

2015 - 2016

**BABSON**  
**UNDERGRADUATE**  
**STUDENT HANDBOOK**

The ***Undergraduate Student Handbook*** is your guide to the policies you are expected to maintain as a student at Babson College. You should consider this guide an essential reference, as you will often be referred to this document as it outlines the responsibilities and expectations for each Babson student and community member. Part of this responsibility is to take the time to become familiar with this document; it will provide information and answer many questions you may have about the College.

*You are required to know the policies and procedures set forth in this handbook.* Babson College reserves the right to change policies, procedures and requirements as deemed necessary, and without notice. All policy updates can be found in the most current version of the ***Undergraduate Student Handbook***, which can be accessed via [the Babson Hub](#).

This handbook was updated on January 15, 2016.

*Babson College prohibits discrimination on the basis of race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, age, physical or mental disability, and veteran or other protected status. This policy extends to all rights, privileges, programs, and activities, including admission, employment, education, and athletics. In addition, Babson College respects,*

values, and benefits from diversity in the College community. The College, through the president, vice presidents, and deans, requests that all members of the community support efforts that reinforce the value of diversity throughout the curriculum and all aspects of campus life.

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# ACADEMIC INFORMATION

## UNDERGRADUATE LEARNING GOALS AND DEGREE REQUIREMENTS

Babson embraces the principle that students learn and develop through their experiences across the campus, both in the classroom and throughout the community. This learning-outcomes approach develops specific skills and abilities that help prepare students for their professional life. Equally important, our curriculum aims to help students better understand themselves; recognize their place in and responsibility to the broader world community; and to develop an appreciation for diverse and divergent viewpoints. Through this approach, Babson strives to create a learning and living environment that encourages students to become mature and well-grounded individuals, and successful leaders in both their careers and their communities.

At the center of the Undergraduate School is a competency-based curriculum. Based partly on feedback from educators and leading corporate executives, Babson College curriculum integrates business and liberal arts to provide students with the specific skills that are vital to professional and life development. The undergraduate experience is designed to develop seven [learning goals](#):

1. **Rhetoric** - Babson graduates can explore, reflect, analyze, and communicate critically and effectively.
2. **Quantitative and Information Analysis** - Babson graduates have the analytic and technological skills needed to solve quantitative problems and effectively communicate their conclusions.
3. **Entrepreneurial Thinking and Acting** - Babson graduates can create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.
4. **Global and Multicultural Perspectives** - Babson graduates understand complex cultural contexts, and welcome and adapt to social, cultural, and intellectual diversity.
5. **Ethics and SEERS (Social, Environmental, and Economic Responsibility and Sustainability)** - Babson graduates make ethical decisions based on an awareness of relevant stakeholders to simultaneously create sustainable social, environmental, and economic value.
6. **Leadership and Teamwork** - Babson graduates understand their own sense of purpose and identity and are adept at leading and functioning effectively in teams.
7. **Critical and Integrative Thinking** - Babson graduates can objectively analyze and critically evaluate issues and use a holistic approach to decision making.

The core skills that make up the seven learning goals are strengthened and nurtured throughout students' time at Babson, not only in the classroom, but also through field-based experiences and co-curricular activities. This holistic approach to learning helps cultivate multidimensional abilities; at Babson, students are not trained for one specific career, but provided an integrated education, which enables them to succeed after graduation at many levels.

Babson College has designed a three-tiered curricular structure, each of which features coursework from both management and liberal arts.

## Degree Requirements for Students who Matriculated Prior to Fall 2013:

To be eligible for the Bachelor of Science degree, a student must:

- Satisfactorily complete a minimum of 126 credit hours of work;
- Earn a cumulative grade point average (GPA) of at least 2.0;
- Complete the content of 63 credits in liberal arts;
- Earn a minimum of 40 credits in advanced courses;
- Satisfactorily complete all specific degree requirements; and
- Not have any missing or incomplete grades.

### **The Foundation Program consists of 35 credits:**

- 22 foundation liberal arts credits and 13 core management credits

**The Intermediate Program consists of 39 credits:**

- 21 intermediate liberal arts credits and 18 core management credits

**The Advanced Program consists of 52 credits:**

- 20 advanced liberal arts credits, 16 credits of further advanced-level work, 12 credits of free elective, and a 4 credit capstone course

***Note:** Up to 8 credits of intermediate liberal arts course work beyond the required 21 credits may count toward the advanced liberal arts requirement. The total number of credits of intermediate liberal arts courses designated as advanced liberal arts must be equal to, or fewer than 8 credits. For example, if a student took three 3-credit courses of intermediate liberal arts over the required 21 credits, only two courses [6 credits] could count toward the advanced liberal arts requirement.*

Normal progression through the curriculum is defined as 15–17 credits per semester. However, Babson students in good academic standing are permitted to enroll in up to 20 credits at Babson's standard flat tuition rate. *Please see the Course Underloads and Overloads section of this handbook for more information on this policy.*

Though 126 credits is the minimum to graduate, students may take up to 156 credits. Students may earn those credits through classes at Babson College or through cross-registration, Babson-approved study abroad, and/or off-campus course work (up to 12 approved credits). Coursework taken prior to enrolling at Babson (including AP and transfer credit) does not count towards the maximum total credit.

Students may transfer a maximum of 63 credits towards their Babson degree. While enrolled at Babson, transfer students may take as many credits as needed to complete the requirements of the Babson curriculum. Once a student enrolls at Babson (by the May 1 Candidates' Reply Date), the student must take all courses on campus, through a Babson-approved program (with an exception made for GAP students), or through the off-campus course evaluation process. Incoming transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding their initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and students' GPAs. *A student's matriculation date will not change regardless of enrollment in summer or winter session courses.*

*Students have full responsibility for knowing and understanding all degree requirements and enrolling in the correct classes so they properly progress through the curriculum.* Students can find a list of curriculum and degree requirements on the [Office of Academic Services](#) website.

Any interruption in a student's tenure may result in required courses no longer being available or only being available on a limited basis. If Babson no longer offers a required course, Babson College will make reasonable accommodations to provide a substitution. Reasonable accommodations may include enrollment in a course in the new curriculum, permission to take the course off campus for credit at the student's expense, independent study opportunities, and/or course substitution. Any student who experiences a voluntary or involuntary interruption in their tenure at Babson should make immediate contact with their Class Dean to ensure proper planning.

Students have three years from the original expected graduation date to complete their Babson degree (typically, a total of 7 years). Exceptions to this time frame must be approved by the Undergraduate School Dean, and are typically only granted for compelling circumstances or situations outside of the student's control.

**Degree Requirements for Students who Matriculated Fall 2013 or later:**

To be eligible for the Bachelor of Science degree, a student must:

- Satisfactorily complete a minimum of 131 credit hours of work;
- Earn a cumulative GPA of at least 2.0;
- Complete the content of 65 credits in liberal arts;

- Satisfactorily complete all specific degree requirements; and
- Not have any missing or incomplete grades.

**The Discover Program consists of 40 credits:**

- 25 foundation liberal arts credits and 15 core management credits

**The Explore Program consists of 43 credits:**

- 24 intermediate liberal arts credits and 19 core management credits

**The Focus Program consists of 48 credits:**

- 16 advanced liberal arts credits, 16 credits of further advanced-level work, 12 credits of free elective, and a 4 credit capstone course

***Note:** Up to 8 credits of intermediate liberal arts course work beyond the required 24 credits may count toward the advanced liberal arts requirement. The total number of credits of intermediate liberal arts courses designated as advanced liberal arts must be equal to, or fewer than 8 credits. For example, if a student took three 4-credit courses of intermediate liberal arts over the required 24 credits, only two courses [8 credits] could count toward the advanced liberal arts requirement.*

Normal progression through the curriculum is defined as 16–18 credits per semester. However, Babson students in good academic standing are permitted to enroll in up to 20 credits at Babson’s standard flat tuition rate. *Please see the Course Underloads and Overloads section of this handbook for more information on this policy.*

Though required to take 131 credits to graduate, students may take up to 156 credits. Students may earn those credits through classes at Babson College or through cross-registration, Babson-approved education abroad, and/or off-campus course work (up to 12 approved credits). The maximum credit total does not count coursework taken prior to enrolling at Babson (including AP and transfer credit).

Students may transfer a maximum of 65 credits towards their Babson degree. While enrolled at Babson, transfer students may take as many credits as needed to complete the requirements of the Babson curriculum. Once students enroll at Babson (by the May 1 Candidates’ Reply Date), students must take all courses on campus or through a Babson-approved program (with an exception made for GAP students) or through the off-campus course evaluation process. Incoming transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding their initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and students’ GPAs. A student’s matriculation date will not change regardless of enrollment in summer or winter session courses.

*Students have full responsibility for knowing and understanding all degree requirements and enrolling in the correct classes so they progress through the curriculum.* Students can find a list of curriculum and degree requirements on the Academic Services’ website at [www.babson.edu/academicservices](http://www.babson.edu/academicservices).

Any interruption in a student’s tenure may result in required courses no longer being available or only being available on a limited basis. If Babson no longer offers a required course, Babson College will make reasonable accommodations to provide a substitution. Reasonable accommodations may include permission to take the course off campus for credit at the student’s expense, independent study opportunities, and/or course substitution. Any students who experience a voluntary or involuntary interruption in their tenure at Babson should make immediate contact with their Class Dean to ensure proper planning.

Students have three years from the original expected graduation date to complete their Babson degree (typically, a total of 7 years). Exceptions to this time frame must be approved by the Undergraduate School Dean, and are typically only granted for compelling circumstances or situations outside of the student’s control.

## COURSE LISTINGS

Students can find current course offerings online through the [Babson Hub](#).

***Note:** Babson College reserves the right to make changes in the courses offered and to cancel or reschedule any class where low enrollment or other considerations warrant. Babson does not offer every course every semester.*

## COURSE SELECTION AND REGISTRATION

Failure to take courses in sequence may cause a delay in normal academic progress and achievement. Some classes at Babson College have prerequisites (required classes that must be completed before taking another class). Students can look up prerequisites by course through the [Course Listing](#) on the [Babson Hub](#).

Course registration takes place in the fall term for spring courses and in the spring term for fall courses. Registration for winter and summer courses occurs before the start of those terms. Students may register online if they were registered in the previous semester and are continuing their coursework in the next term as well as those students who have been on an approved Leave of Absence with an Expected to Return date of the coming semester. Registration opens by group, which are assigned by the Registrar's Office based on students' progress toward graduation and computed total credits (earned credits plus enrolled credits). These may also include AP, IB, transfer, and advanced standing credits. Students can find their registration group and corresponding registration date on the [Registrar's webpage](#).

Once matriculated, students must take their course work on campus or through a Babson-approved program (e.g. cross-registration programs, approved institutions abroad, off-campus work) with limited exceptions. Students who wish to accelerate their program of study should take coursework at Babson during the summer or winter sessions or take approved course overloads.

## EVALUATION OF COURSES AND INSTRUCTORS

At the end of each semester, students complete course and instructor evaluations for each of their courses. Students can access compiled instructor evaluations on the [Babson Hub](#) at any time during the semester and use it to assist in making informed decisions on course selection.

## CONCENTRATIONS

Students may elect to pursue a specific concentration, to provide additional focus of study within the Babson curriculum. Students who choose this option will receive notation on their final transcript. Specific concentrations have been developed by the College's academic divisions and offices, in order to assist students in choosing a coherent set of courses for their academic development and external recognition. *Concentrations are purely optional.* Students who have questions about whether they would like to pursue a concentration should speak with the [Office of Academic Services](#) and the [Center for Career Development](#).

The list of current concentrations is available at [www.babson.edu/concentrations](http://www.babson.edu/concentrations).

Students who choose to concentrate should remember:

- Students may have a maximum of two concentrations that will appear on their official transcript;
- Only one course may overlap between two concentrations; and
- Up to two courses taken abroad may apply to students' concentrations if they receive faculty approval.

Students sign up for a concentration via the Babson Hub through [Hub Links](#) via [Concentration Sign-Up](#). Graduating seniors must formally declare their concentrations *prior to the beginning of their final semester*.

## INDEPENDENT RESEARCH

Students interested in learning more about a given topic may choose to complete an independent research



project (IR). Interested students should identify a supervising faculty member and work with them to draft a proposal for their IR, then complete a [form](#) on the [Babson Hub](#) to request approval for their IR from their supervising faculty member, division chair, and Class Dean. *Forms must be submitted before add/drop ends for the semester in which the IR will occur.* Independent research projects are letter-graded courses that appear on a student's transcript and are treated as any other course in which the student is enrolled for the semester.

The following guidelines apply to independent research projects:

- The supervising faculty member must come from the area from which the student seeks credit; i.e. to receive liberal arts credit, the supervising faculty member must be from a division that awards liberal arts credit.
- Up to 4 credit hours per project in a semester may be granted for an approved independent research project.
- Students may complete no more than two independent research projects while at Babson, and must complete all work by the last day of classes of the semester for which the project is approved.
- Babson does not consider Honors Program projects as independent research projects for this purpose.

## CROSS REGISTRATION

Babson has a cooperative cross-registration program with Franklin W. Olin College of Engineering, Wellesley College, Brandeis University, Regis College, and Pine Manor College. The only Pine Manor courses available to Babson students are studio and performing arts courses. Students may cross-register *for a maximum of one course each semester, subject to availability. Students may not cross-register during the winter or summer sessions.* To initiate the cross-registration process, students must complete the [Petition for Cross Enrollment](#) form available through the [Babson Hub](#). This form contains further information regarding cross-registration. When enrolling in cross-registration classes, Babson students must meet course prerequisites for that course at the host institutions *except for pre-approved courses at Olin College.* The Office of Academic Services strongly encourages students to meet with the Chair of Babson College's Math and Science Division prior to taking a course at Olin College, in order to discuss appropriate course options.

## COURSES ABROAD

Courses taken while participating in approved education abroad programs through the Glavin Office of Multicultural & International Education (Glavin Office) will be evaluated through a process outlined by your education abroad advisor. Please check the [Glavin Office website](#) for more information on the course evaluation process. Unlike off-campus courses that must be evaluated to ensure no overlap with Babson courses, approved education abroad courses taken at a host institution/program may be similar or equivalent to active Babson courses. Core Babson courses - denoted by a full Babson course code (e.g., ASM3300) - must be completed at Babson College.

**Note:** *Students participating on Education Abroad programs (with the exception of Babson-sponsored programs like BRIC and Semester in San Francisco) must earn a Babson grade equivalent of C or higher to earn academic credit. Grades earned on education abroad programs do not factor into a student's cumulative Babson GPA.*

International students with F-1/J-1 immigration status who wish to enroll in course work at a school other than Babson College (except during the annual summer vacation) should consult with an international student adviser in the Glavin Office to review eligibility for concurrent enrollment.



# ACADEMIC POLICIES & PROCEDURES

## ACADEMIC STANDARDS

All undergraduate students at Babson College are expected to maintain a minimum 2.0 GPA to be in good academic standing. Exceptions to this include:

1. First-year students, who are expected to maintain a minimum 1.8 cumulative GPA at the end of both of their first two semesters at Babson; and
2. transfer students, who are expected to maintain a minimum 1.8 GPA for their first semester at Babson.

The Academic Standards Committee\* will review students whose minimum GPA falls below this benchmark and students near the benchmark who have received an *Incomplete* in any class. The result of this review may include the following:

- The student may be placed on academic probation;
- The student may be placed on continued probation;
- The student may be suspended from Babson College for up to one year;
- The student may be academically dismissed from Babson College and not permitted to return.

*The College holds students responsible for knowing and understanding all policies and procedures with regard to academic standards. Class Deans will notify students being reviewed by the Academic Standards Committee. Students reviewed should submit a letter of explanation to the Academic Standards Committee before the review meeting. The letter provides students the opportunity to inform the Committee of any extenuating circumstances that contributed to their performance in the prior semester.*

Students placed on academic probation must complete an academic contract with their Class Dean. Failure to complete this contract may result in a review by the Academic Standards Committee. If students have questions or concerns during this process, they should contact the Office of Academic Services for clarification on the policies and the procedures of academic standards.

*Given the short time between fall and spring semesters, students whose cumulative GPA falls below the minimum necessary to remain in good academic standing should prepare for a decision that would require a quick vacancy from Babson housing. For information regarding your student account in association with a suspension, contact Student Financial Services at 781-239-4219.*

Students on academic suspension from Babson College must notify their Class Dean, *in writing*, of their desire to return and address how they resolved any issues that led to their suspension, and how they plan to succeed moving forward. Students should send written communication to the address below, or email their Class Dean directly.

Academic Services  
Hollister Hall  
Babson Park, MA 02457

In order to qualify for registration, housing, and financial aid, students must submit the request to return to campus to Academic Services by the following dates:

**March 1** for fall re-entry  
**October 1** for spring re-entry

Students must meet these deadlines in order to ensure participation in the registration process for the semester in question. Students may return to Babson after missing such deadlines, however Babson College does not guarantee course selection or housing for students returning from an academic suspension.

*Suspended international students with F-1/J-1 immigration status lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Glavin Office of Multicultural & International*

Education must report this suspension to the U.S. Department of Homeland Security. United States law requires that international students must transfer immediately to another U.S. institution; apply for a change of immigration status; or leave the United States immediately. *International students must consult with an international student adviser in the Glavin Office of Multicultural & International Education to discuss the immigration implications of a suspension before any action is taken.*

*\*Members of the Academic Standards Committee include the Undergraduate School Dean, the Director of Academic Services, a Student Affairs representative, and four faculty members. The Committee convenes after the close of the fall, spring, and summer terms. The Committee may, at its discretion, consider any Incomplete (I) as an 'F'. The Undergraduate Dean's Office and/or the Office of Academic Services will send the results of the Committee's decision to students' Babson email address and physical address of record. The Committee will make every effort to deliver timely notification of decisions. Responsibility lies with the student to read the electronically delivered notification letter. In the case of an academic suspension, Babson College will send a copy of suspension notification to the student's parents' or guardians' address as posted on the Babson Hub. Failure to receive timely notification due to an inaccurate or outdated address, or other situation that inhibits the delivery of the notification letter by the delivery service, is not the responsibility of the Committee.*

## GRADING AND INCOMPLETES

A single final grade will be entered for each course on students' permanent record. Grades are indicated by one of five letters, representing the student's overall success in that course: A- excellent; B- above satisfactory; C- satisfactory; D- below satisfactory; and F- failing. *The undergraduate school does not issue a grade of A+.*

A composite average of all term grades (GPA) will be computed as follows:

<b>A</b>	4.00	<b>B+</b>	3.33	<b>C+</b>	2.33	<b>D+</b>	1.33	<b>F</b>
<b>A-</b>	3.67	<b>B</b>	3.0	<b>C</b>	2.0	<b>D</b>	1.0	
		<b>B-</b>	2.67	<b>C-</b>	1.67	<b>D-</b>	0.67	
	0.00							

Students who have failed a class should review the [Makeup of Failed Course](#) policy.

Students can compute their cumulative GPA by multiplying the number of credits from each specific course by the points associated with the grade received in the given course, adding those numbers for the period they wish to compute, then divide the total by the total number of letter-graded credits taken in that same period. *Numbers should be rounded after carrying figures to the third decimal place.*

Instructors will retain final examinations for one complete semester immediately following the final examination. Students have until the last day of classes of the fall or spring semester immediately following the semester in which a grade was earned to request a review of specific grades. *This policy applies to all students regardless of the student's status in the following semester.* Students who have questions about a final course grade or any other course work grade (quizzes, papers, exams, etc.) should first make an appointment to discuss the matter with the instructor(s) involved, as a review meeting to check the accuracy of the process and to learn about inadequacies or strong points. *This procedure does not require instructors and students to agree upon the final result.* The obligation simply helps the students understand the process the instructor(s) used in determining the grade. If, after such an appointment, students are still not satisfied, they should see the appropriate Division Chair. Further appeal, after these steps, should be directed to the Undergraduate School Dean.

Incomplete is not a grade; rather, it indicates a status wherein the grade will be determined later. Students must make the necessary arrangements with their instructors to resolve an incomplete grade. Undergraduate students must resolve the Incomplete by making up the necessary work or taking needed examinations in the timeline agreed upon with the instructors, with a deadline of no later than the end of the add/drop of the following semester. Requests for exceptions to this timeline must be submitted in writing to the instructor(s) with a copy sent to the student's Class Dean by the end of add/drop. Instructors will make a determination on the exception.

All incompletes will be changed to a grade following the end of the next semester's add/drop period. The Academic Standards Committee may, at its discretion, consider any listed incomplete as a failed grade.

Incomplete courses that are required prerequisites for the following semester must be completed *72 hours before the end of the add/drop period*. This earlier deadline provides instructors time to grade the outstanding work or exam and submit the final grades to the Registrar's Office before the end of add/drop period. In the case of students who do not make up the work within the periods specified above, instructors will award the grade based upon the normal requirements for the course. In effect, instructors will give an F for the work not made up, then calculate the final course grade.

Grades are available online through the Babson Hub. No formal grade report will be sent at the midterm or end-of-term. Instructors will notify the registrar of those students who are at or below C- around the midpoint of each fall and spring semester. At that time, the Registrar's Office will notify students that they received a mid-semester warning, via their Babson email account, along with any comments the faculty member provided. The Registrar's Office issues these warnings approximately one week before the end of the course withdrawal period. Students who receive warnings should make an appointment with their faculty member to discuss their academic standing and ways to improve in the class. The Office of Academic Services also encourages students to take advantage of SPARK Peer Tutoring, the Math Resource Center, Speech Center, and Writing Center for additional resources and support.

## **MAKEUP OF FAILED COURSE**

Students who receive an F in a required Babson course must repeat the course at Babson. Students who receive an F in a non-required Babson course must make up the credits, but may choose to take a different course. Any failing grade for a Babson course remains on the Babson transcript permanently.

Students may attempt to pass a course a total of three times. Students who receive a grade of F for the same required course three times or for three courses that all would satisfy the same academic requirement will be academically dismissed and may not return to Babson College.

Students may not repeat a course for which they received a passing grade.

## **DEAN'S LIST**

The Dean's List recognizes outstanding scholarship among those students enrolled in the undergraduate program. Eligible students must have a semester average of at least 3.30 based on a minimum of 12 semester credits taken at Babson or through cross-enrollment. The grades may not include more than one C+, a grade below C+, or Incompletes. Babson College bases Dean's List eligibility upon a student's semester GPA as of five weeks following the conclusion of final exams in the given semester.

## **GRADUATION HONORS**

Graduation Honors are awarded to students who have achieved distinction in their undergraduate work as evidenced by their final cumulative Babson College GPA.

Cumulative grade point average is calculated upon completion of all degree requirements.

### **Honor requirements**

<b>Cum laude</b>	3.30 to 3.49 cumulative grade point average
<b>Magna cum laude</b>	3.50 to 3.74 cumulative grade point average
<b>Summa cum laude</b>	3.75 to 4.0 cumulative grade point average

Students who successfully complete the Honors Program will have that designation noted on their diploma. The Honors Program designation is separate from any graduation honors a student may earn.

## **ADVANCED STANDING AND CREDIT**

Entering new students may receive credits and/or advanced course placement for the successful completion of the Advanced Placement (AP) examination given by the Educational Testing Service of the College Entrance Examination Board, the International Baccalaureate (IB), the French Baccalaureate, or the Swiss Matura.

Babson College will consider coursework taken at an accredited college or university while in high school if a member of an accredited college faculty taught the class, students did not receive high school credit for the course, and either the class consisted mostly of matriculated college students or the class took place in a college environment.

Students must submit all AP, IB, French Baccalaureate, and Swiss Matura scores and transfer transcripts to Academic Services by the end of their first semester of enrollment at Babson College. However, to ensure students enroll in all the correct courses their first semester on campus and do not repeat core classes, we would encourage students to submit all AP, IB, French Baccalaureate, and Swiss Matura courses and transfer transcripts before students' first semester on campus. Students must complete one half of their total credits required for graduation at Babson or through a Babson-affiliated program regardless of the number of credits accepted from other sources.

**AP-** Credit and/or advanced placement is awarded for AP exam scores of 4 or 5.

**IB-** Students must have earned a grade of 5 or better in a higher-level IB course to receive credit and/or advanced placement.

**French Baccalaureate-** Credit will be awarded for a coefficient of 4 or higher with a score of 12 or better.

**Swiss Matura-** Students must have earned a grade of 4 or better to be considered for credit and/or advanced placement.

**Transfer-** The Office of Academic Services and the faculty review course work taken at another institution based on the course's depth and scope, which must compare to the Babson curriculum. Once the courses are approved, students will receive credit for courses where they earned a grade of C or higher. Courses graded pass/fail will not transfer to Babson College. To receive transfer credit, students must submit their official transcript from their previous institution. The Office of Academic Services awards number of credits per course based on the credit hours earned in the course at the previous institution. If the institution from which the credit is being transferred operates on a trimester or quarter system, those credit hours will be calculated in semester hours before credit is transferred to Babson.

## **COURSE ADD, DROP, OR WITHDRAWAL**

All students may make adjustments to their schedule during the add/drop period. Please view the Academic Calendar for specific add/drop deadlines. Students adding courses during this period will be reasonably accommodated with regard to any assignments, examinations, or other deliverables assigned prior to their registration in a manner that does not unreasonably disadvantage the students. It is the responsibility of the students to approach the instructor as to this matter.

For 2-credit courses that start in the middle of the semester, students have up to the second class meeting to add or drop the course. Students have the opportunity to withdraw prior to 60 percent of the course being completed.

If students add a course during the add/drop period that requires additional tuition, the additional tuition cost must be paid prior to registering.

The withdrawal deadline is determined by the Registrar's Office. Please visit the registrar's website for the specific dates at [www.babson.edu/offices-services/registrar/academic-calendar](http://www.babson.edu/offices-services/registrar/academic-calendar). Students who wish to withdraw from a course must first obtain the approval of a Class Dean. Students will receive a W for withdrawing from a course after the add/drop period. Students who do not withdraw officially from a course will receive a grade in that course. Final grades will be accepted only for students listed on the official class

roster.

The undergraduate program is a full-time program, and part-time student status is not recognized. Students wishing to drop all their courses are regarded as withdrawing from Babson College and must complete a Petition for Separation with their Class Dean. In addition, students are required to vacate College housing. Under such a status, students are not eligible to participate in any College activities, including athletics, student clubs and organizations, student hatchery space, or student employment. Separation forms are available online from the Babson Hub. Failure by students to complete the separation form may result in a status change to Administrative Withdrawal.

## **ATTENDANCE AND ABSENCE FROM CLASSES**

Class attendance policy is at the instructor's discretion and may be a component of students' final grades. The Office of Academic Services **cannot** issue excuses for missed classes.

With regard to absence due to religious observance, Babson College welcomes and values people's' religions and perspectives and respects the interests of all members of our community. Babson recognizes the breadth of religious observance among students, faculty, and staff, and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty members as far in advance as possible of potential conflicts between course requirements and religious observances. Any students who face a conflict between the requirements of a course and the observance of their religious faith should contact the instructor **as early in the semester as possible**. In such an event, consistent with Massachusetts law set forth below, instructors will provide reasonable accommodations that do not unduly disadvantage students.

*"Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."*

–Massachusetts General Laws Chapter 151c, Section 2b

The Athletics Department has an early-notification system for students involved in scheduled intercollegiate athletic competitions. Students involved in Babson's intercollegiate athletic program receive the dates of scheduled games/competitions as early as possible in the semester (ideally within the first week or 10 days of the term). Student-athletes must then notify their professors of any conflicts between scheduled major class events (presentations, etc.) and athletic contests. Babson College strongly urges faculty members to exercise a reasonable degree of flexibility and understanding in providing excused absences based upon these conflicts (for those students who have provided the necessary conflict information early in the semester). Through early notification and flexibility, Babson College hopes to provide students with the opportunity to fully participate in the College's intercollegiate athletic programs.

Babson's class attendance policy in cases of religious observance or intercollegiate athletic competitions in no way excuses students from meeting the academic demands of the course. Professors may determine what work and time frame would fairly make up for the missed class time and assignments.

## **SCHEDULED EXAMINATIONS: ATTENDANCE, ABSENCE, OR CONFLICTS**

If students have a midterm or an examination conflict or feel they are too ill to attend an exam, they must work out the conflict with their professor directly or submit a Petition for Exam Excuse through the Dean's e-forms located on the Hub under Hub Links. This form must be filled out prior to the examination. Academic Services will notify faculty in cases in which a student will miss an examination because of a clear and unavoidable absence. This does not excuse students from meeting the academic demands of the course; it is only verification that students will be absent because of circumstances outside of their control. Students

must work with their professors to make up examinations in a timeline and format determined by the faculty member. Students who fail to take a scheduled examination and have not received an excuse from the Office of Academic Services may attempt to work out the situation with their faculty member. Please note, Class Deans cannot excuse students from presentations, projects, papers, quizzes, or class. This policy pertains strictly to exams.

The following situations warrant a formal exam excuse from the Class Dean:

**1. Conflict with Final Examinations** Students are considered to have a conflict if two final examinations are scheduled for the same time. If a student has three or more final exams on an exam day and wishes to discuss the possibility of moving one of the exams to another date, they can contact the Registrar's office to discuss their options. Students should report such a conflict to the Registrar's Office by completing the final exam conflict form as soon as they notice it and no later than the week before the end of classes. The Final Exam Conflict form is available in the Final Exams section at [www.babson.edu/registrar](http://www.babson.edu/registrar). A delay in reporting examination conflicts lessens the likelihood of alternative accommodations. The Registrar's Office will notify those students who reported examination conflicts of alternate scheduling.

**2. Extenuating Circumstance** The Office of Academic Services may excuse students from an examination when one of the following extenuating circumstances presents itself and the student provides documentation:

- Illness: if a student is seriously ill and will miss an examination he or she must:
  - Complete the Petition for Exam Excuse Dean's e-Form located on the Hub under Hub Links before the exam unless hospitalized.
  - Provide verification of the illness to his or her Class Dean. The student must either be seen by Babson College Health Services within 24 hours of the missed exam or provide written verification of the illness with the recommendation that the student not attend the exam from a licensed physician.
- For seniors only, a final job interview off campus. All such interviews must be verified by the Undergraduate Center for Career Development
- Observance of a religious holiday
- Family emergency
- Participation in significant family events
- Intercollegiate athletic contest sponsored by Babson College's Athletics Department
- Official College functions
- Jury duty

Class Deans may provide exam excuses for only the aforementioned reasons. Students may not receive formal exam excuses for any of the following reasons: travel, oversleeping, work commitments, forgetting the exam schedule, not reading the examinations instructions clearly, disabled vehicles, etc.

## **COURSE UNDERLOADS AND OVERLOADS**

Normal progression through the curriculum is defined as 16–18 credits for students first enrolling in September 2013 and thereafter, and 15–17 credits for students who first enrolled at Babson prior to September 2013. It may be appropriate for students to deviate from a full course load and in certain circumstances, their tuition may be approved for an adjustment to the flat-rate tuition. Students must submit the Tuition Adjustment Request form no fewer than 24 business hours before the end of the add/drop period for the semester in which students wish to vary from a full course load. The forms are approved by Student Financial Services based on the policies outlined below. Tuition Adjustment Request forms are available through the Babson Hub and are reviewed by Student Financial Services.

### **Reduced Course Load Tuition Adjustment**

Students may be approved for a tuition adjustment when taking fewer courses than the normal load in the circumstances described below.

1. Where students have documented disabilities that necessitate enrollment in less than a full course load as deemed appropriate by the Director of the Learning Center.



2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Director of the Learning Center.
3. Consistent with the Family and Medical Leave Act, a student may be granted enrollment in less than a full course load as deemed appropriate by the College for any of the following reasons:
  - a. To care for a child within one year of birth, adoption, or the initiation of foster care; and/or
  - b. To care for a child, spouse, partner, or parent with a serious health condition.
4. In the seventh and eighth semesters, students with senior status who do not need a full course load in order to graduate will be allowed to enroll in a reduced course load by up to 4 credits per semester. To qualify for this type of tuition adjustment, students must have enrolled in Babson College courses during a winter or summer session, or students must have been approved for and paid for an overload in a prior semester. If students graduate in seven semesters, the tuition adjustment may only be requested for the seventh semester. Students are eligible for reduced tuition in their senior year (semesters seven and/or eight), with the amount determined by the number of credits for which students have paid to Babson over flat-rate tuition to put students ahead, up to a maximum of 8 credits in their senior year (4-credit maximum per semester). Course work not considered for tuition adjustment: AP/IB credits, college courses taken prior to enrollment as a first-year student, any coursework taken for off-campus course credit following matriculation, and credits awarded by Babson-approved education abroad programs beyond the equivalent full course load at Babson.
5. For transfer students, tuition adjustments will be approved in either or both of the student's last two semesters, if credits had been taken at Babson in either the winter or summer sessions, or if students had been approved for and paid for an overload in a prior semester at Babson.

### **Course Acceleration (Overload – more than 20 credits)**

Students may receive permission to take more than 20 credits in order to accelerate or make up for missed courses. The following are required:

- If students would like to exceed 20 credits, students will need to submit a request to overload through the Babson College Hub, Babson charges flat-rate tuition for credit loads up to and including 20 credits. For students in good academic standing with at least a 2.0 cumulative GPA, registration for an additional course beyond the normal load will be possible when the add/drop period opens, which takes place after the initial registration period for all students. Students do not need to complete an e-form to move forward on accelerating as long as they do not exceed 20 credits.
- Only students who have established themselves in good academic standing (at least a 2.0) at Babson will be permitted to enroll in a space-available fifth course for additional credits.
- Students on academic probation or returning from academic suspension cannot enroll in a space-available fifth course for additional credits.
- There will be an additional limitation on first-year students and new transfer students. Those students will need to achieve a 2.7 or better GPA in their first semester in order to enroll in a space-available fifth course for their second semester.
- Only students who have settled their semester bills will be permitted to enroll in a space-available fifth course option.
- Class Deans' e-forms.
- Students should consult with their Class Dean in Academic Services when making this decision and know that additional tuition charges will apply if students receive approval to take more than 20 credits.
- Payment in full is required before registration for overload courses.

The Office of Academic Services will decide if students qualify for exceeding 20 credits based on courses selected,

the student's ability to handle Babson course work, and other appropriate factors.

Additional tuition may be applied as defined in the Tuition Policies section of the Undergraduate Handbook. Students are charged for an overload based on the number of credits above 20 the student takes. For example, if students overload to 21 credits, their tuition will be the flat-rate tuition charge plus an additional 1-credit charge. If the students overload to 22 credits, their tuition will be flat-rate plus 2 credits.

## **AUDIT POLICY**

Babson College students may not audit a class. Babson only offers this option to senior citizens from Wellesley and Needham. Additional information on the senior citizen policy can be found on the Registrar's website at [www.babson.edu/registrar](http://www.babson.edu/registrar).

## **OFF-CAMPUS COURSE POLICY**

Students may request permission to take a maximum of 12 credits off-campus exclusive of official cross-registration or Babson-approved study abroad/away programs. Students may take those credits over winter or summer sessions or enroll in up to 4 credits per semester during the fall and spring semesters. Additionally, students may take up to 4 of those 12 credits following the last period of enrollment at Babson or in a Babson-approved program. International students who plan to take their final credits off campus should first consult an international student adviser in the Glavin Office of Multicultural & International Education to learn how this may affect their immigration status.

Students interested in taking off-campus courses should submit an off-campus request e-form, available on the Babson Hub, along with a course description, syllabus, and rationale for their interest in taking the proposed course. Students should wait to enroll in the course until they receive approval from the Office of Academic Services. The Office of Academic Services evaluates requests to take courses off-campus based on the rigor of the course and the rationale of students submitting the request. The Office of Academic Services will only consider courses from accredited colleges and universities. Likewise, the Office of Academic Services will only approve courses that do not overlap with courses offered at Babson. Course approval for one student does not constitute approval for every student. In addition, students should plan ahead to take their required business and liberal arts courses at Babson College and not off-campus.

Once approved, students must earn a grade of C or higher in order for the credits to transfer to Babson. Students' grades from off-campus courses will not transfer to Babson College or factor into students' cumulative GPA; rather students' Babson transcript will simply reflect the credits earned for the course. To receive course credit, students must submit an official transcript from the college or university attended to the Office of Academic Services, 220 Hollister Hall, Babson College, Babson Park, MA 02457, or have an official transcript sent electronically through an encrypted service offered by the other school's registrar.

Babson College's flat-rate tuition does not cover the costs of off-campus courses.

## **POLICY ON COURSES TAKEN ELSEWHERE IN YOUR FINAL SEMESTER**

Students who take courses elsewhere in their final semester need to be aware of the deadlines for grades to be submitted to the Babson College Registrar in order to meet Commencement requirements. Babson College must receive spring semester grades by 4:30pm on the Tuesday before Commencement. If grades are not received, Babson will list students in the Commencement program with May graduates, but graduation honors will not be designated, and students will receive an empty diploma case at the ceremony. After Commencement, students will receive a diploma upon completion of all degree requirements, will be ranked with all graduates once all grades are in the system, and will be awarded honors, if applicable.

## **LEAVE OF ABSENCE**

Students may take a leave of absence (LOA) for a specified period not in excess of one continuous academic year. To take an LOA, students should talk with their Class Dean, Residence Education (if they live on campus), and Student Financial Services to understand the implications of taking time off. To take an LOA, students must complete and receive approval for a Petition for Separation, available through the Babson

Hub. If students separate from the College after the end of add/drop, the College considers this a "withdrawal from the College" (see Withdrawal from the College).

*All LOAs carry a specific expiration date.* Babson College is not required to remind students of the expiration date. If students return on or before the specified date, they automatically resume all normal rights and privileges of Babson students, provided they met all required notification dates and financial and registration procedures. Students taking an LOA must still complete their Babson degree within three years of their initially expected graduation date (traditionally a seven-year time frame).

**Note:** *If a student does not return from an LOA, their status will change to Administrative Withdrawal.*

Before discontinuing studies, international students in F-1/J-1 immigration status considering an LOA must notify an international student adviser in the Glavin Office of Multicultural & International Education to discuss the immigration implications of the LOA. International students in F-1/J-1 immigration status who take an LOA from Babson College may lose their eligibility to remain in the United States. Students' records in the Student & Exchange Visitor Information System (SEVIS) also may be terminated. If the student decides to return to Babson in the future, a new Form I-20/DS-2019 and F-1/J-1 visa may be required in order to resume studies in valid F-1/J-1 status. For further information, contact an international student adviser in the Glavin Office by phone at 781-239-4565 or email [iss@babson.edu](mailto:iss@babson.edu).

## **NON-MEDICAL WITHDRAWAL FROM THE COLLEGE**

Students may choose to or need to separate from Babson College for longer than one year and/or with no anticipated return. To withdraw from the College, students must complete and be approved for a Petition for Separation available through the Class Deans' e-forms on the Babson Hub. If students separate from the College after the end of the add/drop period, this qualifies as withdrawal from the College, not a Leave of Absence.

Students must go through the application for readmission process to return to Babson following a withdrawal from the College. This readmission process consists of a letter of request to Academic Services. Students must address in this letter their reasons for wanting to return, how students addressed any issues that resulted in the withdrawal while away, and how students will use on- or off-campus resources to aid in their academic performance and/or other concerns while back on campus. In order to qualify for registration, housing, and financial aid, students must submit the written request to Academic Services by the following dates:

**March 1** for fall re-entry

**October 1** for spring re-entry

Meeting the above dates ensures participation in the registration process for the upcoming semester. Upon returning to campus, students have three years from their originally expected graduation date to complete their degree (traditionally, a 7 year time-frame).

International students in F-1/J-1 immigration status who plan to withdraw from Babson College must notify an international student adviser in the Glavin Office of Multicultural & International Education (Glavin Office) before separation from Babson. The student's record in the Student & Exchange Visitor Information System (SEVIS) may be terminated upon separation, and the student may lose their eligibility to remain in the United States.

*For information on the financial implications of withdrawing from the College, please refer to the Tuition Policies section of the handbook.*

## **VOLUNTARY, COLLEGE-INITIATED, & EMERGENCY INTERIM MEDICAL WITHDRAWALS**

## **1. PURPOSE AND INTENT:**

Babson College endeavors to provide a safe and healthy living and learning environment in which all qualified students can participate in the College's programs and activities and successfully pursue their academic, personal, social, and emotional development.

The College recognizes that students may experience medical issues which limit their ability to function safely or successfully as students. The College offers a variety of medical, academic, and administrative resources to assist and support students in such situations, and makes reasonable accommodations to allow students with documented disabilities to have equal access to College programs and activities.

When a student's personal well-being may be at risk or when a student experiences a medical issue that may prevent the student from participating in the College's programs and activities regardless of accommodation, the student is encouraged to consider a voluntary medical withdrawal from the College. Although students remain eligible to take other types of leave in accordance with applicable College policies and procedures, a voluntary medical withdrawal may carry certain advantages, including more flexible withdrawal timelines, less disruption to scholarships and funding, and tuition/housing refunds as determined by appropriate College officials.

When the College becomes aware of a student who is unable to safely participate in the College's programs and activities regardless of accommodation or who presents a high probability of substantial harm to health or safety, the College may also consider the appropriateness of involuntary medical withdrawal from the College and/or emergency interim medical withdrawal according to the standards and procedures described in this Policy.

Student conduct that violates the College's Community Standards remains subject to the Student Conduct Process regardless of whether such conduct violation results from or is exacerbated by a medical condition. Actions taken pursuant to this Policy do not affect the student's obligation to comply with other College policies or, where applicable, sanctions to which the student may be subject as a result of any violation of such policies.

This Policy is designed to ensure that students are given individualized attention, support, care, and consideration in addressing medical issues that may arise or escalate during matriculation. The College will apply this Policy to all students in a nondiscriminatory manner using a flexible and individualized process to facilitate student success. Decision makers acting under the Policy will make determinations on the basis of objective evidence of student behavior and reasonable judgments based on professional assessments and current medical knowledge—not on the knowledge or belief that a student may be an individual with a disability.

Whenever a College official is referenced in this Policy, such reference shall include another official designated to carry out such official's duties in their absence or the person who otherwise assumes such duties.

## **2. VOLUNTARY MEDICAL WITHDRAWAL (“VMW”)**

When a student's personal well-being may be at risk, or when a student experiences a medical issue that may prevent them from participating in the College's programs and activities regardless of accommodation, the student is encouraged to consider a VMW. The VMW process is designed to be reasonable and flexible, and to proceed as quickly as possible to allow a student experiencing difficulties due to a medical condition to receive the care, support, and treatment that they need.

Students wishing to initiate a VMW should contact the Director of Health Services and/or the Director of Counseling Services (each, an “Appropriate Health Service”). The Appropriate Health Service will meet with the student, if feasible, and review any medical documentation provided. The Appropriate Health Service will then submit a recommendation for a VMW if it determines that the student has a medical issue that prevents the student from participating in the College's programs and activities regardless of accommodation, or otherwise compromises the student's safety,

well-being, or academic success. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

The recommendation for a VMW and any relevant supporting documentation will be submitted to the Associate Dean of Students for Wellness or designee (“Associate Dean”) for review. The Associate Dean may consult with the Appropriate Health Service and others as appropriate in evaluating the recommendation and any relevant supporting documentation. Based on an individualized review of the facts and circumstances, the Associate Dean will make a final determination as to whether and for what length the VMW will be granted, and will so notify the student in writing. The student will also be notified of specific conditions, if any, that may be required in order to return to the College, based on the nature and individual circumstances of the VMW.

A student may appeal the denial of a request for VMW in accordance with the Appeal Process set forth below.

### **3. COLLEGE-INITIATED MEDICAL WITHDRAWAL (“CIMW”)**

The College may initiate a medical withdrawal when it becomes aware of a student who is unable to safely participate in the College’s programs and activities or who presents a high probability of substantial harm to health or safety.

The College may initiate a CIMW only under the limited circumstances and only in accordance with the procedures set forth in this Policy. CIMW may only be initiated: (i) after reasonable efforts to obtain student cooperation for a VMW have been attempted, if feasible; (ii) after other available interim measures have been deemed inappropriate, insufficient, or unsuccessful; and (iii) as a non-disciplinary action.

In evaluating whether the College will initiate a medical withdrawal, the Associate Dean will convene a medical withdrawal committee (“Committee”). The Committee will be comprised of the Associate Dean and one or more representatives from the Appropriate Health Service, along with other College officials with relevant knowledge and expertise who may have direct insight into the conduct or behavior of concern, such as representatives from the Office of Disability Services or Student Affairs.

The Committee will conduct an individualized assessment of the student’s present ability to safely participate in its programs and activities based on objective evidence and documentation. The individualized assessment will evaluate whether there is a high probability of substantial harm in light of: (i) the nature, duration, and severity of the risk; (ii) the probability that injury will occur; and (iii) whether reasonable accommodations can sufficiently mitigate the risk. The Committee will exercise reasonable judgments that rely on current medical information and documentation.

If the Committee determines that the student is unable to safely participate in the College’s programs and activities or presents a high probability of substantial harm to health or safety, it will submit a recommendation for a College-Initiated Medical Withdrawal (“CIMW”). The recommendation and any relevant supporting documentation will be submitted to the Vice President for Student Affairs or designee (“Vice President”) for review. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

Upon receipt of a recommendation for a CIMW, the Vice President will carefully review the recommendation and any relevant supporting documentation. The Vice President may consult with the Appropriate Health Service and others as appropriate in evaluating the recommendation and any relevant supporting documentation. If, based on an individualized review of the facts and circumstances, the Vice President conditionally determines that a CIMW should be granted, the Vice President will so notify the student in writing. The student will be afforded three business days to submit a written statement and any other documentation or materials relevant to the conditional CIMW and the student’s desired outcome before a final determination is made by the Vice President.

If warranted under the circumstances, the Vice President may restrict the student from attending classes, living in college housing, or otherwise accessing campus property or participating in College activities during the conditional CIMW.

Based on an individualized review of the facts and circumstances, the Vice President will make a final determination as to whether and for what length the CIMW will be implemented, and will so notify the student in writing. The student will also be notified of specific conditions, if any, that may be required in order to return to the College, based on the nature and individual circumstances of the CIMW.

A student placed on CIMW may appeal in accordance with the Appeal process set forth below.

#### **4. EMERGENCY INTERIM MEDICAL WITHDRAWAL (“EIMW”)**

The College may initiate an emergency interim medical withdrawal (“EIMW”) when it reasonably determines that a student presents an imminent risk of substantial harm to health or safety.

The College may initiate an EIMW only under the limited circumstances and only in accordance with the procedures set forth in this Policy. An EIMW may only be initiated: (i) after reasonable efforts to obtain student cooperation for a VMW have been attempted, if feasible; (ii) after other available interim measures have been deemed inappropriate, insufficient, or unsuccessful; and (iii) as a non-disciplinary action.

The Vice President may implement an EIMW after conducting an individualized assessment based on objective evidence and documentation. The individualized assessment will evaluate whether there is an imminent risk of substantial harm in light of: (i) the nature, duration, and severity of the risk; (ii) the probability that injury will occur; and (iii) whether reasonable accommodations can sufficiently mitigate the risk. The Vice President will consult with the Appropriate Health Service and others as appropriate, and will exercise reasonable judgments that rely on current medical information. Circumstances permitting, the Vice President will convene a Committee to assist in the individualized assessment.

The duration of an EIMW will be limited to the period necessary to address the imminent risk of substantial harm to health or safety. While under EIMW, the student is prohibited from attending classes or living in College housing, and may be trespassed from campus or other College facilities and/or prohibited from participating in College activities if warranted under the circumstances.

A student placed on EIMW will be notified in writing by the Vice President as soon as possible. The student will also be notified of the specific conditions that are required in order to return to the College, based on the nature and individual circumstances of the EIMW. A student placed on EIMW may appeal in accordance with the Appeal process set forth below.

The EIMW process is intended to address emergency situations on an interim basis. Where appropriate and in accordance with the terms and conditions of this Policy, an EIMW may be converted to a VMW or a CIMW.

#### **5. RETURN FROM VOLUNTARY, COLLEGE-INITIATED, OR EMERGENCY INTERIM MEDICAL WITHDRAWAL**

All conditions for returning to the College will be the same for VMW and CIMW. The conditions for returning to the College from an EIMW will be equivalent, except that relevant timelines will be adjusted to account for the interim nature of the withdrawal.

The goal of a medical withdrawal is to ensure that students return with an increased opportunity for academic and personal success. Students are encouraged to take the time necessary to achieve this goal. Students may wish to periodically check in with the Associate Dean during their leave, as

indefinite leaves will not be permitted.

A student seeking to return to the College from a medical withdrawal should take the following steps to initiate the re-enrollment process:

- A. Contact the Appropriate Health Service and provide all required documentation. With the exception of students placed on EIMW, it is requested that students submit all material by December 1 for consideration for the Spring Semester, April 1 for summer sessions, and July 1 for Fall Semester. This will help to ensure that the Associate Dean and the Appropriate Health Service have sufficient time to review the request and facilitate re-enrollment as appropriate. If materials are received after the relevant deadline, the College will make reasonable efforts to review the request in a timely manner.
- B. Have the student's treatment provider(s) send a report to the Appropriate Health Service documenting the provider's work with the student, the student's clinical status, and an opinion as to the student's readiness to safely and successfully resume academics and college life. The student's treatment provider may also include any conditions or recommendations for ongoing treatment, or other suggestions to support the student's academic and personal well-being upon return to the College. The Appropriate Health Service relies heavily on information received from the student's treatment provider. Students will be asked to provide Release of Information Forms so that representatives of the Appropriate Health Service may communicate with treatment providers and others as appropriate regarding the student's return.
- C. As required by the Associate Dean depending upon the nature and individual circumstances of the medical withdrawal, provide information to the Appropriate Health Service showing that the student has reasonable capability of day-to-day functioning while a student at the College, with or without accommodation. There are several ways a student might be able to sufficiently demonstrate their day-to-day functioning, and the Associate Dean will discuss appropriate options with the student upon request.
- D. As required by the Associate Dean depending upon the nature and individual circumstances of the medical withdrawal, provide a brief written statement describing: (i) the student's experience away from the College including the activities undertaken while away; (ii) the student's current understanding of the factors that led to the medical withdrawal and any insights the student has gained from treatment and time away; and (iii) how the student plans to ensure a successful return to the College and to sustain their academic and personal well-being.

Reasonable effort will be made to respond to a student's request to return from a medical withdrawal within ten business days of receipt of all required materials. Additional time may be required based on extenuating circumstances.

If the information received from a treatment provider requires further explanation or clarification, or when there is a disconnect between the medical information provided and other information in the student's file, the Appropriate Health Service may contact the treatment provider to obtain additional information. In exceptional cases as required by the Associate Dean depending upon the nature and individual circumstances of the medical withdrawal, the student may be asked to obtain a second, independent evaluation from a licensed medical professional approved by the Appropriate Health Service. The purpose of the independent evaluation is to document the student's clinical status and provide an opinion as to the student's readiness to safely and successfully resume academics and college life.

Upon receipt of all required materials, the Associate Dean and the Appropriate Health Service, in consultation with others as appropriate, will determine if the student appears ready to resume academics and college life. If approved to return, the student will be required to check-in with the Appropriate Health Service to review the student's current safety and plan for sustained health, including recommendations for ongoing treatment and/or other support services as appropriate.

Students with disabilities are eligible for reasonable accommodations. Students are responsible for communicating any requests for accommodation to the Office of Disability Services. Detailed

information on the process for requesting accommodations is available at the Office for Disability Services website:

<http://www.babson.edu/Academics/advising-support/disability-services/Pages/default.aspx>.

The student will be approved to return to the College when the documentation demonstrates that the student is ready to safely resume studies and be a successful member of the campus community. If approved, the student will be notified in writing and informed of any applicable academic, housing, administrative, or other requirements for return.

If the student is not approved for return from a medical withdrawal, the student will be notified in writing along with recommendations that will enhance the likelihood that a future request to return will be granted. The student may appeal the denial of their request to return from a medical withdrawal in accordance with the Appeal process set forth below.

## **6. APPEALS PROCESS**

A student has a right to file a written appeal (“Appeal”) to the Vice President requesting review/reconsideration of: (i) the denial of a request for VMW; (ii) the denial of a request for return from a medical withdrawal; (iii) the implementation of a CIMW; or (iv) the implementation of an EIMW. The Appeal must be submitted to the Vice President within five business days of the date of the notice to the student.

The bases for the Appeal are limited to the following: (i) material information or evidence not considered in the original determination; (ii) new information or evidence that was not available at the time of the original determination; and/or (iii) a material deviation from procedures that was prejudicial to the student and that affected the outcome of the original determination. Appeals made on other grounds will not be considered.

As appropriate, the student should include relevant supporting documentation with the Appeal. The Vice President will carefully consider the Appeal and any supporting documentation and render a final decision based on the best available information and an individualized review of the facts and circumstances.

A final decision on the Appeal of the implementation of an EIMW will be made within three business days of receipt. Final decisions on all other appeals will be made within ten business days of receipt, or the Vice President will notify the student that additional time will be necessary to consider the Appeal. The decision of the Vice President on the Appeal is final and not subject to further review.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Federal Family Educational Rights and Privacy Act (FERPA or Act) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational institution."

**FERPA affords students certain rights with respect to their education records.**

**These rights are:**

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the registrar, clearly identify the part of the record



they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**Note:** *The right to challenge grades and notations about disciplinary decisions does not apply under the Act unless the grade assigned or the disciplinary decision rendered was inaccurately recorded.*

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to college officials with legitimate educational interests. A "college official" is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including Public Safety and Health Services); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or another student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Another exception is the release of "Directory Information," which may be released without a student's consent unless specifically prohibited by the student. The following is considered Directory Information:

- the student's name
- permanent and local addresses
- telephone listings
- electronic mail addresses
- digitized photographs and images
- date and place of birth
- major field of study
- grade level
- enrollment status
- dates of attendance
- past and present participation in officially recognized activities, organizations and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- the most recent previous educational agency or institution attended by the student

*A student's grades are considered Directory Information only to the extent that Dean's List, graduation honors, and/or awards may be published. Individual grades and GPA information are not Directory Information and will not be released without the consent of the student.*

Upon request, the College also discloses education records to officials of another school in which a student seeks or intends to enroll, so long as the disclosure is for purposes related to the student's enrollment or transfer.

Disclosure without consent also may be made concerning the following: Final results of a disciplinary proceeding in which a student was found to have violated College rules concerning a crime of violence or a non-forcible sex offense. The outcome may be disclosed to the victim regardless of whether a violation was found. Alcohol or drug violations may be disclosed to parents if the student is under age 21. The College reserves the right to disclose information about students to their parents, regardless of the student's age, without the student's written

consent in cases involving the student's health and well-being or in the case of a change of student status (including, but not limited to, loss of housing, pending disciplinary proceeding, suspension, expulsion or to comply with a court order or subpoena). For the purposes of this Policy, "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

The term "education records" does not include the following records, and therefore such records are not governed by this Policy:

- A. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons, which:
  - i. are kept in the sole possession of the maker of the record
  - ii. are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record
- B. College Public Safety Department records which are created and maintained by campus police solely for law enforcement purposes.
- C. Employment records, when College employment did not result from and does not depend upon the fact that an individual is a student at the College, provided that the employment records:
  - i. relate exclusively to the individual in that individual's capacity as a College employee
  - ii. are made and maintained in the normal course of business
  - iii. are not available for use for any other purpose

All records relating to a student who also is an employee of the College are included in the definition of education records, if the student's employment is contingent upon the fact that he or she is a student. For example, work-study program records are education records.

- D. Health records, which:
  - i. are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity;
  - ii. are created, maintained or used only in connection with the provision of treatment to the student; and
  - iii. are not disclosed to anyone except to other than individuals providing the treatment, except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice.

For the purpose of this definition, "treatment" does not include academic and career advising, tutoring, disability management counseling, or any activities which are part of the program of instruction offered by the College. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule excludes student medical treatment records and other records protected by FERPA.

- E. Applicant records of individuals who do not enroll in or register with an academic program of the College. If and when applicants become students, their applicant records become education records, which are then accorded the same privacy rights as any other education records governed by this Policy.
- F. Records (i.e., alumni records) about a person containing only information obtained from that person after that person is no longer a student, or relating to that person and obtained from others after that person is no longer a student.

## **Restricting the Release of Directory Information**

If you do not wish to authorize the release of Directory Information and do not want your Directory Information to appear in the Student Directory, you must indicate so through the "My Info" section of the Hub. The restriction will be promptly initiated in any electronic media. For any printed media, the restriction will be initiated as of the next printing. At any time after

restricting the release of your Directory Information, you may change your mind and choose to authorize the College to release Directory Information. You can grant such authorization at any time by editing the "My Info" section of the Hub.

Students should be aware of the possible consequences of withholding Directory Information, such as missed announcements, mailings and messages, non-verification of enrollment or degree status, and omission from the Commencement program.

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of federal law as they pertain to access and disclosure of students' education records.

The name and address of the Office that administers this law is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, DC 20202-5920  
1-800-USA-LEARN (1-800-872-5327)

Questions or concerns about the privacy of students' education records or these procedures may be brought to the attention of the registrar's office, Hollister Hall, Room 334.

### **Additional Resources**

For more information on FERPA and the regulations promulgated thereunder, please see the following links:

[Family Policy Compliance Office \(FPCO\)](#)  
[FERPA 20 USC 1232\(g\)](#)  
[34 CFR PART 99](#)

## **LOCATION OF GENERAL EDUCATION RECORDS MAINTAINED BY THE COLLEGE**

Babson College maintains the following general records:

- Admission and current education status records are maintained in Academic Services. These records are open to students and may be reviewed by appointment. In compliance with FERPA and other applicable state and federal statutes, records may be redacted for the review. Babson students will be provided copies of Babson transcripts, degree audits, and their original student essays. Should a student require a transcript, he or she must complete a transcript request online through the Babson Hub or in writing at the registrar's office.
- Security and law enforcement records are retained by the director of public safety. Students may request copies of law enforcement records from the director of public safety. Certain legal restrictions may limit or prohibit the ability to grant such a request. The dean of student affairs and the director of public safety maintain final discretion in the consideration of any such request.
- Medical records are maintained by Health Services. These records also are exempted from the provision of the law and are not normally available to students for inspection.
- Disciplinary records, including College Honor Board/Graduate Judicial Board records are generally maintained by the Undergraduate and Graduate Student Affairs Offices. Students may review these by appointment. In compliance with FERPA and other applicable state and federal statutes, these records may be redacted for the review.
- Financial aid records are maintained by Student Financial Services. Students may review these by appointment. Students are not permitted to review their parents' financial records, unless the documents were jointly signed and submitted by the parents and the student, or if the parent has given written permission.
- Residence Education maintains residence life records and Student Activities and Leadership maintains student involvement and activities records.
- It is assumed that students want their hometown newspapers notified when they graduate, earn awards,

or achieve the Dean's List. Students are to notify Public Relations, x4548, if they do not wish to participate in this process.

# ACADEMIC RESOURCES

## ACADEMIC ADVISING AND SUPPORT SERVICES

The Office of Academic Services provides personal and academic support for all undergraduate students, including advising students about their academic program, assisting them with consultation and referral for academic concerns, and serving as a resource for personal, social, cultural, and quality-of-life concerns. More information is available online at the Academic Services' website, [www.babson.edu/academicsservices](http://www.babson.edu/academicsservices).

## ACADEMIC CALENDAR

The Academic Calendar can be found on the [Office of the Registrar's web page](#).

## ACADEMIC DIVISIONS

A list of Academic Divisions can be found on the [Academics web page](#).

## ACADEMIC MENTORS

Academic Mentors peer advise undergraduate students on short-term academic planning and provide programing around class registration. Academic Mentors work in the Office of Academic Services and in the Learning Center, and are primarily available on a walk-in basis.

## CENTER FOR CAREER DEVELOPMENT

The Undergraduate Center for Career Development engages students in the career development process, enabling them to achieve their individual career goals. The office counsels and educates students to integrate their academic and cocurricular experiences into internship and job search strategies. For more information, see the [Undergraduate Center for Career Development website](#).

## CENTER FOR WOMEN'S ENTREPRENEURIAL LEADERSHIP

The Center for Women's Entrepreneurial Leadership (CWEL) supports all Babson students to reach their full entrepreneurial potential to create social and economic impact of all kinds. As a learning laboratory at the intersection of gender and entrepreneurial leadership, CWEL provides students and alumni with educational programs, opportunities to experiment, and access to role models. The Center also sponsors the CWEL Scholars Program, a rigorous 4 year undergraduate leadership development experience. For information about all of CWEL's programs, please visit [www.babson.edu/CWEL](http://www.babson.edu/CWEL)

## COACHING FOR LEADERSHIP AND TEAMWORK PROGRAM (CLTP)

CLTP is attended by students taking the FME and ASM 3300 courses. It is designed to give students developmental feedback about their leadership, teamwork, decision making, ethics, listening, and oral communication skills. More information is available online at [www.babson.edu/coach](http://www.babson.edu/coach)

## HONORS PROGRAM

The Honors Program offers academically accomplished students enhanced curricular and cocurricular opportunities. Honors students are accepted into the Honors Program during the first semester of their second year through a process including an application, interview, and a review of the student's academic achievement during the first semester. Honors Program students enroll in honors courses, participate in an education abroad experience, and create an 8-credit honors project on a topic of their choosing, working one-on-one with a faculty adviser. The Honors Program also aims to create a community for its students by scheduling social and cultural events including dinners, study breaks, visits to Babson alumni, and an off-campus retreat. For additional information on the Honors Program, contact the Office of Academic

Services or visit the [website](#).

## **HORN LIBRARY**

Horn Library is Babson's comprehensive research and information center. Information about the library's resources, research assistance, library hours, and more are available online at [www.babson.edu/library](http://www.babson.edu/library)

## **IT SERVICE CENTER (ITSC)**

The IT Service Center, located in Horn 220, is Babson's one-stop location for technical support and hardware provisioning. For more information about ITSC resources, services, and hours, see the [ITSC web page](#).

## **LEARNING CENTER**

The Learning Center assists students with learning disabilities, sensory impairments, physical disabilities, and psychological and medical conditions. Students are responsible to identify themselves to this office as a person seeking accommodations and provide appropriate and current documentation in support of any requests. More information about College policies, procedures, and available services can be [found online](#).

## **MATH RESOURCE CENTER (MRC)**

The MRC is a free resource that is available to students to help them develop competence and confidence in their quantitative skills. The MRC staff is specifically trained to support the core QTM courses. Visit the MRC website on the Student Hub for the complete schedule and last minute updates.

## **SPARK PEER TUTORING PROGRAM**

The Supportive Peers As Resources for Knowledge (SPARK) Peer Tutoring program is a free resource that is available to students to provide learning support for six core courses in the undergraduate curriculum. Located in the Learning Center, Hollister Hall, suite 122, SPARK peer tutors are trained specifically to work with students on Financial Accounting (ACC1000), Managerial Accounting (SME2001), Finance (SME2021), Macroeconomics (ECN2000), Microeconomics (SME2031), and Operations (SME2002). [Click here](#) to schedule an appointment online.

## **SPEECH CENTER**

The Speech Center in Olin Hall 009 provides communication support to the entire Babson community. Using the model of executive coaching, the Speech Center helps increase a student's skills and confidence in business speaking, in class discussions, in team presentations, in global business contexts, and as interview candidates. Students may make 45-minute individual or group appointments with professional speech consultants via the Babson Hub by following the Speech Center Appointment link.

## **WRITING CENTER**

The Writing Center in Babson Hall 205 offers free consulting services for all campus writers at any stage in the writing process. Students may make an appointment via the Babson Hub by following the Writing Center Appointment link under Smart Tools.

# FINANCIAL INFORMATION & POLICIES

Questions about tuition policies, payment policies, and financial aid should be directed to Student Financial Services (SFS) at [sfs@babson.edu](mailto:sfs@babson.edu) or x4219. Individual student account and financial aid information is available online on the [Babson Hub](#). Students may authorize parents or guardians access to their online financial information through eProxy.

## TUITION POLICIES

For current tuition and fees, visit the [Student Financial Services website](#).

Tuition and fee rates are set by the Babson College Board of Trustees for each academic year. Tuition is charged on a flat-rate basis for credit loads up to and including 20 credits each semester. Additional tuition will be charged on a per-credit basis for overloads.

Babson College expects students to be enrolled in a full course load, defined as 16–18 credits per semester for students first enrolling in September 2013 or subsequent terms, and 15–17 credits for students who first enrolled at Babson prior to September 2013. Requests for an adjustment from the flat-rate tuition charge must be made by submitting the online Tuition Adjustment Request form found on the Student Hub for approval 24 hours before the end of the add/drop period (*see section on Reduced Course-load Tuition Adjustment in the Academic Policies and Procedures section*).

## PAYMENT OF BILLS

Payments can be made to Babson by cash, money order, wire transfer, or from a U.S. checking or savings account. Credit card payments can be made through Tuition Management Systems; a convenience fee is assessed.

International wire transfers can be made through the BabsonHub/View Your Bill/ePay, or at [peertransfer.com/babson](http://peertransfer.com/babson). For domestic wires, refer to the information for U.S. bank transfers available on the Babson Hub/View Your Bill.

The College recognizes that most students receive financial assistance from parents and/or various sources of financial aid. Nevertheless, the ultimate responsibility for satisfying all financial obligations rests with the student.

All balances are due by the date indicated on the Student Financial Services' website. Fall semester payments typically are due the first week of August, and spring semester payments the first week of January. Miscellaneous term charges typically are due in mid-October and late February, or within 10 business days if not otherwise specified. Students are notified via email in advance of the major payment deadlines. Student account information and balances due are available online on the Babson Hub. Failure to receive a billing notification email does not eliminate payment obligations or prevent the assessment of late payment penalties.

If there has been a change in room or meal plan, or some other change that affects the balance, the student should confirm with the appropriate department that the change will be approved, and submit payment for the adjusted balance due by the due date in order to avoid any late payment penalties. Students who receive financial aid from outside sources should submit, by the tuition due date, documentation from the funding organization that details the amount and payment terms of such aid.

Questions about any of the following specific charges should be directed to the following departments:

Laptop services	<a href="#">ITSD</a>
Meal plan charges	<a href="#">Student Financial Services</a>
Motor vehicle registration and parking violations	<a href="#">Public Safety</a>
Prescription/lab charges; health insurance	<a href="#">Health Services</a>
OneCard charges	<a href="#">Public Safety</a>
Registration/enrollment	<a href="#">Registrar</a>

Room and damage charges  
Tuition charges  
Unreturned athletic equipment charges  
Unreturned booked charges

[Housing](#)  
[Student Financial Services](#)  
[Athletics](#)  
[Horn Library](#)

## **RETURNED CHECKS / ePAYMENTS**

A non-waivable service fee of \$50 will be charged to a student's account for each payment returned by the bank due to insufficient funds. When notified of a returned check, students have three business days to submit to Student Financial Services a certified check or bank check in the amount due, including the service fee. In a case where there are returned checks, the College reserves the right to require that all future payments be made by certified check or bank check.

## **LATE PAYMENT PENALTIES**

Students who have not settled their accounts by the semester payment due date will be assessed a \$200 late fee and be denied course registration and add/drop privileges. Students may also be withdrawn from courses and may lose College housing for the period of their housing contract.

Students who fail to meet their financial obligations to the College are not entitled to receive a diploma or official transcript, and are not entitled to the use of academic, administrative, and auxiliary services and facilities. Unpaid accounts will be referred for collection action, with the fees of any collection agency - which may be based on a percentage at a maximum of 33 1/3 percent of the debt - and all costs and expenses, including reasonable attorneys' fees, to be borne by the student.

Late payment penalty appeals should be directed via email to Student Financial Services at [sfs@babson.edu](mailto:sfs@babson.edu) within 10 days of notification that the penalty has been imposed.

## **REFUND OF SEMESTER CHARGES**

If you are planning to withdraw from Babson, we encourage you to schedule an appointment with your Student Financial Services (SFS) counselor to discuss the financial implications of your decision. The withdrawal must be approved by Academic Services.

## **WITHDRAWAL FROM THE COLLEGE**

The following refund policy applies to any student who withdraws from the College. Please note that there is no refund in the case of withdrawal from individual courses.

If the approved date of withdrawal is before or during the official drop/add period, the student will receive a full refund of tuition, fees, room, board, and any other semester-based charges.

If the approved date of withdrawal is after the last day of the official drop/add period, and on or before the 60 percent point in the semester, the student's tuition, room, and board will be calculated on a pro rata basis, equal to the percentage of the semester that was completed before the student withdrew. Enrollment deposits, housing deposits, and miscellaneous fees are nonrefundable. The pro rata calculation will determine the unearned, or refundable, portion of the tuition, room, and board that is equivalent to the period of enrollment that remains in the semester. That amount will be refunded to the student, less any unpaid charges owed by the student, less any nonrefundable deposits and fees, and less any amounts that must be returned to federal, state, or college financial aid programs.

If the approved date of withdrawal is after the 60 percent point in the semester, there is no refund; the student is considered to have incurred 100 percent of the tuition, room, and board charges for the semester.

In the event of a military reservist being called to active duty and not being able to complete a semester, the student will be entitled to a full refund of tuition and fees, and a pro rata refund of room and board charges.



In the event a student is suspended or dismissed from the College and/or from college housing as a result of disciplinary action or violation of local, state, or federal law, the semester's housing charge will not be refunded, and the student may lose lottery privileges for room selection the following year. Tuition and board charges will be calculated on a pro rata basis in the manner described above for students withdrawing from the College.

# FINANCIAL AID

Babson College is committed to educating highly qualified students from diverse backgrounds, and we encourage students to apply for financial aid.

Financial aid is awarded primarily on the basis of financial need, and comes in the form of grants, student loans, and work-study. A student who applies for assistance will be considered for all available financial aid programs from federal, state, and institutional sources depending on eligibility and citizenship.

Merit-based scholarships are offered at the point of admission. Babson also offers financing options, including parent loans and a payment plan, to help cover all or a portion of educational costs. Most families draw on a combination of programs to meet college expenses. Information concerning financial aid programs, the application process, and financing options is available at [www.babson.edu/ugradaid](http://www.babson.edu/ugradaid).

## FINANCIAL AID APPLICATION PROCEDURES AND DEADLINES

To apply for federal financial aid, all U.S. citizens and Permanent Residents must complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). First-time applicants who wish to be considered for institutional need-based grants must complete the College Scholarship Service (CSS) Financial Aid PROFILE online at [www.collegeboard.com](http://www.collegeboard.com). In addition, first-time applicants whose parents are separated or divorced must complete the CSS Noncustodial Profile, and first-time applicants whose parents own a business must send a copy of the most recently completed business tax return to Student Financial Services. Listed below are the deadlines you should meet in order to receive full consideration for aid.

## FINANCIAL AID CALENDAR

Action	Deadline for Filing PROFILE with CSS	FAFSA filing deadline
Early Decision/Early Action Admission Applicants	12/1	2/15
Regular Decision Admission Applicants	2/15	2/15
Transfer Admission Fall	4/10	4/10
Transfer Admission Spring	11/15	11/15
Returning Undergraduates	Not required	4/15

All financial aid applicants will be required to submit supplemental documents verifying the information supplied on the application forms, including federal tax returns, W-2 forms, and a verification worksheet, to the College Board Imaging and Documentation Service (IDOC). Students who are eligible for federal student loans are required to complete a promissory note and entrance counseling prior to receiving their loans, as well as an exit interview prior to graduation. Students must make satisfactory academic progress to continue receiving financial aid. More specific information about the availability, terms, and conditions of the financial aid programs can be found at [www.babson.edu/ugradaid](http://www.babson.edu/ugradaid)

# RESIDENCE HALL EXPECTATIONS

## **BABSON ONECARD AND ROOM KEY POLICIES**

Each resident is issued a key to his or her room and a OneCard, which serves as the key to the exterior residence hall doors. Students are expected to pick up their room key at designated check-in. All students have access to the residence halls Monday to Sunday, noon to 9pm. After these hours, students visiting friends in other residence halls will be expected to call their friend to let them in and escort them through the building. Remember, in addition to all of its current functions, the OneCard is the key to your residence hall, so do not be careless with it. Keys and OneCards can be possessed only by the person to whom the key/card was issued. Students should at no time give their keys or ID cards to anyone, nor should they be in possession of an ID or key that was not expressly issued to them by the College. The following guidelines concerning room keys are in place:

1. Lockout services are provided by Public Safety . Call 781-239-5555 if you are locked out of your room. Your Babson OneCard must be presented to the responding staff member before he/she opens the door to your room or immediately thereafter if your OneCard is locked in your room. If it is determined by Residence Education and/or Public Safety that a student(s) is abusing the lockout service (i.e. excessive number of lockout calls during a specified period of time), he or she may be subject to a service charge for each subsequent lockout request and could be held responsible through the student conduct process.
2. Whenever a key is lost, report it as soon as possible to Facilities. Keys for the same lock will not be issued; a new lock core will be installed and new keys will be issued. The cost for a lock change is \$100.
3. Keys will be given only to students who show proper identification and are officially assigned to the room by Residence Education and Housing. The same policy applies for lockout services.
4. Only Facilities is allowed to duplicate a key. Possession of an unauthorized key duplicate will subject individual students to a fine of not less than \$100 and/or other disciplinary action. These penalties do not discharge or preclude the imposition of civil liability or criminal sanctions.

## **RESIDENCE HALL EXPECTATIONS**

### **DRUG POLICY (medical marijuana)**

In accordance with Babson's Drug Policy (outlined in the Community Standards section of this Handbook), each student who resides on the Babson campus is responsible for the contents of their room/suite and the actions of those present in the room or suite. The use, possession, sale, or distribution of drugs and/or drug paraphernalia is strictly prohibited and could result in removal from housing, separation from the College, other sanctions as deemed appropriate, and referral for criminal prosecution. Please note that while possession of under one ounce of marijuana has been decriminalized in Massachusetts, it is nonetheless a violation of Babson College policy to be in possession of any amount of marijuana. In addition, the possession, use, or distribution of prescription drugs by a student for whom the medication was not prescribed is prohibited and will result in disciplinary action. Finally, although Massachusetts state law permits the use of medical marijuana for certain medical conditions, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989, the use and/or possession of marijuana continues to be prohibited by Babson College. Thus, use and/or possession of marijuana, even for medical use, is considered to be a violation of Babson College policy.

*Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Associate Dean of Students for Wellness for more information regarding College policies and resources. To request a medical housing accommodation for a documented disability, students should contact the Director of the Learning Center ([link](http://studentportal.babson.edu/content/medical-housing)). See <http://studentportal.babson.edu/content/medical-housing>.*

### **FURNISHINGS**

Rooms are furnished with a bed and mattress (extra long twin), dresser/set of drawers, closet or wardrobe, desk and chair, bookcase, trash bin, and recycling bin. All furniture assigned to the student's room must be in the room and undamaged at the end of the school year. Students will be billed for any furnishings that are lost or damaged. The replacement cost is assessed for any college-owned property from rooms or lounges that is not present at checkout. Additional furnishings (e.g., easy chairs, lamps) are at the student's discretion. The College does not provide storage for furniture or personal belongings. Residence hall furniture (whether provided by the college or purchased by students) is required to meet appropriate state and local fire code. Furnishings on the Babson campus must meet the CAL 133 standard. Furniture that does not meet that requirement will be removed from the residence hall and discarded. Furniture that meets the CAL 133 standard must have an attached tag indicating that it meets such code. Any furniture purchased by students must be removed at the time of checkout. Students who leave personal furniture will be charged for removal.

Shades are provided for windows, and students may install curtains or drapes, provided they conform to fireproofing standards and do not damage walls. Any student-installed curtains or drapes must not cause any damage to the walls or other facilities. Drilling curtain rods into the wall is not allowed; tension rods or command hooks supports are recommended as an alternative.

Lofted beds of appropriate construction are allowed within the following dimensions: 67" high x 39" wide x 84" long. Due to issues of safety, the College prohibits the use of cinderblocks by students in residence halls. The College does recognize the need for in-room student storage and, therefore, will supply bed risers upon request in order to lift a student's bed. Risers can be requested by submitting a Facilities work order. Waterbeds are not permitted.

### **LOUNGE FURNITURE (College Owned)**

College-owned furniture is placed in lounges and other locations/common areas on campus for the benefit of all students. Theft, removal, damage or possession of, and relocation to student rooms is prohibited. Students found responsible will face disciplinary actions and/or criminal prosecution. Removal of College furniture or property from public areas or student rooms will result in a fine equal to the cost of the missing furniture.

## **PETS**

No pets are allowed in the residence halls or in student apartment buildings on Woodland Hill, with the exception of a guide dog that accompanies a visually impaired or other disabled person or fish in five-gallon aquarium tanks. The College reserves the right to contact the humane society to facilitate the removal of unauthorized animals from campus.

## **TELEVISIONS**

Students can bring televisions for their residence hall room and/or suite common room. However, televisions may not be mounted to room or suite walls.

## **HOUSING ELIGIBILITY**

All first-year students (freshmen) entering Babson are guaranteed housing if they meet all stated deadlines.

***Note:** Students who fail to occupy their assigned room by 5pm on the first day of classes and who have not notified Housing Operations of their intended late arrival may be reassigned or have their residence hall license canceled at the discretion of Housing Operations.*

## **INSURANCE (STUDENTS' PERSONAL/AUTO)**

The College assumes no responsibility for items lost, damaged, or stolen from students at any time, including students' cars. It is the student's responsibility to maintain adequate insurance coverage for personal belongings and automobile insurance. Students may elect to purchase insurance coverage for their personal belongings through their parents' homeowner's policy. It is strongly recommended that students carry appropriate insurance to cover all of their personal property. The College assumes no responsibility for damage to student property due to fire, theft, water, vandalism, or other damages that occur in the student's room or elsewhere on campus. At the end of the College year, residents must remove all personal possessions from their rooms. This includes personal furniture, carpets, pictures, decorations, articles of clothing, and equipment. Anything found in a vacated room or public area is considered discarded, and the College is not responsible for personal effects left in rooms.

## **MEAL PLANS**

In accordance with the Undergraduate Housing License and Meal Plan Agreement, except as specifically outlined below, a meal plan is required for all undergraduate students who live in a residence hall. Returning students have the option to select a meal plan exempt residence on campus during the room selection process, if available. Meal plan exempt residences on campus include Woodland Hill 9, Woodland Hill 10, and select rooms in Bryant (107, 108, 109, 208, 209, 210). There are no other exceptions to this policy.

## **QUIET HOURS**

It is expected that residents and their guests will be respectful of others' need for quiet, specifically between 11pm and 8am Sunday to Thursday, and 1am and 8am Friday and Saturday. *24-hour quiet hours are in effect during reading days and final exams.* Common courtesy is in effect 24 hours a day, in addition to the following guidelines regarding stereo use:

- Stereo speakers may not be placed in windows, aimed outside;
- Stereos should be played at a reasonable decibel level, and doors to the rooms must be shut. ("Reasonable level" shall be defined and interpreted by peers and, if necessary, by the residence hall staff, Public Safety, or members of the Office of Residence Education staff.)
- There will be minimal or no stereo use during those hours of the day or night designated as "quiet hours" by the residence hall community or during 24-hour quiet hours.

In the event that a conflict arises between two or more parties, each party should seek out the assistance of their resident assistant and area director. The residence hall staff will mediate and help students reach an agreement in resolving the noise issue.

## **REPAIRS**

Facilities Management and Planning maintains all buildings and grounds. Student requests for repairs must be made to Facilities via the Babson Hub. Go to Forms, Work Orders, Facilities Maintenance Request (Work Order), and follow the instructions. Please provide as much information as possible, building, room number, etc. Facilities trade employees work Monday to Friday, 7am to 3pm. During regular business hours, emergency calls to Facilities should be made by calling x4444. Off-hours emergency work order requests should be reported immediately to the Office of Public Safety at x5555.

## **ROOFS, WINDOWS, AND FIRE ESCAPES**

In the interest of safety and well-being, students are not permitted on the roof or fire escape of any College building, except in the case of a fire or other emergency. Residents may not remove screens from windows or sit on window ledges. Except in cases of a fire or life safety emergency, it is prohibited to use any window as an entrance or egress from a residence hall. Violations may result in a \$100 fine and/or other disciplinary action. Also, it is prohibited to hang any item (such as flag, banner, satellite dish, and/or air conditioner) from any window without the permission of Residence Education. Violations may result in a fine of \$100 and/or removal from housing.

## **ROOM CHANGES**

Students may not change residence hall rooms without prior written authorization from Housing Operations. Students who make an unauthorized room change will face disciplinary action and/or a \$100 fine. The first step is to speak with your RA or Area Director. A room freeze is in effect for the first two weeks of each semester. Those who change rooms at the end of the first semester must complete all procedures, including moving possessions, before they leave for break.

## **ROOM SEARCH POLICY**

The College reserves the right to enter and search a student's room, suite, apartment, or any residential space or area in College housing and their contents without notice for any of the following reasons:

- To determine occupancy.
- To inspect for health and safety reasons.
- For maintenance and repairs.
- To uphold community standards (including discipline and other College policies).
- Where the occupant or owner of the contents consents.
- In cases of emergency as determined by College staff.
- If a directive is issued by the Dean of Student Affairs or designee, after sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law that has, is, or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson College community exists; and/or in furtherance of law enforcement activities.

The College may conduct health and safety inspections of campus housing during school breaks and from time to time throughout the year. This serves as notification that such inspections may occur. Each student living in campus housing expressly acknowledges this right. Except where there is an emergency, immediate concerns about a student's well-being, to minimize damage to campus housing, or in connection with law enforcement activities, the College will use reasonable efforts to notify occupants of entry in advance by campus mail, email or telephone. When entrance is made for any of the above reasons, the College reserves the right to conduct a plain-view search and to remove any item(s) not in conformity with College policy or local, state, or federal law. A College search authorization shall be issued when sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law has taken place or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson community exists. Any item(s) seized in a search shall be turned over to the Dean of Student Affairs or his or her designee. Items

that are determined to be in violation of college policy, local, state, or federal law will not be returned to the student. If possession of item(s) violates a local, state, or federal law, the item(s) seized will be turned over to the department of public safety or the appropriate government authorities. Records documenting item(s) seized and chain of custody will be maintained.

Babson College exists within a larger community that has its own laws and standards of behavior, and the College confers no exemption from those laws and standards. All Babson College students are subject to the legitimate exercise of government authority. This policy does not prohibit the department of public safety from exercising its lawful authority.

## **CONSOLIDATION**

At any point Housing Operations may enter a period of consolidation of students to ensure consistent and fair housing utilization. It is not always an option for a student to stay in his or her original room; rather, a consolidated student may be re-assigned or required to relocate.

## **OCCUPANCY RESTRICTIONS**

Only those students who have a current housing contract are permitted to reside in College housing. If anyone is found in College housing illegally, he or she, along with the resident(s) who have permitted them to stay in their room/suite/apartment will be subject to conduct proceedings up to and including fines, removal from housing, and payment of the full cost of the space.

## **ROOM DECORATING**

Students are not permitted to wallpaper or paint their rooms. Hanging pictures and posters is permitted, but students are liable for damage from nails, hooks, and adhesive.

## **RESIDENCE HALL CLEANING**

The College provides a clean and comfortable living environment. As members of the Babson community, students are expected to treat all College property and the property of other parties with respect. Housekeeping services are provided for public areas, but residents maintain individual rooms and suites.

Residents living in Pietz, McCullough, Bryant studios, Keith, Canfield, and Mandell Family Hall will have their suite bathroom cleaned once a week at a designated date and time, as posted outside of the suite bathroom door. Residents will be responsible for preparing the bathroom to be cleaned. A checklist is located outside the suite bathroom door informing residents of what they should do each week prior to Facilities staff coming in to clean (i.e. make sure items are off the floor, take items off the shower, etc.). Residents who do not prepare the bathroom will not have it cleaned that week and may be fined for additional cleaning if needed. In addition, bathrooms will be cleaned by Facilities at the beginning of the semester, during winter break, and at the end of the academic year. Facilities reserves the right to inspect all bathrooms. If bathroom conditions are found to be unacceptable, Facilities will clean them and bill the occupants. The cost of extra cleaning will be \$100 (divided among all residents) for residents living in Pietz, McCullough, Bryant studios, and Mandell Family Hall. The cost of extra cleaning will be \$250 (divided among all residents) for residents living in Keith and Canfield. Lounges and corridors (no kitchens) in Keith and Canfield will be cleaned weekly.

Per the Housing License and Meal Plan Agreement, residents of Woodland Hill 9 and Woodland Hill 10 will be responsible for the cleaning of their bathroom spaces. Paper products, cleaning materials, and environmentally friendly chemicals will be available through the RA.

## **TRASH AND RECYCLING**

Students are responsible for removing and emptying their own trash and recycling from their residence hall room. Trash rooms or designated trash areas are provided for student use. Larger bins for both trash and recycling are located in these areas. All items in the trash rooms or designated trash areas will be disposed of.

As part of the College's ongoing sustainability efforts, an extensive recycling program is maintained. Single stream recycling containers are provided in each residence hall room. In addition to single stream recycling, the College recycles clothing, furniture, books, batteries, electronics, and other items. Arrangements can be made with Facilities Management and Planning to collect these items. Student organizations also exist on campus to help promote recycling and sustainability.

## **ROOM OCCUPANCY- ARRIVAL AND DEPARTURE**

Residence halls open and close on the dates posted on the academic calendar. Students are not permitted to arrive early. Students are expected to pick up their room key at identified check-in. Students are expected to vacate their rooms by the scheduled date and time, and leave them in clean condition, with debris placed in proper receptacles. When making travel arrangements for the end of the semester, remember that rooms must be vacated 24 hours following a student's last final exam, or by the posted closing time, whichever comes first. It is each student's responsibility to find alternative housing for the times the residence halls are closed. Students must check out with a RA or complete an express check-out.

Failure to complete a proper checkout with a staff member may result in a \$200 improper checkout fine and a \$100 charge for a lock change. In addition, the student is responsible for the costs of removing belongings left in rooms. All such charges will be added to the student's account. If a student chooses to complete an express check out they waive their rights to contest to any room charges.

## **ROOM SELECTION FOR THE FOLLOWING YEAR**

Housing selection is conducted each spring semester to determine assignments for the following academic year. At the beginning of the second semester, you will be notified about the room selection process. Students who want to live on campus the following year must complete and submit the Returning Student Housing Application by the stated deadline to be eligible to select a room. Missing any selection-related deadline will result in your placement on the housing waiting list.

## **STORAGE**

There is no storage space on campus for personal student belongings. The College assumes no liability and students must take all personal property with them when moving out of the residence hall. Items abandoned by students will be disposed of. Also, there is no storage on campus for special interest groups.

## **VANDALISM AND DAMAGE POLICY**

All buildings/rooms/apartments/suites will be inspected by Facilities Management and Planning prior a student's arrival. Students will only be allowed to check into rooms/suites deemed by Facilities Management and Planning to be in move in condition and with all College furniture present. Within 72 hours of your arrival, residents have the obligation to conduct a thorough room/suite inspection and report any concerns (condition of the room/suite, furniture, maintenance needs, repairs needed) to Facilities Management and Planning via the Work Order System. Additionally, submitting a Work Order within 72 hours of your move-in date makes you eligible for the damage appeals process at the conclusion of your stay. If a Work Order is not submitted, it is understood that the room was in move in condition upon your arrival and all furniture was present. The condition of rooms and suites is the residents' collective responsibility.

All rooms/apartments/suites will again be inspected after your departure. Any damages found in the room, intentional or accidental, beyond normal wear and tear and/or missing furniture, will be the responsibility of the resident/suitemates along with the corresponding damage charges.

Public areas/common rooms (halls, stairways, lounges, laundry rooms, lobbies, bathrooms, kitchens, etc.) are the collective responsibility of residents of that hall, floor, room, or suite. Babson College makes every attempt to attribute damage and vandalism charges to the individual(s) responsible, but when those responsible cannot be found, all members of a suite, room, floor or building may be charged equally for damages. It is our hope that affected residents will cooperate to ensure that those responsible are held accountable.





# UNDERGRADUATE HONOR CODE

*Fairness. Ownership. Respect. Trust. Honesty.*

## **BABSON COLLEGE STRIVES TO BE A COMMUNITY OF HONOR**

Babson students, faculty, and staff all pledge to work together to achieve this goal. We agree that each of us has the responsibility to be truthful in all we say and do, to value individuals and appreciate their differences, to ensure that everyone at Babson has access to community resources and opportunities, to credit the ideas and celebrate the achievements of others, and to take responsibility for our own actions, including our mistakes. Each of us agrees to take action to encourage others to fulfill their responsibilities toward our community, and each of us accepts our responsibility to act when we see others violating their obligations toward the Babson community. We will be proud of Babson College as a Community of Honor, and of ourselves as people of honor.

## **BABSON: BEING A MEMBER OF OUR COMMUNITY OF HONOR**

Integrity is a core institutional value at Babson. In your course work, activities, and life in the residence halls, we challenge you to learn, understand, and reflect on how your decisions impact the Babson community and the broader communities in which you live, work, and serve. We expect you to be ethically responsible leaders, both in business and in life. The Babson College Undergraduate Honor Code creates the kind of campus culture that we believe will foster critical learning and development—an essential element to your success, both as Babson students and future alumni.

The Babson College community is dedicated to providing you with a quality education and enriching student experience with integrity at the core. The Babson College Undergraduate Honor Code sets forth the fundamental principles of academic honesty and integrity in pursuit of the ethical application of knowledge within the academic environment. It also serves as a beacon to inspire and reinforce your ethical decision making across campus by creating in you a sense of moral responsibility to this community.

The Babson College Undergraduate Honor Code sets forth clear expectations with regard to how your behaviors, actions, and decision making support our institutional commitment to integrity. The Code, and all that it comprises, aims to build a Community of Honor at Babson—one that is connected and strengthened by each member's individual commitment to integrity and ethical decision making in all that we do. As a Babson student, you are committing to being an active and engaged participant in our Community of Honor, in partnership with your fellow students, faculty, staff, and alumni.

As an active and engaged member of Babson's Community of Honor, you are expected to act with integrity. Your actions, behaviors, and decision making should demonstrate reflection and support for the five guiding principles set forth in the Code's Five Pillars of Integrity: honesty, respect, trust, fairness, and ownership. At Babson:

**HONESTY** is truthfulness in all that we do and say, including clear attribution for others' thoughts and ideas.

**RESPECT** is showing sincere consideration and appreciation for individuals and the differences among them.

**TRUST** is the ability to believe in the integrity and reliability of others.

**FAIRNESS** is actively ensuring that everyone has access to the same opportunities and community resources.

**OWNERSHIP** is taking pride in and responsibility for one's actions and authorship, and having the courage to compel others to do the same.

## STUDENT RESPONSIBILITIES

While educational opportunities will be offered to you, as members of Babson's Community of Honor, it is your personal responsibility to know, understand, and abide by the Code and seek clarification when needed from faculty, staff, and fellow students. Specifically, you must:

- **Demonstrate** a commitment to and accept responsibility for acting in accordance with the Babson College Undergraduate Honor Code.
- **Understand** the policies for academic honesty and integrity and community expectations, as they are set forth in the Babson College Undergraduate Honor Code and *Undergraduate Handbook*.
- **Take personal responsibility** for knowing and following any additional written or verbal requirements in your course work provided by the faculty on individual projects, papers, assignments, or exams for a specific course.

Your failure to take appropriate steps to fully understand the Code will be neither an acceptable nor tolerable excuse for any Honor Code violation. Honor is not an option for you or any other Babson student; it is an expectation and requirement of this community. Your expressed commitment to understand and abide by the Code is a requirement of your continued enrollment at Babson, and you will be asked to reaffirm your understanding of and commitment to the Babson College Undergraduate Honor Code throughout your years as a Babson student.

As a first step, you will be asked to provide your electronic signature demonstrating agreement and commitment to live and learn by the guiding principles of the Babson Honor Code and its motto, which is inspired by a quotation by Henry David Thoreau:

**“As a member of Babson’s Community of Honor, I pledge to be true to my work, my word, and my friend.”**

For your coursework, you will be required to affirm your understanding of and commitment to the academic honesty and integrity expectations set forth in the Code. You will be required to write the following pledge on every exam, paper, project, or other academic exercise:

**“I pledge my honor that I have neither received nor provided unauthorized assistance during the completion of this work.”**

You are expected to handwrite the pledge on your work without being prompted to do so by your faculty member or you may sign a pledge that is already provided on your assignment, project, or exam. Signing the pledge is a requisite for all assignments to be graded. While failure to sign the pledge is not an honor violation, it is not a defense for an Honor Code violation. Your refusal to write or sign the pledge will warrant an explanation to the faculty member.

## HONOR CODE VIOLATIONS: ACADEMIC AND NONACADEMIC

The Babson Honor Code is comprehensive and its philosophies apply to all of your behavior and decision making at the College, both inside and outside the classroom. Academic honor code violations include violations of:

- College academic integrity policies
- Specific course- or assignment-specific policies as identified by individual faculty

Academic integrity policies currently fall under six general categories: cheating, fabrication, plagiarism, unauthorized collaboration, participating in academically dishonest activities, and facilitating academic dishonesty. Non-academic violations include violations of all policies outlined in the Community Standards section of the *Undergraduate Handbook*.

## **FACULTY AND STAFF RESPONSIBILITIES**

Babson faculty and staff play a vital role in building our Community of Honor by upholding the principles and expectations of the Honor Code in the environments in which you live and learn. Faculty members foster an environment that is conducive to academic honesty and integrity by:

- Informing students that academic dishonesty of any kind is considered to be an Honor Code violation and that students are expected to know, understand, and adhere to the Babson College Undergraduate Honor Code and all institutional academic integrity policies.
- Identifying specific academic honesty and integrity expectations for an individual course or assignment within a course when deemed appropriate. Any academic integrity violations related to specific course expectations also will be considered an Honor Code violation.
- Providing in each course syllabus a written reference to the Babson College Undergraduate Honor Code and its policies for academic honesty and integrity, including the Honor Code Pledge, which students are required to sign.
- Implementing precautions, as necessary and when able, to ensure that the environment in which examinations, projects, papers, and other assignments are given minimizes the risk of Honor Code violations.
- Adhering to the policy pertaining to the reporting and adjudication of Honor Code violations. Staff members will collaborate with student leadership on campus to develop, communicate, and uphold Code expectations. You are responsible for reaching out to faculty and staff to seek clarification on Code expectations. A failure to successfully implement any of the above will be neither an acceptable nor tolerable excuse for any Honor Code violation.

## **REPORTING HONOR CODE VIOLATIONS**

A fundamental component of the Babson Honor Code is your obligation to act. As a member of this Community of Honor, you are expected to feel a sense of duty and obligation to confront ethical dilemmas and to take some action, even if it means not officially reporting it through the disciplinary processes. Simply put, if you are not comfortable turning in another student for an honor code violation, you must do something. Doing nothing is not an option. You have multiple avenues for confronting ethical dilemmas, and it is the community's expectation that you will choose one of them including, but not limited to:

- Alerting a faculty member that cheating may be occurring in class.
- Reporting the student in violation to a faculty or staff member, or to the adviser to the College Honor Board and Assistant Dean of Community Standards.
- Approaching the student in violation and requesting that the student turn him/herself in to the faculty member or to the adviser to the College Honor Board.
- Calling attention to the suspected violation as it is occurring.
- Speaking directly to the student in violation about concerns relating to his/her behavior.
- Contacting your area director or resident assistant, or other staff member.
- Reporting violations through the [Anonymous Report Form](#).

The Babson College Undergraduate Honor Code serves as a guide to each community member's actions and responsibilities. By signing the Honor Code pledge and living by its motto, you have a stake in upholding our institutional values, living with integrity, and maintaining the excellent reputation of the Babson Community. Knowing and abiding by your obligations makes your personal and professional growth while a student here both challenging and enriching. The core institutional values instilled in you will reach far beyond your campus experience and will help shape you as a future leader of tomorrow.

# COMMUNITY STANDARDS

## Statement On Values

Integrity and respect for the community, both in and out of the classroom, are recognized by Babson College as core values. Flowing from these core values, the College has defined a set of expectations for all of its members. The College expects all students and student groups will do their utmost to embrace Babson's core values and subsequent expectations. In doing so, students and student groups will contribute to the development of Babson as a positive living and learning community.

## Jurisdiction

Babson College assumes that all students and student groups will abide by College policies and by state, local, and federal law. In addition, the College strives to be a good neighbor to the surrounding community. Therefore, it is expected that students and student groups will observe the same standards and expectations whether they are on or off campus. The College may review any information regarding the conduct of a student or student group while off-campus to determine if they/it has acted in compliance with local, state, and federal law and College policies. Student conduct that has an adverse impact upon the educational mission, reputation, or operations of the College also will be reviewed. The College reserves the right, in its sole discretion, to determine whether an off-campus incident, involving one or more students or a student group, shall be subject to a review by the College's student conduct process. The College also reserves the right to sanction any student found guilty, who pleads no contest, is subject to a continuation without a finding or is found guilty in a court of law for a violation of law. In these instances, disciplinary action will be administered by the vice president for student affairs and dean of students or designee.

The College's community standards apply to a student's conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that occurs before classes begin or after classes end, during periods between terms of actual enrollment, during a leave of absence or other period of withdrawal. In the event of a violation committed while still enrolled but unresolved or reported after the respondent has taken a leave of absence, is withdrawn from the College or has graduated, the College may proceed with the student conduct process. In the case of serious misconduct, the College reserves the right to rescind a graduated student's degree and/or withhold a degree until a matter is resolved. When the College is investigating a serious violation of policy, the College will place a hold on the student's transcript until the matter has been resolved. Should the student request a transcript while the hold is placed on their account, a notation will be placed on their account to indicate that there is a pending investigation. Upon resolution of the matter, the College will apply the relevant transcript notation, when applicable and according to the definition of the sanction assigned to the respondent.

Additionally, all students are responsible for the contents of their rooms, cars, or person. Please see the Room Search Policy in the Residence Education and Housing section of this handbook.

## Student Groups

Student groups (including but not limited to registered student organizations, varsity athletic teams, club sports, Greek letter organizations, and special-interest living communities) may be held accountable either through the Office of Community Standards and/or by the office that oversees the group. The officers or the leaders of the student group are usually expected to represent the group during the student conduct process. The College's policies do not preclude holding certain members of an organization accountable for their individual acts committed in the context or in association with the group's alleged violation of College policy.

## How To Report

Violation of the guidelines and requirements contained in this handbook and other College policies and pronouncements constitutes grounds for a valid complaint by any member of the Babson community. Reports of alleged violations of these standards can be submitted in writing to the assistant dean of Community Standards or to the Office of Public Safety by any member of the Babson community. A standard student conduct incident report, Office of Public Safety report, or a personal letter are all appropriate means by which referrals are made. The vice president for student affairs and dean of students, or designee, reviews the alleged misconduct in order to determine whether the conduct in question is a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student. If appropriate, the vice president for student affairs and dean of students, or designee, may refer certain matters to the Office of Public Safety and/or

the Needham or Wellesley police departments for further disposition. The *Guide to the Student Conduct Process* details this process.

### **Record Retention Policy**

Student conduct files are maintained separately from any other academic or official file at the College by the Office of Community Standards. Generally, records will be retained for seven (7) years after the date of an incident unless: 1. we are mandated to maintain the record in compliance with federal, state, or local law or College policy; 2. the case resulted in an expulsion or a rescission of acceptance, in which case the student's entire conduct file will be retained indefinitely. Every student may review, upon written request, all non-confidential contents of their conduct file to the extent permitted by law. Audio recordings of hearings are used for the request for reconsideration process only and are not considered a part of the student conduct file. Audio recordings are generally retained until the end of the reconsideration process, after which they are destroyed.

### **Accommodations For Students With Disabilities**

Reasonable accommodations will be provided to students with disabilities in accordance with applicable law. A student with a disability who desires an accommodation for any student conduct-related meeting must follow the procedure for requesting an accommodation through Disability Services. Disability Services will make a determination regarding the request and notify the appropriate parties. A student will not be considered to have a disability unless the student registers with Disability Services. Please contact the Disability Services at 781-239-4508, by email at [mpowell@babson.edu](mailto:mpowell@babson.edu) or on the [Babson Hub](#) for further information.

## **Policy Definitions**

The following list of behaviors is intended to represent the types of acts that constitute a violation of Babson's community standards. Although the list is extensive, it should not be regarded as all-inclusive. All community members are responsible for knowing and observing the College's policies and procedures.

Students and/or student groups that are found to have violated College policy are subject to disciplinary action. Any attempt to violate College policies is considered sufficient information for having committed the violation itself. Students are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnosis) and/or by their use of alcohol and/or other drugs.

### **ABUSE OF COLLEGE RESOURCES**

Students who demonstrate a lack of regard for College regulations or policies through behavior that includes but is not limited to: accumulating an excessive number of parking tickets or excessively locking themselves out of their assigned residence hall may be subject to the disciplinary process. Please note that the Departments of Residence Education and Public Safety reserve the right to determine what constitutes an excessive number of parking tickets or lockouts.

### **ACADEMIC HONESTY AND INTEGRITY POLICY**

Essential to the mission of Babson College is the commitment to the principles of intellectual honesty and integrity. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most they can from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and diminishes the achievements of the entire college community. Accordingly, Babson views academic dishonesty as one of the most serious violations of the code of conduct that a student can commit while at Babson College.

All members of the Babson College community—students, faculty, and staff—share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses or otherwise becomes aware of an act of academic dishonesty should report it to the appropriate faculty member or to the assistant dean of Community Standards. The charge will be investigated, and, if sufficient information is presented, the case will be referred to the student conduct process for adjudication. The specific procedural guidelines for handling academic dishonesty complaints are outlined in the *Guide to the College Student Conduct Process* published by Community Standards and Student Affairs. Students will not be permitted to

withdraw from a course while they have a pending academic integrity complaint.

The following is a broad overview of what constitutes academic dishonesty, but is not meant to be an all-encompassing definition.

## **Cheating**

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

### *Examples of Cheating:*

- Unauthorized use of notes, text, or other aids during an examination.
- Copying from another student's examination, research paper, case write-up, lab report, homework, computer disk, flash drive, etc.
- Talking during an examination.
- Handing in the same paper/assignment/components of a paper for more than one course without the written or explicit permission of the instructors.
- Sabotaging another student's work or record.
- Looking over a test before it is given.
- Hiding notes in a calculator or other electronic device, and non-electronic devices for use during an examination.
- Using a laptop/cell phone/handheld computer/wireless device or other electronic device to transmit exam material.
- Receiving assistance/help on an academic exercise from another person/resource without the expressed permission of the instructor.

## **Fabrication**

Intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

### *Examples of Fabrication*

- Making up the data for a research project.
- Altering the results of a lab experiment or survey.
- Listing a citation for a source not used.
- Stating an opinion as a scientifically proven fact.

## **Facilitating Academic Dishonesty**

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

### *Examples of Facilitating Academic Dishonesty*

- Inaccurately listing as co-author of a paper, case write-up, or project someone who did not contribute.
- Sharing a take-home examination, homework assignment, case write-up, lab report, etc. with another without the expressed permission of the instructor.
- Taking an examination or writing a paper for another student.

## **Plagiarism**

Intentionally or unintentionally representing the words or ideas of another or your own from previous academic work as one's own in any academic exercise by failing to provide proper documentation of source by way of footnote, endnote, or intertextual note.

### *The following sources demand documentation:*

- Word-for-word quotations from a source, including your own work from a previous academic exercise or another student's work.
- Paraphrasing the ideas of others, including another student's work.
- Unusual or controversial facts—facts not apt to be found in many places.

- Information obtained from internet sources must be cited in a manner consistent with other sources.
- Radio and television programs, interviews, and telephone conversations.

Students should be aware the College makes available for use the plagiarism prevention software resource Turnitin by Blackboard to both faculty and students. Those with questions about how they can use this resource or what services it can offer should contact their faculty member or the IT Support Desk (dial HELP).

### **Participation in Academically Dishonest Activities**

Intentionally or knowingly seeking to create an unfair advantage for a student, oneself, or others over other community members.

#### *Examples of Academically Dishonest Activities*

- Stealing an examination or seeking access prior to its administration.
- Purchasing or otherwise obtaining a pre-written paper through mail-order, internet or similar service.
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarizing, or carrying out other academically dishonest acts.
- Alteration, theft, forgery, and/or destruction of the academic work of other students, library materials, laboratory materials, or academic records, including transcripts, course registration, course syllabi, and examination/course grades.
- Intentionally missing an exam or assignment deadline to gain an unfair advantage.
- Misrepresenting or falsifying your class attendance or participation in required activities or that of another student.
- Intentional misrepresentation of academic information—including grade point average (GPA), coursework, rank, grades earned, and honors received—on a résumé or job application.

### **Unauthorized Collaboration**

Instances when students, all claiming sole authorship, submit or attempt to submit separate reports or other materials that are substantially similar to one another or which contain duplicate or paraphrased passages. While several students may have the same source material (as in group case write-ups), the analysis, interpretation, and reporting of that data must be each individual's original work.

Faculty members and other college officials reserve the right to use the turnitin.com or SafeAssign by Blackboard software programs or other programs as an educational tool in his or her classroom or otherwise to detect academic dishonesty.

### **Outcomes For Academic Integrity Violations**

Each case involving an academic honor violation is evaluated on the unique set of facts and circumstances. The Babson College Undergraduate Honor Code does not use a single-sanction approach for academic honor violations. The current list of possible sanctions for academic integrity violations include, but are not limited to, the following: expulsion; suspension; failure in a course, paper, project, or examination; or grade reduction in final course grade. Grade penalties are coupled with a transcript notation indicating an academic integrity violation was committed involving that class. Students can petition for removal of the transcript notation after the successful completion of an educational project focused on ethical decision making.

### **AIDING IN THE VIOLATION OF COMMUNITY STANDARDS**

Any act or action that supports and/or facilitates a violation of College policies is prohibited, whether before or after the actual violation. A student may be held responsible as though they were a direct participant in the violation, even if information indicates that they were not directly involved in the committing of the violation.



## **ALCOHOL POLICY**

Babson College is committed to encouraging and facilitating responsible student decision-making. The College recognizes that responsible decision-making concerning alcohol use is especially crucial to the health and safety of students, respect for college property, and the educational mission of the institution. Alcohol abuse among students has been shown to have serious negative effects on the students' abilities to reach their educational goals. While students have the primary responsibility for maintaining their academic progress and their overall health, Babson College seeks, in its programs, services, and activities, to enforce the responsible use of alcohol on its campus and among its community members. To achieve this goal, and to monitor and regulate alcohol-related behavior, Babson has adopted the following policy and regulations.

Students at Babson College must be aware that their behavior with respect to alcohol is constrained by three sets of rules: Massachusetts state law, the town of Wellesley's bylaws, and the College's own policies that reflect its concern for the health and well-being of its students. In Massachusetts, an individual must be 21 years of age to possess, consume, transport, and/or carry alcohol.

### ***Massachusetts State Law***

Massachusetts state law subjects an individual to fines ranging from \$300 to \$2,000, loss of driver's license, and/or imprisonment for the following acts:

- Sale or delivery of alcohol to anyone under 21 years of age.
- Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age.
- Misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license, Massachusetts Liquor Identification card, passport, or Military Identification card indicating that he or she is 21 years of age or older. Individuals who operate a motor vehicle while under the influence of alcohol are subject to criminal prosecution in addition to disciplinary action by the College.

In addition to the above, courts are increasingly willing to hold those who serve intoxicating beverages liable for damage or injury caused or suffered by the individuals to whom the beverages were served. This could include the College; organizations that sponsor events where alcohol is served; the officers, members, and advisers of such groups; and the individuals who serve the beverages. This also could include liability for alcohol served at private parties and/or in residence halls. The College community should be aware that Public Safety officers are sworn officers of the Commonwealth of Massachusetts and thus may make arrests for state law violations.

### **Medical Amnesty Policy**

The Babson community values the health and safety of its members and supports an environment that encourages students to help others who are in need of assistance. This policy has been established to encourage students to take responsible action when another student or guest is at-risk due to the consumption of alcohol and/or drugs.

Students for whom medical or staff assistance is necessary due to being dangerously intoxicated and/or under the influence of drugs will be granted amnesty from the College disciplinary process in accordance with the terms of this policy. The Babson student/guest who calls the Department of Public Safety on behalf of a student/guest in need will likewise be granted amnesty provided:

- The caller is a Babson student/guest, and
- The caller remains with the Babson student/guest in need until a Public Safety Officer and/or campus official arrives.

This policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by employees of the College (e.g., Public Safety, Resident Assistants, other Residence Education staff members, etc.), or where the reporting student(s) did not stay with them.

Please note that a Babson student who requires medical or staff assistance due to being dangerously

intoxicated and/or under the influence of drugs on more than one occasion may be subject to disciplinary action. Students involved in an alcohol and/or drug-related emergency for which amnesty is granted are subject to mandatory educational or developmental interventions. A Babson student/guest who summons assistance for a student in need will receive amnesty on an ongoing basis consistent with the terms of this policy. The College's response to these incidents is independent of any action taken by local law enforcement.

Medical amnesty applies only to alcohol or other drug-related medical emergencies but does not apply to other conduct violations such as, but not limited to, assault, harassment, hazing, vandalism, driving under the influence, property damage, or distribution of illicit substances.

### **Possession or Consumption of Alcohol by an Underage Individual**

The College strictly prohibits the possession and/or consumption of alcohol by individuals under the Massachusetts legal age of 21 years old. Additionally, it will be considered a violation to transport and/or carry alcohol if the individual is under the legal age of 21 years old.

### **Excessive Consumption of Alcohol**

The College strictly prohibits intoxication requiring medical or staff attention.

### **Providing Alcohol to Underage Individuals**

The College strictly prohibits students from providing alcohol to individuals under the Massachusetts legal age of 21 years old. The policy includes allowing underage students to consume alcohol in an on or off-campus residence. Please see the Guest Policy to understand the College's expectations for students who host guests in their residence.

### **Drinking Paraphernalia / Drinking Games**

Drinking paraphernalia constitutes items that are being used, or could be used in connection with any drinking game or the rapid, mass, or otherwise dangerous consumption of alcohol of any type. This includes, but is not limited to, items such as funnels and table tops used in conjunction with drinking games. Students found in possession of drinking paraphernalia or participating in any drinking game will be referred to the College student conduct process. The College reserves the right to immediately and permanently confiscate all drinking paraphernalia.

### **Open Container Policy**

Alcohol may not be possessed and/or consumed in outdoor areas of the College. Additionally, open containers of alcohol may not be possessed and/or consumed in residence hall hallways. On occasion, special authorization for specific locations may be obtained for outdoor or indoor consumption using the event registration process.

### **Unauthorized Locations for Alcohol Consumption**

Regardless of age, alcohol may not be consumed at athletics events, or with meals at Trim Dining Hall, the Crossroads Café at the Reynolds Campus Center, Starbucks, the Olin Cafe or any other unauthorized locations.

### **Permissible Quantities of Alcohol**

The College prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal consumption. The following are the general guidelines for the maximum amount of alcohol permitted in on-campus residences for those 21 years of age or older: twelve 12-ounce coolers, malts, or beers; **or** two 750 ml. bottles of wine; **or** one liter of hard liquor up to 80 proof. The total amount of alcohol in a residence hall room or suite may not exceed the total amount permitted for the residents of

the room or suite, age 21 or older. The College reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a violation of this policy.

### **Central Source**

The College prohibits the possession, use and/or distribution of any central source of alcohol. A central source may include (but is not limited to) such items as a keg, pony keg, beer ball, or punch bowl. The College reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a central source. Factors including, but not limited to, an excessive number of students in a given area using the same source of alcohol and/or the intent to consume and/or distribute alcohol for the purposes of mass and/or rapid consumption.

### **Alcohol Delivery**

The commercial delivery of alcohol to Babson College, to individual students and/or student groups is prohibited. This includes but is not limited to College residence halls and/or other College buildings. Exceptions to this policy may only be made for events that have been approved for the delivery of alcohol by the Office of Student Activities and Leadership and/or the Events Management Office. These approved and College-sanctioned events must take place in previously approved College venues.

### **Event Registration Policy**

The College recognizes certain venues where organized social events may occur. In review of each proposed event, the College takes into consideration such elements as the timing, location, number of participants, and quantity of alcohol. The applicable regulations are determined by the venue to which the event is assigned. If the requirements of the event registration process are not met, the student and/or organization will be considered in violation of this policy.

#### **Residence Halls**

For events taking place in the residence halls, please see the Event Registration policy on the Residence Education website.

#### **Knight Auditorium**

Any event held in Knight Auditorium where alcohol is being served must be registered with the Office of Student Activities and Leadership at least seven days prior to the event. Maximum alcohol allowed is determined by the Office of Student Activities and Leadership. TIPS-certified alcohol servers and Public Safety officers must be present. Program planning packets are available in the Office of Student Activities and Leadership. For additional information on registering your event, please go to the Student Activities and Leadership website.

### **Alcohol Policy Violations**

The tables on the following pages contain the violations and accompanying sanctions for individuals and organizations on the Babson College campus. This policy is subject to change based upon a review of its effectiveness by the vice president for student affairs and dean of students.

#### *General Considerations:*

- Any subsequent violation will be considered no less than a second violation.
- A third violation of the Babson Alcohol Policy may result in a removal from housing or a suspension from the College housing for at least one full semester.
- Seniors whose probation extends beyond the end of spring semester may lose College housing for Senior Week and Senior Week activity privileges.
- The length of disciplinary probation period is at the discretion of the hearing officer or board, and is based upon the student's previous disciplinary record and the circumstances surrounding the incident.

- The College reserves the right in its sole discretion to notify parents or guardians for any alcohol or drug-related matter or violations.

### Alcohol Policy Violations Table

Violations and their sanctions include, but are not limited to, those listed below:

Violations by Individuals & Sanctions				
	Types of Violations	First Violation	Second Violation	Third Violation
Section I	Providing alcohol to underage, intoxicated, or unauthorized individuals.	Required participation in alcohol education program, \$300 fine plus disciplinary probation.	Required participation in alcohol education program, \$400 fine, additional disciplinary probation, parental notification.	Completion of substance abuse assessment and successful completion of subsequent recommendations, \$500 fine, parental notification, loss of College housing or suspension from the College.
Section II	Possession and/or consumption of alcohol by an underage individual.  Excessive consumption, participating in drinking games, possession of drinking paraphernalia.	Required participation in alcohol education program, \$75 fine plus disciplinary probation.	Required participation in alcohol education program, \$100 fine, additional disciplinary probation, parental notification.	Completion of substance abuse assessment and successful completion of subsequent recommendations, \$150 fine, parental notification, loss of College housing or suspension from the College.
Section III	Violation of Substance Free agreement.	Relocation to an alternative residence hall at the discretion of Residence Education and Housing in addition to sanctions listed in Section II.		
Section IV	Unauthorized central source e.g. keg (full or empty), punch bowl, or beer ball.	Required participation in alcohol education program, \$100 fine, disciplinary probation, loss of event privileges, parental notification, deferred loss of College housing or loss of College housing.	Permanent loss of College housing, \$150 fine, parental notification.	
Section V	Open alcoholic beverage container in an unauthorized location.	\$75 fine plus disciplinary probation.	Participation in alcohol education program, \$100 fine, additional disciplinary probation, parental notification.	Participation in alcohol education program and/or assessment(s), \$150 fine, additional sanctions as deemed appropriate given disciplinary history.

*The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Previous disciplinary history will be taken into consideration and may result in more severe sanctions.*

### BIAS-RELATED COMMUNITY STANDARDS VIOLATION

Any act constituting a violation of College policy that is directed at any person and/or group and is motivated by race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, and veteran or other protected status.

### BULLYING

Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment).

### CANVASSING, SOLICITATION, AND POSTING POLICY

Any activity on campus undertaken for the purpose of sales, sales promotion, or political canvassing is strictly prohibited without advance authorization from the approving authority.

Postings may be displayed in designated spaces in campus buildings according to each building's specific guidelines. Please contact staff in the building for more information on their guidelines. Outdoor advertisements are permitted by special approval of the Office of Student Activities and Leadership. Postings from individual

students and external vendors are permitted only in specifically designated areas of campus buildings. These activities are generally prohibited in the residence areas, unless the Office of Residence Education and Housing grants special authorization. Promotional activities by external groups are restricted to designated bulletin boards and must be approved by the Office of Student Activities and Leadership or by paid advertisement in the *Babson Free Press/FREEP*.

Individuals who post any item are responsible for the removal of the posting once the date has expired. All postings in the F.W. Olin Graduate School of Business must be approved by the Graduate Student Affairs. The Messy Board is located in the front of Reynolds Campus Center. This space is open to postings. The board is cleaned on a periodic basis. We ask that you exercise respect for all members of the Babson community when adding your postings to the Messy Board.

The Say It All Wall is a dry-erase wall space located across from the Information Desk in Reynolds Campus Center. It serves primarily as a place of expression to share ideas and start conversation. Please exercise respect to all members of the Babson community when adding your messages to the Say It All Wall. Any member of the Babson community may remove items on the Say It All Wall at any time.

External solicitors or vendors including religious professionals and political organizers must register with the Student Activities and Leadership, 781-239-4500, to sell items on the Babson College campus. Vending is restricted to the Reynolds Campus Center and Trim Dining Hall carts. Student Activities and Leadership provides special authorization. The College reserves the right to prohibit or condition access to the campus and to all College buildings.

## **COMPUTER CODE OF ETHICS/ACCEPTABLE USE OF CAMPUS NETWORK AND COMPUTING SYSTEMS**

Computer abuse affects everyone who uses computing facilities and results in significant expense to the College. The same moral and ethical behaviors that apply in the non-computing environment apply in the computing environment. Babson College treats access and use violations seriously. Access to the College computing facilities and information resources is a privilege granted to the College's students, faculty, administrators, and staff. Access to the College's computing facilities and information resources may be restricted or terminated at the College's sole discretion based on the following factors: failure to comply with relevant laws and contractual obligations (including the terms of any license agreements); the risk of damage or loss to the College; the impact of a violation upon the community or third parties; and costs incurred by the College in responding to abuses of the system.

It is the responsibility of each community member to use the services provided by the College's campus network and computing systems appropriately and in compliance with all College, town, county, state, and federal laws and regulations. Furthermore, users are expected to use computer, electronic mail, and network services in an effective, ethical, responsible, and efficient manner consistent with the instructional, research, public service, and administrative goals of the College. This policy covers all persons accessing a computer, telecommunications, or network resource at Babson College, including the campus data network, electronic mail, file sharing, printing, Web services, telephone services and cable television. College computing systems are college resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of the College and may be accessed by College officials at any time.

College policy and relevant laws apply to use of the College's network and computing services. Actions that are unacceptable in the College community also are unacceptable on the network, computing systems, and other electronic services including:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

In addition, these policies specific to Babson's network and electronic services apply:

- College systems, networks, and electronic services may be used only for legal purposes and to

access only those systems, software, and data for which the user is authorized.

- College systems, networks, and electronic services are provided only for uses consistent with the academic mission of the institution. They may not be used for private, commercial, or partisan political purposes, for personal gain, for unsolicited advertising, nor in any way that jeopardize the College's tax-exempt status. College facilities may not be used to provide Babson College network, Internet access, cable television or telephone service to anyone outside of the Babson College community for any purpose. The College's conflict of interest and consulting/outside employment policies also apply.
- College facilities may not be used in ways that violate the privacy rights of individuals, the College's confidentiality policy or related laws.
- Information resources licensed by the College for the use of its students, faculty, or staff may not be retransmitted outside of the College community. Examples include Encyclopedia Britannica (Online), site-licensed software, and commercial cable television service.
- Network, cable TV, and telephone services and wiring may not be modified or extended beyond the area of their intended use. This applies to all wiring, hardware, and in-room jacks.
- Computer users may not assign an IP number to their machines. IP numbers are assigned dynamically.
- Manually assigning an IP number to one's machine may disrupt the network access of another user.
- Users with special needs may request a non-DHCP IP address from the Service Center.
- All members of the Babson community who use the College's computing resources must act responsibly.
- This includes, but is not limited to, respecting the rights of other computer users, abiding by all pertinent licensing and contractual agreements, and taking reasonable steps to protect the security of one's computer and electronic identity (i.e. changing passwords frequently, logging off each time you leave your computer, locking computer, etc.).
- All electronic and telephonic communication systems and all communications and stored information sent, received, created on, or contained in the Babson systems are the property of the College, and as such, are to be used for job-related purposes. While members of the Babson community may make incidental personal use of Babson technology resources, it must be done in accordance with all College policies and relevant laws and at a level that is determined to be reasonable with respect to the use of College resources.
- You should not consider any material on these systems to be private. Even erased or deleted material may remain available. While the College respects the privacy of its users, the College reserves the right to look at, listen to, or use anything on its systems and equipment, in its sole discretion, with or without notice, at any time and to bypass any pass code. Circumstances for such action may include, but are not limited to, protecting the College from liability; complying with requirements of the law, regulations, or College policies; protecting the integrity, security, and proper functioning of the College's computing systems; investigating violations of the law, regulations, or College policy; and enforcing College policy and adjudicating violations.
- The campus network is a shared resource. Therefore, network uses or applications that inhibit or interfere with the use of the network by others are not permitted. (For example, applications which use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.)
- Users are required to know and obey the specific policies established for the systems and networks they access. They have a responsibility to stay informed of changes and adapt as needed. For any questions related to the computing policies at Babson, please contact the IT Service Center.
- Administrators of the network, computer systems, and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.
- Anybody who is active on any online communities (i.e. facebook.com, myspace.com, etc.) must be aware that any information, including personal Web logs and pictures, posted on these websites is public information. While the College does not typically review these online communities in an

ongoing manner, if the College is made aware of any online posting which it deems to be problematic or indicative of policy violations, it reserves the right, but not the obligation, to respond.

- Violations of the Computer Code of Ethics/Acceptable Use Policy will be treated as violations of college policy and may result in disciplinary action including, but not limited to, loss of network and laptop privileges. Prosecution under state and federal laws also may apply.
- The College will respond in the following way after receiving notification of the transmission (upload or download) of copyrighted electronic files without the permission of the copyright owner.

#### **For Undergraduate students:**

- o First notification:
  - § Official Warning: The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
- o Second notification:
  - § The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics policy. If the student is found responsible, the student will lose laptop privileges for seven days.
- o Third notification:
  - § The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics policy. If the student is found responsible, the student will lose Babson network privileges for specified period of time.

#### **For Graduate students**

- o First Notification:
  - § Official Warning: The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
- o Second Notification:
  - § The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics policy. If the student is found responsible, the student will lose network privileges for a specified period of time.

*The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Previous disciplinary history will be taken into consideration and may result in more significant sanctions.*

## **DEMONSTRATIONS**

Peaceful demonstrations that do not interfere with the operation of the College, the freedom of movement of persons on the campus, the civil rights of any individual, or do not involve the unauthorized occupation of College property are permitted. The College prohibits acts of intimidation, preventing, or attempting to prevent use of a College facility, destroying or damaging College property, disregarding requests by a College official to disperse, and/or otherwise preventing College officials from carrying out their responsibilities to enforce College rules and regulations. Students who are involved in such demonstrations or activities, no matter what their degree of participation, may be referred to the Office of Community Standards or to outside agencies for prosecution. Students who are interested in organizing a demonstration that complies with College regulations should visit the Office of Student Activities and Leadership for guidance.

## **DISORDERLY CONDUCT**

Inappropriate, disorderly, and/or disruptive conduct. Examples include but are not limited to: behavior in the classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to benefit from the instruction; behavior that causes public inconvenience, disturbance or alarm; behavior in the residence halls that hinders the ability of residents to live in a safe, reasonably calm environment; intentional disruption of the administration or operations of the College or public urination.

## **DISORDERLY CONDUCT INVOLVING A MOTOR VEHICLE**

A student who operates a motor vehicle on or off campus in a reckless or endangering manner will be subject to disciplinary action.

## **DISRUPTIVE GATHERINGS**

Examples include, but are not limited to: Gatherings that result in a noise complaint, those that are disruptive to neighbors in any reasonable way, excessive attendance beyond what is safe and/or reasonable; central sources of alcohol present\*, underage drinking\*, or uncooperative residents and/or guests.

*\*Please see the Alcohol Policy for a full description of the College's expectations on alcohol.*

## **DRIVING UNDER THE INFLUENCE**

Driving a motorized vehicle under the influence of alcohol and/or other drugs.

## **DRUG POLICY**

Babson College must comply with state and federal laws regarding the use of nonprescription drugs. The College cannot and will not be a haven from federal and state jurisdiction. Each student who resides on the Babson campus is responsible for the contents of their room/suite or automobile and the actions of those present in the room or suite. The use, possession, sale, or distribution of drugs and/or drug paraphernalia is strictly prohibited and could result in removal from housing, separation from the College, other sanctions as deemed appropriate, and referral for criminal prosecution. Please note that while possession of under one ounce of marijuana has been decriminalized in Massachusetts, it is nonetheless a violation of Babson College policy to be in possession of any amount of marijuana. In addition, the possession, use, or distribution of prescription drugs by a student for whom the medication was not prescribed is prohibited and will result in disciplinary action. Finally, although Massachusetts state law permits the use of medical marijuana for certain medical conditions, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989 (see more information below), the use and/or possession of marijuana continues to be prohibited by Babson College. Thus, use and/or possession of marijuana, even for medical use, is considered to be a violation of Babson College policy.

*Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Associate Dean of Students for Wellness for more information regarding College policies and resources. To request a medical housing accommodation for a documented disability, students should contact the Director of the Learning Center ([link](http://studentportal.babson.edu/content/medical-housing)). See <http://studentportal.babson.edu/content/medical-housing>.*

At any time, the College reserves the right to contact the parents or guardians of any student about which it has any drug-related concern.

The Drug-Free Schools and Communities Act of 1989, as amended, requires that Babson College annually distribute information regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its on-campus or off-campus activities.

Babson College's standards of conduct regarding drugs and alcohol abuse are described below, along with the



health risks associated with substance abuse.

In compliance with the Act, the College has set forth sanctions under federal and state law for the illegal possession, use, or distribution of drugs and alcohol, as well as the range of sanctions for violations of the College's policies regarding substance abuse.

Babson College does not permit or condone the illicit or unauthorized possession, use, consumption, sale, or distribution of illegal drugs and alcohol by its students and employees both on and off campus or as part of its activities. This policy applies to all students and employees, faculty members, administrators, and their respective guests.

Persons who violate the College's policy regarding alcohol and drugs as described below are subject to appropriate disciplinary action including counseling, probation, suspension, expulsion, and referral to law enforcement authorities for investigation and/or prosecution.

The Drug-Free Schools and Communities Act Amendment of 1989 also requires that a description of health risks associated with drug use and alcohol abuse be distributed to Babson students. Potential health risks resulting from alcohol and drug abuse include, but are not limited to, the following:

Aggressive behavior	Heart attack	Physical dependence
Brain Damage	Hepatitis	Pneumonia
Bronchitis complications	Impotence	Pregnancy
Cancer of the esophagus	Irritability	Relationship problems
Cirrhosis of the liver	Malnutrition	Respiratory arrest
Delirium tremens	Meningitis	Sleep problems
Fluctuating moods and emotions	Pancreatitis	Ulcer

Resources are available to assist Babson students in understanding and dealing with drug and alcohol abuse.

You can receive information by contacting any of the following local resources:

Office of Student Affairs.....	781-239-4218
Office of Residence Education/Housing.....	781-239-4438
Office of Health Services.....	781-239-4257
Office of Public Safety.....	781-239-5555
Babson Counseling Program.....	781-235-4950

The following hotlines also are available to assist you.

Cocaine Helpline.....	1-800-COCAINE
NDA Hotline.....	1-800-662-HELP

The Cocaine Helpline is a round-the-clock, information and referral service staffed by counselors who are recovering cocaine addicts. The National Drug Abuse Hotline (NDA) provides a confidential information and referral line that directs callers to drug and alcohol abuse treatment centers in the local community. Contact Health Services in Hollister Hall for free materials on drug use.

### **Use Or Possession of Drugs**

The College strictly prohibits the possession of illegal drugs, prescription medications belonging to another individual and/or the illicit use of prescription or other medications. \*The use and/or possession of marijuana, even for medical use, is also prohibited.

*\*See the opening paragraph of the drug policy for more information.*

### **Drug Paraphernalia**

The College strictly prohibits the use, possession, manufacture, distribution and/or sale of drug paraphernalia or other items used in preparing or consuming drugs.

## Distribution, Sale, Or Manufacture Of Drugs

The College strictly prohibits the distribution, sale and/or manufacture of drugs (illegal and prescription). This includes the cultivation of drugs and any other form of distribution or intention of distribution, even to one person. Violation of this policy includes knowingly allowing another to use personal prescription medication.

### Drug Policy Violations Table

Violations and attending sanctions include, but are not limited to, those listed below.

<b>Violations by Individuals &amp; Sanctions</b>			
	<b>Types of Violations</b>	<b>First Violation</b>	<b>Second Violation</b>
<b>Section I</b>	<b>Use or possession of illegal drugs, illicit or unauthorized use of prescription medication.</b>	Required participation in drug education program. \$100 fine. Deferred loss of College housing, or Loss of College housing, Parental notification.	Participation in substance abuse assessment. Loss of College housing for one year minimum. \$200 fine. Parental notification.
	<b>Possession of drug paraphernalia.</b>	Immediate and permanent confiscation of paraphernalia. Required participation in drug education program. Disciplinary Probation. \$100 fine. Parental notification.	Required participation in substance abuse assessment. \$200 fine. Loss of College housing for one semester minimum. Parental notification.
	<b>Distribution or sale of drugs.</b>	Suspension from the College for not less than one year. \$200 fine. Parental notification.	Suspension from the College for not less than two years or Expulsion.

*The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. For example, the type of drug will be strongly considered during sanctioning. Additionally, previous disciplinary history will be taken into consideration and may result in more significant sanctions.*

## ENDANGERING BEHAVIOR

Conduct or reckless actions that threaten or that endanger the general health or safety of any member of the community, including one's self, the community at large, and/or the operations of the College.

## FAILURE TO COMPLY

Failure and/or refusal to comply with the reasonable request or directive of a College official (Public Safety officer, residence hall staff member, faculty member, or administrator). Examples include but are not limited to failing to produce identification, failing to consent to a room search, and/or fleeing the scene of an incident. Failure to comply with the conditions of a sanction imposed as the result of a disciplinary hearing is also covered under this policy.

## FALSE IDENTIFICATION

Any student who uses and/or possesses false or altered identification for any purpose or who attempts to purchase alcohol, gain access to an event where alcohol is present, or obtain alcohol in any way, will be referred to the College student conduct process. In addition, in compliance with Massachusetts state law, the identification may be confiscated and turned over to the Registry of Motor Vehicles.

Students are advised of the Massachusetts law, Chapter 90, Section 24B, which pertains to driver's licenses:

“Whoever falsely makes, steals, alters, forges, or counterfeits or procures or assists another to falsely make, steal, alter, forge or counterfeit a license, if convicted, is subject to a fine of not more than \$500 or by imprisonment in the State Prison for not more than five years or in jail or House of Correction for not more than two years.”

## **FALSE INFORMATION AND MISREPRESENTATION**

Students, recognized organizations, and/or student businesses are prohibited from knowingly providing false information or making misrepresentations to any College official, including Public Safety, residence hall staff, faculty members, administrators, or any member of the College community acting on behalf of the College. Students, recognized organizations, and/or student businesses also are prohibited from knowingly providing false information or in any way misrepresenting to any individual or agency, including but not limited to recruiters and employers, their status or relationship with the College. This policy includes recognized organizations and/or student businesses that operate without a student government-approved business license. Violation of this regulation may subject an individual or recognized organization to disciplinary action.

## **FARE EVASION**

Fare evasion, or the act of using a transportation service, whether a public transportation service or a private company, without paying for the service in full.

## **FIRE AND LIFE SAFETY REGULATIONS**

The residence halls are equipped with automated fire prevention systems. Each room has an early detection smoke alarm, and the hallways are equipped with both smoke and heat detector units. Additionally, there are emergency pull stations in every hallway, chemical fire extinguishers, in every kitchen area, and dry powder extinguishers in hallways. The College also permits students to have an all-purpose, dry-powder fire extinguisher in their rooms. A dry-powder extinguisher is the only type of extinguisher permitted.

### **In Advance**

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or inoperable fire equipment to the Office of Public Safety at x5555.
- Participate in all fire drills in your residence hall.

### **In Case of Fire**

- Sound the nearest campus alarm. This is linked automatically with the Wellesley Fire Department.
- When possible, shut windows, unlock and close doors, and leave the lights on.
- Keep the driveways clear and stay at least 100 feet from the building.
- Do not re-enter the building until it has been cleared by the Fire Department.

### **Prevention**

- Don't overload electrical circuits.
- Don't use hookahs, candles, cigarettes/e-cigarettes, cigars, incense, open flames, propane tanks, hot plates/burners, or halogen lamps.
- Extinguish all smoking material before disposing of it in a nonflammable container.
- Never store flammable liquids of any kind.
- Never store flammable gas or liquid in or near a residence hall.
- Never prop open a door.
- Never tamper with or damage door hardware or door lock/safety equipment (including warning alarms).

Students are encouraged to play an active role in fire prevention and security in their buildings by doing the following:

- never propping open an exterior door;
- not allowing suspicious or unknown persons into a building;
- never pulling or forcing a door open, or damaging or tampering with any door or safety equipment.

*Any violation of these precautions is a violation of College policy and may be referred to the College student*

*conduct process. It also may constitute a crime. Students should contact Public Safety if they observe unauthorized people in a residence hall.*

The setting of fires is strictly prohibited. Due to the serious risk of injury to persons and property and to minimize fire and safety hazards within the residence halls, the following items, including but not limited to, are prohibited: air conditioners, sun-lamps, candles, hookahs\*, hoverboards\*, incense, space heaters, halogen lamps, fog/smoke machines, foam machines, electric blankets, and other heat-producing appliances, hot plates, toaster ovens, toasters, and coil immersion heaters for cooking. Compact refrigerators (up to 5.0 cubic feet) are permitted. Popcorn poppers, coffeemakers, and small microwaves (0.8 cubic feet, 700 watts or less) are permitted, if they are properly cleaned and maintained. In using extension cords, students must use grounded (3 prong) surge-protected plug strips with an off/on switch. To see the full list of prohibited items, please visit the Housing website.

\*Possession or use of hookah pipes or equipment on campus (inside and outside of the residence halls) is prohibited. Additionally, the use, possession or storage of self-balancing scooters, commercially known as hoverboards, on campus is prohibited. As with other prohibited items that violate the College's fire safety regulations, items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be referred to the student conduct process.

Appliances such as toasters, toaster ovens, and other heat-producing cookware are permitted in residential living areas and suites that currently have working cooktop ranges. These items can be stored in the room (not plugged in) but may only be used in the residential living areas and suites that have working cooktop ranges. Excessive appliances in these areas will be evaluated and may result in removal of appliances by Student Affairs.

Violators are subject to immediate referral to the College student conduct process and/or the appropriate law enforcement agency for possible legal action. When a fire alarm is sounded, whether established as actual or false, the building must be evacuated immediately. Any individual failing to vacate a building during a fire alarm is subject to disciplinary action and a College fine. A second violation may result in suspension from housing or the College.

Tampering with fire extinguishers, fire protection equipment, or fire exits is a criminal offense. Students found responsible for doing so may be subject to criminal prosecution and College disciplinary action if malicious or intentional damage is done to fire equipment, including but not limited to pull boxes, hoses, smoke alarms, heat sensors, and fire extinguishers.

In the event that a pulled alarm box or activation of the alarm system is determined to be malicious, disciplinary action may be taken, including revocation of campus housing privileges, suspension, or expulsion from Babson. Violators will be reported to the Wellesley or Needham fire departments for possible criminal prosecution.

Finally, if modifications to the fire equipment are deemed necessary because of misuse or damage, those determined responsible will be billed for the cost of repairs. If no individual(s) is found responsible, the residents of the hall or a portion thereof will be billed. All fines are due within 10 days following the billing, which will occur as soon after the event as possible. If an individual is not held responsible for the malicious activation of a fire alarm, the residents of the floor/wing section and/or building may be collectively responsible for a \$500 College fine for each alarm (see chart).

### Fire Policy and Life Safety Violations Table

Violations and their sanctions include, but are not limited to, those listed below.

<b>Violations by Individuals &amp; Sanctions</b>	
<b>Types of Violations</b>	<b>Sanction</b>
<b>Possession or use of fireworks, hookahs, candles, incense, flammable liquid, propane tank, halogen lamp, string lights, fog/smoke machines, foam machines or unauthorized appliances.</b>  <b>Hanging items from ceiling pipes or lights</b>	\$75 fine and additional sanctions as deemed appropriate, including loss of College housing or suspension from the College in addition to any restitution for damage.
<b>Failure to evacuate a building once a fire alarm is sounded.</b>	\$100 fine and additional sanctions as deemed appropriate, including loss of College housing or suspension from the College in addition to any restitution for damage.
<b>Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/lighting equipment. Obstruction of fire exit, hallway, or fire/public safety personnel in the performance of their duty.</b>	\$500 fine and additional sanctions as deemed appropriate, including loss of College housing or suspension from the College in addition to any restitution for damage.
<b>Smoking in unauthorized area.</b>	\$150 fine; additional sanctions as deemed appropriate, in addition to any restitution.
<b>Causing a fire.</b>	\$500 fine and sanctions as deemed appropriate, including permanent removal from housing and suspension from the College in addition to any restitution for damage.

*The violations listed above are not all inclusive. The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Previous disciplinary history will be taken into consideration and may result in more severe sanctions.*

### GAMBLING

The College is concerned about the increasing problems associated with student gambling. Students are expected to abide by federal and state laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at College-sponsored activities is prohibited except as permitted by law. Recognized student clubs and

organizations interested in sponsoring raffles and similar events need to request permission from the Office of Student Activities and Leadership and meet with staff to review compliance with College policy and applicable law.

Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any College or professional athletic event; possessing on one's person or premises (e.g., room, suite, car) any card, book, or other device for registering bets; knowingly permitting the use of one's premises or one's computer, telephone, or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.

NCAA rules prohibit all such activities for student athletes and others with involvement with athletic teams. The consequences for violation of these rules are that a student athlete will be declared ineligible to compete in College sports. Student athletes are informed that if they place bets of any kind on any College or professional sport or if they give information to anyone who uses that information to make a bet, they are at risk of being removed from their team and subject to other disciplinary action.

Students voluntarily seeking assistance for a gambling-related problem prior to the initiation of official investigations may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through the Office of Student Affairs or Health Services.

## **GENDER-BASED MISCONDUCT**

*[See Gender-Based Misconduct Policy](#)*

## **GUEST POLICY**

All guests on the Babson campus are expected to act in a responsible and lawful manner, adhere to the regulations and policies of the College, and comply with applicable federal, state, and local laws, bylaws, and mandates, particularly those relating to use and/or possession of drugs and alcohol. A guest is defined as any person who is not a resident of the room or living unit in which they are present. This includes other Babson students who are visiting other parts of campus. Host students should themselves be aware and are responsible for ensuring that their guests are informed of the following guidelines, and that they act accordingly:

- Keys and OneCard access are issued for students' use and may not be altered, duplicated, or distributed to a guest for their use.
- It is the host's responsibility to accompany their guests at all times while on the campus and inform guests of College policies. Guests are not permitted to live, cohabitate, or stay in a student's room for an extended period of time, not to exceed three consecutive days.
- Students will be held responsible for any violation that involves their guests. This includes responsibility for the consequences of their guest's actions, such as payment for any damages and reimbursement for any extraordinary expenses incurred by the College as a result of the guest's actions or behavior, and any fines or non-monetary sanctions imposed.
- Guests also should be informed that failure to properly identify themselves upon request by a member or representative of the Office of Public Safety, Student Affairs, or the Office of Residence Education may result in their being asked to leave the campus.
- A guest's or host's failure to leave the campus when ordered to do so by College authorities may result in the issuance of a No Trespass Order. A violation of a trespass order may result in an arrest.
- The right of a student to live in reasonable privacy takes priority over the right of their roommate to entertain a guest in the room.
- The right of residents in a hall to live in reasonable privacy takes priority over the right of a student in the hall to entertain a guest in their room.
- Guests who are non-Babson students and plan to park a vehicle on campus must obtain a visitor's parking pass from the Office of Public Safety. Failure to obtain a visitor's parking pass may result in the issuance of a fine (for which the host would be responsible, and/or removal of the vehicle from campus at the host's expense). It is expected that guests will abide by all parking regulations while on campus.

## **HARASSMENT**

Harassment is severe, persistent or pervasive conduct, including any form of communication or expression, any physical act or gesture, or any combination thereof, directed at one or more individuals that has the purpose or effect of: causing physical or unreasonable emotional harm to such individual(s) or damage to their property; placing the individual(s) in reasonable fear of harm to their safety or property; or infringing on the rights of other community members to fully participate in the programs, activities, and mission of the College.

The College will use the reasonable person standard when evaluating this information. The College will also consider the full context of the conduct, giving due consideration to the protection of the College climate, individual rights, freedom of expression and academic freedom. Not every act that might be considered offensive to an individual or a group constitutes harassment and/or a violation of College policy.

## **HAZING**

Babson College adheres to and enforces Massachusetts state law that prohibits the practice of hazing. Members of any organizations who fail to comply with the hazing law will be subject to the student conduct process or other disciplinary processes, which may result in immediate suspension from College housing, suspension or expulsion from the College, loss of organizational recognition, and other sanctions. Criminal charges also may be brought against individual members of any organization who are found to practice hazing. The Commonwealth of Massachusetts passed legislation in November 1985 regarding the issue of hazing. The College also is required by this statute to issue a copy of the law to the leadership of every registered student organization. The Office of Student Activities and Leadership will request all groups to sign an acknowledgment of this law.

Hazing is a crime defined under the law as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or any other substance; or any other brutal treatment, or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.” A second important aspect of the law concerns the failure to report hazing. It states, “Whoever knows that another person is the victim of hazing (as defined) and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.”

Babson College expanded upon the Massachusetts law to also include the following as part of the Babson College Hazing Policy: Any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating, or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. This may include activities that are a violation of international organizational policies related to hazing. Hazing creates an environment/climate in which dignity and respect are absent.

Examples of hazing include but are not limited to behaviors that emphasize a power imbalance between members of the group or team. This form of hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. Members often feel the need to endure this form of hazing to feel like part of the group/team/organization. Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. This form of hazing confuses, frustrates, and causes undue stress for members. Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

### **Examples include but are not limited to:**

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring members to perform duties not assigned to all members
- Socially isolating members

- Lineups and drills/tests on meaningless information
- Name calling
- Requiring members to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession
- Verbal abuse
- Threats or implied threats
- Asking members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting members to perform personal service to other members, such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting members to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others
- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

The law includes references to fines and sanctions for violations. If you have any questions about hazing or would like any further information, contact the Office of Community Standards.

## **HAZING AMNESTY POLICIES FOR INDIVIDUALS**

A student can report hazing behavior, even if they participated in such behavior, and will not be individually sanctioned through the College disciplinary process for violating the hazing policy, as long as their behavior did not contribute to causing harm and as long as that student participates fully and truthfully in the College’s investigation of the incident and disciplinary process, if necessary. Students should be aware that any amnesty granted through the College disciplinary process does not extend to criminal or civil action or penalties that may result from the incident. Also, this amnesty policy does not apply if the student’s or organization’s behavior has already been discovered or reported to a College staff member or law enforcement. Please note that a Babson student who reports hazing behavior, that they participated in, on more than one occasion, may be subject to disciplinary action.

## **HAZING AMNESTY POLICIES FOR ORGANIZATIONS (“FRESH START”) POLICY**

If members of an organization, club, or team are concerned that any of the organization’s activities, traditions, or rituals may violate the College’s hazing policy, they may confidentially report any past or recent hazing behavior to the head of the department that supervises their organization (e.g. Athletics, Student Activities and Leadership, etc.). This staff member will then work with the organization in question to develop a plan to address any behavior that may be considered hazing. The organization in question will not be subject to the College disciplinary process for the reported behavior as long as the organization fully discloses any past behavior and the behavior in question did not cause harm. Additionally, in order for amnesty to be granted, the organization must fully implement the plan they designed to avoid hazing and discontinue any behavior that may violate the College’s hazing policy.

Organizations that choose to utilize this amnesty policy should be aware that if it is discovered that the organization continues to violate the College’s hazing policy after completing this process, they will be subject to the disciplinary process for those violations. Also, this amnesty policy does not apply if the organization’s behavior has already been discovered or reported to a College staff member or law enforcement. As with the individual



hazing amnesty policy, any amnesty from the College disciplinary process does not extend to any relevant civil or criminal penalties. Please note that a Babson student organization that reports hazing behavior, that the organization participated in, on more than one occasion, may be subject to disciplinary action.

## **INTERFERENCE WITH STUDENT CONDUCT PROCESS**

All persons responsible for addressing incidents (this includes but is not limited to: resident assistants, staff or faculty members and/or public safety personnel) have the right to document, investigate, participate, or administer the student conduct process free of any interference, retaliation, or intimidation by any member of the Babson community.

## **INTIMATE PARTNER VIOLENCE**

[See Gender-Based Misconduct Policy](#)

## **NOISE POLICY**

It is expected that all students and their guests will show consideration and respect for the need of others for quiet at all times of the day and night in all areas of campus. Noise caused by radios, televisions, voices, or otherwise should be monitored by the residents of a room so as not to affect the other residents in the building or persons outside the building. It is the responsibility of all students to ensure that a given noise level is not problematic to others. Students should seek out a residence hall staff member if they have questions about this responsibility. The College in its sole discretion reserves the right to make a determination about appropriate levels of noise. Please see the Residence Education section of the Handbook for information on official quiet hours.

## **RETALIATION**

Any intentional adverse action taken against a person on the basis of their participation in a protected activity. Absent a legitimate nondiscriminatory purpose, retaliation can include intentional action taken by a respondent or allied third party as reprisal for participating in a protected activity, or intentional adverse action taken against a respondent after it was determined that the respondent did not violate this policy.

Examples of protected activity include but are not limited to:

- Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- Filing a complaint alleging a College policy violation or a violation of law; or
- Filing a complaint about the College's policy for resolving alleged violations of policy.

Examples of adverse action include but are not limited to:

- Threats, intimidation, continued harassment or other misconduct;
- Discouraging an individual from participation in an investigation or adjudication process; or
- Adverse educational or employment consequences.

The College maintains the right to take action against a student for other legitimate reasons in accordance with College policies and procedures, even if that student has filed a complaint with the College or otherwise participated in a protected activity.

Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to retaliation and impose disciplinary measures as appropriate, including but not limited to interim or longer term suspension from the College.

## **POSSESSION OF WEAPONS**

Babson College strictly prohibits the possession of illegal or dangerous weapons on campus. Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns/tazer, paint ball guns, replica guns, chemical weapons such as mace or pepper spray, swords, knives (other than those used for cooking or small pocket knives), slingshots, martial arts weapons, bows and arrows, and others as deemed such by

the vice president for student affairs and dean of students or designee. Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs, and infernal devices on a college campus also is prohibited by Massachusetts state law. Any violation will result in immediate and permanent confiscation of the weapon and can result in immediate referral to the College student conduct process, or the appropriate law enforcement agency (which may result in criminal court action).

## **PHYSICAL ABUSE/VIOLENCE**

Physical abuse of others, including but not limited to fighting and/or inflicting injury. Self-defense may only be used to the limited degree necessary for self-protection.

## **SEXUAL HARASSMENT**

[See Gender-Based Misconduct Policy](#)

## **SEXUAL MISCONDUCT POLICY**

[See Gender-Based Misconduct Policy](#)

## **SMOKING POLICY**

Smoking in all College buildings is prohibited. This policy is to help promote a safe, healthy, and comfortable living and learning environment for all community members. Please note that e-cigarettes are included in this policy. Therefore, students may not smoke e-cigarettes in any building on College property.

*Note that smoking is not permitted in any student rooms, including graduate student apartments, individual suite rooms and lounges. Smoking is prohibited in all public areas in residence halls including the entranceways and the areas immediately outside buildings. This also includes the front steps and enclosed entry areas of all buildings. Smoking in private offices is also prohibited.*

Please note that this policy applies to all members of the community. Guests should be made aware of the College's smoking policy by the Babson community members with whom they are visiting. Individuals who choose to smoke are expected to maintain a minimum of 25 feet from a building entrance to ensure that smoke does not enter the building. Smokers also are expected to properly dispose of their cigarettes.

Students who violate this policy are subject to a \$150 fine and other sanctions as deemed appropriate. Babson recognizes that while this may be difficult for some members of the community, it is important that common courtesy and consideration toward others should be shown. Health Services (x4257) in conjunction with Human Resources (x4128) offers assistance in enrolling community members in smoking cessation sessions. Please contact these offices for additional assistance.

## **STALKING**

[See Gender-Based Misconduct Policy](#)

## **THEFT**

Actual or attempted theft of personal property, College property, public/private property or identity. Additionally, the possession of stolen property is prohibited.

## **UNAUTHORIZED ENTRY INTO COLLEGE FACILITIES**

Unauthorized entry, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys or a Babson OneCard(s), and alteration or duplication of College keys and/or Babson OneCard(s), also are prohibited.

## **VANDALISM/DAMAGE**

Damage, destruction or defacement of/to personal property, College property, or public/private property, whether intentional or through negligence.

## **VIOLATION OF PUBLISHED COLLEGE POLICIES**

Violation of any College policy, rule, or regulation published in hard copy or available electronically on the Hub or College website.

### **Student Conduct Process**

The overall administration of student conduct matters at the College has been delegated by the president to the Office of Student Affairs. The vice president for student affairs and dean of students is vested with the principal responsibility for implementing and administering the Community Standards section of the *Student Handbook*. Other members of the dean's staff may be involved at the College's discretion where appropriate. Professional staff members provide leadership for the program by advising students, faculty, administrators, and staff in regard to disciplinary concerns.

The College student conduct process is designed as an educational process for resolving many, but not all, violations of the standards of conduct outlined in this handbook. The goals of the student conduct system are to protect the rights of Babson community members, to assure that all parties receive fair process in the handling of complaints, and to assist students in becoming responsible citizens and accepting the consequences of their behavior. Please see the Guide to the Student Conduct Process for details.

### **Interim Restriction**

Under the limited circumstances described below, the vice president for student affairs and dean of students or designee may impose a temporary College suspension, residence hall suspension or other restriction(s) related to College property, programs, or activities. Interim restrictions become effective immediately and may be imposed at any point prior to the final resolution via the student conduct process or other administrative process.

Whenever necessary, interim restrictions will be imposed to a) ensure the safety and well-being of members of the College community and/or surrounding communities, b) to maintain the normal operations of the College, and/or c) to preserve College property. The nature of the interim restriction(s) will be based on a careful review of all available information and the particular facts and circumstances of each situation.

The interim restriction(s) will be confirmed by written notification to the student and shall remain in effect until the conclusion of a hearing or administrative decision, without undue delay, in accordance with the student conduct process and policies. Violations of interim restrictions may result in suspension or expulsion from the College.

The student may, within three (3) business days of the imposition of the interim restriction(s), petition the vice president for student affairs and dean of students for a modification or removal of the restriction(s). The petition must be in writing and must include supporting documentation or evidence that the particular restriction was unwarranted, excessive, or imposed improperly. A decision on such petition will be made without undue delay by the vice president for student affairs and dean of students or designee.

No refunds for lost tuition, room, or board fees will be made during this interim restriction period. An interruption in a student's course of study may result in required courses no longer being available or only

available on a limited basis. At its discretion, the College may allow course substitution, independent study opportunities, and/or a course taken off-campus for credit (at the student's expense). Any students who experiences an involuntary interruption in their course of study should immediately contact their class dean for academic guidance.

# Gender-Based Misconduct Policy

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## I. INTRODUCTION

Babson College (the “College”) is committed to preserving a learning environment that promotes the health and safety of our community members. This community must be free from gender-based discrimination and the College therefore strictly prohibits gender-based discrimination in any and all forms, including harassment and misconduct. Such misconduct is considered to be one of the most serious violations of the College’s community standards.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other applicable laws, the College has developed the following policy that prohibits discrimination on the basis of gender, including but not limited to sexual misconduct, sexual violence, sexual harassment, intimate partner violence, stalking, and any other gender-based harassment or misconduct.

Whether or not a complaint or report has been filed, the College will promptly and effectively respond to allegations of gender-based misconduct and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects in accordance with this policy. When a community member is found to have violated this policy, sanctions may be implemented in an effort to ensure that such actions are not repeated. This policy is intended to define community standards and to outline the investigation and grievance procedures when those standards are alleged to have been violated. Any attempt to engage in conduct prohibited under this policy will be treated as a violation unless the attempt is abandoned or the prohibited conduct is prevented from occurring under circumstances that demonstrate a voluntary change of behavior. Aiding or cooperating in the violation of this policy is also prohibited.

The policy applies regardless of an individual’s sex, sexual orientation, gender identity, age, race, nationality, religion, disability, or other protected status. Additionally, harassment or discrimination based upon an individual’s sexual orientation is considered gender-based and shall be subject to this policy.

## II. SCOPE OF POLICY/JURISDICTION

The scope and jurisdiction of this policy are the same as set forth in the Community Standards section of this Handbook. To the extent that additional alleged violations of the College’s community standards other than gender-based misconduct arise in the context of this policy, such related allegations may be addressed hereunder in the sole discretion of the Assistant Dean for Community Standards.

This policy relates specifically to student behavior and applies when the accused (hereafter referred to as “respondent”) is a student or a student group. When the respondent is a Babson faculty or staff member, the matter will be addressed in accordance with the policies set forth in the [College’s Employment Guidelines](#).

### III. DEFINITIONS

The following are definitions of prohibited conduct under this policy.

**Gender-Based Misconduct** – Gender-based misconduct is a broad term which encompasses unwelcome conduct of a sexual nature that is prohibited by Title IX and the College. The term includes but is not limited to sexual harassment, sexual assault, sex discrimination, sexual violence, rape, intimate partner violence, and stalking. Gender-based misconduct also includes any conduct of a sexual nature that lacks Effective Consent, or that has the purpose or effect of threatening, intimidating, or coercing an individual.

**Sexual Harassment** – Any unwelcome and/or unsolicited gender-based verbal, written or physical conduct of a sexual nature. **Sexual harassment must also fall within the definition** of hostile environment harassment and/or quid pro quo sexual harassment.

- Hostile environment sexual harassment exists where harassment is sufficiently severe, persistent, or pervasive and objectively offensive such that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the College’s educational or employment program and/or activities.
- Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment consequences. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is conditioned on submission to, or rejection of, such requests.
- Behaviors that may constitute sexual harassment include but are not limited to:
  - Sexual advances, regardless of whether or not they involve physical touching;
  - Requesting or demanding sexual favors with respect to employment, academic or other College activities;
  - Lewd or sexually suggestive comments, jokes, gestures, or innuendos;
  - Displaying sexually suggestive objects or pictures;
  - Inquiries into one’s sexual experiences;
  - Discussion of one’s sexual experiences;
  - Unwelcome leering, whistling, gestures, suggestive or insulting comments;
  - Unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
  - Gossip about one’s sex life or comments about an individual’s sexual activity;
  - Failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior.

#### **Sexual Misconduct**

- **Non-Consensual Sexual Penetration** – Any sexual penetration (anal, oral, or vaginal), however slight, with any part of one’s body or any object by a person without Effective Consent.
- **Non-Consensual Sexual Contact** – Any intentional sexual touching, however slight, with any part of one’s body or any object by a person without Effective Consent, or any disrobing of another by a person without Effective Consent
- **Sexual Exploitation** – Taking sexual advantage of another person without Effective Consent. Examples include but are not limited to:
  - Causing or attempting to cause the incapacitation of another person to effect Sexual Misconduct through ingestion or use of drugs or alcohol or otherwise;
  - Exposing one’s genitals or other intimate body parts to a particular person and/or to the general public;

- Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person without consent;
- Allowing third parties to observe consensual or non-consensual sexual acts without the consent of each person being observed;
- Engaging in voyeurism;
- Distributing intimate or sexual information about another person without consent;
- Prostituting or soliciting another person or causing the prostitution of another person; and/or
- Knowingly exposing another person to a sexually transmitted infection or disease, including HIV

### **Effective Consent**

Effective Consent is consent that is informed, knowing **and** voluntary. Effective Consent is mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Consent obtained as a result of physical force, threats, intimidating behavior, duress or coercion is not Effective Consent.

Effective Consent may never be given by minors (in Massachusetts, those not yet sixteen (16) years of age), mentally disabled persons, those who are unconscious, unaware, and/or otherwise physically helpless and/or those who are in a state of incapacitation as a result of alcohol or other drug consumption (voluntary or involuntary).

Incapacitation - Incapacitation is a state beyond drunkenness or intoxication. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the nature (i.e., the **who, what, when, where, why or how**) of their sexual interaction. (For example, an individual may experience a blackout state in which they do not have conscious awareness or the ability to give consent. That person may be considered incapacitated.) A person who engages in sexual activity with another person who they know or should reasonably have known is incapacitated will be in violation of this policy.

In addition, it is important to understand that:

- Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement to do the same thing, in the same way, at the same time, with one another.
- In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who seeks to engage in the specific sexual activity, to make sure that they have the consent from their partner(s) prior to initiating sexual activity.
- Effective Consent is active, not passive.
- Effective Consent to one form of sexual activity does not constitute Effective Consent to other forms of sexual activity. Effective Consent must be obtained with respect to each form of sexual activity in which parties intend to engage.
- The person who is the object of sexual advances is not required to physically or otherwise resist. The absence of resistance will not, in itself, suffice to demonstrate Effective Consent.
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to demonstrate Effective Consent.
- Intentional use of alcohol or other drugs does not excuse a violation of this policy.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly (as set forth in the definition of Effective Consent). Once consent is withdrawn for some or all sexual activity, such activity must cease without delay.
- Coercion is unreasonable pressure for sexual activity. When someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure to go beyond that point may be considered coercive.

**Stalking** – Any behaviors or activities occurring typically on more than one occasion that collectively instill fear and/or threaten a person’s safety, mental health, and/or physical health. Such behaviors or activities may include but are not limited to the following:

- Non-consensual communication (e.g., face-to-face communication, telephone calls, voice messages, text messages, email messages, communication via social media networks, written letters, gifts, or any other communications that are unwanted);
- Threatening or obscene gestures;
- Surveillance, trespassing or pursuing; or
- Waiting, or showing up uninvited at a place of residence, classroom, workplace, etc.

**Intimate Partner Violence** – Any abusive behavior, whether emotional, psychological, physical or sexual, that one person in an intimate relationship uses in order to control the other. This type of behavior may be a single act or a pattern of behavior in relationships. Examples include but are not limited to:

- Threats;
- Demeaning or derogatory communications that amount to abusive behavior;
- Preventing contact with family or friends; or
- Actual or threatened physical harm.

**Retaliation** – Any intentional adverse action taken against a person on the basis of their participation in a protected activity. Absent a legitimate nondiscriminatory purpose, retaliation can include intentional action taken by a respondent or allied third party as reprisal for participating in a protected activity, or intentional adverse action taken against a respondent after it was determined that the respondent did not violate this policy.

Examples of protected activity include but are not limited to:

- Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- Filing a complaint alleging a College policy violation or a violation of law; or
- Filing a complaint about the College’s policy for resolving alleged violations of policy.

Examples of adverse action include but are not limited to:

- Threats, intimidation, continued harassment or other misconduct;
- Discouraging an individual from participation in an investigation or adjudication process; or
- Adverse educational or employment consequences.

The College maintains the right to take action against a student for other legitimate reasons in accordance with College policies and procedures, even if that student has filed a complaint under the gender-based misconduct policy or otherwise participated in a protected activity.

Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to retaliation and impose disciplinary measures as appropriate, including but not limited to interim or longer term suspension from the College.

Retaliation should be promptly reported to the deputy Title IX coordinator as outlined in Section VI B below.

**For information on sanctions, please see Section VIII (Sanction Statement)**

#### **IV. OPTIONS FOR INITIAL ASSISTANCE**

Individuals who have experienced gender-based misconduct have options and resources available to them regardless of their desire to participate in an internal or criminal investigation. The College wants such individuals to feel supported and safe at all times. The information below outlines on and off-campus resources available to anyone who has experienced gender-based misconduct, whether or not they wish to report the incident.

The College encourages all individuals who have experienced sexual assault to ***promptly*** seek appropriate medical attention. Confidential medical care is available regardless of whether an individual feels ready to report the incident to the College or to an external law enforcement agency (e.g., the Wellesley Police Department). If an individual decides to seek hospital care on their own, the College encourages the individual to use an emergency room that is part of the Sexual Assault Nurse Examiner (SANE) program. The SANE program has specifically trained nurses who can examine the individual and collect evidence that could be used in the internal and/or criminal investigation process if the individual later decides to initiate either or both. Boston-area SANE hospitals include:



- Beth Israel Deaconess Medical Center, 330 Brookline Avenue, Boston, MA
- Boston Medical Center, One Boston Medical Center Place, Boston, MA
- Brigham and Women's Hospital, 75 Francis Street, Boston, MA
- Cambridge Hospital, 1493 Cambridge Street, Cambridge, MA
- Boston Children's Hospital, 300 Longwood Avenue, Boston, MA
- Massachusetts General Hospital, 55 Fruit Street, Boston, MA

Babson College Public Safety can provide the individual with transportation to an emergency room that is a part of the SANE program. (Note that, unlike reports to medical professionals, reports to Public Safety Officers are not confidential.)

Babson Health Services can also provide students with confidential medical care such as: preventative treatment for sexually transmitted infections and pregnancy. Students can call Health Services and make an appointment to see a nurse practitioner during normal business hours or make an appointment online at [babson.medicatconnect.com](http://babson.medicatconnect.com).

The College encourages all individuals who have experienced an incident of sexual assault to preserve any evidence by:

- Having a SANE exam as soon as possible (preferably within 72 hours of the incident) for purposes including physical evidence collection;
- Placing clothing and other relevant items (sheets, blankets, etc.) in a brown paper bag (not a plastic bag) for preservation;
- Avoiding drinking, bathing, showering, douching, brushing teeth, using mouthwash, combing hair, or changing clothes until physical evidence may be collected;
- Having the individual or a friend promptly write down everything that can be remembered about the incident.

The College encourages the above steps be taken to preserve future options, even if the individual is undecided about whether or not to immediately report the incident.

### **Ongoing Assistance**

The Title IX coordinator and the director of sexual assault prevention and response services can provide ongoing assistance to complainants by:

- informing them of, and connecting them to, available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- issuing a no-contact order, helping arrange a change to on-campus housing, working arrangements or course schedules or adjustments for assignments or tests; and
- informing the complainant of the right to report a crime to campus or local law enforcement and obtaining protective orders through the courts – and providing the complainant with assistance if the complainant wishes to do so.

Students may also choose to take advantage of off-campus resources. Please see a comprehensive list below of off-campus resources in the Boston area. Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the individual requests the disclosure and signs a consent or waiver form.

While off-campus counselors and advocates may maintain an individual's confidentiality by not informing the College, they may have reporting or other obligations under applicable law. These may include making reports to governmental agencies in cases involving minors, persons with disabilities and the elderly; a requirement to provide testimony in response to a subpoena; or where the individual is at risk of imminent harm to self or others.

- **Boston Area Rape Crisis Center ("BARCC"):** offers a 24-hour hotline at 800-841-8371. BARCC provides comprehensive, free services including the hotline, 24-hour medical advocacy, individual and group counseling, legal advocacy, and accompaniment to local hospitals and police stations.
- **Jane Doe Inc.** (Massachusetts Coalition Against Sexual Assault and Domestic Violence confidential and multilingual statewide hotline): offers a 24-hour hotline as well as a website to connect victims of sexual assault to local resources. 1-877-785-2020.

- **Gay Men's Domestic Violence Project (“GMDVP”)**: has a 24-hour crisis line: 1-800-832-1901. The GMDVP also offers confidential information and referrals for rape, sexual assault, dating violence, and domestic violence for gay, bisexual, and transgender men in Massachusetts.
- **Fenway Health**: Focused on the LGBTQI community, [Fenway Health Violence Recovery Program](#) offers a 24-hour hotline: 1-888-242-0900 (Extension 311). In addition Fenway Health also has confidential individual and group counseling, advocacy, information and referrals for lesbian, gay, bisexual, and transgender men and women.
- **Additional Off-Campus Resources:**
  - [Beth Israel Deaconess Medical Center for Violence Prevention and Recovery](#): 617-667-8141
  - [Casa Myrna Vazquez](#): 1-800-992-2600 (offers a 24-hour shelter hotline)
  - SafeLink (Statewide Domestic Violence Hotline Program of Casa Myrna Vazquez, Inc.): 1-877-785-2020
  - Child at Risk Hotline: 1-800-792-5200
  - Disabled Persons Protection Commission Hotline: 1-800-426-9009
  - Infolink National Victim Resource Line: 1-800-394-2255
  - Llamanos: 1-800-223-5001 (offers a 24-hour Spanish hotline)
  - [National Center for Victims of Crime](#): 202-467-8700
  - Needham Police Domestic Violence Action Committee: 1-781-455-7500 x511
  - [RAINN](#) (Rape Abuse Incest National Network): 1-800-656-4673
  - REACH Domestic Violence - 24-hour Hotline: 1-800-899-4000
  - [Victims Rights Law Center](#) (VRLC): 1-617-399-6720
  - [Voices Against Violence](#): 1-800-593-1125
  - Wellesley Police Domestic Violence Hotline: 1-781-489-6677
  - [1in6](#): A resource for men: [info@1in6.org](mailto:info@1in6.org)

For the most up-to-date information about on and off campus resources, please visit our website: [www.babson.edu/sexualassault](http://www.babson.edu/sexualassault).

## V. INTERIM MEASURES

When the College is made aware of an alleged violation of the gender-based misconduct policy, it will promptly take steps to ensure equal access to its programs and activities and protect the safety and well-being of affected individuals. The College will notify the complainant of their options to avoid contact with the respondent and allow the complainant to change extracurricular activities or the complainant’s living, transportation, dining, and working situation as appropriate. The specific interim measures implemented and the process for implementation will vary depending on the facts and circumstances, but interim measures may include no contact orders, changes in College housing accommodations, changes in academic schedule, withdrawal from a class without penalty, tutoring support, and other actions as appropriate. The College will also inform the student of their right to obtain protective orders through the courts. To the extent possible, interim measures will be imposed in a way that minimizes the burden on the complainant while balancing the rights of the respondent.

Interim measures will be provided irrespective of whether the individual reports a crime to law enforcement or files a formal complaint with the College. If confidentiality is requested, interim measures will still be implemented as feasible while preserving the privacy of the complainant as much as is possible.

At any point during the investigative process, the College may take other actions to stop the alleged harassment or discrimination, and protect the safety and well-being of any individual and/or the College community. These actions include, but are not limited to, College housing suspensions, campus access restrictions and College suspensions in accordance with applicable policies and procedures. Interim action is preliminary, and shall remain in effect only until the gender-based misconduct process is complete and a decision is rendered by the College.

## VI. REPORTING OPTIONS AND CONFIDENTIALITY OF INFORMATION

The College encourages individuals who have experienced gender-based misconduct to promptly talk to somebody about what happened, so that they can get the support they need and the College can respond appropriately. The College will take seriously every report of gender-based misconduct, offering appropriate support and allowing individuals to maintain as much control as possible over their situation. When considering who to speak with

about something that happened, it is important to understand the difference between *confidential*, *private*, and *non-confidential* reporters.

### **Confidential Reporting**

Some professional staff members at the College are required by law to maintain near complete confidentiality.

### **Private Reporting**

Other employees have been designated by the College to be able to speak privately with individuals who have experienced gender-based misconduct. Generally, a staff person designated as a “private” resource will only report statistical information about the incident without revealing any personally identifying information. Disclosures to these private resources will not *generally* trigger a College investigation into an incident against the wishes of the individual disclosing the incident.

### **Non-Confidential Reporting**

All other College faculty and staff are “responsible employees” who are required to report all the details of an incident (including the identities of both the reporting party and respondent, when known) to the Title IX coordinator. Disclosure to a responsible employee constitutes a report to the College, and generally obligates the College to review the incident and to take prompt and appropriate steps to address the situation.

## **REPORTING OPTIONS**

### **A. Confidential and Private Resources**

Confidential resources are not required to report any information about an incident to the Title IX coordinator or others at the College without an individual’s permission. Contact information for these individuals follows below:

- The physicians and nurse practitioners in Health Services, on the first floor of Hollister Hall. Health Services can be reached by calling 1-781-239-6363 or students can make an appointment online at [babson.medicatconnect.com](http://babson.medicatconnect.com).
- The counselors, psychologists, psychiatrist, and social workers at Babson Counseling Services (provided by Human Relations Services, Inc.). HRS is located at 11 Chapel Place in Wellesley. However, the Director of Counseling Services and the Assistant Director of Counseling Services both have offices in the Wellness Center in Park Manor South and are on-campus Monday-Friday 8:30am-4:30pm. Students can make an appointment by contacting Lindsay Segar, the Assistant Director of Counseling, at 781-239-4407 or [lsegar@babson.edu](mailto:lsegar@babson.edu). Students may also call HRS directly, at 781-235-4950. Please note: the College provides all students with 8 pre-paid counseling sessions per year. Transportation to HRS can be provided by Babson Community Service Officers through Public Safety.
- Ordained chaplains in the Office of Faith and Service located in the Glavin Chapel, who can be contacted by calling 781-239-5623
  - Ecumenical Chaplain, Rev. Jenny Rankin
  - Catholic Priest, Daniel P. Horan, OFM

Private resources. Some professional staff members can generally talk to individuals without revealing any personally identifying information about an incident to the College. Individuals can seek assistance and support from these individuals without triggering a College investigation that could reveal the individual’s identity or that the individual has disclosed the incident.

While maintaining an individual’s confidentiality, these individuals or their office must report the nature, date, time, and general location of an incident to the Title IX coordinator. This limited report – which includes no information that would directly or indirectly identify the individual – helps keep the Title IX coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX coordinator, these individuals will consult with the individual to ensure that no personally identifying details are shared with the Title IX coordinator.

Following is contact information for these private resources:

- Babson College Safe Hotline -the Hotline is staffed 24 hours/day, 7 days/week, 781-239-7233(SAFE)
- Ashleigh Hala, Director of Sexual Assault Prevention and Response Services, located in the Wellness Center in Park Manor South, 781-239-5201
- Director of Alcohol and Other Drug Services, TBD
- Denning Aaris, Assistant Director of Faith and Service, 781-239-5969
- Campus Chaplains in the Office of Faith and Service, Glavin Chapel, 781-239-5623:
  - Catholic Chaplain, Crista Mahoney
  - Muslim Chaplain, Bilal Mirza
  - Hillel Director and Jewish Chaplain, Dena Trugman
  - Hindu Chaplain, Vaishali Gupta
  - Undergraduate Christian Chaplain, Ben Pierce
  - Graduate Christian Chaplain, Marianne Smith
- The administrative assistants (professional staff members) who work in Health Services and in the Wellness Center

An individual who speaks to any of the confidential or private resources above must understand that, if the individual wants to maintain confidentiality and or privacy, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Accordingly, the scope of the available remedies may be limited.

Nevertheless, confidential and private resources may still assist the individual in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

An individual who initially requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these resources may maintain confidentiality vis-à-vis the College, they may have reporting or other obligations under applicable law. These may include making reports to governmental agencies in cases involving minors, persons with disabilities and the elderly; a requirement to provide testimony in response to a subpoena; or where the individual is at risk of imminent harm to self or others.

## **B. Reporting to “Responsible Employees”**

A “responsible employee” is a College employee who has the authority to redress gender-based misconduct, who has the duty to report incidents of gender-based or other student misconduct, or who a student could reasonably believe has this authority or duty. All such staff and faculty members, with the exception of those listed above are considered responsible employees. **Resident Assistants and Peer Mentors are also considered responsible employees.** When a complainant tells a responsible employee about an incident of gender-based misconduct, the College will take immediate and appropriate steps to review what happened and to address the matter promptly and equitably.

A responsible employee must promptly report to the Title IX coordinator all relevant details about the alleged gender-based misconduct shared by the complainant. The College will then need to determine what happened – including the names of the complainant and respondent(s) (if provided), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with those responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement or the employee is otherwise required by law to do so.

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee’s reporting obligations – and, if the complainant wants to maintain confidentiality, direct the victim to confidential resources.

If the complainant wants to tell the responsible employee what happened, but also maintain confidentiality, the employee should tell the complainant that the College will consider the request, but cannot guarantee that the

College will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the Title IX coordinator of the complainant's request for confidentiality.

Responsible employees will not pressure a complainant to request confidentiality or to make a full report if the complainant is not willing to do so. The College will seek to honor and support the complainant's wishes.

### **C. Formal Reporting Options:**

To formally report an incident of gender-based misconduct, complainants may file a report with the College and/or law enforcement. See below for an explanation of both options:

#### **1. Reporting to the College:**

##### **a. Title Coordinator and Deputy Title IX Coordinators (during regular business hours)**

Complaints against students and student groups, should be reported to the deputy Title IX coordinator for Student Affairs:

**Colleen Ryan**  
**Assistant Dean for Community Standards**  
**Reynolds 211**  
**Cryan10@babson.edu**  
**781-239-6344**

Complaints against faculty and staff, third parties and visitors should be reported to the Title IX coordinator:

**Betsy Rauch**  
**Title IX Coordinator**  
**Horn 329**  
**brauch1@babson.edu**  
**781-239-5501**

##### **b. Dean On-Call (after-hours)**

If a student would like to formally report to a College official after-hours, but would prefer not to file a report with Public Safety, they may contact Public Safety at 781-239-5555 and ask to be placed in contact with the Dean On-Call. The student is not required to indicate why they are contacting the Dean On-Call. The Dean On-Call will connect the student with the resource they require. The Deans On-Call are full-time Student Affairs administrators at the College who rotate on-call to manage after-hour emergencies.

In situations where a complaint is filed against a community member who has more than one status at the College (e.g., the community member is a student and an employee), the Title IX coordinator has the authority to appoint investigators (possibly from different areas of the institution) and determine the appropriate investigation process for the reported incident (student, faculty or staff employee). The selected process shall make final determinations affecting all individual statuses at the College.

#### **2. Reporting to law enforcement:**

The College strongly encourages prompt reporting to law enforcement. Reporting is best done as soon as possible after an incident, but it may be done at any time.

If the incident occurred on campus and the complainant wants to report the incident to law enforcement, they may file a report with Babson College Public Safety by calling 781-239-5555 and/or Wellesley Police Department by calling 781-235-1212 and/or Needham Police Department at 781-455-7570.

If the incident occurred off-campus, the complainant has the right to file a report with the local law enforcement agency in the jurisdiction where the incident occurred. Babson Public Safety can assist a complainant with identifying the appropriate local law enforcement agency and with the filing of a report with that agency.

Following is a list of other law enforcement reporting options:

- Massachusetts State Police: 1-508-872-8713
- Norfolk County District Attorney Office - Brookline: 1-617-738-5072
- Norfolk Superior Court: 1-781-326-1600
- Dedham District Court: 1-781-329-4777

Law enforcement agencies, including Babson College Public Safety, are generally required to investigate reports of a criminal nature to the extent they are able. However, filing a complaint with law enforcement does not require the complainant to participate in a criminal process if the complainant chooses not to do so.

### **Anonymous Reporting**

Any individual may make an anonymous report to the College concerning an act of gender-based misconduct committed by a member of the College community. Any individual may report an incident to the Title IX coordinator anonymously, without disclosing their name, identifying the respondent, or requesting any action. Depending on the level of information provided to the Title IX coordinator about the incident or the individual(s) involved, the College's ability to respond to an anonymous report may be limited. As described in this policy, the College may have an obligation to respond to the information provided and/or other available information.

### **D. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond**

If a complainant discloses an incident to a responsible employee of the College but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the complainant.

If the College honors the request for confidentiality, a complainant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. Additionally, remedies available for the complainant may be limited as well.

There are times when the College may not be able to honor a complainant's request in order to provide a safe, non-discriminatory environment for all students and employees. The College has designated any one or more of the following individuals to evaluate requests for confidentiality once the College is placed on notice of alleged gender-based misconduct:

- Title IX Coordinator
- Deputy Title IX Coordinator for Student Affairs
- Vice President for Student Affairs and Dean of Students

When weighing a complainant's request for confidentiality or that no investigation or discipline be pursued, one or more of the above employees will consider a range of factors, including the following:

- The increased risk that the respondent will commit additional acts of gender-based misconduct or other violence, such as:
  - whether there have been other gender-based misconduct complaints about the same respondent;
  - whether the respondent has a history of arrests or records from a prior institution indicating a history of violence;
  - whether the respondent threatened further gender-based or other violence against the complainant or others;
  - whether the gender-based misconduct was committed by multiple perpetrators;
  - whether the gender-based misconduct was perpetrated with a weapon; and
  - whether the complainant is a minor;

- Whether the College possesses other means (e.g., security cameras, witnesses, or physical evidence) to obtain relevant evidence of the gender-based misconduct; or
- Whether the complainant's report or other documentation reveals a potential pattern of perpetration at a given location or by a particular individual or group (e.g., by intentionally incapacitating an individual without their knowledge via the use of drugs).

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely honor the complainant's request for confidentiality.

If the College has credible information that the respondent was reported, investigated and/or found responsible for gender-based misconduct in the past, the College would likely be compelled to investigate the allegation and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a complainant's confidentiality, the College will inform the complainant prior to an investigation and, to the extent possible, share information only with those responsible for handling the College's response.

The College will remain mindful of the complainant's well-being and take ongoing steps to protect the complainant from retaliation or harm. Retaliation against the complainant, whether by students or College employees, will not be tolerated.

The College will not require a complainant to participate in any investigation or disciplinary proceeding.

Because the College is under a continuing obligation to address the issue of gender-based misconduct campus-wide, reports of that nature (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported acts occurred; increasing education and prevention efforts, including to targeted population groups; and/or revisiting its policies and practices.

If the College determines that it can grant a complainant's request for confidentiality, the College will also discuss other actions that might be implemented to protect and assist the complainant.

### **Reporting Obligations:**

The College has a duty to report certain crimes to Babson Public Safety for statistical reporting purposes in accordance with applicable law. Personally identifiable information is not provided, but statistical information must be reported depending on the nature of the incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College's annual Campus Security Report.

Additionally, College administrators must issue *timely warnings* in accordance with applicable law for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a complainant's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the potential harm or danger posed.

## **VII. INVESTIGATION/RESOLUTION PROCESS**

The deputy Title IX coordinator for Student Affairs ("deputy coordinator"), in coordination with the College's Title IX coordinator, is responsible for the oversight of investigations of gender-based misconduct complaints where the respondent is a student or student group. Formal rules of process and evidence such as those applied in criminal or civil courts are not applicable in these investigations or in the resolution process.

When made aware of a potential violation of the gender-based misconduct policy, the deputy coordinator or designee will open and conduct a preliminary investigation. The preliminary investigation under this policy will be conducted as soon as practicable, and will ordinarily be completed within ten (10) calendar days from the time of reporting. This time period may be shorter or longer depending on the circumstances, including the availability of witnesses and preliminary evidence.

### **PRELIMINARY INVESTIGATION**

After reviewing the information received, the deputy coordinator will:

1. Work to determine the identity and contact information of the complainant;
2. Identify what, if any, portion(s) of the gender-based misconduct policy were allegedly violated;
3. Meet the complainant, if feasible, to inquire about and finalize the complaint;
4. Determine if there is cause to proceed with a formal investigation.

If the deputy coordinator determines that there is no reasonable cause to pursue a complaint (e.g., if the information received does not present any potential violation of the gender-based misconduct policy, or if it is so vague or incomplete that no further investigation is possible), the matter will be closed with no further action and that decision will be communicated to the reporting party.

## **FORMAL INVESTIGATION**

If the deputy coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. The formal investigation under this policy will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the College's investigation and resolution process for gender-based misconduct complaints will ordinarily be completed within sixty (60) calendar days from the time of reporting (not including the appeal process). This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability and number of witnesses. Should this process last longer than 60 days, the deputy coordinator will communicate the reasons and expected timeline for completion to all parties.

At the initiation of the formal investigation, the deputy coordinator or designee will:

1. Notify the respondent and complainant of the investigation and provide an explanation of the investigation process;
2. Provide the respondent and complainant with a written notice of the charges, listing the specific portion(s) of the gender-based misconduct policy alleged to have been violated; and
3. Appoint a trained investigator to lead the investigation. The deputy coordinator may appoint additional investigators in their sole discretion. Concerns relating to any potential bias or conflict of interest of the appointed investigator(s) should be promptly addressed to the deputy coordinator who shall have sole discretion to remove or re-appoint investigator(s) as necessary.

At reasonable intervals throughout the investigation, the deputy coordinator will maintain communication with the complainant and the respondent regarding the status of the investigation and overall process.

### **The appointed investigator will:**

1. Commence a thorough and impartial investigation by developing an investigation plan, including a witness list, intended investigation timeframe, and order of interviews for all witnesses and the respondent;
2. Provide regular updates on the investigation to the Title IX coordinator
3. Determine whether or not one or more specific portions of the policy were violated based on the preponderance of the evidence. Under this standard, the respondent is presumed not to have violated the gender-based misconduct policy unless a preponderance of the evidence supports a finding that a violation occurred. A preponderance of the evidence indicates that it is *more likely than not* that the identified portion of the policy was violated by the respondent.

### **Investigations shall proceed generally as follows:**

1. The investigator will conduct interviews with the complainant, respondent and any witnesses deemed appropriate by the investigator.
2. All parties will be asked to provide names of relevant witnesses. The investigator will, in their sole discretion, determine which witnesses to interview. Witnesses are typically limited to people with firsthand knowledge of the events being reviewed. Character witnesses and character statements are not permitted.
3. All interviewed parties will be asked to submit relevant documentary evidence (e.g., photographs, video recordings, text messages, reports, phone records, etc.) to the investigator. The investigator will gather and review available documents, materials, or other identified evidence relevant to the investigation. The investigator, in consultation with the Title IX coordinator, will use their discretion about what evidence and information will be included in the case file. Redactions may be made as deemed necessary in the sole discretion of the investigator.
4. After each interview, the investigator will provide the interviewed party a written interview summary. The interviewed party will be afforded a reasonable opportunity to review the summary to confirm its accuracy or to



provide written clarifications, comments, and/or corrections. The investigator shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the interview summary. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.

5. During the investigation, the investigator will afford the complainant and respondent an opportunity to respond to information provided by other parties, including witnesses. This information will typically be shared verbally during the interview. Either party may also request an opportunity to review the written interview summaries and/or documentary information. Such request will be granted if and when deemed appropriate in the sole discretion of the investigator.
6. At the conclusion of the investigation, but before any determinations are made by the investigator, the investigator will schedule separate meetings with the complainant and respondent to review the information included in the case file (including all written interview summaries and documentary evidence deemed relevant by the investigator). The complainant and respondent will have the opportunity to provide corrections, clarifications, comments, new relevant information or documentation, and/or suggest new witnesses who possess material information.
  - a. The complainant and respondent will be given an additional two (2) business days after this meeting to provide any additional documentation or written clarifications or comments. The investigator shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the case file. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.
7. If the complainant and/or respondent identify additional relevant evidence, that evidence shall be gathered by the investigator to the extent reasonably possible and will also be included in the case file. Depending on the nature of the new evidence, it may be shared with the complainant and/or the respondent for comment.
8. The investigator will complete the case file to include all relevant evidence obtained during the investigation.
9. The investigator will review the case file and reach written conclusions as to whether or not the respondent violated the gender-based misconduct policy based on a preponderance of the evidence standard.
10. The investigator will send the case file and written conclusions to the deputy coordinator for review.
11. The deputy coordinator will review the case file and written conclusions to ensure the following:
  - a. The investigation was thorough, reliable, and impartial;
  - b. The conclusions were based on the evidence collected; and
  - c. The conclusions were based on the preponderance of the evidence.

If the deputy coordinator determines that any further steps are necessary to meet any of these requirements, the deputy coordinator will so inform the investigator. The investigator will take the necessary steps and return the case file to the deputy coordinator for review.

12. Upon approval of the case file, the deputy coordinator will meet separately with the complainant and the respondent to deliver the outcome. These meetings will be arranged as contemporaneously as possible. At the outcome meetings, the deputy coordinator will:
  - a. Make the case file available to both parties for their review (necessary redactions may be made in the discretion of the deputy coordinator); and
  - b. Explain the next steps in the process:
    - i. Appeal process if the outcome is not responsible (see section IX)
    - ii. Sanction process if the outcome is responsible (see below)

Please note: in addition to sharing the outcome with the parties, the deputy coordinator will also work directly with the Title IX coordinator to determine whether additional remedies are necessary for the complainant and/or community, if any, to address the incident.

### **CONFLICT RESOLUTION OPTIONS**

The deputy coordinator may offer conflict resolution options when appropriate based on the facts and circumstances and regardless of the outcome of the preliminary or formal investigation. Such conflict resolution may include mediation, restorative justice, or other options and will only be utilized when both parties consent to the option. Mediation will not be used in cases involving sexual violence.

### **SANCTIONS PROCESS**

1. The complainant and the respondent shall each have two (2) business days from the date of their outcome meeting to submit a written impact statement to the deputy coordinator. The written impact statement is intended to inform the deputy coordinator of relevant information in determining the appropriate sanction(s), including, but not limited to, how the incident has affected the impacted party, and whether they believe any mitigating or aggravating facts and circumstances warrant leniency or enhanced sanctions.
2. Both the complainant and the respondent have the option to meet with the deputy coordinator to discuss potential sanctions either instead of or in addition to a written impact statement. Such a meeting is not an opportunity to challenge or contest the outcome of the investigation.
3. The deputy coordinator will confer with the Title IX coordinator regarding potential sanctions. The deputy coordinator also reserves the right to meet with other relevant parties, including but not limited to the investigator or witnesses, if the deputy coordinator believes it will assist in determining the appropriate sanction(s).
4. Before determining the sanction(s), the deputy coordinator will review: i) the case file and investigator's conclusions, ii) the respondent's prior disciplinary record, if any, and iii) any impact statements submitted by either party.
5. The deputy coordinator has three (3) business days from the last meeting with a relevant party to issue a written decision letter to both parties. Decision letters will be sent via email.
  - a. All sanctions are enacted immediately (unless otherwise stated) regardless of the status of the appeal.
  - b. The College will not require either party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the redisclosure of information related to the outcome of the proceeding.

### **VIII. SANCTION GUIDELINES**

Any student found responsible for violating the gender-based misconduct policy provision on non-consensual sexual contact (where no penetration has occurred), sexual exploitation, sexual harassment, intimate partner violence or stalking will receive a sanction up to and including expulsion, depending on the severity of the incident and taking into account any previous disciplinary history. The standard sanction for non-consensual sexual penetration is suspension or expulsion.\*

*The decision-maker reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Neither the initial decision-maker nor any appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.*

Please see a list of possible sanctions in the Guide to the Student Conduct Process, Appendix II.[WU2]

### **IX. APPEAL PROCESS**

Both the respondent and the complainant have the opportunity to submit an appeal based on the outcome of the investigation and/or sanction as set forth below.

#### **Guiding principles of the appeal process:**

- Appeals are confined to a review of the case file based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a *de novo* review of the investigation.
- Absent clear and material error, appeals determinations are intended to be deferential to the original decision-maker. Findings should be revised by the appeal officer only when remanding for further investigation or granting a new investigation would be insufficient, impractical or unnecessary. Sanctions should be revised by the appeal officer only if there is a compelling justification to do so.

An appeal must be submitted within three (3) business days after the decision letter is delivered to the student's Babson email account (or non-Babson email account for complainants who are non-Babson students). An appeal may be made solely on the grounds of:

1. Error in the charge and/or investigation or sanctioning process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.),
2. New information that could not have been discovered prior to the investigation or sanctions meeting through the exercise of reasonable diligence and that would have materially affected the outcome. A summary of this new evidence and its potential impact must be included in the written appeal; or

3. The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

The Vice President for Student Affairs and Dean of Students or designee shall act as the appeal officer. The appeal must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met.

When one party submits an appeal, a copy of the appeal will be provided to the other party by the appeal officer. The other party will have the opportunity to submit a written statement to the appeal officer within three (3) business days, to be considered with the original appeal. The written statement shall be limited to a response to the content of the original appeal.

After reviewing the written appeal(s), written statement(s), and associated case file, the appeal officer will take one of the following actions:

1. Reject the appeal as untimely or improper based on the grounds articulated above.
2. Uphold the original decision and/or sanction.
3. Grant the appeal and:
  - Remand the case with specific instructions to the deputy coordinator for further consideration or, in the rare circumstances in which it would be impractical, improper, or infeasible to remand the case, grant a new investigation.
    - If remanded for further investigation, any resulting sanction may be appealed.
    - If the appeal officer remands to the deputy coordinator for review of the sanction, the reconsideration of the deputy coordinator is final.
  - Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified.
  - In rare circumstances, revise the outcome of the investigation from a “not responsible” to a “responsible” finding, or from a “responsible” to a “not responsible” finding.
    - If the outcome of the investigation is revised from a “not responsible” to a “responsible” finding, the appeal officer will either determine the final sanction(s) or remand the case to the deputy coordinator to determine the sanction(s). If remanded to the deputy coordinator, the resulting sanction(s) may be appealed.

The complainant and the respondent will receive simultaneous written notification of the appeal officer’s decision regarding the appeal(s) at their Babson email accounts (or non-Babson email account for complainants who are non-Babson students). Except where the case is remanded or a new investigation is granted, the decision of the appeal officer is final and not subject to further review.

## **X. NOTICE OF RIGHTS**

### **Rights of the Complainant**

The complainant has a number of rights under this policy and with respect to a resolution of a complaint. If the College initiates an investigation, the complainant will retain the rights below. They include both those outlined above and the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be informed of and to report the incident to off-campus authorities and/or law enforcement and to be assisted by College employees in doing so;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right receive written notice of all allegations for which the respondent is charged;
- The right to be notified of possible sanctions that may result if the respondent is found responsible of violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);

- The right to appeal the outcome of the investigation and/or sanction, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.

### **Rights of the Respondent**

The respondent has a number of rights under this policy and with respect to a resolution of a complaint. They include both those outlined above and the following:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to be notified of available counseling, mental and physical health services, on and off-campus;
- The right to be provided with a written explanation of rights and options with respect to the matter;
- The right to have the investigation and resolution process fully explained;
- The right to receive written notice of all charges;
- The right to be notified of possible sanctions that may result if found responsible for violating the policy(ies) in question;
- The right to an outcome based on information the decision-maker finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that a policy violation occurred);
- The right to appeal the outcome of the investigation and/or sanction , in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.

## **XI. OTHER PROVISIONS**

### **ADVISERS**

Both the respondent and the complainant have the right to one (1) adviser of their choice. Advisers serve as a support person for the parties during the process, including investigative meetings, meetings with the deputy coordinator and sanction meetings. The adviser's name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) must be disclosed to the deputy coordinator prior to the meeting for which they will serve as the adviser. Students who are witnesses to the incident or are otherwise involved in the matter may not typically serve as advisers.

Advisers are not permitted to advocate for a student or speak on their behalf during any of the aforementioned meetings. The College reserves the right to remove an adviser from any meeting should these expectations and guidelines be violated. Meetings are not generally delayed or rescheduled due to an adviser's schedule or availability. The deputy coordinator will consider requests made to delay or reschedule a meeting and will make the final determination at their sole discretion.

The College reserves the right to have legal counsel present during any meeting.

### **ATTENDANCE**

To enable the most accurate and fair review of the facts, the respondent is expected to attend and participate in meetings during the course of an investigation under this policy. If an individual chooses not to attend one or more meetings, the charges will be reviewed on the basis of the information and evidence available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a meeting or remaining silent, the process will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent to attend one or more meetings, to participate in such meeting(s), or to answer the charges.

### **HISTORY OF THE PRINCIPLE PARTIES**

#### **Sexual History:**

Neither the past sexual history nor sexual character of either party will be considered in the investigation or any other proceeding unless such information is determined by the deputy coordinator to be specifically and directly relevant to a pending charge.

**Disciplinary History/History of Previous Complaints:**

Previous disciplinary history or previously filed complaints may be considered in the course of the investigation only if:

1. The facts related to the previous disciplinary history or complaints are substantially similar to the facts related to the present charge(s);
2. The information indicates a pattern of behavior and substantial conformity with that pattern by the respondent; or
3. There are other reasons deemed by the deputy coordinator to be specifically and directly relevant to the present charge(s).

If any previous disciplinary history or complaints are considered in the course of the investigation, the relevant party will be notified of such and will be permitted to review the information that is to be considered.

**EFFECT OF CRIMINAL PROCEEDINGS**

Because the standards for determining a violation of criminal law are different from the standards for determining a violation of this policy, criminal investigations, reports, or outcomes are not determinative of whether gender-based misconduct has occurred for purposes of this policy. In other words, conduct may constitute gender-based misconduct under this policy even if there is insufficient evidence of a crime or if law enforcement agencies decline to prosecute. The filing of a complaint of gender-based misconduct under this policy is independent of any criminal investigation or proceeding, and the College will not await the conclusion of any criminal investigation or proceedings to: (i) commence its own investigation; (ii) take interim measures to protect the complainant and the College community, if necessary; and/or (iii) implement disciplinary proceedings without regard to any pending criminal proceedings.

**FALSE COMPLAINT/FALSE INFORMATION**

The College will not tolerate false reporting and reserves the right to discipline members of the College community who knowingly bring false complaints of gender-based misconduct or provide false information during an investigation or hearing. No complaint will be considered "false" solely because it cannot be corroborated. If a respondent is determined to have provided false information during the investigation or sanctioning process, the respondent may be charged with "false information and misrepresentation" and/or the false information may be considered an aggravating circumstance during the sanctioning phase.

**AMNESTY FOR MINOR VIOLATIONS**

The College will extend amnesty for minor violations of policy, including but not limited to the possession and/or consumption of drugs or alcohol, when the violation is related to a report of gender-based misconduct. The seriousness of gender-based misconduct is a major concern for the College and the College does not want any circumstances (e.g., drug or alcohol use) to inhibit the reporting of gender-based misconduct or cooperation with an investigation. When amnesty is granted for minor violations of policy, the College may refer students to resources such as alcohol and/or drug education, but there will be no disciplinary record or sanction regarding the violation for which amnesty was granted. The deputy coordinator will determine what policy violations will be considered "minor" and therefore eligible for amnesty in this context. Amnesty for minor policy violations may be extended to all parties involved in the case, including but not limited to, the complainant, the respondent and witnesses.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Reasonable accommodations will be provided to students with disabilities in accordance with applicable law. A student with a disability who requires an accommodation for any meeting or process under this policy must follow the procedure for requesting an accommodation through Disability Services. Disability Services will make a determination regarding the request and notify the appropriate parties. A student will not be considered to have a disability unless the student registers with Disability Services and follows the applicable procedures. Please contact the Disability Services at 781-239-4508, by email at [mpowell@babson.edu](mailto:mpowell@babson.edu) or on the hub at <http://studentportal.babson.edu/node/229156> for further information.

**POLICY REVIEW**

The gender-based misconduct will be reviewed by the College a minimum of every 24 months.

**XII. PREVENTION AND EDUCATION AND TRAINING**

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs – including bystander intervention for all incoming students as well as ongoing prevention and awareness campaigns for all students and the campus community in its entirety. These educational programs and awareness initiatives have clear goals and objectives, including but not limited to:

- Identify domestic violence, dating violence, sexual assault, stalking, and other forms of Gender-Based Misconduct as prohibited;
- Define the behavior that constitutes domestic violence, dating violence, sexual assault, stalking, and other Gender-Based Misconduct;
- Define what behavior and actions constitute consent to sexual interactions;
- Provide safe and effective options for both active and passive bystander intervention;
- Provide information on both harm reduction and risk reduction to help the college community recognize warning signs of prohibited behavior and to minimize the risk of potential attacks or retaliation;
- Provide an overview of information contained in the Annual Security Report in compliance with Title IX, VAWA, the Campus SaVE Act, the CLERY Act and other applicable laws.

The College has developed an annual educational curriculum consisting of presentations to the following populations (including but not limited to); new and returning students; student leaders (classified as “responsible employees”); on-call and first line access staff; and Public Safety. Specific considerations in regards to education and programming are made in an effort to be culturally competent in practice and approach. The educational curriculum consists of programs throughout the year, including sessions such as:

- Prevalence of Sexual Assault on College Campuses
- Gender-Based Misconduct Policy/Procedure Overview & Reporting
- Contracted Speakers on Healthy Relationships & Sexual Assault
- Bystander Intervention Basics
- Trauma-Informed Practice & Crisis Response

In addition to prevention and education efforts, the College ensures that all investigators, decision-makers and appeal officers receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking as well as training on how to conduct an investigation, how the resolution process works and how to protect the safety of complainants and promote accountability.

### **XIII. TITLE IX CONTACT**

Questions or concerns regarding the College’s procedures and Title IX may be directed to one or more of the following resources:

Title IX Coordinator - is responsible for overall compliance with Title IX including the investigation process:

Betsy Rauch  
Title IX Coordinator  
Horn 329  
781-239-5501  
brauch1@babson.edu

Inquiries may be made externally to and complaints may be filed with:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Customer Service hotline: 800-421-3481  
TDD #: 877-521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>