

Tufts@BNU Course Policies

The following information relates to your course registrations during the spring 2021 semester with Tufts@BNU. As of January 2021, increasing travel restrictions within China could ultimately affect the normal operation of the Tufts@BNU program in spring 2021. In light of that, **we are requiring that all Tufts@BNU students register for a full load of courses offered by Tufts to guard against potential enrollment issues at BNU due to COVID-related travel restrictions.** If you do not yet have a full load* of Tufts-taught courses on your SIS registration for spring 2021, please add additional courses now (registration should have reopened, and AS&E students may add courses until February 16, 2021). If you have questions about adding Tufts courses, please contact your Academic Adviser or Program Director. Hopefully, Tufts@BNU will be able to proceed as planned, in which case you may drop any excess Tufts-taught courses by the Tufts 'drop' deadline of **March 8, 2021** (see calendar at bottom of Section One). **full-time enrollment at Tufts, by program, is defined in the Tufts Bulletin: <https://students.tufts.edu/registrar/bulletin>*

I. Section One: COURSE CHANGES (DROP, EXCEPTIONAL PASS/FAIL, OR WITHDRAW)

Because Tufts@BNU spring 2021 is considered a Tufts/"in-residence" semester, and students will receive Tufts credits for their coursework, they are eligible to make changes to their courses per Tufts policies and deadlines. **Students should inform themselves of the exact course-change guidelines that govern their specific program of study;** undergraduate course-change policies and deadlines **are not** the same as those for graduate students (for instance, graduate students may NOT elect courses to be taken EP/F). Please consult with your academic adviser, advising dean, or academic faculty adviser/program director (graduate students) at Tufts before requesting any changes to your courses to ensure that you understand the implications of any such course changes on your full-time enrollment status and your completion of requirements.

Please note that, because the calendars at Tufts and at BNU differ significantly in spring 2021, there will be different deadlines for course-change requests for Tufts-taught courses and for BNU-taught courses. If you attended Tufts@BNU in fall 2020, please take special note of this difference. Please read on for exact details.

A. For Tufts-taught courses:

If you wish to make course changes to any of your **Tufts-taught** remote courses, you MUST:

- ADHERE TO THE DEADLINES OUTLINED ON THE TUFTS ACADEMIC CALENDAR, found here: <https://students.tufts.edu/registrar/what-we-assist/course-registration-and-scheduling/academic-calendars> (ALSO OUTLINED IN CALENDAR BELOW); the exact course-change deadlines are not the same for all students, so please be sure you have identified the correct policy and deadline pertaining to YOUR individual program and level (e.g., undergraduate or graduate)
- Submit your DROP OR WITHDRAW requests via the process outlined here: <https://students.tufts.edu/registrar/what-we-assist/course-registration-and-scheduling>
- Submit your EP/F requests (*not permitted for graduate students*) via the process outlined here: <https://students.tufts.edu/registrar/what-we-assist/course-registration-and-scheduling/passfail-option>

B. For BNU-taught courses:

Because Tufts@BNU is considered a Tufts semester, you are permitted to request course changes in accordance with Tufts policy and we will ensure that your Tufts transcript eventually reflects the changes you request (provided that they are made by the relevant deadlines). However, it is important to note that BNU does *not* adhere to the same policies regarding registration/course changes. Thus, if you wish to make course changes to any of your **BNU-taught** courses, you MUST:

- ADHERE TO THE DEADLINES OUTLINED IN CALENDAR BELOW
- Submit your BNU-taught course-change requests via the "[Tufts@BNU Course Change Spring 2021](#)" [Qualtrics form](#). This form is to be used ONLY to request a course change to a spring 2021 BNU-taught course (for Tufts-taught courses, please read the previous section's instructions). **Submissions are date- and time-stamped; forms submitted after the relevant deadline (drop, W, or EP/F) will not be approved.** If you have submitted your request before the deadline, please consider it confirmed; we will only follow up with you if there is an issue.
- **If you are requesting course changes for more than one course, please submit one request for EACH COURSE*
- **A few important notes about dropping/withdrawing from BNU-taught courses:**
 - As stated above, BNU does not have the same course-change policies as Tufts; thus, you should select your BNU-taught courses very carefully and make any registration changes at BNU within the first week of classes, as required by their policy.
 - If you *must* drop a BNU-taught course after the BNU deadline (one week into the term), please follow the above-outlined process (the Qualtrics form submission) and do not attempt to update your registration directly with BNU, as course changes after the first week are not allowed per their policy. While we will ensure that courses you request to drop or take a 'W' in do not appear on your final *Tufts* transcript, we ask that you try to continue to attend the class and get out of the course as much as you can. (e.g., your GPA will not be affected if you drop/'W' the course through the Qualtrics form above.)

CALENDAR FOR COURSE-CHANGE REQUESTS FOR TUFTS-TAUGHT COURSES

Requests for changes to Tufts-taught courses must be made through the [Tufts student-record system \(SIS\)](#) by the deadlines outlined below:

FEBRUARY 2021 (ALL DATES AND TIMES IN EST)			
Date	Start	End	Event
Feb 1			Tufts Classes Begin
Feb 16	12am	11:59pm	Last day for AS&E students to ADD Tufts-taught classes
MARCH 2021			
Date	Start	End	Event
Mar 8	12am	11:59pm	Last day for AS&E students to DROP Tufts-taught courses without record of enrollment

APRIL 2021

Date	Start	End	Event
Apr 12	12am	11:59pm	<u>Last Day for Undergraduate AS&E Students to WITHDRAW from Tufts-taught Courses and Receive a Grade of W</u>

MAY 2021

Date	Start	End	Event
May 5			<u>Last Day for Graduate AS&E Students to WITHDRAW from Tufts-taught Courses and Receive a Grade of W</u>
May 5			<u>Classes end; Last Day for Undergraduates to Select EXCEPTIONAL PASS/FAIL Option for Tufts-taught courses</u>

CALENDAR FOR COURSE-CHANGE REQUESTS FOR BNU-TAUGHT COURSES

Requests for changes to BNU-taught courses must be made **through** [the Qualtrics form](#) by the deadlines outlined below:

FEBRUARY 2021 (ALL DATES AND TIMES IN EST)

Date	Start	End	Event
Feb 22			BNU <u>Classes Begin</u>

MARCH 2021

Date	Start	End	Event
Mar 29	12am	11:59pm	<u>Last day for AS&E students to DROP BNU-taught courses without record of enrollment</u>

MAY 2021

Date	Start	End	Event
May 3	12am	11:59pm	<u>Last Day for Undergraduate AS&E Students to WITHDRAW from BNU-taught Courses and Receive a Grade of W</u>

JUNE 2021

Date	Start	End	Event
June 11	12am	11:59pm	<u>Last Day for Graduate AS&E Students to WITHDRAW from BNU-taught Courses and Receive a Grade of W</u>
June 11	12am	11:59pm	<u>BNU Classes end; Last Day for Undergraduates to Select EXCEPTIONAL PASS/FAIL Option for BNU-taught courses</u>

II. Section Two: HOW COURSES WILL BE TRANSCRIPTED & COURSE APPROVALS

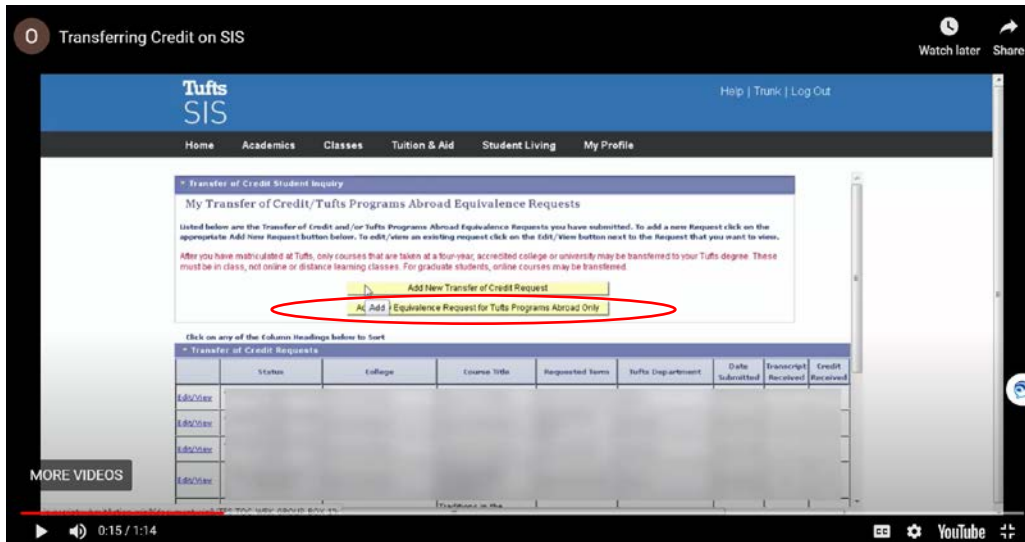
All courses taken while participating in Tufts@BNU, whether Tufts-taught or BNU-taught, will eventually appear on your transcript as Tufts credits, with grades.

A. For Tufts-taught courses:

These courses will be transcribed and graded just as if you were on the Tufts campus, satisfying requirements as indicated in the Tufts course catalog.

B. For BNU-taught courses:

- Following course registration at BNU, course lists will be sent to Tufts Global Education from BNU, confirming the courses in which you are enrolled and their respective credit values.
- These courses will need to be manually created in Tufts' student-record system (SIS) and manually added to students' records. Because many students will make course-change requests (per above) throughout the term, the formal inclusion of BNU-taught courses in your Tufts SIS record will not be made until the end of spring 2021, after we have received all course-change requests and the grades from BNU. **Please keep this in mind when reviewing your SIS course registrations and your unofficial transcript, as neither will reflect your BNU course registrations until after Tufts@BNU spring 2021 has concluded.**
- BNU-taught courses will appear on your transcript as "XXX 340: *Title of Course*", where 'XXX' is the departmental code for the corresponding department at Tufts and '340' is the default course number for a course taken abroad (e.g., "PSY 340: Social Psychology"). In many cases, there is a clear corresponding department, but in some cases (e.g. "General Principles of Civil Law" or "Medical Basics") there is not; in the latter case, we will assign the departmental code of "ACL 340", which is "All-College." "ACL" courses can be used toward general graduate credit at Tufts.
- **Course-equivalency approvals:** For most students, the above course designations will be sufficient; however, if you wish to request that a BNU-taught course be approved as an equivalent to a specific course from within the Tufts course catalog OR you wish to request that it be approved as a general upper-level or lower-level major credit within a specific department, you can request such approvals via SIS (<https://students.tufts.edu/registrar/what-we-assist/transfer-credit>). The process is essentially the same as outlined at that link and in the instructional video found therein, but you would select '**Add New Equivalence Request for Tufts Programs Abroad only**' instead of 'Add New Transfer of Credit Request' (see screenshot below). It is advisable to make any course-equivalency requests AFTER the courses have been added to your Tufts record.



III. Section Three: GRADE-CONVERSION RUBRIC FOR BNU-TAUGHT COURSES

In deference to the differences in grading standards between Tufts and BNU, we have established the following grade-conversion rubric in converting BNU marks to Tufts letter grades:

TUFTS@BNU GRADE CONVERSION

BNU percentage grade	Tufts letter grade
90 - 100	A
85 - 89	A-
82 - 84	B+
78 - 81	B
75 - 77	B-
71 - 74	C+
66 - 70	C
62 - 65	C-
60 - 61	D
0 - 59	F