ACADEMIC POLICIES FOR STUDENTS GOING ABROAD ON EXCHANGE PROGRAMS
Please read the policies outlined below very carefully.

1. **Full-time status.** You are required to maintain full-time student status, equivalent to 12 or more BU credits per semester, while abroad. You may need to take more than 12 credits at your host university in order to earn the equivalent of 12 BU credits. Some foreign universities require that you take more than 12 BU credits in order to meet their requirements for full-time status.

2. **BU degree progress.** You are responsible for verifying with your department in advance how the classes you take abroad will count towards your academic program at BU. An Academic Worksheet is available to you for this purpose.

3. **Auditing classes.** You are not permitted to audit classes while studying abroad on exchange. In addition, no grades of ‘Incomplete’ will be given; all coursework must be completed with your host institution, including the completion of all final exams.

4. **Registering for final exams.** Some universities abroad require students to register in advance for their final exams. It is your responsibility to know whether you need to register for your exam, and to do so by the deadline. Failure to register for or take a final exam will likely result in a failing grade for that course.

5. **Grades and transcripts.** All classes that you take abroad on an exchange program will appear on your BU transcript and all grades earned abroad will be factored into your GPA, just as if you had taken the classes at BU. You cannot opt to omit courses taken abroad and/or grades earned abroad from your BU transcript.

6. **Failing grades and incompletes.** A failing grade earned in a class taken abroad will appear on your transcript with an ‘F’ that counts towards your GPA. You will also receive an ‘F’ on your transcript for any class that is ‘Incomplete’ on your host institution transcript. In keeping with BU academic policy, you will not earn academic credit for incomplete or failed courses even though the grades appear on your transcript and impact your GPA.

7. **Class withdrawals.** If you withdraw late from one of your classes abroad and a ‘W’ appears on your host university transcript, that ‘W’ will also appear on your BU transcript.

I have read the above policies and understand that I will be bound by these guidelines while participating in an exchange program.

Student Name: ________________________________    BU ID: U______________

Signature: ________________________________    Date: ________________