	SAR PT623 Musculoskeletal System III (6)
SAR HP662 Evidence Based Practice II (2)	SAR PT653 Neurological Systems II (6)
SAR PT691 Clinical Education Seminar I (1)	SAR PT692 Clinical Ed. Seminar II (1)
SAR PT550 Sci. Basis Human Movement (2)	SAR HP725 Foundations of Educ. & Health Promotion

**Summer Term**

SAR PT792 Clinical Experience II

**DPT Third Professional Year**

SAR PT756 Pediatrics (2)	SAR PT793 Clinical Education Internship
SAR PT794 Clinical Education Seminar III (1)	(6 months; January-June)
SAR HP770 Health Care Management-PT	
SAR PT773 Comprehensive Clinical Reasoning (2)	
SAR PT781 Academic Practicum II (3)	

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## SPEECH, LANGUAGE AND HEARING SCIENCES- Sample curriculum

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### Freshman Year:

#### Semester I

SAR SH 531 Intro. Communication Disorders  
CAS BI 105 Human Biology  
CAS PS 101 General Psychology  
CAS WR 100 Expository Writing  
SAR HP 150 Freshman Experience (0 cr)

#### Semester II

SAR HP 151 Intro to Health Professions (2 cr)  
CAS BI 106 Human Anatomy  
CAS WR 150 Writing Seminar  
Social Science (non-Psych) requirement  
Optional General Elective

### Sophomore Year:

SAR SH 522 Anat. Sp. Mechanism  
SAR HP 252 Health & Disability-Lifespan  
CAS MA 118/121 Math  
Linguistics CAS LX250 or SED LS565

SAR SH 521 Phonetics (2 cr)  
SAR SH 524 Normal Language Acquisition  
CAS Physical Science requirement  
CAS Cognition/Neurosci. NE101, PS125, 202, 231, 336  
General Elective

### Junior Year:

SAR SH 523 Intro. Speech Science  
SAR SH 535 Intro. Audiology  
SAR HP 353 or other Sargent course  
Philosophy, Logic, or Ethics

SAR SH 547 Intro. Clinical Process  
General Elective  
General Elective  
General Elective

### Senior Year:

SAR SH 542 Aural Rehabilitation  
SAR SH 548 Intro. Language Disorders  
Social Science (Non-Psych) requirement  
General Elective

SAR SH 505 Phonological Disorders  
SAR SH 640 Senior Seminar: Internship  
CAS MA 113, 115 or PS 211 Statistics  
General Elective

\*\*\*Best semester for studying abroad; SH 547 can be taken in the spring of the senior year.

### **\*Physical Science options:**

CAS AS 117 Cosmic Evolution  
CAS AS 109 (Spring semester) Cosmology  
CAS CH 101 General Chemistry I  
CAS CH 171 Life Science Chemistry I  
CAS ES 105 (Spring semester) Environmental Earth Sciences  
CAS ES 140 Earthquakes, Volcanoes, and Other Natural Disasters  
CAS PY 100 Physics of the Twentieth Century and Beyond  
CAS PY 103 Cinema Physica  
CAS PY 105 Elementary Physics I  
CAS PY 231 The Physics in Music

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**Combined B.S./M.S. in Speech-Language Pathology program-Sample curriculum**

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Freshman Year:

Semester I

SAR SH 531 Intro. Communication Disorders  
CAS BI 105 Human Biology  
CAS PS 101 General Psychology  
CAS WR 100 Expository Writing  
SAR HP 150 Freshman Experience (0cr)

Semester II

SAR HP 151 Intro to Health Professions (2 cr)  
CAS BI 106 Human Anatomy  
CAS WR 150 Writing Seminar  
Social Science (non-psych) requirement  
Optional General Elective

Sophomore Year:

SAR SH 522 Anatomy Speech Mechanism  
SAR HP 252 Health & Disability-Lifespan  
CAS MA 118/121 Math  
Linguistics CAS LX250 or SED LS565

SAR SH 521 Phonetics (2 cr)  
SAR SH 524 Normal Language Acquisition  
CAS Physical science requirement  
CAS Cognition/Neurosci. NE101, PS125, 202, 231, 336  
General Elective

Junior Year:

SAR SH 523 Intro. Speech Science  
SAR SH 535 Intro. Audiology  
SAR HP 353 or other Sargent course  
Philosophy, Logic or Ethics

SAR SH 505 Phonological Disorders  
SAR SH 547 Intro. to Clinical Process  
CAS MA 113, 115/PS 211 Statistics  
General Elective

Senior /Grad 1:

SAR SH 542 Aural Rehab.  
SAR SH 737 Eval. and Diagnosis (3 cr)  
SAR SH 700 Research Methods (2 cr)  
SAR SH 708 Models of Language  
SAR SH 740 Clinical Practicum I (1 cr)  
SAR SH 756 Cognition and Neural Bases

SAR SH 738 Dysphagia (3 cr)  
SAR SH 735 Preschool Language Dis. (3 cr)  
SAR SH 729 School age Lang. Dis. (3 cr)  
SAR SH 736 Aphasia  
SAR SH 740 Clinical Practicum I (1 cr)  
SAR SH 748 Hearing Testing (1 cr)

Grad 2:

SAR SH 733 Voice Disorders (2 cr)  
SAR SH 703 Counseling. (1 cr)  
SAR SH 731 Adv. Topics. Phon. Dis. (2 cr)  
SAR SH 691 AAC (3 cr)  
SAR SH 721 Motor Speech Disorders (2 cr)  
SAR SH 741 Clinical Practicum II (3 cr)  
SAR SH 702 School Seminar (1 cr)

SAR SH 7\*\* Specialty Elective (2 cr)  
SAR SH 732 Fluency Disorders (2 cr)  
SAR SH 755 Speech Science (2 cr)  
SAR SH 752 AR practicum (1 cr)  
SAR SH 734 Acquired Cog. Disorders (2 cr)  
SAR SH 742 Clinical Practicum III  
SAR SH 650 Medical Seminar (1 cr)

Graduate 2 (continued, Summer):

SAR SH 743 Clinical Practicum Medical (5 cr)

**\*To be admitted to this program, the student will have achieved a GPA of 3.6 (or better) at the end of the sophomore year and will have completed all of their natural science requirements, at least three SH courses, and both of the required psychology courses with a minimum of 54 credits earned at Boston University.**

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## Electives Guidelines for each Major

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Social sciences, humanities and electives are meant to broaden the student's perspective in a number of different areas, introduce them to other academic avenues they may want to pursue, and provide a well-balanced foundation with the courses required in their concentrations. General electives refer to any course within Boston University except physical education courses.

**Athletic Training**- 4 credits humanities electives; 8 credits social science electives.

**Accelerated Athletic Training/ Doctor of Physical Therapy**- 8 credits humanities electives

**Dietetics**- 17-23 credits in general electives.

**Health Science** – 8 credits humanities; 8 credits social science electives; 8 credits professional electives; general electives to fulfill total credit requirements toward graduation.

**Human Physiology** – 12 credits humanities electives; 8 credits social science electives, 4 credits clinical/research affiliation, 8-12 credits general electives

**Nutritional Science** – 8-14 credits in general electives.

**Occupational Therapy** – a minimum of 20 credits of distribution electives are required which include humanities, social sciences, modern foreign languages, natural science, math and computer science. Also, 18 credits in Human Occupation courses are required with at least 2 courses from each of the following three content areas: 1) cultural and evolutionary influences on occupation, 2) processes contributing to human activity performance and 3) health, illness, and disability studies. (Transfer students' minimum for Human Occupation courses may be lower and should develop an individualized schedule with their advisor.) For a complete list of pre-approved human occupation courses, visit the OT Office coursesite at [blackboard.bu.edu/](https://blackboard.bu.edu/) (search="OT Office", BU log-in/password are required).

**Physical Therapy** – 8 credits humanities; 4 credits social sciences; 4 credits specialty elective; and 8 credits general electives.

**Speech, Language and Hearing Sciences** – 8 credits social science requirements (other than psychology); 24 credits in general electives; and a Sargent course of choice.

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## ELECTIVE CATEGORIES

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### **HUMANITIES**

Art History (AH)  
Classical Studies (CL)  
English (EN)  
Modern Foreign Languages (Literature & Civilization courses only)  
Music (Appreciation, History & Theory only)  
Philosophy (PH)  
Religion (RN)

### **SOCIAL SCIENCES**

Anthropology (AN) *except AN102, 331*  
Archaeology (AR) *except courses listed under Humanities and General Electives*  
Economics (EC)  
Geography (GG)  
History (HI)  
International Relations (IR)  
Political Science (PO)  
Psychology (PS)  
Sociology (SO)

### **GENERAL**

Astronomy (AS)  
Biology (BI)  
Chemistry (CH)  
Communication Studies (CM)  
Computer Science (CS)  
School of Education (SED)  
School of Fine Arts (all those not included under Humanities)  
Geology (GL)  
School of Management (SMG)  
Mathematics (MA)  
Modern Foreign Languages (language courses)  
Physics (PY)

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## Grade Point Average (GPA) Requirements

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A grade point average (GPA) is calculated across two or more semesters.

<b>Program</b>	<b>To Matriculate</b>	<b>To Graduate</b>
Athletic Training	2.0 junior year	2.0
Accelerated Athletic Training/DPT	3.0 soph & junior yr	3.0
Health Science	2.0 junior year	2.0
Human Physiology	2.0 junior year	2.0
Nutritional Science	2.5 junior year	2.0
Occupational Therapy	2.7 junior year	3.0
	3.0 senior and MSOT yr	3.0
Physical Therapy	3.0 soph & junior yr	3.0
Speech, Language & Hearing Sciences	2.0 junior year	2.0

### Program specific requirements

**Athletic Training:** No more than 12 credits of D grades, C or higher in professional courses including all those with AT prefix and HP 531, HP 532, HP 561, HS369, BI211, HS342, and HS201.

**Accelerated Athletic Training/Doctor of Physical Therapy:** An overall GPA of 3.0 is required at the end of Sophomore year and at the end of Junior year in order to matriculate into the Professional portion of the Doctor of Physical Therapy program. For the Bachelor of Science in athletic training, requirements include no more than 12 credits of D grades and a C or higher in professional courses including all those with an AT prefix and HP 531, HP 532, HP 561, HS 369, BI 211, HS 342 and HS 201.

**Health Science:** No more than 12 credits of D grades

**Human Physiology:** No more than 12 credits of D grades

**Nutrition:** A GPA of 2.5 is required to enter the senior year. No more than 12 credits of D grades; each student's advisor will determine which course, in case of a fourth D, should be retaken.

**Occupational Therapy:** Pre-professional years (BS in Therapeutic Studies)

- Achieve a cumulative GPA (based on courses taken at BU *only*) of 2.7 by the end of sophomore and junior years.
- In order to continue into the professional portion of the program, the following courses: CAS PS211, PS241, PS251, SAR HP412 (or CAS PS371) must be completed with a grade of B- or better and the minimum acceptable grade for SAR HS369, CAS BI106, and CAS BI211 is C.
- Obtain a minimum grade of "C" in the Sargent core curriculum and OT courses.
- Complete minor concentration (if applicable) by the end of junior year.
- No course may be repeated more than once and no more than 2 pre-professional courses can be repeated. No more than 12 credits of "D" grades are permitted
- Earn a minimum of 96 credits to enter the senior/MSOT-1 year and 128 credits for the Bachelor of Science in Therapeutic Studies.
- For the professional years, please refer to occupational therapy's BS/MSOT student manual for full policies and procedures

**Physical Therapy:** An overall GPA of 3.0 is required at the end of Sophomore year and at the end of Junior year in order to matriculate into the Professional portion of the Doctor of Physical Therapy program.

**Speech, Language & Hearing Sciences:** No more than 12 credits of D grades, C- or higher in departmental courses

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### Minors Available to Sargent College Students

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Minors are formal agreements, recognized by the Registrar's Office, Sargent College and the school where the minor is housed. Heather Nicholson handles all applications for a minor. Not all programs at the University have an approved minor. Please note the following:

- 1) Discuss the minor with an Academic Counselor. This will help you determine whether a specific minor fits your interest areas and will work within your chosen major coursework. Questions regarding the process for declaring a minor will be answered.
- 2) Obtain your faculty advisor's signature on the Minor Declaration Form and also from an advisor in your chosen minor.
- 3) Return the form to the ASC office, Room 207 Sargent College. The minor will appear on your Student Link degree advice after the form is turned in with appropriate signatures.
- 4) If all required coursework is completed before graduation, your minor will become a permanent part of your transcript. If you are missing any coursework to complete the minor, it will be removed from your record, and will not appear on your transcript.

#### Some potential minors from the College of Arts and Sciences (CAS)

African Studies	African-American Studies	African Language and Literature
American Studies	Anthropology	Archaeology
Art History	Astronomy	Biology
Chemistry	Chinese	Classic Civilization
Computer Science	Earth Sciences	East Asian Studies
Economics	English	Environmental Sciences
European Literature	French	German
Geography	Hebrew	History
History and Philosophy of Science	Ibero-American Study	International Relations
Italian	Japanese Language and Literature	Judaic Studies
Latin	Latin American Studies	Linguistics
Mathematics	Medieval Studies	Modern Greek Studies
Myth Studies	Philosophy	Physics
Political Science	Psychology	Religion
European Studies	Sociology	Spanish
Statistics	Women's Studies	

<b>From Sargent College:</b> Human Physiology Speech, Language, Hearing Sciences Public Health	<b>From School of Management (SMG)</b> Business Administration & Management
<b>From School of Education (SED)</b> Deaf Studies General Education Physical Education, Health Education and Coaching	<b>From School of Fine Arts (SFA)</b> Dance Music Theatre Visual Arts

### Double Majors within BU or in Sargent College

Currently, students can pursue two undergraduate degrees in separate schools through the Boston University Dual Degree Program or double majors within a school. Some general policy considerations for double majors within BU Sargent College:

- Students must meet all requirements in both programs including GPA, all coursework (major and elective) and internships where applicable.
- Both degrees must be completed before the student can graduate from Boston University.
- Students must complete no fewer than 36 courses (144 credits) for a double major.
- To apply, students must complete their freshman year with a **grade point average of 3.0** or higher. Applications can be made during the first or second semester of the sophomore year or by the first semester of the junior year (**at least three semesters of enrollment are required**).
- Students must meet with Deborah Claar to discuss feasibility of declaring a double major. All paperwork is processed through her.
- The application will then be reviewed by academic advisors who have knowledge of both programs.
- As part of the application, an essay (one-page, typed) must be submitted that describes why the double major is academically beneficial.

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### Joint Bachelor of Science / Master of Public Health (BS/MPH) Program

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The program is available to Sargent students who are majoring in all of the concentrations except for the combined BS/MSOT and BS/DPT degree programs. This dual degree program requires 5 years of full time study to acquire a Bachelor of Science degree in one of the specified concentrations at Boston University Sargent College and the Master of Public Health degree in any one of the concentrations at the Boston University School of Public Health.

Up to sixteen credits of graduate level School of Public Health course work will be completed in the last two years of undergraduate study and applied to both the BS and MPH degrees. At the completion of the BS degree requirement (128+ credits) at Sargent College the Bachelor of Science degree will be awarded. At the end of the 5th year (32+ additional credits of SPH coursework) the Master's in Public Health degree will be awarded.

Students may apply for admission to the BS/MPH program during the second semester of their sophomore year or first semester of their junior year. BS/MPH program applicants must first complete the Sargent College BS/MPH Application Approval form and meet with the Sargent College BS/MPH faculty advisor before applying to the School of Public Health through SOPHAS, the centralized application service for the Association of Schools of Public Health (ASPH). Applicants must have a minimum cumulative grade point average (GPA) of 3.2.

Application deadlines and decision dates are as follows:

Year of Student	Apply By	Transcript Submitted	Decision By
Second semester sophomores	April 1	No later than June 1	July 1
First Semester Juniors	October 15	No later than January 8	February 15

Application materials include a completed Sargent College BS/MPH Application Approval Form, signed by the Sargent College BS/MPH faculty advisor, a SOPHAS application to Boston University School of Public Health, an official Boston University undergraduate transcript, three letters of reference,

including at least two from faculty members specifically addressing the student's capacity to do graduate level work

**Students in the BS/MPH program must maintain the GPA and other degree requirements for their particular BS major at Sargent College. They will be expected to achieve a grade of B or better in each of the six SPH core courses. Students who meet that standard will matriculate into the MPH program should they wish to complete their master's degree. Students who do not meet the standard will be considered for full matriculation on a case-by-case basis.**

Further information may be obtained in the Academic Services Center (SAR Room 207), Health Science Program Office (SAR Room 405) or Sargent BS/MPH faculty advisor, Professor Eileen O'Keefe, hscience@bu.edu or (617)353-7532. For further information please see:

[www.bu.edu/sargent/academics/programs/health-sciences/combined-bs-and-master-of-public-health/](http://www.bu.edu/sargent/academics/programs/health-sciences/combined-bs-and-master-of-public-health/)

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### Freshman program changes and transfers

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Freshmen who wish to change programs during their fall semester at Boston University must first meet with Heather Nicholson to discuss the requirements of the target program. Because it is very helpful to have the first semester grades for freshmen, the following guidelines are followed.

- Freshmen who have been admitted into a specific program may transfer into new programs only after a full semester at BU.
- Freshmen who have been admitted into the Undeclared program can declare a major only after they have completed a full semester at Boston University.
- Students who become interested in changing majors during the fall semester will be encouraged to register for spring semester coursework in the target major rather than their admitted major.
- Students who have not yet met the transfer requirements will still be allowed to take crucial freshman spring courses (for example, AT 205) so that they don't fall behind in the curriculum requirements.

Any time after the fall of freshmen year, students who decide to change programs or transfer into BU Sargent College may begin the process by meeting with one of the academic counselors, Heather Nicholson (inside Sargent and CGS transfers) or Deborah Claar (intra-university and outside BU transfers). The following actions are possible:

- An academic counselor or program director may recommend supplementary coursework that would help the student to succeed in their target major. This recommended coursework must be completed before the student will be allowed to apply to the target program.
- At his/her discretion, the program director may counsel that the student is unlikely to succeed in the target major and therefore permission to transfer will not be given.
- A student who meets the GPA and all other guidelines will be officially admitted to their new chosen program after all of the paperwork has been completed.
- Students who do not meet the GPA requirements of the target program, must remain in their admitted program until their grades are suitable for the new program and then reapply. **Please note that, transferring into a new major may prolong the time it takes to complete the degree requirements.**
- Students are expected to complete a minimum of three semesters in a Sargent College major prior to graduation.

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## Study Abroad

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If students are considering studying abroad, it is recommended that they begin the process of exploration by the second semester of the freshmen year to ensure that they plan their course of study appropriately. First, students must make an appointment with Heather Nicholson to see the feasibility of fitting it into one's program. Heather will then refer students to the International Programs Office, 888 Commonwealth Ave., 353-9888 to pick up their application. A Study Abroad Seminar will be presented by the Sargent Peer Counselors each semester to talk about the study abroad experience. The International Programs Office holds information sessions about the specific programs offered through BU and other institutions.

The Health Science Program offers a Dublin Health Science Internship Program. Health Science students may contact the Health Science Program Office (SAR Room 405) for specific Study Abroad information on the Dublin, Geneva and other health focused study abroad options.

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## Petitions

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Students may petition for approval of any change from normal degree requirements including transfer of credit, waiver of required courses and waiver of prerequisites. Petition forms are available in the Academic Services Center (room 207). All petitions are brought before departmental faculty for action.

**Transfer of credit from another institution must be supported by an official transcript and petition.**

Although the course credits will count towards degree requirements, the grades will not be recorded or count towards the overall GPA. This is a University policy. If credit from another institution is not awarded as semester hours of credit but as, for example, quarter hours, check with the Academic Services Center about equivalency of BU credits allowed. Students can download a petition for the Sargent website or pick one up in room 207, attach a course description and bring science and math petitions to the appropriate CAS department stated on the form and then return to your advisor for approval. All copies of approved petitions should be submitted to room 207. Petitions for transfer of credit from another institution should have the transcript attached. Petitions are returned to the student's folder after action on the petition has been added to the student's record.

If a student is petitioning a policy or decision made by his/her department, the petition should first go to the academic policies and procedures committee within her/his program or to the Academic Program Director. A student whose petition has not been approved may resubmit under the guidelines outlined in the departmental Academic Policies and Procedures Manual.

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## Grade Changes

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All adjustments to the grade report must be made on a grade change form, available in room 207. **Students are not allowed to pick up or return grade change forms.** Instructors submit grade change forms to room 207 where they are checked for accuracy and forwarded to the Registrar's Office for official recording. One copy of the form is sent to the Department for filing in the student's folder and one copy is retained by the Academic Services Center. Grade changes cannot be processed after a student has officially graduated.

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## Graduation

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Each student must fill out an **Application for Graduation** to certify that all degree requirements are being met. The form must then be returned to room 207 by February 1<sup>st</sup> of the last year of study to ensure that the student's name is included in the May graduation list and commencement programs. For students graduating in January, the **Application for Graduation** is due by November 1<sup>st</sup>.

All students (January, May and September grads) are invited to participate in the May commencement ceremony if they have completed all coursework by that date. Commencement materials will be sent by email and postal mail so please be sure that BU has your updated contact information. Check the Sargent College and Boston University websites for important details about the ceremonies or stop by the Academic Services Center or call (617-353-2713) with any questions.

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## Advanced Placement

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A student who has been awarded advanced placement credit in biology, general psychology, statistics, humanities and social sciences is exempt from taking courses in those specific areas. We do advise, however, that since biology is a foundation course in all of our programs that a student should sign up for the course and if they have definitely covered the material thoroughly, they can drop it within the first four weeks of class. **Also, we do not accept English Language and Composition AP credits as a replacement for the writing course requirement. Your English Literature and Composition AP credits will be accepted towards humanities or general electives.** For specific information about Advanced Placement credits, see [www.bu.edu/admissions/files/library/media/advanced\\_credit\\_guide.pdf](http://www.bu.edu/admissions/files/library/media/advanced_credit_guide.pdf)

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## BU Sargent College Sponsored Programs for Students

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Listed below is a brief description of the major programs/events hosted by the college for students. They are run every year, however, additional programs may be offered. The BU Sargent College Website [www.bu.edu/sargent](http://www.bu.edu/sargent) contains specific information on these and other events.

**Freshman Day at Sargent** is a one-day event with dinner and transportation (if necessary) provided. Freshmen and Peer Counselors participate in activities to emphasize the importance of teamwork and collaboration.

**Rose Banquet:** is a dinner sponsored by the sophomore class for the freshman class to welcome them to the college and to the traditions that make the BU Sargent College experience so unique. After the banquet, sophomores circulate a rose to the freshmen at each table. Each student takes a petal off the rose and places it in a box, which is saved until the class graduates and the petals are scattered. This symbolizes their growth together over the four years. Faculty advisors are encouraged to attend. This event is held in the Fall.

**Junior Pledge:** is a Spring event to recognize the junior class's achievements and to affirm their commitment to the health professions. A speaker is usually a faculty member or an alumnus of BU Sargent College and the students put together a slide show to highlight the class achievements. Parents are invited and faculty are encouraged to attend.

**Honor Society/Alumni Association Sponsored Career Events:** The BU Sargent College Honor Society and Alumni Association collaborate on Career Seminar/Networking Receptions offered once or twice a year. This is an opportunity for students to hear from key alumni speakers how to use their majors and skills as a foundation for professional development, how to network and how to have an effective interview. They also have the opportunity to speak with a number of alumni in the different disciplines at a networking reception.

**Senior Leadership Recognition Reception:** is an event held in May to recognize those seniors who have received college and/or university awards. Faculty advisors and parents are encouraged to attend.

**Student Recognition:** Faculty advisors are available to write letters of recommendation and/or support for their advisees that are required for scholarship and honor recognitions or other needs. The University has a number of awards that students are nominated for, such as the Case-Melville Scholarship, the Trustee Scholarship, and the Scarlet Key Award.

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### BU Sargent College Organizations and Clubs

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**Sargent College Student Council:** The council is comprised of elected representatives from all classes and majors and works to promote activities and a strong sense of college unity. The council initiates social activities, lectures, community service, etc. The Council Office is on the fourth floor and they welcome students from all classes to participate. Heather Nicholson serves as advisor to the Student Council and Class Governments. The members of each Sargent class select four officers and ten to twelve representatives to sponsor various class events at the college. Fundraisers are held to support class activities. Class government representatives work in collaboration with Student Council. Elections are held annually.

**Pi Theta Epsilon:** This is the Occupational Therapy honor society at BU Sargent College. For more information, contact Professor Karen Jacobs (kjacobs@bu.edu or 353-7516)

**Dean's Hosts:** This is a group of students selected to volunteer their time to promote the goals of BU Sargent College. They give tours to prospective students and their families, participate in recruitment and open houses. Dean's Hosts are chosen through an application process: students must have sophomore standing with a minimum 2.5 GPA to apply. Heather Nicholson is advisor to this program.

**Peer Counselors:** Peer Counselors offer study skills seminars, study guidelines/manuals for specific courses, registration parties in conjunction with faculty advising, pre-med information meetings, study abroad seminars and mentoring. This program matches up Peer Counselors with incoming freshmen and transfer students. Peer Counselors write to new students during the summer before the students arrive and the program continues throughout the first year with a variety of activities. These students are selected to serve as role models for incoming students and their peers, teaching the most effective way to make the most of the college experience. Students must have sophomore standing with a minimum 2.7 GPA to apply. Applications are available through the BU/SAR website: [www.bu.edu/sargent](http://www.bu.edu/sargent) Deborah Claar and Heather Nicholson are the advisors to this program.

**BU Sargent College Honor Society:** This organization provides programming for all BU Sargent College students, faculty and staff. The group sponsors lectures and events for the Sargent College Community and works closely with the Alumni. Some of the annual events include Career Workshops, Professional Opportunities Abroad Seminars, Research Seminars, and a Lecture given by a Health Care

Professional. There is an induction ceremony within the first month of the fall semester. Sargent Juniors and Seniors with an overall GPA of 3.5, are invited to join the Honor Society. Deborah Claar and Melanie Matthies are the advisors.

**Student Representatives to the BU Sargent Alumni Association Board:** Two students are selected to serve on the Board as liaisons from the student body. These representatives help alumni with suggestions and activities that bring alumni and current students together.

**Alumni Association Events and Involvement:** Alumni sponsor events open to students that cover a variety of health care opportunities and issues. They also sponsor specific receptions to welcome or congratulate students on their achievements. They co-sponsor or participate in student events such as the Rose Banquet, and Spirit Week and offer a barbecue for graduating seniors. Alumni will often offer services that are helpful to students – financial planning for the graduating student and alternative health care practice seminars to name a few. The Alumni Association, in conjunction with the Communications Coordinator and Academic Advisor from the Academic Services Center has compiled an alumni database that will serve as an Alumni/Student Network, available to all students and alumni, available through the website: [www.bu.edu/sargent](http://www.bu.edu/sargent).

**Other:** There are also professionally oriented clubs and associations that students can become involved with such as the Occupational Therapy Club, Health Sciences Club, National Student Speech Language and Hearing Association, to name a few. Contact the specific department for further information.

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## Administrative Information

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### Attendance

Students are expected to attend each class session unless they have a valid reason for being absent. Students may be required at any time to account for undue irregularity in attendance, either by personal explanation to their faculty advisor or dean or by written statement from a parent or another authority. Any student who has been excessively absent from a course may be required to withdraw from that course without credit. Students who expect to be absent from class for more than five days should notify their dean promptly.

### Absence for religious reasons

1) According to Chapter 151C of the General Laws, Commonwealth of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

2) Students are asked to identify potential schedule conflicts with religious observances (class attendance, exams, assignment due dates) *within the first week of receiving the course syllabus* and to communicate these to the course instructor. This will enable the course instructor to work with the

student to set alternative due dates or exam dates and to identify appropriate methods well in advance for the student to obtain information that may be missed from class.

3) Travel time is not included in the required accommodations for religious observances. Students are encouraged to seek out services at Boston University or in the Boston metropolitan area and Marsh Chapel [www.bu.edu/chapel](http://www.bu.edu/chapel) is an excellent source of information about local services.

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### Academic Conduct Code

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The introduction to the BU Sargent College Academic Conduct Code reads as follows:

“Every year, a few Sargent students are accused of cheating, plagiarism, or some other form of academic dishonesty. Do not become one of these students as the penalties for misconduct may include receiving a failing grade in the course or expulsion from Boston University. To avoid these severe penalties, students must know the rules and live up to a standard of unqualified honesty in all of their work. Sargent College of Health and Rehabilitation Sciences is committed to fostering an intellectual community in which everyone can participate fully in the pursuit of learning. This is only possible in an atmosphere of mutual trust where the discovery and communication of truth are valued by all. The College expects students to adhere to the Academic Conduct Code in all academic and clinical work. Please be advised that similarly stringent academic codes are in effect in all of the schools and colleges at Boston University and Sargent students must comply with these rules or they risk harsh sanctions.”

#### Violations include but are not limited to:

1. Cheating.
2. Plagiarism.
3. Theft of an examination
4. Unauthorized conversation during examinations.
5. Alteration of graded examinations
6. Submitting the same work in more than one course without the consent of the instructors involved.
7. Knowingly allowing another student to represent another student's work as his or her own.
8. Altering or destroying another student's work or records, altering records of any kind, removing materials from libraries or offices without consent, or in any way interfering with the work of others so as to impede their academic performance.
9. Misrepresentation of facts, withholding or concealing information, collusion.
10. Failure to comply with the sanctions imposed under the authority of this code.

#### Penalties for violations of the Academic Conduct Code

Students may be penalized for academic conduct code violations in one of two ways: directly by the course instructor or through referral to the Sargent College Committee on Academic Policies and Procedures. For further information, please see the Sargent College website, [www.bu.edu/sargent](http://www.bu.edu/sargent)

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## Leave of Absence or Withdrawal from the University/College

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All degree candidates are expected to register each semester (not including summer) until graduation. Students who have reason not to register may petition for a Leave of Absence (LOA). **All undergraduate students must go to the University Service Center in the basement of 881 Comm. Avenue to pick up the form and schedule an exit interview. Students are also encouraged to inform faculty advisors and/or academic counselors as to their plans to insure their schedules are revised.** All students officially withdrawing as degree candidates should also go through the University Service Center.

A student on a LOA must notify the BU Sargent College Student Academic Services Center, in writing, at least four weeks prior to the expiration of the leave, whether or not he/she intends to return to the College. A leave of absence is allowable for up to two consecutive semesters. Leaves of absence may be renewed upon written request to the students' specific department by the student for a maximum of one additional year. If the student does not return to the degree program after four consecutive semesters, the student is considered withdrawn and he/she must reapply for admission. This application will be evaluated along with those submitted by new applicants. A student may not apply for a Leave of Absence to avoid either probation or dismissal for academic reasons.

A student who voluntarily withdraws from BU Sargent College may apply for reinstatement to the department in which he/she wishes readmission at least eight weeks prior to the beginning of the semester. The student and the University Registrar are then notified as to whether the registration is approved. A student wishing to complete a semester of study at another university must receive departmental approval by way of petition, requesting a Leave of Absence, approval of coursework and the transfer of credits to Boston University. Credits will not be transferred until the student's Academic Counselor in the Academic Services Center (room 207) at BU Sargent College has received official transcripts.

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### Important Dates regarding LOA/Withdrawals and Course Adjustments

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Withdrawal/LOA refund schedule:

Prior to the First Day of Classes	100% tuition and fees
During the first two weeks of classes	80% tuition
During the third week of classes	60% tuition
During the fourth week of classes	40% tuition
During the fifth week of classes	20% tuition
After the fifth week of classes	No refund

#### Class Adjustment Schedules

- 1) After the first two weeks of classes, no course may be added.
- 2) A course dropped during the first five weeks will not appear on the student's permanent record.
- 3) A course dropped after the first five weeks will appear on the permanent record as "W" (withdrawal).
- 4) Courses may be dropped up to the end of the tenth week of classes. After that point, no class may be dropped.

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## Academic Probation

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Any student whose grade point index (GPI) is below a 1.7 will be placed on academic probation. Students placed on academic probation will be notified by the college. To remove probationary status, students must achieve a GPI of 1.7 or better in the following semester. Summer work at BU can also remove a student from probation. **Any student who has been below a 1.7 GPI for two consecutive semesters will be academically dismissed from all programs within the college** but he/she will be allowed a transitional semester to raise their GPA to transfer to another college within the University or elsewhere. If, at the end of that semester, they are unable to successfully transfer, they will not be allowed to register until they are eligible to transfer into another program within the University.

No student on probation may hold office in any college or university organization, participate in any intercollegiate event or program, including athletics, or otherwise represent the university or college. A student on probation is not excluded from membership in a student organization. A student on probation may be ineligible to receive any financial aid from the university or college. A letter is sent to each student informing him/her of academic probation status. A copy of this letter is sent to the faculty advisor and the academic probationary status is recorded at the Registrar's Office on the University Record System. Students on probation are encouraged to seek advice from an academic counselor at Sargent College.

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## Disability Accommodation

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Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to the Office of Disability Services, 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of the Office of Disability Services. Please see also, [www.bu.edu/disability](http://www.bu.edu/disability)

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## Professional Behavior

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BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the BU Sargent College community. **A key expectation of this community of scholars, educators, practitioners and students is the adherence to the highest standards of professional and ethical behavior.** Academic performance is one indicator of success for BU Sargent College students. Students are also expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences. *Students are evaluated on their professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in the manual for each program of study.*

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## Termination of Enrollment for Academic Reasons & Appeal Process

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### College Termination

A student is permitted only two consecutive semesters with a GPI below a 1.7. Termination of matriculation within the college shall occur for any student at the end of the second semester of unsatisfactory work but a transitional semester will be granted as stated above. This decision can be appealed and a formal petition can be submitted to the College Academic Policies and Procedures Committee. The student can make an appointment with Deborah Claar in the Academic Services Center Room 207 to discuss these procedures.

### Termination from an Academic Program

Every program at the college has individual standards that must be met to continue in the program. Each student is presented with a program manual that explains in detail the course and GPA requirements. **A student whose matriculation has been terminated for academic reasons has the right to petition the department committee on academic policies and procedures to seek a variance from the program policies.** This may be done if the student can present pertinent evidence which may affect the decision. In general, personal, health, social or emotional problems not brought to the attention of the student's advisor or instructor at the time of poor performance are insufficient grounds for a reconsideration of academic status.

If the student is not satisfied with the reconsideration of the department, the student may petition the **Sargent College Committee on Academic Policies and Procedures.** Petitions to the college committee to reconsider academic or disciplinary actions against a student must be submitted for such consideration no later than 2 weeks after written notification of original action by the department. Please make an appointment with Deborah Claar to discuss these procedures.

If a student is terminated from a department within the college for academic reasons, he/she may remain in BU Sargent in an undeclared status for one semester after such action. Students in this status who are not accepted into another department or college by the beginning of the next semester because they are unable to meet the minimum GPA criteria will not be allowed to register until they are eligible to transfer into another program within the University.

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## Financial Assistance from Boston University

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The type and amount of financial assistance a family receives from Boston University depends on the calculated need and available funds. To be eligible for renewal of a Boston University grant or scholarship a student must achieve a GPA of at least a 2.30 for the preceding academic year *unless a different GPA is stipulated in the student's award notification.* **Eligibility for University and state financial aid is limited to four years (eight semesters) of full-time undergraduate study.** For BS/DPT and BS/MSOT students this means that university financial assistance does not continue into the last year or two of study as the student is then considered to be in graduate school. Graduate student assistance is limited but available through BU Sargent College. Any graduate financial aid questions should be directed to Janet Turner, Financial Aid Director; 353-7477.

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## Campus Resources

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### **881 Commonwealth Avenue**

The **First Floor** is the **Student Health Services** which must be entered through the next door (881 West) outside of the building. The number is (617) 353-3575 and the clinic hours are 9-4:30 p.m. Monday through Friday.

**The Behavioral Medicine Center of Student Health Services** (617) 353-3569; There are times when difficulties are experienced as a crisis or where emotional distress rises above modest levels. Services are available for the following: depression, anxiety or panic, eating disorders, sexual assault or other trauma, alcohol and drug problems, suicidal thoughts, attention deficit or hyperactivity, dysfunctional family problems, sexually related problems and health problems. A **Counselor** is available for emergencies twenty four hours per day.

The **Second Floor** houses the **OFFICE OF THE REGISTRAR:**

Important numbers include: Diplomas/Verifications: 353-3604  
Student Records: 353-3612  
Transcripts: 353-3616

Note: To have an official transcript sent, the student can request this on line and pay a fee to the registrar's office (unofficial student copies are free and can be downloaded via the Student Link). To pick up a transcript, the student's ID must be presented.

The **Fourth Floor** takes care of all student accounts except financial assistance. The main number is 353-2264. For problems with billing, please go to the fourth floor.

The **Fifth Floor** takes care of all financial assistance needs. Students need to approach this floor with their facts in order and all the forms that have ever been sent to them from this office. The financial assistance officers are in charge of students according to an alphabet division. Students should know the name and phone number of their officer, as it will be very important during their years at B.U.

The **Sixth Floor** is the Undergraduate Admissions office. The sixth floor also houses the student employment and work study office (617-353-3596). Quickie Jobs is also on this floor. If a student would like to do a one-time job, there are postings through Quickie Jobs such as babysitting, house painting, moving, filing, etc., for people around the city and surrounding areas. Students do not need to be on work study to do these.

**Office of Career Services** 19 Deerfield Street

The **Career Planning and Placement** department can be reached at (617) 353-3590. It has a library that houses internship and summer work information. It also provides ongoing career workshops on resume writing and interviewing techniques.

**Office of Disability Services** can be reached at (617) 353-3658. If a student has a documented learning disability, attention disorder or mental disability, or think that they might have one, contact the Office of Disability Services. At the Office, students can work with specialists who are experienced in providing learning strategies instruction, reasonable accommodations, and support to students with disabilities. See also [www.bu.edu/disability](http://www.bu.edu/disability)

**Educational Resource Center**

George Sherman Union, 4th floor

Phone: 617-353-7077

Email: [erc@bu.edu](mailto:erc@bu.edu)

The ERC offers free peer **tutoring services** as well as workshops in Test-Taking, Test Anxiety, Channeling Perfectionism, Time Management, Problem-Solving, and Note-Taking and Memorization.

**George Sherman Union (GSU)**

**Escort Service** 353-4877

If students are out late at night and would like a safe walk home, here are the times:

Sunday - Thursday 8 p.m. - 2 a.m.

Friday - Saturday 8 p.m. - 3 a.m.

**Ticket Office** 353-2921

This is located on the second floor. Students can purchase "T" passes here at the beginning and end of the month. The price for a "T" pass is \$35.00 per month. Check the bulletin board for upcoming social and cultural events. These events are often held in the large ballroom (Metcalf Hall).

The **Howard Thurman Center**, the **Office of Multicultural Affairs**, can be reached at 353-7189 and is located at the GSU.

**Student Activities Office** 353-3635

Located on the fourth floor, the hours are:

Monday - Thursday 9 a.m. - 6 p.m.

Friday 9 a.m. - 5 p.m.

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**Computers**

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Students at Boston University make extensive use of computers:

- Course assignments will often require the use of a computer.
- Course materials are posted on Boston University's electronic courseware website [blackboard.bu.edu](http://blackboard.bu.edu)
- Faculty will communicate with students via email on a regular basis.
- Class schedules, classroom assignments, and academic calendars can be viewed on the Registrar's website [www.bu.edu/reg/](http://www.bu.edu/reg/).
- Registration, final exam schedules, and academic transcripts can be accessed at Student Link [www.bu.edu/studentlink/](http://www.bu.edu/studentlink/) (secured site).

If a student is not already comfortable with email, internet browser, and at least one word processing program, we strongly recommend that he/she acquire these skills as soon as possible (BU's Personal Computing Support Center [www.bu.edu/tech](http://www.bu.edu/tech) or 617/353-1234 provides free tutorials to BU students).

**BU Computer Labs**

Most individual colleges/schools at Boston University have their own computer lab. A complete list of BU computer labs can be found at Information Technology's website:

[www.bu.edu/tech/desktop/computer-labs/](http://www.bu.edu/tech/desktop/computer-labs/). BU Sargent College's Computer Lab is in room SAR 236.

### **BU Information Technology (IT)**

The Help Desk, Personal Computing Support Center (PCSC), and account services, such as BU login renewals and changing forgotten Kerberos passwords (formerly available at 111 Cummington) have been relocated to new IT Help Centers in Kenmore Square and the Library. The IT Help Center in Kenmore Square offers hardware and software sales and service. For more information, see [www.bu.edu/tech](http://www.bu.edu/tech).

Information regarding the University's new printing system and services, including how to print from your own computer to printers at Mugar and residence halls, is available at [www.bu.edu/tech](http://www.bu.edu/tech)

### **BU IT Help Center** [www.bu.edu/tech](http://www.bu.edu/tech)

The Office of Information Technology's Help Center is a free resource dedicated to helping Boston University students, faculty, and staff use their personal computers and the Internet. The Help Center can provide the following types of support:

Web-based Help ([www.bu.edu/tech](http://www.bu.edu/tech)) Use this Web site for some of the more common problems that may be encountered. The Web site is the quickest way to find a wide variety of technical help when the offices are closed.

### **BU Computer Tutorials**

*Office of Information Technology*

[www.bu.edu/tech/instructional-support](http://www.bu.edu/tech/instructional-support) or 617/353-1234

The Office of Information Technology offers free tutorials in computing to the Boston University community. These short, noncredit courses range from introductions to Pine email to in-depth sessions on popular application software packages such as Microsoft Word, Excel, and FileMaker. Most PCSC tutorials feature hands-on training, and are held in the PCSC classroom at 100 Cummington Street. If the tutorial is full, or if the student would like to learn at his/her own pace or want to learn an application for which there is no instructor-led tutorial, one of PCSC's popular self-paced tutorials can be utilized. Please visit the PCSC website for more information on tutorial offerings, meeting times, registration, etc.

**BU Blackboard (Courseware)** [blackboard.bu.edu/](http://blackboard.bu.edu/) BlackBoard is software that helps faculty build and manage courses on the Web. Instructors can post handouts, course materials, and announcements on the web. many Sargent professors use BlackBoard for their courses.

- Students will need an @bu.edu account to gain access to the course materials.
- Course materials are listed by colleges (i.e., Sargent College) and then by course name.

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## Important Websites

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### BU Sargent College Website

<http://www.bu.edu/sargent>

Information for current students is located at [www.bu.edu/sargent/current-students/](http://www.bu.edu/sargent/current-students/)

Academic departments each have their own sections and the entry page is

<http://www.bu.edu/sargent/academics/>

### Boston University Website

<http://www.bu.edu/>

Boston University provides extensive resources on the web. The following links are available on BU's homepage.

- Directory <http://www.bu.edu/directory/> for an electronic directory of BU faculty, staff, and students (address, phone, email, nickname, etc).
- Search <http://www.bu.edu/search/> to search the BU website.
- Index <http://www.bu.edu/index/> for an alphabetical list and hyperlink to all BU's departments and offices.

The **Office of the University Registrar maintains student records**. Services provided include the following: registration and class adjustments, course confirmations, grade reports, transcripts, enrollment verifications, diplomas, address changes, personal data updates, personal data restrictions, ID cards, webreg information, and course registration via Student Link. Most of these features can be found on the Registrar's website <http://www.bu.edu/reg/>; some require a BU log-on and secure password:

- CLASS SEARCH (Directory of Classes)  
<http://www.bu.edu/reg/> The Class Search/Schedule contains important information: call numbers for electronic registration, instructor, credits, open seats, building, room, and meeting day/time.
- STUDENT LINK (BU's Student Site)  
<http://www.bu.edu/studentlink/> Students can access their student record on this secured website to check grades, classes, credits, etc.
- IMPORTANT DATES - (BU's Academic Calendar) [www.bu.edu/reg/dates](http://www.bu.edu/reg/dates)
- GENERAL INFORMATION- [www.bu.edu/reg](http://www.bu.edu/reg) The Registrar's Office centralized all their important links for students on this webpage: calendars and timetables, downloadable forms, Registrar departments/services, Registrar phone numbers, student site, class listing directory, legal notices and policies, university abbreviations, and voter registration.

The Academic Services Center in room SAR 207 is BU Sargent College's mini-registrar's office  
(sarugrad@bu.edu or 617/353-2713)

## BU Registrar STUDENT LINK

[www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)

The Student Link is an online resource available for all Boston University (BU) students. The requirement for access is a BU login name and a valid Kerberos password. Students can apply online for an ACS account and Kerberos password [www.bu.edu/computing/accounts/intro.html](http://www.bu.edu/computing/accounts/intro.html). The website contains useful information for incoming students as well as continuing students including academic information, job listings and financial aid information. **The Link allows enrolled students to obtain their personal records at BU, including schedules, transcripts and university class schedule information.** The following is a summary of Student Link's most helpful functions.

- EXPRESS LINK ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): These links allow the user to go directly to a particular page without having to go through the tabs.
- ACADEMICS ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): The Academics tab within The Student Link is the student's guide to his/her academic records and university schedule information.
  - University Class Schedule Provides the user with the schedule of classes offered in the current and upcoming semester. Click on the class to see a brief description of the course.
  - Current Schedule Lists both current and future semesters for which the student is registered. The student can view his/her schedule as it is recorded in the Registrar's Office. There are links to view the instructors and also a graphic of the semester schedule.
  - Registration Allows the student to register for classes via the Internet. By choosing *Reg Options* the student is lead through the process of registering for upcoming semesters. Along with the option to register for classes, the student can plan his/her schedule by choosing the option *Plan*. This provides the student with an example of what his/her schedule will look like if the student enrolls.
  - Final Exam Schedule Displays the university's final exam schedule with regard to the classes that the student is currently enrolled.
  - Classes Provides the user with a list of his/her classes by semester, and displays the class, section, title, grade, credits, semester GPA, and cumulative GPA. One can use the GPA estimator to calculate a hypothetical GPA by editing past and future ungraded classes.
  - Grades The student can choose to view his/her grades for any of the semester's listed.
  - External Credits & Test Scores This feature will display any transfer credits the student has acquired at another university and any test scores that are still pending with Boston University.
  - Transcript Preview Allows students to view and print a facsimile of his/her transcript. For the student's privacy, the name is usually omitted, but the student has the option to print a copy of the transcript preview with the name at the top. This transcript is not an official copy from the university, and should not be considered as such.
  - Academic Summary Provides the student with information about his/her status and progress within the university regarding the following: academic status, registration status, withdrawal status, advisor, credit hours, campus, full-time/part-time, class year, projected graduation, degree program, graduation summary and telephone registration date.
  - Advisors Displays the advisor(s) that have been assigned to the student by his/her college. The student can use this site to grant faculty/staff temporary access to his/her records.
  - Academic Calendar Link to the Official Academic Calendar of Boston University.
  - The Source Guide The Source Guide is Boston University's unofficial guide to courses and instructors, as evaluated by students.
  - BU Libraries Allow students to visit all the Boston University Libraries.

- **MONEY MATTERS** ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): The Money Matters tab within The Student Link is the students guide to his/her financial records at Boston University, including student accounts and financial aid information.
- **PERSONAL** [www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): The Personal Information tab provides the student with his/her personal information such as name, addresses, picture, and any data restrictions on the student's information, as recorded by the university.
  - Address Displays the student's local, home and billing addresses, and emergency contact information. The student can update this information online.
- **WORK** ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): The Work tab provides the student with access to student employment listings and work-study information.
- **FOOD AND SHELTER** ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): The Food and Shelter tab of The Student Link is the student's guide to his/her living arrangements at Boston University, which includes meal plans, and off-campus housing listings.
  - Off-Campus Housing Links to the Office of Orientation and Off-Campus Housing's list of apartments and roommates in the Boston area.
- **BASICS** ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): Provides the student with information to successfully navigate The Student Link, including setting up e-mail accounts and passwords.
  - E-Mail and the Student Link Provides links for the student to explore his/her e-mail options at Boston University. These links will bring the student to the main page of the Personal Computing Support Center (PCSC). The student can learn about setting up an e-mail account at BU, as well as configuring his/her personal computer and reading e-mail while not connected to the BU system.
  - Campus Map A detailed map of the Charles River campus of Boston University is located here.
  - Change Your Kerberos Password Allows the student to change his/her Kerberos password using his/her name and student identification number.
- **INDEX** ([www.bu.edu/studentlink/](http://www.bu.edu/studentlink/)): This is an alphabetical list of every function that is on The Student Link. It links directly to the functions it describes.

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## Other Resources

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### POST OFFICES

GSU Basement (617)266-8979

Hours: 9:00 a.m. - 4:00 p.m., Monday – Friday (reduced hours/dates in the summer)

11 Deerfield St., Kenmore Square (617) 437-6066

Hours: 8:00 a.m. - 6 p.m., Monday – Friday and 8:00 a.m. - 12 p.m., Saturday

### PHOTOCOPYING

BU Sargent College does have a photocopying machine for student use and it is located in the MSC. This machine takes points and to get points you must go to the GSU lower level. There are other copy shops available in the area. There are also machines in the B.U. Libraries, as well as a copy center located on the first floor of the School of Management, 595 Comm. Ave.

### MONITORING THE WEATHER

**Weather Phone:** (617) 936-1234

**Emergency Closings:** Occasionally, BU closes due to extreme weather. The following radio and television stations will make the announcement between 6 a.m. and 9 a.m. that day:

WRKO 680 AM, WHDH 850 AM, WBZ 1030 AM or WBUR 90.9 FM

WHDH TV - Ch. 7, WCVB TV - Ch. 5 or WBZ TV - Ch. 4

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## Transportation

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### The “T”

MBTA Buses and trains run daily from 5:00 a.m. to 12:30 a.m. For more information on MBTA service, call 722-3200 (business hours) or 722-5050 (recorded message). A monthly T-Pass, (CharlieCard) good for the subway system, is on sale for the last ten days of the month at the GSU or Government Center T Station. Important MBTA bus lines are:

**86 BUS** - To Harvard Square and beyond from Cleveland Circle. Much quicker and cheaper than the T if going to the Square.

**66 BUS** - To Harvard Square along Harvard Ave.; Catch at Harvard and Comm. Ave.; Average bus time to Harvard Square is 15 minutes

**57 BUS** - To Watertown via Brighton Ave.; Catch along Comm. Ave., to travel through to Allston

### BU SHUTTLE BUS

This bus travels along Comm. Ave., and over to the Medical Campus. Free. Schedule varies, please see [www.bu.edu/thebus/](http://www.bu.edu/thebus/) for details.

### TRAINS

**Amtrak** service leaves from South Station and Back Bay Station. For schedule and fare information, call 1-800-USA-RAIL. or go to [www.amtrak.com](http://www.amtrak.com)

**MBTA Commuter Rail** provides transportation to nearby suburbs and leaves from North and South Stations, depending on the destination ([www.mbta.com](http://www.mbta.com)).

### PLANES

All planes leaving and arriving at Boston come into Logan International Airport which is accessible by the Blue Line - Airport T stop. Free shuttle buses connect the T with all airline terminals.

Boston University has many resources on campus to support all the facets of your personal wellness. A selection of these resources is listed below. Please note that the information listed here is a small snapshot of each department's offerings—we encourage you to visit their respective websites to learn all the details!

**Wellness & Residential Education**

**19 Deerfield Street, 2<sup>nd</sup> Floor**

**617-353-3540 [www.bu.edu/reslife](http://www.bu.edu/reslife)**

Wellness & Residential Education, a part of the Office of Residence Life, offers a variety of events throughout the year to educate students about health and wellness issues, including a one-hour alcohol education class. The office includes a resource library that contains books, brochures, and DVDs for student use, as well as a Stress-Free Zone where students can relax and de-stress. Students may also speak individually with staff for answers to health-related questions and referrals to on- and off-campus resources.

**Student Health Services**

**881 Commonwealth Avenue, West Entrance**

**617-353-3575 [www.bu.edu/shs](http://www.bu.edu/shs)**

**Behavioral Medicine Clinic/Crisis Intervention Counselor: 617-353-3569**

Student Health Services provides a variety of medical, counseling, and psychological services to students. Many of these services are available at no cost or low cost. A Medical and Mental Health clinician are always available on call, after hours. In addition, a Crisis Intervention Counselor is on call 24 hours a day.

**The Danielsen Institute**

**185 Bay State Road**

**617-353-3047 [www.bu.edu/danielsen](http://www.bu.edu/danielsen)**

The Danielsen Institute Clinic offers a variety of psychological services, including individual, group, family, and couples therapy, as well as psychological testing and assessment for adults, adolescents, and children. Many insurance plans, including Boston University's Health Plan, can be used to cover a portion of applicable fees, and a sliding fee scale is also available.

**The Center for Anxiety and Related Disorders (CARD)**

**648 Beacon Street, 6<sup>th</sup> Floor**

**617-353-9610 [www.bu.edu/anxiety](http://www.bu.edu/anxiety)**

CARD offers treatment for a variety of anxiety disorders, including panic disorder, Generalized Anxiety Disorder, phobias, and eating disorders. Fees are based on a sliding scale, and some treatment associated with research studies may be free of charge.

**The BU Psychological Services Center**

**648 Beacon Street, 5th Floor, Kenmore Square**

**617-358-4290 [www.bu.edu/psc/](http://www.bu.edu/psc/)**

The PSC offers structured, symptom-focused, empirically-validated treatments including stress management, relaxation training, assertiveness training, anger management, and treatment for problems such as adjustment disorders, test or performance anxiety, difficulties in attention and concentration, and insomnia. The PSC provides a thorough initial intake interview to determine the nature and extent of emotional problems as well as neuropsychological assessment of attentional and

cognitive/learning impairment. Fees are based on a low sliding scale. The PSC exclusively treats BU students, staff and faculty. All treatment is provided by PhD graduate students under the close supervision of licensed psychologists.

### **Chaplains**

**735 Commonwealth Avenue**

**617-353-3560** [www.bu.edu/chapel](http://www.bu.edu/chapel)

A variety of chaplains are available to all students, regardless of religious affiliation. Appointments can be scheduled, or students can visit the chapel office on weekdays between 9AM and 10PM.

### **The University Service Center**

**881 Commonwealth Avenue**

**617-358-1818** [www.bu.edu/usc](http://www.bu.edu/usc)

The University Service Center is designed to help members of the university community who have questions or problems of a unique or complex nature that don't necessarily "fit" into the areas addressed by other administrative offices. They also handle withdrawals and leaves of absence for undergraduate students. The USC is an excellent starting point for anyone unsure of where to turn for help.

### **Sargent Choice Program**

[www.bu.edu/sargentchoice](http://www.bu.edu/sargentchoice)

The Sargent Choice program is a collaborative effort between Sargent College and BU Dining Services for the purpose of enhancing, expanding, and promoting healthy food options at BU. At the Sargent Choice Nutrition Center/SCNC registered dietitians work closely with dining hall directors and chefs to create delicious and attractive foods that meet comprehensive nutrition criteria set by Sargent College. Sargent Choice foods are available at most on campus dining locations.

### **BU Sargent Choice Nutrition Center/SCNC**

**635 Commonwealth Avenue, Room 401/401A**

**617-353-2721** [www.bu.edu/scnutrition](http://www.bu.edu/scnutrition)

The Sargent Choice Nutrition Center (SCNC) develops customized eating plans at a discounted rate for BU faculty, staff and students. The SCNC also offers individual counseling, group education, and faculty and staff fitness evaluations. Contact them at [scnc@bu.edu](mailto:scnc@bu.edu).

### **Fitness and Recreation Center/Physical Education, Recreation, and Dance**

**915 Commonwealth Avenue**

**617-353-2748** [www.bu.edu/fitrec](http://www.bu.edu/fitrec)

The Fitness and Recreation Center offers a variety of state-of-the-art facilities, including an 18,000 square foot weight and cardio room, two swimming pools, racquetball and squash courts, two multi-use gymnasiums, an elevated jogging track, a 35' climbing wall, a Pro Shop, and the Healthy Blends Café. Physical Education, Recreation, and Dance offers for-credit and non-credit classes in everything from fitness to climbing to martial arts. The department also coordinates all Intramural and Club Sports Programs.

### **Career Services**

**19 Deerfield Street, 3<sup>rd</sup> Floor**

**617-353-3590 [www.bu.edu/careers](http://www.bu.edu/careers)**

The Office of Career Services can assist students in choosing a major, finding an internship, or preparing for their post-college job search. Services include workshops, job and internship fairs, résumé review, mock interviews, and career assessment tools.

### **The Howard Thurman Center**

**775 Commonwealth Avenue, Garden Level**

**617-353-4745 [www.bu.edu/thurman](http://www.bu.edu/thurman)**

The Howard Thurman Center is Boston University's center for cultural learning and collaboration, based on the *common ground* philosophy of Dr. Howard Thurman. Through a variety of workshops, programs, and celebrations, the Howard Thurman Center aims to build community by eliminating barriers of divisiveness that separate individuals, groups, races, cultures, religions, and ethnicities.

### **Office of Judicial Affairs and Student Safety Programs**

**19 Deerfield Street, 3<sup>rd</sup> Floor**

**617-358-0700 [www.bu.edu/dos/ja](http://www.bu.edu/dos/ja)**

The Office of Judicial Affairs and Student Safety programs serves as the primary administrator of the Code of Student Responsibilities and also provides information and resources to the university community regarding personal safety on and off campus.

### **Boston University Police Department**

**32 Harry Agganis Way**

**617-353-2121 [www.bu.edu/police](http://www.bu.edu/police)**

The Boston University Police Department is a full-time, professional law enforcement agency that also provides a wide variety of public services, including emergency medical response, Rape Aggression Defense classes, and laptop and bicycle registration. Through the community policing program, officers are assigned to various areas of campus to work closely with the community in addressing crime and crime prevention, as well as social issues, which directly affect the quality of life at Boston University

### **Environmental Health and Safety**

**704 Commonwealth Avenue, 2<sup>nd</sup> Floor**

**617-353-4094 [www.bu.edu/ehs](http://www.bu.edu/ehs)**

The Office of Environmental Health and Safety (OEHS) provides a full range of environmental, health, and safety services to the University community. These services include, but are not limited to, Fire and Life Safety programs and support of the university's Recycling program.

### **Office of the Dean of Students**

**775 Commonwealth Avenue, 3<sup>rd</sup> Floor**

**617-353-4126 [www.bu.edu/dos](http://www.bu.edu/dos)**

The mission of the Office of the Dean of Students and the Division of Student Affairs is to enhance the quality, character and perspectives of our students. Through its many orientation, mentoring and counseling programs, the Division promotes an environment that encourages intellectual exchange and individual expression. The Dean of Students has an open door policy and is available to all students by appointment. **Check out [www.bu.edu/dos/kenn-20/](http://www.bu.edu/dos/kenn-20/) and get to know Dean Elmore.**

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## Health Requirements

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Boston University is very concerned about the health and wellness of our entire student community. To this end, the University requires that every incoming student (freshman, transfer or graduate) have a physical examination by a licensed practitioner and be immunized against the following common communicable diseases; measles, mumps, rubella (MMR), tetanus, hepatitis-B and (bacterial) meningitis.

The Commonwealth of Massachusetts requires that all full-time undergraduate and graduate students, all full-time and part-time health science students and any full-time or part-time international students to submit proof of immunization. The “Student Information, Medical History and Physical Report” or “Health Form”, available on the Boston University Student Health Services web site, outlines the requirements. When completing the form, please be sure to include immunization dates as well as the signature of your health care provider. This information should then be returned to:

Student Health Services  
Boston University  
881 Commonwealth Avenue, West  
Boston, MA 02215

You may also fax the information to (617) 353-7224 or (617) 353-3557.

For additional health related information, please go to the Boston University Student Health Services web site [www.bu.edu/shs](http://www.bu.edu/shs)

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## Emergency contact phone number

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All students are required to provide an emergency contact phone number such as their cell phone. This number will be used by the “Send Word Now” system to alert the entire BU community in an emergency situation. Students can provide the emergency phone number by clicking on "Update Campus Emergency Phone" in the Student Link. Students who do not comply with these requirements will not be permitted to register for the following semester.