Dear Bentley Parent:

Welcome to the Bentley community! The start of one’s collegiate years is both an exciting and challenging time. You should be very proud of your student’s accomplishments and his or her decision to attend Bentley University.

Over the next four years, your son or daughter will experience many changes as he or she encounters new academic, social and personal situations. Here at Bentley, we know that parents play an important role in their son or daughter’s collegiate experience. Your role as parent will change over time, but your son or daughter will still rely on your sound judgment and seek your understanding and support as he or she makes decisions concerning his or her immediate well-being and future.

To provide you with a better understanding of academic matters, we have developed this Parent Guide to Academic Advising. The booklet includes valuable information on the undergraduate curriculum, academic advising resources and the upcoming academic calendar.

We hope that the guide will serve as a useful resource as your son or daughter begins his or her academic career. If you are unable to find an answer in the guide to any question you may have, please do not hesitate to contact us.

Again, welcome to the Bentley community, and I look forward to meeting you over the next four years.

Sincerely,

Gerard V. Stenerson
Associate Dean for First-Year Students

ADDRESS  Lindsay Hall 21B
PHONE    781.891.2597
EMAIL    gstenerson@bentley.edu
The following are suggested courses for all first-year students. Many of these courses may be taken in either the fall or spring semesters.

**BEHAVIORAL SCIENCE**
All students are required to satisfy a behavioral science requirement by taking any Psychology (PS) or Sociology (SO) course.

**ENGLISH**
All first-year students must complete three credits of Expository Writing (EXP 101) in either their first or second semester.

**FIRST-YEAR SEMINAR**
This is a one-credit pass/fail seminar that meets during the first semester. All first-year students are required to take this course (FS 111) as part of their general education requirements.

**GENERAL BUSINESS**
All first-year students must complete nine credits of their business core during their first year (GB 110 – Legal and Ethical Environments of Business; GB 112 – Tools and Concepts in Accounting and Finance; and GB 212 – Practice and Applications in Accounting and Finance). Students must take GB 112 in the fall semester and GB 212 in the spring semester. They may choose to take GB 110 in either the fall or spring semester.

**GLOBAL STUDIES**
All students are required to complete a three-credit Global Studies course. Students may take GLS 100 (U.S. Government and Politics), GLS 102 (Comparative Government and Politics) or GLS 105 (U.S. State and Local Government and Politics). It is recommended that international students, International Studies majors and Global Perspective LSM majors take GLS 102.

**HISTORY**
Students are required to complete one History elective of their choice.

**INFORMATION TECHNOLOGY AND COMPUTER SYSTEM CONCEPTS**
Students must complete Information Technology and Computer System Concepts (IT 101) during their first year. They may take IT 101 in either the fall or spring semester.

**MATHEMATICAL SCIENCES**
Students are required to complete six credits in Mathematical Sciences during their first year. Placement is based on a review of a student’s math SAT scores and his or her high school math curriculum.

**MA 123 Calculus**
Prerequisites: Solid foundation in algebra and trigonometry

**MA 131 Calculus**
Prerequisites: Solid foundation in algebra and trigonometry

**MA 141: Honors Calculus**
Prerequisites: Solid foundation in algebra and trigonometry

**PHILOSOPHY**
Students are required to complete a four-credit Natural Science course, which includes a lab component. Any 100-level Astronomy, Biology, Chemistry, Geology or Physics course will satisfy this requirement.

**CLASS OF 2019**

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GENERAL BUSINESS CORE: AN INTRODUCTION

The General Business Core consists of nine three-credit courses. It is required of all students completing a Bachelor of Science in Business. Students completing a major in Mathematical Sciences or Actuarial Sciences must complete a five-course, 15-credit minor in Business Studies. Bachelor of Arts students may choose between the five-course Business Studies minor and an eight-course Business Studies major comprising six business core courses and two business electives. The core serves multiple purposes: One purpose is to facilitate learning of fundamental business knowledge and skills that all business students, regardless of major, should have by the time they graduate from Bentley, while another purpose is to familiarize students with contemporary business issues, trends and practices, including globalization; business and information technology integration; ethics and corporate social responsibility; valuing diversity; and community service. The General Business Core also provides an integrated perspective to enable students to understand how business functions fit together and how important issues, trends and practices present themselves in different contexts and aspects of business.

General Business course coverage moves from basic knowledge and skills development during the first two years to more advanced integration and applications in subsequent years. Three first-year courses provide a solid foundation for building business knowledge: GB 110 – Legal and Ethical Environment of Business; and the two-course sequence, GB 112 – Tools and Concepts in Accounting and Finance; and GB 212 – Practice and Applications in Accounting and Finance. The following course descriptions and a flow chart provide more detail.

GB 110 – LEGAL AND ETHICAL ENVIRONMENT OF BUSINESS
Provides an overview of the legal and ethical issues that confront business managers and executives in both starting a business and operating an existing business. Provides an analytical framework to identify legal and ethical issues. Discusses the relationship between business professionals and legal counsel. Discusses topics in contracts, sales, torts, crimes, securities law and Sarbanes-Oxley, business organizations, employment and discrimination and E-commerce. Interweaves international and ethical issues into the topics covered. Includes team assignments where appropriate.

GB 112 – TOOLS AND CONCEPTS IN ACCOUNTING AND FINANCE
The primary objective of this course is to provide a foundational understanding of accounting and finance tools. This course takes students from double-entry accounting through to an elementary understanding of how to construct financial statements. It introduces the use of these statements as the basis for ratio analysis and budgeting. Students begin their study of the basic time value of money concepts that are the foundation for basic valuation techniques for both financial securities and projects valuation.

GB 212 – PRACTICE AND APPLICATIONS IN ACCOUNTING AND FINANCE
The primary objective of this course is to extend the foundational understanding of accounting and finance concepts and tools introduced in GB 112. This course takes students from an elementary understanding of the prepared financial statements and introduces how to use them in financial decision-making. It covers the analysis of these statements using ratio analysis and the budgeting process using these statements as a starting point for future forecasts. Students will study the funding decisions facing the firm. They will extend their understanding of basic valuation techniques by learning more advanced techniques for valuing both the securities used to raise these funds and the projects to be funded.

Special features of the first year of the General Business Core:
Developing team skills is important because many Bentley courses require that students work in a group to complete assignments. A workshop on team skills accompanies the FS 111 curriculum. Team dynamics are studied and reinforced in GB 215 – Human Behavior and Organizations (taken in the sophomore year), and skills are applied in GB 320 – Integrated Business Project (taken in the junior year).

Written specifically for GB 112 and 212, the instructional narrative “Windspark” places concepts in GB 112–212 as well as GB 110 into the context of a wind energy start-up venture. Students learn how a new organization begins and why different business functions are necessary, as well as how they all fit together.
MAJOR PROGRAMS

BACHELOR OF SCIENCE
Accountancy
Actuarial Science
Computer Information Systems
Corporate Finance and Accounting
Creative Industries
Economics/Finance
Finance
Information Design and Corporate Communication
Information Systems Audit and Control
Management
Managerial Economics
Marketing
Mathematical Sciences
Professional Sales

LIBERAL STUDIES MAJOR
A chance for students in a Bachelor of Science program to focus on an arts and science theme of interest:
American Studies
Diversity and Society
Earth, Environment and Global Sustainability
Ethics and Social Responsibility
Global Perspectives
Health and Industry
Media Arts and Society
Quantitative Perspectives

BACHELOR OF ARTS
English
Global Studies
Health Studies
History
Liberal Arts (individualized)
Media and Culture
Philosophy
Public Policy
Spanish Studies
Sustainability Sciences

BUSINESS STUDIES MAJOR
The Business Studies major is an optional second major open only to students majoring in a Bachelor of Arts program in an arts and sciences discipline (currently: English, Global Studies, Health Studies, History, Liberal Studies, Media and Culture, Philosophy, Public Policy, Spanish Studies, and Sustainability Sciences), and only as a second major. Students cannot pursue this major either on its own or in conjunction with another business major. To fulfill the Business Studies major, you must complete six required courses and two electives.

The required courses are the first six courses in the General Business Core:

GB 215   Human Behavior and Organizations
GB 214   Marketing Operations Fundamentals
GB 213   Statistical Analysis of Business Data
GB 212    Practice and Applications in
GB 211    Tools and Concepts in Accounting
GB 210    Legal and Ethical Environment of Business

For the remaining two courses, you may choose to deepen your knowledge in a particular area by selecting classes within a single discipline.

DEGREE REQUIREMENT SUMMARY
For a Bachelor of Science Degree 2015 – 2016

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 101</td>
<td>Information Technology</td>
</tr>
<tr>
<td>Exp_</td>
<td>Expository Writing 1</td>
</tr>
<tr>
<td>Exp_</td>
<td>Expository Writing 2</td>
</tr>
<tr>
<td>LIT/CPN</td>
<td>Literature</td>
</tr>
<tr>
<td>MA_</td>
<td>Mathematical Sciences 1</td>
</tr>
<tr>
<td>MA_</td>
<td>Mathematical Sciences 2</td>
</tr>
<tr>
<td>NASC_</td>
<td>Natural Science (4 credits)</td>
</tr>
<tr>
<td>Math or Natural Science elective</td>
<td></td>
</tr>
<tr>
<td>Global Studies 100, 152 or 105</td>
<td></td>
</tr>
<tr>
<td>HI_</td>
<td>History</td>
</tr>
<tr>
<td>PH 101</td>
<td>Problems of Philosophy</td>
</tr>
<tr>
<td>PS/BG_</td>
<td>Behavioral Science</td>
</tr>
<tr>
<td>Humanities/Social Science elective</td>
<td></td>
</tr>
<tr>
<td>EC 111</td>
<td>Principles of Microeconomics</td>
</tr>
<tr>
<td>EC 112</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>FS 111</td>
<td>First-Year Seminar (1 credit)</td>
</tr>
</tbody>
</table>

BUSINESS RELATED ELECTIVES (3 credits)k, 7

ARTS AND SCIENCE ELECTIVES (15 credits) k, 7

UNRESTRICTED ELECTIVES (6 credits) k, 7

OFFICE NOTES:

1. Placement in this course is determined by the appropriate department.
2. The Math sequence consists of either MA 121 and MA 123 or MA 111 and MA 113, depending on departmental placements.
3. The Natural Science requirement can be fulfilled by any NASC course.
4. The Math or Natural Science elective can be fulfilled by an MA course numbered 290 or higher that does not duplicate material presented in any previously taken MA course. (ST 243), as well as any NASC course, also fulfills the requirement.
5. Elective guidelines are available in the Registration Booklet.
6. Unrestricted elective credits vary from 0 to 6 credits, depending on choice of major.
7. An optional 10-credit minor program must be pre-approved by the appropriate academic department.
CLASS SCHEDULE

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

A
8:00 a.m. – 9:20 a.m. 1 2 1 3 2

B
9:30 a.m. – 10:50 a.m. 4 5 4 3 5

C
11:00 a.m. – 12:20 p.m. 6 7 10 6 7

D
12:30 p.m. – 1:50 p.m. 8 9 10 8 9

E
2:00 p.m. – 3:20 p.m. 11 ACTIVITY PERIOD 11 ACTIVITY PERIOD 11 16

F
3:30 p.m. – 4:50 p.m. 12 13 12 13 16

G
5:00 p.m. – 6:20 p.m. 14 15 14 15 1

KEY SERVICES OFFICE

Registrar’s Office
Rauch 111
781.891.2177

Academic Advising Center
Lindsay 21
781.891.2803

Financial Aid Office
Rauch 104
781.891.3441

Res Life Center
Student Center 320
781.891.2148

Career Services (OCS)
LeClair 226
781.891.2164

Health Services
Rhodes Hall  Ground floor
781.891.2222

Counseling Center
Garlan Building
781.891.2274

Student Affairs
Student Center 320
781.891.2700

Multicultural Center
Student Center 310
781.891.2132

Center for International Students
Student Center 310
781.891.2320

Student Activities
Student Center 330
781.891.2700

Barnes & Noble Bookstore
Collins Hall 015
781.891.3107

KEY TERMS

MyBentley
Campus Intranet (course, financials and more)

BentleyLink
Online access to make advising appointments

Back Bay
1st floor in the Student Center

Greekspace
Open space near bookstore

Upper vs. Lower Campus
Classes vs. Housing

Dana Center (gym)
On Lower Campus

The Blue Line
In Sp incorp. Basement

KEY ACADEMIC TERMS

FS 111 or PYS
First-Year Seminar taken by all first-year students in their first semester. Taught by a three-member cohort team consisting of a staff member, an upperclass student and an assigned academic adviser.

GB
General Business (business foundation courses). Part of the academic curriculum taken throughout four years.

DAS
Degree Audit Summary. Online individualized list of academic requirements and grades

Activity Period
A time when no one has class and many groups and organizations hold meetings. Activity periods are Tuesdays and Wednesdays from 2:00 p.m. to 3:20 p.m.

Pre-Req
Pre-requisites for a course. Usually found under comments in the Registration book or under a course listing online. Students must meet pre-requisites in order to be enrolled in a course.

Service Learning
Embedded vs. 4th Credit Option: “embedded” means automatically a required element of the class. “Option” may be (but doesn’t have to be) completed for an additional earned academic credit.

Class Code
Technical term for semester in school. Students move up in class code for every 15 credits of academic course work successfully completed (e.g., most first-year/first-semester students are CC1. A typical first-semester junior is CC5).

GRADING SCALE

Numerical Grade
A 4.0
3.7 3.3 3.0 2.7 2.3 2.0 1.7 1.3 1.0 0.7 0.0

Alphabetical Equivalent
A- 96-100
90-94 87-89 83-86 80-82 77-79 73-76 70-72 67-69 63-66 60-62 Below 60

Numerical Equivalent
A- 90-94
87-89 83-86 80-82 77-79 73-76 70-72 67-69 63-66 60-62 Below 60

AC
Accountancy

CIS
Computer Information Systems

Economics-Finance

EXP
Expository Writing

Corporate Finance and Accounting

FA
Finance

GB
General Business

GLS
Global Studies

LSM
Liberal Studies major

Mathematical Sciences

MC
Media and Culture Studies

ME
Managerial Economics

MG
Management

MK
Marketing

ML
Modern Language

NAS
Natural and Applied Science

PS
Psychology
ACADEMIC ADVISING RESOURCES

ACADEMIC ADVISING
All first-year students are assigned a faculty adviser through their First-Year Seminar class. This relationship continues through the end of a student's second semester, at which time students will be assigned an adviser from the Office of Academic Services.

OFFICE OF ACADEMIC SERVICES/ACADEMIC ADVISING CENTER
Lindsay 21 | 781.891.2803
Information center for all undergraduate students. Students may consult academic advisors for advice on course and major selection, academic policies and procedures and solving academic conflicts.

OFFICE OF ACADEMIC SERVICES PEER TUTORING PROGRAM
Lindsay 21 | 781.891.2803
Beyond the learning centers, students may seek help through peer tutoring in the Office of Academic Services. The OAS Peer Tutoring Program provides consistent, personalized, one-on-one assistance over time with the goal of promoting independent learning. For more information about the OAS Peer Tutoring Program, call 781.891.2803.

OFFICE OF DISABILITY SERVICES
Callahan Building, 2nd Floor | 781.891.2004
The Office of Disability Services (ODS) provides accommodations and services to undergraduate and graduate students with disabilities. Through collaboration and innovative programming, the office provides education to all members of the Bentley community and promotes appreciation and respect for the diversity of individuals with disabilities. ODS assists students diagnosed with learning disabilities, Attention Deficit/Hyperactivity Disorder, physical disabilities (including hearing and vision), medical conditions and psychiatric/ psychological disabilities. Students needing accommodations should contact ODS directly.

THE COUNSELING CENTER
Callahan Building | 781.891.2274
The Counseling Center helps students to function more effectively at Bentley and addresses relevant issues regarding student development. A professional staff of psychologists and counselors works with students to address issues such as self-confidence, peer relations, family life, stress, anxiety, loneliness and depression. Services are free and confidential.

CAREER SERVICES
LaCava 225 | 781.891.2165
The Office of Career Services (OCS) offers comprehensive and creative services that promote the career development and successful employment of Bentley students. OCS resources include CDI 101 (Career Development Seminar), individual career counseling, a resource library, and computer-based career guidelines exercises. Workshops on resume writing, developing interviewing skills and conducting an effective job search are some of the services provided. The OCS also coordinates the Alumni Career Exploration network, the annual Career Fair and an on-campus recruiting program that connects employers with qualified students.

THE WRITING CENTER
Library ground level | 781.891.3173
The Writing Center offers one-to-one assistance with writing skills. It is staffed by a writing instructor and peer tutors who offer guidance at all stages of the writing process through tutoring, writing workshops, diagnostic testing and self-paced instruction. Students use the Writing Center in a variety of ways, including but not limited to the following:
- Use a peer tutor as a sounding board for ideas for papers assigned in class
- Make sense of a teachers’ comments and grades on past papers
- Discuss their writing in general, rather than specific writing assignments

MATHMATICS LEARNING CENTER
Jennison 206 | 781.891.3180
The Mathematics Learning Center provides:
- Drop-in tutoring to all students enrolled in math courses at the university
- Direction by a full-time faculty member with a staff made up entirely of Bentley students
- Help with all first-year math courses
- Computer assistance as it relates to math courses

COMPUTER INFORMATION SYSTEMS LABS
Smith 234 | 781.891.3544
The Computer Information Systems (CIS) labs provide:
- Two CIS labs with networked personal computers and notebook ports available to CIS majors and IT minors for homework and assistance with applications.
- Faculty supervisors and graduate student staff tutor students in programming languages, networking projects and application development for CIS courses.
- Tutors are available for Java, Excel and other computer programs.

ENGLISH AS A SECOND LANGUAGE CENTER
Library 026 | 781.891.3135
The English as a Second Language (ESOL) Center provides:
- Students whose first language is not English can get help with reading, writing, oral presentations and taking notes in college.
- Guidance about professors’ expectations concerning homework, exams, attendance and plagiarism.

CENTER FOR LANGUAGES AND INTERNATIONAL COLLABORATION (CLIC)
Adamian 162 | 781.891.2019
The Center for Languages and International Collaboration (CLIC) provides enhanced course curricula in modern languages and international studies through the use of state-of-the-art technology, live video and computer conferencing, a multimedia library of instructional materials for language and cultural learning, and access to an international satellite. It also provides a staff composed of undergraduate Bentley students who speak two or more languages and who work with their peers throughout the semester.

LaCava 162 | 781.891.3772
The Center for Languages and International Collaboration (CLIC) provides enhanced course curricula in modern languages and international studies through the use of state-of-the-art technology, live video and computer conferencing, a multimedia library of instructional materials for language and cultural learning, and access to an international satellite. It also provides a staff composed of undergraduate Bentley students who speak two or more languages and who work with their peers throughout the semester.
ACADEMIC ADVISING RESOURCES (CONTINUED)

THE HOWARD A. WINER ACCOUNTING CENTER FOR ELECTRONIC LEARNING AND BUSINESS MEASUREMENT (ACELAB)
Jennison 300 and 305 | 781.891.3174
The Howard A. Winer Accounting Center for Electronic Learning and Business Management (ACELAB) provides:
- Accounting tutorials on state-of-the-art software programs such as SAP or ACL
- Individual tutoring services provided by many of the top accountancy majors at Bentley
- Hands-on experience with a variety of commercial accounting software packages

ECONOMICS-FINANCE-STATISTICS LEARNING CENTER
Adamian 122 | 781.891.2139
The Economics-Finance-Statistics Learning Center provides:
- A place for students to study and receive help from qualified tutors in economics, finance and statistics; the tutors are able to provide help with 1, 2 and 3-level courses in all three areas
- A number of currently used textbooks, study guides and solution manuals, as well as three computers and a laser printer that can be used by students for homework, under the supervision of a tutor
- Private tutoring
- Meeting place for the Economics-Finance Club
- Roundtable discussions about current economic issues

HUGHEY CENTER FOR FINANCIAL SERVICES (TRADING ROOM)
Smith 226 | 781.891.3442
The mission of the Hughey Center for Financial Services is translated into three broad strategies:
- To integrate the Trading Room into the graduate and undergraduate curricula in an effort to enhance student learning, professional development and success
- To create a positive, collegial and collaborative environment that is supportive of faculty and student research activities
- To strengthen external relations with the investment management community

OFFICE OF THE REGISTRAR
Rauch Administration Building 111 | 781.891.2177
The Registrar’s Office maintains an updated Degree Audit Summary (DAS) for all students, completes the degree audit progress for graduation, and determines honors earned per semester.

ADVANCED STANDING CREDIT

Certain course work and exams may be eligible for credit. If your son or daughter is applying for advanced standing credit, all materials must be sent to the Office of Admissions before the start of the academic semester in September. This is to ensure that students do not enroll in classes for which they are receiving academic credit. Academic credit will not be awarded for materials received after the October 15, 2015, deadline. To avoid course repetition for awarded credit, materials should be sent prior to the start of the semester.

The following are ways that students may receive advanced standing credit:

ADVANCED PLACEMENT EXAMS
Academic credit may be awarded for AP exam scores of 4 or 5. Please order official test score results directly from the College Board (CEEB #3096) and request delivery to the Office of Undergraduate Admissions.

INTERNATIONAL BACCALAUREATE (IB) EXAMS
Academic credit may be awarded for IB higher-level (HL) subjects only, with a score of 5 or better. Please order official exam results directly from the International Baccalaureate Organization and request delivery to the Office of Undergraduate Admission.

COLLEGE CREDIT
All college-level courses taken during high school through accredited institutions will be evaluated to determine if they are eligible for Bentley credit. To qualify for credit consideration, a course must meet the following guidelines:
- Final grade of C or higher (at or above a 2.0 equivalent on a 4.0 scale)
- Equivalent to three or more semester credit hours
- Academic in nature (courses that are remedial, pre-collegiate, internships or recreational will not be eligible for credit)
- Completed at a regionally accredited U.S. institution or non-U.S. institution recognized by the Ministry of Education

Your son or daughter must contact the registrar’s office of each institution that he or she has taken courses to request that an official transcript be sent to Bentley’s Office of Undergraduate Admissions. For more information, please contact the Office of Undergraduate Admissions.

ADDITIONAL EXAMINATIONS
If your son or daughter has completed another curriculum, he or she may be eligible to receive advanced standing credit depending on the examination results, course syllabus and subject taken. Credit may be awarded for qualifying scores in GCE advanced-level exams, German Abitur exams, French-Baccalaureate exams and others. Please visit bentley.edu/advanced-standing-credit for details. A maximum of 30 credits from all sources of advanced standing credit may be awarded.
<table>
<thead>
<tr>
<th>Month</th>
<th>Dates</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEPTEMBER</td>
<td>3 – 7</td>
<td>First week</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>8</td>
<td>Classes begin – All schools</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Last day to add a class for full semester courses</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Last day to drop a class for full semester courses</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>12 – 13</td>
<td>Columbus Day Mini Break – No classes</td>
</tr>
<tr>
<td></td>
<td>16 – 18</td>
<td>Parents Weekend</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>11</td>
<td>Veteran’s Day – ALL classes will be held</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Last day to withdraw from full semester courses</td>
</tr>
<tr>
<td></td>
<td>25 – 29</td>
<td>Thanksgiving Holiday Recess – University closed</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>14</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Reading Day</td>
</tr>
<tr>
<td></td>
<td>15 – 22</td>
<td>Examinations – Undergraduate</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Final exam makeup day in case of snow</td>
</tr>
<tr>
<td></td>
<td>24 – JAN 3</td>
<td>Winter Break – University closed</td>
</tr>
<tr>
<td>JANUARY</td>
<td>11 – 15</td>
<td>Winter Session</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Martin Luther King, Jr. holiday – University closed</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Classes begin – All schools</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Last day to add a class for full semester courses</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>1</td>
<td>Last day to drop a class for full semester courses</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Presidents Day – All classes will be held</td>
</tr>
<tr>
<td>MARCH</td>
<td>12 – 19</td>
<td>Spring Break</td>
</tr>
<tr>
<td>APRIL</td>
<td>7</td>
<td>Last day to withdraw from full semester courses</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Patriot’s Day – No classes</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>All Monday classes will meet (no Tuesday classes will meet)</td>
</tr>
<tr>
<td>MAY</td>
<td>3</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Makeup Day</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Reading Day</td>
</tr>
<tr>
<td></td>
<td>6 – 12</td>
<td>Undergraduate final examinations</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Commencement</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Summer I begins</td>
</tr>
<tr>
<td>JUNE</td>
<td>30</td>
<td>Summer I ends</td>
</tr>
<tr>
<td>JULY</td>
<td>4</td>
<td>Fourth of July holiday – University closed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Summer II begins</td>
</tr>
<tr>
<td>AUGUST</td>
<td>11</td>
<td>Summer II ends</td>
</tr>
</tbody>
</table>

bentley.edu/offices/registrar/academic-calendars
Dear Student,
If you would like to authorize Bentley University to disclose your academic information to others, complete and return this form to the Registrar’s Office.

STUDENT INFORMATION:

Name

Date of Birth

Bentley ID

STATEMENT:
Bentley University is hereby authorized to disclose, make available and furnish all academic information, including grades, upon request to:

Name

Address

City State Zip

Name

Address

City State Zip

Student Signature

Date

Please return this form to: Office of the Registrar
Bentley University
175 Forest Street
Waltham, MA 02452-4705

Note to students and parents: If students would like their parents to have access to their registration and grade information, they should provide their parents with their Bentley identification number and PIN for MyBentley, the university’s online registration system.