

ACADEMIC POLICIES FOR STUDENTS DIRECTLY ENROLLING IN COURSES AT A FOREIGN UNIVERSITY

You will be enrolled in a course or courses at a university whose policies, teaching methods, and grading systems will differ from Boston University's. Please read the policies outlined below very carefully and refer to your program-specific informational materials, which may include additional policies that modify or supplement the below.

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 apply towards your major or minor degree requirements. An Academic Worksheet is available to you for this purpose.

3. Auditing classes. You are not permitted to audit classes while studying abroad.

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 final exam, and to do so by the deadline. At some universities abroad, failure to register for or take a final exam results in a failing grade for that course. Although some universities abroad allow their matriculated students more than one opportunity to sit for final exams, BU Study Abroad program participants will sit the final exam only once.

5. Grading Conversion and Credit Transfer. It is a student's responsibility to understand the grading system and grade conversion scale for their host university courses. Some courses offered abroad may carry fewer than four credits.

6. Grades and transcripts. Boston University cannot edit, modify or change in any way the final grades that are issued by your host institution and indicated on your host university transcript. Any questions regarding your grades should be directed to your host university faculty. All grades assigned to you by the host institution will be recorded on your BU transcript and all grades earned abroad will be factored



into your GPA. You cannot opt to omit courses taken abroad and/or grades earned abroad from your BU transcript.

7. **Pass/Fail.** No credit will be given to courses taken Pass/Fail.

8. **Withdrawals.** If you withdraw from one of your classes abroad and a 'W' appears on your host university transcript, that 'W' will also appear on your BU transcript. However, a grade of 'W' will not be recorded on your transcript retroactively and post-program.

9. **Incompletes and Failing Grades.** No grades of 'Incomplete' will be given; all coursework must be completed with your host institution, including the completion of all final exams before the end date of your program. You will also receive an 'F' on your BU transcript for any class that is 'Incomplete' on your host institution transcript. A failing grade earned in a class taken abroad will appear on your transcript as an 'F' and will count towards your GPA. 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.