

**BOSTON UNIVERSITY  
SCHOOL OF PUBLIC HEALTH  
STUDENT HANDBOOK  
2014-2015**

*<http://bu.edu/sph>*

Boston University School of Public Health  
Office for Student Services  
Talbot 2 Center  
715 Albany Street  
Boston, MA 02118

***IMPORTANT NOTE:***

*The Boston University School of Public Health Student Handbook is published once a year by the Office for Student Services. Boston University and the School of Public Health reserve the right to change the policies, fees, curricula, or any other matter in this publication without prior notice and to cancel programs and courses. This publication is to be read neither as part of a contractual agreement nor as a guarantee of the classes, courses, or programs described herein.*

# ***ABOUT THE SCHOOL OF PUBLIC HEALTH:***

The Boston University School of Public Health was established in 1976. It is one of 17 Schools within Boston University. It is the twenty-second school of public health founded in the United States.

Stressing the practical application of an exceptional education to the complex challenges facing public health professionals today, BUSPH has grown tremendously in recent years with more than 4,000 alumni, 140 full-time faculty, and students from over 40 countries. In keeping with the School's service-oriented philosophy, each department combines research and academics with a practicum requirement, resulting in a rigorous, well-rounded curriculum enhanced by work experience in a public health environment.

Through longstanding collaborations with such institutions as the Massachusetts Department of Public Health, the Boston Public Health Commission, and the Veterans Affairs Administration; and through international alliances with the Red Cross, the Peace Corps, NGO's, and foreign governments, our students, faculty, and alumni draw on their own diverse backgrounds to carry out the School's mission in a variety of settings.

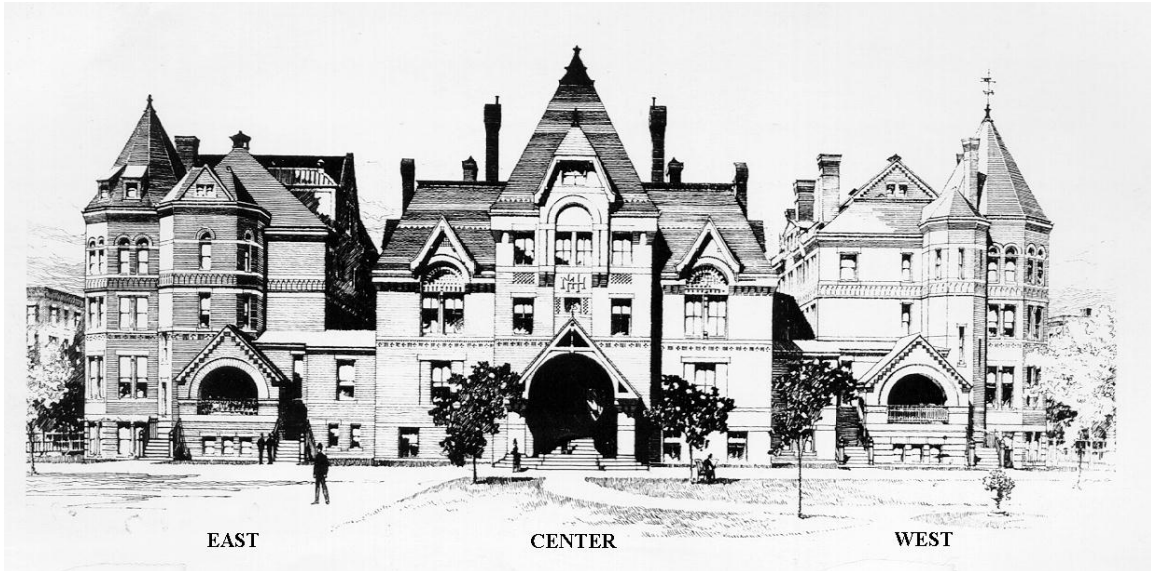
## ***ABOUT THE TALBOT BUILDING:***

The Talbot Building, an example of Queen Anne architecture, was designed by William Ralph Emerson in 1873. The building was named for Dr. Israel Tisdale Talbot, a leading figure in the American homeopathic movement and first dean of the Boston University School of Medicine. The central wing was built in 1876 to house the Massachusetts Homeopathic Hospital, formerly the Homeopathic Medical Dispensary, which provided free care to Boston's needy. In the fall of 1997, the Talbot brought together all departments of the Boston University School of Public Health in one building for the first time in 20 years.

## ***ABOUT THE CROSTOWN BUILDING:***

As a result of continued expansion, SPH outgrew the Talbot Building within a few years of having moved in. By 2007, SPH was spread out among six buildings. In December 2007, SPH moved six groups, comprising nearly 50% of the faculty and staff, into leased space in the newly constructed Crosstown Center. This modern space was intentionally built out with an "open" design to foster interdisciplinary collaboration among the various groups. In addition to SPH, Crosstown Center also houses several BUMC classrooms, the Office of Information Technology, Human Resources, the Women's Health Initiative and Business Systems.

# SCHOOL OF PUBLIC HEALTH OFFICE LOCATIONS



## CENTRAL ADMINISTRATION

Office of the Dean	Talbot Center – 3	617-638-4644	<a href="mailto:rmeenan@bu.edu">rmeenan@bu.edu</a>
Admissions	Talbot Center – 202	617-638-4640	<a href="mailto:asksph@bu.edu">asksph@bu.edu</a>
Career Services	Talbot East – 113	617-638-4602	<a href="mailto:sphcareeroffice@bu.edu">sphcareeroffice@bu.edu</a>
Education	Talbot East - 220	617-638-5288	<a href="mailto:ybe@bu.edu">ybe@bu.edu</a>
Registrar	Talbot Center –210	617-638-5057	<a href="mailto:cpaal@bu.edu">cpaal@bu.edu</a>
Student Services	Talbot Center 208/209	617-638-5062	<a href="mailto:brendan2@bu.edu">brendan2@bu.edu</a>
Public Health Practice Office	Talbot East - 2	617-638-4656	<a href="mailto:scotth@bu.edu">scotth@bu.edu</a>

## DEPARTMENTS

Biostatistics	Crosstown - 3	617-638-5172	<a href="mailto:biostat@bu.edu">biostat@bu.edu</a>
Community Health Sciences			
Maternal and Child Health	Crosstown – 4	617-638-5160	<a href="mailto:askmch@bu.edu">askmch@bu.edu</a>
Social and Behavioral Sciences			<a href="mailto:socbeh@bu.edu">socbeh@bu.edu</a>
Environmental Health	Talbot West - 4	617-638-4620	<a href="mailto:envhlth@bu.edu">envhlth@bu.edu</a>
Epidemiology	Talbot East - 3, 4	617-638-7775	<a href="mailto:epi@bu.edu">epi@bu.edu</a>
Global Health	Crosstown – 3	617-638-5234	<a href="mailto:gh@bu.edu">gh@bu.edu</a>
Health Law, Bioethics & Human Rights	Talbot West – 3	617-638-4626	<a href="mailto:hld@bu.edu">hld@bu.edu</a>
Health Policy and Management	Talbot West – 2, 3	617-414-1420	<a href="mailto:hpm@bu.edu">hpm@bu.edu</a>

**\*For complete directory info, please go to [bu.edu/sph/directory](http://bu.edu/sph/directory)\***

# TABLE OF CONTENTS

<b>SECTION I: OVERVIEW OF SPH DEGREE PROGRAMS AND ACADEMIC POLICIES</b>	<b>10-41</b>
<b>Master of Public Health Degree</b>	<b>11-12</b>
MPH Requirements for Students Matriculating in Academic Year 2014-2015	11
Changing Master of Public Health Concentration	12
<b>SPH Academic Policies</b>	<b>13-38</b>
Grading Policy	14-22
Calculating GPA	14
Satisfactory Academic Progress	15
Below Minimum GPA at the End of the Degree Program	16
Minimum Grade Requirements	16-17
Incomplete Grades	18
Dispute Resolution Process	19
Grievance Process	20
Courses with Minimum Grades	21-22
<b>Standards of Academic Honesty and Disciplinary Procedures</b>	<b>23-28</b>
<b>Transfer Credit and Course Waiver Policy</b>	<b>29-35</b>
<b>Leaves of Absence or Withdrawals</b>	<b>36</b>
<b>Other Course Policies</b>	<b>37-38</b>
Exam Schedule Policy	37
Policy on Timely Completion of Course Requirements	37
Policy On Course Requirements that Require Student Attendance Outside of Scheduled Class Time	38
Gifts	38
<b>Degree Programs at the School of Public Health</b>	<b>39</b>
MPH Dual Degree Requirements	39
<b>Other Programs at SPH</b>	<b>40-41</b>
MPH 4+1 Degree Programs	40
Certificate Programs	40
Master of Science Degrees	40
Doctoral Degrees	40
MSc and Doctoral Degrees Graduation Calendar	41
Master of Arts in Biostatistics and PhD in Biostatistics	41
<b>SECTION II: ACADEMIC PROCEDURES</b>	<b>42-58</b>
<b>Academic Calendar, 2014-2015</b>	<b>43</b>
<b>Registration</b>	<b>43-45</b>
Registration Dates	44
Dropping and Adding Courses	44
Enrollment Options	44
Student Health Insurance	45
Enrollment Verification	45
<b>Registering for Courses at Universities Within the Academic Consortium</b>	<b>46-47</b>
<b>Transcripts</b>	<b>48</b>

<b>Tuition Remission and Reimbursement</b>	<b>48</b>
<b>Graduation</b>	<b>49</b>
<b>SPH Registrar FAQ'S</b>	<b>50-53</b>
Why Can't I See My Class on Blackboard Learn?	50
What's the Difference Between Blackboard Learn and Student Link?	50
Who is Eligible for Web Registration?	50
When I look at my schedule on the StudentLink, why do I see ADD instead of REG next to some of my courses?	50
If I don't attend a course, am I automatically withdrawn /dropped from the course?	50
What is the difference between withdrawing and dropping?	51
How do I register for a class that is web-registration restricted?	51
I see open seats for a course on the Student Link, but I'm being blocked from registration. Why?	51
How long will I be on a waitlist?	51
Where is the ID Office?	51
How do I sign up for an Alumni Program?	52
When will book and reader information be available?	52
Where does my class meet?	52
When is the Registrar's Office open?	52
Why am I billed for health insurance?	52
What do I need to do to defer my loans?	52
I need to get a student discount – how do I verify I'm a student?	53
<b>University Registrar FAQ'S</b>	<b>54-58</b>
How can I get a transcript?	54
What is the difference between official and unofficial transcripts?	54
Is there anything I can do to speed up the transcript retrieval process?	54
Can someone else pick up my transcript for me?	54
Has the Instructor changed my grade yet?	55
Can you hold my transcript request until my grade change is posted?	55
How do I verify that my account is fully paid?	55
Do I need AAC to register at BUSPH?	55
Will I be receiving a Course Confirmation?	55
Can I qualify for more credits with no extra charge?	55
Troubleshooting Registration Issues	56-58
Can't log into the Student Link.	56
Can log into Student Link, but cannot register for ANY courses.	56-57
Can log into Student Link and register for SOME courses.	58
<b>SECTION III: ADMINISTRATIVE/UNIVERSITY POLICIES &amp; PROCEDURES</b>	<b>59-77</b>
<b>Code of Student Responsibilities</b>	<b>60</b>
<b>Family Educational Rights and Privacy Act-FERPA</b>	<b>61</b>
<b>Information Technology Policies</b>	<b>62-64</b>
<b>Non-Discrimination Policies</b>	<b>65-68</b>
Equal Opportunity/Affirmative Action	65
Sexual Harassment Policy	66

Examples of Conduct Which May Constitute Sexual Harassment	67
<b>Grievance Procedures</b>	<b>69</b>
Grievance and Arbitration Procedures in Cases of Alleged Discrimination	69
Dispute Resolution Process	69
<b>Compliance Requirements</b>	<b>70</b>
<b>Medical Insurance</b>	<b>71</b>
Health Records and Immunizations	71
<b>Emergency Communication and Cancellation of Classes</b>	<b>72</b>
<b>Medical Campus Study Room Guidelines</b>	<b>73</b>
<b>Workplace Violence Prevention Policy</b>	<b>74-77</b>
Prohibited Conduct	74
Responsibilities	75
Procedures for Reporting Violence or Threats of Violence	76
Support for Those Affected by Violence	77
<b>SECTION IV: OTHER ACADEMIC OPPORTUNITIES</b>	<b>78-89</b>
Maternal and Child Health Leadership Education Program	79-81
Maternal and Child Health Fellowships	82-83
Peace Corps MPH Program	84
<b>Awards for Professors and Students</b>	<b>85-89</b>
Awards and Honors for Professors	85-86
Awards and Honors for Students	86-89
<b>SECTION V: STUDENT RESOURCES</b>	<b>90-163</b>
<b>Banking Resources/ATM Machines</b>	<b>91</b>
<b>Barnes and Noble at Boston University Bookstore</b>	<b>92</b>
<b>Career Advising</b>	<b>93-94</b>
Career Services Office – Medical Campus, SPH	93
<b>Resources On The Charles River Campus</b>	<b>95-99</b>
Dean of Students and Division of Student Affairs	95
Center for Career Development (Charles River Campus)	95
<b>Disability Services</b>	<b>96</b>
Office of Disability Services at Boston University	96
<b>Educational Resource Center (ERC)</b>	<b>97-98</b>
George Sherman Union	97
Community Service Center	98
Howard Thurman Center	98
<b>Fitness</b>	<b>99-100</b>
Fitness and Recreation Center, Boston University	99
South End Fitness Center at Boston Medical Center	99-100
<b>Food</b>	<b>101-102</b>
BMC Cafeterias	101
City Convenience/Subway	101
Chequers Café	101
Other food options on/near the Medical Campus	102
<b>Healthcare Resources</b>	<b>103-105</b>

Student Health Services Clinic at BU, Charles River Campus	103-104
Primary Care	105
<b>Mental Health Services (Behavioral Medicine)</b>	<b>106-108</b>
Behavioral Medicine Clinic, Charles River Campus	106
Danielsen Institute	107
Center for Anxiety & Related Disorders	107
Sexual Assault & Prevention Center	108
<b>Dentistry</b>	<b>109</b>
<b>Student Dental Plan</b>	<b>109</b>
<b>Housing</b>	<b>110-111</b>
Office of Housing Resources	110
Office of Rental Property Management	110
Office of Residence Life	111
<b>Identification Cards (Student IDs)</b>	<b>112</b>
<b>Internet/Technology/Reproduction</b>	<b>113-115</b>
School of Public Health web site	113
Computers	113
Blackboard	113
FedEx/Kinko's Office and Print Services	113
<b>E-mail Accounts</b>	<b>114</b>
<b>Technology for Students at BUMC</b>	<b>115</b>
Wireless	115
E-mail On Your Mobile Device & Email Forwarding	115
Personal Website	115
Learning Resources Center (LRC)	115
<b>Office of Information Technology (IT)</b>	<b>116-117</b>
<b>Student Link</b>	<b>117</b>
<b>Lecture Series</b>	<b>118-119</b>
Public Health Forum	118
School of Law Brown Bag Lunch Talks	118
Slone Epidemiology Seminars	118
BioBUbusiness Organization	118
Sol Levine Lecture Series	119
William J. Bicknell Lecture	119
<b>Libraries</b>	<b>120-124</b>
Alumni Medical Library	120-121
Boston Public Library	122
Harvard Countway Library	122
Mugar Memorial Library	123
Pappas Law Library	124
<b>Parking</b>	<b>125-126</b>
Office of Parking Services	125
Student Parking Permits	125
Permits for People with Disabilities	126
Garage	126
<b>Printing</b>	<b>127</b>

<b>Professional Organizations</b>	<b>128-135</b>
American Public Health Association	128
Massachusetts Public Health Association	128
Professional Organizations by Department Concentration	129-135
<b>Programs, Centers and Institutes</b>	<b>136-141</b>
Boston Center for Refugee and Health and Human Rights (BCRHHR)	136
The Center for Health Quality, Outcomes & Economic Research	136
Center for Global Health And Development	137
Global Lawyers and Physicians Working Together for Human Rights	138
Join Together	138
Health and Disability Working Group	139
Center for Organization, Leadership and Management Research	139
Public Health Practice Office	140
Slone Epidemiology Center	141
<b>Public Safety, Security, Escorts, and Lost and Found</b>	<b>142</b>
Escorts	142
Lost and Found Property	142
<b>Spirituality</b>	<b>143</b>
Campus Ministries at Boston University	143
Jewish Life At Boston University	143
<b>Student Lounges, Study Rooms, Special Use Rooms</b>	<b>144-147</b>
SPH Student Lounge, Guidelines for Use	144
BUMC Graduate Student Lounges and Study Rooms	144
Guidelines for Use of Medical Campus Study Rooms	145-146
Breast Feeding/Lactation Rooms, Guidelines for Use	146
BUMC Meditation/Multidenominational Prayer Room	147
<b>Student Associations</b>	<b>148-149</b>
Alumni Board at SPH	148
CommonWell	148
Peer Health Exchange	148
BUMC Pride	149
Outreach Van Project	149
<b>BUSPH Student Organizations</b>	<b>150-151</b>
Student Senate	150
5PM Socials	150
Student Meetings with the Dean	151
National Public Health Week	151
<b>Other Resources</b>	<b>152-156</b>
Educational Media Center	152
Huntington Theatre Company and Boston University Theatre	152
Museum of Fine Arts, Boston	153
International Students and Scholars Office (ISSO)	154
Student Employment Office	155
Student Financial Services (SFS)	156
Student Accounting Services	156
<b>Student Services, Office of</b>	<b>157-159</b>



Orientation Programs at BUSPH	157
<b>Commencement</b>	<b>157</b>
Audio/Visual Equipment	158
Course Evaluations	158
Course Readers and Textbooks	158
SPH Student Website	159
Social Media @ BUSPH	159
Student Government	159
<b>Transportation</b>	<b>160-162</b>
Transportation Information	160
TranSComm: Transportation Solutions for Commuters	160
Transportation Information Kiosks	160
Transportation Information Website	160
MBTA Semester Pass Program	160
BUMC Shuttle Services	160
Security Escorts/ Public Safety Service	161
Bicycles	161
Carpooling	161
Walking	161
Taxi Reimbursement Program	162-163
Zipcar	162
Hubway	162
<b>Tutoring &amp; Writing Assistance</b>	<b>163</b>
<b>SECTION VI: COMMUNITY RESOURCES</b>	<b>164-173</b>
Mental Health/Counseling	165
Suicide Prevention Services	165
Chronic Conditions, Disabilities and Special Needs	166
Children and Parenting Issues	167
Family Planning Services	168
Gay/Lesbian/Bisexual/Transgender Resources	169
HIV/AIDS Resources	170
Legal Services	171
Sexually Transmitted Diseases	172
Substance Abuse & Gambling	172
Domestic Violence	173
Sexual Assault	173
<b>SECTION VII: APPENDIX</b>	<b>174-183</b>
Listing of Appendices	174
Appendix A: Academic Calendar 2014-2015	175-176
Appendix B: Fall 2014 Class Meeting Dates	177
Appendix C: Spring 2015 Class Meeting Dates	178
Appendix D: Directions/Maps/Shuttle Schedules	179-186
<b>SECTION VIII: INDEX</b>	<b>187-196</b>

# **SECTION I:**

## ***OVERVIEW OF SPH DEGREE PROGRAMS AND ACADEMIC POLICIES***

# MASTER OF PUBLIC HEALTH DEGREE

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The Boston University School of Public Health (BUSPH) offers a Master of Public Health degree in eight concentrations: Biostatistics; Environmental Health; Epidemiology; Health Law, Bioethics & Human Rights; Health Policy and Management; Global Health; Maternal and Child Health; and Social & Behavioral Science. Most students may complete their study on a full time (12 to 18 credits per semester) or part time (1-11 credits per semester) basis; international, non-resident students must follow the requirements of the International Students and Scholars Office (ISSO) pertaining to their registration status.

Students are strongly advised to obtain and read the [School of Public Health 2014-2015 Bulletin](#) and their concentration's "[Concentrator Guide](#)". Students must meet the requirements set forth in the Bulletin for the year in which they matriculate or change into a specific concentration or concentrations. Concentrator guides are published by each concentration annually; Students and their faculty advisors are encouraged to track student progress using Degree Advice, an online function available on the Student Link under the "Academics" tab. This tool interacts in real time with students grades, program, and registration.

Students should meet with their faculty academic advisors to plan their course of study well in advance of the registration period each semester. For more information, please see the "Registration Section" p. 42-46.

## ***MPH Requirements for Students Matriculating in Academic Year 2014/2015***

- Completion of 48 graduate-level credit units numbered SPH XX 700 and above
- Completion of at least 40 of these credit units within the Boston University School of Public Health
- Completion of six core courses with a grade of B- or better in each core course
- Completion of concentration requirements
- Completion of a public health practicum according to guidelines
- Completion of a culminating experience according to guidelines
- A School of Public Health grade point average of 3.0 or better
- Completion of the MPH within five years

*Note:* Physical education (PDP), undergraduate, and non-approved graduate courses do not count toward the MPH. For specific information regarding core course and concentration requirements, review the SPH Bulletin.

## ***MASTER OF PUBLIC HEALTH DEGREE (continued)***

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### ***Changing Master of Public Health Concentration***

Once students have matriculated into the MPH program, they may request to change their concentration or add a dual concentration by submitting a “Change of Concentration Form” to the SPH Registrar’s Office. Change of Concentration forms are available on the [SPH website](#) and on the shelves outside the Office of the Registrar, Talbot 210. Please note that students who change concentration must meet the requirements of the concentration *at the time they change their concentration*.

Completed Change of Concentration Form applications include:

- A one-page statement indicating the reason for changing concentration.
- A tentative schedule outlining how the student will satisfy the concentration requirements by the student’s anticipated/desired graduation date. This schedule should include BUSPH courses taken to date and any approved transfer credits.
- Review and signature by the designated faculty member in the concentration to be added. If the student wishes to add a dual concentration, he/she must have the form reviewed and signed by the designated faculty member in both concentrations.

Faculty may review the student’s academic record prior to approving the change or addition. The student is responsible for obtaining and reviewing the bulletin and concentrator’s guide(s) so he/she is prepared to meet the graduation standards in place at the time of the change to the new concentration. It is possible that changing concentration or adding a dual concentration will result in the student’s having to complete more than 48 credits for the MPH degree.

# SCHOOL OF PUBLIC HEALTH ACADEMIC POLICIES

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This handbook publishes the three major policies for students at the School of Public Health:

- 1) SPH Grading Policy
- 2) Standards of Academic Honesty & Disciplinary Procedures
- 3) Transfer Credit & Course Waiver Policy, along with leave of absence and exam scheduling policies, among others.

Described throughout this handbook are major Boston University policies that apply to all students attending Boston University's schools and colleges, including the School of Public Health.

All university-wide and school policies are printed in the 2014-2015 SPH Bulletin <http://www.bu.edu/academics/sph>. Students are required to be familiar with these policies. Questions pertaining to these policies can be directed to the staff in the Registrar's Office at the School of Public Health, 617-638-5057.

# SCHOOL OF PUBLIC HEALTH GRADING POLICY

## ***School of Public Health Grading Policy***

Most credit-bearing courses at Boston University School of Public Health (SPH) are graded on an A–F scale, or notated with the special symbols described below.

<b>Letter Grade</b>	<b>Honor Points</b>	<b>Explanation</b>
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2.0	
C-	1.7	
D	1.0	
F	0.0	Fail, no credit
P	Not applicable	Pass
AU	Not applicable	Audit, no credit
I	Not applicable	Incomplete
MG	Not applicable	Missing grade, grade not assigned
W	Not applicable	Withdrew from course after withdrawal deadline

All SPH candidates must maintain a minimum overall 3.0 GPA each semester as part of the criteria to maintain satisfactory academic progress (SAP). Students whose Semester College GPA is below 3.0 and students whose GPA in core courses is below 2.7 will be subject to academic review.

All SPH candidates must have a minimum 3.0 GPA at SPH to graduate.

### ***Calculating Grade Point Average (GPA)***

- To compute the total honor points for a desired timeframe, multiply the credits per course by the honor points associated with the grade for a course (displayed in chart above). Sum the product for all courses in the desired timeframe.
- Divide the sum total by the number of credits attempted during that timeframe; the result is the grade point average (GPA) for the timeframe.
- The grades and credits of all courses are considered in the overall GPA.
- The following grade symbols are never associated with honor points and are therefore not used in the calculation of the GPA: AU, P, W, and MG.
- “I” (incomplete) grades are not computed in the GPA until all required work is completed and an appropriate letter grade assigned.

# **SCHOOL OF PUBLIC HEALTH GRADING POLICY**

## **(continued)**

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### **Satisfactory Academic Progress**

In accordance with the Federal Satisfactory Academic Progress Policy 34 CFR 668.34, all School of Public Health degree candidates must maintain Satisfactory Academic Progress (SAP) during their studies. All degree candidates' academic records will be reviewed at the end of each semester to ensure that they are making SAP. A student who fails to make SAP may be subject to academic action, including academic probation and dismissal. Further, students who fail to maintain SAP may not be eligible for federal financial aid. All students, regardless of financial aid status, will be held to the SAP standards.

### **Satisfactory Academic Progress includes:**

- Achieving at least the minimum grade in courses with a minimum grade requirement
- Maintaining at least a 2.7 grade point average in core courses for the MPH and a 3.0 GPA in core courses in other degree programs, e.g., MS, doctoral
- Successfully completing at least 66% of course credits attempted each semester. Grades that are not considered a successful completion include: incomplete, missing grades, withdraws, and failing grades (F or below minimum)
- Resolving incomplete grades within the guidelines established in the SPH Grading Policy
- Making progress towards core, concentration, and degree requirements as outlined in the Bulletin
- Earning at least C- or above in all classes
- Successfully completing repeated classes
- Attaining a minimum grade point average of 3.0

### **Academic Review**

At the end of each semester, the grades of all SPH degree candidates will be reviewed against the criteria for Satisfactory Academic Progress by the SAP Committee. Students deemed at risk for failing to make SAP will be notified in writing, with a copy also sent to the academic advisor and student record. Such correspondence is not part of the permanent academic record unless the student is subsequently dismissed from SPH for academic reasons. If deemed necessary by the Committee, a student deemed at risk of not making SAP will work with his or her academic advisor to devise a learning plan prior to registration for each upcoming semester. The learning plan should describe a semester-by-semester educational plan to make degree progress while improving the student's GPA. The plan must be signed by the student and his or her academic advisor and be submitted to the SPH registrar. Once a student is deemed at risk, they must exhibit SAP each semester. SAP is defined as steady upward progress toward a 3.0 GPA, completing all courses with required minimum grades, and adhering to the learning plan, as established, unless all parties agree to changes. Any student who continues to fail to make progress in subsequent semesters will be placed on warning. This information is forwarded to the Student Financial Services office (OSFS). Any student on warning who again fails to make SAP in the following semester will be placed on academic probation. OSFS may determine that these students are no longer eligible for federal financial aid. The SAP Committee will take appropriate academic action for students on academic probation, including suspension or dismissal. Should a student be suspended, he or she may not make progress toward degree requirements during the period of academic suspension. SPH will not accept transfer credit for courses taken by a suspended SPH student at another school within Boston University or another academic institution during the student's period of suspension.

# **SCHOOL OF PUBLIC HEALTH GRADING POLICY**

## **(continued)**

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### **Below Minimum GPA at the End of the Degree Program**

If a student does not attain a 3.0 GPA after he or she has met all other graduation requirements of his or her degree program, then the student is not eligible to graduate. In this case, the student may register for 8 or fewer additional credits of coursework in order to raise his or her GPA to the minimum 3.0 standard. If it is not mathematically possible for a student to increase his or her GPA to 3.0 by earning an “A” grade in up to 8 additional credits, the student will be dismissed from SPH without possibility of reinstatement. If the student could mathematically achieve a 3.0 GPA by registering for less than 8 additional credits, the following guidelines apply:

- The additional credits must be graduate-level SPH courses and cannot include a practicum or a course outside of SPH.
- The credits must be attempted beginning the next semester of registration available after the failed graduation.
- If a student attempts 8 additional credits and does not attain a GPA of 3.0, he or she will be dismissed from SPH without possibility of reinstatement.

### **Minimum Grade Requirements**

Although the grade range for courses is A–F, students earn no academic credit for an “F” grade. Some SPH degree programs have specific courses with higher minimum grade requirements. Students registered in these courses do not earn degree credit for courses if they attain lower than the minimum grade. These courses are:

### **Master of Public Health Degrees**

- Master of Public Health (MPH) students must earn a B- or better in the core courses for the MPH degree. Students may select only one course from each concentration as the core course. The MPH core courses are BS 704, EH 717, EP 713, IH 704, IH 720, LW 719, LW 751, PM 702, and SB 721. The following courses are considered curricular equivalents: IH 704 and PM 702; IH 720 and SB 721; LW 719 and LW 751.
- MPH biostatistics concentrators must earn a B or better in BS 723.
- MPH environmental health concentrators must earn a B- or better in EH 725 and EH 768.

### **Master of Science Degrees**

- Master of Science in Environmental Health students must earn a B or better in BS 723, EH 710, EH 725, EH 768, EH 804, and EP 713.
- Master of Science in Epidemiology students must earn a B or better in BS 704, BS 723, EP 713, and EP 813.
- Master of Science in Health Services Research students must earn a B or better in BS 704, EP 713, PM 811, PM 814, PM 821, and either PM 842 or CAS EC 581.



# **SCHOOL OF PUBLIC HEALTH GRADING POLICY**

## **(continued)**

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### **Doctoral Degrees**

- Doctor of Philosophy in Environmental Health students must earn a B or better in BS 723, EH 710, EH 725, EH 768, EH 804, EH 805, and EP 713.
- Doctor of Philosophy in Health Services Research students must earn a B or better in BS 704, EP 713, EP 813, LW 751, PM 811, PM 814, PM 821, PM 824, PM 842, and PM 826.
- Doctor of Public Health (DrPH) students must earn a B or better in PH 851, 852, 853, 854, 856, 857, and 858.

### **Improving a Grade in a Course with a Minimum Grade Requirement**

All faculty teaching a course with a minimum grade requirement may, at their discretion, give students who fail to attain the minimum grade at least one opportunity to improve their final course grade by revising a component of the grade as determined by the instructor. Faculty must enter the initial, below-minimum grade on the Faculty Link. Revised grades are processed via a paper grade change form submitted to the SPH registrar by the faculty member. The revised course grade cannot be higher than the minimum required grade.

The course instructor's grade change policy must be explicitly stated in the course syllabus at the beginning of the semester. If a faculty member designates a mechanism to improve a grade in a course with a minimum grade requirement, a student must express his or her intention to improve the course grade within two weeks after the course grade is entered, and must submit the specified work before the start of the next academic semester. Exceptions to the two-week notification policy are granted only in extraordinary circumstances and can be approved only by the associate dean for education.

### **Repeating a Class Due to Failure to Attain the Minimum Grade Requirement**

Students who do not meet a minimum grade requirement must register for the course, or its curricular equivalent, for a second time in the next semester the course is offered. For the purposes of this policy, the term "repeat" the class is used. Students may earn a grade higher than the minimum grade in a repeated course—they are eligible to be graded with the whole range of grades described above.

## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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In all cases, a student must repeat the course in which he or she did not attain the minimum grade no later than one year from the initial registration, unless they are given specific written permission from the Associate Dean For Education to exceed this timeframe. Students who do not repeat the course within one year and do not seek permission to do so may be subject to academic dismissal.

The option to improve a grade is **not available** in courses that do not have a minimum grade requirement. Students may not repeat such a course or its curricular equivalent. Should a student repeat the course or its curricular equivalent, the credits and grade associated with the second registration will not count toward degree requirements or the required GPA.

### **Conditions and Consequences of Repeating a Course**

Grades for every course in which a student registers, including repeated courses, will appear on the student's transcript. The credits from courses in which the student fails to achieve the minimum grade are not counted toward the credit requirement for graduation, although the grade is factored into the overall grade point average.

A student may not use institutional aid, SPH scholarship, or merit funds to pay for courses they are retaking in order to meet the minimum grade requirement. They may, however, use federal financial aid, such as loans. Students repeating courses are strongly encouraged to contact the Student Financial Services Office to verify their financial aid prior to the start of the semester.

### **Failure to Meet the Minimum Required Grade in a Repeated Class**

A student will be subject to dismissal from Boston University if he or she does not achieve the minimum grade in a repeated course or its curricular equivalent. The student may petition the associate dean for education to repeat the course or its curricular equivalent. If the petition is rejected, the student will be dismissed from SPH. If the petition is granted and the student again does not achieve the minimum grade, the student will be dismissed with no option to appeal.

### **Failure to Meet the Minimum Required Grade in Multiple Courses**

No student will be permitted to repeat more than two courses that have a minimum grade requirement during their tenure at SPH. A student who fails to achieve a minimum grade in three courses that have a minimum grade requirement will be subject to dismissal from SPH. A student who wishes to appeal his or her dismissal may do so by petitioning the associate dean for education in writing. The student should provide evidence of any extenuating circumstances to the associate dean, whose decision will be final.

### **Incomplete Grades**

A student may request an incomplete grade if a course has met for at least 75 percent of its course meetings and has not yet met for the last time. An incomplete grade is a transitional grade that is granted when a student cannot complete course requirements on time due to serious extenuating circumstances for which the student is not responsible. Examples of such extenuating circumstances include serious illness of the student, military service, extended jury duty, or death of a family member. A student may be required to provide proof of the circumstances, such as a note from a physician.

## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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### **Conditions for Approving a Request for an Incomplete Grade**

Except in cases of severe extenuating circumstances, a student may not request an incomplete grade when the “drop without a ‘W’ grade” or the “drop with a ‘W’ grade” options are available for the course in question. The drop dates for standard, full-semester courses are on the SPH Academic Calendar. The dates for non-standard courses are customized and viewable on the Boston University Course Schedule.

An incomplete grade may be granted on the condition that the student will complete the coursework on his or her own and within a specific and mutually agreed-upon timeframe. In no case can that timeframe exceed more than four weeks into the next academic semester.

The completion period for the incomplete course does not necessarily apply to SPH IH 777, directed studies, directed research, or MPH practicum courses. These courses may be graded with an “I” grade at the discretion of the instructor, and the “I” grade in this case may extend past the first four weeks of the next academic semester. Instructors may reserve the right, however, to set a timeframe for completion of the work. The maximum timeframe in all cases and for all students is one year from the assignment of the “I” grade.

Faculty may not grant an incomplete grade as an alternative to submitting a poor or failing grade. In the event that a student does not complete coursework or make a timely request for an incomplete grade, the instructor must assign a grade based on the work the student has submitted to date in the course.

If the incomplete coursework is not completed by the required completion date, a final grade of “F” will be entered by the registrar. The only exception to the “F” grade being entered is made if the student successfully presents evidence to the associate dean for education that further time is warranted. The evidence must be presented prior to the required completion date.

### **Dispute Resolution Process**

A concern or complaint from a SPH student should be directed to the persons whose actions or inactions have given rise to the concern or complaint. Whenever possible, every effort should be made to resolve the problem promptly at the level at which it occurred. The student may pursue the issue within the normal reporting structure of the academic or administrative department at SPH. If a student feels he or she has been unfairly treated by an instructor or teaching assistant of a SPH course, the student should contact the chair (or his/her designee) of the department in which course is taught. If the chair is the instructor, the student should seek assistance from the associate dean for education. Should the student need additional assistance, he or she may also see staff in the Boston University Ombudsman Office, located at 19 Deerfield Street.

## ***SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)***

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### **Grievance Process**

When a student has reason to believe that his or her rights have been denied by reason of discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, or other unlawful bias, he or she may file a formal written grievance with the dean of the School of Public Health, Talbot 3 Center, 715 Albany Street, or the dean of students of Boston University, 775 Commonwealth Avenue, Boston, MA 02215. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

For guidance in filing a written grievance contact Mary Murphy-Phillips, Director of Student and Educational Services, [mcmurph@bu.edu](mailto:mcmurph@bu.edu), 617-638-5059. Full copies of the “Grievance Procedures in Cases of Alleged Discrimination” are available at the SPH Office for Student Services, Talbot 2 Center, or at the Office of the Vice President and Dean of Students, Boston University, 775 Commonwealth Avenue, Third Floor, Boston, MA 02215.

If a student’s grievance alleges discrimination based on disability, the director of the Disability Services Office, who is the University’s compliance officer for Section 504 of the Rehabilitation Act of 1973, will also be provided with a copy of the grievance and will be involved in resolution of the grievance, as appropriate.

## **SCHOOL OF PUBLIC HEALTH GRADING POLICY (continued)**

### **Courses with Minimum Grades**

The policy applies to students who change degree programs or who are accepted after Spring 2011. It will also state that faculty must determine if they will allow students who fail to attain the minimum grade at least one opportunity to improve their final course grade by revising a component of the grade as determined by the instructor.

<b>Course</b>	<b>Must earn a B or better</b>	<b>Must earn a B- or better</b>
<b><i>Biostatistics</i></b>		
BS 704	<ul style="list-style-type: none"> <li>• MS EP students</li> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
BS 723	<ul style="list-style-type: none"> <li>• MPH BS students</li> <li>• MS EH students</li> <li>• MS EP students</li> <li>• PhD EH students</li> </ul>	
<b><i>Environmental Health</i></b>		
EH 717		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
EH725	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	<ul style="list-style-type: none"> <li>• MPH EH students</li> </ul>
EH 768	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	<ul style="list-style-type: none"> <li>• MPH EH students</li> </ul>
EH 710	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	
EH 804	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• PhD EH students</li> </ul>	
EH 805	<ul style="list-style-type: none"> <li>• PhD EH students</li> </ul>	
<b><i>Epidemiology</i></b>		
EP 713	<ul style="list-style-type: none"> <li>• MS EH students</li> <li>• MS EP students</li> <li>• MS HSR students</li> <li>• PhD EH students</li> <li>• PhD HSR students</li> </ul>	<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
EP 813	<ul style="list-style-type: none"> <li>• MS EP students</li> <li>• PhD HSR students</li> </ul>	
<b><i>International Health</i></b>		
IH 704		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
IH 720		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
<b><i>Health Law, Bioethics &amp; Human Rights</i></b>		
LW 719		<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>
LW 751	<ul style="list-style-type: none"> <li>• PhD HSR students</li> </ul>	<ul style="list-style-type: none"> <li>• All MPH students</li> </ul>

**SCHOOL OF PUBLIC HEALTH GRADING POLICY  
(continued)**

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<b>Health Policy and Management</b>		
PM 702		• All MPH students
PM 811	<ul style="list-style-type: none"> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	
PM 814	<ul style="list-style-type: none"> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	
PM 821	<ul style="list-style-type: none"> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	
PM 824	• PhD HSR students	
PM 826	• PhD HSR students	
PM 842	<ul style="list-style-type: none"> <li>• MS HSR students</li> <li>• PhD HSR students</li> </ul>	
CAS EC 581	• MS HSR students	
<b>Social &amp; Behavioral Sciences</b>		
SB 721		• All MPH students
<b>DrPH Program</b>		
PH 8XX (851, 852, 853, 854, 856, 857, 858)	• DrPH students	

# STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES

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The School of Public Health's "Standards of Academic Honesty and Disciplinary Procedures" honesty is the cornerstone of the educational mission at the School of Public Health. It is crucial that students read and understand the definition of academic honesty. Sometimes students are familiar with School of Public Health and University definitions and policies pertaining to plagiarism and academic honesty, and this may lead to difficult situations. Students who are unsure about this policy are urged to speak with a staff member in Student Services.

## **1. Rationale**

Students in the School of Public Health are expected to adhere to the highest standards of academic honesty. Academic honesty is essential for students to attain the competencies the School expects of its graduates and to enable the faculty to adequately assess student performance. Any action by a student that subverts these goals seriously undermines the integrity of the educational programs of the School. This document addresses actions that may be taken by the School against students who commit academic misconduct.

## **2. Definition of Academic Misconduct**

Academic misconduct is any intentional act by a student that misrepresents his or her academic achievements, or any attempt to misrepresent his or her academic achievements. The following acts constitute academic misconduct. This is not an exhaustive list.

- a) Cheating on examinations: The use or attempted use of any unauthorized books, notes or other materials in order to enhance the student's performance in the examination, copying or attempting to copy from another student's examination, permitting another student to copy from an examination or otherwise assisting another student during an examination, or any other violation of the examination's stated or commonly understood ground rules.
- b) Plagiarism: Any representation of the work of another as one's own constitutes plagiarism. This includes copying or substantially restating the work of another person without the use of quotation marks or other indication that the words of another have been copied, the use of any written or oral work from which the student has obtained ideas or data without citing the source, or collaborating with another person in an academic endeavor without acknowledging that person's contribution.
- c) Submitting the same work in more than one course without the consent of all the instructors
- d) Misrepresentation or falsification of data
- e) Allowing another student to represent your work as his or her own
- f) Violating the rules of an examination or assignment

## ***STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)***

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### **3. Procedures**

#### **a) Initiation of Charge:**

If a faculty member suspects that a student in his or her class has committed an act of academic misconduct, the faculty member will meet with the student to inform them of the concern and to obtain the student's response. Based on this meeting the faculty member will make determination about whether or not to forward the case to the Associate Dean for Education, for further review.

Any student, staff, or faculty member who has reason to believe that a student has committed an act of academic misconduct may bring this matter to the attention of the Associate Dean for Education. The Associate Dean for Education will review the allegation and the information on which it is based, and will determine whether to proceed with an investigation of the charge.

#### **b) Investigation of Charge:**

The Associate Dean for Education will review the information related to the charge and may interview witnesses. If the Associate Dean for Education concludes that there is evidence of academic misconduct, s/he will notify the student in writing that the student is charged with academic misconduct and must meet with the Associate Dean for Education and the Registrar of the School of Public Health. In this notice, the Associate Dean for Education will advise the student that he or she may be accompanied to this meeting by a faculty advisor. At this meeting the student will be informed of the evidence that appears to support the charge of misconduct. The student will be given an opportunity to rebut the charges and to provide evidence in his or her defense. At this meeting, the Associate Dean for Education will typically determine whether or not academic misconduct occurred, and decide upon a sanction or sanctions, as specified below. If the Associate Dean for Education recuses herself or himself from the case, then the case is referred directly to the Faculty/Student Committee.

#### **c) Sanctions:**

A student who is found guilty of academic misconduct is subject to any of the following sanctions:

- Expulsion from the School.
- Suspension from the School for a specified period of time.
- Denial of credit for the course in which the misconduct took place, or grade, or honors, or denial of a degree; imposition of a failing grade in a course; revocation and withdrawal of credit, grade, honors or a degree previously credited, awarded or conferred.
- Disciplinary probation. Disciplinary probation may involve counseling with faculty or staff; restrictions of student privileges; prohibition in participation on



## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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- School or University activities or events; prohibitions against holding office in or participation in student or School organizations and activities.
- Instruction to faculty to give a zero grade on the assignment in question.
- Instruction to faculty to provide a written summary of the charge to the SPH Registrar in a sealed envelope. This envelope will be placed in the student's academic file. Should another incident of academic dishonesty occur with the same student, the first envelope will be opened and the information within considered with the new information. In this instance, documentation from both incidents will remain open and in the student's file.
- Letter of warning, to be placed in the student's file.

If the Associate Dean for Education imposes a sanction, such sanction will be stayed pending the result of a hearing before a Faculty/ Student Committee or an appeal to the Dean unless, in the judgment of the Associate Dean for Education, the health, safety or welfare of the School or the preservation of academic integrity requires the immediate imposition of sanctions. Both the suspected student and the individual who initiated the charge of academic misconduct shall be notified of the decision of the Associate Dean for Education in writing.

### **4. Appeal**

If the Associate Dean for Education determines that the student has committed academic misconduct, the student may appeal for a hearing by the Faculty/Student Committee. The student's written request must specify the grounds for the appeal and whether s/he is appealing the finding of academic misconduct, the sanction or both. The request for a hearing must be submitted in writing to the Associate Dean for Education within ten (10) calendar days after notification of the Associate Dean for Education's decision via e-mail. Failure to submit a request for an appeal hearing within the ten (10)-day timeframe will constitute a waiver of such rights.

#### **a) Appeal to a Faculty/Student Committee**

If a student appeals the Associate Dean for Education's decision or sanctions, the appeal will be heard by a Faculty/Student committee. The committee shall be appointed by the Dean of the School of Public Health and be composed of two faculty members and one student. The Dean shall appoint one of the faculty members as the Chair of the Committee. The Associate Dean for Education will provide the student with written notice of the time and place of the hearing and of the student's right to be accompanied to hearing by an advisor of his or her choice; however, except to the extent permitted by the Chair, the advisor may not participate directly in the hearing.

The Committee shall hold a hearing at which it will hear evidence regarding the charge of academic misconduct. The Associate Dean for Education will present the charges and the evidence to the Committee. The Registrar will attend and keep minutes of the appeal proceedings. The hearing will be recorded; however, the proceedings will not be

## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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invalidated by reason of a defective recording. The course instructor(s) will be present at the hearing if the Associate Dean for Education, the student, or the Committee requests such presence.

The accused student may provide evidence on his or her behalf. The Committee may ask questions of any person and request additional information or witnesses. The student shall normally be allowed, as deemed appropriate in the discretion of the chair, to ask questions of a witness present at the hearing. The Chair may limit or exclude testimony that is repetitive or irrelevant to determining the accused student's guilt or innocence. Inclusion or exclusion of evidence or testimony will not be determined by rules of evidence as used in courts. A student will be found guilty of academic misconduct if a majority of the Committee determines that the preponderance of the evidence supports a finding that the student has committed acts, which constitute academic misconduct.

The Committee will deliberate and will typically present its findings within five working days. If the Committee finds the student is not guilty of academic misconduct, the case shall be dismissed. If a student is found guilty of academic misconduct, the Committee shall determine a sanction. The sanction imposed by the Committee may be more lenient or more severe than the sanction imposed by the Associate Dean for Education. The decision and findings will be sent to the Associate Dean for Education in writing that will provide the student with a copy of the Committee's findings.

Except for good cause shown, failure of the student to appear at the Committee's hearing shall be deemed a withdrawal of a request for a hearing, and a waiver of any right to be heard by a Faculty/Student Committee.

### b) Appeal to the Dean of the School of Public Health

A student who is found guilty of academic misconduct by a Faculty/Student Committee may appeal the finding and/or the sanction to the Dean, who may affirm, reverse, or increase the sanctions. The appeal must be in writing, set forth the grounds upon which the student believes the findings or sanctions should be reversed or modified, and be delivered to the Dean not more than ten (10) calendar days after receiving notice of findings and sanctions by the Faculty/Student Committee. The student must deliver a copy of the appeal to the Associate Dean for Education. The filing of an appeal with the Dean will not operate to stay the effect of the sanctions imposed. The appeal may request that the sanctions be stayed or modified pending determination of the appeal, and the Dean may act on such request at his or her discretion.

The Dean, or his or her designee, will review the record of the prior proceedings. The Dean's decision will be in writing and sent via e-mail to the student. Copies will be provided to the student, the Associate Dean for Education and the members of the Faculty/Student Committee.

## **STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)**

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The Dean, or his or her designee, may:

- 1) Affirm, modify or reverse the findings of guilt.
- 2) Affirm or modify the sanctions imposed. The severity of the sanctions may be increased or decreased.
- 3) Remand the matter to the Associate Dean for Education or the Faculty/Student Committee for additional investigation or a new hearing. If the case is remanded, the Dean must specify whether the sanctions will be maintained or modified pending the completion of the matter on remand.
- 4) Take such other action as the Dean deems appropriate.

c) Appeal to the Medical Campus Provost

A student who is found guilty of academic misconduct and who has already appealed to the Dean of the School of Public Health may further appeal the finding and/or the sanctions imposed by the Dean to the Medical Campus Provost. The appeal must be in writing, set forth the grounds upon which the student believes the findings or sanctions should be reversed or modified, and be delivered to the Provost not more than ten (10) calendar days after receiving the notice of findings and sanctions from the Dean. The student must also deliver a copy of the appeal to the Dean. Filing an appeal with the Provost will not operate to stay the effect of the sanctions imposed. The appeal may request that sanctions be stayed or modified pending determination of the appeal, and the Provost may act on such request at his or her discretion.

### **5. Records**

A sanction imposed as a result of a finding of academic misconduct will be entered on the student's permanent record, unless this provision is waived by the Associate Dean for Education or the Dean of the School of Public Health. If a student is found to be not guilty of academic misconduct, no record will be made of the charge in the student's permanent record.

If a student withdraws from the School while charges against him or her are pending, or as part of a negotiated settlement of such charges, this fact will be communicated to the Registrar and the student will not be allowed to re-enroll unless s/he presents evidence that permission for re-enrollment has been granted by the Associate Dean for Education. If the student withdrew while charges were pending, permission for re-enrollment will be granted only after the charges have been resolved. The School may continue the process of investigating and resolving charges of academic misconduct made against a student even if a student withdraws from the School while the charges of academic misconduct are pending.

## ***STANDARDS OF ACADEMIC POLICY AND DISCIPLINARY PROCEDURES (continued)***

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### **6. Violations by Students Not Enrolled in a School of Public Health Degree Program**

These policies apply to students who are enrolled in another School or College within Boston University, who are enrolled at another School or College outside the University, or who are non-degree students charged with academic misconduct in regard to academic work performed in the School of Public Health.

If such a student is found guilty of academic misconduct, in addition to any sanctions that may be imposed, such a student may be prohibited from taking additional courses at the School of Public Health, and any findings of academic misconduct will be reported to the School at which the student is enrolled.

### **7. Applicability of other codes of Conduct**

Students at the School are also subject to the University's Code of Student Responsibilities which is administered by the University's Dean of Students. These documents does not in any way limit or supersede that Code or the jurisdiction of the University's Dean of Students, nor does it limit the ability of any other School or College in which a student of the School of Public Health may be enrolled to institute proceedings pursuant to its own disciplinary code.

# ***TRANSFER CREDIT AND COURSE WAIVER POLICY***

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Within specific guidelines, students in the MPH degree program may apply for transfer credit for any graduate-level courses taken outside of the School of Public Health that the student would like to apply to his or her SPH degree program. This includes all courses taken at other schools within Boston University and through the Academic Consortium. All requests for transfer credit will be considered on an individual basis by the appropriate department chairperson or departmental designee and must be approved additionally by the SPH Registrar. Grades assigned to transfer credits will not be included in the calculation of the student's GPA at the School of Public Health.

Students in other degree programs (MS, PhD, or DrPH) should check with their program director regarding transfer credit policies for their specific degree program. MPH dual degree students are not eligible for transfer credit.

A completed Request for Transfer Credit or Course Waiver form must accompany each request along with a course description, syllabus, reading list, official transcript, and any other materials requested by the department designee or the SPH Registrar. The Request for Transfer Credit or Course Waiver forms may be obtained from the bookcase outside the SPH Registrar's Office, Talbot 210C, and on the School of Public Health website. There are a small number of courses that are preapproved for transfer credit; they can be viewed here. Students must submit a transfer credit request for these classes but do not have to submit the additional documents (syllabus, reading list, transcript).

## **TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)**

### **Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

Note: to obtain credit, must complete a request for transfer credit for a pre-approved class at Boston University , available at <http://sph.bu.edu/registrar/forms>. Transfer is pending completion of the course with a grade of “B” or better.

School	Course #	Title	Credits	Type	Notes
<b>College of Communication (COM)</b>					
COM	JO702	Advanced Science Writing	4	Elective	Must do public health projects
COM	JO703	Magazine Writing	4	Elective	Must do public health projects
COM	JO519	Narrative Radio	4	Elective	Must do public health projects
COM	CM707	Writing for Media Professionals	4	Elective	
<b>Graduate Medical Sciences (GMS)</b>					
GMS	CI670	Biostatistics with Computer	waiver only for MA/MPH - 2 credits for others	Core course waiver or credit	
GMS	MA622	Religion & Public Health	3	Concentration credit for IH; elective for other	Concentration credit for IH for 2011-2012
GMS	MA700	History and Theory of Medical Anthropology (part I)	3		
GMS	MI713	Comprehensive Immunology	4	Concentration credit for EH concentrators	

**TRANSFER CREDIT AND COURSE WAIVER POLICY  
(continued)**

**Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

<b>Graduate School of Management (GSM)</b>					
GSM	HM833	Health Sector Marketing	3	elective	
GSM	HM840	Health Sector Consulting	3	elective	
GSM	IM853	Indian Field Seminar	3	elective	Must be sure does not conflict with start of spring semester at SPH
GSM	OB802	Leading Transformation in Health and Social Sector Organizations	3	elective	
GSM	OB830	Leading the Mission-Driven Organization	3	elective	
GSM	OB844	Managing Organizational Change	3	elective	
GSM	OM840	Managing and Improving Quality: Six Sigma Green Belt Certification	3	elective	
<b>Metropolitan College (MET)</b>					
MET	ML721	US Food Policy	4	elective	
MET	CS581	Electronic Health Records	4	elective	

## **TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)**

### **Courses from other BU Schools and Colleges and Consortium Schools that carry SPH Credit**

<b>College of Health and Rehabilitation Sciences (SAR)</b>					
SAR	HS551	Human Nutrition Science	4	elective	Must take as graduate student
SAR	HS776	Nutritional Epidemiology	4	concentration credit for Epidemiology concentrators	
SAR	OT713	Developmental Disabilities	2	elective	For LEND Fellowship students
STH	TR830	Values and Practices in Developing Healthy Communities	4	SB Concentration credit; elective for all other	
<b>Tufts Friedman School (Boston Consortium)</b>					
Tufts *	NUTR 201	Fundamentals Nutri Science	4	elective	Worth 4 BU credits; 1 at Tufts
Tufts *	NUTR 217	Monitoring & Evaluation for Nutrition & Food Security Projects	4	concentration credit for IH	Cannot take this course and IH745
Tufts *	NUTR 228	Community & PH Nutrition	4	elective	Worth 4 BU credits; 1 at Tufts



## ***TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)***

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### **General Requirements for Transfer Credit**

Current MPH students must have all courses preapproved through the SPH Registrar's Office. Students are advised that academic credits for courses taken at other schools and colleges, including Boston Consortium schools, may not transfer at the same numeric value as they are offered at the host school. BUSPH credits are calculated at 10 contact hours per credit, where contact hours are hours of direct instruction in the classroom. There is no rounding up of contact hours.

As part of the preapproval process, students are informed of the number of credits they may be awarded; therefore, it is vital that the student apply for preapproval.

All courses for anticipated transfer credit must meet the following criteria:

- Courses must be officially documented as graduate-level courses.
- Transfer credit is contingent upon completion of the course with a B (3.0) or better. Official transcripts documenting the final grade(s) must be sent to the SPH Office of the Registrar.
- Courses cannot have been used in the past or be used in the future towards another degree or certificate program.
- Courses must be taken at an accredited U.S. institution.
- Courses must have significant, direct public health content. For example, foreign language courses would not be considered for transfer credit for the MPH degree, nor would an organic chemistry course.
- Hybrid courses will not be considered for transfer credit or waiver.

Courses taken prior to matriculation must meet the above criteria, must have been taken within the past five (5) years, and must not have been used towards the completion of another degree program.

### **General Requirements for Course Waiver**

Current MPH students may petition to be waived from core course or concentration requirements based on previous coursework. Relevant courses must have been taken within the past five years. Students must have earned a grade of B (3.0) or better in the classes in question. Students must complete a "Request for Transfer Credit/Course Waiver Form" and provide the requested documentation with the form to the SPH Office of the Registrar. Students may be asked to demonstrate their proficiency in the courses to be waived. The decision to grant a waiver is at the discretion of the department representative. Such waivers will not reduce the overall number of course credits to be taken in the School of Public Health (48 credits for the MPH degree). Requests for waivers should be forwarded to the SPH Registrar's Office.

## ***TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)***

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### **Maximum Transfer Credits Allowed**

MPH students may petition to have a maximum of eight required credits transferred to meet MPH degree requirements. MPH dual degree candidates may not apply for transfer credit. Transfer credit includes courses taken at Boston University schools or colleges that are not the home schools of the dual degree program. The eight-credit maximum does not apply to students who graduated from Boston University with a BA or BS.

### **Online Courses**

Online, graduate-level courses from CEPH-accredited schools and programs will be considered for transfer credit or waiver according to the general requirements stated above. Should those requirements be met, the credit for the online course will be calculated as a percent of the total credits for the MPH degree program at the home school. For example, an online course granted 3 credits within a 55-credit program would be 5 percent of the total program. Five percent of the MPH program at BU equates to 2 credits; therefore this class would be awarded 2 BUSPH credits. There is no rounding up.

Students will be considered for core course waivers should the online course align with the required MPH core course at BUSPH. For international health concentrators or students studying on an F-1 or J-1 visa, courses that are similar to the international health core courses in Health Policy & Management and Social & Behavioral Sciences will be considered. Students requesting waivers from concentration requirements through online coursework should speak to their department representative or chair.

International students must comply with immigration regulations regarding applying online courses to their degree program. Currently international students studying under the auspices of an F-1 visa may take no more than one class or 3 credits of online or distance education course work per session, term, semester, trimester, or quarter.

## ***TRANSFER CREDIT AND COURSE WAIVER POLICY (continued)***

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### **Students Who Completed BUSPH Credit During Their Undergraduate Years**

Students matriculating to the SPH who completed Boston University SPH graduate-level courses during their undergraduate years may seek to apply the credits to the MPH degree requirements. Students who are not part of an approved dual degree program must obtain a letter from their undergraduate school or college verifying that the credits were not counted towards the bachelor's degree major or minor. The credits may not be double counted towards the bachelor's degree major or minor and the MPH degree.

In all cases (single bachelor's degree, minor, or 4+1 degree program students), a maximum of 16 credits of graduate coursework taken during the undergraduate years may be counted towards the MPH. Established SPH minimum grade policies apply.

Other BU undergraduate courses that are automatic waivers for MPH core courses:

- 1) Students who attain a grade of B or higher in both CAS MA 115 **AND** CAS MA 116 or CAS MA 684 will have fulfilled the MPH Biostatistics requirement. Students who attain a grade of B or higher in SAR HP 353 will have fulfilled the Health Policy and Management core course requirement *for non-Health Policy and Management and non-International Health students. **Students who plan to concentrate in Health Policy and Management or Global Health must enroll in SPH PM 702 or SPH IH 704, respectively.***

# **LEAVES OF ABSENCE OR WITHDRAWALS**

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A degree candidate in good standing may request up to two semesters of leave of absence from the School of Public Health by completing a “Request for Leave of Absence Form” prior to the official start of the semester in which he or she wishes to take the leave of absence. “Request for a Leave of Absence or Withdrawal” forms are available on the shelves outside the Registrar’s Office on Talbot 210 Center and on the [School of Public Health website](#).

To avoid academic and financial penalties, students must withdraw prior to the first day of the upcoming academic semester by completing a [Request for a Leave of Absence or Withdrawal](#). If the School of Public Health Registrar does not receive a registered student’s request to take a leave of absence or to withdraw from the program prior to the start of the semester, the student will be liable for tuition and fees for registered courses based upon University policy. Students receiving tuition remission benefits from Boston University should also contact their benefits representative for information should they seek to withdraw or file a Leave of Absence.

Degree candidates who fail to register for two consecutive fall and spring semesters without receiving approval from the SPH Registrar will be administratively withdrawn. *Lack of registration does not constitute an official leave of absence or withdrawal.*

If requesting a Leave of Absence, the request should include a reason for requesting the leave, the anticipated date of return to the degree program, the student’s name, address, Boston University identification number, and department(s) of concentration. Leaves of absence due to medical reasons are handled according to the procedures below. Students who are not able to continue in their degree program due to relocation, ongoing academic difficulty, or other personal circumstances may voluntarily withdraw from Boston University.

## ***Leaves of Absence for Medical Reasons***

Sometimes a student may need to interrupt his or her 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.

# OTHER COURSE POLICIES

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## ***Exam Schedule Policy***

Students who have three exams scheduled on any one exam day may have that exam which falls in between the other two rescheduled to another exam day. This arrangement for rescheduling should be coordinated between the instructor and the student. Feel free to contact the Registrar (617-638-4963) or the Director of Student Services (617-638-5059) if you have any questions about this policy.

## ***Policy on Timely Completion of Course Requirements***

All students are required to take examinations on the day they are scheduled and to hand in assignments no later than the due date. Syllabi should indicate examination dates and project (which includes papers) due dates, and penalties associated with late submissions of assignments. If a student cannot take an exam or submit a paper or project on time, the student must request an alternate date in writing from the faculty member. The request for extensions should only be approved if the student has encountered a serious problem that arose unexpectedly and that will make it impossible or extremely burdensome for the student to take the exam or fulfill the assignment requirements as scheduled. In such a circumstance faculty may grant a request for an alternate exam or due date. Substitute examinations should ordinarily be scheduled as soon as possible after the scheduled exam date. Students should be warned that if they request a delay in taking a final exam or in completing a final assignment that the stipulations in the SPH Grading Policy must be followed.

It is the student's obligation to request an extension prior to the time of the exam or date an assignment is due. Only in circumstances when it would be impossible or extraordinarily burdensome for a student to make the request prior to the scheduled date may the faculty member consider a request for an extension of time after the date of the exam or assignment due date.

Faculty may require a student to provide documentation of the circumstances the student submits as the reason for granting an alternative exam or due date, such as a note from a physician.

A student's failure to adhere to this policy may result in a failing grade being granted for the exam or paper.

Disputes between faculty and students arising out of this policy will be decided by the Associate Dean for Education.

## ***OTHER COURSE POLICIES (continued)***

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### ***Policy on Course Requirements that Require Student Attendance Outside of Scheduled Class Time***

At times faculty may wish to require an assignment that requires students to attend sessions outside ordinary class time. For example, a faculty member teaching a summer course may wish to administer an exam outside class time in order to devote all scheduled class time to teaching and learning activities or a faculty member may require field trips that occur at a place and time that differs from that of the scheduled class.

If the additional requirement will necessitate additional sessions of classes held at the school, they must be scheduled with the Office of the Registrar and the Student Services at the time the semester schedule is submitted to the Registrar's Office. The information will be included in the scheduling materials so that students are aware of all course requirements prior to registration.

Additionally, all such extra-class requirements must be included in course syllabi so that students can be aware of the requirements and plan accordingly. Faculty are responsible for keeping their syllabi up-to-date and to post them so that all students, both in the course and those considering taking the course, can have access to them.

### ***Gifts***

Faculty of the School may not accept gifts from students.

# Degree Programs at the School of Public Health

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## ***MPH DUAL DEGREE REQUIREMENTS***

Dual degree programs are university-approved programs that allow students to earn two degrees within a specific timeframe and structure, allowing for a savings of credits when compared with the two degrees completed separately and sequentially. The following graduate dual degree programs are approved for Boston University School of Public Health:

Law and Public Health (JD/MPH)  
Health Care Management (MBA/MPH)  
Global Health Management (MBA/MPH)  
Medicine and Public Health (MD/MPH)  
Medical Sciences and Public Health (MS/MPH)  
Social Work and Public Health (MSW/MPH)

The MBA/MPH, MS/MPH, and MD/MPH programs are simultaneous degree programs, meaning the students are awarded the degrees together regardless of when the requirements for one degree may be completed.

All MPH dual degree students must complete the MPH core course requirements, the MPH concentration requirements, the MPH practicum, and the culminating experience specific to their concentration. No dual degree program allows a student to earn an MPH with fewer than 32 credits in residence at the School of Public Health. Dual degree candidates are not eligible to count transfer credit towards their degrees, nor may they enroll in classes outside of their home schools at Boston University. For more detail, please see the [2014-2015 Bulletin](#) at [www.bu.edu/academics/sph](http://www.bu.edu/academics/sph).

In practice, participating in a dual degree program limits the elective courses that dual-degree students may take if they wish to complete the minimum number of credits allotted to the dual degree. It also makes it very difficult for a dual-degree student to complete an MPH dual concentration within the minimum allotted credits.

## **OTHER PROGRAMS AT SPH**

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### ***MPH 4+1 Degree Programs***

The School of Public Health also offers two 4+1, Bachelor's-Master's degree programs, the BA/MPH program offered jointly with the College of Arts and Sciences and the BS/MPH Program offered jointly with Sargent College of Health and Rehabilitation Sciences (Sargent College). Students complete all degree requirements for the (128-credit) Bachelor's degree and all requirements for the (48-credit) MPH that a single degree MPH student would complete for his or her concentration. Up to a maximum of sixteen credits of graduate level School of Public Health coursework completed in the undergraduate study may be applied both as elective credit toward the Bachelor's degree and as credit toward fulfillment of the requirements for the MPH. There are specific requirements that must be completed during the undergraduate years, and these are described in detail in the [2014-2015 Bulletin](#) at [www.bu.edu/academics/sph](http://www.bu.edu/academics/sph).

Careful planning and full-time enrollment can result in students' receiving the MPH after a total of five years of study, rather than the usual minimum of five-and-a-half years. The Bachelor's degree is awarded at the completion of all BA requirements; the MPH is awarded once students have completed all MPH program requirements and requirements for one of the eight MPH concentrations.

### ***Certificate Programs***

MPH students may apply to the Pharmaceuticals Certificate Program in their first semester at SPH. This 12-credit graduate certificate is completed as part of the MPH program and may be completed by students in any MPH concentration. For more information, contact Program Director Chris Gill, [cgill@bu.edu](mailto:cgill@bu.edu).

MPH, MS, and doctoral students at SPH or GRS may complete certificates in Statistical Genetics or Modern Biostatistics in Clinical Trials. For more information, contact Amanda Velez in the Department of Biostatistics at SPH, [aavelez@bu.edu](mailto:aavelez@bu.edu).

### ***Master of Science Degrees***

The School of Public Health offers the Master of Science degree in Environmental Health, Epidemiology, and Health Services Research.

### ***Doctoral Degrees***

The School of Public Health offers the Doctor of Philosophy degree in Biostatistics, Environmental Health, Epidemiology, and Health Services Research. It also offers the Doctor of Public Health degree.

For more information about MS or doctoral programs., read the program information in the [2014-2015 bulletin](#). If you have questions or are interested in applying, please contact the Admissions Office at [asksph@bu.edu](mailto:asksph@bu.edu).



## ***OTHER DEGREE PROGRAMS AT SPH (continued)***

### **SPH Master of Science & Doctoral Graduation Calendar 2014–2015**

	<b>September 25, 2014 Award</b>	<b>January 25, 2015 Award</b>	<b>May 17, 2015 Award</b>
<b>Graduation Application</b> submitted to the BUSPH registrar	June 30, 2014	October 31, 2014	February 13, 2015
<b>Thesis/Dissertation Abstract</b> submitted to the BUSPH registrar and Doctoral Program director	At least 30 days prior to oral exam	At least 30 days prior to oral exam	At least 30 days prior to oral exam
<b>Last Date to hold Final Oral Exam</b>	August 15, 2014	November 25, 2014	April 13, 2015
<b>Deadline for Submission of Approved and Signed Thesis/Dissertation</b> (copy due to Mugar Memorial Library)	September 11, 2014	December 16, 2014	May 1, 2015

This calendar is for the Master of Science in Epidemiology and Health Services Research and all doctoral programs at the School of Public Health.

### ***Master of Arts In Biostatistics And PhD In Biostatistics***

Students may pursue graduate study in biostatistics through the Biostatistics Program, jointly administered by the Department of Biostatistics of the School of Public Health and the Department of Mathematics and Statistics of the Graduate School of Arts and Sciences. The program offers students the opportunity not only to gain expertise in mathematical statistics but also to specialize in the epidemiologic, medical, and bioscientific applications of statistics. Students are required to take courses in both the Department of Mathematics/Statistics and the Department of Biostatistics. The program offers a Master of Arts (MA) in Biostatistics and a Doctor of Philosophy (PhD) in Biostatistics. Students may pursue these programs on a part or full-time basis, although they must complete their programs within a specified period as required by the Graduate School.

Admission to the MA and PhD programs in biostatistics is through the Graduate School of Arts & Sciences. For more information, call 617-638-5207.

# **SECTION II:**

## ***ACADEMIC PROCEDURES***

# ACADEMIC CALENDAR, 2014-2015

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The School of Public Health defines its academic calendar and may not necessarily follow the calendar for the Boston University Charles River Campus, though every effort is made to do so. The Academic Calendar defines the start and end dates for the semester and the withdrawal schedule for the School, so it is crucial that School of Public Health students follow the School of Public Health Academic Calendar, not the general Boston University calendar.

The [SPH Academic Calendar and class meeting dates](#) for the semester are published on the School of Public Health web site and printed in the registration packets each semester. . Calendar information is subject to change. The School, in scheduling classes on some government and religious holidays, intends that students be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to teach their class, or for the class to be rescheduled.

## **Registration**

All SPH students register online via the Boston University Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink). Students are urged to meet with their advisor at least a month before registration begins to plan a schedule and to enter this schedule into the “Planner” function on the Student Link. The semester schedule is published online and on the Student Link, and in combination with the Course Rotation Guide and Degree Advice, gives students the information needed to meet their requirements. Students should make all concentration changes at least two weeks before the registration date at a minimum.

Students submit the Planner to register on the date specified as the start of the registration period for graduate students for a specific semester. Students are strongly encouraged to register early in the day on the first day of registration. Students closed out of courses should submit an online wait list form,

For classes requiring paper registration (all directed studies, directed research, and practicum), registration materials are available on the [School of Public Health website](#) and on the shelves outside the SPH Registrar’s Office on Talbot 2 Center. These classes do not have to be added the first day of registration. Students should plan to be in their desired full time or part time status, and have added all planned classes, including directed studies, directed research, or practicum courses, by the semester payment date.

**Students in all degree programs must be registered in every Fall and Spring semester in which they are enrolled at the School of Public Health. MS and doctoral students completing a required thesis or dissertation must register for the appropriate continuing study course number in their degree program. International students must follow t their visa requirements.**

## ***REGISTRATION (continued)***

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### ***Registration Dates***

The first day of continuing graduate student registration for upcoming semesters is as follows:

Spring 2015—Sunday, October 26, 2014 at 9:00 AM

Summer 2014—late February or early March 2014, to be announced

Fall 2014—early April 2014, to be announced

### ***Dropping and Adding Courses***

Students may adjust their registration by adding or dropping courses on the Student Link;

Any adjustments to course loads may increase or decrease the tuition due for the semester or add other charges, such as health insurance, to their accounts. Students must take responsibility for checking their account balance, which is available to them on the Student Link under the green “Money Matters” tab.

Students may not add courses via the Student Link after the first day of the semester; students who wish to add a course after its first meeting date must complete a paper add/drop form available on the [SPH web site](#) or on the shelves outside the SPH Registrar’s Office on Talbot 2, obtain the instructor’s signature, and submit the form to the Registrar’s Office. Students will not be financially penalized if they drop a class up to the “Drop without a ‘W’ Grade” for that class. Courses dropped after that time are subject to both academic and financial penalty for the student. Class-specific “Drop without a ‘W’ and “Drop with a ‘W’” deadlines are visible when students click the class meeting dates on the *University Class Schedule* published on the Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink).

**The University Tuition Refund Schedule automatically goes into effect when a student withdraws (drops all of his/her courses for a given semester), as this means the student is withdrawing from the University.** The Refund schedule is published in the semester registration packet and on the web site for the Office of the University Registrar, <http://www.bu.edu/reg/dates/withdrawal-and-tuition-refund-schedule>.

### ***Enrollment Options***

All degree candidates who are otherwise not required to be in a specific status may enroll as either full-time or part-time students. Domestic students may change their status as their circumstances dictate, bearing in mind that students must be registered for at least six new credits each semester to be eligible for federal financial aid or loan deferment of previous loans. International students are required to maintain full-time status except in their final semester, when they may request permission from the International Students and Scholars Office (ISSO) to be authorized for Reduced Course Load status.

## ***REGISTRATION (continued)***

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Full-time status is a registration category assigned to students enrolled in 12-18 credit units per semester. Full-time students are assessed a flat tuition rate of .00 per semester, plus a program fee and a health and wellness fee each semester. Health insurance is assessed separately (see below).

Part-time status is a registration category assigned to students enrolled in 1-11.5 credit units per semester. The tuition rate is \$ 1,428 per credit unit for the 2014-2015 Academic Year, plus \$60 in fees. Part time students registered for nine credits or more at any time during the semester have health insurance automatically added to their students account.

Students who change status from part to full time or vice versa must notify the SPH Registrar's Office before the semester payment date so their status is correct.

After registering, students should verify their registration and account charges on the Boston University Student Link at [www.bu.edu/studentlink](http://www.bu.edu/studentlink). Course confirmations are not routinely sent, and student bills are sent once per semester. If changes are needed, students may add or drop courses prior to the beginning of the semester on the Student Link. Their bill will recalculate overnight as appropriate, and the updated charges may be viewed on the Student Link.

Students who have merit, department, or external scholarships must be certain that the scholarships are posted before the semester due date. Unless a student has an official sponsor and the sponsor is billed by third party billing, Student Accounting Services, Boston University, he or she is responsible for charges and subject to collections activity should the semester bill not be paid on time and in full.

### ***Student Health Insurance***

Students who are registered for nine or more credits at any time during the fall or spring semester are automatically assessed student health insurance on their accounts as per state law. All international students are assessed for health insurance. Students with other, appropriate U.S. based coverage may waive their student health insurance charges. Students must waive their health insurance only once per academic year. The waiver deadlines are established by Student Accounting Services and published on their web site, <http://www.bu.edu/studentaccountingservices>. Students must be careful in adjusting their schedules after the waiver deadlines.

### ***Enrollment Verification***

Students may process enrollment verifications from the "Personal" tab on the Student Link. If the verification is not acceptable, the Registrar's Office will produce a signed, sealed enrollment verification. Requests need to be made in writing; e-mails that include the student's name, BUID# and date of birth are acceptable also.

# REGISTERING FOR COURSES AT UNIVERSITIES WITHIN THE ACADEMIC CONSORTIUM

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All School of Public Health degree candidates are eligible to cross-register for one course per semester during Fall and Spring semesters at Tufts University, Boston College, Brandeis University, or Hebrew College. All students who wish to cross-register for a course within the consortium must be registered for at least one course at Boston University at the same time. Boston University will charge part-time students per credit. Full-time students will not pay any additional costs if, with the cross-registration, they remain registered for 12-18 credits.

## ***Procedure***

- Outgoing BUSPH students first obtain a Cross-Registration Petition from the School of Public Health Registrar's Office, Talbot Building (Second Floor) and obtain the signature of the SPH Registrar on the completed form.
- BUSPH students must also obtain a copy of the transfer credit form and simultaneously apply for transfer credit for the potential cross-registered course to be approved for their SPH degree program requirements. Many institutions have different means of computing course credits, and part of the approval process calculates the BU credit that will be granted upon successful (B or better) completion of the course.
- The BSUPH student follows the instructions of the host institution (Boston College, Brandeis University, Tufts University or Hebrew College) regarding registration. Ultimately, the host institution course instructor must sign the petition, and the BUSPH student must submit the form to the host institution's Registrar's Office for processing.
- Once registered at a host school, the BUSPH student brings a fully signed copy of the Cross-Registration Petition back to the BUSPH Office of the Registrar, along with a paper BUSPH add/drop form for processing at BUSPH. Students may not add or drop cross-registered courses via the Student Link.
- Students may not add or drop cross-registered courses via the Student Link, nor may they register directly with the Office of the University Registrar at 881 Commonwealth Avenue.
- Grades for the course will display on the student's BU transcript. A student must earn a B or better for the course to count toward the MPH requirement.

**Boston University students who find it necessary to withdraw from the university while registered for a course at a consortium college or university will follow the tuition refund schedule appropriate for their school or college at Boston University.**

**Tip:** Cross registration is a lengthy, paper-intensive process. Students are advised to have a back-up plan should the cross-registration plan not come to fruition. A back-up course at BUSPH that the student can easily drop without penalty should the cross registration work is highly advised.

## **REGISTERING FOR COURSES AT UNIVERSITIES WITHIN THE ACADEMIC CONSORTIUM (Continued)**

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### **Boston College**

Course Schedule

[www.bc.edu/courses](http://www.bc.edu/courses)

For Questions contact:

Student Services

Tel. 617-552-4973

Registrar's Office (in Student Services):

Lyons Hall, Chestnut Hill, MA

Tel. 617-552-3300

Registrar's Office Hours:

Monday – Friday 9:00 A.M. – 4:00 P.M.

### **Brandeis University**

Course Schedule

[www.brandeis.edu/registrar](http://www.brandeis.edu/registrar)

For Questions contact:

Admissions and Academic Support Services

Tel. 781-736-3802

Registrar's Office:

Kutz Hall 124, Waltham, MA

Tel. 781-736-2010

Registrar's Office Hours:

Monday – Friday 9:00 A.M. - 4:00 P.M.

### **Tufts University School of Medicine-Public Health Program**

Course Schedule

<http://tusk.tufts.edu/view/content/PHPD/1459/1057761>

For Questions contact:

Public Health & Professional Degree Programs

Tufts University School of Medicine

136 Harrison Avenue

Boston, MA 02111

Phone: 617.636.0935

Email: [publichealth@tufts.edu](mailto:publichealth@tufts.edu)

Registrar's Office:

Matt Williams

Assistant Registrar

617 636 6538

[Matt.williams@tufts.edu](mailto:Matt.williams@tufts.edu)

Registrar's Office Hours:

Monday - Friday 9:00 A.M. - 5:00 P.M.

### **Tufts University Friedman School of Nutrition Science and Policy**

Course Schedule

[http://nutrition.tufts.edu/1178544509530/Nutrition-Page-nl2w\\_1178544509783.html](http://nutrition.tufts.edu/1178544509530/Nutrition-Page-nl2w_1178544509783.html)

For Questions contact:

Friedman School of Nutrition

Registrar's Office:

1st Floor, Jaharis Center, 150 Harrison Avenue,  
Boston, MA

Phone: (617) 636-3711

Registrar's Office Hours:

Monday - Friday 9:00 A.M. - 5:00 P.M.

# TRANSCRIPTS

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## ***Unofficial Transcripts***

Students may print an unofficial transcript from the Student Link. Grade reports are not produced or mailed to students.

## ***Official Transcripts***

Official transcripts are available only from the [Boston University Office of the University Registrar](#) at 881 Commonwealth Avenue.

# Tuition Remission and Reimbursement

## ***Tuition Remission***

Students who are full time employees of Boston University may be eligible for tuition remission. Students must follow the procedures outlined in the University's Tuition Remission policy, available on [www.bu.edu/hr](http://www.bu.edu/hr). Students are also encouraged to ask their supervisors for a copy of "Policy on Employees Taking Courses." The Office of Human Resources is the expert and the authority for all matters pertaining to tuition remission and should be contacted in terms of the policy, dates, and amounts. Employees who are also students must be very careful to remain in employee status during the semester they expect to receive tuition remission. If planning to resign, verify the exact date to do so with Suzette Levenson, Assistant Dean for Administration and Finance.

## ***Tuition Reimbursement***

Students who need to request tuition reimbursement from their employers after completion of courses should print an unofficial transcript and student account statement from the Student Link.



# GRADUATION

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Boston University holds an All-University Commencement Ceremony every May. Commencement 2014 weekend will be held May 15-17, 2015. September graduates are encouraged to participate in the May ceremony of their choice. January graduates may attend the ceremony held in May following their graduation. Details regarding the Ceremony are mailed to all potential attendees in March.

To qualify for graduation at the School of Public Health, a degree candidate must have completed the degree requirements, must have no outstanding debt to Boston University, have completed exit counseling, and have submitted an online [Application for Graduation](#)” to the SPH Registrar’s Office. .

*Regardless of whether or not you have completed your graduation requirements, you will not officially graduate from the University unless you apply to graduation.*

<b>January graduation</b>	<b>No later than end of November</b>
<b>May graduation</b>	<b>No later than February 14</b>
<b>September graduation</b>	<b>No later than July 2</b>

Degree students are encouraged to track their progress to graduation by reviewing their concentrator or program guides, meeting with their advisor each semester, and reviewing Degree Advice online each semester. This online tool is available on the Student Link, and is a helpful tool.

All diplomas for September and January graduates are mailed. May graduates will receive their diploma at the SPH Ceremony should they elect to attend; otherwise the diplomas are mailed to the address specified on the Student Link.

# SPH REGISTRAR FAQ'S

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## ***Why can't I see my class on Blackboard Learn?***

Blackboard Learn is a web-based tool that many instructors choose to use to disseminate course information. Classes are not required to have a Blackboard learn page. Some Blackboard Learn courses require that you be registered for the course in order to log into the class' web page. Blackboard Learn is not your accurate and official course schedule. If you need to see your current schedule you must use the Student Link. If you are unable to access a Blackboard Learn page for a class that you are registered for, speak with the course instructor or teaching assistant.

## ***What's the difference between Blackboard Learn and the Student Link?***

Blackboard Learn is a course-specific online tool used for dissemination of course information and documents. This system does not accurately reflect scheduling information, and not all courses will have a Blackboard Learn website. The Student Link is a secure server site that allows students online access to their registration activity and student records, including official class schedules. The schedule you see on the Student Link is your current, official course schedule. If you are unable to access an existing Blackboard site for a class in which you are enrolled, you should contact your instructor for assistance.

## ***Who is eligible for Web Registration?***

Degree candidates may register for most of their courses *online* via the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)). In order to do so, it is necessary that students are in good standing, have no balance due on their student account, and have a current Boston University e-mail address. Some dual degree candidates, notably JD/MPH and MD/MPH may not register online while they are primary at the non-SPH program. Non-degree students are not eligible for web registration.

## ***When I look at my schedule on the StudentLink, why do I see ADD instead of REG next to some of my courses?***

Both ADD and REG mean that you are registered for the course. REG means you registered yourself or were registered within the current enrollment reservations for a course. ADD means you were added to the course by the Registrar's Office.

## ***If I don't attend a course, am I automatically withdrawn or dropped from the course?***

Absence from class does not constitute an official withdrawal or dropped course. Students must take action (either dropping or withdrawing) to remove a class from their academic schedule. Students who receive federal financial aid must be sure that they maintain the correct number of credits to be eligible for this aid. They should verify their eligibility with the Office of Student Financial Services prior to dropping classes or withdrawing.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***What is the difference between withdrawing and dropping?***

***Withdrawing*** means to officially drop ALL courses. Students who wish to withdraw must complete a [withdrawal form](#). The withdrawal is effective on the date the form is received in the SPH Registrar's Office, and the student's account will be adjusted based upon the Tuition Refund Schedule for the target semester. Federal aid funds will be adjusted according to federal regulations, which stipulate that a student who withdraws retains aid in proportion to the percentage of the semester enrolled.

***Dropping*** a course indicates that you are still enrolled in one or more courses at Boston University. Students should click on the hyperlinked dates on their current schedule on the Student Link to check the drop schedule for their courses. After the "drop with a W" date, no refund of tuition will be given and the course will show on the student's transcript with a grade of W.

### ***How do I register for a class that is web-registration restricted?***

Directed study, directed research, all practica, and a small number of other courses that require instructor consent for registration are not available for web registration. To register for these courses, you will need to fill out and submit an [add/drop](#) form.

### ***I see open seats for a course on the Student Link, but I'm being blocked from registration. Why is this happening?***

SPH academic departments have the option of reserving seats in their courses for students of specific concentrations. If you attempt to register for one of these courses via WebReg, you may receive a message stating that the course is full even though the Student Link will show open seats in the course. When this happens, add yourself to the course waitlist, by filling out the [online waitlist form](#). Students on the waitlist will be offered spaces as they become available.

### ***How long will I be on a waitlist?***

The BUSPH Registrar's Office maintains all waitlists, and when seats become available they contact students by email to offer seats. There is no way to predict how long a student will be on the waitlist for any course. Wait lists are active until the semester or class starts.

### ***Where is the ID Office? When is the ID office open?***

The Medical Campus ID office is located at 710 Albany Street. You may obtain a badge Monday through Friday, 7:00 AM to 9:00 AM and 12:30 PM to 3:00 PM. The office will be closed from 9:00 AM- 12:30 PM. Before making a special trip over to the BU Medical Campus to be issued their student ID, it is highly recommended that the student call the ID Office at (617) 638-6879 to confirm office hours.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***How do I sign up for an Alumni Education Program?***

Alumni of the School of Public Health may seek special permission through the Alumni Office to sit in on School of Public Health classes. Alumni are not registered for the class, so consequently no grade or evidence of attendance is generated. Interested alumni should contact SPH Alumni Office, [sphalum@bu.edu](mailto:sphalum@bu.edu), at least two months prior to the start of the semester, and payment must be made to the Alumni Office prior to the start of classes.

### ***When will book and reader information be available?***

Book and reader information is posted to the Student Resources section of the SPH website ([www.bu.edu/sph/students](http://www.bu.edu/sph/students)) two to three weeks before the semester begins. Readers and books can be purchased from the Barnes and Noble Bookstore in person (at 660 Beacon Street Boston, MA 02215) or online ([www.bu.bkstore.com](http://www.bu.bkstore.com)).

### ***Where does my class meet?***

A list of class locations is published to the Student Link

### ***When is the Registrar's Office open?***

The Registrar's Office is open Monday through Thursday from 8:30 AM to 6:00PM and Friday from 8:30 AM to 5:00 PM when the school is open. You may slip paperwork under our office door anytime.

### ***Why am I being billed for health insurance?***

Health insurance is required by the Commonwealth of Massachusetts for any student enrolled for nine or more credits at any time during the semester. For newly eligible students, health insurance will be automatically assessed on the student's account when they register for nine or more credits. Students registered for less than nine credits may request that insurance be added to their bill regardless of the number of credits carried. ***Students who have assessed health insurance on their bills, cannot ignore the charge.*** The charge must be paid, waived, or removed by Student Accounting Services (617-353-2264) if in error. Consult the Student Accounting Services website to see if you qualify for a waiver: <http://www.bu.edu/studentaccountingservices> Contact Ellen Millman in the Office of Student Accounting Services Office (617-353-2870), with any questions or if you are carrying less than nine credits and wish to enroll in the health insurance plan.

### ***What do I need to do to defer my loans?***

BU is part of the National Clearinghouse, so students should not have to send in paperwork if they are in status – their status is reported automatically. Students must be registered for at least six credits to be eligible for loan deferment. However, loan deferment procedures vary widely among loan companies, so students' should contact their lender directly with questions about deferment procedures.

## ***SPH REGISTRAR FAQ'S (continued)***

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### ***I need to get a student discount – how do I verify I am a student?***

Students may print and enrollment verifications from the “Personal” tab on the Student Link. These verifications will work for 99% of organizations that ask. If the verification is not acceptable, the Registrar’s Office will produce a signed, sealed enrollment verification. Requests need to be made in writing; e-mails that include the student’s name, BUID# and date of birth are acceptable also.

# UNIVERSITY REGISTRAR FAQ'S

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The [Office of the University Registrar](#) is located at 881 Commonwealth Avenue, on the second floor. This office provides services to students, alumni, and other clients in the University community and beyond. The Office of the University Registrar collects and disseminates registration and academic information.

## ***How can I get a transcript?***

If you are a current student, you may order transcripts on-line through the "Transcript Preview and Ordering" option on the Student Link; there is a \$4.00 fee, payable by credit card, for each official transcript ordered on-line.

## ***What is the difference between official and unofficial transcripts?***

Official transcripts have the Boston University seal and the Registrar's signature. The cost is \$4.00 per copy if ordered on-line, and \$6.00 if requested in person or by mail. Processing time is about two business days. Official transcripts are often required for scholarship applications and applications to graduate schools. Unofficial transcripts are generally available immediately for current students and within 48 hours for former students who attended prior to 1986. There is no charge for unofficial transcripts.

## ***I need my transcript very quickly. Is there anything I can do to speed up the process?***

The Transcript Department is often able to make special accommodations for students with urgent requests. For more information, please call 617-353-1201. Current and recent students who make their requests at the front counter may receive official transcripts immediately, or we can send them express delivery, by FedEx, for an additional fee of \$19.00 (rates are higher for foreign delivery).

## ***I can't make it into the Office of the University Registrar to request my transcript. Can my roommate pick one up for me?***

Yes. He or she must present a letter signed by you, which states that you allow your roommate to receive your transcripts. Also, the individual authorized to pick up your transcripts must provide photo identification and pay for the transcripts. Transcripts will be provided in a sealed envelope. Parents of a dependent student may request their child's transcript without such authorization.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### ***Has the instructor changed my grade yet?***

To check the status of a grade, students may check the Student Link or visit the SPH Registrar's Office or Office of the University Registrar at 881 Commonwealth Avenue with a photo I.D. Grades will not be released over the telephone.

### ***Can you hold my transcript request until my grade change is posted?***

No. The Transcript Department does not hold requests pending grade changes or transfer credits. Students should check the Student Link or follow up with the Office of the University Registrar to verify that the desired changes have been made before requesting a transcript.

### ***How do I verify that my account is fully paid?***

Check your student account on the green "Money Matters" tab on the Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink), or call Student Accounting Services at 617-353-2264.

### ***Do I need an AAC (Advising Authorization Code) to register at BUSPH?***

No, students at BUSPH are not required to obtain an Advising Authorization Code.

### ***Will I be receiving a Course Confirmation?***

Continuing students should log in to the Student Link to view and confirm their class schedules; new students will receive course confirmations by mail.

### ***Can I qualify for more credits with no extra charge?***

Students pay a flat rate for full time tuition, which is charged when students register for 12 to 18 credits per semester. Students must obtain approval from their academic advisor and the SPH Registrar to register for more than 18 credits in a single semester. If the credit overload is approved, students will be charged at the per credit rate for any credits over 18 in a semester.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### ***Can't Register?? Troubleshooting the Morning of Registration***

***I can't log into the Student Link.*** Students must have a current Kerberos user name and password to log into Student Link. Your Kerberos user name is the same as your email user name. For example, if your email address is [sphstudent@bu.edu](mailto:sphstudent@bu.edu), your Kerberos username is "sphstudent." Your password is the same password you use to access your student email account. If you have a current Kerberos user name and password and still have difficulty logging in to Student Link, please contact the Information Technology Help Desk at 617-638-5433.

### ***I can log into Student Link, but cannot register for ANY courses.***

There are several reasons you may be prevented from registering. These include:

**An Accounting Hold.** Student Accounting holds are put in place by the Office of Student Accounting Services because a student owes money to Boston University. Student Accounting Services are the only ones who can lift this hold. To check why you have an Accounting Hold, use the "Student Account Inquiry" option on the Money Matters Tab of the Student Link if you aren't sure. If you have questions, call Student Accounting Services at 617-353-2264.

**An Immunization Requirement Hold.** University regulations and Mass. State Law require that all full time and international students are in compliance with DPH immunization requirements. If you receive a message that you are not in compliance with vaccination requirements, please contact Student Health Services at 617-353-3575 for information on what documentation you must provide.

**A Campus Emergency Alert Contact Hold.** New University regulations require that all students, faculty and staff provide an emergency alert phone number. The purpose of this number is to alert students, faculty and staff in case of an emergency on campus. *It is different from the emergency contact number, which is generally a family or friend who you wish to be contacted if an emergency occurs.* To update your Emergency Alert Information, log in to Student Link and select the purple 'Personal' tab. Emergency alert information can be updated via the link the yellow information box at the top of your screen. This information can only be updated online through Student Link. If you have any trouble entering your Emergency Alert phone number, please contact the Registrar's Office at 617-638-5001 for technical assistance.

**MA Motor Vehicle Law.** Boston University is required by the Commonwealth of Massachusetts to keep a record and provide proof to the state that students have been apprised of the **Massachusetts Motor Vehicle Law**. The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw).



## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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### **Instructions for complying with the Massachusetts Motor Vehicle Law:**

All out-state-students are required to read the statement on [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw) and click on the "I acknowledge" button. In addition, STUDENTS BRINGING VEHICLES into the Commonwealth of Massachusetts are required to download and complete the Nonresident Driver Statement from the Massachusetts Registry of Motor Vehicles website at [www.mass.gov/rmv/forms/20098.pdf](http://www.mass.gov/rmv/forms/20098.pdf). They must mail the form to:

Office of the University Registrar  
881 Commonwealth Avenue  
Boston, MA 02215

The University Registrar's Office on Commonwealth Avenue will mail a copy of the student's form to the Boston Police Department. The Registrar's Office will then mail a state-approved decal to the student's local address. This decal must be prominently displayed in the uppermost center portion of the windshield of the student's vehicle. If students do not comply with this requirement a hold will be placed on their student account. To check to see if you have fulfilled this requirement, go to the personal tab on the Student Link and then Mass Motor Vehicle Law.

**An Advising Code Hold.** The School of Public Health does not require advising codes to register for classes. However, if you attended Boston University as an undergraduate or are in a dual degree program that utilizes advising codes such as GMS, the code requirement may still be attached to your account. If you are told you need an advising code to register for courses, contact the SPH Registrar's Office at 617-638-4963 to correct the problem.

**Being a Dual Degree Candidate.** Dual degree candidates are held to the registration rules and timeframes of the school at which they are primary. The School of Law does not use online registration, so JD/MPH candidates who are taking the majority of their classes at the Law School will not have access to online registration. A BS/MPH student who is a junior at Sargent College registers when registration is open for juniors at BU.

**Returning from a Leave of Absence.** Students who did not take classes during the previous Fall or Spring semester, but did not take an official Leave of Absence with the Registrar's Office may no longer be active in the system. If you are blocked from setting up a planner or from registering, contact the Registrar's Office for assistance.

**Being a Non-Degree Student.** Non-degree students are individuals who are taking classes at the School of Public Health, but who have not been admitted into a degree program. For more information about registering as a non-degree student program. Go to <http://sph.bu.edu/nondegree>.

## ***UNIVERSITY REGISTRAR FAQ'S (continued)***

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***I can log into Student Link and register for some courses, but not all of the ones I wish to register for.*** There are several reasons you may be blocked from registering for a particular class. These include:

**The Class is full.** All classes at the School of Public Health have an enrollment limit. Once this limit has been met, the class is closed to web registration. If you would like to be placed on the waitlist for a class that is full, you will need to fill the online waitlist form

**The Class has Seat Reservations.** If you receive a notice that a class is full, but it appears that there are seats available in the course, the class has seat reservations. Seat reservations are put in place by the department to save seats for concentrators who must take a course, and for new degree candidates who do not have the opportunity to register immediately. If you would like to be placed on the waitlist for a class that has seat reservations, you will need to fill the online waitlist form. The Registrar's Office is responsible for maintaining ALL waitlists and we request that you do not ask the professor to sign you into the course. If you have questions concerning your waitlist status, please contact the Registrar's Office at 617-638-4963 or 617-638-5057.

# **SECTION III:**

## ***ADMINISTRATIVE/ UNIVERSITY POLICIES AND PROCEDURES***

# BOSTON UNIVERSITY CODE OF STUDENT RESPONSIBILITIES

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As approved on May 12, 1983 by the Board of Trustees of Boston University, the Code of Student Responsibilities is administered by the Office of the Vice President and Dean of Students, Boston University. *Full Copies of the entire “Code of Student Responsibilities” may be obtained at 775 Commonwealth Avenue, Boston, MA 02215 or at the SPH Office for Student Services, Talbot-209 Center.*

The legitimate expectation of all students is that the University will provide an environment in which they may study, learn, work, and live without unwarranted interference from others. The basic responsibilities of the student include:

1. Respecting the rights of others.
2. Respecting the highest standards of academic integrity and reporting any violations of those standards to the Dean of his or her School or College or the Dean of Students for appropriate investigation and disposition.
3. Respecting the property of others and the property, equipment, facilities and programs of the University.
4. Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
5. Complying with the normative standards, rules, and regulations of the University as well as federal, state, and local laws.

The failure to fulfill any of these responsibilities is a basis for disciplinary action under this Code or the academic regulations of the Schools and Colleges of the University. The Trustees of Boston University require that all employees of the University report and assist in the investigation of violations of the normative standards, rules, and regulations of the University.

Specific conduct expected of students at Boston University is set forth in the rules and regulations of the University, its Schools, Colleges, programs, and residences. The official publications, bulletins, notices of the University, its Schools, Colleges, and programs, as well as other publications (such as the student handbook, residence handbooks and notices, and the student residence contract, etc.) contain additional specific regulations. Because of the size of the University and the diversity of its programs, no one document sets forth all of the rules and regulations governing student conduct.

In the instance of a disciplinary hearing based on charges brought by the Dean of Students, the student will have the following rights:

1. The right to receive from the Dean of Students a clear notice of the alleged violation in reasonable time to permit adequate preparation of his or her defense.
2. The right to have his or her guilt or innocence determined by an impartial panel.
3. The right to have an advisor present at the hearing.
4. The right to call witnesses and to introduce evidence at the hearing.

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA**

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The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's education records. In compliance with FERPA, Boston University does not disclose personally identifiable information contained in student education records, except as authorized by law.

## ***Student Rights under FERPA***

- Inspect his/her educational records
- Require that the University obtain his/her prior written consent before releasing personally identifiable information from education records
- Request that corrections be made to educational records if the student believes the records are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA

For more information, go to <http://www.bu.edu/reg/general-information/ferpa/>.

# INFORMATION TECHNOLOGY POLICIES

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## *Conditions of Use and Policy on Computing Ethics*

### Conditions of Use

**Notice to All Users:** Users of the University's computing facilities, including University-supported electronic mail, are on notice, and by using these facilities agree, that no representation has been made to them as to the privacy of any communication or data stored on or sent through these facilities; that the University has reserved the rights set forth below and in the Boston University [Information Security Policy](#) and Policy on Computing Ethics; and that the use of these facilities is restricted to University-authorized purposes.

The use of the University's computing facilities in connection with University activities and de minimis personal use is a privilege extended to various members of the University community; it is not a right. Users of the University's computing facilities are required to comply with, and by using such facilities agree that they are on notice of and agree to comply with, be subject to, and grant the University the right to implement, the Boston University Information Security Policy, the Policy on Computing Ethics and these Conditions of Use. Users also agree to comply with applicable federal, state, and local laws and to refrain from engaging in any activity that is inconsistent with the University's tax-exempt status or that would subject the University to liability. The University reserves the right to amend these Conditions and Policies at any time without prior notice and to take such further actions as may be necessary or appropriate to comply with applicable federal, state, and local laws.

To protect the integrity of the University's computing facilities and its users against unauthorized or improper use of those facilities, and to investigate possible use of those facilities in violation of or in aid of violation of University rules and policies, Boston University reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or otherwise alter any data, file, or system resource which may undermine the authorized use of any computing facility or which is used in violation of University rules or policies. Boston University also reserves the right periodically to examine any system and any other rights necessary to protect its computing facilities. The University disclaims responsibility for loss of data or interference with files resulting from its efforts to maintain the privacy and security of those computing facilities or from system malfunction or any other cause. As used herein and in the Policy on Computing Ethics below, the term "computing facility" means, refers to, and includes any and all forms of computer-related equipment, tools, and intellectual property, including computer systems, personal computers, computer networks, and all forms of software, firmware, operating software, and application software, which are owned or leased by the University or are under the University's possession, custody, or control.

## ***INFORMATION TECHNOLOGY POLICIES (continued)***

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### **Policy in Computing Ethics**

Thousands of users share the computing facilities at Boston University. These facilities must be used responsibly by everyone, since misuse by even a few individuals has the potential to disrupt University business or the work of others. You are therefore required to exercise responsible, ethical behavior when using the University's computing facilities. This includes, but is not limited to, the following:

1. You must use only those computer resources which you have been authorized to use by the University. The unauthorized use of computer resources, as well as the providing of false or misleading information for the purpose of obtaining access to computing facilities, is prohibited and may be regarded as a criminal act and treated accordingly by the University. You must not use University computing facilities to gain unauthorized access to computing facilities of other institutions, organizations, or individuals.
2. You may not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone else, and you should change your password regularly.
3. You must use the University's computer resources only for the University-related purposes for which they were authorized. As with all University equipment, use of the computer facilities, including the Campus Network, for private or commercial purposes is prohibited, except as expressly authorized. You must not use the University's computer resources for any unlawful purpose, such as the installation or distribution of fraudulently or illegally obtained software. Use of external networks connected to the University's networks must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. You must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization from the appropriate University data trustee, security officer, or other responsible party. You must not copy, distribute, display, or disclose third-party proprietary software without prior authorization from the licensor. Proprietary software must not be installed on systems not properly licensed for its use.

## ***INFORMATION TECHNOLOGY POLICIES (continued)***

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5. You must not use any computing facility irresponsibly or in a way that might needlessly interfere with the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material, or materials such as chain letters, unauthorized mass mailings, or unsolicited advertising; intentionally, recklessly, or negligently damaging any system, material, or information not belonging to you; intentionally intercepting electronic communications or otherwise violating the privacy of information not belonging to or intended for you; intentionally misusing system resources or making it possible for others to do so; or loading software or data from untrustworthy sources, such as freeware, onto administrative systems.
  
6. You are encouraged to report any violation of these guidelines by another individual and any information relating to a flaw in or bypass of computing facility security to Information Technology, University Information Systems, or the Office of Internal Office.

The unauthorized or improper use of Boston University's computer facilities, including the failure to comply with the above guidelines, constitutes a violation of University policy and will subject the violator to disciplinary and/or legal action by the University, and, in some cases, criminal prosecution. In addition, the University may require restitution for any use of service which is in violation of these guidelines. Any questions about this policy or of the applicability of this policy to a particular situation should be referred to Information Technology, University Information Systems, or the Office of Internal Audit.

### *A. For Student Pages: Individuals and Organizations*

The contents of all pages published by students or individuals are solely the responsibility of the page authors. Statements made and opinions expressed are strictly those of the authors and *not* Boston University.

Boston University does not review, approve, or endorse the contents of **personal** pages, nor does the University monitor the content of any page except as necessary to investigate alleged violations of University policies, federal, state, or local laws, or the rights of other persons.

**Individual** publishers must comply with University policies, including the [Conditions of Use](#) and [Policy on Computing Ethics](#), as well as all applicable laws, including those prohibiting [copyright](#) and trademark infringement. Violations may result in the imposition of sanctions.



# NON-DISCRIMINATION POLICIES

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## ***Equal Opportunity/Affirmative Action Policy***

Since its founding in 1869, Boston University has been dedicated to equal opportunity and has opened its doors to students without regard to race, sex, creed, or other irrelevant criteria. Consistent with this tradition, it is the policy of Boston University to promote equal opportunity in educational programs and employment through practices designed to extend opportunities to all individuals on the basis of individual merit and qualifications, and to help ensure the full realization of equal opportunity for students, employees, and applicants for admission and employment. The University is committed to maintaining an environment that is welcoming and respectful to all.

Boston University prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status. This policy extends to all rights, privileges, programs, and activities, including admissions, financial assistance, educational and athletic programs, housing, employment, compensation, employee benefits, and the providing of, or access to, University services or facilities. Boston University recognizes that non-discrimination does not ensure that equal opportunity is a reality. Accordingly, the University will continue to take affirmative action to achieve equal opportunity through recruitment, outreach, and internal reviews of policies and practices.

The coordination and implementation of this policy is the responsibility of the Executive Director of Equal Opportunity. The officers of the University and all deans, directors, department heads, and managers are responsible for the proper implementation of equal opportunity and affirmative action in their respective areas, and they are expected to exercise leadership toward their achievement. It is expected that every employee of Boston University will share this commitment and cooperate fully in helping the University meet its equal opportunity and affirmative action objectives.

Boston University has developed detailed procedures, described in its [Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment](#), by which individuals may bring forward concerns or complaints of discrimination and harassment. Retaliation against any individual who brings forward such a complaint or who cooperates or assists with an investigation of such a complaint is both unlawful and strictly prohibited by Boston University.

Inquiries regarding this policy or its application should be addressed to the Executive Director of Equal Opportunity, Equal Opportunity Office, 19 Deerfield Street, Fl. 2, Boston, MA 02215, 617-353-9286. Inquiries concerning application of Title IX, which prohibits discrimination on the basis of sex, may be also directed to the Executive Director of Equal Opportunity, who serves as the University's Title IX Coordinator ([eogen@bu.edu](mailto:eogen@bu.edu)), or to the Office for Civil Rights at U.S. Department of Education, 5 Post Office Square 8th floor, Boston, Massachusetts 02110 617-289-0111

## ***NON-DISCRIMINATION POLICIES (continued)***

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### ***Sexual Harassment Policy***

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and of University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

### **Definition of Sexual Harassment**

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

## ***NON-DISCRIMINATION POLICIES (continued)***

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### ***Examples of Conduct Which May Constitute Sexual Harassment***

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Sexual harassment also includes sexual violence, including sexual acts perpetrated against a person's will or a person incapable of giving consent. All such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The Massachusetts Commission Against Discrimination lists the following examples of conduct which may constitute sexual harassment:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
- Comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees, and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

## ***NON-DISCRIMINATION POLICIES (continued)***

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### ***Complaints***

Sexual harassment is a form of sex discrimination that is prohibited under Title IX of the Education Amendments of 1972. If you have questions concerning the application of Title IX, please contact the Executive Director of Equal Opportunity, 19 Deerfield Street, Fl. 2, tel. 617-353-9286, who serves as the University's Title IX Coordinator.

If you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate person listed below:

Any student who believes that he or she has been a victim of sexual harassment may:

- File in writing a formal grievance with the SPH Dean, Talbot-301center, 617-638-4644; or
- Contact the Dean of Students, 775 Commonwealth Avenue, Third Floor East, 617-353-4126; or
- Contact The Office of Equal Opportunity at 617-353-9286.
- Contact the Director of Judicial Affairs and Student Safety Programs in the Office of the Dean of Students, 775 Commonwealth Avenue, Third Floor East, (617) 353-4126

*Any of the above contacts will direct you to the appropriate assistance and will be able to answer any questions you may have. Full copies of the "Boston University Sexual Harassment Policy" are available at any of the above Boston University offices.*

*In addition to the above Boston University offices, students may contact the Massachusetts Commission Against Discrimination at 617-727-3990 or the Office for Civil Rights at 617- 223-9662.*

In addition to the above, you may file a formal complaint with the government agencies listed below:

### **Faculty, staff, applicants for employment, or students:**

Massachusetts Commission Against Discrimination  
One Ashburton Place, Room 601  
Boston, Massachusetts 02108  
617-727-3990

### **Students, applicants for admission, faculty, staff, or applicants for employment:**

Office for Civil Rights  
U.S. Department of Education  
33 Arch Street, Suite 900  
Boston, Massachusetts 02110  
617-289-0111

# GRIEVANCE PROCEDURES

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## ***Grievance and Arbitration Procedures in Cases of Alleged Discrimination***

University policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation or other unlawful bias.

When a student has reason to believe that his or her rights have been denied by reason of discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation or other unlawful bias he or she may file in writing a formal grievance with the Dean of the School of Public Health, Talbot-3center, 715 Albany Street or the Vice President and Dean of Students, 775 Commonwealth Avenue, Boston, MA 02215. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

If a student's grievance alleges discrimination on the basis of *disability*, the Director of the Office of Disability Services, who is the University's Compliance Officer for Section 504 of the Rehabilitation Act of 1973, will also be provided with a copy of the grievance and will be involved in resolution of the grievance as appropriate.

**For guidance in filing a written grievance contact Mary Murphy-Phillips, Director of Student and Educational Services, [mcmurph@bu.edu](mailto:mcmurph@bu.edu), 617-638-5059. Full copies of the "Grievance Procedures in Cases of Alleged Discrimination" are available at the SPH Office for Student Services, Talbot-208 center or at the Office of the Vice President and Dean of Students, 775 Commonwealth Avenue, Third Floor, Boston, MA 02215.**

## ***Dispute Resolution Process***

Situations sometimes arise in which students feel that they have not been dealt with fairly, do not agree with a decision made by an office of the University or School, or have a concern about a program, course, member of the staff, or faculty. The student's SPH academic advisor and the SPH office of Student Services will assist students who have such concerns.

As a general rule, a concern or complaint from a SPH student should be directed to the persons whose actions or inactions have given rise to the concern or complaint. Whenever possible, every effort should be made to resolve the problem promptly at the level at which it occurred. The student may pursue the issue within the normal reporting structure of the academic/administrative department at the SPH. If a student feels he/she has been unfairly treated by the instructor or TA of a SPH course, the student should go to the Chairman of the department of the course in which there is a dispute. If the Chairman is the instructor, the student should seek assistance from the SPH Director of Student Services and/or the SPH Office of the Dean of Academic Affairs.

For guidance in filing a dispute contact Mary Murphy-Phillips, Director of Student and Educational Services, [mcmurph@bu.edu](mailto:mcmurph@bu.edu), 617-638-5059. At any time during this process, students may seek assistance from their SPH academic advisor. The SPH Director of Student Services will coordinate additional steps if necessary with the appropriate parties. This may include speaking/meeting with faculty, Department Chairman, Associate Dean of Academic Affairs, and other Associate and Assistant Deans and the Dean.

# COMPLIANCE REQUIREMENTS

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**In order to register for courses at the University, both full-time and part-time students must comply with the following two policies:**

1. Boston University uses an on-demand alert and response system called Send Word Now. In the event of a campus emergency, Send Word Now's technology would allow us to contact the entire campus community immediately through a variety of electronic means, including text messaging, e-mail, and voice mail. To ensure the effectiveness of this system, students need to provide an emergency alert phone number on the [Student Link](#) and periodically update that number. For more information about the Send Word Now system, please visit <http://www.bu.edu/emergency/sendwordnow/faq.html>.

2. Massachusetts law requires that students be immunized against a number of diseases in order to attend university in the Commonwealth. Boston University strictly enforces this policy. Student registration will be blocked if the required shot information is not submitted. There is a seven-day grace period after the first day of classes to submit this information. This information must be submitted on the Boston University Medical History and Physical Report form, which must be signed by a doctor, nurse practitioner, or physician's assistant.

**\*\*In addition, out-of-state students must comply with the Massachusetts Motor Vehicle Law. This law is explained in detail on the University Registrar's website. The Massachusetts Motor Vehicle Law requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.**

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: "It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General Laws. Failure to file such statement is punishable by a fine not to exceed \$200."

Boston University, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw). Students who fail to do so will not be in compliance and will be unable to register for upcoming semesters.

# MEDICAL INSURANCE

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The Commonwealth of Massachusetts requires that any full-time student or student in a full-time certified status be covered under a health insurance policy based in the United States. All residents of Massachusetts are required to attain health insurance. This law affects all full-time and part-time students attending BUSPH and maintaining residence in the state. Student options for health insurance include the Boston University Aetna Student Health Plan or options offered by the state.

Any student enrolled for nine or more credits in a semester is automatically enrolled in and charged the fee for the Boston University student medical insurance, as is any student in a certified full-time status such as doctoral students paying the continuing study fee.

Students covered under an acceptable domestic medical insurance policy may waive the Boston University medical insurance. The deadline for waiver is September 30, 2013. Students who are graduating in January may request a refund of their premium; the deadline is early January. Questions regarding medical insurance should be referred to Student Accounting Services; 617-353-2264 or to the web site, <http://bu.edu/comp/saweb>.

## ***Health Records and Immunizations***

The Commonwealth of Massachusetts requires that all full-time students and many part-time students enrolled in colleges and universities complete a series of immunizations. The state requirements are described in detail on the Commonwealth of Massachusetts web site at: <http://www.mass.gov/eohhs/docs/dph/regs/105cmr220.pdf>

For international students, this requirement is of special importance; international students who fail to comply with this requirement, may be prohibited from attending classes, which could cause them to violate legal immigration status.

To complete the health and immunization requirement, students must download the most recent Health Form ("IMMUNIZATION AND PHYSICAL FORM") from <http://www.bu.edu/shs/forms/index.shtml>. and have the form completed by a doctor before arriving on campus.

The completed form and requested documents should then be returned to:

Boston University  
Student Health Services  
881 Commonwealth Avenue (West)  
Boston, MA 02215  
Fax: 617-353-3557

Questions should be directed to Student Health Services at 617-353-3575 or <http://www.bu.edu/shs>.

# EMERGENCY COMMUNICATIONS AND CANCELLATION OF CLASSES

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In the event of an emergency, notices will be posted to the home pages of the:

BUSPH (<http://bu.edu/sph>)

BUSPH Students (<http://bu.edu/sph/students>)

**In the event of weather-related cancellations of classes, the following schedule will be observed:**

10:00 am or earlier classes—A decision will be posted to SPH web sites no later than 7am.

1:00 pm or earlier classes—A decision will be posted to SPH web sites no later than 9am.

2:00 pm classes – A decision will be posted to SPH web sites no later than 12pm.

6:00 pm classes – A decision will be posted to SPH web sites no later than 3:30pm.

EMAIL NOTIFICATION: Email messages will be sent to faculty, staff and students in the event of closings, but may not arrive immediately if email servers are busy. We recommend checking the BUSPH website for messages.

BUSPH MAIN TELEPHONE NUMBER: In the event of class or campus closings, a message will also be posted to the BUSPH main telephone number: 617-638-4640.

**\*\*\*STUDENTS PLEASE NOTE: Do not rely on information about the Charles River Campus or Boston University. The Boston University Medical Campus has different closing policies from the Charles River Campus. Obtain information specific to SPH through the above mentioned methods. Cancellation notices must specify "SPH" in order for them to be relevant to SPH.\*\*\***

Instructors are required to reschedule cancelled classes. Students will be notified by the instructor of make-up dates for any cancelled classes.



# MEDICAL CAMPUS STUDY ROOM GUIDELINES

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Boston University Medical Campus students, in concert with the student services and administrative offices of the Medical Campus, developed and adopted the following guidelines for use in study rooms. The purpose of these guidelines is to ensure that study room space is used in a productive and collegial manner for group study. These guidelines are posted in each study room so that Medical Campus students may actively manage their study room spaces.

## ***Guidelines:***

1. Use of study rooms is available to Boston University Medical Campus students who are current Terrier Card holders. To check for availability go to; <http://www.bumc.bu.edu/bumc-emc/ors/studyrooms/>
2. It is expected that students will resolve any difficulties pertaining to use of the study rooms according to the guidelines.
3. Please respect the schedule for room use posted by the Office of Resource Scheduling. Questions may be directed to 617-638-4040. Meetings and classes may be added to the schedule up to the time of the event, and students utilizing the room for study purposes must yield to a scheduled meeting or class.
4. Windows to study rooms must be uncovered so others can see if the room is in use.
5. Doors to study rooms must be left unlocked at all times while the room is in use.
6. One person in a study room must share the study room with an arriving study group. (A group is defined as two or more students).
7. Rooms should not be left unattended for more than 30 minutes. Any items, including books, personal effects, and the like, which remain in the room after 30 minutes of disuse may be stacked neatly to one side by the next person to use the room. The risk of damage to or loss of unattended items is assumed by the owner.
8. Trash should be placed into the trash receptacles in the rooms.
9. BUMC Administration may restrict the use of study rooms or request that students vacate rooms that need to be utilized for scheduled classes, meetings, or emergencies.

To report non-compliance, please contact:

- School of Medicine: 617-638-4166
- School of Dental Medicine: 617-638-4787
- School of Public Health: 617-638-5059
- Division of Graduate Medical Sciences: 617-638-5122
- Office of Resource Scheduling: 617-638-4040

In the event of an emergency, please call Security at 4-4444 from the nearest house telephone. If you are using a cell phone, dial 617-414-4444.

For facility needs (e.g., the room is too hot or too cold), contact Control at 638-4144 from the nearest house telephone.

# WORKPLACE VIOLENCE PREVENTION POLICY

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**Threats at imminent violence, violent incidents, or dangerous or emergency situations should be reported immediately to the Boston University Police Department at 617-353-2121, the Department of Public Safety on the Medical Campus at 617-414-4444, or to local police at 911.**

Boston University is committed to promoting and maintaining a safe and secure working environment for its faculty and staff, employees, students and visitors. Violent behavior, threats of violence, or physical intimidation will not be tolerated in the Boston University workplace. If such conduct occurs, it should be promptly reported to the proper authority and investigated. The University will take appropriate action in response to reports of such conduct. Employees found to have violated this policy will be subject to disciplinary action, which may include immediate dismissal. In addition, the University may assist in pursuing civil penalties, criminal penalties, or other appropriate action against the offender. Student offenders will be subject to the Code of Student Responsibilities in addition to this policy.

Anyone who believes that he or she is a victim of threatening or violent conduct in the workplace, or who observes such behavior or believes a credible threat of such behavior exists, should immediately report the conduct. Those who make such reports in good faith will be protected from any retaliatory employment actions.

## ***Prohibited Conduct***

Prohibited conduct in the Boston University workplace includes violent behavior, physical attacks, verbal or physical threats of violence, physical intimidation, stalking, and property damage committed by or against any faculty or staff, or any postdoctoral, graduate, or undergraduate student employed at the University. Prohibited conduct does not encompass lawful acts of self-defense or the defense of others. Most personal situations need not be reported to Boston University unless they pose a risk of violence in the workplace. Examples of personal situations that could pose a risk of violence in the workplace and should be reported to the appropriate authority at Boston University include, but are not limited to:

- Incidents or threats of domestic violence against an employee where it is possible that the threatening party could seek out the employee at work;
- Receipt of threatening or harassing telephone calls, emails, or other communications;
- Unwanted pursuit or threats by an outside party who has been observed at or near the workplace; and
- Any situation in which an employee has obtained a protective or restraining order naming his or her workplace as a prohibited area of contact.

Employees facing personal situations that involve violence or the potential for violence are encouraged to seek confidential counseling assistance through one of these resources:

- University's Faculty & Staff Assistance Office at 617-353-5381  
<http://www.bu.edu/fsao>
- Office of the Dean of Marsh Chapel or Religious Life including the University Chaplains at 617-358-3394, <http://www.bu.edu/chapel/staff/chaplains/>

## **WORKPLACE VIOLENCE PREVENTION POLICY (continued)**

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Confidential problem-solving assistance is available from the:

- University's Office of the Ombuds at 617-358-5960, <http://www.bu.edu/ombuds>
- Faculty Advisory Committee of the Faculty Council at <http://www.bu.edu/fafc/committee/committee-list/faculty-advisory-committee/>.

### **Responsibilities**

The prevention of workplace violence is a shared responsibility. Specific responsibilities are described below. Depending on the circumstances, the University may be obligated to report incidents to external agencies. The University's policy is to fully comply with its reporting obligations in all cases. Anyone having questions about such reporting are encouraged to contact the Boston University Police Department, BUPD.

#### **Everyone at Boston University:**

- Report violent incidents or threats of imminent violence to BUPD, Medical Campus Public Safety or local police.
- Report warning signs of actual or potential violent or hostile behavior that may affect the workplace as soon as possible to BUPD, Medical Campus Public Safety, your manager or supervisor, Office of the University Provost, Human Resources, or Dean of Students. (See "Procedures for Reporting Violence or Threats of Violence" on the following page.)
- Be alert to behaviors or attitudes that may be indicators of disruptive, threatening, or violent behaviors such as: recent changes in behavior, appearance, or demeanor; work or personal crisis; withdrawal from normal activities or contacts; substance abuse; threats or references to violence or self-harm; possession of or fascination with weapons; and expressions of being wronged, humiliated, or degraded.

#### **Managers and Supervisors:**

- Ensure awareness of this policy by faculty and staff, as well as by postdoctoral, graduate, and undergraduate student employees within your areas of supervision.
- Contact Boston University Police Department or Medical Campus Public Safety if you have concerns about a possible threat of violence.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Participate in planning and response efforts to mitigate the risk of workplace violence.

#### **Boston University Police Department and Medical Campus Public Safety:**

- Respond to reports of workplace violence and emergency situations and coordinate with other law enforcement agencies.
- Advise and coordinate with the Office of the University Provost, Human Resources, and other affected departments on appropriate responses to threats of workplace violence.
- Work with employees in at-risk areas to develop safety plans.
- Take appropriate steps to protect those who report threatening behavior from retaliation.

## ***WORKPLACE VIOLENCE PREVENTION POLICY (continued)***

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### **Human Resources and University Provost's Office:**

- Ensure the effective implementation of this policy by collaborating with hiring units/departments.
- Review reports of potential workplace violence or hostility affecting employees, consult other campus units as appropriate, and recommend appropriate responses.
- Oversee disciplinary action against employees who have violated the policy.
- Coordinate preventive measures to encourage a safe and secure workplace.
- Review this policy annually and revise it as appropriate to enhance its effectiveness.
- Take appropriate steps to protect those who report threatening behavior from retaliation.
- Notify Boston University Police Department or Medical Campus Public Safety of threats of violence reported to Human Resources or the University Provost's Office.

### **Boston University Faculty & Staff Assistance Office:**

- Provide crisis counseling, advocacy, and management consultation for those affected by workplace violence, hostility, or harassment.
- Provide consultation regarding behavioral risk factors in the prevention and management of potential workplace violence.
- De-brief with campus units, individuals, or groups who may experience secondary trauma from a violent incident.

### ***Procedures for Reporting Violence or Threats of Violence***

It is the responsibility of every member of the campus community to take any violence or threat of violence seriously and to immediately report workplace violence or threats of violence to the appropriate authorities listed below. Contact BUPD at 617-353-2121 or Medical Campus Public Safety at 617-414-4444 if you are not sure whether there is an immediate threat of violence or hostility, but are concerned that the behavior of any person may lead to violence.

### **Imminent threats, violent incidents, or dangerous or emergency situations:**

- Local police (911)
- Boston University Police Department, 617-353-2121, (TTY: 617-353-5387), <http://www.bu.edu/police/>
- Medical Campus Public Safety, 617-414-4444, <http://www.bumc.bu.edu/publicsafety>
- Throughout the Charles River and Medical Campuses there are many blue emergency call boxes that have a red button inside that will automatically connect you to the Police Department.

## **WORKPLACE VIOLENCE PREVENTION POLICY (continued)**

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### **Violence or emergency situations off-campus:**

- Local police, call 911
- Boston Police, call 911, also 617-343-4200, <http://www.cityofboston.gov/police>
- Brookline Police, call 911, also 617-730-2222, <http://www.brooklinepolice.com/>
- Cambridge Police, call 911, also 617-349-3301, <http://www.cambridgema.gov/cpd>

### **Verbal abuse, perceived intimidation, harassment, or other non-emergency situations:**

- Human Resources (Charles River Campus): 617-353-2380, <http://www.bu.edu/hr/>
- Human Resources (Medical Campus): 617-638-4610, <http://www.bumc.bu.edu/hr/>
- Boston University Ombuds Office: (617) 358-5960 (Charles River Campus); and (617) 638-7645 (Medical Campus); <http://www.bu.edu/ombuds/>
- Boston University Police Department: 617-353-2121; TTY: 617-353-5387; <http://www.bu.edu/police/>
- Medical Campus Public Safety: 617-414-4444; <http://www.bumc.bu.edu/publicsafety/>

### **Support for Those Affected by Violence**

The University's Student Health Services, Faculty & Staff Assistance Office, and Crisis Counselor will respond to requests for assistance from victims of violence or threats of violence by providing counseling, advocacy, safety planning, and other support as appropriate. Requests for assistance may be directed to:

- Boston University Student Health Services, 617-353-3575; <http://www.bu.edu/shs/>
- Boston University Faculty & Staff Assistance Office, 617-353-5381; <http://www.bu.edu/fsao/>
- Boston University Crisis Counselor: Days 617-353-3569; Nights and weekends 617-353-2121

**SECTION IV:**

***OTHER ACADEMIC  
OPPORTUNITIES***

# MATERNAL AND CHILD HEALTH LEADERSHIP EDUCATION PROGRAM

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This program is designed for aspiring leaders in the field of MCH. It combines courses designed to build competencies in program design, management, evaluation, policy analysis, and advocacy; the MCH practicum; a leadership course and workshop(s); and individual mentoring with a faculty member. In the leadership and mentoring components of the program, students assess and articulate their talents, achievements, limitations, and career aspirations; gain experience in team collaboration and leadership; prepare for successful employment searching, interviewing, and presentation of self and ideas.

Any MCH concentrator may apply for the MCH Leadership Education Program after completing the first MCH core course, MC725, with a B+ or above and have an overall GPA of at least 3.3. Please consult with your advisor about your decision to apply. If accepted to MCLEP, you agree to complete a cluster of courses to meet specific competencies set forth by the Association of Teachers of MCH (ATMCH; see Appendix), including a practice-based course in community partnership, leadership and consultation; attend career development workshops; and a complete a culminating experience that consists of the ‘integrated paper’ and electronic portfolio. Students must earn at least a B in each MCLEP course and maintain a 3.3 overall average to receive the MCH Leadership Education Program Certificate.

## ***MCH Leadership Curriculum Requirements***

The curriculum for the MCH Leadership Education Program, combined with the BUSPH core curriculum, addresses many of the MCH core competencies defined by the Association of Teachers of Maternal and Child Health (ATMCH). These include: the scientific basis of MCH work (1.0, 2.0); methodological and analytical skills (2.0); management and communication skills (3.0); policy and advocacy skills (3.0 and 4.0); and interdisciplinary issues and skills (5.0).

The following table shows which courses can be used to meet these competencies:

## **MATERNAL AND CHILD HEALTH LEADERSHIP EDUCATION PROGRAM (cont.)**

<b>MCH Required Courses (1.0, 2.0)</b>	Women, Children and Adolescents (MC725)	<b>Req'd</b>	4	8
	Assessment and Planning for Health Promotion (SB820)	<b>OR</b>	4	
	Intervention Strategies for Health Promotion (SB821)		4	
<b>Program Development &amp; Management (1.0, 2.0, 3.0)</b>	<b><i>Pick one of the following:</i></b>		Credits	Total Credits
	Managing MCH Programs (MC820)	<b>OR</b>	4	2-4
	Intervention Strategies for Health Promotion (SB821)		4	
	Planning and Managing MCH Programs in Developing Countries (IH887)		4	
	Preventing Mental Health Disorders Among Women, Children, and Adolescents: A Life Course Perspective *(MC800 )		2	
<b>Research &amp; Evaluation (2.0)</b>	<b><i>Pick one of the following:</i></b>		Credits	Total Credits
	Perinatal Epidemiology (MC759)	<b>OR</b>	4	4
	Monitoring and Evaluation of International Health Programs (IH745)		4	
	Quantitative Methods for Program Evaluation (SB822)		4	
	Qualitative Research Methods (SB818)		4	
<b>Policy &amp; Advocacy (3.0, 4.0)</b>	<b><i>Pick one of the following:</i></b>		Credits	Total Credits
	MCH Policymaking (MC763)	<b>OR</b>	2	2-4
	Children with Special Health Care Needs (MC770)		4	
	Introduction to Reproductive Health Advocacy (MC785; 2 cr) <b>or</b> Sexual & Reproductive Health Advocacy: Science, Values and Politics (MC815; 4 cr)		2-4	
	Women and Health Care Policy (MC840)		4	
	Strategies for Public Health Advocacy (SB860)		4	
<b>Leadership (5.0)</b>			Credits	Total Credits
	Implementing Community Health Initiatives: A Field-based Course in Leadership and Consultation (MC802)		4	4
<b>Additional Career Development</b>			Credits	Total Credits
	BUSPH Career Services Office : Career P.R.E.P. – Full 9-Session series	<b>OR</b>	0	0
	BUSPH Career Services Office : Career P.R.E.P. – 2 Workshops + 1 Event		0	0
	Two group mentoring sessions with MCH faculty member	<b>Req'd</b>	0	0
<b>MCH Culminating Experience</b>			Credits	Total Credits
	MCH Culminating Experience: E-folio (includes Integrated paper)		0	0

**Total Credits      20-24**

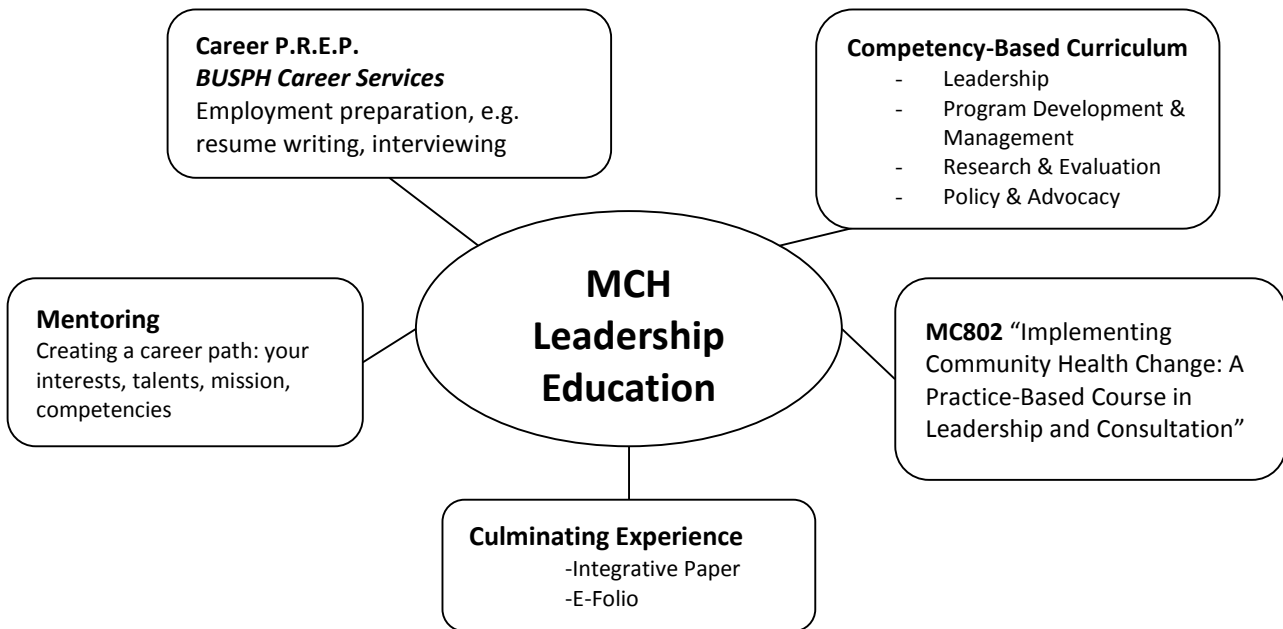


# **MATERNAL AND CHILD HEALTH LEADERSHIP EDUCATION PROGRAM (continued)**

## **The MCLEP Culminating Experience/Integrative Paper and MCH Electronic Portfolio**

The MCH Culminating experience for MCLEP students includes two components: 1) the “Integrative Paper”, which is required of all MCH students, and 2) an MCH Electronic Portfolio (created using [bu.digication.com](http://bu.digication.com)). The purpose of the E-folio is to document and present to faculty and potential employers the students’ achievements as they relate to the ATMCH competencies. It includes items such as a resume, personal mission statement, major academic papers and projects (per competency area), and structured reflections. The “Integrative Paper” is incorporated into the e-folio in order to demonstrate the student’s capacity to think critically and integrate field and classroom learning.

Information and applications for the program will be emailed during the Spring semester. For more information about the Maternal and Child Health Leadership Education Program, contact Judy Margo, at [jmargo@bu.edu](mailto:jmargo@bu.edu) or 617-414-1382.



# MATERNAL AND CHILD HEALTH FELLOWSHIPS

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The MCH concentration is committed to preparing students for the demands of practice. In keeping with the goal, 10-12 MCH fellowships are awarded each year to concentrators who seek to build their knowledge and skills in a specialized area of maternal and child health.

The MCH Fellowship program is an opportunity for students to work closely with a faculty member and gain experience on a practice- or research-based project. Fellows are awarded \$2000 in increments over the course of the fellowship, and make a commitment of providing approximately 200 hours of work over a period of 10-12 months (typically averaging 5 hours/week). The exact timing and pacing of fellowships vary by project, though they typically run November to November. All fellows are required to present their work at the Annual MCH Forum upon conclusion of the fellowship (late Fall semester), and encouraged and supported to submit an abstract and present their work at national meetings.

Full-time MCH concentrators are invited to apply for a fellowship during the first Fall semester of their MPH studies. Part time students are welcome to apply in the second Fall semester. A detailed list of available fellowships will be distributed to students the Fall semester, along with an application form. Acceptance is based on the match between the applicant's experience and specific faculty projects, as well as the applicant's prior academic achievement and articulation of purpose for the specified fellowship.

The 2014-2015 fellowship opportunity listing and application will be available and distributed via email at the beginning of the Fall semester. Fellowships typically begin in November and run through mid-September of the following year, though this may vary. Please contact Judy Margo, MCH Project Manager, at [jmargo@bu.edu](mailto:jmargo@bu.edu) or 617-414-1382, should you wish to learn more about the MCH Fellowship program.

While specific projects vary each year, typical categories of fellowships are described below:

Examples of past Fellowship projects include:

- Evaluation of peer educator-based strategies to prevent adolescent substance use and sexually transmitted infection;
- Research, advocacy, and education related to childbirth experiences;
- Analysis of child feeding practices and obesity in diverse cultural groups;
- Outreach and advocacy among diverse stakeholders to build support for a statewide system of care coordination for children and youth with special health care needs;
- New media approaches to communicate about depression in low-income, culturally diverse communities.

## **MATERNAL AND CHILD HEALTH FELLOWSHIPS** **(continued)**

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**LEND Fellowship in Disability Studies** (1 per year) is a highly specialized Fellowship with a different format than the others. The LEND Fellowship aims to develop leadership skills and substantive knowledge in the area of disability-related health disparities. This Fellowship is collaboration with the Maternal and Child Health Bureau's Leadership Education in Neuro-developmental and Related Disabilities (LEND) Fellowship Program at the Eunice Kennedy Shriver Center, based at the University of Massachusetts Medical School. Fellows gain in-depth knowledge of family centered, culturally competent practice and policies as they relate to issues of health disparities in disability communities. In this unique opportunity, the Fellow joins the LEND program (located in Waltham, MA) one day/week (Friday) for an academic year (September-June) to take LEND core curriculum courses. The LEND curriculum includes classes on policy, legal, and management issues related to disability populations and a year-long leadership seminar. The Fellow's SPH practicum requirement is fulfilled through a mentored experience working with a disability organization. LEND fellows also receive class credits and a different stipend provided by the LEND program rather than BUSPH MCH. *Applications for the LEND Fellowship are made in January for the following academic year. If interested, please discuss with Prof. Emily Feinberg to learn more.*

# PEACE CORPS MASTER'S INTERNATIONAL PROGRAM

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The Master's International (MI) Program combines the MPH program with 27 months of field experience in the U.S. Peace Corps. To be accepted into the MI program, applicants must apply to and meet the criteria of both BUSPH and the U.S. Peace Corps, as each institution makes its acceptance decisions independently. Once admitted by both institutions, an applicant may pursue the MI Program.

MI students may concentrate in any department in the School. In addition to the MPH requirements, MI students must take IH 703 Global Public Health: History, Approaches & Practices, 2 credits; and IH 704 International Public Health and Medical Care, 4 credits. MI students who are not International Health concentrators must first take PM 702 as their health policy & management core course and can take IH 704 as an elective.

Program participants are highly encouraged to take IH 808 Research Proposal Development, 4 credits; and IH 811 Applied Research Methods in International Health, 4 credits. These specially selected international health courses provide knowledge specific to the developing country environment.

MI program participants can have an HIV/AIDS specialty course of study, designed to develop skills and knowledge vital to addressing the pandemic and learning about programs used to address it. To gain this specialty, program participants must also take EP 764 The Epidemiology of HIV/AIDS in the Developed and Developing World, 2 credits; and IH 795 Global AIDS Epidemic: Social & Economic Determinants, Impact & Responses, 4 credits. (If unable to take any of the above, a relevant available course can be substituted with permission of the program's MI Coordinator.)

MI students can meet their MPH practicum requirement after completion of Peace Corps training by submitting a reflection piece on that experience to the Practice Office.

As Peace Corps volunteers, MI students can earn up to 5 credits via directed study, as long as those credits are needed to satisfy the 48-credit MPH requirement. In recognition of the commitment made by the MI student to serve, BUSPH provides a tuition waiver for those credits. In order to learn what to expect during Peace Corps service, the MI Program holds monthly meetings during the Fall & Spring semesters, where students have an opportunity to hear from Returned Peace Corps Volunteers (RPCVs) and discuss relevant issues of working and living abroad. The program website, <http://sph.bu.edu/peacecorps/> also includes links to blogs of MI students currently serving in Peace Corps, making it easy to read about their experiences.

New MPH students in the MI program should contact MI Program Coordinator, Joseph Anzalone, in the Department of International Health, (617-638-5396, [josanz@bu.edu](mailto:josanz@bu.edu)) to obtain the monthly meetings schedule and join the MI listserv. MI Students are expected to update the MI Coordinator regarding their status as they progress through the MPH program and through the Peace Corps placement process.

# AWARDS AND HONORS

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## For Professors:

### ***L. Adrienne Cupples Award***

This annual award recognizes a biostatistician whose academic achievements reflect the contributions to teaching, research, and service exemplified by Professor L. Adrienne Cupples. Dr. Cupples joined the faculty at the Boston University School of Public Health (BUSPH) in 1981 and later served as founding Chair of the Department of Biostatistics and Co-Executive Director of the Graduate Program in Biostatistics. During her tenure at BUSPH, she has advanced the field of biostatistics through extensive publications in major journals and book chapters on collaborative and methodological research, development and effective teaching of a wide range of biostatistics courses, and mentorship of numerous graduate students and faculty.

### ***Metcalf Award***

The University-wide Metcalf Cup and Prizes are awarded annually at the University's Commencement ceremony to three outstanding teachers. The Cup and Prize and the Awards were established in 1973 by a gift from the late Dr. Arthur G. B. Metcalf to create "a systematic procedure for the review of the quality of teaching at Boston University and the identification and advancement of those members of the faculty who excel as teachers."

Excellence in teaching requires mastery of the subject matter, lucidity of exposition, and thorough, thoughtful evaluation of student work. To be eligible, a faculty member must have held a full-time, continuing appointment on the teaching faculty for not less than six semesters and not be currently under review for promotion or tenure or on sabbatical leave or leave of absence. Previous winners of the Metcalf Cup and Prize are not eligible, nor are teachers whose appointments are classified as administrative positions. Preceptors are eligible.

### ***Scotch Award***

The Norman A. Scotch Award for Excellence in Teaching is the highest award for teaching at the Boston University School of Public Health. It is named in honor of the School's co-founder and first Dean.

The Scotch Award is awarded annually a faculty member who has made outstanding and sustained contributions to the School of Public Health's educational programs. The award recognizes teachers who have substantially enriched the educational experience for students at the school. Criteria for the award include superior performance in classroom teaching, innovation, creativity in course design, and commitment to the advising and mentoring of students.

The award is presented annually at the School of Public Health Commencement Ceremony. The awardee receives an engraved Revere Bowl to commemorate receipt of

## ***AWARDS AND HONORS (continued)***

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the award and a prize of \$1,000. The awardee's name is engraved on the Scotch Award tray that is on permanent display in the school.

All faculty of the school are eligible for this award, including full-time, part-time and adjunct faculty. The Award may be given more than once to the same individual, but at least five years must have passed since the prior award.

### ***Semester Teaching Awards***

Each semester teaching awards are presented to faculty members based on the results of the student evaluations. These awards are based primarily on the evaluations students give the class. Awardees receive a plaque at the first faculty meeting following the semester.

### **For Students:**

#### ***Delta Omega Honor Society***

Founded in 1924, at Johns Hopkins University, School of Public Health, Delta Omega is the honorary society for graduate studies in public health. It celebrates excellent academic achievement, devotion to public health principles, and outstanding service in public health. There are currently 48 chapters throughout the United States and Puerto Rico.

The chapters elect new members each year from four groups:

1. Students who are candidates for a graduate degree in public health
2. Faculty members at the school of public health
3. Alumni actively engaged in public health work
4. Honorary members possessing exceptional qualifications

Election from all four groups is based on outstanding performance-scholarship in students, teaching, and research in faculty members, and community service in alumni. Election to membership in Delta Omega is intended not only to recognize merit, but also to encourage further excellence in, and devotion to, public health work. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people. Graduating students with exceptional grade point averages are inducted into Delta Omega and are recognized at the Commencement ceremony in May.

#### ***Dean's Award for Student Research***

At the annual Science and Technology Day Dean Meenan awards a prize to the best poster presented by an SPH student.

## ***AWARDS AND HONORS (continued)***

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### ***Leonard Glantz Award for Academic Excellence***

Leonard H. Glantz Award for Academic Excellence is the highest award granted to a graduating MPH student at Boston University School of Public Health. The award is named in honor of Leonard H. Glantz, Professor of Health Law, Bioethics and Human Rights, who served for 30 years as academic dean.

During his tenure as academic dean, Professor Glantz demanded rigorous standards in curriculum and teaching throughout the academic program. In naming a recipient of the Glantz Award, members of the faculty choose a student whose academic achievement typifies the high standards set by Professor Glantz. Recipients demonstrate exceptional academic performance, creative and critical thinking, and seriousness and professionalism in public health.

The award recipient is chosen annually by the Education Committee, and receives a \$1,000 cash prize at the School's annual Commencement Ceremony. The awardee's name is engraved on the Glantz Award tray that is on permanent display at the school

### ***Commencement Student Speaker***

The honor of speaking at the Boston University School of Public Health Commencement ceremony is offered annually to a graduating student who has made outstanding and sustained contributions to the BUSPH community. For the purposes of this award, outstanding contributions are broadly defined to include active involvement in the Student Senate, student organizations or other school-wide activities, superior performance in coursework, and commitment to the betterment of the BUSPH community-at-large.

### ***Herb Kayne Prize for Excellence in Biostatistics***

The Department of Biostatistics awards an annual prize for the Most Outstanding MPH Student in Biostatistics at the School. Since 1999, this monetary prize is given to an MPH student whose performance was excellent in the Biostatistics concentration. This prize is an expression of our gratitude to Herb Kayne, PhD, for his commitment to teaching epidemiology and biostatistics at BUSPH and his long-enduring interest and dedication to his students in the MPH Program.

### ***Dr. William B. Patterson Memorial Prize for Excellence in Environmental and Occupational Health in the Department of Environmental Health***

This award is given annually in memory of Dr. William B. Patterson and his commitment to public health, medicine and education. It is awarded to one graduating master degree student who has shown exemplary academic performance or dedication to research with a preference for students who have demonstrated a desire to make a meaningful contribution to the field of environmental and occupational health.

## ***AWARDS AND HONORS (continued)***

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### ***Dr. Theodore Colton Prize for Excellence in Epidemiology***

This prize is awarded in honor of Theodore Colton, Department of Epidemiology Chair Emeritus, at the close of each academic year. It is given to a student concentrating in this area for exemplary academic performance in epidemiology.

### ***Allan R. Meyers Memorial Prize for Excellence in Health Policy and Management***

This prize is awarded annually to one or more graduating Health Policy and Management concentrators who exemplify the late Professor Meyers' commitments to academic excellence, to careful research ' particularly into the problems of disabled and other underserved patients, and to developing solutions that ameliorate those problems.

### ***Allan R. Meyers Memorial Fellowship for the Advancement of Careers in Disability***

The fellowship's objective is to inspire students of public health, medicine, social work, rehabilitation, and other fields to enter the field of disability-related services and research by supporting internships and research projects in the field, with the hope of affecting positive change in the lives of people with disabilities. The fellowship is available to students from Boston University who wish to pursue an internship or work placement in a clinical or policy-making role in providing direct services to people with disabilities. It is also available to students who wish to undertake a research project that is specifically related to the field of disability in public health.

### ***Katherine M. Skinner Memorial Prize for Commitment to the Study of Women's Health Issues***

Katherine M. Skinner Memorial Prize was established to honor the memory of Dr. Katherine M. Skinner, a sociologist and former member of the Health Services/Health Policy and Management faculty. Katherine Skinner, RN, PhD, had one of the first research grants in the country to study the health and well being of women veterans. She discovered disparities in access to care for women soldiers, as well significant sexual violence in the military. Katherine was a woman of courage and conviction and felt it her personal responsibility to speak on behalf of these women who had years before served their country.

This prize was established to honor Katherine Skinner and her many accomplishments, to support her love of education, to promote her passion to improve lives through scientific research, and to recognize her special interest in improving women's health and health care. It is awarded annually to a student at Boston University School of Public Health who has shown dedication to the study of women's health issues.



## ***AWARDS AND HONORS (continued)***

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### ***Rex Fendall Award for Excellence in Public Health Writing in the Department of Global Health***

Each year a small number of outstanding concentration papers are nominated by the Global Health faculty for this award. Professor Emeritus, Rex Fendall judges the papers, and the winner(s) is/are typically announced in late summer and printed in the next graduation bulletin. The winner receives an engraved award bearing the seal of the University, and their name is engraved on a plaque in the Fendall Conference Room in the Global Health Dept.

### ***The John Snow, Inc. Award in International Health***

This award is in recognition of capacity for original thinking and inspiring others to think; vision, leadership and leadership potential; academic achievement; outstanding practicum or community service; and active participation in courses and activities as an SPH student. The award is sponsored by John Snow Inc. to support BUSPH and acknowledge an outstanding student's achievement and potential to contribute to global public health.

### ***Community Health Sciences “Rising Star” Award***

The Community Health Sciences department is proud to introduce a new award for concentrators in Maternal and Child Health and Social and Behavioral Sciences. The Community Health Sciences Rising Star Award will be presented to two students, one in each concentration, who exemplify academic excellence through maintaining a commitment to public health. Eligible candidates must be in their last semester of a MPH or DrPH program. Each recipient will be selected by members of the CHS Education Committee and will receive a stipend towards their attendance and presentation at the American Public Health Association’s annual meeting.

# **SECTION V:**

## ***STUDENT RESOURCES***

# **BANKING RESOURCES**

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## ***Metro Credit Union***

### ***Medical Campus***

710 Albany Street, Street level of Parking Garage

Boston, MA 02118-2393

887-696-3876

[www.metrocu.org](http://www.metrocu.org)

### **Hours:**

Monday - Wednesday:

8:30AM - 5:00 PM

Thursday - Friday:

8:30 AM - 6:00 PM

Saturday:

8:30 AM - 1:00PM

For 85 years, Metro Credit Union has been providing financial services to communities throughout Massachusetts. Metro Credit Union offers SMART Student Accounts as well as Private Student Loans. Metro has 12 branches conveniently located in Boston, Burlington, Chelsea, Framingham, Lawrence, Lynn, Peabody, Salem and Tewksbury. Full-service offices are located at 710 Albany Street on the Medical Campus and 922 Commonwealth Avenue on the Charles River Campus with multiple 24-hour ATMs throughout the area. Visit [www.metrocu.org](http://www.metrocu.org) to apply for membership and more!

### ***ATM Machines***

On the Medical Campus there are three Bank of America ATM Machines: Talbot Building, west wing, 1<sup>st</sup> floor, basement of (L) Instructional building near the Chequers Cafeteria, and Boston Medical Center Hospital, East Newton Campus, Atrium, Level 2. There is a Metro Credit Union ATM in the Parking Garage, 710 Albany Street.

# BOOKSTORE

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## ***Barnes and Noble at Boston University Bookstore***

### ***Charles River Campus***

660 Beacon Street, Kenmore Square

Located in Kenmore Square, directly under the Citgo sign.

617-267-8484 or 800-370-0335

<http://bu.bkstore.com>

[bksbu@bncollege.com](mailto:bksbu@bncollege.com)

*MBTA Directions:* Take the MBTA Green Line (B, C, or D trolley) to the Kenmore Square stop. There is also 90 minute validated parking on Deerfield Street available with a \$15 min. purchase.

*BU Shuttle Directions:* Take the BUS outbound from 710 Albany St. to the Sherborn St./Comm Ave stop.

\*For BUS information and schedule- [www.bu.edu/thebus](http://www.bu.edu/thebus).

### **Hours:**

Monday- Friday	9:00am - 9:00pm
Saturday	10:00am - 6:00pm
Sunday	12:00pm - 6:00pm

This bookstore has extended hours at the start of each semester. Please call.

The Barnes & Noble at Boston University Bookstore is a six-level shopping center with an extensive offering of books, Boston University emblematic sportswear, computer software, housewares and electronics, general merchandise, and a Starbucks Coffee Café.

# CAREER SERVICES

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**Location:** Career Center, Talbot 113 East

**Lisa Toby, Assistant Dean, Career Services**

**Phone:** 617-638-4675

**Email:** [ltoby@bu.edu](mailto:ltoby@bu.edu)

**Maria McCarthy, Director of Advising and Career Development**

**Phone:** 617-638-4602

**Email:** [mamcc@bu.edu](mailto:mamcc@bu.edu)

**Lauri Rich, Director, Outreach and Career Development**

**Phone:** 617-414-1405

**Email:** [lrich@bu.edu](mailto:lrich@bu.edu)

**Julian Lanham, Career Advisor & Relationship Manager**

**Phone:** 617-638-4597

**Email:** [ylanham@bu.edu](mailto:ylanham@bu.edu)

**Jeff Waller, Career Advisor & Relationship Manager**

**Phone:** 617-638-4598

**Email:** [jwaller@bu.edu](mailto:jwaller@bu.edu)

**Eric DelGizzo, Career Services Administrator**

**Phone:** 617-638-4695

**Email:** [edelgizz@bu.edu](mailto:edelgizz@bu.edu)

The Career Services Office is committed to helping SPH students and graduates advance their public health careers. The following is a list of services available:

## **SPH CareerLink Job Board**

Upload your resume, view current job postings, receive event updates and review multiple career tips in this web-based tool available 24/7. Registration is required. Please visit: <https://sph-bu-csm.symplicity.com/students/>.

## **Individual Career Counseling Appointments**

Students and alumni in the Boston University School of Public Health community are invited to meet with a career counselor to discuss job search strategy and other career management topics. Please email [sphcareeroffice@bu.edu](mailto:sphcareeroffice@bu.edu) to schedule an appointment.

## **Resume/Cover Letter/LinkedIn Profile Critiques**

Students and alumni interested in reviewing their resumes, cover letters and LinkedIn profiles are encouraged to attend a career workshop, drop-in session, or counseling appointment. All workshops and drop-in sessions are listed in SPH CareerLink (<https://sph-bu-csm.symplicity.com/students/>). Additionally, to schedule an appointment, please email [sphcareeroffice@bu.edu](mailto:sphcareeroffice@bu.edu).

## ***CAREER SERVICES (continued)***

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### **Career Workshops and Drop-In Sessions**

Workshops and drop-in sessions are conducted throughout the semester covering numerous career and job search topics, including resume/cover letter writing, leveraging social media, crafting an elevator pitch, interviewing techniques, networking and more. All workshops and drop-in sessions are listed in SPH CareerLink (<https://sph-bu-csm.symplicity.com/students/>).

### **Career P.R.E.P. Program**

BUSPH students have the opportunity to enroll in our semester-long career development program, which covers all of the steps of the job search process. The program is delivered in a “cohort” model and designed for students with less than 3 years of work experience and for more experienced students interested in refreshing their skills. Students must have completed their first semester to qualify. For more information, visit: <http://www.bu.edu/sph/careers/for-students/career-prep/>

### **Employers and Alumni on Campus**

The Career Services Office hosts an annual Career Fair, annual Fellowship Fair, numerous employer information sessions, recruiter panels, alumni panels and other events designed to expose students to diverse career paths and networking opportunities. All events are posted in SPH CareerLink (<https://sph-bu-csm.symplicity.com/students/>) as well as on the Career Services Office website at <http://sph.bu.edu/careers>.

### **Concentration-Specific Public Health Career Library (web-based)**

A public health virtual concentration-specific library contains information on industry trends, professional associations, key employers and career path information as well as general career tools and tips. Additionally, the website provides more detailed information about specific Career Services offerings and graduate employment data. Please visit <http://sph.bu.edu/careers>.

**For more detailed information about Career Services, please visit <http://www.bu.edu/sph/careers/>**

# RESOURCES ON THE CHARLES RIVER CAMPUS

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## ***Dean of Students and Division of Student Affairs***

GSU, 3rd Floor  
775 Commonwealth Avenue  
617-353-4126  
<http://www.bu.edu/dos/>  
[dos@bu.edu](mailto:dos@bu.edu)

The mission 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. By offering these programs and a rich residential environment where students can interact with each other, faculty, staff, and other adults, the Division strives to help students develop both personally and academically. The role of the Dean of Students is to interact with students and student associations to represent student concerns and to provide programs and services that facilitate both personal and academic growth.

Boston University is dedicated to providing an environment that will enable students to effectively engage in academic and intellectual work, community service, and other activities that will enrich their time at the University.

## ***Boston University Center for Career Development***

100 Bay State Road, 6<sup>th</sup> Floor  
(617) 353-3590  
[www.bu.edu/careers](http://www.bu.edu/careers)  
[future@bu.edu](mailto:future@bu.edu)

Understanding is what the CCD is all about. We show up every day not to fix your problems or remove obstacles, but to assist you in solving them, to put you in the driver's seat and help you keep the engine running smoothly for years to come.

Among our services: workshops on career-related topics, resume and cover letter reviews, mock interviews, individual career counseling sessions, internship or job search strategies. And that's just for starters. Our online resources and seasoned staff can help you navigate all aspects of career development—from exploring majors and careers to networking, internships, graduate study, and so much more—plus show you how they all tie together. We also offer a wide range of career-related events just for BU students and alumni, and we've partnered with employers from all sectors looking to recruit from the BU community.

# DISABILITY SERVICES

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## ***Office of Disability Services at Boston University***

19 Deerfield Street, 2<sup>nd</sup> Floor  
617-353-3658 (voice or TTY)  
Office Email: [access@bu.edu](mailto:access@bu.edu)  
[www.bu.edu/disability](http://www.bu.edu/disability)

Boston University takes great pride in the academic and personal achievements of its many students and alumni with disabilities. The University is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. This commitment is consistent with legal requirements, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and embodies the University's historic determination to ensure the inclusion of all members of its communities.

The goal of the Office of Disability Services is to provide services and support to ensure that students are able to access and participate in the opportunities available at Boston University. In keeping with this objective, students are expected and encouraged to utilize the resources of Disability Services to the degree they determine necessary. Although a significant degree of independence is expected of students, Disability Services is available to assist, should the need arise.

Students seeking academic accommodations on the basis of a disability must work directly with Disability Services. Disability Services will review medical documentation and recommend academic accommodations to the School of Public Health on the basis of that documentation. The recommendations of Disability Services must be reviewed and approved by the Dean of the School of Public Health. Medical documentation must comply with University guidelines, which may be obtained from Disability Services. Please note that Disability Services may require as much as two weeks to complete its review, and that the School of Public Health cannot provide academic accommodations on the basis of a disability unless Disability Services has recommended accommodations. Thus, you should start this process before the beginning of your first semester.

For students in the School of Public Health, the Office of Disability Services works in consultation with the Office of Student Services within the School of Public Health. Please contact the Director of Student Services, Mary Murphy-Phillips, [mcmurph@bu.edu](mailto:mcmurph@bu.edu), at 617-638-5059.



# **EDUCATIONAL RESOURCE CENTER (ERC)**

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## ***George Sherman Union***

775 Commonwealth Avenue

617-353-5498

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

The George Sherman Union (GSU), located at 775 Commonwealth Avenue, is one of the “centers” of student life and a focal point of campus activity. Its primary mission is to enhance student life outside the classroom and support educational directives of the university through programs and services that meet the needs of a diverse campus population.

The Union encourages intellectual and social growth by fostering an environment for the free exchange of ideas. A variety of leadership experiences, organizations, resources and programs are offered within the Union. These serve as a catalyst for students to take an active role in campus affairs and greater global society.

## ***Educational Resource Center (ERC)***

100 Bay State Road, 6<sup>th</sup> Floor

617-353-7077

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

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

The Educational Resource Center (ERC) helps Boston University students develop the range and depth of academic skills required by the University’s rigorous programs. We focus on promoting a disciplined approach to study, fostering active and independent learning, developing an awareness and understanding of one’s own thought process, and advocating the strategic use of resources available throughout the University.

### **ERC Services:**

The ERC offers Peer Tutoring, Writing Assistance, Language Link conversation groups and Workshops. The ERC professional staff is also available to meet with students individually to develop a personalized plan for academic success and/or to assist them in developing specific skills. These services are free and can benefit all students who are interested in improving their academic performance.

## ***EDUCATIONAL RESOURCE CENTER (ERC) (continued)***

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The ERC programs and services are free to all current BU students (undergraduate and graduate) as well as faculty, staff, and alumni who present a valid Terrier Card upon entering the Center.

During the academic year the ERC is open 9 a.m. - 10 p.m. Monday - Thursday, 9 a.m. - 5 p.m. on Friday, 11 a.m. - 5 p.m., and 12 p.m. - 10 p.m. on Sunday.

### ***Community Service Center***

775 Commonwealth Avenue, 4<sup>th</sup> Floor

617-353-4710

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

bucsc@bu.edu

The Community Service Center (CSC) aims to provide the Boston University community with opportunities to address and improve the critical concerns of Greater Boston; to support and encourage students to make a difference; to serve as a vehicle for personal growth and leadership; to be active and responsible members in neighboring communities; to broaden the scope of the educational experience through service and reflection; and to serve Greater Boston in a meaningful and mutually beneficial way.

The CSC offers many opportunities to Boston University students and affiliates to make a difference in Greater Boston, including 13 service programs and numerous one-time events. Visit the CSC website to learn how you can get involved.

### ***Howard Thurman Center***

775 Commonwealth Avenue, Lower Level

617-353-4745

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

thurman@bu.edu

The Howard Thurman Center provides a comfortable space and innovative programs where students from diverse social networks can connect. We stitch together the sub-communities of our urban institution into a larger, more unified community of purpose. Some of our programs include complimentary Rosetta Stone Language Learning, a weekly Tea Club, a weekly Book Club, and a student-run blog, Culture Shock. For more information please see our website: [www.bu.edu/thurman](http://www.bu.edu/thurman).

# FITNESS

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## ***Fitness and Recreation Center, Boston University***

### **Charles River Campus**

915 Commonwealth Avenue

617-358-3740

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

Full-time and part-time School of Public Health students are eligible to use the Fitness and Recreation Center. The facilities include two swimming pools, 18,000 square feet of cardio and weight equipment, seven courts of gymnasium, an indoor track, climbing wall, racquetball and squash courts, dance studio, and locker rooms. Full-time, enrolled students are automatic members and may use the facilities free-of-charge during the academic year, while part-time students may purchase either a monthly or annual membership at a discounted rate. A Boston University identification card **is required** for admission to the Fitness and Recreation Center.

FitRec also offers hundreds of non-credit recreational courses including group fitness, spinning, aquatics, CPR, dance, court sports, climbing, and yoga. Visit the FitRec website, [www.bu.edu/fitrec](http://www.bu.edu/fitrec) for a schedule of courses, part-time student membership rates, and facility hours.

## ***South End Fitness Center at Boston Medical Center***

### **Medical Campus**

South Block Building

35 Northampton Street, 4<sup>th</sup> Floor

Telephone: 617-534-5822

[www.southendfitness.org](http://www.southendfitness.org)

[sefc@bphc.org](mailto:sefc@bphc.org)

<b>Hours:</b>	Monday – Thursday	6:00am-10:00pm
	Friday	6:00am-8:00pm
	Saturday	8:00am-6:00pm
	Sunday	8:00am-3:00pm

The South End Fitness Center (SEFC) offers strength training (free weight equipment, dumbbells from 2-110lbs, variable and plate loaded equipment, medicine balls and body bars), cardiovascular fitness (treadmills, elliptical trainers, Stairmasters, upright and recumbent cycles, and a rowing machine), aerobics and stretching studio (group fitness classes, stability balls, heavy and speed bag), a full-size basketball court (based on availability), and a 25 meter lap swimming pool (swim caps are required and can be purchased at the facility). South End Fitness offers personal trainers and members are entitled to a free one-time orientation with their fitness specialist SEFC also offers locker facilities and 2-hour free validated parking in an indoor parking garage.

## ***South End Fitness Center at Boston Medical Center (continued)***

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### **Membership Programs-**

#### **Regular:**

1 Year	\$360.00
3 Months	\$120.00 w/ upgrade option

#### **Employees, students, senior citizens and South Block Tenants:**

1 Year	\$310.00
1 Year BUSPH Student Rate	\$180.00**
The daily guest fee	\$15.00

To receive the BUSPH student rate, payment must be given to the Office of Student Services in T-209C by cash or check only. All checks must be made out to "Boston University". Once the membership application has been filled out and payment has been received, students are eligible to immediately start using the gym.

\*\* Please call Student Services at 617-638-5062 for more information. Prices are effective through 6/30/2015.

# FOOD

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## ***BMC Cafeterias***

840 East Harrison Ave., 2<sup>nd</sup> Fl. / Menino Pavillion

88 East Newton St., 2<sup>nd</sup> Fl. / Newton Pavillion

725 Albany St., 2<sup>nd</sup> Fl. / Shapiro Building

## ***City Convenience/Subway***

700 Albany Street

617-638-5695

### **Hours:**

Monday - Friday: 6:00am - 7:00pm

Closed Saturdays and Sundays

City Convenience serves the Boston University Medical Center by carrying a wide variety of products including coffee, espresso, cappuccino, fresh juices and baked goods, snacks, sandwiches, health and beauty care items, school supplies, and newspapers.

## ***Chequers Cafe***

Instructional (L) Building Basement,

72 East Concord Street

Phone: (617) 638-4477 or (617) 638-4153

**Hours:** Monday through Thursday 7:00am – 6:00pm, Friday 7:00am – 4:00pm

**Summer Hours (Variable):** Monday through Friday 7:00am – 3:30pm

Family-run, a higher than a regular cafeteria, Chequers offers a variety of breakfast foods, homemade soups, pasta dishes, and rice specials on a daily basis. Also available at Chequers is a Deli, Middle-eastern Roll-Ups, grilled foods and a fresh Salad Bar.

## OTHER FOOD OPTIONS ON/NEAR THE MEDICAL CAMPUS

<p><b>Andre's</b> 809-811 Harrison Avenue 617-267-9599 Hours: <i>Monday – Friday 11am-9pm;</i> <i>Saturday 11am-3pm</i></p>	<p><b>Blunch</b> 59 E. Springfield St. (adjacent to Harrison Ave.) 617-247-8100 Hours: <i>Monday - Friday 8am-4pm</i> <i>Saturday 10am-3pm</i></p>
<p><b>Code 10</b> 1638 Washington Street 617-375-6333 Hours: <i>Monday – Sunday 10am-9pm</i></p>	<p><b>Cumberland Farms</b> 801 Massachusetts Avenue 617- 427-4152 Hours: Open 24 hours, 7 days a week</p>
<p><b>D'Angelo's</b> In BMC Ambulatory Care Center 617-534-0139 Hours: <i>Monday – Saturday 9am-9pm;</i> <i>Sunday 9am-10pm</i></p>	<p><b>Dunkin Donuts</b> In BMC Ambulatory Care Center 617-247-0745 Hours: <i>Monday – Sunday 7am-9pm</i></p>
<p><b>Flour</b> 1597 Washington Street 617-267-4300 Hours: <i>Monday – Friday 7am-9pm;</i> <i>Saturday 8am-6pm;</i> <i>Sunday 8am- 5pm</i> <i>Winter months 9am -3pm</i></p>	<p><b>Fuller Building Cafeteria</b> 85 East Newton Street Hours: <i>Monday – Friday</i> <i>8:30am-10:30am; 12:00pm-2:00pm</i></p>
<p><b>Grille 705</b> 705 Massachusetts Avenue 617-606-3522 Hours: <i>Monday –Sunday 7am-4pm</i></p>	<p><b>JAHO Coffee &amp; Tea</b> 1651 Washington Street 617-236-1680 Hours: <i>Monday – Sunday, 6:30am-</i> <i>7:30pm</i></p>
<p><b>Peet's Coffee</b> Instructional (L) Building Lobby 617-638-4153 Hours: <i>Monday – Thursday 6:30am-5pm;</i> <i>Friday 6:30am-3:00pm</i></p>	<p><b>Roka</b> 801 Massachusetts Ave 617-98-9988 Hours: <i>Monday – Sunday 11am – 2pm</i></p>

# HEALTHCARE RESOURCES

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Boston University School of Public Health students have several options for health and medical care. Students should always refer to their insurance brochure and policy for coverage options, benefits and any restrictions.

**IN AN EMERGENCY YOU SHOULD GO TO THE BOSTON MEDICAL CENTER EMERGENCY ROOM ON ALBANY STREET OR THE NEAREST HOSPITAL EMERGENCY ROOM.**

## **Student Health Services at Boston University**

### **Charles River Campus**

881 Commonwealth Avenue 1<sup>st</sup> Floor (West Entrance)

Boston, MA 02215

617-353-3575

<http://www.bu.edu/shs/about/index.shtml>

You may use Student Health Services if you are:

1. A full-time BU student, regardless of your insurance choice.
  2. A student who participates in at least 75 percent of the full-time curriculum.
  3. **Any student with the Student Health Insurance Plan.**
  4. A summer student or a participant in one of the high school summer programs.
- BU Student Health Services consists of a walk-in medical clinic, a mental health clinic by appointment or on an emergency basis, and an emergency basis medical assistance service.
  - Hours of operation are:
    - Medical Care and Laboratory**  
Monday-Wednesday, 8:30 am - 6:30 pm  
Thursday, 10:00 am - 6:30 pm  
Friday, 8:30 am – 5:00 pm  
Saturday, 10:00 am – 2:00 pm
  - Hours during intersession, spring break and summer are:
    - Monday - Wednesday and Friday, 9:00 am – 5:00 pm  
Thursday, 10:00 am to 5:00 pm
    - Behavior Medicine (Mental Health) By appointment**  
Monday-Thursday, 8:00 am - 7:00 pm  
Friday, 10:00 am - 4:30 pm

After hours provider on-call for urgent medical need call 617-353-3575.

After hours provider on-call for urgent mental health related need call 617-353-3569.

After hours provider on-call for sexual assault and crises related need call 617-353-7277

## ***HEALTHCARE RESOURCES (continued)***

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In general, there is no charge for most services provided at the Student Health Services by staff, physicians, psychiatrists, psychologists, social workers and nurses. Students are financially responsible, however, for some drugs, immunizations, supplies and some laboratory tests provided at the Service or sent out to our reference laboratory. Please see the SHS fee schedule for more details at <http://www.bu.edu/shs/fees/fees.shtml>.

**Behavioral Medicine Clinic:** See the following page for more details about the Behavioral Medicine Clinic at the BU Student Health Services, 881 Commonwealth Avenue.

**No overnight care is provided at the SHS.** If your medical care problem requires inpatient hospitalization, SHS will arrange admission for you at the Boston Medical Center or at the hospital of your choice. **Please verify insurance coverage restrictions with your insurance policy.**



## **HEALTHCARE RESOURCES (continued)**

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### **PRIMARY CARE**

#### **Adult Primary Care Clinic**

Boston Medical Center  
Shapiro Ambulatory Care Center  
5th and 6th Floors  
725 Albany Street  
Boston, MA 02118  
**Call: 617.414.5951**

#### **About the Clinic:**

- During your time in Boston, it is important to establish a primary care provider. Establishing Primary Care ensures that you will have same day access to appointments when you are sick.
- The Adult Primary Care Clinic provides primary, preventative, and urgent care to the Boston community. Our clinic is conveniently located across the street from BUSPH.
- In addition to our normal services, we offer a Women's Health Group Clinic with women providers who provide primary care to female patients. We also have many providers who speak multiple languages.

#### **Insurance Information:**

##### **BU Student Medical Insurance Plan:**

- Students who have selected this plan, administered by Aetna, DO NOT need a referral from the BU Student Health Services on the Charles River campus to make an appointment at BMC's Primary Care Clinic.
- Depending on the services provided and tests performed, please note that co-payments and/or additional payments may be required. Check your insurance coverage to be certain.
- Please see the complete Student Medical Insurance Policy at:  
[www.aetnastudenthealth.com](http://www.aetnastudenthealth.com)

##### **Non-BU Student Medical Insurance Plans:**

- If you do not have the BU Student Medical Insurance Plan, you may also access the Adult Primary Care Clinic. Please consult your individual insurance policy for coverage details or call our clinic. We can help answer your questions.

**ALL BUSPH students must bring their insurance card with them to their appointment.**

#### **Appointment Information:**

- Appointments are available:
  - Monday, Wednesday 8am to 8pm
  - Tuesday, Thursday, Friday 8am to 4:30pm
- New patient appointments are available within 2 weeks
- Same day urgent sick visits are available once you establish primary care

# MENTAL HEALTH SERVICES

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Mental health and substance abuse counseling and referrals are available through Behavioral Medicine at Student Health Services. There is no charge at Behavioral Medicine for all eligible students. The Danielson Institute also provides service to students and will bill your insurance for the cost of care.

**IN A MENTAL HEALTH EMERGENCY YOU SHOULD GO TO THE BOSTON MEDICAL CENTER EMERGENCY ROOM, MENINO PAVILLION, 840 HARRISON AVENUE OR THE NEAREST HOSPITAL EMERGENCY ROOM.**

## ***BU Student Health Services Behavioral Medicine Clinic***

(Open 12 months a year and has 24 emergency on call service)

*Charles River Campus*

881 Commonwealth Avenue, West

Boston, MA 02215

(617) 353-3569

[www.bu.edu/shs/behavioral](http://www.bu.edu/shs/behavioral)

Hours during the academic year are Monday – Thursday 8:00am-7:00pm and Friday 10:00am-4:30pm (By appointment only)

Located on the Green Line (B train) St. Paul Street stop or by taking the BU shuttle and getting off at the last stop.

- Services are available by appointment. The multi-disciplinary Behavioral Medicine service includes clinicians in the following disciplines: social work, psychiatry, psychology, clinical nurse specialist and licensed mental health clinician. Emergencies are managed as quickly as possible – 24 hours per day throughout the year.
- Student Health Services offers help to all students at BU. It does not matter what type of health insurance the student has. The Behavioral Medicine staff offers students confidential consultations, crisis intervention, and treatment including short term therapy, groups, and medication. Staff members have expertise in special issues such as stress, isolation, academic pressure, issues of diversity, harassment, eating problems, substance abuse or dependence and general problems of daily living. Our clinicians work closely with professionals in the outside community and will facilitate referrals for specialized services or longer term treatment.
- Call for referrals for private physicians close to your home, work, or school.

## ***MENTAL HEALTH SERVICES (continued)***

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### ***The Danielsen Institute, Boston University***

#### **Charles River Campus**

185 Bay State Road

Boston, MA 02215

617-353-3047

[daninst@bu.edu](mailto:daninst@bu.edu)

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

- The Danielsen Institute is a licensed mental health clinic and pastoral counseling center based at Boston University. The multi-disciplinary staff includes psychologists, social workers, and psychiatrists. The Institute provides counseling services for individuals, partners/couples, families, and groups, as well as consultation and psychological testing services. These services are available to the Boston University community as well as the greater Boston area.
- Most types of insurance are accepted, including those offered to BU students, faculty and staff through the University. The Institute also offers a sliding fee scale for clients without health insurance.
- The Institute is open Monday through Thursday, 8:00 AM -8:00 PM and Fridays 8:00 AM – 4:00 PM (Beginning in September 2013). The Institute is handicap accessible.
- The Danielsen Institute is located on the Charles River Campus of Boston University near Kenmore Square, on the Green line (B).
- Appointments should be scheduled by telephone; walk-ins are not accepted.

### ***Center for Anxiety and Related Disorders at Boston University***

648 Beacon St, 6<sup>th</sup> Floor

Boston, MA 02215

617.353.9610

[bonnieb@bu.edu](mailto:bonnieb@bu.edu)

The Center for Anxiety and Related Disorders at Boston University (BU CARD) is an internationally known clinical and research center specializing in helping both adults and children address a range of anxiety disorders and related challenges, such as difficulties with sleep, concentration, eating, and mood. We also stand at the forefront of research in providing treatments that work, and are dedicated to keeping high standards for the services we provide. Our faculty and staff recognize the importance of staying up-to-date on the best practices that contribute to the successful treatment, and our Center's mission is to provide the most effective services in clinical practice and work to create and develop even the best treatment strategies in research. Located in the heart of Kenmore Square, we at BU CARD work to provide cutting edge treatments. For more information on who we are and what we do, please explore our website. Feel free to contact us by calling 617-353-9610, or e-mail Bonnie Brown, our Nurse Administrator and Media Specialist, at [bonnieb@bu.edu](mailto:bonnieb@bu.edu).

## ***MENTAL HEALTH SERVICES (continued)***

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### ***BU Sexual Assault Response & Prevention Center***

930 Commonwealth Ave.

Boston, MA 02215

617.353.SARP (7277)

[sarp@bu.edu](mailto:sarp@bu.edu)

The Sexual Assault Response & Prevention Center (SARP) has a staff of Crisis Intervention Counselors and a Prevention Educator.

The Crisis Intervention Counselors are licensed mental health professionals—clinical social workers and mental health counselors—with experience in fields related to trauma. We rotate being on call and are available **year round, 24 hours a day** to respond to urgent situations by calling **617-353-SARP (7277)**. Counseling appointments can be scheduled with us by calling the same number when the office is open, Monday–Friday, 9 a.m.–5 p.m.

# DENTISTRY

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Dentistry services are available at four area dental schools where a supervised student dentist can be seen for a reduced fee:

**Boston University:** 617-638-4700

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

**Forsyth Dental Clinic:** 617-262-5200

**Harvard Dental Clinic:** 617-432-1416

**Tufts Dental Clinic:** 617-636-6828

## ***Student Dental Plan***

Students of the School of Public Health are eligible for enrollment in the Boston University Student Dental Health Plan. This plan offers low-cost, high-quality care for students' basic dental needs such as cleanings and fillings. The service is brought to you by the fine professionals at Boston University School of Dental Medicine. Members can enroll at any time. Membership will be valid for 365 days from the date of enrollment.

Visit the Student Dental Plan website to register for the 2014-2015 Student Dental Plan:

[www.bu.edu/dental/patients/sdp](http://www.bu.edu/dental/patients/sdp).

## **Have additional questions?**

Call the Student Dental Plan office with questions at 617-638-4698, Monday through Friday, from 8:30 a.m. to 4:30 p.m.

# HOUSING

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## ***Office of Housing Resources***

### **Medical Campus**

**Barbara J. Attianese, Housing Resources/Senior Financial Aid Advisor**

72 East Concord St. A-311

617-638-5125

ohr@bu.edu

[www.bumc.bu.edu/ohr](http://www.bumc.bu.edu/ohr)

BUMC Housing Resources will assist you in all aspects of your housing experience in Boston and the surrounding areas plus answers your questions about living in the city. We encourage you to take the first steps in your search, and to start early. We will guide you throughout the process from beginning your search, signing a lease, settling in and more. After you sign your lease we will advise you through tenant/landlord issues and roommate complaints. There is an annual Housing Fair in the spring offering opportunities to connect to apartments for those who have not secured their housing for the fall, with property managers, realtors, BU offices, City of Boston departments and other resources available for our students to connect with. Housing Resources is open Monday-Friday 8:30 am -5:00 pm

BUMC Housing Resources offers the following:

- Housing Resources FAQ [www.bumc.bu.edu/ohr/faqs](http://www.bumc.bu.edu/ohr/faqs)
- BU Off-Campus Services [www.bu.edu/offcampus](http://www.bu.edu/offcampus) (Listing of apartments, roommates, rooms in houses for **only** the BU community)
- BU Rental Property Management [www.bu.edu/rpm](http://www.bu.edu/rpm)
- Your SPH Class Facebook page

## ***Office of Rental Property Management***

### **Charles River Campus**

19 Deerfield Street, 1<sup>st</sup> Floor

617-353-4101

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

Boston University manages a variety of on-campus apartments to full-time Boston University graduate students, faculty and staff. University apartments come in different sizes with a range of amenities at varying rents and are well maintained, safe, and competitively priced. Apartments are rented on a first-come, first-served basis and require a one-year lease. There are a limited number of furnished apartments. Limited parking is available for an additional fee. Interested students should call 617-353-4101 for more information. The office is open Monday through Friday from 9am to 5pm.

## ***HOUSING (continued)***

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### **Office of Residence Life**

*Residential Education*

617-353-3540

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

The Boston University Office of Residence Life offers Resident Assistant (RA) and Senior Resident Assistant (SRA) positions to qualified students of junior, senior or graduate student status. Resident Assistants are student staff members who live on campus and work in residence facilities in exchange for housing and in some circumstances meal plan compensation. To receive an application or obtain more information about becoming a resident assistant please log on to their website at [www.bu.edu/reslife](http://www.bu.edu/reslife). Please note that all training exercises are mandatory and there time commitment can exceed 20 hours a week, therefore, the Office of Residence Life **strongly encourages** potential applicants to meet with academic advisors to determine if this is a manageable fit for their schedule.

## **IDENTIFICATION CARDS (Student ID's)**

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Student identification cards are called Terrier Cards at Boston University. Students should obtain photo IDs at the Medical Campus Security ID Room. Digital photos will be taken of each full-time student.

*The Boston University Medical Campus Security ID Room is located in the 710 Albany Street Garage, 1<sup>st</sup> floor . The office can be reached at 617- 638-6879. It is open Monday through Friday from 7am-9am and 12:30pm-3pm, closed from 9am-12:30pm.*

*The Terrier Card Office on the Charles River Campus is located in the basement of the George Sherman Union at 775 Commonwealth Avenue and is open Monday - Friday, 9 a.m. - 5 p.m. The office can be reached at 617-353-9966 or at [tco@bu.edu](mailto:tco@bu.edu)*

### **Picture ID Cards**

All students should obtain picture ID cards. Students who attend Orientation may obtain their student identification cards (with photo) at orientation. Those students unable to attend Orientation may obtain their identification cards at the Boston University Medical Campus Security ID Room at a later date.

**Lost identification cards may be replaced, for a fee of \$40.00. Students must first go to the Medical Campus Cashier at Newton Pavilion, 88 E. Newton Street, 2<sup>nd</sup> floor to make payment before reporting to the id office for replacement ID.**

### **ID Access on the Medical Campus**

IDs are required for to gain access to a number of buildings on campus including the Crosstown building at 801 Massachusetts Avenue. As School of Public Health Students you also will have swipe access to enter the Talbot Building at the doors on the East and West wings 1<sup>st</sup> floors. Access for students through these doors is available between the hours of 8:30am and 10:00pm on weekdays.



# INTERNET/TECHNOLOGY/REPRODUCTION

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## **BUSPH Web site – [bu.edu/sph](http://bu.edu/sph)**

Students are encouraged to use the BUSPH web page as a source for announcements, calendars of events, student activities and course requirements and descriptions.

## **Computers**

Computer for general applications, computer-assisted instruction (CAI), bibliographic databases, and Internet and BUMC MEDLINE Plus/OVID are available to SPH students in the Learning Resource Center (see LRC, p.115). Computers for e-mail and general use are available to SPH students in the LRC, the student resource alcove on Talbot-2 (near the east wing), the Graduate Student Lounge in the L-Basement, and in the Student Lounge in Talbot 1 East (see LRC, p. 115 and the BUMC GRADUATE STUDENT LOUNGES, p. 144).

## **Blackboard Learn**

<http://learn.bu.edu>

Blackboard Learn is a web-based educational tool that augments the classroom learning experience. Most instructors have created course web sites for their courses through Blackboard Learn. Amongst other things, it provides students with course assignments, supplemental web links and resources, communication tools and discussion boards. In order to take full advantage of this resource, you must be registered for the specific course you access and you must have a BU login name and Kerberos password (see E-MAIL ACCOUNTS, p.114). Please contact the instructor for the course in which you are enrolled in if you are not able to access your course's web page. Please note that your course grades are officially communicated by the University Registrar through the Student Link (see p.11) and *not* through Blackboard Learn.

## **FedEx/Kinko's Office and Print Services**

711 Albany Street, Talbot West 1st floor

Tel 617-414-COPY (2679) Fax: 617-414-2678

Email: [usa5013@fedex.com](mailto:usa5013@fedex.com)

<https://psg.kinkos.com/bu>

Located in the Talbot Building retail space and adjacent to the Bank of America ATM, the FedEx Office at the Medical Campus provides full service/ convenient copying and finishing services to BUMC faculty, staff and students. For additional information on printing, see p. 127.

## E-MAIL ACCOUNTS

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E-mail is the primary way we communicate with students; SPH students are required to obtain a BU e-mail account. Within two weeks of paying your deposit, new students will receive an e-mail with their BU ID number and then an e-mail explaining how to open an Early Access e-mail account. A Boston University ID number is required to obtain an e-mail account. E-mail account details and information can be found at <http://www.bu.edu/tech/comm/email/>.

***Please note that in order to attain your student data over the web (including your grades) you need a BU e-mail account.*** The "Kerberos" password that is needed to access your BU e-mail account is the same password you will need to access such information as your grades on the Office of the University Registrar web page.

Should you need assistance with your BU login name, Kerberos password, or your e-mail account, contact the BU IT Help Desk at [ithelp@bu.edu](mailto:ithelp@bu.edu). If you are in Boston, you may go in person to the IT Help Center at Mugar Library or to the Learning Resources Center in the Medical Campus Library.

Starting September 2012, all BU students will have their BU Email hosted by Google. BU Google Apps is the program to have your email hosted by Google, more information about using the BU Email hosted by Google can be found at <http://www.bu.edu/tech/accounts/email/google/>

# TECHNOLOGY FOR STUDENTS AT BOSTON UNIVERSITY MEDICAL CAMPUS

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## **WIRELESS**

Most areas at BUMC offer BU secure wireless.

For information about the Wireless at BUMC check out the following link, in order to connect you will need a valid BU account

<http://www.bumc.bu.edu/bumc-oit/network/wireless/>

## **EMAIL ON YOUR MOBILE DEVICE**

For your handheld device to send and receive email follow the instructions for the major carriers at the following link: <http://www.bu.edu/tech/comm/email/google/clients/>

## **EMAIL FORWARDING**

If you already have a BU login name and Kerberos password and are either not eligible for an e-mail account or do not want to host your e-mail on one of our servers, you can set up e-mail forwarding for messages sent to your @bu.edu address, by visiting the following link: <http://www.bumc.bu.edu/it/comm-collab/accounts/email/>

## **PERSONAL WEBSITE**

people.bu.edu is a place for individuals at BU to develop their own websites. We provide you with a web address and a directory on the server. You maintain your own pages and upload them to the server when you are ready to publish

for more information visit: <http://www.bu.edu/tech/web/personal/people/>

## **LEARNING RESOURCES CENTER (LRC)**

Students can also visit the Alumni Medical Library Learning Resource Center (LRC) computer lab, located on the 11<sup>th</sup> floor of the School of Medicine building for general computing questions and support. Phone: (617) 638-5433.

# OFFICE OF INFORMATION TECHNOLOGY (IT)

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## Charles River Campus

Visit the IT Help Center at 533 Comm Ave or the IT Help Center @ Mugar.

617-353-HELP (4357)

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

E-mail: [ithelp@bu.edu](mailto:ithelp@bu.edu)

Overview: The IT Help Center provides centralized technology support (software, hardware, and account services) to the Boston University community via phone, e-mail, and our walk-in locations.

Available To: Students, Faculty, Researchers, Staff, Departments, Prospective Students, New/Incoming Students, Guests.

Benefits: The IT Help Center is a centralized resource with two locations, phone, e-mail and in-person support, and extensive hours designed to meet the technology support needs of the community.

### Key Features:

- Centralized technology support
- Software support for a variety of Mac and Windows operating systems and applications
- Manufacturer authorized warranty and non-warranty hardware repair
- Sales (and Software Assurance fulfillment) of Microsoft and Adobe software to departments and BU individuals
- Access to educational discounts on recommended computer systems
- Assistance with your BU login name and Kerberos password

Requirements: Some services require a current BU login name; others require a current BU ID.

Cost: Most services are provided without charge. Prices for hardware repair and some premium services are explained on our pricing page at <http://www.bu.edu/tech/about/help-center/pricing/>

### Getting Started:

- Visit us online at <http://www.bu.edu/tech/contact/> or e-mail us at [ithelp@bu.edu](mailto:ithelp@bu.edu).
- Call us at 617-353-HELP (353-4357).
- Visit the IT Help Center at 533 Comm Ave or the IT Help Center @ Mugar.

## **OFFICE OF INFORMATION TECHNOLOGY (IT)** **(continued)**

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### **Student Link**

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

The "Student Link" is your Web-based connection to your University information, including:

- 1. Web-based registration**
- 2. Grades**
- 3. Student accounts**
- 4. Personal address information**
- 5. Data restrictions**
- 6. GPA estimator**
- 7. Class schedules**
- 8. Graduation information**
- 9. Much more**

The School of Public Health's academic information occasionally differs from that issued by the University Registrar on the Charles River Campus. For this reason, please check SPH publications, schedules, Web pages, and/or notices for any changes or updates.

**Remember that you need a BU login name and Kerberos password to access the Student Link. The Kerberos password is your e-mail password.**

# LECTURE SERIES

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## ***Public Health Forum***

Public Health Forum is a monthly presentation at which students, faculty, and colleagues gather to examine contemporary problems or issues in the public health world. Speakers include public health practitioners and policy experts from around the globe and faculty from schools of public health universities. The goal of Public Health Forum is to promote awareness and dialogue about matters critical to the public's health. The Forum is held monthly from 12 –1 PM during the academic year in room L-112. Topics for the Forum will be posted monthly throughout the school and medical campus as well as on the SPH web. If you have any questions about the Public Health Forum, please contact Justine De Marrais at [justined@bu.edu](mailto:justined@bu.edu) or 617-638-4644.

## ***School Of Law***

### **Brown Bag Lunch Talks, Distinguished Speaker Program**

Law School faculty members and other distinguished scholars discuss legal topics of current interest. For more information and for schedules, contact Kelly Sullivan, Senior Program Coordinator for Student Affairs, School of Law at 617-358-1800.

## ***Slone Epidemiology Brown Bag Seminars***

The Epidemiology department and the Slone Epidemiology Center hold seminars that all students are welcome to attend. Past topics have included risk factors for breast cancer in the Women's Health Initiative, research on prostate cancer survival, Aboriginal child health in Australia, reviewing osteoarthritis policy models, issues in studying uterine rupture, and nutritional epidemiology. In order to be placed on the email listserv to be notified of monthly research talks, please contact the Epi Dept at [epi@bu.edu](mailto:epi@bu.edu). Visit the website at: <http://www.bu.edu/slone/seminars/brown-bag/>

## ***BioBUssiness Organization***

Founded in Fall of 2002, the Boston University BioBUssiness Organization (formerly Biotechnology Association (BUBA) is a university-wide forum that brings together like-minded students, alumni, staff, faculty and administration to foster collaboration and networking between academia and the pharmaceutical, biotechnology, medical device, and diagnostic industries. This is achieved through a number of activities including:

- Industry events and presentations
- On-site tours of biotech-related facilities
- Consulting related opportunities with local companies
- Inter-university business incubation
- Social mixers

Membership benefits include a centralized access point to: recruiting resources, life sciences-related collaborations and networking; alumni network, educational opportunities and access to university-wide research. For more information, please contact [bbo@bu.edu](mailto:bbo@bu.edu)

## ***LECTURE SERIES (continued)***

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### ***The Sol Levine Lecture Series***

The Sol Levine Lectureship on Society and Health commemorates medical sociologist Sol Levine. The three Boston institutions where he served as a faculty member- BU School of Public Health, Harvard School of Public Health and the Health Institute at Tufts- New England Medical Center- established the lectureship in his name. Lectures focus on social factors related to health and are open to the public at no charge.

### ***The Annual William J. Bicknell Lecture***

The annual William J. Bicknell Lectureship in Public Health was established at BUSPH in 1999. Each year the Lecture features a keynote speaker and panel discussion on public health controversies.

# LIBRARIES

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## ***Alumni Medical Library***

### **L-12 Medical Campus**

<http://medlib.bu.edu>

The Alumni Medical Library is located on the 12<sup>th</sup> and 13<sup>th</sup> floors of the Instructional Building (L-Building), with the main entrance on the 12<sup>th</sup> floor. The 11<sup>th</sup> floor is a newly renovated testing center which also provides 24/7 study space for medical campus students when exams are not scheduled.

### **Telephone Numbers**

Administrative Offices	617-638-4230
Circulation Desk	617-638-4244
Reference Desk	617-638-4228
Computer Lab	617-638-5433
Main Telephone System	617-638-4232

### **Library Hours**

Monday - Thursday	7:30 am - Midnight
Friday	7:30 am - 10:00 pm
Saturday	10:00 am - 10:00 pm
Sunday	10:00 am - Midnight

\* Summer and holiday hours are posted at the library entrance and on the library's website at: <http://medlib.bu.edu>.

Library holdings consist of approximately 134,481 print volumes, including 26,337 monograph volumes. Additionally, the library has 8,391 electronic books and 7,408 current subscriptions to electronic journals and publications. The Library has substantial public health collections, and access to 348 bibliographic databases including MEDLINE, POPLINE, and Web of Science. In addition to the resources of the BUMC Library, SPH students, faculty and staff have access to the University Libraries' collections of more than 2.4 million physical volumes, 4.6 microform units, 45,264 current unique serials titles, and 77,000 media titles located at the Mugar, Science/Engineering, and other BU libraries.

PubMed's MEDLINE database provides the full MEDLINE database, with search capabilities for beginners through advanced levels. Also available are Evidence-Based Medicine databases, which include full text access to ACP Journal Club, the Cochrane Database of Systematic Reviews, the Database of Abstracts of Reviews of Effects, and the Cochrane Central Register of Controlled Trials. Thousands of full text journals licensed by BU libraries are accessible when searching databases via the Alumni Medical Library's website or the Library Catalog via BU Libraries Primo search.

Wireless access and power outlets for laptops are available throughout the Library and L-11 testing center. BUMC students, faculty and staff access licensed resources remotely through EZproxy or VPN for wireless laptops. A valid Kerberos user name and password is required (the same user name and password used to access a bu.edu email account) to access the University's licensed electronic resources.



## ***LIBRARIES (continued)***

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Other services include Reference, Circulation and Interlibrary Loan services. Self-service scanners and printers are available on L-11, L-12 and L-13. A printer is also available in the L-basement in the vending area outside of Chequers. The Library also offers a variety of information literacy instructional sessions including database searching, and using citation management tools.

The BU Libraries' PRIMO/ALMA integrated library system includes electronic and print journals, books, databases, theses and additional selected web-based resources. Access is available remotely and through computers located in all campus libraries.

Boston University is a member of the Boston Library Consortium (BLC), which provides cooperative borrowing and use privileges at 17 area university libraries including Tufts, Boston College, Brandeis, MIT, Northeastern, Wellesley College, University of Massachusetts and others. Link to BLC member libraries from the Web at: <http://www.blc.org>.

In order to use BLC libraries, students must have a valid BLC card. BLC cards are issued at the Library Reference Desk, Monday through Friday, 8:30 am – 6:00 pm. Boston University students, faculty, and staff may also use the BLC WorldCat Local system to search and request books owned by any of the participating BLC members.

### ***Library Computing Services***

Computing classrooms are located on L-11, and Library Computing staff provide Help Desk services. The Library provides a broad array of computing services managing approximately 169 student PC and iMac computers on L-11 and L-12. A variety of hardware and software including laser printers, Adobe Creative Suite 6 Master Collection, SAS, and more, are available. BU provides free-of-charge anti-virus software to students, faculty and staff

at: <http://www.bu.edu/tech/support/desktop/removal/security/mcafee/> and Library computing staff provide student laptop support services, including software installation, wireless printing, Windows updates, virus scanning software updates, removal of viruses and spyware, VPN client configuration and some hardware repairs.

### **Hours of Operation**

Library Computing Help Desk service hours are Monday – Friday 7:30 am – 5:00 pm.

The Alumni Medical Library website at <http://medlib.bu.edu> provides access to the Library's e-journals, e-books, bibliographic databases, the BU Libraries Search system, BLC member catalogs, and 123 quality-filtered Public Health and other medical and health Subject Guides. The Library website also contains an e-mail based Reference service, Interlibrary Loan request forms, Charles River Campus free-of-charge Intralibrary Loan forms, and information about Library and Computing services and policies.

## ***LIBRARIES (continued)***

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### ***Print/Copy Cards, Printing, Scanning, and Photocopying***

Boston University Medical Campus students are eligible to receive an Alumni Medical Library print/copy card containing 100 free pages (or the equivalent of 200 double-sided images) during EACH of the following two time periods: 1) January 1 – June 30, and 2) July 1 – December 31. The free pages can be picked up on any date during each of the two periods. Students must show a valid Boston University ID in order to receive the free pages. Print cards may be picked up at the Library Circulation Desk, Monday - Friday, 7:30 am - 6:00 pm. Print cards work in all printers and photocopiers in the Library, including L-11 Library classrooms and Computer Lab, L-1102 and in the L-basement.

### ***Boston Public Library***

700 Boylston Street, Copley Square

617-536-5400

<http://www.bpl.org>

All Massachusetts residents are eligible for a Boston Public Library (BPL) card. The BPL is a US Depository and receives all official US government publications distributed by the Federal Depository Library Program, as well as regular publications of health-related agencies. The Boston Public Library is a member of the Boston Library Consortium (see above listing under the Alumni Medical Library). Please call the library for hours and city locations.

### ***Harvard Countway Library***

10 Shattuck Street, Boston

617-432-4888

Circulation Desk: 617-432-2136

<https://www.countway.harvard.edu/index.html>

Students can access the Countway Library by showing their BUSPH student ID's to the guard when entering. The name on the ID will be crosschecked with a listing provided by the BUSPH Registrar's office. Students who have restricted their personal data (this can be checked in student link) will not be on the Countway List.

## ***LIBRARIES (continued)***

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### ***Mugar Memorial Library***

**Charles River Campus**

771 Commonwealth Avenue

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

Information Line	617-353-3708
Circulation Desk	617-353-3732
Reference Desk	617-353-3704

For the most current library hours information please see the Library Website and/or the telephone number for the circulation desk, times changes during holidays.

#### **Hours during the academic year:**

Monday - Thursday	7:00 am - 2:00 am
Friday	7:00 am - 11:00 pm
Saturday	8:00 am - 11:00 pm
Sunday	10:00 am - 2:00 am

#### **Summer hours:**

Monday - Thursday	8:00 am - 11:00 pm
Friday - Saturday	8:00 am - 5:00 pm
Sunday	10:00 am - 11:00 pm

Mugar Memorial Library is the primary information resource for the Boston University community, offering user-focused services, knowledgeable staff, and access to physical and online resources. The collections in Mugar are strong in the Humanities and Social Sciences with other collections located in eight branches: African Studies Library, Astronomy Library, Beebe Communication Library, Frederick S. Pardee Management Library, Music Library, Pickering Educational Resources Library, Science and Engineering Library and Stone Science Library. In addition, the renowned Howard Gotlieb Archival Research Center, <http://www.bu.edu/archives/>, repository for individuals in the fields of literature, criticism, journalism, drama, music, film, civil rights, diplomacy and national affairs, and with a collection of over 140,000 rare books, is located on the fifth floor of the Mugar building.

Boston University's Library Catalog, <http://library.bu.edu/>, provides access to holdings information for all campus libraries. The library also provides access to over 250 online indexes and databases, listed, along with connecting information, at: <http://www.bu.edu/library/eresources/>, and offers over 37,000 electronic journals, available at <http://www.bu.edu/library/ejournals/>. Consult the Reference Desk in person, by email, or online if you need assistance using any of the library's resources; contact information is available at <http://www.bu.edu/library/ask/>.

Photocopy cards can be purchased at Mugar Library for use with the photocopy machines located within the library. See the Circulation Desk for details.

## ***LIBRARIES (continued)***

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### ***Pappas Law Library***

*Charles River Campus*

765 Commonwealth Avenue, Room 201

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

Main Library	617-353-3151
Annex	617-353-2848 * Annex hours differ – please call for details

#### **Hours during the 2014-2015 academic year:**

Monday - Thursday	8:00am - 11:00pm
Friday	8:00am - 9:00pm
Saturday	9:00am - 9:00pm
Sunday	10:00am - 11:00pm

*Library hours are extended during exam periods and reduced during university vacations. Schedules and the access policy for exam periods are available at the circulation desk, on the website and by calling (617) 353-3151.*

The Law Library has over 650,000 volumes and volume equivalents. The library also provides access to a substantial collection of law and legal-related electronic resources. The collections are primarily for research, although monographs will circulate to Boston University students.

*Reference librarians are available to assist students with research during the following hours:*

#### **Academic year:**

Monday – Thursday	8:30am - 8:00pm
Friday	8:30am - 5:00pm
Saturday	9:00am - 5:00pm
Sunday	12:00pm - 8:00pm

#### **Summer:**

Monday - Friday	9:00am - 5:00pm
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# PARKING

## Office of Parking Services

710 Albany Street, Street level of Parking Garage

Boston, MA 02118-2393

617-638-4915

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

Manager: Luigi Martiniello

### Hours\*:

Monday – Friday 7:00 am-5:00pm

Please call the Parking Office to check for extended hours.

### Student Parking Permits

	Student Parking Permit	Guest Parking	Other options
Location	710 Albany St. Garage	Guest Parking, 710 Albany St. Garage	Street Parking
Cost/ Payment	\$50/monthly	See rates below	\$.25/15 minutes for meters
Specifics	<p>Parking in the 710 Albany St. garage begins at 2:00 p.m. No access is permitted before this time. Please note, the standard afternoon class start time is 2pm. <b>Students with parking permits needing to park before 2:00pm have two options:</b> 1) The 610 Parking garage located via the access road located behind 710 Albany Street, or 2) the Perkin Elmer surface parking lot located on East Dedham Street. Shuttle service is available between the 710 and 610 Albany garages. This schedule is available in the parking office. Your ID card will be scanned to monitor use and allows you access into and out of parking areas.</p>	<p>0-3 Hours: \$7.00            3-5 Hours: \$10.00            5-7 Hours: \$17.00            7-24 Hours: \$30.00</p>	<p>Street parking around BUSPH is limited. Risks include towing, parking tickets, or the “Denver Boot”. Meters are free after 8:00pm and on Sundays and holidays.  <i>Please note:</i> There is a two-hour time limit on the meters and cars will be ticketed if this is not observed.</p>

These parking permits can be obtained directly at the Office of Parking Services.

## ***PARKING (continued)***

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### ***Permits for People with Disabilities***

Please contact the Parking Office at 617-638-4915 for information regarding permits for people with disabilities.

### ***Garage***

The garage is useful for students who do not wish to purchase a semester student parking permit and who would like to park on an hourly basis. The Visitor's Lot—the garage located at 710 Albany Street (opposite 715 Albany Street)—has the following rates:

0-3 Hours:	\$7.00
3-5 Hours:	\$10.00
5-7 Hours:	\$17.00
7-24 Hours:	\$30.00

For those interested in public transportation, semester passes are available for an 11% discount. The fee must be paid in advance for four months of passes. The Fall semester pass includes October-January, and the Spring semester includes February-May. The passes can be picked up each month at the parking office at 710 Albany Street. The deadline for the Fall 2014 semester pass is Friday, August 29<sup>th</sup>, 2014. You will find the MBTA Semester Pass application form in this packet, or it can be downloaded at <http://www.bumc.bu.edu/transcomm/forms/>.

# PRINTING

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## ***Alumni Medical Library***

**L-12 Medical Campus**

<http://medlib.bu.edu>

Boston University Medical Campus students are eligible to receive an Alumni Medical Library print/copy card containing 100 free pages (or the equivalent of 200 double-sided images) during EACH of the following two time periods: 1) January 1 – June 30, and 2) July 1 – December 31. The free pages can be picked up on any date during each of the two periods. Students must show a valid Boston University ID in order to receive the free pages. Print cards may be picked up at the Library Circulation Desk, Monday - Friday, 8:00 am - 6:00 pm. Print cards work in all printers in the Library, Computer Lab, and L-basement.

## ***Mugar Memorial Library***

**Charles River Campus**

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

BU graduate students get *500 free pages of printing per semester* at the Mugar Memorial Library located at 771 Commonwealth Ave. The BU Shuttle, which travels back and forth between the Medical Campus and the Charles River Campus, stops right near the library at the Marsh Plaza stop. Visit the BUS website for schedules: [www.bu.edu/thebus](http://www.bu.edu/thebus). Students can access their printing directly by simply logging into one of the Mugar computers with their BU Kerberos name and password. The Kerberos password is the student's e-mail password.

## ***FedEx/Kinko's***

### ***Office and Print Services***

711 Albany Street, Talbot West 1st floor

Tel 617-414-COPY (2679) Fax: 617-414-2678

Email: [usa5013@fedex.com](mailto:usa5013@fedex.com)

<https://psg.kinkos.com/bu>

Located in the Talbot Building retail space and adjacent to the Bank of America ATM, the FedEx Office at the Medical Campus provides full service/ convenient copying and finishing services to BUMC faculty, staff and students.

# PROFESSIONAL ORGANIZATIONS

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## ***American Public Health Association (APHA)***

800 I Street, NW  
Washington, DC 20001-3710  
202-777-2742  
<http://www.apha.org>

The American Public Health Association is the oldest and most diverse organization of public health professionals in the world and has been working to improve public health since 1872. The Association aims to protect all Americans, their families and their communities from preventable, serious health threats and strives to assure community-based health promotion and disease prevention activities and preventive health services are universally accessible in the United States. APHA represents a broad array of health professionals and others who care about their own health and the health of their communities.

APHA builds a collective voice for public health, working to ensure access to health care, protect funding for core public health services and eliminate health disparities, among a myriad of other issues. Through its two flagship publications, the peer-reviewed American Journal of Public Health and the award-winning newspaper The Nation's Health, along with its e-newsletter Inside Public Health, the Association communicates the latest public health science and practice to members, opinion leaders and the public.

Most faculty at the School belong to the APHA. Membership applications for the APHA are available in the School of Public Health Student Services Office (Talbot-209 Center). Full-time students are eligible for membership discounts.

***APHA's 2014 annual meeting will be held in New Orleans, LA, November 15<sup>th</sup>-19<sup>th</sup>.*** Students are encouraged to attend; stipends are available for students whose papers are accepted for presentation. For more information, see the APHA Annual Meeting webpage at: <http://www.apha.org/meetings/> or contact the Office of Student Services at 617-638-5062.

## ***Massachusetts Public Health Association (MPHA)***

434 Jamaica Way  
Jamaica Plain, MA 02130  
617-524-6696  
<http://www.mphaweb.org>

MPHA is a state affiliate of APHA. Membership applications for MPHA are available in the School of Public Health Student Lounge (Talbot 1 East) and from the Office of Student Services. Full-time students are eligible for membership discounts. SPH students are encouraged to participate in MPHA activities, particularly committee work.



## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS**

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### ***Biostatistics:***

#### **American Statistical Association**

732 North Washington Street  
Alexandria, VA 22314-1943  
Phone: (888) 231-3473; 703-684-1221 Fax: 703-684-2037  
E-mail: [asainfo@amstat.org](mailto:asainfo@amstat.org)  
[www.amstat.org](http://www.amstat.org)

#### **Institute of Mathematical Statistics**

9650 Rockville Pike, Suite L-3503A  
Bethesda, MD 20814-3998  
Phone: 877-557-4674 or 216-295-2340  
Fax: 301-634-7099  
Email: [staff@imstat.org](mailto:staff@imstat.org)  
[www.imstat.org](http://www.imstat.org)

#### **International Biometric Society**

1444 I Street NW, Suite 700  
Washington, DC 20005-6542  
Phone: 202-712-9049  
Fax: 202-216-9646  
E-mail: [ibs@biometricsociety.org](mailto:ibs@biometricsociety.org)  
[www.biometricsociety.org/](http://www.biometricsociety.org/)

#### **Society for Clinical Trials**

c/o Elizabeth Franks  
100 North 20<sup>th</sup> Street, 4<sup>th</sup> Floor  
Philadelphia, PA 19103  
Phone: 215-564-3484/ Fax: 215-564-2175  
Email: [sct@fernley.com](mailto:sct@fernley.com) or [efranks@fernley.com](mailto:efranks@fernley.com)  
[www.sctweb.org/](http://www.sctweb.org/)

#### **International Genetic Epidemiology Society (IGES)**

Phone: 314-362-3615/ Fax: 314-362-2693  
[www.geneticepi.org](http://www.geneticepi.org)  
[iges@geneticepi.org](mailto:iges@geneticepi.org)

#### **American Society of Human Genetics**

9650 Rockville Pike  
Bethesda, MD 20814  
Phone: 301-634-7300  
Fax: 301-634-7079  
E-mail: [society@ashg.org](mailto:society@ashg.org)  
[www.ashg.org](http://www.ashg.org)

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### ***Environmental Health:***

#### **American Conference of Governmental Industrial Hygienists (ACGIH)**

1330 Kemper Meadow Drive  
Cincinnati, Ohio 45240, USA  
Customers/Members Phone: 513-742-2020  
Administrative Phone: 513-742-6163  
Fax: 513-742-3355  
E-mail: [mail@acgih.org](mailto:mail@acgih.org)  
[www.acgih.org](http://www.acgih.org)

#### **International Society for Environmental Epidemiology (ISEE)**

c/o JSI Research and Training Institute, Inc.  
44 Farnsworth St. Boston, MA 02201 USA  
Phone: 617-482-9485  
Fax: 617-482-0617  
[www.iseepi.org](http://www.iseepi.org)

#### **International Society of Exposure Science (ISES)**

Attn: Doreen Albertson or Pam Jensen  
c/o Infinity Conference Group, Inc.  
1035 Sterling Road, Suite 202  
Herndon, VA 20170 USA  
Phone: 800-869-1551, 703-925-9620  
Fax: 703-925-9453  
[www.isesweb.org](http://www.isesweb.org)

#### **Massachusetts Environmental Health Association-NEHA Affiliate (MEHA)**

[www.mehaonline.net/](http://www.mehaonline.net/)

#### **National Environmental Health Association (NEHA)**

720 S. Colorado Blvd, Suite 1000-N  
Denver, CO 80246 USA  
Phone: 303-756-9090 Toll Free: 1-866-956-2258  
Fax: 303-691-9490  
Email: [staff@neha.org](mailto:staff@neha.org)  
[www.neha.org](http://www.neha.org)

#### **Society of Environmental Toxicology and Chemistry (SETAC)**

229 South Baylen Street, 2nd Floor  
Pensacola, FL 32502 USA  
Phone: 850-469-1500  
Fax: 888-296-4136  
Email: [setac@setac.org](mailto:setac@setac.org)  
[www.setac.org](http://www.setac.org)

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### ***Environmental Health (continued):***

**Society of Environmental Toxicology and Chemistry-North Atlantic Chapter  
(NACSETAC)**

[www.nacsetac.org/](http://www.nacsetac.org/)

### **Society for Risk Analysis (SRA)**

1313 Dolley Madison Blvd. Suite 402

McLean, VA 22101 USA

Phone: 703-790-1745

Email: [secretariat@sra.org](mailto:secretariat@sra.org)

[www.sra.org](http://www.sra.org)

### **Society for Risk Analysis-New England (SRA-NE)**

Contact: Katherine Walker

Health Effects Institute

Phone: 617-488-2300 x2310

Email: [KWalker@healtheffects.org](mailto:KWalker@healtheffects.org)

[www.sra-ne.org](http://www.sra-ne.org)

### **Society of Toxicology (SOT)**

1821 Michael Faraday Drive, Suite 300

Reston, VA 20190 USA

Phone: 703-438-3115

Fax: 703-438-3113

Email: [sothq@toxicology.org](mailto:sothq@toxicology.org)

[www.toxicology.org](http://www.toxicology.org)

### ***Epidemiology:***

#### **Society for Epidemiologic Research**

PO Box 990

Clearfield, UT 84098

Phone: 801-525-0231 Fax: 801-525-6549

<http://www.epiresearch.org>

#### **American College of Epidemiology**

1500 Sunday Drive, Suite 102

Raleigh, NC 27607

Phone: 919-861-5573 Fax: 919-787-4916

Email: [info@acepidemiology.org](mailto:info@acepidemiology.org)

[www.acepidemiology.org](http://www.acepidemiology.org)

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### **Health Law, Bioethics & Human Rights:**

#### **American Society for Bioethics and Humanities**

8735 W. Higgins Road, Suite 300

Chicago, IL 60631

Phone: 847-375-4745

Email: [info@asbh.org](mailto:info@asbh.org)

[www.asbh.org](http://www.asbh.org)

#### **American Society of Law, Medicine & Ethics**

765 Commonwealth Avenue, Suite 1634

Boston, MA 02215

Phone: 617-262-4990

Email: [info@aslme.org](mailto:info@aslme.org)

[www.aslme.org](http://www.aslme.org)

#### **The Hastings Center**

21 Malcolm Gordon Road

Garrison, NY 10524

Phone: 845-424-4040

Email: [mail@thehastingscenter.org](mailto:mail@thehastingscenter.org)

[www.thehastingscenter.org](http://www.thehastingscenter.org)

#### **Kennedy Institute of Ethics**

Georgetown University

Healy Hall, 4th Floor

Washington, DC 20057

Phone: 202-687-0360

Email: [kennedyinstitute@georgetown.edu](mailto:kennedyinstitute@georgetown.edu)

<https://kennedyinstitute.georgetown.edu>

#### **Amnesty International**

1 Easton Street

London WC1X 0DW, UK

Telephone: +44-20-74135500

Fax number: +44-20-79561157

Twitter account: @Amnestyonline

[www.amnesty.org/en](http://www.amnesty.org/en)

#### **Human Rights Watch**

350 Fifth Avenue, 34th Floor

New York, NY 10118-3299

Tel: 212-290-4700

[www.hrw.org](http://www.hrw.org)

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### **Health Policy and Management:**

#### **AcademyHealth**

1150 17<sup>th</sup> Street NW, Suite 600  
Washington, DC 20006-1301  
Phone: 202-292-6700 Fax: 202-292-6800

[www.academyhealth.org](http://www.academyhealth.org)

Email: [info@academyhealth.org](mailto:info@academyhealth.org)

Academy Health Student Chapter at BUSPH – Email: [achealth@bu.edu](mailto:achealth@bu.edu)

#### **Boston Young Healthcare Professionals**

<http://www.byhp.org/>

Email: [bostonyounghealthprofessionals@gmail.com](mailto:bostonyounghealthprofessionals@gmail.com)

Facebook: <https://www.facebook.com/byhp?fref=ts>

Twitter: <https://twitter.com/BYHP>

#### **Healthcare Financial Management Association**

2 Westbrook Corporate Center, Suite 700

Westchester, IL 60154

Toll-Free Phone: (800) 252 4362

Phone: (708) 531 9600

Fax: (708) 537-0032

[www.hfma.org/](http://www.hfma.org/)

Student membership info:

Call 1-(800) 252-4362 ext. 2 or Email: [memberservices@hfma.org](mailto:memberservices@hfma.org)

#### **American College of Healthcare Executives**

One North Franklin Street, Suite 1700

Chicago, IL 60606-3529

Phone: (312) 424 2800

Fax: (312) 424-0023

[www.ache.org](http://www.ache.org)

Email: [ache@ache.org](mailto:ache@ache.org)

For more information on student membership, see: [www.ache.org/APPS/StuMem.cfm](http://www.ache.org/APPS/StuMem.cfm)

### **Global Health:**

#### **Global Health Council**

Global Health Council, c/o Global Impact

66 Canal Center Plaza, Suite 310

Alexandria, VA 22314

Email: [membership@globalhealth.org](mailto:membership@globalhealth.org)

[www.globalhealth.org](http://www.globalhealth.org)

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### **Community Health Sciences:**

#### **American College of Nurse Midwives**

8403 Colesville Rd, Suite 1550

Silver Spring MD 20910

Phone: 240-485-1800

Fax: 240-485-1818

[www.midwife.org](http://www.midwife.org)

#### **Association of Maternal and Child Health Programs**

2030 M Street NW, Suite 350

Washington, DC 20036

Phone: 202-775-0436

Fax: 202-775-0061

<http://www.amchp.org/>

#### **Association of Teachers of Maternal and Child Health**

Jessica Petrush

1900 M Street NW, Suite 710

Washington, D.C. 20036

(202) 296-1099 ext. 136

Email: [jpetrush@asph.org](mailto:jpetrush@asph.org)

<http://www.atmch.org/>

#### **American Association on Health and Disability**

110 N. Washington St., Suite 328-J

Rockville, MD 20850

Phone: (301) 545-6140

Fax: (301) 545-6144

[www.aahd.us/](http://www.aahd.us/)

#### **Behavioral Science & Policy Association**

<http://behavioralpolicy.org/>

#### **Coalition for Health Communication**

c/o Dr. Elaine Hsieh

Department of Communication

University of Oklahoma

610 Elm Ave Room 135

Norman, OK 73019

[www.healthcommunication.net](http://www.healthcommunication.net)

Email: [ehsieh@ou.edu](mailto:ehsieh@ou.edu)

Phone: (405) 325-3154

## **PROFESSIONAL ORGANIZATIONS SPECIFIC TO SPH DEPARTMENT CONCENTRATIONS (continued)**

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### **Community Health Sciences (continued):**

#### **Consortium of Social Science Associations**

1701 K St. NW, Suite 1150

Washington, DC 20006

[www.cossa.org/](http://www.cossa.org/)

#### **National Partnership for Women and Families**

1875 Connecticut Avenue NW, Suite 650

Washington, DC 20009

Phone: 202-986-2600

Fax: 202-986-2539

Email: [info@nationalpartnership.org](mailto:info@nationalpartnership.org)

<http://www.nationalpartnership.org/>

#### **Society for Public Health Education (SOPHE)**

10 G Street, NE, Suite 605

Washington, D.C. 20002

Phone: (202) 408-4904

Fax: (202) 408-9815

Email: [info@sophe.org](mailto:info@sophe.org)

[www.SOPHE.org](http://www.SOPHE.org)

# **PROGRAMS, CENTERS & INSTITUTES**

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## ***Boston Center for Refugee Health and Human Rights (BCRHHR)***

Boston Center for Refugee Health and Human Rights

At Boston Medical Center

771 Albany Street, Dowling 7

617.414.4794

[www.bcrhhr.org](http://www.bcrhhr.org)

Difficult life events can have an impact on health, emotions, and sense of identity and purpose. At the Boston Center for Refugee Health and Human Rights (BCRHHR), the importance of a healthy body, mind and soul are recognized. In an effort to serve survivors of torture and related trauma, the BCRHHR firmly recognizes the importance of providing care to the whole person.

The mission of the BCRHHR is to provide comprehensive health care for refugees and survivors of torture and related trauma coordinated with legal aid and social services; to educate and train agencies and professionals who serve these communities; to advocate for the promotion of health and human rights in the U.S. and worldwide; and to conduct clinical, epidemiological and legal research for the better understanding and promotion of health and quality of life for survivors of torture and related trauma.

The BCRHHR reaches out to refugee communities and torture survivors and welcomes you to contact them. In these difficult times, it is especially important to find places of safety and trust. The Refugee Center has served as a site for students to complete their practicum.

## ***The Center for Health, Quality, Outcomes & Economic Research***

Director: Dan Berlowitz, MD

200 Springs Rd. Building 70 (152)

Edith Nourse Rogers Memorial VAMC

Bedford, Massachusetts 01730

781-687-2872

<http://www.chqoer.research.va.gov/>

The Center for Health Quality, Outcomes & Economic Research (CHQOER) is one of 14 VA Health Services Research and Development (HSR&D) centers of excellence. The Center is closely affiliated with Boston University School of Public Health and CHQOER faculty all have appointments with the Department of Health Policy and Management. The Center's research focus emphasizes studies that address medication effectiveness, patient safety, and enhancing patient-centered care. The Center also has extensive experience in using and analyzing large-scale databases, and in all aspects of survey methodology. A strong emphasis is placed on teaching the skills of health services research through our post-doctoral training program and physician fellowships.



## ***PROGRAMS, CENTERS & INSTITUTES (continued)***

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### ***Center for Global Health and Development***

Jonathon Simon, D.Sc., MPH  
Crosstown Center, 3rd Floor  
801 Massachusetts Avenue  
Boston, MA 02118  
617-414-1260 (tel) 617-414-1261 (fax)  
[www.bu.edu/cghd](http://www.bu.edu/cghd)

The Center for Global Health & Development (CGHD) at Boston University is a multidisciplinary research center that engages faculty from across the University to help solve the critical global health and social development challenges of our time. The mission of the center is not only to conduct high-quality applied research, but also to advocate for the use of this research to improve the health of underserved populations around the world. Through collaborative work with scientists worldwide, we also seek to strengthen individual and institutional capacity to conduct and utilize research.

Over 90 employees and field staff are engaged in center-based research activities in more than 20 countries. They include clinical scientists trained in infectious diseases, internal medicine, and pediatrics; epidemiologists and demographers trained in the core public health disciplines; social scientists ranging from economists and lawyers to medical anthropologists; as well as a diverse range of experts from other professions.

Much of their collective work is organized into the following themes:

- HIV/AIDS
- Neonatal & Child Survival
- Pharmaceutical Access, Innovation & Use
- Health Systems Strengthening and Financing
- Sex, Sexuality, Gender and Health
- Poverty & Development

For more information, please visit the CGHD website: [www.bu.edu/cghd](http://www.bu.edu/cghd)

## ***PROGRAMS, CENTERS & INSTITUTES (continued)***

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### ***Global Lawyers and Physicians Working Together for Human Rights***

Founders: George J. Annas, J.D., M.P.H. and Michael A. Grodin, M.D.  
SPH Health Law, Bioethics & Human Rights Department, Talbot 3 West  
617-638-4626  
E-mail: [glp@bu.edu](mailto:glp@bu.edu)  
[www.globallawyersandphysicians.org](http://www.globallawyersandphysicians.org)

The mission of Global Lawyers and Physicians is to work at the local, national and international levels through collaboration and partnerships with individuals, NGOs, IGOs, and governments on issues such as the global implementation of the health-related provisions of the Universal Declaration on Human Rights, the International Covenants on Economic, Social and Cultural Rights, and Civil and Political Rights, with a focus on health and human rights, patient rights, and human experimentation.

The goals are to: Provide information and resources about human rights; Serve as a network and referral source for professionals working on health-related human rights issues; Provide support and assistance in developing, implementing, and advocating public policies and legal remedies, which protect and enhance human rights in health.

GLP also helped to create the Boston Center for Refugee Health and Human Rights, which provides services for asylum seekers and torture victims from more than 50 countries.

### ***Join Together***

<http://www.drugfree.org/join-together>

Join Together is a leader in bringing effective alcohol and drug prevention and treatment programs to communities nationwide. As a member of the Partnership at Drugfree.Org, it publishes online daily news and research reports to a national readership, operates widely used self-screening and brief intervention websites for alcohol and drug problems and advocates for evidence-based public policy. The Robert Wood Johnson Foundation provides major funding for Join Together.

## ***PROGRAMS, CENTERS & INSTITUTES (continued)***

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### ***Health and Disability Working Group***

715 Albany Street, 2W

Boston, MA 02118

617-638-1930

[www.hdwg.org](http://www.hdwg.org)

The **Health and Disability Working Group (HDWG)** promotes strategies that improve the delivery of medical, behavioral, and support services to adults with disabilities and chronic illnesses, children with special health needs and people living with HIV/AIDS. Our primary focus is on low income, minority and disenfranchised populations. HDWG is a research, technical assistance and training program at the Boston University School of Public Health. HDWG is currently engaged in three national initiatives:

- a cooperative agreement with the federal Maternal and Child Health Bureau on financing care for children and youth with special health care needs;
- a national evaluation and support center on improving access to HIV oral health care, working with 15 demonstration sites across the country; and
- an evaluation of HIV peer education training programs.

HDWG also works on statewide and local projects to improve health care for children in out-of-home placement; evaluate innovative service delivery models for working-age adults with disabilities, and assess the publicly funded long-term care delivery systems for adults and elders with disabilities. Part of BUSPH's Department of Health Policy and Management, HDWG uses an interdisciplinary approach, working closely with faculty and staff from the departments of Maternal and Child Health, Social and Behavioral Health, Biostatistics, and the BU School of Social Work.

### ***Center for Organization, Leadership and Management Research***

Director: Martin Charns, DBA

VA Boston Healthcare System (152-M)

150 South Huntington Avenue

Boston, MA 02130

Phone: 857-364-4433

[www.colmr.research.va.gov](http://www.colmr.research.va.gov)

The Center for Organization, Leadership, and Management Research (COLMR) is a Center of Excellence of the VA Health Services Research and Development Service (HSR&D). The Center focuses on three areas of research: innovative management practices and quality of care, management practices and effective implementation of change, particularly change involving evidence-based clinical practices, and the development and role of leadership in health care organizations. As a research organization, COLMR is dedicated to facilitating the delivery of the highest quality health care, and seeks to apply health services research findings and expertise to decisions of national importance in the Veterans' Health Administration.

## ***PROGRAMS, CENTERS & INSTITUTES (continued)***

### ***The Practice Office***

The Office of Public Health Practice teaches BUSPH students the applications of public health principles and builds partnerships with the community. We foster the professional development of our students by providing hands-on practicum experiences and career services. We also manage programs that strengthen public health systems, train the workforce, and promote health in the community.

Our Office focuses on the following areas:

<b>PRACTICUM</b>	<b>COMMUNITY ENGAGEMENT</b>	
<ul style="list-style-type: none"> <li>• Academic &amp; administrative structure for MPH practicum</li> <li>• One-on-one student advising</li> <li>• Partnerships with public health agencies &amp; organizations</li> <li>• Comprehensive online postings</li> <li>• Professional development workshops &amp; poster presentations</li> </ul>	<b>Workforce Development</b>	<b>Community Partners Programs</b>
	<ul style="list-style-type: none"> <li>• Public health workforce training and education</li> <li>• Emergency preparedness projects</li> <li>• Practice-based research</li> <li>• Consulting</li> <li>• Technical assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Service projects</li> <li>• Community events</li> <li>• Training</li> <li>• Board and committee memberships</li> <li>• Consulting</li> </ul>
<p><b>Scott Harris</b> Practicum Director (617) 638-4656 <a href="mailto:scotth@bu.edu">scotth@bu.edu</a></p> <p><b>Katie Boss</b> Program Manager (617) 638-4994 <a href="mailto:kboss@bu.edu">kboss@bu.edu</a></p>	<p><b>Heatherly Mitch</b> Grants Administrator (617) 414-8423 <a href="mailto:hlmitch@bu.edu">hlmitch@bu.edu</a></p> <p><b>Joanna Brown</b> Program Coordinator (617) 638-4841 <a href="mailto:jvbrown@bu.edu">jvbrown@bu.edu</a></p>	<p><b>Harold Cox</b> Associate Dean of Public Health Practice (617) 638-4964 <a href="mailto:hcox@bu.edu">hcox@bu.edu</a></p>

**Public Health Practicum:** The practicum experience allows BUSPH students to apply classroom learning in a public health work environment. Practicum students contribute to the solution of public health problems while developing practical skills and personal confidence as public health professionals.

**Public Health Systems & Workforce Development:** The Practice Office serves as a convener and host for initiatives that focus on critical issues for the local public health community. Combining service, education, and research, the practice office has taken on a range of issues including, emergency preparedness, workforce training & credentialing, practice-based research and disparities in public health services.

**Community Partners Programs:** Throughout the year, the Practice Office facilitates and promotes community programs with education and health objectives. These programs encourage collaboration between BUSPH and our neighbors in Greater Boston and provide important opportunities for our students to grow professionally through service to their community.

## ***PROGRAMS, CENTERS & INSTITUTES (continued)***

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### ***Slone Epidemiology Center***

1010 Commonwealth Ave., 4<sup>th</sup> Floor

Boston, MA 02215

617-734-6006

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

[slone@bu.edu](mailto:slone@bu.edu)

The Slone Epidemiology Center is a public health research organization which focuses on studying the possible health effects of medications and a wide variety of other factors in adults and children. Our staff of approximately 100 includes specialists in epidemiology, adult and pediatric medicine, nursing, pharmacy, biostatistics, and computer science. Slone researchers use a variety of epidemiological tools, including case-control and follow-up studies, clinical trials, surveillance studies, risk management studies, and population-based surveys.

# **PUBLIC SAFETY, SECURITY, ESCORTS & LOST AND FOUND**

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## ***Public Safety***

[www.bumc.bu.edu/publicsafety](http://www.bumc.bu.edu/publicsafety)

Public Safety Officers are located in most lobbies. A Public Safety Officer is available in the Talbot lobby from 5 pm to 10:30 pm Monday through Friday. The doors of the Talbot building are locked and secured at 10:00pm. Access to the Talbot Building is not available after 10:00pm.

## **Emergency Number: 617-414-4444**

Please call the emergency number to report any medical emergencies, suspicious persons or activities. This number can also be used for non-emergency service requests, such as escorts and lockouts.

## ***Escorts***

In addition to the evening shuttle service (see P.160), Public Safety will provide vehicular or pedestrian escorts to the garages, lots and surrounding medical center buildings during night and weekend hours upon request. Escorts are subject to availability by calling the Command and Control Center at 617-414-4444..

*Please note that there could be a wait for this service as the availability of the Public Safety staff is subject to other demands.*

## ***Lost and Found Property***

For inquiries or to report lost and found property, call the public safety office 617-414-4444.

## ***DON'T FORGET:***

- **Be familiar with the blue emergency call boxes located throughout the Medical Campus. They will provide direct communication to the Public Safety Dispatch Officer.**
- **If you need assistance or an escort, please go to a Public Safety desk. Do not hesitate to call Public Safety at 617-414-4444 for assistance!**
- **Visit the Department of Public Safety Office website at [www.bumc.bu.edu/publicsafety](http://www.bumc.bu.edu/publicsafety) for updated information and security awareness programs.**

# SPIRITUALITY

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## ***Campus Ministries at Boston University***

### **Charles River Campus**

Boston Cambridge Ministry in Higher Education (BCMHE)	Carolyn Dittes	617-495-5529
Episcopal Ministry	Reverend Dr. Cameron Patridge	617-353-3560
Lutheran Ministry	Pastor Joanne Engquist	617-876-3256 Ext.203
Orthodox Christian Ministry	Father Patrick Tishel	617-787-7625
Protestant Ministry	Dean Robert Hill	617-358-3394
Roman Catholic Ministry	Fr. David Barnes	617-353-3632
University Chapel Director	Mr. Ray Bouchard	617-358-3390 617-353-3560
Chaplain for International Students	Rev. Brittany Longsdorf	617-358-3399

### ***Jewish Life at Boston University***

Hillel, the center for Jewish life on campus, is the largest, most exciting, most versatile organization at Boston University. Located on the Charles River Campus at 213 Bay State Road, the new Florence & Chafetz Hillel House opened in the spring of 2005. This beautiful facility contains a great place to study, and has social lounges with plasma TVs, an art gallery and Kosher Dining Room.

#### **Graduate Student Society**

For all graduate students, GSS organizes social programs such as Wine & Cheese Socials, Lectures, Birthright Israel trips, Shabbat Dinners, community service events, and gallery openings. For more information, contact Jen Gutman at [jrgutman@bu.edu](mailto:jrgutman@bu.edu).

#### **The Maimonides Society (For Public Health, Medical and Dental Students)**

The Maimonides Society offers monthly lunch and learns at the medical school for C.E. credit. In addition, they organize fun social events with the only other people who can appreciate anatomy discussions over cocktails. For more information, contact [maimosociety@gmail.com](mailto:maimosociety@gmail.com).

#### **High Holidays 2014/2015**

*Rosh Hashanah: September 24-26, 2014*

*Yom Kippur: October 3-4, 2014*

Let Hillel be your home this High Holiday season! Hillel offers Orthodox, Conservative, and Reform services. Festival Meals are also offered in our Hillel Kosher Dining Hall. Registration for High Holiday tickets and meals is required. To register or for more information, please call the office at 617-353-7200. Tickets are free for all students.

#### ***BUMC Meditation/Multidenominational Prayer Room***

Please see page 147 for information about this space.

# STUDENT LOUNGES, STUDY ROOMS, and SPECIAL USE ROOMS

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## ***SPH Student Lounge***

Talbot Building, 109/110 East

Located on the first floor of the Talbot Building, the School of Public Health maintains a student lounge which is divided into two separate areas: an open lounge space (T-109), and a separate room (T-110) with several public-use computers.

### **Guidelines for Use of the SPH Student Lounge**

The Boston University School of Public Health Student Senate developed and adopted the following guidelines for use in the SPH student lounge. The purpose of these guidelines is to ensure that the SPH student lounge is used in a productive and collegial manner for students. These guidelines are posted in the SPH student lounge so that students may actively manage their lounge.

1. This lounge is intended to be an informal atmosphere.
2. We welcome you to use the space for small (up to 4-5 people) group working meetings and for socializing. Please bear in mind that students often use this space for individual study as well, and that low-volume discussion is appreciated when others are there.
3. If you are using the lounge for a group meeting or engaging in conversation please be mindful of classes be conducted in the adjacent classrooms.
4. Students are welcome to use the refrigerator and microwave located in the lounge. Please be sure to name and date your food and clean up after yourself. This is student space and will be the responsibility of those who use it to clean it.
5. It is expected that students will resolve any difficulties pertaining to use of the study rooms according to the guidelines.
6. Doors to the lounge must be left unlocked at all times while the room is in use.
7. Cell phone conversations must take place outside of the lounge.

### ***BUMC Graduate Student Lounges***

There is one student lounge in the basement of the Instructional (L) Building and another on the 14th floor of the Instructional (L) Building. These lounges are open to all students on campus.

There is also a lounge on the 14<sup>th</sup> Floor of the Instructional Building that has quiet space for studying and napping when the room is not scheduled for an event. There are tables, chairs, and couches available for students.

Rooms are also available for students to use on the main floor of the Robinson building.



## ***STUDENT LOUNGES, STUDY ROOMS, and SPECIAL USE ROOMS (continued)***

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As BUMC grow, there's an increasing demand for limited space on the campus. To accommodate students and the need for space in which to study, Educational Media Center's Office of Resource Scheduling provides a study room availability list on the web. This list is composed of one PDF file which contains 2 days (today & tomorrow) data; it lists all the classrooms available for student group study.

Currently it is linked at <http://www.bumc.bu.edu/bumc/emc/ors/studyrooms> .

EMC's Office of Resource Scheduling is happy to assist you in any way we can.

### ***Medical Campus Study Room Guidelines***

Boston University Medical Campus students, in concert with the student services and administrative offices of the Medical Campus, developed and adopted the following guidelines for use in study rooms. The purpose of these guidelines is to ensure that study room space is used in a productive and collegial manner for group study. These guidelines are posted in each study room so that Medical Campus students may actively manage their study room spaces.

#### **Guidelines:**

1. Use of study rooms is available to Boston University Medical Campus students who are current Terrier Card holders.
2. It is expected that students will resolve any difficulties pertaining to use of the study rooms according to the guidelines.
3. Please respect the schedule for room use posted by the Office of Resource Scheduling. Questions may be directed to 617-638-4040. Meetings and classes may be added to the schedule up to the time of the event, and students utilizing the room for study purposes must yield to a scheduled meeting or class.
4. Windows to study rooms must be uncovered so others can see if the room is in use.
5. Doors to study rooms must be left unlocked at all times while the room is in use.
6. One person in a study room must share the study room with an arriving study group. (A group is defined as two or more students).
7. Room Audio Visual equipment should be used for group study only.
8. Rooms should not be left unattended for more than 30 minutes. Any items, including books, personal effects, and the like, which remain in the room after 30 minutes of disuse may be stacked neatly to one side by the next person to use the room. The risk of damage to or loss of unattended items is assumed by the owner.
9. Trash should be placed into the trash receptacles in the rooms.
10. BUMC Administration may restrict the use of study rooms or request that students vacate rooms that need to be utilized for scheduled classes, meetings or emergencies.

## ***MEDICAL CAMPUS STUDY ROOM GUIDELINES (continued)***

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To report non-compliance, please contact:

School of Medicine: 617-638-4166

School of Dental Medicine: 617-638-4787

School of Public Health: 617-638-5059

Division of Graduate Medical Sciences: 617-638-5122

Office of Resource Scheduling: 617-638-4040

In the event of an emergency, please call Security at 4-4444 from the nearest house telephone. If you are using a cell phone, dial 617-414-4444.

For facility needs (e.g., the room is too hot or too cold), contact Control at 617-638-4144 from the nearest house telephone.

### **Special Use Rooms**

#### ***Breast Feeding Resources on Campus***

##### **Evans Building Location:**

A room dedicated for nursing mothers to pump breast milk is now available for use by faculty, staff, and students from the Schools of Medicine, Dental Medicine, and Public Health. The room (E744), located on the 7th floor of the Evans building attached to the School of Medicine, is equipped with a chair, two tables, bathroom with toilet and sink (& soap, paper towels, disinfecting wipes), coat hooks, and a breast pump, generously donated by the BMC Breastfeeding Center. The pump is an Ameda Egnell Elite model. Breast pump kits for use with this pump are available for a discounted employee/student rate (\$42.50) through the BMC Lactation Service Department (for assistance, call 617-414-MILK (6455) and leave a message). Personal use breast pumps are also available for purchase with an employee/student discount (\$174.83). The room also has six small lockers (~8 cubic inches) available for storage; users must provide their own locks.

##### ***Scheduling***

Access to the Lactation Room is restricted so users must make arrangements to reserve time for use and obtain access privileges by contacting the Educational Media Center/Office of Resource Scheduling (ORS) at 617-638-4040 or

[emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu).

Detailed directions to E744 will also be provided by the ORS.

##### ***Questions and Feedback***

Questions and feedback regarding the Lactation Room are welcome-please contact Lucy Milne in Educational Media ( [lmilne@bu.edu](mailto:lmilne@bu.edu) ) or Stephanie Oberhaus in the Department of Microbiology ( [oberhaus@bu.edu](mailto:oberhaus@bu.edu) ).

## ***SPECIAL USE ROOMS (continued)***

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### **Crosstown Center Location:**

There is also a designated lactation room located at the Crosstown Center (801 Massachusetts Avenue), available for BUSPH faculty, staff and students. Women interested in using this room should contact Sally Dwyer ([spzdwyer@bu.edu](mailto:spzdwyer@bu.edu)) or 617-414-1406 for additional information.

### ***BUMC Meditation/Multidenominational Prayer Room***

BMC's Newton Pavilion Interfaith Chapel, located on the second floor of 88 East Newton St., is the new location for students, faculty and staff to use for meditation and multidenominational prayer. The chapel is available 24 hours a day seven days a week. Catholic Masses are celebrated Sundays at 1 p.m., and Tuesdays and Thursdays at noon. An Ecumenical service is held at noon on Sundays.

Muslim Jumma Prayer services are offered Fridays at 12:30 p.m. at the Carter Auditorium, connected via securecard entry to the Yawkey Ambulatory Care Center second floor. The street access for the Carter Auditorium is 35 North Hampton Square (South Block). Please see the detailed directions below.

### ***Directions to the Carter Auditorium***

From BMC (*BUMC employees and students, please note, securecard access is required*):

- In the Yawkey building take the elevator to the second floor.
- Take a right off of the elevator toward BU Eye Associates.
- Go over the Mass Ave. bridge past BU Eye Associates.
- Proceed through the wooden door to the double doors requiring securecard access.
- Follow the signs to the Carter Auditorium by proceeding through the glass walkway to the end.
- Carter Auditorium is located right off the hallway.

*BUMC employees and students may request securecard access by contacting the ID Office, room 102, 710 Albany St., Monday-Friday, 7-9 a.m. and 12:30-3 p.m. For more information, call 638-6879.*

From the street:

- Enter the building at 35 North Hampton St.
- Take the elevator on the left to the fourth floor.
- Step out of the elevator and take a left.
- Follow hallway to the right to Carter Auditorium.

# STUDENT ASSOCIATIONS

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## ***Alumni Board at BUSPH***

BUSPH's Alumni Board comprises Boston-area alumni from various graduating years, concentrations, and backgrounds. The Board meets on campus every other month. Its purpose is to promote the interests of the School and its alumni, to advance the cause of professional education in public health, and to promote fellowship among alumni and students at the School. The Board is responsible for developing and initiating a variety of alumni programs. If you are interested in joining the Alumni Board or would like additional information contact Alumni Relations at 617-638-4016 or via e-mail at [sphalum@bu.edu](mailto:sphalum@bu.edu).

## ***CommonWell***

### **BU-Wide**

Contact: Monisha Chakravarthy, [mochakra@bu.edu](mailto:mochakra@bu.edu)

CommonWell is a trans-disciplinary service-learning program for graduate and pre-professional students at Boston University and leaders of community-based organizations in Dorchester, Massachusetts. It is designed to build bridges across traditional divisions between the financial, medical, legal, and educational services as well as between academic training and community realities. As an innovative, service-learning program, it is designed to couple learning activities with service actions, with equal contributions from the academic and community collaborators. As a trans-disciplinary program, it aims to train pre-service professionals from across academic disciplines to analyze the root causes of social injustice and promote cross-fertilization of social service fields. In addition, it strives to create partnerships with the populations impacted by the service actions, thus minimizing service fragmentation, maximizing impact, and fostering solidarity.

## ***Peer Health Exchange***

### **BU-Wide**

Contact: [buphe@peerhealthexchange.org](mailto:buphe@peerhealthexchange.org).

Peer Health Exchange is a non-profit organization that is expanding its program at Boston University this fall. PHE's mission is to give teenagers the knowledge and skills they need to make healthy decisions. We do this by training undergraduate and graduate students to teach a comprehensive health curriculum in public high schools in the Boston area that lack health education. Last year, we trained 180 BU volunteers to teach health workshops to nearly 1400 low-income 9th grade students. This year we are excited to recruit more BU volunteers to reach an even greater number of high school students.

## ***STUDENT ASSOCIATIONS (continued)***

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### ***BUMC Pride***

#### **Medical Campus**

Contacts: Laura DelloStritto, [ldells@bu.edu](mailto:ldells@bu.edu), Elaina Suridis, [esuridis@bu.edu](mailto:esuridis@bu.edu)

Our organization showcases the diversity of the students, faculty, and staff at the medical campus and joins the network of many other lesbian, gay, bisexual, and transgender (LGBT) organizations within the Boston University system and the surrounding community. The primary goal of BUMC Pride is to provide a safe, supportive environment for lesbian, gay, bisexual, transgender, and allied students, faculty, and staff.

We are here to educate future and current health professionals on the social issues and health concerns of the LGBT community in order to break down prejudices and misconceptions that can undermine patient care and personal growth. We encourage professional and personal development through discussions, conferences, socials, community activism and advocacy.

### ***Outreach Van Project (OVP)***

#### **Medical Campus**

[people.bu.edu/outreach/](http://people.bu.edu/outreach/)

[outreach@bu.edu](mailto:outreach@bu.edu)

The BUSM Outreach Van Project (OVP) is a student-run, student-directed project that was started in January 1997 by a group of medical and public health students from Boston University. Inspired by the former Executive Director of Health Care for the Homeless in Boston, the project has received a great amount of support from the Boston University school administration and its students, as well as from many organizations around the city of Boston. The mission of OVP is to fulfill the unmet needs of the medically underserved populations in the Greater Boston area (the homeless, migrant workers, immigrants, and others) particularly with regard to providing health care and access to services, while allowing an opportunity for students to learn skills in community outreach. Currently, the Outreach Van leaves BUMC one night per week staffed by no fewer than four volunteers consisting of students from the Schools of Medicine, Dentistry, Public Health, and Social Work and a licensed physician.

Volunteers on the van are involved with talking to people on the streets, performing outreach work, tying people into existing community services and providing health education. On the more medical side, students, based on their training, are involved in taking blood pressures, eliciting histories, and attending to basic medical needs under the supervision of a physician. The Outreach Van Project is one of few opportunities for students of allied health professions to jointly experience hands-on outreach in its natural setting. As such, participation with the van has been an integral aspect of our training as we prepare to commit ourselves to a lifetime of health and human services. While outreach is something new for many of us –something that will be learned “on the job”– it is important to recognize it as a profession with unique skills and techniques. There are hundreds of outreach educators in Boston who devote their careers to improving ways to best connect with individuals and link them to existing services.

# STUDENT ORGANIZATIONS

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[www.bu.edu/sph/students/student-services/studentorganizations](http://www.bu.edu/sph/students/student-services/studentorganizations)

All BUSPH recognized student organizations are student-run, organized, and facilitated. In applying for recognition to become an officially recognized student organization of the Boston University School of Public Health, students must work with the Office of Student Services to ensure that the organization mission serves a unique purpose which focuses on public health (as defined by the APHA), and cannot be served by an already established BUSPH/BUMC student organization. All Boston University School of Public Health community members (students, faculty, staff and alumni) are encouraged to participate. Contact Brendan Hoey ([brendan2@bu.edu](mailto:brendan2@bu.edu)), 617-638-5062 if you are interested in joining or applying to start a new SO. Below is a list of currently active SOs:

- BUSPH Student Senate
- AcademyHealth
- BU Biostatistics Student Association (BUBSA)
- BUMC Pride
- BUSPH Arts Society
- Health and Human Rights Caucus (HHRC)
- International Student Organization
- MCH in Action
- Medicine and Public Health Student Association (MPHSA)
- The Movement Online Student Journal
- Public Health Alliance for Minorities Caucus (PHAM)
- Rotaract
- Students for Quality Health Care (SQHC)

## ***Student Senate***

[phsenate@bu.edu](mailto:phsenate@bu.edu)

The BUSPH Student Senate serves as a centralized student leadership organization that represents and, as appropriate, acts on behalf of the BUSPH student body. Roles and responsibilities include: Working with BUSPH administration and staff to address issues that are of importance to BUSPH students; Sponsoring activities and events that encourage the development of student life at BUSPH; Identifying students as members on appropriate standing committees of BUSPH.

Student Senate General Body meetings are open to all BUSPH students, and are held three times a semester from 5-6PM.

## ***5 PM Socials***

This is an hour of free food with a varying cultural theme. They are held in the Chequer's food area in the L-basement three or four times per semester. Students meet and enjoy food before the 6pm classes begin.

## ***Student Meetings with the Dean***

Open discussions with the Dean are held three times a semester. This is an informal setting for students to speak with the Dean about issues they find important. They are held from 5-6PM, and free food is served.

## **NATIONAL PUBLIC HEALTH WEEK**

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National Public Health Week is celebrated every year during the month of April. SPH students organize many events during the week, including seminars, presentations, and panel discussions on pertinent topics in the field of public health. In addition to this programming, volunteer groups spend a day or multiple days presenting educational programs at local high schools based on the APHA chosen theme for that year. Students can either create and implement new presentations or use presentations that have already been created in the past. If interested in participating in the 2014 NPHW activities, please contact Brendan Hoey, [brendan2@bu.edu](mailto:brendan2@bu.edu).

Students are encouraged to join any of the above organizations at any time. Check out the student related web pages that are linked to the BUSPH web page under student life at: <http://www.bu.edu/sph/students/student-services/>.

Questions? Please contact Brendan Hoey at 617-638-5062, ([brendan2@bu.edu](mailto:brendan2@bu.edu)).

## OTHER RESOURCES

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### ***Educational Media Center***

Instructional Support Services/Student Labs:

Evans Building 8<sup>th</sup> Floor E-842, tel. 617-638-4098

Creative and Technical Services: Robinson Building, 5<sup>th</sup> Floor (B-5), tel. 617-638-4370

The Educational Media Center offers a full range of instructional and media related services for students. These services are offered on a fee-for-service basis and include graphic design, computer graphics, photographic services (including passport photographs), video conferencing, and video services. An appointment is often necessary, so please call ahead for additional information relating to your needs. We look forward to working with you.

### ***The Huntington Theatre Company and the Boston University Theatre***

264 Huntington Avenue, Boston

617-266-0800

617-266-7900

The Huntington Theatre Company, in residence at Boston University, is Boston's largest and most popular theatre company. Under the leadership of Artistic Director Peter DuBois and Managing Director Michael Maso the Huntington is the professional theatre in residence at and supported by Boston University. The Huntington is renowned for presenting seven outstanding productions each season, created by world-class artists and the most promising emerging talent, and reaching an annual audience of over 130,000. In 2004, the Huntington opened the state-of-the-art Stanford Calderwood Pavilion at the Boston Center for the arts, which includes 370-seat and a 200-seat theatres to support the company's 890-seat, Broadway-style main stage, the Boston University Theatre.

Subscriptions to the Huntington Theatre Company season are available to students and faculty at a reduced rate. There is also a \$15 student rush ticket available 2 hours before curtain time in person. For more information, contact the Huntington Box Office at 617-266-0800 or visit [www.huntingtontheatre.org](http://www.huntingtontheatre.org).



## ***OTHER RESOURCES (continued)***

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### ***Museum of Fine Arts, Boston***

Avenue of the Arts

465 Huntington Avenue, Boston

617-267-9300 / TTY: 617-267-9703

Access Information: 617-369-3189

[www.mfa.org](http://www.mfa.org)

#### **Hours:**

Open 7 Days a Week

Monday and Tuesday- 10 am-4:45 pm

Wednesday, Thursday, and Friday- 10 am-9:45 pm

Saturday and Sunday- 10 am-4:45 pm

BU students can enter the museum during regular hours at no charge with their BU ID card; on Wednesday evenings, 4:00pm-9:45pm, the entrance fee is completely waived for all guests.

# INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

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## Charles River Campus

888 Commonwealth Avenue, 2<sup>nd</sup> Floor

Phone: 617-353-3565

Fax: 617-358-1170

Web: [www.bu.edu/isso](http://www.bu.edu/isso)

SPH Officer: Christy Cornett, [ccornett@bu.edu](mailto:ccornett@bu.edu)

The International Students and Scholars Office (ISSO) provides a broad range of services to international students, faculty, visiting scholars and their families. The ISSO provides information and counseling on immigration regulations, employment, cultural adjustment, and personal issues.

Upon arrival, all new international students are required to report to the ISSO with their passports and other relevant immigration documents (I-20 or DS-2019, visa stamp, and Form I-94). In addition, international students must report any change in their program of study, registration status, and educational objectives:

International students must report any changes in their address, name, citizenship and other personal information to the ISSO as these changes may significantly affect their immigration status. If you have any questions, or require additional information, please contact the ISSO.

# STUDENT EMPLOYMENT OFFICE

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## Charles River Campus

881 Commonwealth Avenue, 2<sup>nd</sup> Floor

617-353-3594

[stujobs@bu.edu](mailto:stujobs@bu.edu)

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

The Student Employment Office is a centralized office comprised of Work-Study, Student Job Service and Student Payroll. The Student Job Service includes Quickie Jobs, Part-Time Jobs and Summer Jobs, which offer a variety of employment opportunities to currently enrolled degree candidates at Boston University. Part-Time and Summer Jobs can be found on the online Job Board located on the Student Link. Positions are available both on campus and throughout the greater Boston area.

Quickie Jobs provide a unique opportunity for students to work at a variety of one-time-only or short-term employment opportunities that last under one month in duration. These jobs range from yard work and party help to office work and web development. Quickie Jobs require students to present their Boston University ID card at the Student Job Service Office in order to receive information on how to contact an employer.

Students can view all job listings on the Student Link, [www.bu.edu/studentlink](http://www.bu.edu/studentlink), under the “Work” category. Students can also visit our website at [www.bu.edu/seo](http://www.bu.edu/seo) for more information and to register for Quickie Jobs. The Student Job Service Office does perform background checks on employers. Students are reminded to use good judgment when accepting a position.

# **STUDENT FINANCIAL SERVICES (SFS)**

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## ***Medical Campus***

72 East Concord St., A-303  
Main Number: 617-638-5130  
[www.bumc.bu.edu/osfs/sph](http://www.bumc.bu.edu/osfs/sph)  
[osfs-sph@bu.edu](mailto:osfs-sph@bu.edu)

### **Hours:**

Monday -Friday                      8:30 am - 5:00 pm

SFS is responsible for administering student financial aid to the Boston University Medical Campus through various funding sources. The most current financial aid information is available on the SFS website.

## ***Student Accounting Services***

Student Accounting Services  
881 Commonwealth Avenue  
Lower Level  
Boston, MA 02215-1390  
Tel: 617-353-2264  
Fax: 617-353-3313  
E-mail: [studenta@bu.edu](mailto:studenta@bu.edu)  
[www.bu.edu/comp/saweb/](http://www.bu.edu/comp/saweb/)

Hours of Operation: 9:00am to 5:00pm Monday thru Friday

Student Accounting Services is responsible for billing students and processing payments. Their mission is to provide excellent service to students, parents, alumni, faculty, staff, sponsoring agencies and others in support of the academic, administrative and financial activities of Boston University.

# OFFICE OF STUDENT SERVICES

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715 Albany Street, Talbot 2 Center

617-638-5062

<http://www.bu.edu/sph/students/student-services/>

The Office for Student Services centralizes administrative support for all SPH courses and programs, organizes Orientation and plans Commencement activities. The office promotes student life and leadership through co-curricular programming such as the BUSPH Student Senate, student organizations, and social events. Student organizations allow students to combine community activism with peer interaction. Recent activities have included the Boston AIDS Walk, Making Strides Against Breast Cancer Walk, and a high school intervention during National Public Health Week. The Office acts as a liaison between students and faculty, advocating for student needs and concerns. Students receive regular updates from the office throughout the year, primarily through e-mail. Student-related web pages can be found linked to the Student Services web page (address listed above).

Please contact Mary Murphy-Phillips about any area related to student life at 617-638-5059, [mcmurph@bu.edu](mailto:mcmurph@bu.edu).

## ***Orientation Programs at BUSPH***

For the Fall of 2014, the Student Orientation Program for new degree candidates will be held on Wednesday, August 27 and Thursday, August 28, 2014. The date for the Spring 2015 Orientation has not been announced. BUSPH Orientation includes an introduction to the School by the Deans, concentrator meetings, library and financial aid sessions, and the opportunity to meet with faculty, staff and other students. The Orientation Program concludes with an informal reception.

## ***Commencement***

The Boston University All-University Commencement Exercises will be held on Sunday, May 17, 2015 at Nickerson Field at 1:00 pm. The School of Public Health confers its 5degrees at a separate afternoon ceremony and reception during Commencement Weekend. A SPH student and guest speaker are featured in the afternoon ceremony. Students who graduate in September or January are encouraged to participate in the May commencement exercises. Please note that there are three graduation dates each year, but only one Commencement ceremony.

The Office for Student Services functions as the event coordinator for Commencement. Please contact Mary Murphy-Phillips, 617-638-5059, [mcmurph@bu.edu](mailto:mcmurph@bu.edu) if you have questions about Commencement. If you have questions about applying or qualifying for graduation, please contact the SPH Registrar's Office at 617-638-5001.

# **AUDIO/VISUAL EQUIPMENT**

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Student Services orders audio-visual (A/V) equipment for School of Public Health courses from Educational Media. Students may request an LCD Projector, a VCR with TV monitor, an overhead projector, a slide projector and flip charts for classroom presentations.

Requests for A/V equipment must be submitted in writing to Student Services at least one week prior to the date the equipment is needed. Students must provide audio and videotapes, transparencies and slides.

## ***Course Evaluations***

The Boston University School of Public Health is dedicated to excellence in teaching. Feedback from students is extremely important to ensure that our courses are consistently high quality. An email notification is sent to students at the end of each course inviting them to complete an electronic evaluation. Student evaluations are taken very seriously; student comments and suggestions will be used to make improvements in courses. Evaluation results are distributed to the Dean, department chairs and faculty, after grades have been submitted. Students are encouraged to use evaluations from past semesters when deciding to register for a course. Course evaluations are available to view via the Student Website under the Helpful Links section.

## ***Course Readers and Textbooks***

Book and reader information is posted to the Student Resources section of the SPH website ([www.bu.edu/sph/students](http://www.bu.edu/sph/students)) two to three weeks before the semester begins. Readers and books can be purchased from the Barnes and Noble Bookstore in person (at 660 Beacon Street Boston, MA 02215) or online ([www.bu.bkstore.com](http://www.bu.bkstore.com)).

***\*\*Students are responsible for this information.\*\****

# SPH STUDENT WEBSITE ([bu.edu/sph/students](http://bu.edu/sph/students))

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The BUSPH Student Website is the source for student information including: news, events, jobs, career advice, ticket offerings, student organization updates, Student Senate news, graduation info, internship opportunities, Student Link, program advisories, registrar resources, and more...

Emails from the website will be sent a few times a week with links to current articles. This is the primary method of communication between students and the administration. All listservs come from the email address [sphstdnt@bu.edu](mailto:sphstdnt@bu.edu). Matriculated School of Public Health students who have attained a BU e-mail account will automatically be placed on the email list during that particular semester.

You may permanently subscribe a non-BU email account to this listserv (thus eliminating the need to be a registered SPH student with a BU email account). However, attaining a BU email account provides other benefits. The Kerberos password that gives you access to your BU email account is the same password needed to access your grades on the Student Link. Please see E-MAIL on p.114 for further information.

*Please note: It is the student's responsibility to obtain information disseminated through the SPH Student Website and SPH Student Update. This includes obtaining a BU email account, making sure that it is maintained properly and that you are in fact part of the Student Update e-mail listserv. If you discover that you are not receiving regular email announcements during the academic semester, please contact Brendan Hoey at [brendan2@bu.edu](mailto:brendan2@bu.edu) or 617-638-5062. Student employees of Boston University should contact Student Services to ensure receipt of the Student Update emails.*

**To view the Student Website please visit: [bu.edu/sph/students](http://bu.edu/sph/students)**

## ***BUSPH Social Media***

BUSPH has active social media networks on Facebook, Twitter, YouTube, and LinkedIn.

**Facebook** – [facebook.com/BUSPH](https://facebook.com/BUSPH)

**Twitter** - @BUSPH

**YouTube Channel** – [youtube.com/BUSPH](https://youtube.com/BUSPH)

**LinkedIn** – Tap into the schools' alumni and professional network through LinkedIn. Search [LinkedIn.com](https://LinkedIn.com) or access the network through the BUSPH website.

**BU Mobile iPhone App** – With BU Mobile, a free iPhone app, you'll get quick and easy access to mobile versions of BU Today, the university calendar, maps, the BU BUS schedule, and more. To download, visit Apple's iTunes store.

## ***Student Government***

Student Services is the office through which the Student Senate, recognized student organizations (see p.150) and other centralized student activities and groups are facilitated and organized.

# TRANSPORTATION

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## ***Transportation Information***

### **TranSComm: Transportation Solutions for Commuters**

710 Albany Street, Street Level of Parking Garage

Phone: 617-638-7473

Fax: 617-638-7176

[www.bumc.bu.edu/transcomm/](http://www.bumc.bu.edu/transcomm/)

TranSComm Office Hours: Monday-Friday: 9:00am-5:00pm

### **Transportation Information Kiosks**

TranSComm manages several kiosks that contain free transportation info and schedules including MBTA bus and train schedules, maps, shuttle bus schedules and special notices. These info centers are located throughout the medical center: a small acrylic kiosk in the School of Public Health is located in the resource alcove, second floor center, East corridor.

### **Transportation Info Website: [www.bumc.bu.edu/transcomm/](http://www.bumc.bu.edu/transcomm/)**

Check out the website for updates, new services, announcements, weather emergencies, special events as well as all the schedules and links to major state transportation websites.

### **MBTA Semester Pass Program**

MBTA passes are available to students at an 11% discount for the Fall semester: October, November, December and January and for the Spring semester: February, March, April and May. Passes are paid for up front and collected each month. Visit

<http://www.bumc.bu.edu/transcomm/mbta-service/student/> for information.

### **BUMC Shuttle Services**

There are free shuttle buses that service the medical area community. All shuttles operate Monday-Friday except during holidays.

**The Boston University Shuttle (The BUS):** the bus travels regularly between the Medical Campus and the Charles River Campus from 7:00am through 11pm on weekdays. Visit [www.bu.edu/thebus](http://www.bu.edu/thebus) for a current schedule.

### **Evening Shuttle providing service to Transit ('T') and Parking Facility:**

The evening shuttle boards at ONE CENTRAL STOP, located at 710 Albany St. Garage. This site is indoor, well-lit, and includes a 24-hour staff on-site. This shuttle operates Monday through Friday (except holidays) @ 5:15pm, 6:00pm, 7:00pm, 8:00pm, 9:15pm, 10:15pm, 11:15pm, and 12:15am.

The shuttle travels ON REQUEST to:

-Parking Facilities

-MBTA Station: Andrew, Broadway (Red), Ruggles, Back Bay (Orange), and Copley (Green).

-Nearby South End neighborhood locations (within one mile)



## ***TRANSPORTATION (continued)***

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**All-Day Medical Campus Shuttle:** operates from 6:30am - 6:30pm on a continuous loop leaving 1010 Mass Ave. at five past every half hour and stopping at several locations on the medical campus. Schedules are available at [http://www.bmc.org/patients/directions/bus-shuttlebuses.htm#all\\_day](http://www.bmc.org/patients/directions/bus-shuttlebuses.htm#all_day)

**Boston VA Medical Center, Jamaica Plain Shuttle:** travels between the VA Medical Center to the BU Medical Center, 88 East Newton St. several times a day. Call 617-638-6064 for the schedule.

### ***Additional Services & Resources***

#### **Public Safety Service**

Public Safety provides escort service to medical area facilities, parking lots and the Broadway and Andrew subway stations (Red Line) during the night hours (12:15am to 6:00am) and on weekends and holidays at all hours. You can request this service by calling 617-638-4444. *When calling Public Safety for a ride, please allow a minimum of twenty minutes in the event that they are attending to an emergency.*

#### **Bicycles**

Around the BMC/BUMC area, there are many bike racks and two secured bike cages for all members of the medical community to use. The racks, which are accessible 24 hours a day, 7 days a week, are not reserved but are on a “first-come/ first-served” basis. The cages are sheltered from the weather and are card access. The annual fee for the bike cages is \$20. Visit [www.bumc.bu.edu/transcomm/bike/](http://www.bumc.bu.edu/transcomm/bike/) for a map of bike cage locations and for registration information.

#### **Carpooling**

Carpooling saves money and decreases air pollution and traffic congestion. If you would like to share a ride as driver or passenger, please call our office. Two or more persons commuting together can register for a carpool sticker in order to park in the designated spot in the 610 Parking Garage. Please register with our office or fill out the form at [www.bumc.bu.edu/transcomm/forms/](http://www.bumc.bu.edu/transcomm/forms/).

#### **Walking**

TranSComm has interesting and helpful walking maps of the campus and surrounding neighborhood. Please call or drop by to pick up your copy. [www.bumc.bu.edu/transcomm/walking-map/](http://www.bumc.bu.edu/transcomm/walking-map/)

#### **Taxi Reimbursement Program**

What: Taxi Reimbursement Program for weekend and holiday nights

Who: Boston University Medical Campus Students only: Valid BUMC ID required

Why: The purpose of this program is to provide a safe alternative for BU Medical Campus students who might ordinarily walk to their homes or to MBTA stations (to get home) after dark on weekend and holiday nights when the Evening Shuttle is not in service.

When: Weekend (Saturday & Sunday) and holiday evenings only between DUSK and 1:00AM. Please note: Monday through Friday (except holidays) transportation is provided by the Evening Shuttle.

## ***TRANSPORTATION (continued)***

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Where: Local MBTA stops and students' residences located within a 2-mile radius of 70 East Newton Street. If you need to determine if your home is within the authorized range, please check on [mapquest.com](http://mapquest.com) to calculate the distance from 70 East Newton Street, zip code 02118.

Directions to Taxi Pick-up Location: From the Medical School: Go to the 2nd floor of the L-building, walk towards the hospital, over the East Newton Street bridge (Starbucks) and walk down the stairs into the main lobby. Take a left, follow the sign to Emergency and look for the lighted Security Station.

The location for pickup is 70 East Newton Street: just outside the doors to the ER where the ambulances arrive.

How: Students should go to the Security Desk located in the lobby of Boston Medical Center, East Newton Pavilion by the Emergency Department. Students are required to present a valid Boston University Medical Campus ID to the officer. The Public Safety officer will provide a Student Taxi Reimbursement Form to the student to complete, sign, and date. There are taxi phones on an adjacent wall. The student is responsible for paying the taxi fare at the time of the taxi trip. When the trip is complete, obtain a receipt from the driver that shows the Date and Time of the trip, Destination Address, Fare Amount, Tip Amount, and Total Amount.

Should you have any questions that the Public Safety Officer is unable to answer, request the officer to contact a supervisor.

Reimbursement for Taxi Fare: To request reimbursement (Not to Exceed \$10.00), present the yellow copy of the Student Taxi Reimbursement Form together with your Taxi Receipt to your School's Student Affairs/Services office, within 30 days of the Taxi trip. Requests for reimbursements submitted after 30 days following the Taxi trip are not eligible for reimbursement.

### **Zipcar**

TranSComm is affiliated with Zipcar, the car-sharing concept. Because we are members of Zipcar, BUMC staff and students receive a discount on application and membership fees. Two vehicles are available on this campus! Contact [www.zipcar.com](http://www.zipcar.com) for more information.

### **Hubway**

BMC Employees and BUMC employees and students are eligible for a discounted Hubway Corporate Membership. Pay \$37.50 instead of \$85! Email or call us (617-638-7473) for more information.

# TUTORING & WRITING ASSISTANCE

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## ***Core course tutoring***

Core course tutoring is available free of charge for MPH degree candidates who are at risk of getting a B- or below in a core course. Applicable core courses: BS704, EH717, EP713, IH704, IH720, LW719, LW751, PM702, SB721. A student who is at risk is usually identified as:

- Any student who is on academic probation at the start of the semester;
- Any student who is retaking a course to improve a below minimum grade; or
- Any student with below 80% on the midterm or below 80% average in the course after two or more assessments.

Students should contact their instructor or the Educational Resource Coordinator at [sph tutor@bu.edu](mailto:sph tutor@bu.edu) or 617-414-1416 to request core course tutoring.

## ***Public Health Writing Program***

Free writing appointments are available for SPH degree candidates. Peer writing assistants can help novice and experienced writers at any stage of the writing process for a SPH writing assignment. Students may have up to two writing appointments per assignment. Writing appointments are not provided for culminating experiences, masters' theses, or dissertations.

Visit [bu.edu/sph/writing](http://bu.edu/sph/writing) for more information about the program, and contact the Educational Resources Coordinator at [sphwrite@bu.edu](mailto:sphwrite@bu.edu) or 617-414-1416 with any questions.

## ***Rosetta Stone***

Rosetta Stone is a software tool for learning a new language. All Boston University students are welcome to use Rosetta Stone at no additional charge in the Howard Thurman Center. Before the first time you use the software, you must first install a program. After the initial installation, you may use Rosetta Stone at the Thurman Center on your own computer\*. At this time, staff and faculty are not eligible to use Rosetta Stone through the HTC. Additionally, due to limited staffing, Rosetta Stone is offered only during the fall and spring semesters while classes are in session.

<http://www.bu.edu/thurman/programs/rosetta-stone/>

# **SECTION VI:**

## ***COMMUNITY RESOURCES***

# COMMUNITY RESOURCES

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The following information is a supplement to the Healthcare Resources & Mental Health Services sections on p.99-102. Please use the resources below in conjunction with that information. This list is not meant to be exhaustive; please use it as an introduction for further investigation and/or involvement in these areas.

## ***Mental Health/Counseling***

**National Alliance on Mental Illness**  
Advocacy/support for families  
400 West Cummings Park, Suite 6650  
Woburn, MA 01801  
Helpline: 800-370-9085

**Massachusetts Department of Mental Health**  
Central Office:  
25 Staniford Street, Boston, MA 02114  
Phone: 617-626-8000  
TTY: (617) 727-9842  
[www.mass.gov/dmh](http://www.mass.gov/dmh)

**Social Work Therapy Referral Service**  
A free, confidential telephone counseling referral service with personalized matches based on location, specialty & insurance or fee requirements.  
Phone: 617-720-2828  
Toll Free: 800-242-9794

## ***Suicide Prevention Services***

**USA National Suicide Hotline**

1-800-SUICIDE (784-2433)

**National Suicide Prevention Lifeline**  
Veterans

1-800-273-8255  
1-800-273-8255 & press 1  
TTY: 1-800-799-4TTY (4889)

## ***COMMUNITY RESOURCES (continued)***

### ***Chronic Conditions, Disabilities and Special Needs***

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#### **Disability Services at Boston University**

(see page 96 for further details)

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

Boston, MA 02215

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

[access@bu.edu](mailto:access@bu.edu)

617-353-3658 (Voice/TTY)

#### **Boston Center for Independent Living**

Provides advocacy information & referral, peer support, skills training and PCA services to enhance the independence of people with disabilities

[www.bostoncil.org](http://www.bostoncil.org)

60 Temple Place, 5th Floor

Boston, MA 02111

617-338-6665; TTY 617-338-6662;

Fax: 617-338-6661; Toll Free 866-338-8085

#### **Massachusetts Commission for the Deaf and Hard of Hearing**

Case management, interpreter referral services, information, agency training and technical assistance.

600 Washington St.

Boston, MA 02111

Voice: 617-740-1600; TTY 617-740-1700

Voice: (800) 882-1155

Video Phone: 617-326-7546 (At front desk)

Request an Emergency Interpreter: (800) 249-9949 (24/7 for legal needs, 9:00 AM- 5:00 PM for medical emergencies)

#### **Massachusetts Department of Public Health - Division for Perinatal, Early Childhood, and Special Health Needs**

Plans, implements, and evaluates public health programs for pregnant women, families with children ages birth to 22 with chronic medical, physical, developmental, behavioral or emotional conditions

Community Support Line:

1-800-882-1435 or

Phone: 617-624-6060

[www.mass.gov/dph/specialhealthneeds](http://www.mass.gov/dph/specialhealthneeds)

#### **Massachusetts Department of Developmental Services**

Central Office

500 Harrison Ave.

Boston, MA 02118

Phone: 617-727-5608; TTY: 617-624-7783

After Hours Emergency 781-894-3600

Email: [DDS.Info@state.ma.us](mailto:DDS.Info@state.ma.us)

#### **Latin American Health Institute**

LHI Social Services Unit provides links to family support services for people with disabilities and links to medical and social services for Latinos living with HIV/AIDS.

<http://www.lhi.org>

95 Berkeley Street, Boston, MA 02116

Phone: 617-350-6900

#### **Various resources of people living with Cancers:**

<http://webmd.com/cancer/cancer-helpline>

**American Cancer Society**

Treatment, services, literature, transportation, equipment, encouragement, support, information and referral

<http://www.cancer.org>

24-Hour, English, Spanish & Chinese

1-800-227-2345

**List of Multiple Resources:**

<http://www.webmd.com/cancer/cancer-helpline>

## ***COMMUNITY RESOURCES (continued)***

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### ***Children and Parenting Issues***

**Department of Children and Families**

Provides for the delivery of various childcare services to families that meet income and/or service need eligibility criteria.

600 Washington St.

Boston, MA 02211

617-748-2000

**Parents Helping Parents**

Referral to support groups nationwide for parents dealing with stress from parenting.

108 Water Street

Watertown, MA 02472

<http://www.parentshelpingparents.org/>

1-617-926-5008

1-800-632-8188 – 24 hour stress line

[info@parentshelpingparents.org](mailto:info@parentshelpingparents.org)

**Massachusetts Department of Public Health - Division for Perinatal, Early Childhood, and Special Health Needs**

Plans, implements, and evaluates public health programs for pregnant women, families with children ages birth to 22 with chronic medical, physical, developmental, behavioral or emotional conditions.

Community Resource Line:

1-800-882-1435 or

Bureau of Family Health and Nutrition

250 Washington Street

Boston, MA 02108

Phone: 617-624-6060

[www.mass.gov/dph/specialhealthneeds](http://www.mass.gov/dph/specialhealthneeds)

**Boston University Children's Center**

<http://www.bu.edu/family/childcare-centers-on-campus/boston-university-childrens-center/> The Boston University Children's Center is a full-time early childhood educational program for children of BU employees between the ages of ages 2-5 year old.

32 Harry Agganis Way, Boston, MA 02215

617-353-3413

**Office of Family Resources at BU**

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

Provides resource and referral for all types of childcare. Information can be obtained for infant, toddler, preschool and school age children. There are school age vacation programs as well as summer school vacation.

985 Commonwealth Avenue, 2nd floor.

Phone: 617-353-5954, Fax: 617-353-2333

**One Tough Job**

Information and support regarding parenting, school & child care, nurturing your family, health & safety, growth & development and parenting tips sorted by age

<http://www.onetoughjob.org>

English & Spanish

## **COMMUNITY RESOURCES (continued)**

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### **Family Planning Services**

#### **ABCD/Boston Family Planning**

Comprehensive family planning counseling, education & medical care including birth control, physical exams, STI, HIV & fertility services. (See also Sexual Assault)

- Services in English & Spanish.
- Written info. In English, Spanish, Portuguese, Haitian, Creole, Chinese and Vietnamese.
- Multiple Locations throughout Boston

<http://bostonabcd.org/boston-family-planning-program.aspx>

Phone: **617-348-6000**

TTY: 617- 423-9215

#### **CEOC Cambridge Family Planning**

Multiple locations throughout Cambridge including:  
11 Inman Street, Cambridge, MA 02139  
Phone: 617-868-2900

#### **Health Quarters:**

<http://www.healthq.org/>

Beverly: (978) 922-4490

Haverill: (978) 521-4444

Lawrence: (978) 691-5258

Lynn: (781) 593-1115

#### **Health Imperatives:**

##### **Health Care of Southeastern Massachusetts**

<http://www.healthimperatives.org/>

Southeast region including Cape & Islands

Brockton HQ: (508) 583-3005

[info@healthimperatives.org](mailto:info@healthimperatives.org)

#### **Planned Parenthood of Greater Boston**

Walk-in hours, English, Spanish.

Cape Verdean Creole, Haitian Creole translators available.

1055 Commonwealth Avenue

Boston, MA 02215-1001

Phone: 1-800-258-4448;

Fax: (617) 616-1617

#### **Citizens for Citizens-Family Planning**

Taunton: 508-823-6924

Fall River: 508-679-0198 or 508-673-2400

<http://cfcinc.org/programs/health-programs/family-planning/>



## **COMMUNITY RESOURCES (continued)**

### **Gay/Lesbian/Bisexual/Transgender Resources**

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#### **Gay, Lesbian, Bisexual, Transgender Helpline - Fenway Health**

1340 Boylston St, Boston, MA 02115  
Phone: 617-267-9001  
Toll free: 888-340-4528  
Anonymous and confidential phone lines offering information, referrals and support.

#### **MALE Center**

Community Resource & Wellness Center for Gay and Bisexual Men  
571 Columbus Avenue, Boston, MA 02118  
617-450-1987 **GLBT National Help Center**  
Provides free, confidential phone and internet peer-counseling, info, and local resources  
[www.glnh.org](http://www.glnh.org)  
malecenter@aac.org  
Youth Line (through age 25):  
1-800-246-7743 & online chat support avail.  
All Ages Line:  
1-888-843-4564

#### **Boston Gay and Lesbian Adolescent Social Services (GLASS)**

A community center for GLBT youth ages 13-25, providing a wide range of health and social services.  
25 West St. 3<sup>rd</sup> Floor  
Boston, MA 02111  
Phone: 617-266-3349  
Fax: 617-247-9860  
irivera@jri.org

#### **Gender Talk**

Comprehensive web site and Boston radio talk show advocating for transgender rights and educating about gender identity.  
<http://www.gendertalk.com/>

#### **Peer Listening Line Fenway Health**

Provides confidential health care, information, support, and referrals nationwide. Trained GLBT youth volunteers can help find a service, phone number or just be a friendly and non-judgmental person to listen.  
1340 Boylston Street, Boston, MA 02115  
Phone: 617-267-2535  
Toll free: 800-399-7337

#### **Violence Recovery Program Fenway Health**

Provides counseling, support groups, advocacy, and referral services to Gay, Lesbian, Bisexual and Transgender (GLBT) victims of bias crime, domestic violence, sexual assault and police misconduct.  
617-927-6250; 800-834-3242  
(After 5:00 p.m. or on the weekends, call *Safelink* at **877.785.2020**)  
[VRP@fenwayhealth.org](mailto:VRP@fenwayhealth.org)

#### **Gay and Lesbian Advocates and Defenders (GLAD)**

Leading legal rights organization dedicated to ending discrimination based on sexual orientation, HIV status, and gender identity.  
30 Winter Street, Suite 800  
Boston, MA 02108  
[www.glad.org](http://www.glad.org)  
Legal Info Line:  
In Boston 617-426-1350  
In New England 800-455-GLAD  
Email: [gladlaw@glad.org](mailto:gladlaw@glad.org)

## **COMMUNITY RESOURCES (continued)**

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### **HIV/AIDS Resources**

#### **AIDS Action Committee of MA**

AIDS service organization providing education, advocacy, counseling, and referrals.

Boston Office: 75 Amory St.

Cambridge Office: 359 Green Street

<http://www.aac.org>

Main Phone: 617-437-6200

TTY: (617) 437-1394

AIDS/STD Hotline: 1-800-235-2331

Hepatitis Hotline: 888-443-4372

General: [info@aac.org](mailto:info@aac.org)

Client Services: [clientservices@aac.org](mailto:clientservices@aac.org)

#### **Victory Programs Inc.**

Residential treatment and housing programs for homeless individuals and families living with substance abuse, HIV/AIDS and other chronic diseases.

[www.vpi.org](http://www.vpi.org)

965 Mass Ave

Boston, MA 02118

Phone: 617-541-0222

#### **Boston Living Center**

Community resource center for people living with HIV/AIDS.

<http://www.bostonlivingcenter.org/>

<http://www.vpi.org/boston/>

29 Stanhope Street

Boston, MA 02116

Phone: 617-236-1012

#### **Latin American Health Institute**

LHI Social Services Unit provides links to medical and social services for Latinos living with HIV/AIDS, and family support services for people with disabilities.

<http://www.lhi.org>

95 Berkeley Street, Boston, MA 02116

Phone: 617-350-6900

## **COMMUNITY RESOURCES (continued)**

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### **Legal Services**

#### **Massachusetts Bar Association Lawyer Referral Service**

20 West Street  
Boston, MA -02111  
Phone: In Boston 617-654-0400  
Toll free in MA: 866-627-7577  
TTY: 617-338-0585  
<http://www.massbar.org/>

#### **Massachusetts Bar Association Dial-a-Lawyer Service**

Free legal advice on the first Wednesday of every month between 5:30pm & 7:30pm.  
Phone: 617-338-0610

#### **Boston College Legal Assistance Bureau**

Free legal services for the following:

- Residents of Waltham, Watertown & Newton
- Small businesses, entrepreneurs, non-profits and first time homebuyers in the Boston area
- Information, advice, and referral to elder (60+years) residents of Belmont, Brookline, Needham, Newton, Waltham, Watertown, Wellesley and Weston - regardless of income.

<http://www.bc.edu/schools/law/services>  
24 Crescent Street, Suite 202  
Waltham, MA 02453-4358  
Phone: 781- 893-4793  
TTY: (781) 736-9006

#### **Disability Law Center, Inc.**

DLC is a private, non-profit organization responsible for providing protection and advocacy for the rights of Massachusetts residents with disabilities in English & Spanish  
[www.dlc-ma.org](http://www.dlc-ma.org)  
11 Beacon Street, Suite 925  
Boston, MA 02108  
Voice: 617-723-8455; 800-872-9992  
TTY: 617-227-9464; 800-381-0577  
Fax: 617-723-9125

#### **Greater Boston Legal Services**

Provides free civil (non-criminal) legal assistance to low-income people in Boston and 31 surrounding cities and towns.  
[www.gbls.org](http://www.gbls.org)  
197 Friend Street  
Boston, MA 02114  
Voice: 617-371-1234  
Toll-Free: 800-323-3205  
TDD: (617) 371-1228

## ***COMMUNITY RESOURCES (continued)***

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### ***Sexually Transmitted Disease Resources***

#### **Massachusetts Department of Public Health, Sexually Transmitted Disease Clinic**

Diagnosis, treatment, information, referrals

<http://www.mass.gov/dph/cdc/std>

305 South Street

Jamaica Plain, MA 02130

Phone: 617 983-6940

Toll Free: 1-866-749-7122

### ***Substance Abuse & Gambling Resources***

#### **Massachusetts Al-Anon and Alateen**

Free, anonymous, confidential local group meetings throughout the region for people who have been affected by someone else's drinking:  
[www.ma-al-anon-alateen.org/findmeeting.php](http://www.ma-al-anon-alateen.org/findmeeting.php)

*Literature Distribution Center:*

Information in English, Spanish and French about free, anonymous, confidential local groups throughout the region for people who have been affected by someone else's drinking  
57 East Main Street, Suite 109

Westborough, MA 01581-1457

Phone: 508-366-0556

[LDCofMA@aol.com](mailto:LDCofMA@aol.com)

#### **Alcoholics Anonymous - Central Service Committee of Eastern Massachusetts**

Provides information about free, anonymous, confidential local groups throughout the region

[www.aaboston.org](http://www.aaboston.org)

Marine Industrial Park

12 Channel Street, 6<sup>th</sup> Floor

Boston, MA 02210

Voice/TDD: 617-426-9444

#### **Rehabinfo.net**

Educates site visitors through research-based, expert written content; dedicated to providing comprehensive information about addiction, treatment options and the path to full recovery

#### **Bureau of Substance Abuse Services,**

#### **Massachusetts Department of Public Health**

250 Washington Street

Boston, MA 02108

*Drug or Alcohol Helplines & Website:*

<http://www.helpline-online.com/>

Voice: 800-327-5050

TTY: 888-448-8321

*Gambling Helplines & Website:*

<http://www.masscompulsivegambling.org>

1-800-GAM-1234

TTY: (617) 426-1855

#### **Narcotics Anonymous Helpline**

Meeting sites throughout Massachusetts

P.O. Box 437, Quincy, MA 02169

Toll Free: 1-866-624-3578 (NA-HELP-U)

[www.newenglandna.org](http://www.newenglandna.org)

[info@newenglandna.org](mailto:info@newenglandna.org)

<http://www.rehabinfo.net/>

Rehab Referral Line: (866) 531-8636

## **COMMUNITY RESOURCES (continued)**

### **Domestic Violence Shelters & Services serving the Boston Area Offer services in various languages &/or for people with disabilities:**

#### **National Domestic Violence Hotline**

24-hours/day, English, Spanish & translators in 170 languages

<http://www.thehotline.org/>

1-800-799-7233

TDD: 1-800-787-3224

#### **Casa Myrna Vasquez**

24 hours /English, Spanish, Portuguese & translators for 140 languages

<http://www.casamyrna.org/>

(617) 521-0100

SafeLink Hotline: 1-877-785-2020

TTY: 1-877-521-2501

#### **Asian Task Force Against Domestic Violence**

English, Chinese, Cantonese, Mandarin, Taiwanese, Hindi, Japanese, Khmer, Korean, Nepali, Punjabi, Tagalong, Filipino, Tibetan, Urdu, & Vietnamese

<http://www.atask.org/site/>

(617) 338-2355

#### **For situations involving LGBT & polyamorous relationships:**

##### **The Network/La Red**

LGBT, polyamorous relationships, English & Spanish

<http://tnlr.org/>

Phone & TTY: (617) 742-4911

##### **Gay Men's Domestic Violence Project**

<http://gmdvp.org/>

1-800-832-1901

#### **Sexual Assault:**

##### **Boston Area Rape Crisis Center:**

99 Bishop Allen Drive  
Cambridge, MA 02139

##### **Respond, Somerville**

English, Spanish & French

<http://www.respondinc.org/Home.aspx>

(617) 623-5900, TTY Dial: 711

##### **FINEX House, Boston**

Services in English, Chinese, Haitian Creole, Portuguese, Spanish, Vietnamese & Zulu, Wheelchair accessible

<http://finexhouse.org/what-is-abuse.htm>

(617) 436-2002

##### **Renewal House, Roxbury**

Services in English & Spanish

<http://www.uuum.org/567026>

(617) 566-6881

##### **The Network/La Red**

English & Spanish, LGBT & polyamorous relationships

<http://tnlr.org>

1-617-742-4911

1-800-832-1901

#### **For Women & Children Only:**

**Rosie's Place, Boston** - (617) 442-9322

**Transition House, Cambridge**

(617) 661-7203

#### **For Both Men & Women:**

**REACH Beyond Domestic Violence**

<http://www.reachma.org/>

1-800-899-4000

<http://www.barcc.org/>

**617-492-8306 (During business hours)**

1-(800) 841-8371

TTY: (617) 492-6434  
24 hours/day, 12 years old-adulthood

# **SECTION VII:**

## ***APPENDIX***

### **Appendices**

<b>Appendix A</b>	Academic Calendar 2014-2015
<b>Appendix B</b>	Fall 2014 Class Meeting Dates
<b>Appendix C</b>	Spring 2015 Class Meeting Dates
<b>Appendix D</b>	Directions/Map/Shuttle Schedules

# SPH FALL 2014 ACADEMIC CALENDAR

---

Registration Begins for Degree Candidates	Sunday, March 30, 2014
Payment settlement date for continuing students and deadline to waive medical insurance	Tuesday, August 5, 2014
Last day to add classes online	Monday, September 1, 2014
Labor Day Holiday	Monday, September 1, 2014
Instruction begins	Tuesday, September 2, 2014
Last Day to ADD Standard Classes, assuming student has instructor signature on paper add/drop form, there are seats open & no waitlist	Before the second class meeting day (this is different than Charles River Campus date)
Payment settlement date for new students	Monday, September 15, 2014
Official Summer II 2014 Graduation Date	Thursday, September 25, 2014
Last Day to DROP Standard Classes without a W grade	Monday, October 6, 2014
Last Day to Change from Credit to Audit Status in standard courses or vice versa (need approval)	Monday, October 6, 2014
Columbus Day Holiday, Classes Suspended Monday	Monday, October 13, 2014
Substitute Monday Schedule of Classes	Tuesday, October 14, 2014
Continuing Student Registration for Spring 2015	Sunday, October 26, 2014 at 9:00 AM
Last Day to DROP standard Classes with a W grade	Friday, November 7, 2014
Veteran's Day Holiday: Classes Held at SPH and CRC	Tuesday, November 11, 2014
Class make up days for fall 2014 (as needed)	Saturday, November 16 & Sunday, November 17, 2014
Fall Recess Begins	Wednesday, November 26, 2014
Instruction Resumes	Monday, December 1, 2014
Last Day to Officially Withdraw or take an Leave of Absence from the University for fall 2014	Tuesday, December 2, 2014
Last class or final exams begin	Monday, December 15, 2014
Last class or final exams end	Friday, December 19, 2014



# SPH SPRING 2015 ACADEMIC CALENDAR

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*Please note that SPH spring classes start on Monday, January 12, 2015*

Registration Begins for Degree Candidates	Sunday, October 26, 2014 at 9:00 AM
Payment settlement date for continuing students	TBA, <a href="http://www.bu.edu/studentaccountingservices">www.bu.edu/studentaccountingservices</a>
Last day to add classes online	Sunday, January 11, 2015
<b>Instruction begins at SPH</b>	<b>Monday, January 12, 2015</b>
Martin Luther King Holiday, no classes	Monday, January 19, 2015
Last Day to ADD Standard Classes, assuming student has instructor signature on paper add/drop form, there are seats open & no wait list	Before the second class meeting day (this is different than Charles River Campus)
Official Fall 2014 Graduation Date	Sunday, January 25, 2015
Medical insurance waiver deadline for new or newly registered students for spring	TBA, <a href="http://www.bu.edu/studentaccountingservices">www.bu.edu/studentaccountingservices</a>
Payment date for Spring 2015 for new students	TBA, <a href="http://www.bu.edu/studentaccountingservices">www.bu.edu/studentaccountingservices</a>
President's Day Holiday, classes suspended	Monday, February 16, 2015
Follow a Monday schedule of classes	Tuesday, February 17, 2015
Last day to drop standard classes without a "W" grade or to change from credit to audit	TBA by University, <a href="http://www.bu.edu/reg">www.bu.edu/reg</a>
Summer 2015 registration begins	TBA by University, <a href="http://www.bu.edu/reg">www.bu.edu/reg</a>
Spring Recess	Saturday, March 7 - Sunday, March 15, 2015
Last day to drop standard classes with a "W" grade	TBA by University, <a href="http://www.bu.edu/reg">www.bu.edu/reg</a>
Fall 2015 registration begins	TBA by University, <a href="http://www.bu.edu/reg">www.bu.edu/reg</a>
Last day to take a leave of absence or withdraw from the University	TBA by University, <a href="http://www.bu.edu/reg">www.bu.edu/reg</a>
Patriot's Day Holiday , classes suspended	Monday, April 20, 2015
Follow a Monday schedule of classes	Wednesday, April 22, 2015
Final exams/last day of classes starts at SPH	Varies by class (April 30-May 6, 2015)
Final exams/last day of classes ends at SPH	Wednesday, May 6, 2015
Commencement Weekend	Friday, May 15-Sunday, May 17, 2014

# FALL 2014 CLASS MEETING DATES

---

(Classes Begin Tuesday, September 2, 2014)

<p><b>Monday classes will meet on:</b>  September 8, 15, 22, 29  October 6, 14 (Tuesday), 20, 27  November 3, 10, 17, 24  December 1, 8, 15</p>	<p><b>Thursday classes will meet on:</b>  September 4, 11, 18, 25  October 2, 9, 16, 23, 30  November 6, 13, 20  December 4, 11, 18</p>
<p><b>Tuesday classes will meet on:</b>  September 2, 9, 16, 23, 30  October 7, 21, 28  November 4, 11, 18, 25  December 2, 9, 16  <b>*Tuesday, November 11, IS NOT A HOLIDAY.  CLASSES ARE HELD</b></p>	<p><b>Friday classes will meet on:</b>  September 5, 12, 19, 26  October 3, 10, 17, 24, 31  November 7, 14, 21  December 5, 12, 19</p>
<p><b>Wednesday classes will meet on:</b>  September 3, 10, 17, 24  October 1, 8, 15, 22, 29  November 5, 12, 19  December 3, 10, 17</p>	<p><b>Holidays:</b>  Monday, September 1, 2014 Labor Day  Monday, October 13, 2014 Columbus Day  <b>*Tuesday, November 11, IS NOT A HOLIDAY.  CLASSES ARE HELD</b>  Wednesday, November 26, Thanksgiving  Thursday, November 27, Thanksgiving  Friday, November 28, Thanksgiving</p>

Note that follow a Monday schedule on Tuesday, October 14, 2014

**FINAL EXAM (OR LAST CLASS) DATES:**

Monday	December 15 <sup>th</sup>
Tuesday	December 16 <sup>th</sup>
Wednesday	December 17 <sup>th</sup>
Thursday	December 18 <sup>th</sup>
Friday	December 19 <sup>th</sup>

**University Policy on Religious Holidays:**

The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet with their classes or for canceled classes to be rescheduled.

# SPRING 2015 CLASS MEETING DATES

---

(Classes Begin Monday, January 12, 2015)

Undergraduate classes and SPH classes held at the Charles River Campus begin on Tuesday, January 20, 2015, with the exception of LW830.

<p><b>Monday classes will meet on:</b>          January 12, 26          February 2, 9, 17 (Tuesday), 23          March 2, 16, 23, 30          April 6, 13, 22 (Wednesday), 27          May 4</p>	<p><b>Thursday classes will meet on:</b>          January 15, 22, 29          February 5, 12, 19, 26          March 5, 19, 26          April 2, 9, 16, 23, 30</p>
<p><b>Tuesday classes will meet on:</b>          January 13, 20, 27</p> <p><b>February 3, 10, 24</b></p> <p>March 3, 17, 24, 31          April 7, 14, 21, 28          May 5</p>	<p><b>Friday classes will meet on:</b>          January 16, 23, 30          February 6, 13, 20, 27          March 6, 20, 27          April 3, 10, 17, 24          May 1</p>
<p><b>Wednesday classes will meet on:</b>          January 14, 21, 28          February 4, 11, 18, 25          March 4, 18, 25          April 1, 8, 15, 29          May 6</p>	<p><b>Holidays:</b>          MLK Jr. Day: Monday, January 19, 2015          Pres. Day: Monday, February 16, 2015          Spring Recess: Saturday, March 7, through          Sunday, March 15, 2015          Patriot's Day: Monday, April 20, 2015</p>

**Note on Tuesday, February 17<sup>th</sup> and Wednesday, April 22<sup>th</sup> follow a Monday schedule.**

**FINAL EXAM (OR LAST CLASS) DATES:**

Monday	May 4
Tuesday	May 5
Wednesday	May 6
Thursday	April 30
Friday	May 1

Commencement weekend is Friday, May 15-Sunday, May 17, 2015. The SPH Ceremony is generally held on Saturday of Commencement weekend.

**University Policy on Religious Holidays:**

The University, in scheduling classes on religious holidays, intends that students observing those holidays be given ample opportunity to make up work. Faculty members who wish to observe religious holidays will arrange for another faculty member to meet with their classes or for canceled classes to be rescheduled.

# DIRECTIONS TO BOSTON UNIVERSITY MEDICAL CAMPUS

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The Medical Center is located parallel to the expressway

## **FROM THE NORTH:**

Follow Route 1 (via Mystic/Tobin Bridge) to Rt. 93 South. Take exit 18 (Mass Ave.). At traffic light, take right onto access road; stay in right lane. At end of access road, turn right onto Mass. Ave.

## **FROM LOGAN AIRPORT:**

Go through the Ted Williams Tunnel follow signs to Expressway South. Take Exit 18 (Mass. Ave.). At traffic light, take right onto access road; stay in right lane. At end of access road, turn right onto Mass. Ave.

## **FROM THE SOUTH:**

Take Expressway North (Route 93). Take exit 18 (Mass Ave.). Watch for signs. At the third traffic light take left onto access road; stay in right lane. At end of access road, turn right onto Mass. Ave.

## **FROM THE WEST:**

Take the Massachusetts Turnpike (Route 90) East to end. Take Expressway South (Route 93). Take exit 18 (Mass Ave.) At traffic light, take right onto access road; stay in right lane. At end of access road, turn right onto Mass. Ave.

## **FROM NEW YORK/CONNECTICUT/RHODE ISLAND:**

Take Route 95 North to Route 93 North. Take exit 18 (Mass. Ave.). Watch for signs. At the third traffic light turn left onto access road; stay in right lane. At end of access road, turn right onto Mass. Ave.

## **FROM MASSACHUSETTS AVE:**

Take the first right onto Albany St. The School of Public Health is on the left, opposite the parking garage.

# DESTINATIONS

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For all destinations, paid parking is available at the Parking Garage located at 710 Albany St.

**FOR BOSTON MEDICAL CENTER/HARRISON AVE. CAMPUS, 1 BOSTON MEDICAL CENTER PLACE:**

From Mass. Ave take the second right onto Harrison Ave. Boston Medical Center/Harrison Ave. campus is the first driveway on your right. Valet parking is available for patients only.

**FOR BOSTON MEDICAL CENTER/EAST NEWTON CAMPUS, 88 EAST NEWTON ST. and the BU SCHOOL OF DENTAL MEDICINE:**

From Mass. Ave take first right onto Albany St. Take the second left onto E. Newton St. BU School of Dental Medicine is on the right side at 100 E. Newton St. BMC is on the right in the middle of the block at 88 E. Newton St.

**FOR THE BU SCHOOL OF MEDICINE, 80 E. CONCORD ST.:**

From Mass. Ave. take second right onto Harrison Ave. Take first right off Harrison Ave., which is East Concord St. Halfway down the block on the left side is 80 E. Concord St. Follow the foot path to the School of Medicine

**FOR THE SCHOOL OF PUBLIC HEALTH, 715 ALBANY ST.:**

From Mass. Ave. take the first right onto Albany St. The School of Public Health is located on your left at 715 Albany St. between East Concord and E. Newton Streets.

**FOR THE DOCTOR'S OFFICE BUILDING (DOB), 720 HARRISON AVE.**

From Mass. Ave. take the second right onto Harrison Ave. Go past E. Concord and E. Newton Streets on your right. The DOB at 720 Harrison Ave. is on your right just beyond E. Newton St. Paid parking is available in the garage at the DOB and valet parking is available for patients.

**FOR THE PUBLIC HEALTH COMMISSION, 1010 MASS. AVE.:**

From the access road turn left onto Mass. Ave. Seven blocks on the left is the Public Health Commission, 1010 Mass. Ave. (1010 is directly opposite Magazine St.) Paid parking is available in the lot across from 1010 Mass. Ave.

# SUBWAY/BUS SERVICE & CONNECTIONS

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The School of Public Health is accessible to the Red, Orange, Blue and Green lines and there are direct bus connections from the following subway stations:

<b>Transit Line</b>	<b>Station</b>	<b>Bus to BUMC</b>
<b>RED</b>	Andrew	10, CT3, Evening Shuttle
	Broadway	47, Evening Shuttle
	Central Square	1, 47, CT1
	Harvard Square	1
	JFK/UMass (Commuter Rail)	8
<b>GREEN</b>	Copley	10, Evening Shuttle
	Fenway	47
	Hynes/ICA	1, CT1
	Kenmore	8
	Longwood Medical Area	47, CT3
	Museum (Fine Arts)	8, 47, CT3
	Symphony	1, CT1
<b>ORANGE</b>	Back Bay (Commuter Rail)	10, Evening Shuttle
	Chinatown	Silver Line*
	Mass Ave.	1, CT1
	New England Medical	Silver Line*
	Ruggles (Commuter Rail)	8, 47, CT3, Evening Shuttle
<b>BLUE</b>	Connects to the Green Line at Government Center	
	Connects to the Orange Line at State St.	

**DUDLEY BUS STATION** 1, 8, 47, Silver Line\*

\* The Silver Line (bus rapid transit-fewer stops) is the former # 49 bus route. It connects Dudley Station with Downtown Boston via Washington Street (which is two blocks from the medical center)

## **MBTA Fares and Pass Information**

Several MBTA buses provide service to BUMC. There are many bus stops located on campus: 88 East Newton St. ('Newton Pavilion'), East Concord St., between Harrison Ave. and Albany St. and on Mass Ave. at Harrison Ave. Although the subway ('T') does not run directly to the medical area, there is bus transportation from many 'T' stops to the School. Bus one-way fare = \$1.25 with a Charlie Card, \$1.50 without a Charlie Card. Subway one-way fare = \$1.70 with a Charlie Card, \$2.00 without a Charlie Card.

## ***SUBWAY/BUS SERVICE & CONNECTIONS (continued)***

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### **MBTA Bus Service**

There are five regular bus routes (Bus # 1, 8, 10, 47 & the Silver Line) and two express crosstown buses (CT1 & CT3) that serve the medical campus area. All buses operate seven days/week with less frequent service on the weekend except the CT1 and CT3 which do not operate on the weekend. The following buses stop at or near BUMC:

**Bus # 1:** travels from Harvard Square, Cambridge (Red Line) to Dudley Bus Station via Massachusetts Ave, making stops at Central Square, Cambridge (Red Line), Hynes Convention Center/ICA and Symphony (Green Line), and Mass Ave. Station (Orange Line). This bus is free from Mass Ave. Station with a bus transfer or a 'T' subway pass. This bus operates every 12 minutes during peak hours.

**Bus # 8:** travels from the JFK/University of Massachusetts, Boston "Harbor Point" Campus (Red Line/Commuter Rail), to Kenmore Square (Green Line) via BUMC. It connects with the Orange Line/Commuter Rail at Ruggles Station. Buses operate every 15-20 minutes during peak hours.

**Bus # 10:** travels from Copley Station (Green Line) to City Point in South Boston and connects BUMC with Back Bay (Orange Line/Commuter Rail) and Andrew Station (Red Line). Buses operate every 20 minutes during peak hours.

**Bus # 47:** travels from Central Square, Cambridge (Red Line) to Broadway Station, South Boston (Red Line). This bus stops at Fenway Station (Green Line) and Ruggles Station (Orange Line/Commuter Rail). This bus runs through the Fenway and Longwood area, to Dudley Bus Station, and then down Massachusetts Ave. to BUMC. Buses operate every 20 minutes during peak hours.

**Silver Line:** travels on Washington St.(2 blocks from the medical campus) from Dudley Square to Downtown Crossing, Boston (Close to Red/Orange Lines). It connects BUMC to New England Medical Center Station (Orange Line) and Chinatown Station (Orange Line). Service is provided every 5 minutes during peak hours. Subway passes are accepted on the Silver Line.

**Crosstown Bus #1 (CT1):** travels from BUMC to Central Square, Cambridge (Red Line), connecting with Massachusetts Ave. Station (Orange Line), Symphony Station (Green Line) and Hynes/ICA (Green Line). Bus operates from 6:00 am to 6:30 p.m. every 15 minutes during peak hours. Subway passes are accepted on crosstown buses. **Service operates Monday - Friday only.**

**Crosstown Bus #3 (CT3):** travels from Andrew Station (Red Line) and Beth Israel Deaconess Hospital, (Longwood) connecting with Ruggles Station on the Orange Line/Commuter Rail and the Museum Stop (Green Line). Buses operate every 20 minutes during peak hours. Service begins from Ruggles Station to the Medical Center at 4:00 am with the last bus leaving Longwood at 8:16 p.m. Subway passes are accepted on Crosstown buses. **Service to the Medical Center operates Monday- Friday only.**

## ***SUBWAY/BUS SERVICE & CONNECTIONS (continued)***

BUS Number	Where It Goes	Catch bus at the MBTA shelter located:
1	TO Harvard Square, Cambridge Stops include: ▪ Mass Ave ▪ Symphony ▪ Hynes ▪ Central Sq ▪ Harvard Sq	At corner of Mass Ave & Harrison Ave (closest to BMC)
1	TO Dudley Bus Station	At corner of Mass Ave & Harrison Ave (closest to South Block)
8	TO Harbor Point/ U Mass Stops include: ▪ South Bay Center ▪ JFK/U Mass	On East Concord Street
8	TO Kenmore Square Stops include: ▪ Dudley Bus Station ▪ Longwood Medical ▪ Ruggles ▪ Kenmore	On East Newton St. or at the stop on Harrison Ave at the corner of Worcester St., across from the Harrison Deli.
10	TO Copley Square Stops include: ▪ Back Bay ▪ Prudential ▪ Copley	On East Newton Street
10	TO City Point Stops include: ▪ South Bay Center ▪ Andrew	On East Concord Street
47	TO Central Square, Cambridge Stops include: ▪ Dudley ▪ Ruggles ▪ Fenway ▪ Longwood Medical ▪ Central Sq	On East Newton St. or at the stop on Harrison Ave at the corner of Worcester St., across from the Harrison Deli.
47	TO Broadway Station	Designated stops along Albany St.
Silver Line Formerly Bus #49	TO Downtown, Boston via Washington St Stops include: ▪ Tufts/New England Medical ▪ Chinatown ▪ near Downtown Crossing ▪ Boylston St	On Washington St. at East Newton Street or Mass Ave.
Silver Line Formerly Bus #49	TO Dudley Bus Station	On the opposite side of Washington St. at West Newton St. or Mass Ave.
CT1* Express bus	TO Central Square, Cambridge (Bus originates at BMC) Stops include: ▪ Mass Ave ▪ Symphony ▪ Hynes ▪ Central Sq ▪ Harvard Sq	On East Newton St. East Concord St. or Corner of Mass Ave & Harrison (closest to BMC)
CT3* Express bus	TO Longwood Medical Area Stops include: ▪ Ruggles ▪ Museum of Fine Arts	On East Newton St. or at the stop on Harrison Ave at the corner of Worcester St., across from the Harrison Deli.
CT3* Express bus	TO Andrew Station	MBTA shelter on East Concord St.

\* No service on weekends

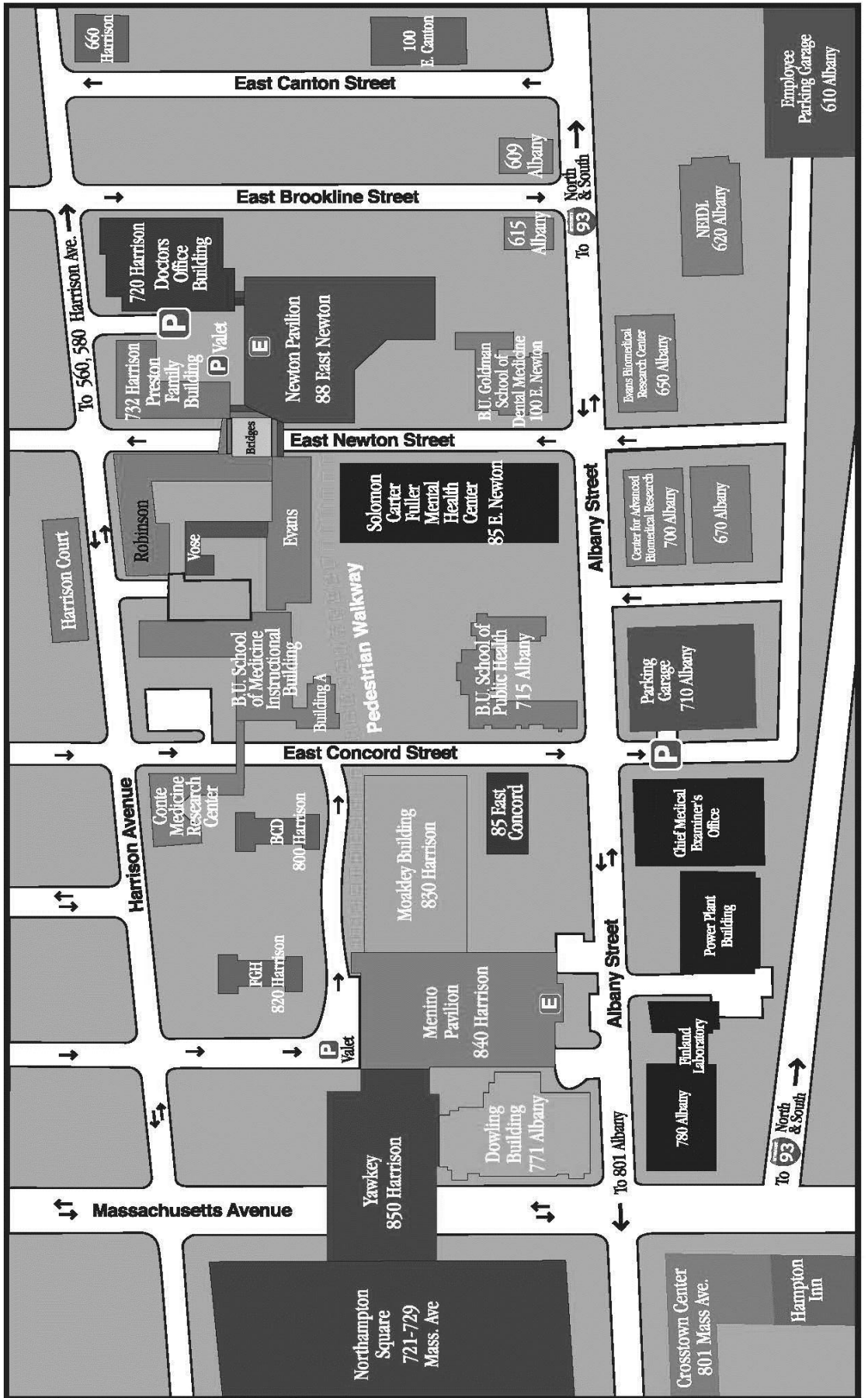




EXCEPTIONAL CARE. WITHOUT EXCEPTION.



Boston University Medical Campus

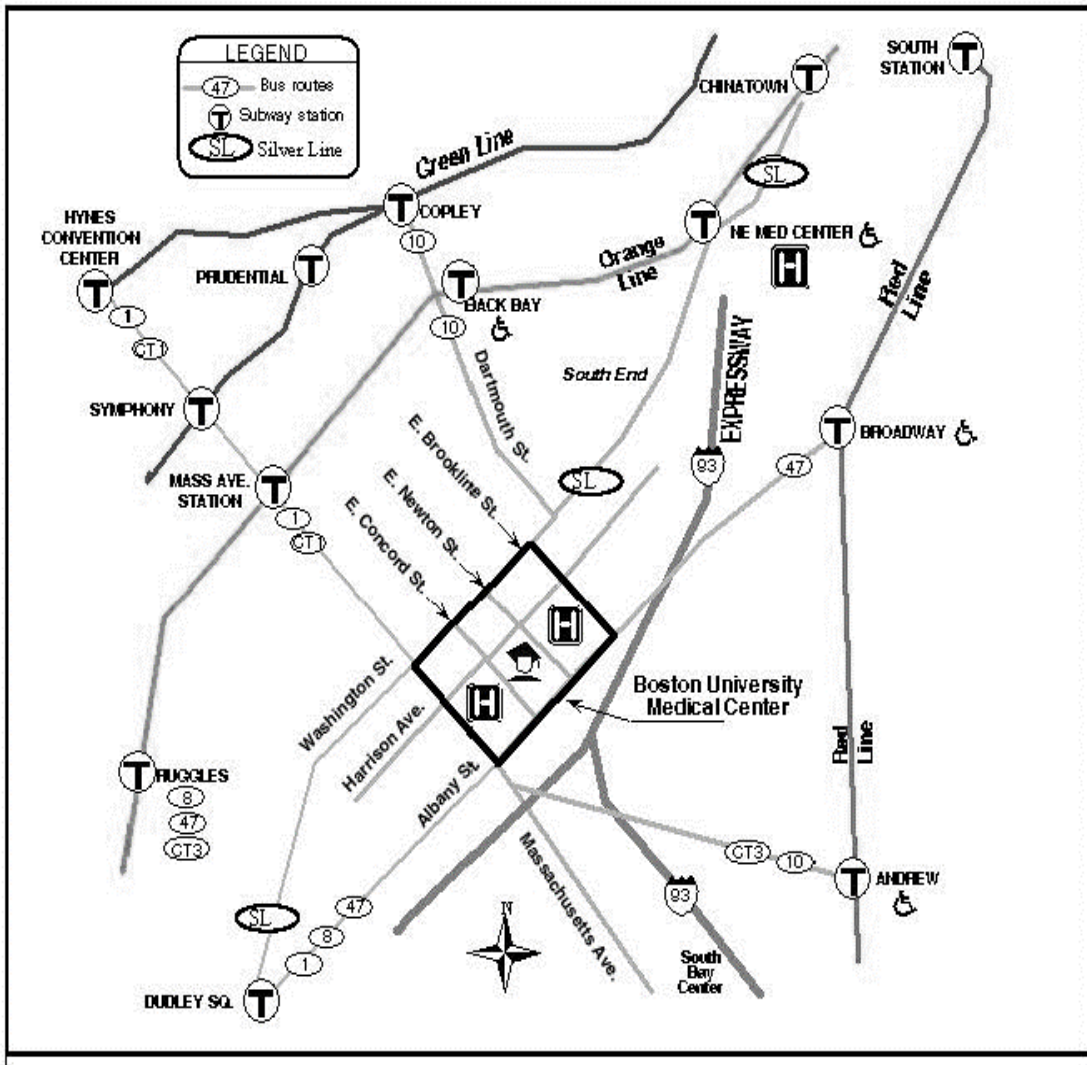


Appendix D

# MBTA Subway Map



## MBTA Map for the T and Buses



# **SECTION VIII:**

## ***INDEX***

## INDEX

### A

5PM Socials	150
ABCD/Boston Family Planning	168
Academic Calendar 2014-2015	43,175-176
Academic Consortium	46-47
Academic Honesty	23
Academic Probation, Suspension or Dismissal	15-19
Academic Progress, Satisfactory	15
Academy Health	133
Adding and Dropping Courses	44
Aids Action Committee	170
Al-Anon/Alateen	172
Alcoholics Anonymous of Eastern Mass	172
Allan R. Meyers Memorial Fellowship	88
Allan R. Meyers Memorial Prize	88
Alleged Discrimination, Grievance and Arbitration Procedures in Cases of	69
Alumni Board at SPH	148
Alumni Medical Library	120
American Cancer Society	166
American College of Epidemiology	131
American College of Healthcare Executives	133
American Public Health Association	128
American Society of Human Genetics	129
American Society of Law, Medicine, and Ethics	132
American Statistical Association	129
Appendices, Listing of	174
Association of Maternal and Child Health Programs	134
Association of Teachers of Maternal and Child Health	134
ATM Machines	91
Audio/Visual Equipment	158
Awards and Honors for Professors	85-86
Awards and Honors for Students	87-89

### B

Banking Resources	91
Barnes and Noble at Boston University Bookstore	92
Behavioral Medicine Clinic	104,106
Bicycles	161
BioBUbusiness Organization	118
Blackboard Learn	113

Bookstore	92
Boston Area Rape Crisis Center	173
Boston Center for Independent Living	166
Boston Center for Refugee Health and Human Rights (BCRHHR)	136
Boston College Legal Assistance Bureau	171
Boston Gay and Lesbian Adolescent Social Services	169
Boston Living Center	170
Boston Public Library	122
Boston University Children's Center	167
BUMC Graduate Student Lounges, Study Rooms, Special Use Rooms	144-147
BUMC Meditation/Multidenominational Prayer Room	147
BUMC Shuttle Services	160
Bureau of Substance Abuse Services, Mass Department of Public Health	172
Bus Service to the Medical Campus	181
 <b>C</b>	
Campus Ministries at Boston University	143
Career Advising	93-94
Career Counseling Appointments	93
Career Development, Center for (Charles River Campus)	95
Career Services – Medical Campus, SPH, Office of	93
Career Workshops and Drop-In Sessions	94
Carpooling	160
Center for Anxiety and Related Disorders	107
Center for Global Health and Development	137
Center for Health Quality, Outcomes & Economic Research, The	136
Center for Independent Living	166
Center for Organization, Leadership and Management Research	134
CEOC Cambridge Family Planning	168
Change of Concentration	12
Chequers Cafe	101
Children and Families, Department of	167
Children and Parenting Issues	167
Children's Center, Boston University	167
Chronic Conditions, Disabilities, and Special Needs	166
Citizens for Citizens	168
City Convenience/Subway	101
Class Meeting Dates	177-178
Code of Student Responsibilities	16
Commencement	157
Community Resources	164-173

Community Service Center	98
Completion of Course Requirements	37
Compliance Requirements	17
Computers	113
Contents, Table of	4
Copy Cards/Printing	122
Course Evaluations	158
Course Readers	138
Course Requirements That Require Student Attendance Outside of Scheduled Class Time	38
Credit Union, Metro	91
Crosstown Building, About	2
 <b>D</b>	
Danielsen Institute, The	107
Dean of Students and Division of Student Affairs	95
Dean's Award for Student Research	86
Delta Omega Honor Society	86
Dentistry	109
Department Locations, SPH	3
Destinations	180
Directions	179
Directory	3
Disabilities and Special Needs, Chronic Conditions	166
Disability Law Center, Inc.	171
Disability Services	96
Disability Services at Boston University, Office of	96
Disciplinary Procedures for Violations of Academic Honesty	23-28
Discrimination, Grievance and Arbitration Procedures in Cases of Alleged	69
Dispute Resolution Process	69
Doctoral Degrees and Doctoral Graduation Calendar	40
Domestic Violence	173
Domestic Violence Shelters & Services	173
Dr. Theodore Colton Prize	88
Dropping and Adding Courses	44
 <b>E</b>	
Educational Media Center	152
Educational Resource Center (ERC)	97-98
E-mail Accounts	114
E-mail On Your Mobile Device	115

E-mail Forwarding	115
Emergency Communication and Cancellation of Classes	72
Enrollment Options	44
Enrollment Verification	45
Epidemiology, Slone Research Seminars	118
Equal Opportunity/Affirmative Action	65
Escorts	142
Exam Schedule Policy	37
<b>F</b>	
Fall 2014 Class Meeting Dates	177
Family Educational Rights and Privacy Act-FERPA	61
Family Planning Services	68
Family Resources at BU, Office of	167
FedEx/Kinko's Office and Print Services	113
Fitness	99-100
Food	101-102
<b>G</b>	
Garage	126
Gay and Lesbian Advocates and Defenders (GLAAD)	169
Gay, Lesbian, Bisexual, Transgender Helpline	169
Gay/Lesbian/Bisexual/Transgender Resources	169
Gender Talk	169
George Sherman Student Union	97
Gifts	38
Global Health and Development, Center for	131
Global Lawyers and Physicians Working Together for Human Rights	138
Grade Changes	55
Grade Requirements, Minimum	16-17
Grading Policies	14-22
Graduate Student Lounges	144
Graduation	49
Greater Boston Legal Service	171
Grievance and Arbitration Procedures in Cases of Alleged Discrimination	69
Grievance Procedures	69
<b>H</b>	
Harvard Countway Library	122
Health and Disability Working Group	139
Health Quality, Outcomes, and Economic Research, Center for	136



Health Quarters	168
Health Records and Immunizations	71
Healthcare Financial Management Association	133
Healthcare Resources	103-105
Herb Kayne Prize	87
High Holidays, Jewish	143
HIV/AIDS Resources	170
Housing	110-111
Housing Resources, Office of	110
Howard Thurman Center	98
Hubway	162
Huntington Theatre Company and Boston University Theatre	152

## **I**

Identification Cards (Student IDs)	111
Incomplete Grades	18
Information Technology (IT), Office of	116-117
Information Technology Policies	62-64
International Biometric Society	129
International Society for Environmental Epidemiology	130
International Society of Exposure Science	130
International Students and Scholars Office (ISSO)	154
Internet/Technology/Reproduction	113-115

## **J**

Jewish High Holidays	143
Jewish Life At Boston University	143
Job Listings	143
John Snow, Inc. Award, The	155
Join Together	89
	138

## **K**

Katherine M. Skinner Memorial Prize	88
Kinko's/FedEx	113

## **L**

Lactation Rooms, BUMC, Locations and Guidelines for Use	146-147
Latin American Health Institute	166
Learning Resource Center (LRC)	115
Leaves of Absence or Withdrawals	36
Lecture Series	118-119

Legal Services	171
Libraries	120-124
Library Copy/Print Cards	122
Living with Cancer	166
Lost and Found	144
<b>M</b>	
Map of the MBTA Bus Service	186
Map of the MBTA Subway	185
Map of the Medical Campus	184
Massachusetts Bar Association	171
Massachusetts Commission for the Deaf and Hard of Hearing	166
Massachusetts Department of Developmental Services	166
Massachusetts Department of Mental Health	165
Massachusetts Department of Public Health	166-67; 172
Massachusetts Public Health Association	128
Master of Arts in Biostatistics and PhD in Biostatistics	41
Master of Public Health Degree	11-12
Master of Science Degrees	40
Maternal and Child Health Fellowships	82-83
Maternal and Child Health Leadership Education Program	79-81
MBTA Semester Pass Program	160
MBTA Service to the Medical Campus	160-161
Medical Campus Study Room Guidelines	73
Medical Insurance	71
Meditation/Multidenominational Prayer Room, BUMC	147
Mental Health Services (Behavioral Medicine)	106-108
Mental Health/Counseling	165
Metcalf Award	58
Metro Credit Union	91
Mission Statement, SPH	2
MPH Dual Degree Programs and Requirements	39
MPH Requirement for Academic year 2014-2015	11
MS Graduation Calendar	41
Mugar Memorial Library	123
Museum of Fine Arts, Boston	153
<b>N</b>	
Narcotics Anonymous Helpline	172
National Alliance on Mental Illness	165
National Environmental Health Association	130

National Public Health Week	151
National Suicide Hotline	165
Non-Discrimination Policies	65-68
<b>O</b>	
Office Locations, SPH	3
Online Courses, Transfer Credit for	34
Organization, Leadership, and Management Research, Center for	
Orientation Programs at BUSPH	139
Other food options on/near the Medical Campus	102
Other Resources	152-156
Outreach Van Project	149
<b>P</b>	
Parents Helping Parents	167
Parking	125-126
Parking Permits	125
Parking Services, Office of	125
Peace Corps MPH Program	84
Peer Listening Line, Fenway Community Health Center	169
Permits for People with Disabilities	126
Practicum	140
Prayer/Meditation Room, BUMC, Locations and Guidelines for Use	147
Primary Care	105
Printing/Copy Cards	122
Professional Organizations	126-135
Professional Organizations by Department Concentration	127-135
Programs, Centers and Institutes	136-141
Public Health Forum	118
Public Health Practice Office	140
Public Safety	142
Public Safety, Security, Escorts, and Lost and Found	142
<b>R</b>	
Registering for Courses at Universities Within the Academic Consortium	46-47
Registration	43-45
Rental Property Management, Office of	110
Residence Life, Office of	111
Resume/Cover Letter Critiques	93
Retaking an MPH Core Course	18

Rex Fendall Award	89
Rosetta Stone	163
<b>S</b>	
Satisfactory Academic Progress	15
School of Law Brown Bag Lunch Talks	118
School of Public Health, About	2
Scotch Award	85
Security Escorts/ Public Safety Service	142
Semester Teaching Awards	86
Sexual Assault	108; 173
Sexual Harassment Policy & Definition	66
Sexually Transmitted Diseases	172
Sexually Transmitted Diseases, Mass Department of Public Health	172
Slone Epidemiology Center	141
Social Media, BUSPH	159
Social Work Therapy Referral Service	165
Society for Clinical Trials	129
Society for Epidemiologic Research	131
Society for Public Health Education	135
South End Fitness Center at Boston Medical Center	99-100
SPH Grading Policies	14-22
SPH Registrar FAQ'S	50-53
SPH Student Website	159
SPH Student Lounge	144
Special Use Rooms, Locations & Guidelines	144-147
Spirituality	143; 147
Spring 2015 Class Meeting Dates	178
Standards of Academic Honesty and Disciplinary Procedures	23-28
Street Parking	125
Student Accounting Services	156
Student Associations	148-149
Student Dental Plan	109
Student Employment Office	155
Student Financial Services (SFS)	156
Student Government	159
Student Health Services Clinic at BU, Charles River Campus	103-104
Student Link	117
Student Lounge, Guidelines for Use of SPH	144
Student Lounges	144-147
Student Meetings with the Dean	151
Student Organizations	150

Student Parking Permits	125
Student Senate	150
Student Services, Office of	157
Students Who Complete SPH Credits as a BU Undergrad	35
Study Rooms, Locations & Guidelines	144-147
Substance Abuse	172
Subway Service to the Medical Campus	160-161
Suicide Prevention Services	165
Suspension or Dismissal (as indicated in the Grading Policies)	15-16

## **T**

Table of Contents	4-9
Talbot Building, About	2
Taxi Reimbursement Program	162-163
TransComm: Transportation Solutions for Commuters	160
Transcripts (Unofficial and Official)	48
Transfer Credit and Course Waiver Policy	29-35
Transportation	160-162
Transportation Information	160
Transportation Information Kiosks	160
Transportation Information Website	160
Tuition Reimbursement	48
Tuition Remission	48
Tutoring	163

## **U**

University Registrar FAQ'S	54-58
----------------------------	-------

## **V**

Victory Programs Inc.	170
Violence Recovery Program	169
Vision Statement, SPH	2

## **W**

Website, School of Public Health	159
Wireless Connection	115
Workplace Violence Prevention Policy	74-77
Writing Assistance	163

## **Z**

Zipcar	162
--------	-----