

# **Undergraduate Programs Schedule Book Summer 2018**



**Summer registration begins April 2 at 9 am**

## **Summer & Fall 2018 Academic Calendar at a Glance**

<b>Summer 2018</b>	
Monday, May 14 – Friday, May 18	“A” Week May Intensive
<b>Monday, May 21</b>	<b>Undergraduate Summer First Half Classes Begin</b> University Begins Summer Hours: Monday - Thursday 8:00 am – 5:30 pm; Closed Fridays
Monday, May 28	Memorial Day: University Closed. No Classes Meet Make-Up on Friday, June 1
Friday, June 1	All Monday Classes Meet
Thursday, June 29	Undergraduate Summer First Half Classes End
<b>Monday, July 2</b>	<b>Undergraduate Summer Second Half Classes Begin</b>
Wednesday, July 4	Independence Day: University Closed. No Classes Meet Make-Up on Friday, July 6
Friday, July 6	All Wednesday Classes Meet
Thursday, August 9	Undergraduate Summer Second Half Classes End

<b>Fall 2018</b>	
Wednesday, August 22	Convocation and Undergraduate New Student Orientation Begins
Sunday, August 26	Undergraduate Dorms Open for Returning Students
<b>Monday, August 27</b>	<b>Classes Begin: All Schools</b>
Monday, September 3	Labor Day: College Closed/No Classes Meet
Monday, September 10	Last day to submit the pass/fail form
Sat. October 6 – Tues. October 9	Fall Mini-Break for All Schools: No Classes Meet
Monday, October 8	Columbus Day: University Closed & Administrative Offices Closed
Wednesday, November 21 through Sunday, November 25	Thanksgiving Break: College Closed: No Classes Meet
Friday, December 7	Pre-Session for Wintersession
Wed, Dec 12, Thurs, Dec 13, Sat, Dec 15, Mon, Dec 17, Tues, Dec 18	Evening Undergraduate Exams/Last Class
Tuesday, December 11	Reading Day (Undergraduate classes only)
Wed, Dec 12 – Fri, Dec 14	Day Undergraduate Exams
Sat, Dec 15	Undergraduate Common Exams
Mon, Dec 17 – Wed, Dec 19	Day Undergraduate Exams
Sunday, Dec 16 & Thurs, Dec 20	Snow Make-Up for All Schools
Saturday, December 22 through Tuesday, January 1	Winter Break: University Closed

For a more detailed calendar go to <https://www.bentley.edu/calendar>

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**For More Information**  
**Visit our web site: [www.bentley.edu/registrar](http://www.bentley.edu/registrar)**  
**Under My Bentley Quick Links, click Registration Information**

## Useful Web Sites

**Registrar's Office** - [www.bentley.edu/registrar](http://www.bentley.edu/registrar)

**Academic Policies** - [www.bentley.edu/academic-services/policies-procedures.cfm](http://www.bentley.edu/academic-services/policies-procedures.cfm)

**Address Change Form** - [www.bentley.edu/registrar/forms.cfm](http://www.bentley.edu/registrar/forms.cfm)

Click on "Address Update"

**Blackboard Information** – <https://blackboard.bentley.edu/>

**Bookstore Information** –

<http://bentley.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=21552&catalogId=10001&langId=-1>

**Dates & Deadlines** - [www.bentley.edu/registrar/dates\\_and\\_deadlines.cfm](http://www.bentley.edu/registrar/dates_and_deadlines.cfm)

**Tuition, Fees and Payment Information** - [www.bentley.edu/sfs](http://www.bentley.edu/sfs)

**Registration Instructions** - [www.bentley.edu/registrar/documents/my.bentley\\_directions.pdf](http://www.bentley.edu/registrar/documents/my.bentley_directions.pdf)

**Registration Resources** - [www.bentley.edu/registrar/d\\_reg\\_times.cfm](http://www.bentley.edu/registrar/d_reg_times.cfm)

Scroll down to **summer 2018** and **Registration Resources** and click on the links for:

- Topics & Experimental course descriptions
- Elective Guidelines
- LSM course listings
- Focus requirement course listings

**Course Descriptions** - <https://www.bentley.edu/offices/registrar/undergraduate-courses>

Click on the department link to locate the course number

**Prerequisite Requirements** – [on my.bentley.edu](http://my.bentley.edu) main page

Click on the tab at the top that says course listing. Select summer 2018, Undergraduate day/evening.

Click on the appropriate department to view the courses and its prerequisite(s)

## **Student Responsibilities & Rights**

### **Academic Responsibilities**

**Students are responsible for understanding all institutional policies, procedures, and requirements.** These include, but are not limited to, degree and major course requirements, course prerequisite requirements, minimum residency and honors requirements, and Bentley University's grading and course repeat policies. Students who fail to comply with these policies, procedures and requirements do so at their own risk. The DegreeWorks Audit Summary is provided to you to be used as a guideline for your major requirements. Each student shares the responsibility for the accuracy of his or her audit.

**Students are responsible for managing their schedules.** You are expected to know the appropriate deadlines and the impact on your semester schedule, your degree requirements, and your student financial account if you fail to meet the appropriate deadlines. When adding or dropping any course in Banner Web, you must **submit your changes** before exiting the form. Make sure to go back into your schedule and scroll to the bottom to view any errors and make sure all the courses are listed. Any mistakes made in Banner Web are your responsibility. Be sure to check any registration changes by viewing your revised schedule.

### **Code for Ethical Computer Use**

All members of the Bentley community make use of computers in the pursuit of their primary endeavors at Bentley University.

Such use must be performed in a legal context that ensures that the use of these resources fosters the achievement of the individual user's goals, consistent with Bentley University's educational and research objectives.

This context requires that computing resources not be abused, wasted, or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company, within or outside the Bentley community. All members of the community are obliged to act responsibly in the use of computer hardware and software, data, and computer outputs.

The use of computing resources must be in compliance with state and federal laws and Bentley University policies (e.g., sexual harassment, discrimination, etc.).

All members of the Bentley community are responsible for understanding the full policy and its implications. For detailed information, please refer to the postings in any computer lab or in the Student Handbook available on the web at [www.bentley.edu/computing-use/index.cfm](http://www.bentley.edu/computing-use/index.cfm).

### **Course Cancellations, Schedule Revisions, Instructor Changes**

Bentley University reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. Bentley University makes every effort to inform students already registered of such changes. The faculty names listed in the registration information are tentative and subject to change. Bentley University does not guarantee choice of individual instructors.

### **Bentley University Policy regarding Family Educational Rights and Privacy Act (FERPA)**

This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.6, for the University's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, also known as FERPA. This policy is also guided by the laws in the Commonwealth of Massachusetts concerning privacy. The University has established strong policy guidelines that support its adherence to the FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below.

#### **Notice:**

Students and Parents receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year currently located at: [www.bentley.edu/shandbook/index.cfm](http://www.bentley.edu/shandbook/index.cfm)

#### **Access/Amendment To Educational Records:**

Students and eligible parents have the right to access to the student's educational records upon written request to the Office of Student Affairs. An exception to this policy is made for requests from students or others for transcripts and degree information which may be made directly to the Office of the Registrar. Requests for disclosure of educational records may be made by electronic signature when available. Each Department/Division of the University will determine if it will assess fees for copies of an educational record or transmission of an educational record to another party. All requests for changes to a student's educational record must be made in writing to the Dean of Student Affairs.

#### **Location of Educational Records:**

Educational records may be kept by the Registrar, each Committee, Board and Department of the University, and by faculty and staff of the University in paper or electronic form.

## Student Responsibilities & Rights (continued)

### **Directory Information:**

Unless otherwise requested by the student, Bentley University (Information Desk, Registrar's Office, deans' offices, etc.) may release to the public student data considered "directory information." If a student desires that directory information not be released, it is his or her responsibility to notify the Registrar's Office in writing. Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information.

Bentley University will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. Bentley University may use all student data for its official operations of any student organizations or other university-sponsored functions. Directory information, as defined by the Family Educational Rights and Privacy Act of 1974, includes the following information relating to a student: name, address, e-mail address, telephone number, date and place of birth, class, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received, and the most recent previous educational agency or institution attended.

### **Disclosure Without Consent**

#### **Statutory Exceptions:**

The Statute provides that under a number of circumstances, the University will disclose educational record information to other person/entities without seeking prior consent or notice to a student or eligible parent. Such examples include but are not limited to: grand jury subpoenas, accrediting organizations, requests in connection with a student's application for financial aid, requests from state or local police/court authorities, and disclosure to other Bentley University personnel who "have legitimate educational interests" in the information and records.

*University personnel* includes the officers and directors of the University, all members of the University administration, faculty, staff, persons serving on judicial, promotion and academic boards and committees, and any professional providing assistance to the University (such as lawyers, accountants, law enforcement personnel, medical personnel).

The University has determined that there are certain persons who have the right to review a student's educational records and personally identifiable information in every case: Officers of the University, Provost and the Deans. Other Bentley University personnel will have access to educational records and personally identifiable information in circumstances where the Vice President of Student Affairs, or their designee, concludes based upon the information available to them at the time of the decision, that the disclosure of the records and/or information will assist the University in making decisions concerning a student's academic status or standing at the University or the health, safety or well-being of a student or other members of the University community.

The vice president for Student Affairs or their designee reserves the right to contact parents of a dependent student when it has been determined that the student's success is at risk. Students have the right to file a complaint with the Family Educational Rights and Privacy Office concerning any alleged failure on the part of Bentley University to comply with the Family Educational Rights and Privacy Act of 1974.

### **Drug and Alcohol Violations:**

The University may inform parents or legal guardians of a student under the age of 21 of the student's violation of federal state and local laws and University rules and regulations concerning drug and alcohol use and possession.

### **Health and Safety Emergencies:**

The University may disclose educational records and personally identifiable information to members of the Bentley community, professionals assisting the University and law enforcement personnel when it determines, based upon the information available at the time, that there is a health and safety emergency and that the disclosure will aid the University in protecting the health and safety of the University community or a student.

### **Results of Disciplinary Proceedings:**

The University informs victims of any crime of violence or non-forcible sex offense of the final results of a disciplinary proceeding and the action taken against the perpetrator student when the proceeding finds a violation.

## **Student Financial Services Billing and Collection Policy**

Student Financial Services is responsible for billing and collecting fees for tuition, housing, meal plans, health insurance, computers, parking violations and any other applicable charges. Our goal is to work with students and parents to resolve outstanding balances. We understand that students and their families may experience financial difficulties and it is important for those types of issues to be communicated to our office at an early stage. Bentley University offers payment plans to assist with the budgeting of the cost of education. However, those plans are only available to students prior to the due date of their bill.

We URGE students and/or parents to contact our office prior to the due date of the bill to discuss any financial concerns that they may have. The earlier the issue is discussed the more tools we have to assist students in resolving the situation.

Bentley University recognizes that employers may pay some costs on behalf of students/employees. These agreements are made between the student and their employer and are not contractual agreements with the University. We do not bill companies/employers for student tuition. Students are expected to pay the balance due at the time of registration or by the due date for the semester.

Bentley University does not accept foreign checks under \$250.

It is the student's responsibility to update Bentley University of address changes.

Each semester, all students are required to agree to the "Terms and Conditions of Payment Obligation" form prior to registering for classes through MyBentley. Click [here](#) to view these terms and conditions.

If the balance is not resolved by the due date, a financial hold will be placed on the account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in the housing lottery, senior week activities, the graduation ceremony and from obtaining diplomas and/or transcripts. If applicable, the student may also be required to move out of housing.

Also, accounts with unresolved balances are subject to late payment fees of \$100.00 each.

If a balance remains unpaid the account will be assigned to the Bentley University Collection Department. If an acceptable payment arrangement cannot be reached, the account will be assigned to a collection agency. There are several consequences that accompany that action:

1. The account will be reported in a default/collection agency status to the credit bureau. This may prevent the student from obtaining credit in the future.
2. The student will be assessed collection fees between 25% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley University.
3. Any future classes that the student plans on taking at Bentley University must be prepaid (in full) via certified funds.

## Summer 2018 Elective Guide

### ARTS & SCIENCE COURSES/ELECTIVES

Arts & Science courses are any courses that are not business courses. The following course codes and courses are considered Arts & Science:

<b>AN</b>	<b>HI</b>	<b>LIT</b>	<b>PS</b>
<b>ART</b>	<b>MLCH</b>	<b>MC</b>	<b>SO</b>
<b>CIN</b>	<b>MLFR</b>	<b>NASC</b>	
<b>COM</b>	<b>MLIT</b>	<b>NASE</b>	
<b>EMS</b>	<b>MLJA</b>	<b>PH</b>	
<b>GLS</b>	<b>MLSP</b>		

**CS** 150, 180, 213, 230, 240, 280, 380, 480

**EC** 245, 251, 321, 331, 341, 343, 351, **EC** 370

**HNR 445**

Any **ID** except: 306

**LA** (100-level only) and **LA** 402 Fall 18

**MA** (above 100-level)

### HUMANITIES/SOCIAL SCIENCE

The following course codes and courses can fulfill the Humanities/Social Science elective requirement:

<b>AN</b>	<b>GLS</b>	<b>MLFR</b>	<b>PS</b>	<b>EMS</b>
<b>ART</b>	<b>HI</b>	<b>MLIT</b>	<b>SO</b>	
<b>CIN</b>	<b>LIT</b>	<b>MLJA</b>	<b>PH</b>	
<b>COM</b>	<b>MLCH</b>	<b>MLSP</b>	<b>MC</b>	

**EC** 245, 251, 321, 331, 341, 343, 351

Any **ID** except: 306.

**LA** (100-level only)

**PH** (except 101)

### MATH/NATURAL SCIENCE

The MA/NS elective requirement courses are:

**MA** courses 200 or higher (except **MA** 249) that do not duplicate material presented in any previously taken **MA** course,  
**NASE**

### BEHAVIORAL SCIENCE

The Behavioral Science elective requirement is fulfilled by any **PS** or **SO** course.

### BUSINESS COURSES/ELECTIVES

The following course codes and courses are considered business courses and fulfill business electives:

<b>AC</b>	<b>IDCC</b>	<b>FI</b>	<b>MK</b>
<b>AF</b>	<b>IPM</b>	<b>MG</b>	<b>OM PRS</b>

**CS** 350, 360, 401, 402, 421, 440, & 460.

**EC** 224, 225, 232, 270, 271, 272, 273, 275, 311, 315, 333, 346, 361, 381, 391, 402, & 454

**HNR 440**

**ID** 306

**LA** (200 or higher) except for **LA** 402 Fall 18

### MANAGEMENT AND MARKETING RELATED ELECTIVES

All **AC**, **AF**, **FI**, **IDCC**, **IPM**, **MG**, **MK** or **PRS** courses not otherwise required; any **LA** course numbered 200 or higher (except for **LA** 402), **ID** 350, and the above **EC** and **CS** business courses. **SO** 263 may also be used as a **MG** related elective. **PRS** classes may fulfill **MG** or **MK** electives in the major.

### DIVERSITY, INTERNATIONAL, & COMMUNICATION INTENSIVE FOCUS COURSE REQUIREMENTS

Before graduating, all Bentley students matriculating on or after Fall semester 1999 must satisfy the *Special Focus Course Requirements* by selecting courses from a list of approved courses that have diversity, international studies, and communications-intensive material as their focus. In order to graduate students are required to take and pass:

- one 3-credit diversity-focused course,
- one 3-credit international-focused course, &
- two 3-credit communication-intensive courses, one in the major and one outside the major course of study.

Courses that satisfy the communication-intensive, diversity and international focus requirement are printed in the *Course Schedule* section of this booklet and are designated with *C*, *D*, and/or *I* in the focus section for each course and are available online at [my.bentley.edu](http://my.bentley.edu). Select the course listing tab at the top.

Transfer students entering Bentley with 30 or more transfer credits are waived from these course focus requirements.

# Bentley University

## Schedule of Classes

### Summer 2018



For the most up-to-date course availability go to [my.bentley.edu](http://my.bentley.edu). Select the tab at the top that says course listing. Select the term, then undergraduate, then day/evening and choose the departments of interest.

#### Summer 2018 Semester Part of Term Codes

<u>PTRM Code</u>	<u>Description</u>	<u>Dates</u>
Part of Term 1SA	May 1 week intensive	May 14 – May 18, 2018
Part of Term 1SU	First 6 weeks	May 21 – June 28, 2018
Part of Term 2SU	Second 7 weeks	July 2 – August 9, 2018 Make-up for July 4 <sup>th</sup> on July 6 <sup>th</sup>

Bentley University reserves the right to make changes in course time, instructors and enrollment limits.

#### Summer course options:

- There are two 6 weeks sessions in summer. Classes meet twice a week.
- There are 7 all on-line asynchronous courses some in the first 6 weeks some in the second 6 weeks. There are no meeting times for these classes. These classes have a section number of AL1 (asynchronous on-line, section 1)
- There are two on-line synchronous classes both have set meeting times when students must be on-line as a class These classes have section numbers like R11 (Remote on-line, session 1, section 1). Both classes are in the first 6 weeks.
- There is a one week intensive in May from 14 – 18. There is a mandatory pre-session on April 20 from 6-8 pm. If you sign-up for a May intensive be sure that you are available to attend the pre-session. Failure to do so could result in your being dropped from the course.

Summer courses cost \$2,950.00 each