

# Practical Graduate Handbook

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## Policies

An extensive list of policies can be found here: [University Policies](#).

[Sexual Assault Prevention Course](#): mandatory for all incoming and continuing students

## Information for Admitted Students

[This GRS site](#) is a good resource for general information about FAQ.

## Student Forms

[Student Forms are available here.](#)

## Academic Standing & Time to Completion

From the [GRS Bulletin](#): “The GRS minimum standard for Satisfactory Academic Progress for students is:

- Maintain a GPA of 3.0 or higher
- Have no more than two failing grades and/or W grades
- All graduate students must pass comprehensive exams, qualifying exams, and other milestones on the schedule specified by the program

Master’s degrees must be completed within three years after the first registration for that degree.

PhD degrees must be completed within seven years after the first registration for that degree, except for periods of authorized leave. In addition, a full-time or certified full-time PhD student who is in good academic standing and who becomes the primary caregiver of an infant or adopted child will receive a one-year extension of their approved time to degree.

Petitions for extensions of time to complete degree requirements must be submitted prior to the end of the above limits. Students exceeding these time limits without an approved petition for an extension of time will not be permitted to register.”

## Leave of Absence and Time to Degree

From the [GRS Bulletin](#): “Students wishing to take a leave of absence should submit a [Leave of Absence form](#) to the Graduate School of Arts & Sciences; the leave is effective as of the day the form is received. A student will be allowed up to two semesters of

leave of absence; beyond two semesters may be granted in cases of substantiated illness, one-semester maternity or paternity leave, or military service. In exceptional cases, the Director of Graduate Studies of the student's program should petition the Associate Dean of the Graduate School of Arts & Sciences.

A student who files for a leave of absence from the University before classes start is eligible to receive full credit of tuition and fees. Students should refer to the [Withdrawal and Tuition Refund Schedule](#) after the beginning of classes. A student who is on leave and who has borrowed federal and/or private loans may be required to begin repayment while on leave.

The period of authorized leave of absence is counted as a part of the time allowed for completion of master's degree requirements. ***The period of authorized leave of absence is not counted as a part of the time allowed for completion of PhD degree requirements.*** Students may not complete any degree requirements in a semester for which they have been granted a leave of absence. PhD students must be registered in the semester in which the final degree requirements are completed, as well as in the preceding semester.

## Leaves of Absence for Medical Reasons

A student may need to interrupt their studies for medical reasons. The University can assist a student who is deciding whether to take a medical leave and advise him or her about the steps necessary for a successful return. A student's request for a leave of absence for medical reasons must be reviewed by Student Health Services or its designee. Boston University also reserves the right to require an involuntary medical leave of absence if it determines that a student's continued enrollment would create a significant risk to the health and safety of the student or others.

A student seeking to re-enroll after a medical leave must demonstrate to the University that the student's health permits the successful completion of studies. Documentation needed to support this finding will be determined by Student Health Services or its designee, but will generally include information from the student's clinician as well as an assessment by Student Health Services or its designee. The decision whether to permit a student to re-enroll is within the sole discretion of the University.

**Withdrawal:** Students who wish to withdraw from the University must submit their requests on the Withdrawal/Leave of Absence form. A request for a withdrawal is effective on the day it is received in the appropriate office; charges are canceled in accordance with the University's published refund schedule, based on the effective date

of the student's withdrawal. Mere absence from class does not reduce financial obligations or guarantee that final grades will not be recorded. A master's student who receives scholarship aid and who withdraws or takes a leave of absence after the beginning of classes will have the institutional aid canceled. A PhD student will retain the scholarship aid.

## Childbirth Accommodation

From the [BU Bulletin Policies](#): "The childbirth and adoption accommodation policy for full-time or certified full-time PhD students in good academic standing provides for extensions for academic coursework and other requirements to the primary caregiver of an infant or adopted child. It also provides for a continuation of stipend support for funded students during the accommodation period.

- A student taking an accommodation due to the birth of a child should notify the relevant department chair (or program director) in writing no later than 30 days prior to the start of the semester during which the birth is expected. In the case of adoption, notification should be made once the student becomes reasonably certain of the expected date of the adoption. The notification should indicate the start and end dates of the accommodation consistent with the allowable time frame below. The department chair (or program director) shall acknowledge receipt in writing. Forms for this purpose are available from the student's school or college dean's office.
- The period of accommodation is 60 days and must end no later than the final day of the semester immediately following the semester in which the child is born or the newly adopted child is placed. The summer period between spring and fall semesters will be considered a semester for the purpose of this policy. A student may elect a shorter period of accommodation, at the sole discretion of the student, and should inform the relevant department chair (or program director) in writing.
- If both parents are eligible PhD students at Boston University, the accommodation is available to both, but the periods of accommodation may not overlap.
- The student will remain registered as a full-time or certified full-time student during the period of accommodation.
- The student will be excused from all course requirements during the period of accommodation, including assignments and exams. The student should make arrangements with each instructor to complete any assignments or exams missed.

- Other requirements outside of formal coursework, such as qualifying or comprehensive examinations, should be rescheduled as appropriate to provide reasonable time for preparation and completion.
- A student holding an appointment for which a stipend is paid, whether service or non-service, will continue to receive the stipend during the period of accommodation.
- If the student is serving or was to serve in a teaching role during the semester of the accommodation, the student will be relieved of any responsibilities related to the course(s) during the period of accommodation. At the program's discretion, the student may be relieved of all course responsibilities for the semester.
- If the student is serving or was to serve as a research assistant on a funded project during the period of the accommodation, the student will be relieved of any responsibilities directly related to the project during the period of accommodation.
- The length of a multiyear stipend commitment made at the time of admission and the total time allowed to obtain the degree will generally not be extended by the period of accommodation."

## Boston University Title IX Rights & Responsibilities

Mandatory Reporting: "Mental health counselors and members of the clergy are confidential resources. All other employees of the University, including coaches, resident assistants, teaching assistants, faculty, and staff are required by law and University policy to report an allegation of sexual misconduct to the University's Title IX coordinator."

If a student or employee seems as though they are about to confide an experience of sexual violence to you, you are obligated to inform them that you are a mandatory reporter under Title IX. If they have already confided in you, you are still obligated to inform them that you are a mandatory reporter and contact the pertinent Title IX representative below. If they wish to seek confidential resources, you can direct them to the [Sexual Assault Response & Prevention Center \(SARP\)](#), [Student Health Services](#), [chaplains](#), the [University Ombuds](#), or the [Faculty/Staff Assistance Office](#).

**For graduate students:** if you are supervising students as a TF, you are a mandatory reporter for any information they confide. If a peer confides in you, you are NOT obligated to report though you can recommend these resources to your colleague.

## **CAS Title IX Contacts**

**First point of contact:** Nancy Geourntas, Dept. Admin, [nwild1@bu.edu](mailto:nwild1@bu.edu) or in person.

- Kerry Buglio, Asst. Dean, CAS Academic Services (Undergraduates)  
[kbuglio@bu.edu](mailto:kbuglio@bu.edu) / (617) 353-2400
- Alex Bellan, Director of Faculty Actions (Faculty/Staff)  
[lundsted@bu.edu](mailto:lundsted@bu.edu) / (617) 353-2404
- Kristen Shannon O'Connor, Assistant Director of Graduate Affairs (Graduate Students), [ksoc@bu.edu](mailto:ksoc@bu.edu)

## **BU's Responsibilities Under Title IX**

Title IX requires universities to respond promptly and effectively to complaints of all kinds of sexual misconduct, including sexual harassment and sexual violence.

Universities must take immediate action to eliminate the offending conduct, prevent its recurrence, and address its effects. BU is committed to promptly investigating the circumstances of a complaint to determine what occurred, ensure complainant safety, and provide remedies. Regardless of whether a complainant files a criminal action, BU will undertake its own investigation of the circumstances of the complaint.

## **Policies**

Boston University has several policies that address sexual misconduct:

- [Sexual Misconduct/Title IX Policy](#): This policy defines key terms, gives examples of covered conduct, discusses confidentiality, and provides guidance on reporting sexual misconduct throughout the University.
- [Workplace Violence Prevention Policy](#): Prohibits violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, and stalking and property damage, and describes procedures for reporting such situations.
- [Policy on Consensual Relationships with Students](#): Applies to relationships between students and the faculty, staff, or other affiliates who supervise students.

<http://www.bu.edu/safety/sexual-misconduct/title-ix-bu-policies/>

## **Mandatory Reporting**

From BU's [Sexual Assault Prevention for Graduate Students](#) training which is required for all incoming and current students: "As a graduate student, you may find yourself in a position of responding to someone who reaches out for support because of a harmful experience. If you think a student may be about to disclose an incident, gently remind them if you have a responsibility to report disclosures, and mention that there are confidential resources that you can connect them with if they would prefer.

Remember, when someone chooses to disclose to you, it's because they trust you, and the way you respond can have a significant impact on their healing process. Be sure to listen to them and let them know that they are not to blame for what happened (regardless of the circumstances). Don't question or investigate what happened or attempt to problem-solve. Offer to connect them with resources who they can reach out to and discuss their options."

## Department Matters

### Compliance

Check the StudentLink ([bu.edu/studentlink](http://bu.edu/studentlink) – Personal – Compliance Status) to check your compliance status or make any updates:

1. Provide a BU Alert Phone Number
2. Provide a local address
3. Make sure your Student Account is settled
4. Make sure you turn in your required medical forms and immunizations
5. Sign an acknowledgement that you have been informed of the Massachusetts Motor Vehicle Law.
6. Be sure you are always completely in compliance or you will not be able to register for classes.

### Advising & Registration

Advising typically occurs in October and November for the Spring semester and March and April for Fall semester.

**If you are taking classes next semester:** You must first meet with your faculty advisor/mentor to discuss your progress and plans for the next semester. After this meeting, you must schedule a time to speak with the DGS. Once your plan is approved by the DGS, the DGS will email proof of advising to the department administrator/Sr. Program Coordinator, outlining your plans for the next semester. You then will receive your Academic Advising Code from the Sr. Program Coord. Login to [bu.edu/studentlink/](http://bu.edu/studentlink/) and select 'Academics' then 'Registration.' Plug in your AAC and register for classes. If you are auditing a course, you will have to complete a [Permission to Audit form](#) and send it to the dept admin for processing. See the [Registration Calendar](#) for registration dates each semester.



**If you are not taking classes next semester:** You should meet with your advisor to discuss your progress. You will need to fill out the [Continuing Study form](#), signed by you and your advisor. Return this form to the dept. administrator by the date specified. If you are in your >7th year, you will additionally need to fill out a [Petition for Extension of Time](#).

GRS policies and information on registration [can be found here](#). Registrar's Office policies and information [can be found here](#).

### **Summer Courses**

GRS will cover tuition for certain summer courses if they are directly pertinent to the degree. Please speak to your advisor and to the dept admin before registering for summer courses.

### **Summer Registration**

The department will coordinate summer registration for you. Staying registered over the summer allows you to continue to access BU services such as the library & gym, and keeps you in student loan forbearance (if applicable to your situation). As outlined by GRS:

"This registration is a no-cost mechanism whereby graduate students who are engaged in academic research during the summer can be appropriately registered as students for purposes of loan eligibility, loan deferment, and tax considerations."

GRS PhD & MFA students not registering for summer courses but engaged during the summer in full-time research as an essential component of their graduate degree programs are eligible for PhD & MFA Summer Registration. Students working more than 20 hours per week are not eligible for full-time status. Full-time research status eligibility can be met one of two ways:

1. any PhD or MFA student who receives a minimum stipend of \$4,000 during the summer term of May – August
2. any PhD or MFA student who is working on independent work pertinent to the completion of their degree requirements (please briefly describe this work on the registration form)."

## Sports Pass

**The “Sports Pass” is automatically added to your tuition and fees every Fall, and is NOT covered by your fellowship.** Login to the Student Link, look under Money Matters, and waive your Sports Pass (unless you want to pay for it yourself). If you do not do this, you will eventually be considered non-compliant and will not be able to register for classes or check out library books. If you fail to waive the Sports Pass and are unable to do so online, you will need to go to Agganis Arena to speak with a representative to remove it from your bill.

## Terrier ID Card

Once you register for classes, obtain your ID card from the Terrier Card Office, located in the basement of George Sherman Union (GSU), 775 Comm. Ave. You must present a picture ID to obtain the card. Hours are Monday-Friday, 9-5.

## Office & Kitchen

You will have a desk in a shared office for most or all of your graduate career. We have pests (cockroaches and mice), so never leave food out or open in your office or the kitchen. I recommend storing all non-perishable food inside a tupperware in your desk.

If your office is too hot or too cold, notify an administrator or call the Facilities Emergency line at 617-353-2105 to tell them your location and room number. (Hot and cold counts as an emergency as well as leaks, electrical outages. For spills or vacuuming, call Facilities Custodial at 617-353-2109.)

Keep your door locked and your keys with you, even if you are only stepping out for a moment. This floor is often quiet, and we have had thefts. **Keep in mind that it is not just your items that you put in jeopardy if you leave a door open, but your colleagues' as well.** If you get locked out, ask an administrator to open the door or call the Facilities Emergency line to report a lock out. This also applies if you are locked out of the building.

We have a water cooler in our kitchen. If you are filling a large water bottle, please use the sink (Boston tap water is excellent) or the water filling stations on the first floor and in the basement. If you empty the water jug, please replace it by taking just the sticker off of the neck of a new jug and upending it on the cooler. You do not need to remove the blue cap, just the sticker. Coffee, creamer, and some tea is available to all in the

kitchen. Do your dishes, and label all food in the refrigerator. Admins reserve the right to throw away dishes that are left in the sink for more than 24 hours and food that is past its expiration date.

## Department Library

If you remove a book from our library in STH 409, that book should not leave your office. Please take a slip of paper and write your name, the book in question, and the date and place it where the book was on the shelf. Feel free to scan and/or copy any books you wish to take home.

## Computers & Printing

The code to the copier is 2427 (the last 4 digits of the main Classics phone number). Printer setup instructions are available from the Sr. Program Admin. If you need assistance with this or any other technical matter you should contact CAS IT and [submit a help ticket](#). This applies to all computer issues. If the copier is not working, consult an admin.

The graduate students share departmental resources (past copies of syllabi, lecture notes, useful PDFs, copies of prospectuses, etc.) on a Classics google drive. Ask your Sr. Program Admin. for information on how to join the drive.

## Department Events

Over the course of the semester, there will be events that you are expected to attend. If you are unable to attend you should have a fairly compelling reason for doing so. Additionally, you should attend the Graduate Conference hosted by your peers (currently in March) and the Boston Area Roman Studies Conference (usually the 3rd or 4th Friday in April).

The Massachusetts Junior Classical League (MJCL) sponsors a “Classics Day” annually generally on the Thursday before or after Thanksgiving which we host at BU. You may be asked to present a one-hour lecture to 6-12th grade students at this event. You are by no means obligated but it is a good (paid) experience to lecture broadly to a younger audience and help nurture classical studies at the secondary level (while also getting a line on your resume under “outreach”).

During the graduate admissions cycle you may be asked to take prospective students out to lunch. If you are asked to do so, save both your itemized receipt (the one with all the items people have ordered) and the final receipt (the credit card slip with the tip) for reimbursement by the dept admin. These are alcohol-free events. If we are hiring for a

faculty position, you may also be asked to attend talks by and/or have dinner with candidates and provide your feedback.

## Money Matters

[Financial aid FAQs are located here.](#)

### Funding Through Fifth Year

There is no internal funding for Masters candidates. All accepted PhD students are guaranteed 5 years (10 semesters) of fellowship. This is generally 4 semesters of non-service stipends and 6 semesters of service stipends in the form of Teaching Fellowships. Information on these types of fellowships is [available here](#). Typically, the funding pattern is as follows:

- Year 1: 2 semesters of Dean's Fellowship (Non-service: you aren't teaching)
- Years 2-4: 2 semesters per year of Teaching Fellowships: you will serve as a Teaching Fellow with your own discussion sections or a Teaching Fellow without discussion sections/a grader. You may also be nominated to serve as a Senior TF, who teaches either beginning or intermediate Greek or (more frequently) Latin. See below for more information.
- Year 5: Non-service stipend for dissertation research and writing

Service stipends are paid out weekly on a 1 week delay. **Non-service stipends are paid out on the 4th Friday of the month and are untaxed (see below, Taxes & Your Stipend).** Plan your budget accordingly: there are many apps/sites that can help you analyze your spending and cash flow.

### Funding Beyond Fifth Year

If you are a  $\geq$ G6, your Continuing Student fee will be covered as long as you are in compliance and good standing. This includes continued health insurance, access to FitRec, library privileges, and other BU services. Additional funding is not guaranteed but below are various ways that students are able to obtain funding.

- For Years 6+, funding is sometimes available within the department to teach as a Senior TF, usually in elementary to intermediate language courses.
- Prior service as a Senior TF in years 1-5 may allow you to receive funding beyond your fifth year in the form of deferred service or non-service stipend fellowship support. More details are below.
- The Writing Program has a limited number of [Graduate Writing Fellowships](#) for those in 6th & 7th years, where (if accepted) you will teach a stand-alone first-year writing course on a topic of your choice. "Please note that students cannot hold the fellowship beyond their seventh year of graduate study, so those

currently in their seventh year are not eligible to apply.”

- The [Core Curriculum](#) occasionally employs graduate students as Writing Fellows for its courses. Speak with your advisor about this option if you are interested.
- The [BU Center for the Humanities](#) offers a limited number of one-semester [Dissertation Fellowships](#). These fellowships are by department nomination, and two students per department may be nominated per year.

“In choosing these students the department must be rigorous in selecting two students who are unquestionably at the end of their graduate work at BU and in a position to defend their dissertations by the end of August of the year in which they hold the fellowship. The Graduate Dissertation Fellowship is intended to be the final stage of each fellow’s graduate work at BU [...] Graduate Fellows will be expected to reside in the Boston area and attend the weekly BUCH Fellows’ Seminar during the semester in which they hold their fellowships. They receive monthly stipends **[NB: non taxed]** through the Graduate School just as teaching or research fellows do, and they are expected to focus exclusively on their dissertation work during their fellowship semester; therefore, it is expected that they not engage in additional employment while holding a BUCH fellowship. They are also eligible, if space permits, for office space in the BUCH suite.”

## Funding as a Senior Teaching Fellow (STF)

The department may invite advanced students to serve as a Senior Teaching Fellow (STF) in either the Fall or Spring semester of an academic year. As an STF, you will teach an independent course as the instructor of record. STFs are invited to teach undergraduate introductory and intermediate ancient Greek and Latin courses, and, on occasion, a six credit ‘Intensive Latin’ course (Spring semesters only).

STFs receive the same compensation as students who receive a service stipend (TF). However, semesters spent serving as an STF do not count towards your guaranteed 5 years (10 semesters) of fellowship. For example, if you serve as an STF in a semester in which you otherwise would have received a non-service stipend, you may defer a single semester of non-service stipend fellowship support to receive at a later time.

Service as an STF is by invitation only and is not guaranteed, though we try to give everyone interested the opportunity to teach at least one language class as long as you are in good academic standing and have passed the language translation exam in the relevant language.

## Summer Funding

In recent years, fellowship packages have included a summer stipend. For those who entered the program without guaranteed summer funding as part of their fellowship

package, the department has been able to help fund, in one form or another, all graduate students in good standing during the summer months. Students use these funds to prepare for their exams or work on research related to their degree requirements. Funding comes from a variety of sources:

1. **Summer Teaching:** Occasionally, depending on enrollment, the dept will appoint Senior TF(s) to teach Latin 1 and/or 2 during the summer, and sometimes lecture courses such as World of Rome and World of Greece. [Summer Terms](#) are 6 weeks long. Summer 1 runs from just after Commencement until the end of June. Summer 2 is from the beginning of July until the second week in August. If you are a TF, you will be paid on a one-week delay as usual but in larger amounts due to the 6 week schedule. *Salary set by Summer Term, taxed.*
2. **Stipend to study material culture in Greece or Rome:** These stipends require application and can be used to attend the American Academy in Rome Summer Program, The American School of Classical Studies at Athens Summer Program, or independent work related to the study of material culture. *\$7,000, untaxed.\**
3. **GRS Summer Research Stipends:** Usually reserved for students who are ABD for working on prospectus and dissertation research. *Amount varies, usually \$5000, untaxed.\**
4. **Hellenic Fund Stipends:** reserved for work on Greek (can be in the form of studying for Greek exams). *Amount varies, usually \$4000-\$5000, untaxed.\**
5. Funds from various departmental sources to prepare for other exams or work toward the degree. *Amount varies, untaxed.\* \*See below, "Taxes & Your Stipend"*

The amount of funding is often uncertain until the Spring semester. The DGS/dept admin will ask for your summer plans sometime in March to decide how funding will be allocated. If you receive a stipend, it will be in 1-2 lump sums and thus will not be taxed ahead of time (see below). You will need to fill out a [Summer Registration form](#) regardless of whether you are receiving a stipend. Staying registered over the summer allows you to continue to access BU services such as the library & gym, and keeps you in student loan forbearance (if applicable to your situation).

## Conference Travel Funding

When applying for conferences, please keep in mind the costs you will incur if you are accepted. The department has an informal policy of prioritizing funding.

- Always funded: presenting at the SCS Annual Meeting
- Usually funded: presenting at regional conferences, such as CANE, CAMWS,

## CAAS

- Sometimes funded: presenting at graduate conferences

Our funding is limited and we do our best to spread it between students at different stages of their program. We try our best to fund students who are going on the job market soon in order to assist with fostering professional relationships. Grants are usually \$500-\$800. Due to certain restrictions with funding, some we give as a stipend in your pay and some as a reimbursement after the travel is done. The dept admin will be in charge of coordinating this and they will do their best to get your stipend/refund in a timely manner.

**Estimating expenses:** If you apply for dept funding before you purchase your tickets/lodging, you will need an approximate cost of attendance. You should attempt to be realistic. Grants are usually between \$500-\$800 maximum. You should price out transportation, accommodations, and registration costs. For transportation, you can estimate flights with [Google Flights](#). We recommend taking buses or trains to nearby conferences, and we are able to reimburse for mileage if you drive. Accommodations can be hotels (those recommended by the conference usually have a discounted rate), Airbnbs, or hostels. If you are presenting sometimes your registration fees are waived. Any additional expenses, including food and taxis, will be covered only in rare circumstances.

**Graduate Student Organization:** If you are accepted to a conference and intend to seek departmental funding, you must apply to the [Graduate Student Organization \(GSO\)](#) for a [travel grant](#). The GSO deadlines are August 1, December 1, and April 1. Funding from the GSO can be used for up to a year after the deadline, so if you know you have a Fall conference you should apply for August; if you know you have a Spring conference you should apply for December, etc. In order to grant funding to a dept, the GSO requires that reps from that dept attend their meetings. Every year, the graduate students should elect one (or more) reps to share this duty.

## Taxes & Your Stipend

**Is my stipend taxable?** [From the Stipends FAQ](#): “Yes. However, how and when it is taxed depends on whether you are receiving a service or non-service stipend.

If you receive a service stipend, **as a Teaching Fellow** or Research Fellow, the University will withhold taxes from your earnings and you will receive a [W-2](#) from Boston University.

If you are a domestic student with a **non-service stipend, such as a Dean’s**



**Fellowship**, taxes will not be withheld and you will not receive any tax documentation from BU. However, your non-service stipend may still be subject to taxation. Generally, the portion of the financial aid award that exceeds the expense of tuition, fees, and books is subject to income tax. It is the student's responsibility to report it accurately to the [IRS](#) and make payments on any taxable portion of the award.

If you are an international student receiving a non-service stipend, such as a Dean's Fellowship, a 14% tax will be withheld from the stipend unless your home country has a tax treaty with the US, and you complete the appropriate paperwork with the [Payroll Office](#). Students who have declared a [tax treaty](#) will also receive a [1042S form](#) from the [Payroll Office](#), which reports earnings that were exempt under the tax treaty."

This also applies for Summer Funding, which is given as a stipend unless you are a Teaching Fellow (see above). When you are on a non-service stipend, you should plan to set aside money from your stipend to account for money you may owe in the following tax season.

## Housing & Getting to Campus

BU has limited graduate housing in ["dormitory style" housing](#). Almost all students live off-campus. Popular locations are Allston/Brighton and Brookline. If you are looking for roommates, resources include the [Free & For Sale Boston Area Universities Group](#), the [BU Off-Campus Housing Group](#), and the [BU Housing, Sublets and Roommates Group](#).

In Massachusetts, your landlord/rental company is allowed to charge 4 months rent in advance: first month, last month, one month security, and one month broker's fee. They can also charge for the replacement of the lock, if necessary. Any additional fees are not allowed (including application fees unless they count towards these payments). Additional monthly rent for pets is [questionably legal](#). Review your rights at the [Mass.gov tenant's rights](#) page and the [Renting in Massachusetts](#) page. Additionally, for students on non-service stipends (first year Dean's Fellowships and dissertation fellowships) keep in mind that you are paid once monthly at the end of the month and that tax is not taken out (see above).

When selecting an apartment, be sure to look at the commuting options. The [MBTA](#) or "the T" is Boston and MA's mass transit system. BU campus is right on the Green Line B branch to Boston College, and is a short walk from the C branch to Cleveland Circle and the D branch to Riverside. Additionally, the 57 bus runs through campus to Allston/Brighton and Watertown Yard. There are a Green Line B branch stop and a westbound 57 bus stop directly outside of our building. Other buses are available at



Kenmore Square. [Discounted MBTA passes](#) are available for students. [Student parking passes](#) are available for purchase. Many students also bike to campus, and a new protected bike lane running along Commonwealth Avenue has been completed to make this option safer. Once on or near campus, [the BU Shuttle](#) runs moderately frequently. You can download the [BU app](#) to keep track of the shuttle.

## Health & Wellness

**If you are having a medical emergency, call 911.** EMS can check you out and while they will always recommend you go to the hospital, unless you are under 18 or incapacitated in some way you are allowed to refuse treatment and either go to the hospital yourself, or not, on your own terms. **You will not be charged for EMS unless you are transported via ambulance.** It is always a good idea to get checked out by EMS and you are not obligated to go to the hospital unless you are incapacitated. The copay for an emergency room visit with your Student Health Insurance Plan (if enrolled) is \$100-\$150.

**24/7 on-call service for mental health emergencies:** (617) 353-3569

**If you or someone you know is in imminent danger to themselves or someone else,** call the BUPD on the Charles River Campus (617-353-2121), Public Safety at BUMC (617-638-4144), or 911 if you are off campus.

## Health Insurance

Health insurance is required for attendance at BU.

Regardless of what year you are in, if you are registered for Full-Time status in the Fall semester of any given academic year, you will be enrolled in the Student Health Insurance Plan (SHIP) for 12 months, August through August. This includes Continuing Study students as well as students registered for coursework. FAQs for health insurance [are located here](#). If you are insured through another means (ex. spouse's insurance), you can [waive your SHIP](#) via the Student Link. You can also have both! An extended guide is [available here](#).

However, health insurance is a 'fringe benefit' tied to payment of a stipend. You must receive a stipend of at least \$5,000 per semester for Boston University to cover the full cost of SHIP. If you are enrolled at Full-Time status but are not receiving at least a \$5k stipend per semester, you still will be enrolled in SHIP automatically but will be responsible for the full cost of your coverage.

You may waive SHIP coverage and avoid responsibility for payment, but only if you

demonstrate that you have comparable health insurance coverage from another source.

You may elect for “Fall only coverage” if you will be at Full-Time status only in the fall and/or can demonstrate comparable insurance coverage in the Spring from another source. You then will be responsible for payment of only the Fall premium.

**Help! It says I owe ~\$2000 for health insurance!** You don't. “Although the full cost of the insurance plan appears on your Fall bill, medical insurance credits are awarded on a semester basis. A credit for half the annual cost of the Basic plan will appear in the Fall and then the other half of the credit will appear in the Spring, as long as you receive a full fellowship for the entire academic year. Since the credits are split in half you will have a balance on your Fall bill for half of the Basic plan's cost. As long as you are eligible for a Spring insurance credit, and you have no other outstanding charges on your account, your student account will be considered settled/paid.”

## On-Campus Services

[Student Health Services](#): This is the first point of contact. If you are unsure of where to go, this is a resource tailored for BU students.

[SHS Resources for Well-Being](#): Details on resources for Drug & Alcohol Use, Sexual Health & Relationships, Sleep, Mental & Behavioral Health, Community Resources, LGBTQ+ Resources, and Academic Resources.

[Student Health Behavioral Medicine](#): Short-term mental health care with [referrals](#) to area providers. “Many students are nervous and don't know what to expect when they call Behavioral Medicine for the first time. If you are a new patient to Behavioral Medicine, you will be scheduled for an initial 20-minute evaluation at our clinic. The purpose of the initial evaluation is to discuss your reasons for seeking care and to determine the next best steps in addressing your mental health needs.”

[Sexual Assault Response & Prevention Center \(SARP\)](#): “Professional, rapid, confidential, and free-of-charge advocacy and assistance to BU students who have experienced a traumatic incident. Our particular focus is sexual trauma and rape. We also assist survivors of physical assault, interpersonal violence, and other crimes. We will maintain your confidentiality. You will not be pressured to make decisions; rather, you will be given information and support to make decisions.”

Behavioral Medicine Groups and Workshops:

<https://www.bu.edu/shs/behavioral-medicine/services-we-provide/behavioral-medicine-groups/>

Headspace for Mindfulness and Meditation:

<https://www.bu.edu/provost/wellbeingproject/headspace/>

## Off-Campus Services

[Partners Urgent Care](#): Walk-in urgent care clinic with several locations accessible by

T

[Fenway Health](#): LGBTQ+ health care services near campus

[Planned Parenthood](#): located just past West Campus, providing healthcare for sexual & gender wellness

## Faculty Matters

### Mentors & Relationships

From BU's Sexual Assault Prevention for Graduate Students training: "For graduate students, relationships with faculty members — and especially, with advisors — are important for their success, not only in their program, but also for their career. A healthy relationship is one where the faculty member and the student communicate with one another clearly and professionally. In an advisor-advisee relationship, the role of the faculty member should be as a respectful, supportive resource and mentor to the student. However, student-faculty relationships can face challenges around power and authority. Graduate students have the right to learn, research, and teach in a supportive and safe environment." Additionally, you have the right to be paid for any additional work you undertake (ex. if a faculty member requests that you edit an article).

### Incompletes

You are able to request a grade of "Incomplete" for a course to give yourself time to complete the assigned work. This is at the discretion of the faculty member. If accepted, you must fill out and submit an [Incomplete Contract](#) to the dept admin. The incomplete must be resolved within one year of the end of the semester (so, a Fall 2023 Incomplete will need to be resolved by December 2024, etc). After that time, the grade becomes an F. Incompletes can become a real burden and derail progress through the program, so try to avoid them if possible.

## End-of-Year Review

The annual End-of-Year Review, held in mid-May, is where faculty meet with all students who have not yet successfully defended their prospectus to discuss their progress through the program. You should expect to remain in Boston until this meeting takes place unless there are pressing reasons why you cannot, which you should discuss with your mentor ASAP. Attendees of this meeting will be your faculty mentor, any faculty who taught you in CL in the past year, your instructor of rank if you were a TF, the DGS, and the chair. This is an excellent time to review the year's work and to discuss plans for summer work and progress toward the degree. You will fill out a progress report detailing when you expect to take your comp exams, the coursework you completed this past year, any professional development activities (papers given, conferences attended, articles submitted for publication), your current goals, and any other information that is pertinent to your progress.

## Special Topic

The special topic must be in the 'other' language from the dissertation: If a student plans to write their dissertation on a Greek author(s), their Special Topic is in Latin and vice versa. The student comes up with an idea and proposes it to an appropriate faculty member based on field. Together they discuss how they want to structure it; the student writes up a proposal and hands it in to the special advisor and DGS for approval. Knowledge is assessed by a research paper and/or an oral or written exam at the end of the semester in which the special is commenced. There is a great deal of freedom in the Special Topic, but it is advisable to do your project on something you may be able to teach later in life. Doing this builds up your CV, and would allow you to teach a language course on your Special Topic in your post-graduate life.

## Undergraduates

### Exam Proctoring

When you are a TF or Senior TF, students will often request alternate exam dates for a variety of reasons, including disability accommodations (see below) and travel plans. Granting these requests is at your/your lead professor's discretion. For large lecture classes, you will be asked to proctor alternate exam times. These can be scheduled for the dept library or other rooms. Speak to the program coordinator to reserve space at least 48 hours in advance.

**If you are unable to proctor an exam yourself, you are responsible for finding someone who can. The admins cannot proctor exams on your behalf**---they can put students in the library and give them the exam but will not be able to stay in the room with them. Students should NOT take exams in the hallway or in the program coordinator's office, as this is unfair both to the admins and to the student, who doesn't get a quiet space to work.

**Student worker proctoring:** the department usually employs an undergraduate student worker. If you need an exam proctored and cannot do it yourself, you can speak to the program coordinator to inquire about the student worker's schedule. If the student worker is unavailable, you will have to proctor the exam yourself or arrange for other proctoring.

**What if a student asks to makeup an exam without advance notice? What if I'm sick/out/other?** Things happen! If the library is available you are always welcome to have a student test there or in your office. If not, we will do our best to find you a suitable room. Under no circumstances can the administrators proctor on your behalf but we can give and collect the exam and will do our best to accommodate emergency situations.

## Accommodations

Students with disabilities are entitled to accommodations. You or your faculty member should ask students at the beginning of the semester to let you know if they need any accommodations to head off issues later in the term. Students must obtain [documentation of their necessary accommodations](#) from Disability Services. Individual students are responsible for their own accommodations, though of course you can assist them with logistics. The most common accommodation is extra time on exams and laptops for test taking.

**Extra time:** Students may require "time and a half" or "double time" for exams. They are entitled to uninterrupted time so they will need a separate room. See the program coordinator for room reservations. The length of the time depends on the design of the exam: if the student has time and a half for an exam in a MWF 50-minute class, they need 75 minutes; for a TR 75-minute class exam they are entitled to 112 minutes. Some instructors design exams to take only a portion of class time, but the proportions remain the same.

**Laptop:** If a student has a documented need for a laptop instead of a written exam,

they must [request a computer from Disability Services](#) for their exam. They must do this ahead of time. The CL dept is unable to provide them with a suitable laptop.