

Undergraduate Programs Schedule Book Summer 2019



**Summer registration begins
Monday, April 1, at 9 am**

Summer & Fall 2019 Academic Calendar at a Glance

Summer 2019	
Monday, May 13 – Friday, May 17	"A" Week May Intensive
Monday, May 20	Undergraduate Summer First Half Classes Begin University Begins Summer Hours: Monday - Thursday 8:00 am - 5:30 pm; Closed Fridays
Monday, May 27	Memorial Day: University Closed. No Classes Meet Note: Make-Up on Friday, May 31
Friday, May 31	Make-up for Monday classes
Thursday, June 27	Undergraduate Summer First Half Classes End
Monday, July 1	Undergraduate Summer Second Half Classes Begin
Thursday, July 4	Independence Day: University Closed. No Classes Meet Note: Make-Up on Friday, July 12
Friday, July 12	Make-up for Thursday classes
Thursday, August 8	Undergraduate Summer Second Half Classes End

Fall 2019	
Wednesday, August 21	Convocation and Undergraduate New Student Orientation Begins
Sunday, August 25	Undergraduate Dorms Open for Returning Students
Monday, August 26	Classes Begin: All Schools
Monday, September 2	Labor Day: University Closed/No Classes Meet
Monday, September 9	Last day to submit the pass/fail form
Sat., Oct., 12 through Tues., Oct., 15	Fall Mini-Break for All Schools: No Classes Meet
Monday, October 14	Columbus Day: University Closed and Administrative Offices Closed
Wed., Nov., 27 through Sun., Dec., 1	Thanksgiving Break: University Closed: No Classes Meet
Friday, December 6	Pre-Session for Wintersession
Wed., Dec 11, Thurs., Dec 12, Sat., Dec 14, Mon., Dec 16., Tues., Dec 17	Evening Undergraduate Exams/Last Class
Tuesday, December 10	Reading Day (Undergraduate classes only)
Wed., Dec 11 through Fri., Dec 13	Day Undergraduate Exams
Sat., Dec 14	Undergraduate Common Exams
Mon., Dec 16 through Wed., Dec 18	Day Undergraduate Exams
Sunday, Dec., 15 & Thurs., Dec., 19	Snow Make-Up for All Schools
Fri., Dec., 20 through Wed., Jan., 1	Winter Break: University Closed

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

Table of Contents

Academic Calendar

Student Responsibilities & Rights

- Academic Responsibilities
- Code for Ethical Computer Use
- Course Cancellation & Change Policies
- FERPA Policy
- Nondiscrimination
- Student Financial Services Billing & Collection Policies

Elective Guide

Semester Part-of-Term Codes & Service Learning

For More Information

Visit our web site: www.bentley.edu/registrar

Useful Web Sites

Registrar's Office - www.bentley.edu/registrar

Academic Policies - <https://www.bentley.edu/offices/registrar/academic-policies>

Address Change Form - <https://www.bentley.edu/offices/registrar/forms>

Click on "Address Update"

Blackboard Information - <https://blackboard.bentley.edu/>

Bookstore Information -

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

Dates & Deadlines - <https://www.bentley.edu/offices/registrar/dates-and-deadlines>

Tuition, Fees and Payment Information - www.bentley.edu/sfs

Registration Instructions - <https://www.bentley.edu/files/registrar/ug-mybentley-directions.pdf>

Registration Resources - <https://www.bentley.edu/offices/registrar/undergraduate-registration-information>

Scroll down to **summer 2019** and **Registration Resources** and click on the links for:

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

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

Click on the department link to locate the course number, once you do this you will see prerequisite(s) and description.

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 their 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: <https://www.bentley.edu/campus-life/student-life/division-student-affairs/the-student-handbook>.

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

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 are 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.

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 requests that directory information not be released, it is their 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 Responsibilities & Rights (continued)

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 these 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, these 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.

Bentley University does not accept foreign currency traveler's checks.

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 student account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in senior week activities, participating in the graduation ceremony, and 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.

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.

The Student Financial Services credit balance refund policy can be viewed here: [Refund Policy](#)

Please note, students that default on their Bentley University Perkins loan are subject to the following consequences:

1. The loan 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. The student will not be eligible to obtain any title IV aid at any institution.
4. The student is not eligible to receive a transcript from Bentley University and/or return to the University until the debt is resolved in full.
5. Also, the loan could be assigned to the US Department of Education and subject to additional collection consequences such as: additional collection fees, wage garnishment, withholding of federal income tax refunds and litigation by the US Department of Justice

Summer 2019 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:

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

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, Fall 19

MA (above 100-level)

HUMANITIES/SOCIAL SCIENCE

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

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

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:

AC	IDCC	FI	MK	
AF	IPM	MG	OM	PRS

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, Fall 19

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, and
- 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. 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 2019

MyBentley

For the most up-to-date course availability go to 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 2019 Semester Part of Term Codes

<u>PTRM Code</u>	<u>Description</u>	<u>Dates</u>
Part of Term 1SA	May 1 week intensive	May 13 – May 17, 2019
Part of Term 1SU	First 6 weeks	May 20 – June 27, 2019 Memorial Day Make-up Friday on May 31
Part of Term 2SU	Second 7 weeks	July 1 – August 8, 2019 July 4 th Make-up on Friday July 12

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 12 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 three on-line synchronous classes both have set meeting times when students must be on-line as a class These classes have section numbers like L11 (on-line, session 1, section 1). Two are in the first 6 weeks, one is in the second 6 weeks.
- There is a one week intensive, May 13 – 17. There is a mandatory pre-session on April 26 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 \$4818.00 each