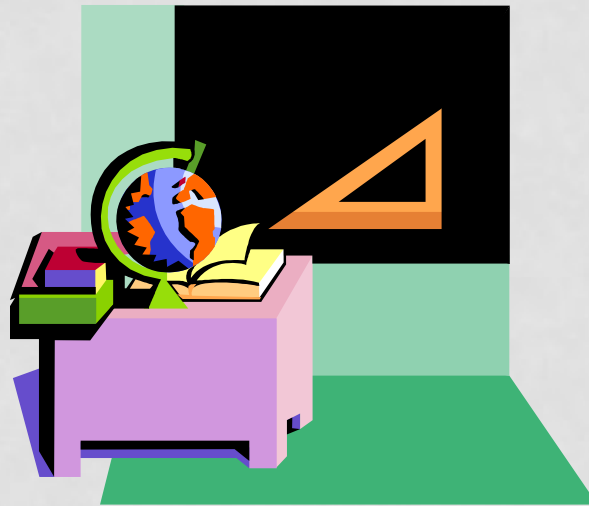


# Navigating the U.S. Classroom

Key Points for International Graduate Students



# COURSE SYLLABI

- Syllabi are key components to success in any course
  - Strictly adhere to the policies within the syllabus
  - You are responsible for meeting the expectations laid out
- Obtain required texts prior to the start of the course and keep up on reading assignments
  - Pay close attention to assignment/project due dates
- Office hours
  - Professors strongly encourage students to stop by or make appointments to answer quick questions, assist in exam preparation, or go over class material
  - These hours are for additional help only, not as a substitute for class

# GRADE POINT AVERAGE (GPA)

- An overall GPA of 2.7 is required for good standing
- Overall GPA is on each semester's grade report and on your transcript
  - $Overall\ GPA = \frac{Every\ Course\ Grade \times Semester\ Hours\ of\ Credit}{Total\ hours\ of\ Coursework}$
- Degree GPA- calculated similarly but only includes courses applicable to a specific degree
  - Not on semester grade reports or your transcript

# BENTLEY GRADING SCALE

Grade	Grade Point Equivalent	Alphabetical Grade Equivalent	Numerical Grade Equivalent
4.0	4.0	A	95-100
3.7	3.7	A-	90-94
3.3	3.3	B+	87-89
3.0	3.0	B	83-86
2.7	2.7	B-	80-82
2.3	2.3	C+	77-79
F	0.0	F	Below 77
P	None	Pass	2.7 or Better
IG	None	Incomplete	None
W	None	Withdrawal	None
NS	None	Grade Not Submitted	None

# INCOMPLETE GRADES (IG) & FAILING GRADES (F)

- Incomplete Grades (IG) - temporary grades when course requirements haven't been completed
  - Not computed into your overall GPA
  - Must make arrangements and clear it within 60 days of the start of the next term or receive an F
  - Two or more IG grades that turn to F are subject for dismissal
  - An F can be changed up to one year later with faculty approval
- You can only repeat a course with an F grade once
  - You may only repeat a total of 2 courses
  - Only your second grade will affect GPA, but the F will remain on your transcript

# WITHDRAWING FROM COURSES

- Students may withdraw from a course during the first two-thirds of the semester
  - Withdrawal deadlines and refund schedules are strictly enforced and are available on the Registrar's web site
  - You must drop the course via MyBentley – not attending or simply telling your instructor you plan to drop does not constitute official withdrawal from the course
- International students **CANNOT** drop below 9 credits in the fall or spring semesters except under certain special circumstances
  - Talk to your academic adviser **BEFORE** dropping a course if it will leave you registered for less than 9 credits (or 3 classes)
- Withdrawing from a course could:
  - Cause you to be in violation of immigration regulations
  - Delay completion of an important pre-requisite required for timely degree completion
  - Cause you to lose money if you do not drop the course before the last day of the add/drop period

# CLASSROOM EXPECTATIONS

- Speak English **ONLY** in the classroom and in group meetings
- “Working individually” means absolutely **NO** collaboration with peers or anyone else
  - Online exams are to be taken with NO assistance
  - Professors can often tell when students did not work individually
  - Working with someone else or using outside resources when specifically told not to could result in serious negative consequences such as expulsion or even deportation
  - Always best to ask your instructor for clarification if you are not sure whether you can work with someone else or use outside resources
- Attendance
  - Attend every class prepared with completed assignments and appropriate materials
  - Tests cover class discussion as well as textbook material
  - Instructors often take attendance in class and count it toward your grade

# CLASSROOM EXPECTATIONS

- Participation
  - No such thing as a stupid question
  - Questions are a means of participation
  - Often makes up a large portion of your grade
  - It is not enough to just go to class
- Class Presentations
  - Dress in business casual or business professional attire (ask instructor if unsure)
  - Prepare for presentations in advance
  - Do not read directly from slides
  - Split speaking parts equally with group members if applicable



# CLASSROOM EXPECTATIONS: GROUP WORK

- Always be punctual for each group meeting
- Important to share opinions, even if you disagree
  - Good practice for the workplace
- Complete assignments on time
  - Important to distribute responsibilities equally among group members
  - Groups are often asked to evaluate their team members which will be factored into each member's grade
- If choosing groups, go outside your comfort zone
  - Learn about new cultures and perspectives
  - Don't just choose your friends

# ACADEMIC INTEGRITY

- Professors often have specifications on proper citation on Blackboard
  - A citation is a quote, reference, or notation in your paper that gives credit to the original author
- If you take a specific idea from a book, article, webpage, etc. you must give the author credit through MLA or APA format
- Not citing your sources can be construed as plagiarism, which may lead to expulsion from Bentley

# ACADEMIC INTEGRITY

- ESOL has tutorials on what plagiarism is and how to properly cite your papers
- You can make an appointment with Mary Wright for assistance
  - Office: AAC 095
  - Email: [mwright@bentley.edu](mailto:mwright@bentley.edu)
  - Refer to link below to learn more information  
<http://academics.bentley.edu/departments/english/tutorials-and-seminars>