Welcome to the LLM in American Law Class of 2027 and Exchange Students!

It gives us great pleasure to welcome you to Boston University School of Law. We hope you are as excited as we are about the amazing journey that awaits you as a member of the LLM in American Law program (ALP) and overall BU Law community.

In anticipation of your studies, you can expect a series of important memos and videos from us over the next few weeks. In addition to this Academic Advising/Course Proposal memo, you will receive separate memos about the critical administrative matters, orientation plans and the health and safety measures related to your arrival in the United States.

PLANNING YOUR STUDIES

OK, let's get to it!

How do you develop a study plan that helps you achieve you academic and professional goals? You are not supposed to know the answer. That's why we are here – to support you in making the best decisions for yourself, to make sure you understand your options, to help you evaluate different scenarios, to explain class content and describe professors' teaching styles—and to answer all your questions as best we can.

You will meet with Maureen Tracy Leo, Director of International and Graduate Programs or John LaPlante, Associate Director of International Graduate Programs for individual academic advising this summer. Both Maureen and John serve as trusted academic advisors who are intimately familiar with both course curricula and faculty teaching styles. In addition to their administrative roles, they both serve as part of the part-time faculty and have decades of teaching experience. They are eager to help you identify courses that will best enable you to meet your academic and professional goals while here!

THE STEPS OF ACADEMIC PLANNING

WHAT SHOULD I DO FIRST?

1) Submit a headshot and your anticipated arrival date in the US for the Student Directory by filling out a Profile Book Submission Form (or email to gradint@bu.edu) by January 1.
2) Review this memo to determine what classes you wish to take.
3) Fill out Course Proposal Form online.
4) Make an advising appointment for individual academic advising by clicking here. Please note that you must complete your academic advising by the December 12 registration deadline to preserve your chances of enrolling in your top priority classes.

LEARN THE LANGUAGE: You will confront many new terms and phrases as you learn about your academic options. Here are a few:

CREDIT

- A "credit" is a measure of time spent inside and outside of the classroom preparing for the class under a formula developed by the American Bar Association.
- In the US, the number of credits for a class has no relation to the difficulty of the class.

SEMINAR

- Seminars are smaller classes with enrollments generally limited to less than 25 students.
- Seminars generally meet once a week for two hours.
- Class time is often spent discussing the assigned readings.
- There is no traditional exam. Rather, seminars require students to write long research papers, multiple short papers, give presentations, or complete other forms of assessment.
- All students must attend the first meeting of any seminar they wish to take, even if they have not officially enrolled in the seminar.

AUDITING

- Auditing a class means enrolling without having to take the final exam or other form(s) of assessment.
- You must obtain the instructor's permission by having him/her sign an Audit Form.
- Audited courses don't count toward your degree requirements, concentrations or bar qualification.
- Audited courses do count towards the 18 credit per semester limit covered by your tuition.

ADD/DROP PERIOD

- The Add/Drop Period generally runs for the first two weeks of each semester. During this period, students can request changes to their study plans by adding and/or dropping classes.
- Requets to change classes are made by completing an Add/Drop Form.
- All requested changes to your class schedules must be made during the add/drop period. The Director of ALP/IP must authorize all requested changes.
- No class changes will be allowed after the end of the add/drop period.

ALP PROGRAM REQUIREMENTS

Complete at least 24 credits

- At least 10 (and no more than 18) credits each term
- Obtain a final cumulative GPA of 2.3 for all courses taken
- Receive not more than one failing grade (defined as a C-, D or F)

Required Courses

- Introduction to American Law
  - Spring, 2 credits
  - Pass/Fail
- Legal Research and Writing
  - Spring, 2 credits
  - Graded
  - Small sections (<15 students)

Presented here are only some highlights of the program's academic rules. You are responsible for reading and understanding ALL the ALP's academic regulations, available online here.

Fall Professional Skills Lab

- All students must participate in the fall semester Professional Skills Lab or make alternative arrangements approved by the Program Director. The Professional Skills Lab is an interactive program focused on developing core professional competencies, practical skills and long-term career management tools. Attendance at the Fall Professional Skills Lab is mandatory without express permission from the Program Director to be excused. It will take place in late-September or early October, and you will receive additional information about the Professional Skills Lab when you arrive on campus. You do not need to register for it now.

Exam Considerations

- In general, LLM in American Law students receive an extra hour to complete in-class examinations for JD courses with the following exception: you do not receive extra time if your native language is English or you obtained a prior degree in English. Our office will contact you directly if you do not qualify for additional time on your exams. There is no additional time given to any students for LLM only exams as additional time is already incorporated into the structure of those exams.

Grading Considerations

- BU Law follows a letter grading system.
- Minimum passing grade in a class is a C.
- You are graded separately from JD students.
- In classes with 25 or fewer LLM students, the recommended median grade is B+.
- In classes with 25+ LLM students, the upper-class JD curve applies.

Consequences of Failing a Course

- If you fail a class (receive a grade below C), you will still receive credit, unless you received an F, in which case you will not receive credit. The low grade will be factored into your GPA. If your overall GPA is at least 2.3 at the end of the year, you may still receive the degree. You may not fail more than one class.

During your studies, you will also access important information from a range of web pages. These include the following, many of which are referenced in this memo:

- Admitted Students (password: bulaw)
- BU Student Portal
- Academic Regulations
- Disciplinary Regulations
- ALP Degree Requirements
- Integrated Course Schedules
- LLM Course Offerings
- JD Curriculum
- Concentrations
- Exam Information
- Academic Calendar
- Bar Admission Information

PREPARE FOR YOUR ACADEMIC ADVISING MEETING

Your academic success means everything to us. You bring to the program your own unique background, priorities and aspirations – and, most likely, some individual concerns about how you will adjust to US law studies. For these reasons, we take a highly-individualized approach to academic advising.

During your advising appointment, you will meet with either Maureen Leo or John E. LaPlante to discuss your academic goals, assess your options and formulate a study plan that takes into account your learning style, language skills and any other consideration that may be important to you. (Make an advising appointment here).

If our commitment is to give you the highest quality individual academic guidance, then your end of the bargain is to "do your homework" before your individual counseling session. In advance of your advising session, you must submit a Course Proposal Form. We can't conduct an academic advising session if a student doesn't first identify what courses are the highest value to them. Submission of the course proposal form isn't your registration. It serves as the foundation for our discussion during academic advising where we will discuss your academic interests and refine your academic plan. Your advisor during your academic advising session will submit a registration form outlining the classes you hope to take. *Registration is not confirmed until after the registration deadline once we confirm if any courses are over-subscribed and need to run a waitlist.* Rest assured, we will work for and with you to ensure that you have a full array of courses that meet your goals.

The period before your course selection offers an opportunity for you to identify your goals and and priorities and how they can best be achiveved at the law school.

The classes you select can also have bearing on your long-term professional goals. It is worth considering how your academic choices coalesce with your career aspirations.

What is most important for your professional development after your program?

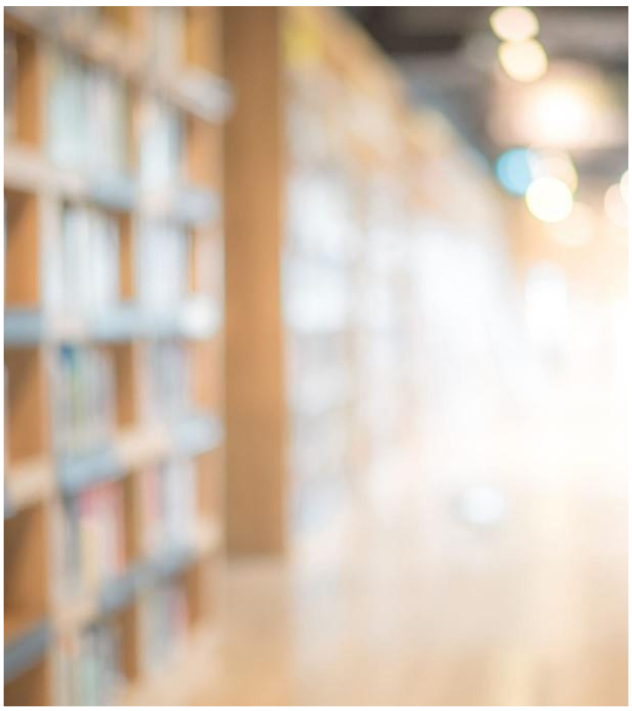
Your academic choices can have bearing on your long-term professional goals.

- What do you want to learn?
- What do you want to be able to discuss in an interview?
- Would you like to pursue an academic concentration in International Business Practice, IP or Taxation to show a potential employer a demonstrated interest in a particular area?

We are eager to learn about your priorities and advise you accordingly!

What's Your Level of Confidence in English?

- How comfortable are you with English?
- Professors have different styles and approaches.
- Many JD classes are substantially more challenging to follow. The pace of English is very fast, and they aren't directed to an international cohort.
- During your academic advising session, we will talk about the learning environments that may suit you best, considering your English skills and other factors.



WHAT ARE YOUR EDUCATIONAL GOALS?

For example, someone with interests in learning IP, gaining practical skills, and qualifying for the bar might consider a plan that includes the following:

Goal: Learn new area such as IP & Information Law

- Intellectual Property for LLMs Survey Course (fall)

Goal: Gain practice skills

- Practice of US Copyright and Trademark in Media (fall)
- Entertainment Law for LLMs (fall)
- IP Licensing (spring)
- IP for the Generalist: A Practical Skills Simulation (spring)
- Negotiation (spring)

Goal: Qualify for NY Bar Exam

- Six Credit Combination of:
  - 4-credit Contracts or Corporations
  - 2-credit Evidence, Torts, Criminal Law, Civil Procedure, Property, Constitutional Law

Try to link your goals and priorities to the academic options available to you.

LEARN ABOUT YOUR ACADEMIC OPTIONS

As an LLM student at BU Law, you have the flexibility to develop your study **plan from an expansive (perhaps overwhelming) range of courses:**

WHERE TO FIND INFORMATION ON YOUR ACADEMIC OPTIONS

- Integrated Course Schedules: These are also on the web site at https://www.bu.edu/law/current-students/llm-student-resources/american-law-program/course-schedules/

- Upper class course descriptions: https://www.bu.edu/law/academics/jd-degree/upper-class-curriculum/

- Special LLM-Only Classes: https://www.bu.edu/law/academics/llm-masters-degrees/american-law/llm-only-courses/

- Banking and Financial Law Program Classes: https://www.bu.edu/law/academics/llm-masters-degrees/banking-financial-law/courses-of-study/

- Graduate Tax Program Classes: https://www.bu.edu/law/current-students/llm-student-resources/graduate-tax-program/courses/

- ALP Academic Concentrations: https://www.bu.edu/law/academics/llm-masters-degrees/american-law/concentrations/

- Blackboard: Syllabi will be populated on a course's blackboard site and you have access to it once your registration is confirmed for the course. Use your BU login name and Kerberos password to access the site.

- Once you have reviewed your course options and formulated a proposed study plan, use the following course proposal form for review by your academic advisor prior to your advising appointment.

When Do Classes Meet?

The Integrated Schedule shows when the JD first-year, upper-level, and LLM-only classes meet during the week. **The meeting time for your Legal Research and Writing class does not appear on these schedules.** You will be placed in a section that doesn't conflict with your other courses before orientation. Classes generally meet two or three times a week. Seminars generally meet once a week for two hours. You CANNOT enroll in classes with meeting times that overlap, even by five or ten minutes. All classes meet at the law school unless noted otherwise.

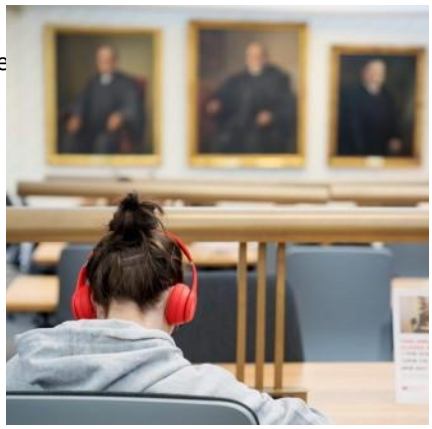
Important Considerations for Proposed Course Selection

- Workload
- Teaching Styles
- Forms of Assessments
- JD v. LLM
- Pre-Requisite Courses

Your advisor will help you determine what courses are the best fit for you based on your priorities.

How Many Classes? A Note on Workload

HOW MANY CLASSES SHOULD I TAKE?



What determines your true workload is the number of classes you take and exams you must prepare for (or papers you must write). You might come from a tradition where taking six or seven classes at a time is normal. At BU Law, you will be VERY busy with four or five classes. It's tempting to want to take everything, but you simply cannot.

OUR ADVICE:

You will hear us tell you– based on our experience– that it is better to go lighter in your first semester and then take additional credits in your second semester. Your adjustment to US law studies will take time, perhaps two months or more. Each year, our graduating students identify "the amount of reading" as the #1 thing they wished they knew about before they startedthe program. Nowyou know!

Teaching Styles

Your professors will have different teaching styles – and different policies about class participation. Some may call on students at random; others may invite students to "sign up" a certain number of times during the semester; several use a "panel system," whereby a small group of students knows ahead of time that the questions will be directed to them. You will learn about different approaches during your advising meetings. Please know that details about participation in specific classes will be found in course syllabi.

Assessments and Seminars

The amount of work you have during a given week is related to the form of assessments (papers, quizzes, form of final exam) the class entails.

Generally, regular classes have one final exam at the end of the term, though some might also have a mid-term exam. Seminars often require research papers.

Seminars are classes with fewer than 25 students and are designated with an "(S)" following the course title on the upper-class course descriptions on our website.

LLM seminars tend to be practice or bar focused and are ideal for LLM students. JD seminars, however, are far more demanding and often require advanced knowledge of a topic or prior course work. JD seminars also require active participation, so you should not enroll in a JD seminar if you are uncomfortable speaking and unwilling to engage in discussions. Be careful about enrolling in more than two seminars that require long research papers. Try to balance papers with in-class exams.

You can't enroll in any seminar unless you attend the first session of the course– regardless of whether you are actually enrolled in the class.

Why take an LLM-Only class?

- Taught by outstanding faculty who are committed to excellence in teaching
- More practice-orientated and skills-based than JD versions
- International focus designed for foreign-trained attorneys
- Easier to participate
- Pace of language often more accessible

Fall Semester LLM Only Doctrinal Classes

This fall, you have the option to take three important doctrinal classes, Contracts, Corporations and Intellectual Property in LLM-only sections, taught by Stephen Donweber, Kevin Wall, Pierluigi Matera and Nick Psyhogeos, all highly-popular, award -winning professors who have extensive experience teaching LLM students. The materials and syllabus are the same as the JD version as are class participation policies.

They offer a comprehensive summary and serve as important foundation for advanced study in these key areas.

An overview of LLM-only electives follows. Descriptions for LLM-only classes can be found at https://www.bu.edu/law/academics/find-degrees-and-programs/masters-llm-programs/llm-in-american-law/llm-only-courses/.

Practical Skills Classes

These classes give students hands-on practical skills training and are designed to help students develop key competencies that employers and clients value, particularly in the ares of contract and transactional law, intellectual property and dispute settlement

Intellectual Property

- Copyright and Trademark in the Media and Entertainment Industries, 3 credits, fall
- Entertainment Law for LLMs, 3 credits, fall
- IP for the Generalist: A Practical Skills Simulation, 3 credits, spring
- IP Licensing in the Global Marketplace, 3 credits, spring
- IP Rights and Commerce in the Global "Cloud," 2 credits, spring

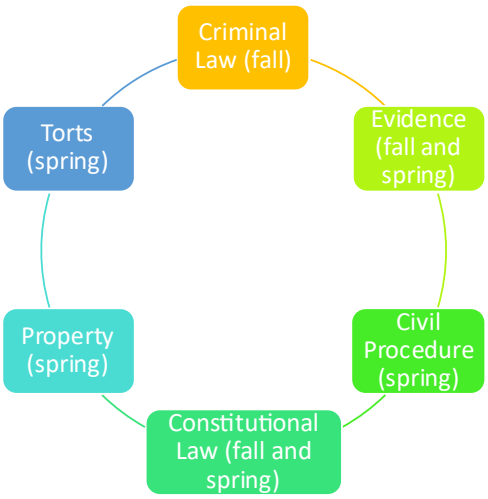
Contract and Transactional Law

- International M and A, 3 credits, fall and spring
- Corporate Finance, 3 credits, spring
- International Due Diligence, 3 credits, spring
- Transactional Simulation: Start-Up Business, 3 credits, spring
- Transactional Contracts, 3 credits, spring

Lawyering Skills/ADR

- Alternative Dispute Resolution, 3 credits, fall
- Negotiation, 3 credits, spring
- Effective In-House Counsel, 3 credits, spring
- Interviewing and Client Counseling, 3 credits, spring

Bar Fundamentals Classes



These classes give students an opportunity to study challenging and "bar" topics. The goal of these two credit classes is to give you early exposure to the fundamental doctrines of these bar subjects. **They are NOT required for the bar.** They can, however, along with certain other electives, count towards satisfying the eligibility requirements for NY and Massachusetts. LLM students, of course, can take the full-semester, four-credit JD versions of those courses if they want a more in-depth exploration of these topics.

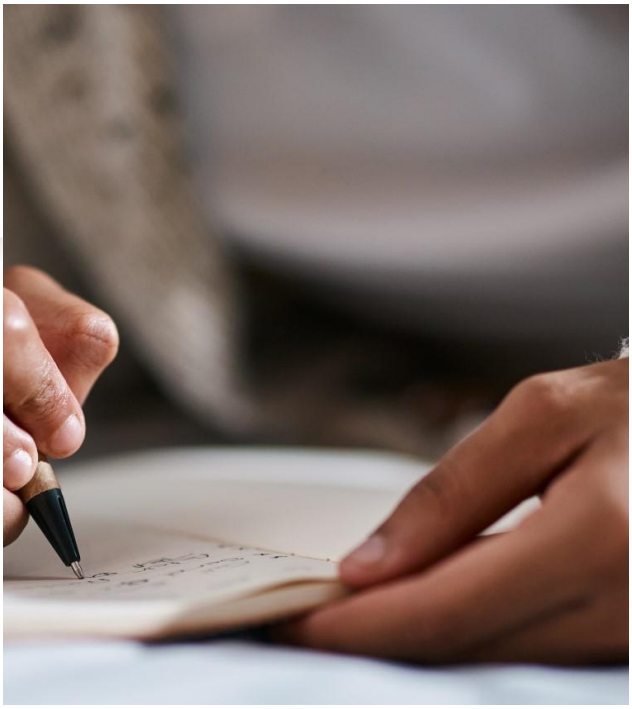
Specialized LLM Courses for Cross-Border Practice

These courses are specifically designed to cover areas of high interest among internationally trained lawyers. They are taught by experienced practitioners and are therefore more practical (and less theoretical) than some analogous JD classes. "IP for the Generalist: A Practical Skills Simulation" is taught by Nick Psyhogeos, an experienced IP practitioner who led Microsoft's in-house legal team for nearly two decades. Sidd Pattanayak, who teaches International Mergers and Acquisitions, is the former senior international counsel at Trip Advisor, the world's most-trafficked internet travel site.

Spring, 3 credits	Intellectual Property for the Generalist: A Practical Skills Simulation
Fall and Spring, 3 credits	International Mergers and Acquisitions
Spring, 2 credits	International Due Diligence
Spring, 3 credits	Transactional Contracts

Specialized LLM Writing Classes

In the US legal profession, the single most important skill to develop is writing. There is no such thing as a good lawyer who is not also a good writer. In addition to your first semester required legal research and writing class, you have the option to further develop your writing skills through several special electives. These include: Transactional Contracts, 3 credits, spring; Effective Writing and the Lawyer's Craft, 3 credits, spring; Advanced Legal Writing for the Bar and Beyond, 3 credits, spring



Introduction to Business Fundamentals

Introduction to Business Fundamentals is a non-graded online course designed to enhance students' understanding of basic financial and management principles. It is a required course for the ALP's International Business Practice concentration, but we **strongly** recommend that all students take it. Some JD classes require it.

The course focuses on how businesses operate. You can complete the course online at your own pace at a time of your choosing. It takes about 15 hours to complete. ***If you fail to complete the class it will appear on your transcript as an "F" or a "W" (withdrawal) so it is imperative that you complete the course if you elect to take it.*** Partial competition of the course doesn't carry over to the second semester so you must complete the course in the same semester you registered for it.

SPECIAL CONSIDERATIONS

As mentioned above, your course selections should directly relate to your goals. If you want to pursue a concentration, qualify for a bar exam, or leave open the possibility of transferring to the JD program, you need to pay attention to certain course requirements.

CONCENTRATIONS

You have the option to declare a specialization or "concentration" of your American Law studies – in Intellectual Property, Taxation, or International Business Practice. For each concentration, you must complete at least four courses from the groupings available online at http://www.bu.edu/law/academics/llm-degrees/american-law/concentrations/. Audited classes do not count towards a concentration. Students can only declare one concentration during their studies here—not two.

SHOULD I PURSUE A CONCENTRATION?

Whether you should pursue a concentration is an individual choice. The benefit of a concentration is that it helps indicate your focus in a quick and easy manner. The downside is that you might find yourself taking one or more classes you're not interested in, simply to obtain a concentration certificate.

OUR ADVICE: Do not be overly concerned if the classes you really want to take do not satisfy a concentration's requirements. Your professional development advisors will work with you to develop your "narrative" (marketing story) that can link your chosen classes to the job opportunity you seek.

WHAT IS A CONCENTRATION?

A "Concentration" is a group of classes, the completion of which can help signal to an employer the focus of your studies and interests.

Upon successfully completing a concentration, you'll receive an official certificate (suitable for framing) and also have the option to mention your concentration on your official law school transcript.

You do not need to commit to pursuing a concentration by a specific date; you only need to satisfy the requirements by the program's completion.

Can I receive two concentration certificates? No! Because a concentration signifies a single area of primary focus, you may only declare one. This does not mean you cannot take courses outside the area of concentration, however.

COURSE SELECTIONS FOR A BAR EXAM

If you are considering taking the NY or MA bar exam, you need to select classes that meet the state's foreign lawyer eligibility requirements. **It is your responsibility to read and understand these rules.** The essential considerations are the following for civil-trained lawyers.

NEW YORK'S BASIC REQUIREMENTS

- Introduction to the American Legal System (2 credits);
- Legal Research and Writing
- Professional Responsibility
- At least six credits in subjects tested on the New York exam. The LLM New York Bar Handbook lists BU Law courses which meet this standard.

MASSACHUSETTS'S BASIC REQUIREMEMENTS

- Professional Responsibility
- Constitutional Law
- At least three additional courses on bar-tested topics, selected from designated categories as determined by the Board of Bar Examiners (BBE). These classes are specified in the LLM MA Bar Handbook.

IMPORTANT TO NOTE:

- Audited classes **DO NOT** count for NY Bar qualification purposes.
- Courses taken on a Credit/No Credit/Honors basis **DO** count for bar qualification purposes.
- Classes taken outside the law school's offerings or independent papers do not count as qualifying classes for purposes of the states' minimum of 24 LLM credit rule.

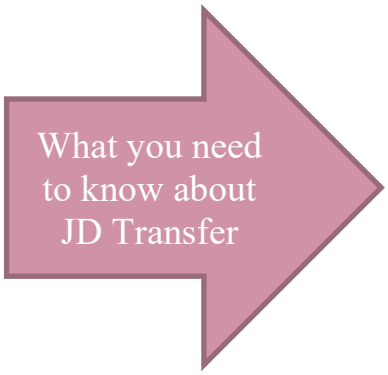
BAR ELIGIBILITY REQUIREMENTS:
The Office of Professional Development has prepared comprehensive handbooks regarding the New York and Massachusetts foreign lawyer eligibility requirements, include the list of classes that meet the states' rules. You must read them. Go to: https://www.bu.edu/law/careers/llm-professional-development/services-and-resources/

You can also review resources for other jurisdictions. See the website for further details.

PROFESSIONAL RESPONSIBILITY
Both the MA and NY bars require students to take Professional Responsibility. While students may be able to take a JD professional responsibility class for three credits if there is space in the course, they are strongly advised to take the LLM-only class for 2 credits because it offers a better use of credits and is sufficient for bar eligibility.

TRANSFER TO JD CONSIDERATIONS

If you are contemplating transferring to the JD program after you complete the LLM program, you should discuss this during your advising session. There are MANY implications to this, including several relating to your choice of classes. All students should also meet with an academic advisor to discuss the costs and benefits of transferring.



MINIMUM OF 19 TRANSFERABLE CREDITS
Transfer students may receive up to 1/3 of their JD credits from the LLM program. In order to complete the JD program's credit requirements in two years (four semesters), you need to transfer at least 19 credits from your LLM studies and you must take at least one 1L course.

NOT ALL CLASSES AWARD TRANSFERRABLE CREDIT
Some classes do not award transfer credits, such as Introduction to American Law, Fundamental Track classes, and LLM-only classes for which there is not an analogous JD offering. (Four-credit LLM sections of contracts and corporations award full JD credit.) Some LLM classes award fewer transfer credits than LLM credits. We will discuss this with you.

JD vs LLM-ONLY CLASS SECTIONS
The primary consideration in a successful transfer application is obtaining strong letters of support from your professors. **These should be from full-time faculty members who have taught you in JD classes.** They would be best positioned to promote your potential success as a JD student. You should therefore take as many regular JD classes as possible.

Some Important Limitations and Restrictions

As you develop your proposed study plans, you need to be aware of certain factors than can impact your choices and the options available to you.

Class Restrictions

JD clinics, clinical courses/seminars, externships and practicums are not open to LLM students**. If any opportunities become available, we will inform you.**

Course Registration and Waitlists

We make every attempt to ensure that you will have an opportunity to enroll in your preferred courses. In some instances, however, demand for a particular course exceeds the allotted number of seats. If this happens, once registration has concluded, you will be put on a waitlist for courses that are over-subscribed. **Note that you MUST attend the first session of any seminar in which you wish to enroll--- regardless of whether you are officially registered for that course.** Priority of registration is also given to students who attend the first session of a non-seminar class. You should always contact our office to ask for the latest information about course enrollment. Our number one priority as an office is to ensure that your academic interests are met and that your course plan meets your goals. We can give you accurate, real-time information and are happy to help!

Courses with Specific Registration Issues

- Dispute Settlement and ADR Classes: LLM students interested in developing their dispute settlement skills should consider taking either or both of the LLM-only seminars in Alternative Dispute Resolution (fall) and Negotiation (spring). The JD offerings in ADR, Negotiation and Mediation have tight enrollment limitations.

- Transactional Simulations: Students interested in taking a "Transactional Simulation" class should consider the LLM-only seminar, Transaction Simulation, Forming a Start-Up. No work experience is required to enroll. The JD classes JD789 (Transaction Simulation:

TAKE NOTE OF PRE- and CO-REQUISITES!
Pre and co-requisites are indicated in the course descriptions. Some important examples: if you want to take Transactional Contracts in the spring, you need to take Contracts in the fall. You need to take Contracts and Corporations in the fall if you want to take the Start-Up Transaction Simulation class in the spring. You must take IP in the fall if you want to take IP Licensing in the spring. Sometimes a professor will waive a pre- or co-requisite for an LLM student who has had background exposure to the topic. You should consult your academic advisor or your individual professors if you have questions about your preparedness for any specific class.

Forming & Financing a Start-Up Business) and JD773 (Transaction Simulation: Auction and Sale of a Private Company) are not open to LLM students.

- Contract Drafting: Students who want to take a contract drafting class may take the three-credit seminar "Transactional Contract Drafting for LLM Students" in either the fall or spring semesters, referenced above**. The JD class called "Contract Drafting" is not open to LLM students.** The syllabus and teaching materials for the LLM class are the same as the JD class.

- Duplicative Courses: Students may choose to take a 2-credit Bar Fundamentals course in any of the subjects listed below *or* the corresponding 4-credit JD/LLM course. However, they may not enroll in both versions of the same subject.

    - Contract Practice for LLMs **/** LLM Contracts **/** JD Contracts
    - Torts for LLMs **/** JD Torts
    - Evidence for LLMs **/** JD Evidence
    - Corporate Foundations for LLMs (2 credits) **/** JD or LLM Corporations
    - Civil Procedure for LLMs **/** JD Civil Procedure
    - Property for LLMs **/** JD Property

JD Classes with Extremely Limited Enrollments (and long JD waitlists)

A limited number of JD seminars are significantly oversubscribed, with lengthy waiting lists comprised of third-year JD students. LLM students should not expect to be able to take these. Your academic advisor is happy to discuss individual courses and the likelihood of being able to register for them.

What Are Closed Classes?

"Closed classes" are classes that are closed to JD students, not LLM students. The OGIP handles registration for LLM in American Law students. Therefore, **do not pay attention to any published lists of "closed classes" issued by the Registrar's Office or on the school's web site, as these are directed at JD students.** OGIP will inform you of courses that are over-subscribed and therefore closed to LLM students, as we receive any such information from the Registrar's Office. **We will do EVERYTHING that we can to ensure that you can take all of the courses you wish to take during your time here.**

Striking the Balance: Satisfying Your Passion to Learn Without Feeling Overwhelmed

If you are passionate about taking an additional class that would unduly increase your workload and/or stress level, we may suggest that you take the class on an "Audit" or on a "Credit, No Credit, Honors" basis (essentially, pass/fail). There are different forms, procedures, and approvals for each of these options, summarized in the chart below.

Auditing Classes

You can arrange to attend a class without being examined in it (called "auditing" a class). This is ideal if you want to learn a topic, but prefer not to have the additional burden of preparing for the examination, given the demands of your other classes.

To audit a class, you must obtain the professor's written permission on an Audit Form (available online and at the OGIP office) and return the completed form to the OGIP by the end of the Add/Drop period. Not all professors allow auditors. **Once you decide to audit a class you cannot change your status to regular enrollment after the Add/Drop period.**

There are two kinds of audits: formal and informal.

Formal audits are listed on your transcript as an audited (AUD) class. You will be expected to prepare for -- and attend -- it as a regular class. Do not audit a class unless you are willing and able to make this commitment.

Informal audits don't appear on your transcript, but you need to discuss the expectations regarding attendance, preparation and participation with the professor.

OUR ADVICE: What you gain from auditing a class depends on how much you put into it. It will be a complete waste of your time to sign up for classes on an audit basis and not take the time to prepare for each class meeting. In fact, this could jeopardize your performance in all your other classes. Also, if you really want to learn a topic, don't audit it. Take it for real.

Credit/No Credit/Honors (CR/NC/H) Option

To encourage students to take challenging classes of interest (and reduce their worries about grades), BU Law students may elect to register for up to six credits of non-required coursework on a Credit/No Credit/Honors basis. This means you take the final exam but instead of receiving a letter grade (A, B, C….), you receive a designation on your transcript that you either passed (CR, for credit), did not pass and receive credit (NC) or passed with honors (H). Essentially, this is like taking a class on a pass/fail basis. Not every class offers this option. **If a class does not offer this option, the online course description will indicate this.**
Students must decide on whether they are taking the class on a C/NC/H basis during the add/drop period. Exceptions for good cause may be made only through the third week of the semester. **Requests after the third week will be denied**. The chart on the following page details the rules and procedures for audited and CR/NC/H classes.

CLASSES TAKEN ON AN AUDITED and CR/NC/H BASIS

	Audited Classes	**Credit/No Credit/Honors (CR/NC/H)**
Do the Credits Count Towards?		
• 24 credit LLM minimum	No	Yes
• Bar qualification	No	Yes
• Concentrations	No	Yes
• 18 credit per semester tuition limit	Yes	Yes
• 6 credit limit on non-GPA credits	No	Yes
Approval Needed	Instructor signs Audit Form	Director approves as part of Study Plan
When not allowed, other restrictions	• Required Courses • Seminars • Any class at professor's discretion	• First Year Classes • Required Courses • Concentrations • Allowed unless course description on web says otherwise
Designation on Transcript	AUD (for Audit)	CR, NC or H, as appropriate
Form of Assessment or Other Requirement	No exam or paper but participation and attendance as professor indicates on approved Audit Form	Regular exam or other assessment
Forms Required	Audit Form available at OGIP	CR/NC/H Form available at OGIP. Please note that the Professor DOES NOT sign form—only the student
Decision Deadline	End of Add/Drop Period	Add/Drop period, unless otherwise approved by the Director
Can I Change My Mind?	You can drop an Audit but need Director's approval.	Only by Petition to the Director

IMPORTANT REGISTRATION DETAILS

The deadline for choosing your proposed classes is Friday, December 12 at 5PM, Boston time, so you should ensure that you have had your academic advising appointment before that time. During your academic advising appointment, we will discuss preferred courses and some alternative courses should you not be able to enroll in your first choice(s). **Please note, you will NOT be registered for any courses until AFTER the office confirms registration before the start of the term.** There is no priority of registration before the December 12 deadline, but you may be foreclosed from preferred classes if you don't have your academic advising meeting before December 12 as priority will be given to those students who completed registration before that deadline.

To reiterate, while we make best efforts to ensure that students can take their preferred classes, there is no guarantee that you will be able to take every class in which you express an interest because of limitations on class size. We will advise you about this during your advising session. In some instances, we may have to conduct a lottery for a particularly popular course. All interested students are invited to participate in the lottery and enrollment is based on the lottery's results.

As we will explain at orientation, if you are interested in a course in which you are otherwise eligible to take, you should attend the first session in the event that there is movement in or out of a course during add/drop. **You will have a limited opportunity to change course selections during the first two weeks of the term (called the "Add/Drop" period) once you actually *visit* classes.**

Vaccine Requirements

Detailed information about vaccine and health insurance information is found at the Student Health Services website. Please be advised, however, that BU requires that you provide documentation of your immunization records at least two weeks prior to the start of your classes.

Begin by visiting the SHS Health Requirements Guide (bu.edu/shs/health). You will be asked a few questions to help guide you to the correct forms and provide directions on how to submit them on the patient portal Patient Connect (bu.edu/patientconnect). Please note that the submission of COVID vaccine requirement is separate from the standard immunization form.

You will be unable to register for classes if you do not submit the required Health and Immunization forms.

To learn more about the required immunizations and how to check your status please go to our Immunization Compliance (bu.edu/shs/compliance) page.

All students are required to have insurance coverage that meets Affordable Care Act mandates and is considered comparable coverage. Boston University has partnered with Aetna Student Health Insurance to offer a robust insurance plan specific to the unique needs of our students. As required by law, Boston University automatically enrolls all full-time, three-quarter-time, and all international students into this plan. Premiums are billed to your student account and included in the total cost of tuition. Please visit the SHS page dedicated to the Student Health Insurance Plan (SHIP) and review our Student Health Insurance Guide (bu.edu/shs/ship) for more information.

Final Action Items

Now that you've learned and considered your myriad options, it's time to submit your proposed course selection form which will be discussed during your academic advising session. Send us your headshot through the Profile Book Submission Form (or email to gradint@bu.edu) by January 1 and make an advising appointment on Calendly. We look forward to connecting!

We eagerly await your arrival and look forward to sharing with you the incredible journey that lies ahead! As always, do not hesitate to contact us with any questions and we hope all enjoy a wonderful holiday season!