



BABSON COLLEGE

UNDERGRADUATE HANDBOOK



2010-2011

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GENERAL INFORMATION

YOUR ROLES AND RESPONSIBILITIES

Welcome to all Babson students! The *Undergraduate Handbook* is your resource guide and contains general school information, descriptions of offices you might need to use, services available to you, information on academic life, explanations of how to get involved in campus activities, and the responsibilities each one of you has as a Babson student and community member. Take the time to become familiar with this document. It will answer many questions you may have about the College.

You are required to know the policies and procedures set forth in it. Babson College reserves the right to change policies, requirements, and procedures as deemed necessary without notice. For the most updated version of policies, visit the electronic version of the *Undergraduate Handbook* linked from the Babson Portal.

Your years at Babson College will be educational, exciting, and fun! The faculty and staff of the College are committed to helping you make the most of your Babson experience and making sure this is the best time of your life.

UNDERGRADUATE HONOR CODE

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.

WELCOME TO THE UNDERGRADUATE SCHOOL

Babson College offers you the best in business and liberal arts education integrated into a curriculum that is challenging and comprehensive. Babson grants the Bachelor of Science degree and the Master of Business Administration, Master of Science in Accounting, Master of Science in Management, Master of Science in Management with a concentration in Technological Entrepreneurship, and Master of Science in Finance degrees, and a Certificate of Advanced Management. The College is accredited by AACSB International—the Association to Advance Collegiate Schools of Business, the New England Association of Schools and Colleges (NEASC), and the European Quality Improvement System (EQUIS), the leading international system of quality assessment, improvement, and accreditation of higher education institutions in management and business administration. Babson is one of just three institutions in the United States to receive the EQUIS accreditation.

Babson College is a community of diverse people and activities. The College enrolls approximately 1,900 undergraduate students from almost every state, many U.S. territories, and approximately 60 countries. The College provides opportunities to understand and appreciate the many cultural perspectives brought to it from throughout the United States and around the world. Field experience is an important part of a Babson education, and the College actively works with domestic and international companies to sponsor projects and internships for you.

As the chief academic officer of the undergraduate school, I oversee all academic and enrollment aspects of the undergraduate program, including Admission, Academic Services, Athletics, International Programs, Registrar, Student Affairs, Student Diversity and Inclusion, Student Financial Services, Undergraduate Center for Career Development, and Undergraduate Marketing. Please feel free to contact me with any questions or concerns. I look forward to partnering with you during your time here to make sure your experiences, as well as mine, are fun, positive, and enriching.

Sincerely,

A handwritten signature in black ink that reads "Dennis Hanno". The signature is written in a cursive, flowing style.

Dennis Hanno
Dean, Undergraduate School

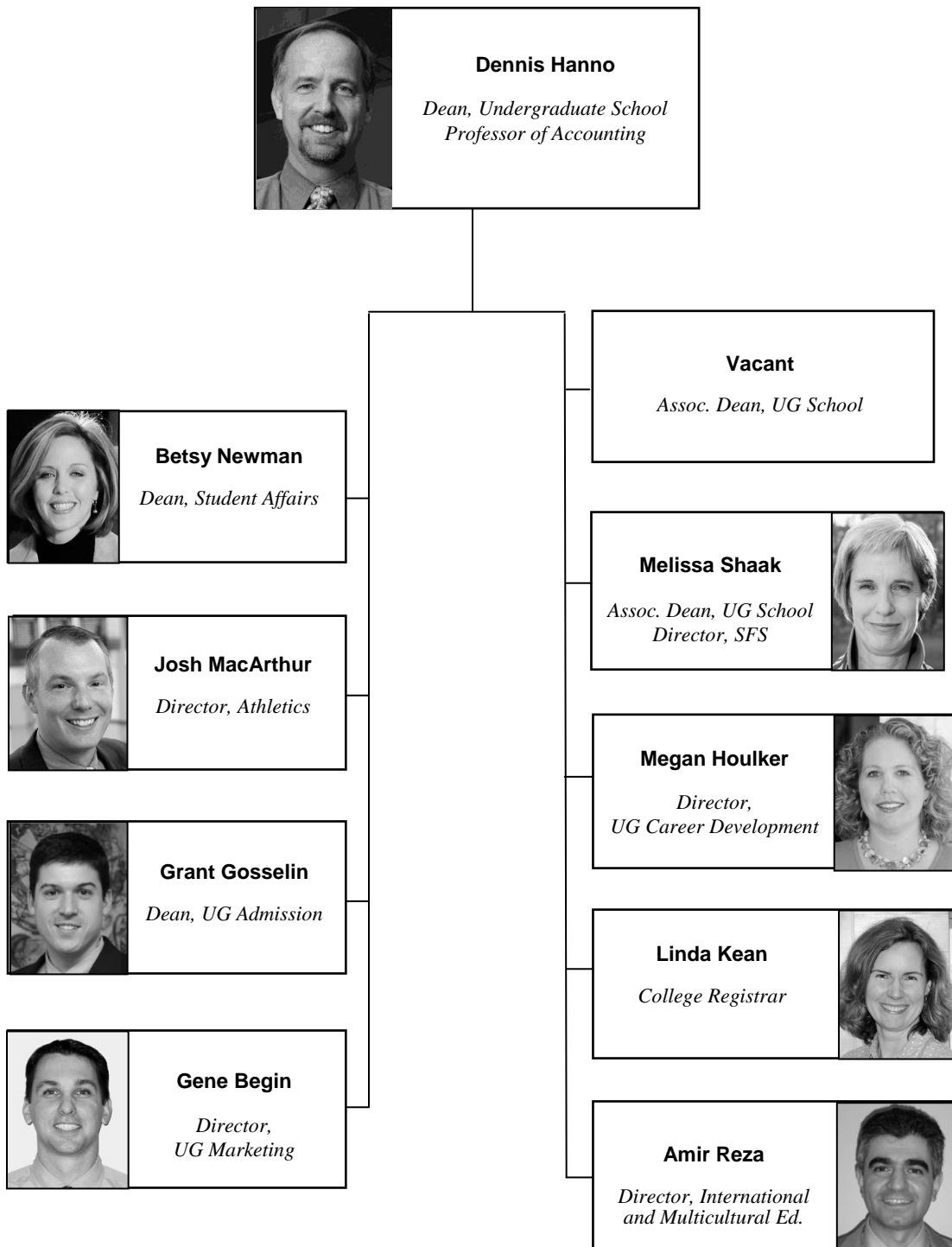
UNDERGRADUATE SCHOOL MISSION

The Undergraduate School supports Babson's commitment to being an internationally recognized leader in management education. Our approach develops responsible and effective professionals who are broadly educated, think creatively and analytically, and take entrepreneurial initiative.

To achieve the Undergraduate School mission, a learning environment is created that:

- Integrates comprehensive learning in the arts and humanities and the natural and social sciences with management.
- Promotes understanding of self, society, the arts, and historical awareness.
- Teaches students to analyze critically, think creatively and logically, reason quantitatively, and communicate effectively.
- Fosters the ability to explore, reflect on, and articulate complex issues in a world characterized by diverse cultures and ways of knowing.
- Inspires lifelong commitment to intellectual, ethical, social, and professional growth and a desire to live as a responsible member of society.
- Makes available technological and information resources to enable learning at any time and in any place.
- Provides opportunities for acquiring specified competencies not only in the classroom, but also through field experiences and involvement in cocurricular activities, in residence halls, and through other learning experiences.
- Empowers students to take responsibility for their education, and gives them wide latitude to develop and demonstrate a set of competencies to support their life plans.

UNDERGRADUATE SCHOOL CABINET



ACADEMIC INFORMATION

UNDERGRADUATE CURRICULUM

At Babson College, you are encouraged to think about your future. What skills need to be developed in College to prepare for your career and personal success? Babson students have diverse talents that set them apart from other college graduates. Developing multiple abilities is essential in today's business world where employers are looking for college graduates who can contribute in a variety of ways.

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

- **Rhetoric:** Babson graduates can formulate, explore, reflect, analyze, and communicate critically and effectively.
- **Quantitative and Information Analysis:** Babson graduates can think logically, reason quantitatively, develop and modify models inductively, utilize technology to access, synthesize, and analyze data, and communicate their conclusions accurately and effectively.
- **Entrepreneurial and Creative Thinking:** Babson graduates apply the essentials of entrepreneurial thinking to a variety of endeavors; they are versatile and creative contributors who are adept at initiating, implementing, and managing change.
- **Global and Multicultural Perspectives:** Babson graduates know the historical and cultural contexts in which they live, operate, and meet the challenges presented by a world characterized by diverse cultures and ways of knowing.
- **Ethics and Social Responsibility:** Babson graduates are prepared and willing to be responsible members of society; they are committed to continually developing intellectual, ethical, social, and professional character and abilities.
- **Leadership and Teamwork:** Babson graduates are adept at leading and functioning effectively in teams.
- **Critical and Integrative Thinking:** Although Babson graduates are exceptionally competent in their chosen fields, they understand the limiting nature of the artificial barriers between disciplines and use an integrated, holistic approach to learning and decision making.

These skills are strengthened and nurtured throughout your career at Babson, not only in the classroom, but also through field-based experiences and cocurricular activities. This holistic approach to learning helps cultivate multidimensional abilities. At Babson, you are not trained for one specific career, but are trained with an integrated education, which enables you to succeed after graduation at many levels.

Babson College has designed a three-tiered curricular structure, each of which features both management and liberal arts course work. Including business and arts and sciences courses, the Foundation Program gives you the skills and knowledge on which the rest of your Babson education will be built. The program includes the Foundations of Management and Entrepreneurship, a yearlong immersion into the world of business.

Babson students also study a wide range of topics including quantitative methods, science, business law, and rhetoric in the Foundation Program.

The Intermediate Program covers the entire sophomore year and the first semester of the junior year. The program's management core is a two-semester, integrated series of courses. The integrated management disciplines incorporate accounting, economics, finance, marketing, organizational behavior, and operations.

In the Advanced Program, you are free to expand and fine-tune core competencies as you reflect on your career and life goals. During this time, students take courses in advanced management and liberal arts electives as well as participating in field-based experiences such as an internship or consulting experience. It is at this level that you may choose from a variety of concentrations to help focus your studies, or even design your own course of study.

DEGREE REQUIREMENTS

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

- Satisfactorily complete a minimum of 126 credit hours of work.
- Earn a cumulative grade point average of at least 2.0.
- Earn a minimum of 63 credits in liberal arts.
- Earn a minimum of 40 credits in advanced courses.
- Satisfactorily complete all requirements.
- Not have any missing grades or incompletes.

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, including no less than 20 advanced liberal arts credits and no less than 16 credits of further advanced-level work.

(Note: up to two courses or 6 credits of intermediate liberal arts course work, beyond the required 21 credits, may be designated by the student as advanced liberal arts.)

Students may take as many as 138 credits while enrolled at Babson College. These credits include those earned at Babson College, through cross-registration, study abroad, and/or up to 12 approved credits earned through course work taken elsewhere.

While enrolled at Babson, transfer students may take as many credits as needed to complete foundation and intermediate required courses, as well as a full advanced curriculum. Graduation requirements are presented on the degree requirement checklist on page 8. Once students enroll at Babson (by the May 1 Candidate's Reply Date), course work must be taken on campus or through a Babson approved program, with limited exceptions. Entering transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding his/her initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and in the calculation of grade point averages. A student's matriculation date will not change regardless of enrollment for a summer or winter session course.

Students are responsible for knowing and understanding, in detail, all degree requirements. Curriculum and degree requirements are available from the Academic Services' website at www.babson.edu/academic-services. Curriculum and degree requirements are listed on the next page.

Students completing Certified Public Accounting requirements with prior approval of the Accounting Division may earn more than 138 credit hours at Babson. For more information on this policy, see the policy on Advanced Standing and Credit.

Students anticipating graduation in the upcoming year must submit a completed Application for Degree to ensure accuracy of their names in commencement publications, including the "formal" name on the diploma and to assist with the correct pronunciation of names at the commencement ceremony. Dates to complete an Application for Degree will be communicated by the Office of Academic Services and posted on the Academic Services' website. If a student fails to complete the application within the required time frame, his/her name will be printed as it appears in the student's academic record.

Any interruption in a student's tenure may result in required courses no longer being available or available on a limited basis. Babson College will make reasonable accommodations in terms of providing courses for substitution should the College no longer provide such required courses as noted above. Reasonable accommodations may include a course permitted to be taken off campus for credit that would be taken at the student's expense, independent study opportunities, and/or course substitution. It is advised that any student who experiences a voluntary or involuntary interruption in their tenure at Babson make immediate contact with his or her class dean to ensure proper planning.

Students have a total of seven years from their first actual date of enrollment to complete their Babson degree. The Undergraduate School dean may approve a variation of this completion date in his or her sole discretion.

Compelling circumstances for consideration of a variance to this policy are those generally considered beyond the student's control.

DEGREE REQUIREMENT CHECKLIST FOR STUDENTS ENTERING FALL 2010

CURRICULUM OUTLINE

Students must earn a minimum of 126 credits to graduate.

FOUNDATION PROGRAM

Foundation Liberal Arts Requirements

- QTM 1300 **Applied Calculus**
(3 credits)
- QTM 1310 **Probability and Statistics**
(3 credits)
- RHT 1300 **Rhetoric A**
(3 credits)
- RHT 1311 **Rhetoric B**
(3 credits)
- AHF 1300 **Arts & Humanities Foundation**
(3 credits)
- HSF 1300 **History & Society Foundation**
(3 credits)
- SCN 13XX **Science A**
(3 credits)
- FYS 1300 **First-Year Seminar**
(fall semester—1 credit)

Management Requirements

- LAW 1003 **Foundations of Business Law**
(3 credits)
- FME 1000 **Foundations of Management and Entrepreneurship**
(fall semester—3 credits)
- FME 1001 **Foundations of Management and Entrepreneurship**
(spring semester—4 credits)
- ACC 1300 **Financial Accounting**
(3 credits)

INTERMEDIATE PROGRAM

Management Requirements

- OEM **Organizing for Effective Management**
(9 credits) Integrates Managerial Accounting, Operations Management, and Organizational Behavior
- MCE **Managing in a Competitive Environment**
(9 credits) Integrates Microeconomics, Finance, and Marketing

Intermediate Liberal Arts Requirements

Several topics are offered within each category—12 credits

- HSS **History and Society**
- CVA **Culture and Values**
- LVA **Literature and Visual Arts**
Student chooses to take another course from the above category

- QTM 2420 **Quantitative Modeling**
(3 credits)
- ECN 2300 **Principles of Macroeconomics**
(3 credits)
- SCN 24XX **Science B**
(3 credits)
- Language Study**
(optional elective course)

ADVANCED PROGRAM

Most courses taken during the second semester of the junior year and senior year

- ASM 3300 **Strategic Problem Solving**
(4 credits)
- Advanced Liberal Arts Electives**
(20 credits)
- Additional Electives**
(28 credits, 16 must be advanced)

Name: _____ Degree Requirement Checklist for the Classes of 2010 and Beyond

Req. #	Req. Management	Credits	Req. Met	Req. Management	Credits	Req. Met
1	FME 1000/MOB 1000 (3/4 credits) Foundation Management & Entrep/Gen. Management	<input type="text"/>	<input type="text"/>	OEM2311 (3 credits) Managerial Accounting	<input type="text"/>	<input type="text"/>
2	FME 1001/MIS 1000 (4 credits) Foundation Management & Entrep/Intro. Info Systems	<input type="text"/>	<input type="text"/>	OEM2312 (3 credits) Tech Operations Management	<input type="text"/>	<input type="text"/>
3	ACC 1300/1301 (3 credits) Financial Accounting	<input type="text"/>	<input type="text"/>	OEM2313 (3 credits) Organizational Behavior	<input type="text"/>	<input type="text"/>
4	LAW 1300/1311 (3 credits) Foundations of Business Law	<input type="text"/>	<input type="text"/>	OEM and MCE may be taken in either Fall or Spring and in any order. Pre-reqs for OEM/MCE = #1, #2, #3, #10, #11		
14a		<input type="text"/>	<input type="text"/>	MCE 2311 (3 credits) Finance	<input type="text"/>	<input type="text"/>
14b		<input type="text"/>	<input type="text"/>	MCE 2312 (3 credits) Microeconomics	<input type="text"/>	<input type="text"/>
14c		<input type="text"/>	<input type="text"/>	MCE 2313 (3 credits) Marketing	<input type="text"/>	<input type="text"/>

Please note: "Pre-req" indicates that the listed course must be completed **passed** before you can take that class.

Req. #	Req. Liberal Arts	Credits	Req. Met	Req. Liberal Arts	Credits	Req. Met
5	SCN 13XX (3 credits) Science A	<input type="text"/>	<input type="text"/>	SCN 24XX (3 credits) Science B	<input type="text"/>	<input type="text"/>
6	RHT 1300 (3 credits) Rhetoric A	<input type="text"/>	<input type="text"/>	HSS 24XX (3 credits) LVA Courses	<input type="text"/>	<input type="text"/>
7	RHT 1311 (3 credits) Rhetoric B	<input type="text"/>	<input type="text"/>	CVA 24XX (3 credits) LVA Courses	<input type="text"/>	<input type="text"/>
8	AHF 1300 (3 credits) Arts and Humanities Foundation	<input type="text"/>	<input type="text"/>	LVA 24XX (3 credits) LVA Courses	<input type="text"/>	<input type="text"/>
9	HSF 1300 (3 credits) History and Society Foundation	<input type="text"/>	<input type="text"/>	HSS/CYALVA (3 credits) LVA Courses	<input type="text"/>	<input type="text"/>
10	QTM 1300/1301 (3 credits) Quantitative Methods w/ Calculus	<input type="text"/>	<input type="text"/>	QTM 2420/2421 (3 credits) Applied Quantitative Modeling	<input type="text"/>	<input type="text"/>
11	QTM 1307/1311 (3 credits) Probability and Statistics	<input type="text"/>	<input type="text"/>	ECN 2300 (3 credits) Principles of Macroeconomics	<input type="text"/>	<input type="text"/>
12	FYS 1300 (1 credit) First Year Seminar	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Req. #	Req. Electives	Credits	Req. Met	Req. Electives	Credits	Req. Met
1)	Management (X6XX) or Advanced Liberal Arts (X6XX)	<input type="text"/>	<input type="text"/>	ASM 3300 (4 credits) Strategic Problem Solving	<input type="text"/>	<input type="text"/>
2)		<input type="text"/>	<input type="text"/>	Free Electives (X5XX), (X6XX), (X1XX) or (X2XX)	<input type="text"/>	<input type="text"/>
3)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
4)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Req. #	Req. Electives	Credits	Req. Met	Req. Electives	Credits	Req. Met
1)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
2)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
3)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
4)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Req. #	Req. Electives	Credits	Req. Met	Req. Electives	Credits	Req. Met
1)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
2)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
3)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
4)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Req. #	Req. Electives	Credits	Req. Met	Req. Electives	Credits	Req. Met
1)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
2)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
3)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
4)		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Total Credits Earned _____ /20
Total Credits Earned _____ /12
Total Credits Earned _____ /20
Total Credits Earned _____ /12

Advanced Liberal Arts (X6XX)
 20 credits = 5 courses

Free Electives _____ /12

Advanced Liberal Arts (X6XX)
 20 credits = 5 courses

Total Credits Earned _____ /20
 Last Updated By: _____

Academic Services Key
 Transfer Credit = TC (Includes AP, IB, A level...) Off Campus Credit = OC
 Babson Programs = BP (Includes Study Abroad & Cross Enrollment)
 Waived = CR
 Incomplete = IMC

ACADEMIC CALENDAR

A full academic calendar is available online at www.babson.edu/academics/calendar.

ACADEMIC DIVISIONS

Access to the websites of individual academic divisions is available at www3.babson.edu/academics.

DIVISION	LOCATION
Accounting/Law	Luksic Hall
Arts and Humanities	Hollister Hall
History and Society	Hollister Hall
Economics	Westgate Hall
Entrepreneurship	Blank Center
Finance	Tomasso Hall
Management	Tomasso Hall
Marketing	Malloy Hall
Mathematics/Science	Babson Hall and Kriebel Hall
Technology, Operations, and Information Management	Babson Hall and Tomasso Hall

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC STANDARDS

All undergraduate students at Babson College are expected to maintain a 2.0 GPA to be in good academic standing. Exceptions are: **a)** new first-year students are expected to maintain a cumulative 1.8 GPA at the end of both of their first two semesters at Babson; **b)** transfer students are expected to maintain a 1.8 GPA for their first semester at Babson.

A cumulative average is computed by including all work of previous semesters at Babson. The credits for each course are multiplied by the quality rating of the grade received and the total is divided by the total course credits. Averages are rounded after carrying the figures to the third decimal place.

The Academic Standards Committee will review any student not at this benchmark as well as students near their benchmark who have an “I” in any class. The result of this review may be the following:

- The student may be placed on academic probation.
- The student may be suspended from Babson College for a period of up to one year.
- The student will be issued a final suspension from the College should this be a second academic suspension.

Students are responsible for knowing and understanding, in detail, all policies and procedures with regard to academic standards. The Office of Academic Services should be contacted for clarification on the policies and procedures of academic standards. It is in the interest of the student to submit a letter of explanation to the Academic Standards Committee prior to the review meeting. The letter provides the student the opportunity to inform the committee of any extenuating circumstance. Students are encouraged to divulge all that may be pertinent as it is the only opportunity to convey the information to the committee. The committee’s decision is final and cannot be contested.

Should a student be placed on academic probation, he or she will be required to complete an academic contract with his or her class dean. This contract is a mandatory requirement of academic probation. Failure to complete this contract may result in a review by the Academic Standards Committee.

Any student who has been academically suspended from Babson College for the first time must notify Babson College in writing of his or her desire to return. This written request must be addressed to Academic Services. In order to qualify for registration and housing lottery, as well as for financial aid, the written request must be submitted to Academic Services by the following dates:

- For fall re-entry, March 1
- For spring re-entry, October 1

By meeting these dates, a student is ensured of participation in the registration process for the semester in question. A student may return to Babson after missing such deadlines; however, Babson College does not guarantee course selection or housing placement.

International students in F-1/J-1 status who are academically suspended lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Office of International Programs (OIP) is required to report this suspension to United States Citizenship and Immigration Services (USCIS) within 21 days, and the international student will be required to take one of the following actions—transfer immediately to another U.S. institution, apply for a change of status to another visa category; or leave the U.S. immediately. International students *must consult the International Student Adviser* in OIP to discuss the immigration implications of a suspension before any action is taken.

Members of the Academic Standards Committee are the Undergraduate School dean, an associate dean of Academic Services, a student affairs representative, and four faculty members. The committee convenes after the close of the fall and spring semesters. The committee may, at its discretion, consider any incomplete, “I”, as an “F.” Notification of the results of the committee’s action is sent to a student’s Babson e-mail address and physical address of record. The committee will make every effort to deliver timely notification of decisions. It is the student’s responsibility to read the electronically delivered notification letter. A copy of suspension notification will be sent to the student’s parents or guardians address as posted on the Babson Portal. Failure to receive timely notification due to an inaccurate, outdated address, or other situation that inhibits the delivery of the notification letter by the delivery service is not the responsibility of the committee.

Given the short time period between fall and spring semesters, students whose cumulative GPA falls below the minimum necessary to remain in good academic standing should be prepared 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.

ADD, DROP, OR WITHDRAW FROM COURSES

All students may make adjustments to their schedule through the fifth class day of the semester. Any student adding a course during this period will be reasonably accommodated with regard to any assignments, examinations, or other deliverables assigned prior to his or her registration in a manner that does not unreasonably disadvantage the student. It is the responsibility of the student to approach the instructor as to this matter. A period of approximately nine weeks from the beginning of each semester will be allowed for withdrawal from courses without academic penalty. The current term's last date to withdraw can be found on the academic calendar. Students will receive a "W" for withdrawing from a course after add/drop. 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.

Students who wish to withdraw from a course must first obtain the signature of a class dean.

If a student adds a course during the add/drop period that requires additional tuition, the additional tuition cost must be paid prior to registering as outlined under Tuition Policies. The Undergraduate Program is a full-time program, and part-time student status is not recognized. Anyone wishing to drop all courses is regarded as withdrawing from Babson College and must complete a petition for separation with his or her class dean. In addition, the student is required to vacate College housing. Under such a status, a student is 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 Portal. Failure by the student to complete the separation form may result in a status change to "administrative withdrawal."

ADVANCED STANDING AND CREDIT

Entering new students may be granted 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), or the Swiss Matura. Course work taken at an accredited college or university while in high school will be considered if the course was taught by a member of an accredited college faculty, the student must not have received high school credit for the course, and either the class consists mostly of matriculated college students or the class is held in a college environment. All AP, IB, and Swiss Matura scores and transfer transcripts are due to Academic Services by October 1 or March 1, whichever date occurs in the student's first term at Babson College. By meeting these dates, students are ensured that any applicable credits will be applied to registration and housing processes. Students must complete one-half of the 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.

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

Transfer—Course work taken at another institution will be reviewed for credit and/or advanced placement. The Office of Academic Services, in conjunction with faculty, will assess the course(s) as to depth and scope against comparable courses and level within Babson's curriculum. Only those courses in which the student has earned a grade of C or higher are considered.

Students may take as many as 138 credits once enrolled at Babson (May 1, the Candidates' Reply Date, is considered the normal enrollment date). These credits include those earned at Babson College, through cross-registration, study abroad, and/or up to 12 approved credits earned through course work taken elsewhere after enrollment. Students who are completing the Certified Public Accounting requirements may exceed the 138-credit limit with prior approval of the Accounting Division. Enrolled transfer students may take as many credits as needed to complete foundation and intermediate required courses as well as the full advanced curriculum.

ATTENDANCE AND ABSENCE FROM CLASSES

Class attendance policy is at the instructor's discretion and may be a component of a final grade. The Office of Academic Services does not issue excuses for missed classes.

With regard to absence due to religious observance, Babson College welcomes and values people and their 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 as far in advance as possible of potential conflicts between course requirements and religious observances. Any student who faces a conflict between the requirements of a course and the observance of his or her religious faith should contact the instructor as early in the semester as possible. In such event, consistent with Massachusetts law set forth below, the instructor will provide reasonable accommodations that do not unduly disadvantage the student.

“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 will be provided with the dates of scheduled games/competitions as early as possible into the semester (ideally within the first week or 10 days of the term). Student-athletes are then responsible for notifying each of their professors of any conflicts between scheduled major class events (presentations, etc.) and athletic contests. Faculty members are strongly urged 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 term). It is hoped that this system will provide students with the opportunity to fully participate in the College’s intercollegiate athletic programs. This in no way exonerates the student from meeting the academic demands of the course. The professor then may determine what work would be equitable in order to make up for what was missed and give the student the opportunity to complete it.

ATTENDANCE AT, ABSENCE FROM, OR CONFLICTS WITH SCHEDULED EXAMINATIONS

In the event a student misses an examination, an official exam excuse must be granted through the Office of Academic Services. Academic Services will notify faculty in cases in which a student will miss an examination due to a clear and unavoidable absence. This in no way exonerates the student from meeting the academic demands of the course; it is only verification that a student was unavoidably absent. The student will be responsible for making up the examination in a time line and format determined by the faculty. For the purpose of this policy, an exam is an examination, as opposed to a paper, project, presentation, quiz, etc. In order to receive an excused absence from an examination, the student must submit an Exam Excuse form to his or her class dean. Forms may be obtained online at the Babson Portal. A student who fails to take a scheduled examination and has no excuse from the Office of Academic Services may receive an “F” for that examination.

Excuses for examinations will be given only in the following situations:

1. Conflict with final examinations. Students are considered to have a conflict if three final examinations are scheduled for the same day or if two final examinations are scheduled for the same time. Students should report such a conflict to the Registrar as soon as the conflict is recognized, and no later than the week before the end of classes. A delay in reporting examination conflicts lessens the likelihood of alternative accommodations. The Registrar will notify those students who reported examination conflicts of alternate scheduling.

2. Extenuating Circumstance. The Office of Academic Services may excuse a student from an examination when a special extenuating circumstance is present.

- **Illness.** If the student is seriously ill and will miss an examination, the following procedures apply:
 - Students must contact Academic Services prior to the exam unless the student is in the hospital.

- Verification of illness must be provided by Health Services in order for a student to be considered for an exam excuse. Written verification from a physician must be provided to the class dean if the student is treated outside of Babson's Health Services.
- 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 situation.
- Intercollegiate athletic contest sponsored by the Athletics Department.
- Official College functions.

The following are not considered extenuating circumstances: travel, oversleeping, work commitments, forgetting the exam schedule, not reading the examinations instructions clearly, disabled vehicles, etc.

AUDIT POLICY

Babson offers senior citizen alumni and senior citizens from Wellesley and Needham the opportunity to audit one undergraduate class per semester on a space-available basis at no cost. Additional information on the senior citizen policy can be found at the Registrar's website (www.babson.edu/registrar).

CANCELLATION OF CLASSES DUE TO SEVERE WEATHER

The College's policy is to remain open if possible. The criteria by which we determine if the College will close is first dependent on a State of Emergency declared by the Governor and/or we are not physically prepared on campus to open or remain open. If the weather is severe in the early hours, a delayed opening may be announced to allow faculty, staff, and students extra time to commute. If the College is open, all policies regarding attendance and exams remain in place. Announcements regarding a delayed opening or cancellation will be carried on the following radio stations: WBZ 1030 am, WRKO 680 am, WBUR 90.9 fm; and the following TV stations: WBZ 4, WCVB 5, WHDH 7, and WFXT 25.

Additionally, a message will be left on the voice mail system, the INFO line, and on the College website. Students can access the INFO line by calling 781-239-INFO (4636). An announcement is made only for closures and delays. No messages are posted when no changes occur.

CONCENTRATIONS

Concentrations are an optional way for students to plan their advanced studies and certify that their focus of study is on their final transcript. The concentrations have been developed by the College's academic divisions and centers to provide groupings of courses that will help students choose a coherent set of courses for their academic development and external recognition. Concentrations are not designed to replace a student's responsibility in choosing courses according to his or her interests, passions, and goals. Therefore, it is up to each student to decide whether a concentration is applicable to his or her plans.

Concentrations are purely optional. Whether or not a student wishes to declare a specific concentration, he or she should receive guidance from the Office of Academic Services and the Center for Career Development in order to ensure that he or she is taking electives that fulfill personal and career aspirations.

If a student chooses a concentration, he or she should keep in mind the following:

- Up to two concentrations can appear on a transcript.
- Only one course can be used as an overlap between two concentrations.

It is important for graduating seniors to formally declare their concentrations via the Babson Portal no later than their final semester. Specific deadlines are posted within the concentrations link via Babson Portal.

The list of current concentrations is available from the Web pages of the Office of Academic Services, www.babson.edu/academicervices, the Registrar, www.babson.edu/registrar/ugrad, and the Undergraduate School, www.babson.edu/concentrations.

COURSE LISTINGS

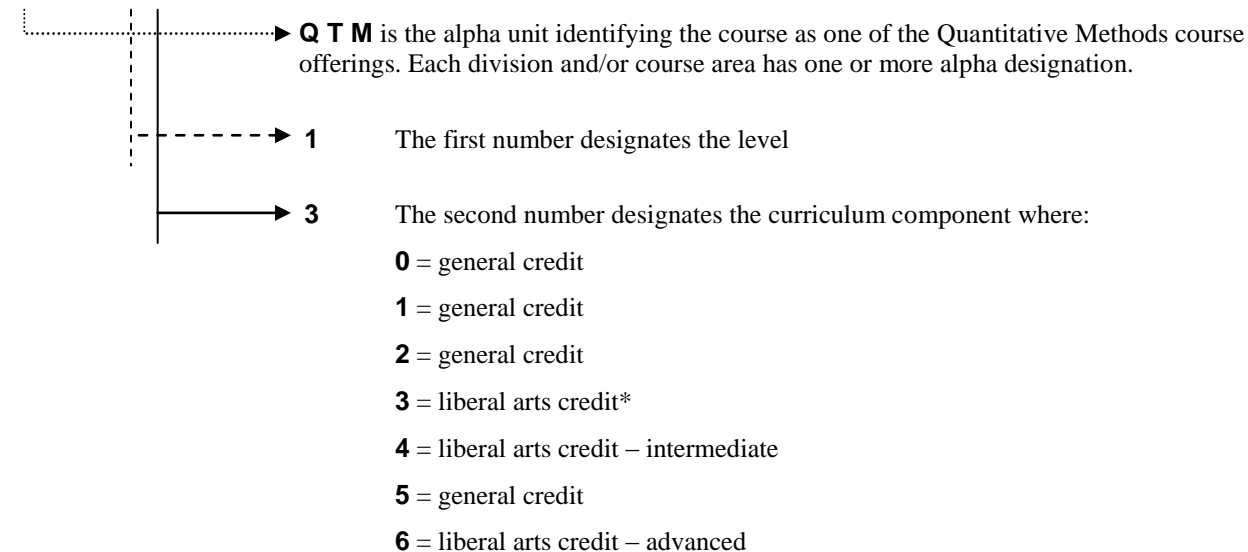
Current course offerings can be found online through the Babson Portal. Babson College reserves the right to make changes in the courses offered and to cancel or reschedule any class where low enrollment or other considerations

warrant. Not all courses are offered every semester. The undergraduate course catalog is available at www.babson.edu/ugrad/catalog.

COURSE NUMBERING SYSTEM

All Babson College undergraduate course numbers consist of three letters and four numbers. The brief description below will help you identify where each course falls within the undergraduate curriculum. As an example, Quantitative Methods with Calculus, a core liberal arts requirement, has as its course number:

Q T M 1 3 0 0



* Exceptions to the second number when its value is 3.

ACC1300	general credit
OEM231x	general credit
MCE231x	general credit

COURSE SELECTION AND REGISTRATION

It is strongly recommended that students take academic courses in order of sequence: foundation, intermediate, advanced. Many intermediate courses have foundation course(s) as a prerequisite. Likewise, many advanced courses have intermediate course(s) as a prerequisite. Failure to take courses in sequence may cause a delay in normal academic progress and achievement. Students are responsible for knowing and fulfilling prerequisites. Prerequisites are included in course descriptions accessible through the Babson Portal.

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. Registered students who are expected to continue their course work into the next term and unregistered students who are expected to return the following semester are eligible to register online. Entering transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding his or her initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and in the calculation of grade point averages. A student's matriculation date will not change regardless of enrollment for a summer or winter session course. Overall registration groups are assigned based on progress toward graduation and computed on overall credits (earned credits plus enrolled credits). These include AP, IB, transfer, and advanced standing credits. Students who are closer to graduation based on these overall credits will register earlier. Within each registration group, students are further divided based on last name, and the order for each subgroup to register is randomly assigned for one semester and then rotates for each subsequent semester. Registration groups and corresponding registration dates also are shown in the online Undergraduate Registration Guide under Timeline.

The College does not maintain wait lists. Students are advised to watch for openings while online registration is open and add themselves if there is a space.

COURSE WORK TAKEN ELSEWHERE

Course work must generally be taken on campus or through a Babson approved program (cross-registration programs, approved institutions abroad, etc.), with limited exceptions. Students who seek to accelerate their program of study should take course work at Babson during the summer term or winter session or take approved course overloads.

A student can take a maximum of 12 credits off campus, exclusive of official cross-registration or Babson-approved programs. Of these 12 credits, up to a total of four credits may be taken while the student is currently enrolled during a fall and/or spring semester at Babson. Additionally, up to four of those 12 credits may be taken following the last semester enrolled at Babson or in a Babson-approved program completed by the student to count toward graduation. Courses that students may take elsewhere are restricted to those courses not offered by Babson and/or not equivalent or similar to a Babson course. Accepted course credits are limited to courses that are not listed as active courses at Babson.

Students must obtain prior approval for any course taken off campus. Students should submit an Off-Campus Approval form, available on the Babson Portal, along with course descriptions for each proposed course BEFORE enrolling. For any course taken elsewhere, Babson students will need to meet any course prerequisites of the other institution except for pre-approved Olin College courses. Students should be aware they run the risk of not having their course work transfer to Babson if they do not have the course preapproved. If approved, grades of C or better will be required in order for the credits to transfer, and only credit is transferred not grades, except in the cases of Olin College and Wellesley College.

If a student has earned off-campus credits, the student must submit an official transcript of the college or university attended. Transcripts for spring and summer term work are due to Academic Services by October 1 and for fall and winter term work by March 1; by meeting these dates, students are ensured that any applicable credits will be applied to registration and housing processes. Awarded transfer credit will be recorded on the student's Babson transcript with an asterisk.

Students who are taking courses at an approved institution abroad or taking an off-campus course 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. Students should be aware that the spring semester grades must be received by Babson as of 4:30 p.m. on the Tuesday before Commencement. If grades are not received, the student will be listed in the Commencement Program with May graduates, but honors will not be designated, and the student will receive a blank diploma at the ceremony. After Commencement, the student will receive a diploma upon completion of all degree requirements, and will be ranked with all graduates once all grades are in the system, and will be awarded honors if applicable.

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. Students may cross-register for a maximum of one course each semester, subject to availability. Students may not cross-register during the Winter Session or Summer Session. Students start the process by completing a Petition for Cross Enrollment e-Form available through the Babson Portal under Smart Tools where further information is provided.

Students who are cross-registering or taking courses at an approved institution abroad 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. Students should be aware that the spring semester grades must be received by Babson as of 4:30 p.m. on the Tuesday before Commencement. If grades are not received, the student will be listed in the Commencement program with May graduates, but honors will not be designated, and the student will receive a blank diploma at the ceremony. After Commencement, the student will receive a diploma upon completion of all degree requirements, and will be ranked with all graduates once all grades are in the system, and will be awarded honors if applicable.

DEAN'S LIST

The Dean's List recognizes outstanding scholarship among those students who are enrolled in the undergraduate program. To be eligible, a student 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+, no grade below C+, and no "I." Dean's List eligibility is based upon a student's semester grade point average as of 72 hours after the end of add/drop of the following semester.

It is assumed that students want their hometown newspapers notified when they achieve the Dean's List. Students are to notify Public Relations if they do not wish to have their hometown newspapers notified.

DIRECTORY INFORMATION

Under the provisions of the Family Rights and Privacy Act of 1974, as amended, the items listed below are designated as "directory information" and may be released at the discretion of the institution. Students have the right to withhold the disclosure of any and all categories of directory information. Written notification to withhold any or all of directory information must be received by the registrar within one week after the start of each academic year. Students may edit directory information through the Babson Portal. Directory information is defined as the student's name, campus address, commuter address, campus telephone number, campus post office box number, date and place of birth, and participation in officially recognized activities, as well as sports, height and weight of athletics team members, dates of attendance, degrees, honors and awards, e-mail address, and electronic photo image.

A request to withhold any or all of the above data in no way restricts internal use of the information by Babson College for educationally purposeful activities.

EVALUATION OF COURSES AND INSTRUCTORS

Students in each class complete course and instructor evaluations at the end of each semester. This information is readily available on the Babson Portal and can assist in making an informed decision when selecting courses.

GRADING AND INCOMPLETE

A single final grade will be entered for each course on the student's permanent record. The grades are indicated by one of these letters: 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 will be computed as follows:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00
"I"	incomplete status

Students who have failed a class need to understand the policies for Makeup of Failed Course (on page 22).

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 the grades. This policy applies to all students regardless of the student's status in that following semester. Students who have questions about a final course grade or any other course work grade (such as quizzes, papers, or exams) should first make an appointment to discuss the matter with the professor involved. The review meeting is to check the accuracy of the process and to learn about inadequacies or strong points. This procedure does not require the professor and student to agree upon the final result. The obligation simply is to help the student understand the process the faculty used in determining the grade. If, after such an appointment, the student is still not satisfied, then he or she should see the appropriate division chair. Further appeal, after these steps are taken, may be made to the undergraduate school associate dean.

Final examinations will be retained by the professor for one complete semester immediately following the final examination.

It is the responsibility of the undergraduate student to make arrangements with faculty to resolve an incomplete. Undergraduate students must resolve the incomplete by making up the necessary work or taking needed examinations in the time line agreed upon with the faculty member with a deadline of no later than the end of the add/drop of the next coming semester. Requests for exceptions to this time line must be submitted in writing to the instructor with a copy sent to the student's class dean by the end of add/drop. The instructor will decide if the request for exception will be accepted or not. Incomplete courses that fulfill prerequisites for the following semester must be completed 72 hours prior to the end of the add/drop period. This earlier deadline is to provide faculty time to grade the outstanding work or exam and submit the final grades to the Registrar's Office before the end of add/drop. In the case of students who do not make up the work within the periods specified above, the professor will award "the grade ... based upon the normal requirements for the course." In effect, the faculty member will give an "F" for the work not made up and calculate the grade. The initiative to make up work to resolve an incomplete rests with the student. Incomplete, "I" is not a grade; rather, it indicates a status wherein the grade will be determined later. All incompletes will be changed into a grade following the end of the add/drop period. The Academic Standards Committee may, at its discretion, consider any grade listed as "incomplete" as a failed grade.

Grades are available online through the Babson Portal. No formal grade report will be sent at midterm or the end of term. Faculty 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, students will be notified, via their Babson e-mail account, of this midsemester warning. These warnings are issued approximately one week before the end of the course withdrawal period.

No credit will be awarded for students who have earned a grade lower than C at an Education Abroad program and a designation of "No Credit" (NC) will be recorded on the student's Babson transcript for the course.

GRADUATION HONORS

Graduation Honors are awarded to students who have achieved distinction in their undergraduate work. Students who successfully complete the Honors Program will have that designation noted on their diploma.

Honor requirements:

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

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

HONORS PROGRAM

The Honors Program offers academically accomplished students enhanced curricular and cocurricular opportunities. Honors students are either admitted to Babson College as Presidential Scholars or are accepted into the Honors Program during the second semester of their first year through a process including an application, interview, and a review of the student's academic achievement during the first semester. They enroll in honors courses, participate in an Education Abroad experience, and write an eight-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 creativity workshops, dinners, study break socials, visits to Babson alumni, and an off-campus retreat, as well as theater, music, and dance performances. For additional information on the Honors Program, contact the associate director at 781-239-4080.

INDEPENDENT RESEARCH

Independent research projects are graded and treated as regular courses and are granted regular credit toward the Babson degree. All proposed independent research forms must be approved by the supervising faculty member and their division chair and submitted to Academic Services no later than the end of the add/drop period for the semester in which the independent research is to take place. The electronic form and proposal criteria are available through E-Forms. The designated faculty member, the appropriate division chair, and the class dean approve all projects. The supervising faculty member must come from the area from which the student is seeking credit (i.e. to receive liberal arts credit, the supervising faculty member must be from a division that awards liberal arts credit). Up to four semester hours of credit per project per semester may be granted for an approved independent project. A student may complete no more than two independent research projects while at Babson. All work must be completed by the last day of classes of the semester for which the project is written. Honors Program projects are not considered independent research projects for this purpose.

INTERIM SUSPENSION

Under certain circumstances, the dean of student affairs or designee may impose a College or residence hall suspension prior to a hearing before the College Honor Board or a meeting with Student Affairs.

1. Interim suspensions may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's physical or emotional safety and well-being; or c) if the student may otherwise pose a potential threat of disruption or interference with the normal operations of the College.
2. During the interim suspension, the student will be denied access to the residence halls, and/or to the campus (including classes and/or all other college activities or privileges for which the student might otherwise be eligible), and will be denied the right to participate in all off-campus activities and privileges.
3. In the event of an interim suspension, the College Honor Board hearing process, or the meeting with Student Affairs or Campus Life may be carried out at the discretion of the College, after completion of an internal investigation or prior to subsequent resolution of pending criminal charges.
4. No refunds for lost tuition, room, or board costs will be made during this period.

Any interruption in a student's tenure may result in required courses no longer being available or available on a limited basis. Babson College will make reasonable accommodations in terms of providing courses for substitution should the College no longer provide such required courses as noted above. Reasonable accommodations may include a course permitted to be taken off campus for credit that would be taken at the student's expense, independent study opportunities, and/or course substitution. It is advised that any students who experience a voluntary or involuntary interruption in their tenure at Babson make immediate contact with their class dean to ensure proper planning. Efforts for reasonable accommodations will be made. There may not be an appropriate substitute course(s). Students may have to satisfy the current requirements.

INTERNATIONAL STUDENTS

International students who are aware of the possibility of suspension must notify the International Student Adviser as soon as possible in order to discuss the immigration implications of the suspension and their possible options.

International students in F-1/J-1 status who are suspended lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Office of International Programs is required to report this suspension to United States Citizenship and Immigration Services (USCIS) within 21 days, and the international student will be required to take one of the following actions: transfer immediately to another U.S. institution; apply for a change of status to another visa category; or leave the U.S. immediately. Failure to take one of the previously mentioned actions may result in a violation of the student's immigration status.

If the student decides to return to Babson in the future and is readmitted to the College, a new Form I-20/DS-2019 is required in order to resume studies in valid status. Contact the Office of International Programs, at 781-239-4565, for further information.

LEAVE OF ABSENCE

A student may be granted a leave of absence for a specified period, not in excess of one continuous academic year. To take a leave of absence, students must complete and be approved for a Petition for Separation available through the Babson Portal. If a student separates from the College effective following the end of the add/drop period, this does not qualify as a Leave of Absence, but would be considered to be withdrawal from the College (see Withdrawal from the College section).

All leaves of absence carry a specific expiration date. Babson College will endeavor, but is not required, to remind students of the expiration date. If a student returns on or before the specified date, he or she automatically resumes all normal rights and privileges of a Babson student, provided all required notification dates have been met, and all financial and registration procedures are complete. Students returning from a leave of absence must be able to complete their Babson degree within seven years of their earliest date of actual enrollment.

International students who are considering a leave of absence must notify the International Student Adviser in the Office of International Programs as soon as possible in order to discuss the immigration implications of the leave of absence and their possible options.

International students in F-1/J-1 status who take a leave of absence lose their eligibility to remain in the United States in F-1/J-1 status at Babson College. The student's record in the Student & Exchange Visitor Information System (SEVIS) may be terminated.

If the student decides to return to Babson in the future, a new Form I-20/DS-2019 may be required in order to resume studies in valid F-1/J-1 status. Contact the Office of International Programs, at 781-239-4565, for further information.

Should a student not return from a leave of absence, his or her status will change to Administrative Withdrawal.

MAKEUP OF FAILED COURSE

Making up a required course, in which a student has received a grade of “F,” may be accomplished by repeating the course at Babson. A satisfactorily completed alternate course may be substituted for a failed elective subject only. A student is responsible for making up a failure. Any failing grade for a Babson course remains on the Babson transcript permanently.

A student may attempt to pass a course a total of three times. A student who receives a grade of “F” for the same required course three times, or for three courses that all would satisfy the same academic requirement, will not be able to meet the degree requirements of Babson College. For example, all varieties of Science A count as the same course for this purpose as would all courses which satisfy the Literary and Visual Arts requirement. In the advanced program, this rule only applies to ASM 3300. Under this circumstance, the student will be academically dismissed from the College.

A student is not permitted to repeat a course for which he or she has received a passing grade.

MANDATORY LEAVE/MANDATORY WITHDRAWAL POLICY

Babson College reserves the right to determine, at its discretion, that each student is participating successfully in Babson College’s educational and cocurricular programs, and that his or her behavior complies with Babson College’s rules, regulations, and policies and does not impede other students’ performance, threaten anyone’s safety, or disrupt the College’s operations.

The following policy and procedures will apply when a student exhibits seriously impaired judgment, poses a serious detriment to the community, disrupts College operations, threatens the health or safety of himself, herself, or anyone else, and/or engages in significantly disruptive activity.

The dean of student affairs or designee will determine whether the behavior warrants interrupting or terminating the student’s education, ability to reside in a residence hall, or otherwise participate in cocurricular activities. This decision is made in consultation with Academic Services.

- The dean of student affairs, or his or her designee, may, under appropriate circumstances, require that the student be evaluated by a staff member of the Babson Counseling Program or other qualified professional whose conclusions and recommendations will be forwarded to the dean of student affairs.
- The final decision on the appropriate course of action will be made by the dean of student affairs, who will consider the findings and recommendations together with all other available information, including public safety and the student’s record(s).
- If the dean of student affairs concludes that a leave of absence or mandatory withdrawal from Babson is warranted, the following policies will apply:
 - The student’s parents or guardians will be contacted and requested to come to the College to escort him or her home. In the event that the parents are unable, or unwilling, to respond, the College will make a judgment as to how to best proceed. The cost of transportation is the student’s responsibility.
 - Before the student returns to Babson, the dean of student affairs may require that he or she be evaluated by a licensed psychologist, psychiatrist, or other appropriate health care professional, who must submit a complete evaluation to the College. A report of this evaluation must be transmitted to the dean of student affairs. After such a report is received, Babson College may seek the opinion of the Babson counseling staff. All conclusions and recommendations will be forwarded to the dean of student affairs.
 - The final decision on the status of the student will be made by the dean of student affairs, who will notify the student and his or her parents or guardians of the decision. Each student and his or her parents or guardians acknowledge and agree that the decision of the dean of student affairs under the provisions of this section is not subject to appeal.

Note: The dean of student affairs may appoint a designee who is thereby authorized to make decisions on the above issues.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

NOTIFICATION REGARDING RELEASE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) 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.”

Generally speaking, FERPA allows the College to disclose education records or personally identifiable information from education records in the following circumstances: with the written consent of the student; if the disclosure meets one of the statutory exemptions; or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Directory information at the College is defined as:

- Student’s name
- E-mail address
- Telephone number
- Date of birth
- Dates of attendance
- Degrees and awards received
- Major and minor field(s) of studies
- Class
- Participation in officially recognized activities and sports
- Most recent previous educational agency or institution attended by the student
- Weight and height, if student is a member of an intercollegiate athletic team

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 Portal. 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 Portal.

NOTIFICATION OF STUDENTS’ RIGHTS UNDER FERPA

FERPA also affords students certain rights with respect to their education records. These rights include:

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.
 - To inspect and review his or her education records, a student should submit to the College official(s) or office(s) having custody of the particular record(s), a written request that identifies the record(s) the student wishes to inspect. The College is not required to provide copies of records unless, for reasons such as great distance, it is to review the records.
 - The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. (*This process cannot be used to challenge a grade.*)
 - A student who wishes to ask the College to amend a record should write the appropriate College office responsible for custody of the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s 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.

2. The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to:
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - A contractor, consultant, or other outside service provider retained to provide various institutional services and functions under contract
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the College
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law
 - Parents of a student provided the student is a "dependent" of the parents for federal income tax purposes.
 - Disclosure 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 nonforcible 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 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 (loss of housing, pending disciplinary proceeding, suspension, or expulsion).
3. 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 FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ADDITIONAL RESOURCES

For more information on FERPA, please see the following links:

FPCO – <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

FERPA 20 USC 1232(g) –

http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=browse_usc&docid=Cite:+20USC1232g

34 CFR Part 99 – http://www.access.gpo.gov/nara/cfr/waisidx_07/34cfr99_07.html

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 Portal (portal.babson.edu) 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 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.
- Campus Life also maintains student activities and residential life 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, Ext. 4548, if they do not wish to participate in this process.
- College Honor Board (CHB) records are kept by the adviser of the CHB. Students may review their records by submitting a written request to the CHB adviser. An appointment will then be made to review the appropriate records in the Student Affairs' office. In certain instances, records will be redacted to remove references to other students.

VARIANCE POLICIES AND PROCESS

Students are expected to maintain a full course load of 15–17 credits each semester as defined in the Tuition Policies section of the student handbook. It may be appropriate for students to deviate from a full course load due to extenuating circumstances. A student will be eligible for a variance from flat-rate tuition only if he or she submits appropriate forms at least 24 hours before the end of the add/drop period, and the forms are approved by Academic Services based on the policies outlined below. Variance forms are available through the Babson Portal. Variances are reviewed by the Office of Academic Services.

A) Reduced Course Load

Students may receive a variance to take fewer courses in the following instances:

1. Where students have documented disabilities that necessitate enrollment in less than a full course load as deemed appropriate by the Manager of Disability Services.
2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Manager of Disability Services.
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 Class Dean for any of the following reasons:
 - To care for a child within one year of birth, adoption, or the initiation of foster care.
 - To care for a child, spouse, partner, or parent with a serious health condition.
4. If, in senior year, a student does not need a full course load in order to graduate. In this situation, the student may apply to reduce his/her course load by a maximum of one course per semester.

In reduced course load situations, the flat-rate tuition will be reduced by the per-credit rate for each credit below 15 in which the student is enrolled. For example, if a student underloads to 14 credits, the student would be charged flat-rate tuition less one credit. If a student underloads to 12 credits, the student would be charged flat-rate tuition less three credits.

Notwithstanding the above, with respect to Item 4 above, seniors are entitled to tuition reduction only with respect to variances caused by acceleration through additional Babson course work taken and paid for earlier. (Course work taken by transfer students prior to matriculation at Babson are considered taken and paid for at Babson for this purpose.) For example, if a student took a 4-credit Babson course in a previous summer or winter term, or had paid for a 4-credit overload in a previous semester, the student would be eligible for reduced

tuition in his/her senior year determined by the number of credits for which the student has paid over flat rate tuition to put them ahead. On the other hand, AP/IB credits, college courses taken prior to enrollment as a freshman, any course work 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 will not be considered for tuition reduction.

B) Course Overload

Students must have a minimum 2.7 GPA in order to overload, unless an exception is granted by his/her class dean; such exceptions are typically only granted in senior year. Exceptions are based upon courses selected, demonstrated ability of the student to handle Babson course work, and other appropriate factors.

Students are charged for an overload based on the number of credits above 17 the student takes. For example, if a student overloads to 18 credits, his or her tuition will be the flat rate tuition charge plus an additional one credit charge. If the student overloads to 19 credits, his or her tuition will be flat rate plus two credits. In certain circumstances, Academic Services may consider 18 credits a full course load for flat rate tuition purposes, as in the case where the 1-credit First-Year Seminar or Honors Seminar is required in a given semester.

C) Course Enrichments

Students who have a cumulative grade point average of 2.7 or higher may take an additional course in a semester for enrichment. GPA exceptions are not made.

There is no additional tuition charge for enrichments. Grades earned for enrichment courses are used in the calculation of grade point averages and may be used to fulfill any and all curriculum and concentration requirements with the sole exception that the credits for enriched courses will not count toward the 126-credit total needed to graduate.

Notes:

A typical course overload is one course. A student may petition to his/her class dean to overload more than one course, though such exceptions are rare.

Students who are eligible for a reduced course load under Item 4 above also may enrich a course on top of the reduced course load.

All students must submit an e-Form to be considered for a course variance.

All approved variances affect only course load and do not exempt students from other College policies, including, but not limited to, those regarding housing, health insurance, and visa status.

WITHDRAWAL FROM THE COLLEGE

Students may choose to or need to separate from Babson College with no anticipated return. To withdraw from the College, students must complete and be approved for a Petition for Separation available through the Babson Portal. If a student separates from the College effective following the end of the add/drop period, this does not qualify as a Leave of Absence, but would be considered to be withdrawal from the College

Note: In order to be considered for readmission once having officially withdrawn from Babson College, students must go through the application for readmission process. This readmission process consists of a letter of request to Academic Services. In this letter, the student must address his or her reason for wanting to return, how the student has addressed any issues that resulted in the withdrawal, and how the student will use any resources to aid in his or her academic performance and/or other concerns. In order to qualify for registration and the housing lottery, as well as for financial aid, the written request must be submitted to Academic Services by the following dates:

- For fall re-entry: March 1
- For spring re-entry: October 1

By meeting these dates, a student, if readmitted, is ensured that any applicable credits will be applied to registration and housing processes.

All course work completed while the student is withdrawn from Babson College will be treated as course work taken elsewhere, limited to 12 credits, and evaluated based upon those criteria. The Babson degree program in all cases must be completed within a seven-year period from the first enrollment date at Babson.

ACADEMIC RESOURCES

ACADEMIC 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. Babson encourages all students to use the following academic support services to enhance their educational experience.

DISABILITY SERVICES

Disability Services 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 at <http://www3.babson.edu/offices/academicsservices/disability/>.

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.

IT SERVICE CENTER (ITSC)

The IT Service Center, located in Horn 220, is Babson's one-stop shopping location for technical support and hardware provisioning. Information about the ITSC resources, services, and hours may be found at www.babson.edu/it.

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 all three core QTM courses. Visit the MRC website at roger.babson.edu/mrc for the complete schedule and last-minute updates.

SPEECH RESOURCE CENTER

The Speech Resource Center provides services to the entire Babson community. The center can help increase your competence and confidence as a speaker, a participant in class discussions, in team business presentations, and as an interview candidate.

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 Portal by following the Writing Center Appointment link under Smart Tools.

SPECIAL PROGRAMS

A number of special programs are available to our undergraduate students to assist in meeting various academic needs.

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 online, go to www.babson.edu/ccd/ug.

CENTER FOR WOMEN'S LEADERSHIP

On the Babson campus, the Center for Women's Leadership provides programming to ensure a mix of leadership role models is available to all Babson students. Students have the opportunity to learn from senior corporate women as well as entrepreneurs. Interactive panel events such as "Women Building Businesses" or "Decisions in My Corporate Career" serve as a forum for the Babson community to explore the realities of career advancement choices. The center also sponsors the Women's Leadership Program for selected women undergraduates. Women's Leadership students receive enriched mentoring and learning opportunities designed to enhance their leadership skills and career readiness. Women accepted into the program at the point of admission to Babson also are supported through a scholarship award; there also is an opportunity to apply to the program (without scholarship) in the middle of the first year. More information about the center is available online at www.babson.edu/cwl.

COACHING FOR TEAMWORK AND LEADERSHIP PROGRAM

The program is designed to give students feedback about their leadership, teamwork, decision making, listening, and oral communication skills. More information is available online at www.babson.edu/coach.

FIRST-YEAR SEMINAR

The First-Year Seminar provides students an opportunity to become engaged members of the Babson community. This course will challenge students to critically examine important aspects of college student life, such as engaging in scholarly discussion, living in a global community, and managing life as an adult learner. Students also will be asked to reflect on their abilities and how they can make an impact on campus. Additionally, students will develop important relationships with fellow students, peer leaders, faculty, and administration. Students will earn one academic credit for their successful participation in this program. *Participation in the First-Year Seminar (FYS 1300) is required for all Babson students.* More information is available online at www.babson.edu/classof2014.

HONORS PROGRAM

The Honors Program offers academically accomplished students enhanced curricular and cocurricular opportunities. Honors students are either admitted to Babson as Presidential Scholars or accepted into the Honors Program during the second semester of their first year through a process including an application, interview, and a review of the student's academic achievement during the first semester. They enroll in honors courses, participate in an education abroad experience, and write 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 creativity workshops, dinners, study break socials, visits to Babson alumni and an off-campus retreat as well as theater, music, and dance performances. For additional information on the Honors Program, contact the associate director at 781-239-4080.

INDEPENDENT RESEARCH

Independent research projects are treated as regular courses and are granted regular credit toward the Babson degree. More information can be found in the "Academic Policies and Procedures" section of the handbook. Students must submit a completed Petition for Independent Research available online through the Babson Portal.

LAW SCHOOL

Law schools generally do not require a specific course of undergraduate study for admission. However, Babson's general program is sound preparation for the study of law, and many Babson graduates have gone on to law school. Many cases confronting lawyers involve problems related to business and finance. Babson's management curriculum provides a solid background in this area, and liberal arts courses help prepare students for the rigors of legal analysis. Some students may be interested in the legal studies concentration. Professor Carolyn Hotchkiss has compiled The Law Page, devoted to law resources and areas of interest. More information is available online at <http://faculty.babson.edu/hotchkiss>.

ADMISSION

POLICIES

Babson seeks to enroll approximately 470 first-year and 50 transfer students each September and approximately 30 first-year and 20 transfer students each January. All students are accepted for full-time study only.

Babson is highly selective and considers each candidate's biographical data, transcripts, test scores, personal statements, and references. Personal interviews are available but are not required. For further information on the admission process, refer to www.babson.edu/ugrad.

APPLICATION PROCESS

First-year candidates have two options when applying: they may submit either Babson's own application for admission or the Common Application with the Babson Supplement to the Common Application. All applicants also must submit an official copy of the student's secondary school report, the results of the College Board (SAT) or American College Testing (ACT) Program exam, letters of recommendation, two essays, and the application fee. International applicants whose native languages are other than English also must submit official TOEFL (or IELTS) results. SAT II: Subject Tests are not required for admission.

- For further information on how to apply to Babson, refer to www.babson.edu/ugrad.
- For special instructions for international students, refer to www.babson.edu/ugrad/international.

APPLICATION DEADLINE AND NOTIFICATION DATES FOR FIRST-YEAR STUDENTS

Babson offers three application plans for first-year applicants: Early Decision, Early Action, and Regular Decision.

- For specific information on application deadlines, refer to www.babson.edu/ugrad.

TRANSFER STUDENTS

Transfer students may apply for either September or January entrance. Transfer applicants are high school graduates who will have completed at least one semester of classes at an accredited four-year, two-year, community college, or university at the time of their application to Babson. Credit for online/distance-learning programs is awarded only for courses taken at institutions directly accredited by one of the nation's Regional Institutional Accrediting Agencies, as defined by the U.S. Department of Education.

- For detailed information on the admission requirements and process for transfer students, refer to www.babson.edu/ugrad/ugradnew student and click on "Transfer Students."

VISITING STUDENTS

Individuals are welcome to apply to Babson College as a visiting student if they are currently enrolled, in good academic standing, and have completed at least one full year in a degree-seeking undergraduate program at another college or university and are eligible to return. International students seeking enrollment as visiting students should check with the Office of International Programs to determine if Babson has an exchange program with their institutions. If a program exists, students must apply through the Office of International Programs. Otherwise, students apply through the Office of Undergraduate Admission by submitting the Visiting Student Application and all supporting credentials.

Visiting students are limited to a maximum of two semesters of study. Visiting Students are not permitted to apply for transfer admission unless they receive and provide written approval from their sending institution.

Visiting students are exempt from meeting course prerequisites but are cautioned to consider their academic preparedness for courses with a prerequisite. Academic advising is available through Academic Services, Hollister 220.

Full-time visiting students are eligible to request but are not guaranteed housing and are not eligible for financial aid.

Visiting students are permitted to study at Babson as a part-time student but Babson will not be able to sponsor visas. Part-time visiting students are ineligible for housing and financial aid.

FINANCIAL INFORMATION AND POLICIES

Questions about tuition policies, payment policies, and financial aid should be directed to Student Financial Services (SFS) at sfs@babson.edu or Ext. 4219. Individual student account and financial aid information is available online on the Babson Portal. Students may authorize parents or guardians access to the online information through eProxy.

TUITION POLICIES

For current tuition and fees, visit the Student Financial Services' website at www.babson.edu/offices/sfs.

TUITION POLICIES FOR STUDENTS FIRST ENROLLED AS OF FALL 2006

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 each semester. Additional tuition will be charged on a per-credit basis for overloads (*except in the case of enrichment courses*). Each student must have a minimum of eight semesters of tuition, or the equivalent, charged and paid before the Bachelor of Science degree will be granted.

Babson College expects students to be enrolled in a full course load of 15–17 credits each semester. (*For students first enrolled prior to September 2006, a detailed listing of the full course load by year and program is available through the Academic Services' link from the Babson Portal.*) Any request for a variance from the full-time, flat-rate tuition charge, for either a reduced course load or a course overload, must be submitted in a Petition for Variance to Academic Services for approval 24 hours before the end of the add/drop period (*see section on Variance Policies and Process*).

For additional information contact the Office of Academic Services or www.babson.edu/academicservices.

PAYMENT OF BILLS

Payments can be made to Babson using cash, from a U.S. checking or savings account, by money order, or wire transfer. Credit card payments can be made through Tuition Management Systems; a convenience fee of 2.99 percent is assessed.

Wire transfers should be routed to Citizens Bank, 1 Citizens Drive, Riverside, RI 02940, ABA#011500120. Please include your name, student ID#, and the description "**Tuition Payment**," and have the funds credited to Babson College's account #113742-2553. The international SWIFT Code is CTZIUS33.

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. Fall and spring semester account statements are addressed to the student and mailed to the billing address the student has listed on the Babson Portal. Notices of miscellaneous charges during the semester are sent only to students' Babson e-mail accounts. Student account information is always available through the Babson Portal.

All bills are due by the date indicated on the account statement. Fall semester payments typically are due the first week of August, and spring semester payments typically are due the first week of January. Miscellaneous term charges are due by October 15 and March 15. Students who receive financial aid from outside sources must file documentation that establishes the amount and payment terms of such aid by tuition due date. Note: failure to receive a bill, or receipt of a bill later than expected, 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 bill, the student should indicate the amount of the change (which must be approved by the appropriate department), and submit payment for the adjusted balance due by the due date in order to avoid any late payment penalties.

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

Laptop services	ITSC	781-239-4406
Meal plan charges	Student Financial Services	781-239-4219
Motor vehicle registration and parking violation charges	Public Safety	781-239-5598
Prescription and lab charges; Insurance	Health Services	781-239-4257
OneCard charges	One Card Services	781-239-4298

Registration/enrollment	Registrar	781-239-4519
Room and damage charges	Campus Life	781-239-4438
Tuition charges	Student Financial Services	781-239-4219
Unreturned book charges	Horn Library	781-239-4471
Unreturned athletic equipment charges	Athletics	781-239-4250

RETURNED CHECKS/EPAYMENTS

A nonwaivable service fee of \$50 will be charged to a student's account for each payment returned by the bank due to insufficient funds or a stop payment request. 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 may lose College housing for the period of their housing contract, be denied course registration and add/drop privileges, and be withdrawn from courses.

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 cost of collection to be borne by the student.

Late payment penalty appeals should be directed via e-mail to Student Financial Services at 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. Applying for financial aid does not affect an applicant’s chances of being admitted to Babson.

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. Students must be U.S. citizens, U.S. Permanent Residents, or Canadian citizens in order to qualify for need-based financial assistance.

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 education 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/offices/sfs.

FINANCIAL AID APPLICATION PROCEDURES AND DEADLINES

To apply for financial aid, all U.S. citizens and Permanent Residents must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. First-time applicants must complete the College Scholarship Service (CSS) Financial Aid PROFILE online at www.collegeboard.com. In addition, first-time applicants whose parents are separated or divorced must complete the CSS Non-Custodial 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	4/15	4/15
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 interview 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/offices/sfs.

CAMPUS RESOURCES

ACADEMIC SERVICES

Rob Major, *Associate Dean*

Rachel Reiser, *Associate Dean*

Hollister Hall, Suite 220

www.babson.edu/academicservices

Academic Services provides support to the Undergraduate School in many capacities. These include personal and academic support for all undergraduate students, program support for faculty in the deliverance of an integrated curriculum, and the monitoring and implementation of the College's academic policies and procedures. The office advises students about their academic program, and assists them with consultation and referral for academic concerns as well as personal, cultural, and social concerns and quality-of-life issues. All Babson students are assigned to one of the four class deans. The class dean helps to make the most of the Babson experience, both in and out of the classroom.

The office provides the following programs and services:

- Academic advisement
- Coordination of the Orientation program
- Co-coordination of the First-Year Seminar and Technology Workshops
- Specific class-based programming
- Services for students with learning differences and physical disabilities
- Support with difficult personal issues
- Class Steering Committee advisement
- Coordination of the Dean's List and College Awards program
- Support for students in academic difficulty or on academic probation
- Coordination of the Coaching for Leadership and Teamwork Program, the Honors Program, Transfer Student support processes, and curriculum delivery for integrated academic programs

SERVICES FOR STUDENTS WITH DISABILITIES

Mary Powell, *Manager of Disability Services*

Hollister Hall, Suite 220

www.babson.edu/academicservices/disability

Academic and support services are available for qualified students with learning disabilities and ADHD, medical and psychological conditions, and sensory and mobility impairments. Students interested in receiving services are responsible for identifying themselves to Disability Services, along with providing qualified and current documentation of their disability and need for academic accommodation(s). Students are strongly encouraged to contact the manager of Disability Services at the outset of their academic career at Babson. The manager of Disability Services is located in Academic Services, Hollister Hall, and can be reached at 781-239-4508 (voice) or 781-239-4017 (TTY/TDD). For specific information about disability documentation guidelines and related information, please visit the Disability Services website at www.babson.edu/academicservices/disability.

ALUMNI RELATIONS

Cruickshank Alumni Hall

alumrel@babson.edu or 781-239-4562

www.babson.edu/alumni

The Babson alumni network connects you to more than 33,000 business leaders worldwide. Throughout the academic year, you will meet alumni in the classroom and through programs developed by the Office of Alumni Relations. Use the Alumni Directory for one-on-one outreach to Babson alumni. Please review and adhere to the "Terms of Use" before reaching out to alumni via the Directory. In accordance with our privacy policy, alumni populate their own directory profiles so they choose what information is shared.

To promote club events to the alumni community, we suggest: the Babson Community Linked In Group; the Babson Facebook fan page; Twitter messages containing the hashtag #babson; and affinity alumni groups' Facebook pages and LinkedIn groups.

Babson Alumni Association Executive Committee:

President, Jacki Giordano Bedard '89; Vice Presidents, Doug Adams '00 and Larry Fitzmaurice '59; Clerk, Marco Gargurevich M'01; Treasurer, John Rogol '77.

ATHLETICS

Josh MacArthur, *Director of Athletics*
www.babson.edu/athletics

Babson College maintains indoor and outdoor athletic facilities that offer a quality experience. These facilities are used by an assortment of Babson community members, including students, faculty, and staff. The Athletics Department offers a variety of programs, clubs, and clinics for physical health. The following information is intended to give students an overview of opportunities in athletics at Babson College.

INTERCOLLEGIATE PROGRAMS

Babson currently sponsors 22 varsity sports for undergraduate students (a graduate student is not eligible for varsity status unless he or she attended Babson as an undergraduate student and has NCAA eligibility remaining). Tryouts for varsity sports are posted in advance, and students can speak with the coach for more details. For more information, please call Ext. 4250.

Babson College is a Division III National Collegiate Athletic Association (NCAA) institution. Our intercollegiate teams compete in the New England Women's and Men's Athletic Conference (NEWMAC). NEWMAC members include Babson, Clark University, MIT, Mount Holyoke College, Smith College, Springfield College, the U.S. Coast Guard Academy, Wellesley College, Wheaton College, and Worcester Polytechnic Institute (WPI). Babson Ice Hockey competes in the Eastern College Athletic Conference (ECAC), Babson Men's Lacrosse competes in the Pilgrim Lacrosse League and the Babson Ski team is a member of the Eastern Collegiate Ski Association.

To request a copy of Babson's Equity in Athletics Disclosure Act report, please contact the Athletics Department at Ext. 4250. This report contains information about Babson's intercollegiate sports participation rates and financial support.

MEN'S VARSITY PROGRAMS

WOMEN'S VARSITY PROGRAMS

Baseball	Basketball
Basketball	Cross Country
Cross Country	Field Hockey
Golf	Lacrosse
Ice Hockey	Skiing
Lacrosse	Soccer
Skiing	Softball
Soccer (Varsity and JV)	Swimming and Diving
Swimming and Diving	Tennis
Tennis	Track and Field
Track and Field	Volleyball

Please check www.babsonathletics.com for more information on each sport and current schedules.

CLUB TEAMS

Full-time undergraduate and graduate students with similar interests may organize official clubs in conjunction with Campus Life at Ext. 4438 and Graduate Programs and Student Affairs at Ext. 4474. Use of facilities and fields will be coordinated with the Athletics Department. Club sports include cheerleading, rugby, lacrosse, and ice hockey.

INTRAMURAL SPORTS

All full-time graduate and undergraduate students are encouraged to become involved in the intramural and recreational programs. For those of you out for exercise and fun, the intramural teams are organized by students who are interested in starting a team. Please contact the intramural director at Ext. 5650 for more information. The success of these programs depends upon student participation and enthusiasm.

Intramural activities include, but are not limited to:

- Basketball
- HotShot Basketball
- Racquetball
- Squash
- Flag Football
- Ice Hockey
- Soccer
- Tennis
- Floor Hockey
- Indoor Soccer
- Softball
- Ultimate
- Volleyball

Webster Center and the outdoor facilities offer opportunities for recreational play, from the traditional noon basketball league to squash, swimming, or a walk around the track. Full-time students and employees must present a valid Babson ID to the front desk attendant for admittance.

RECREATION

Sports Clinics: tennis, weight room, squash, golf.

Activities: public hockey, public skating, yoga, Pilates, spinning, martial arts, dance, Zumba.

STUDENT ATHLETICS FEE

Full-time undergraduate and graduate students have access to the athletics facilities during hours posted at the Webster Center.

For graduate students carrying 12 or more credits per semester, the student athletics fee is mandatory and assessed each semester. For entering Two-Year MBA students, the fee is included in the charge for tuition and fees.

Part-time graduate students who want to use the athletics facility must pay the \$125 (per semester) athletics fee. This can be done at the Athletics Department in Webster Center.

WEBSTER CENTER LOBBY

Ext. 6454 or Ext. 3809

Administrative Offices: Ext. 4250

Call these numbers to obtain information, directions, academic year hours, changes to free swim schedule, and summer hours.

The Webster Center houses the following facilities:

- Staake Gymnasium
- Chandor Dance Studio
- Racquetball court
- Lunder Fitness Center
- Morse Swimming Center
- Squash courts (4)
- PepsiCo Pavilion
- 200-meter indoor track
- Petersen Study Center
- Sports Medicine Office
- Varsity weight room
- Locker rooms with saunas
- Equipment room
- Visiting locker rooms

General Hours: The Webster Center is open seven days a week. Check the daily schedule for Staake Gymnasium and PepsiCo Pavilion hours. The PepsiCo Pavilion is available for recreational and athletic purposes. It has the capability to be used for two basketball, tennis, or volleyball courts. The racquetball court and indoor track are always available during open hours:

Monday–Thursday 6 a.m.–11 p.m.
 Friday 6 a.m.–9 p.m.
 Saturday 9 a.m.–6 p.m.
 Sunday Noon–11 p.m.

MORSE SWIMMING CENTER

The Morse Swimming Center is a six-lane, 25-yard pool. Free swim hours are subject to change due to meets. Other activities may limit lane use.

Monday–Friday 11:30 a.m.–1:30 p.m.
 Monday–Friday 5:30–7 p.m.
 Saturday–Sunday 12:30–3:30 p.m.

LUNDER FITNESS CENTER

The Lunder Fitness Center is a 4,000-square-foot facility filled with state-of-the-art equipment. Free weights, urethane dumbbells, urethane multihole grip plates, and plate-loaded machines are complemented by Eagle and Keiser Systems. Cardiovascular machines include Concept 2 rowing machines, Life Fitness treadmills, Precor elliptical, and LeMond spinning bikes. All cardiovascular machines are located on the track mezzanine area overlooking Staake Gymnasium. Cardio Theater and ceiling fans complete the track mezzanine area.

Monday–Thursday 6 a.m.–10:30 p.m.
 Friday 6 a.m.–8:30 p.m.
 Saturday 9 a.m.–5:30 p.m.
 Sunday Noon–10:30 p.m.

Please check www.babsonathletics.com for current facility and building schedules.

The outdoor athletics facilities include:

- AstroTurf field
- Baseball field
- Eight regular-sized tennis courts
- Upper and lower athletic fields
- Softball field
- Outdoor volleyball courts

The playing fields are available on a limited basis. While all upper fields are reserved for varsity athletics, subject to availability, a lower field may be reserved by calling Ext. 5650. The AstroTurf field is limited to intercollegiate, intramural, and club sports.

THE BOSTON SPORTS CLUB AND BABSON SKATING RINK

The Boston Sports Club and the Babson Skating Rink are located on Route 135 in Wellesley. This facility offers a discount off the regular rate to all Babson students. The complex offers ice skating, indoor tennis, swimming, and fitness classes. Many students use the Nautilus equipment. For more information, please call 781-263-5700.

GUEST POLICY

A full-time student is entitled to bring one guest (18 years or older) per day, with a limit of 15 guest visits per semester. The Babson student must present his or her Babson OneCard and register the guest at the front desk. The Babson student must accompany the guest and take full responsibility for the guest’s actions.

SPOUSE/PARTNERS POLICY

The spouse of a full-time or part-time graduate student may join the “B Club” at the alumni fee rate (\$350/year) to gain full access to the athletics facilities. Please call the Athletics Department, Ext. 4250, for details. A spouse is not entitled to bring guests.

CHILDREN POLICY

Children under age 18 are not permitted to use the facility.

BABSON ID CARDS

BABSON ONECARD

Babson OneCard Office

Steve Heaslip, *Manager, Auxiliary Services and OneCard Office*

Reynolds Campus Center, Room 233

Ext. 5647

www3.babson.edu/offices/onecard

The Babson OneCard is an electronically validated identification card, which has many capabilities. The OneCard is your primary ID while on campus. Below is a summary of its uses.

Identification:

To gain access to the Webster Center Gym, or for different events, simply show your Babson OneCard to the attendant. OneCards will not be accepted for the purpose of obtaining alcoholic beverages or entrance to facilities serving alcoholic beverages.

Library Card:

Use your OneCard to borrow books from the Horn Library.

Door Access:

Any student living on campus gains access to their building by swiping their OneCard. In addition, resident students have access to other dorms between the hours of noon and 9 p.m. Any questions or problems with clearance authorization should be directed to the Office of Campus Life. However, if you need special access to rooms on campus unrelated to residency, please contact the OneCard Office.

In Olin Hall, the main doors, the Babson Consulting Alliance Program (BCAP) rooms, the mentor rooms, the office suites, and the computer lab are all equipped with card access readers. All graduate students are given access to the main doors and computer lab through their OneCard. Students who participate in (BCAP) mentor teams and other activities will be given clearance as needed.

It is **crucial** that you notify the OneCard Office (Ext. 5647) and/or Public Safety (Ext. 5555) if you misplace your OneCard so that we may deactivate that card. Students will be charged \$10 for the first OneCard replacement for a lost or stolen card, \$20 for the second card, \$30 for the third card, etc., per academic year. Damaged, malfunctioning, or worn-out OneCards will be replaced at no cost, and funds will be transferred. Your OneCard is considered to be activated upon issuance and you are responsible for all charges until you report it missing to the OneCard Office (or Public Safety after hours).

Meals:

Students who have signed up for a meal plan use their Babson OneCard at Trim Dining Hall to enter for their meals. The card is updated automatically with the remaining meals balance at 2 a.m. every Saturday. Students also may swipe their OneCards at Reynolds to use their bonus meals (or meal exchanges).

Debit Card:

As part of most meal plans, there also are **Babson Bucks** on your OneCard, which can be used at Dunkin' Donuts and Freshens in Reynolds, Jazzman's Cafe in Horn Library, and Pandini's in Olin Hall. This is ideal if you have a craving for a snack or something light and it's not mealtime. Every time you swipe your card, it deducts the amount from your set balance. You cannot add to this type of money and it expires at the end of each semester.

If your meal plan and Babson Bucks is not enough for you, you may add extra money to your OneCard. This is called Munch Money. This may be used at all the same places as Babson Bucks, but may be used at the College Bookstore, the Student Mailroom, snack machines, the QuickPix digital photo kiosk in Reynolds, and the Document Center. To add money or check balances, click on *OneCard Online Deposits* under *Smart Tools* on the Babson Portal. This also will allow you or others, such as relatives, to add Munch Money from their computers.

The other type of debit card money is **Campus Cash**. This is "offline" money, which means it is encoded directly on the card and can't be tracked anywhere. So be careful not to lose your OneCard. Campus Cash can be used for laundry and Pepsi machines. To add Campus Cash to your OneCard, there are five Card Value Centers (CVC) located around campus. They are located in: *Reynolds Campus Center* next to the ATM at the entrance, *Horn Library* in the copy room, *Olin Hall* in the copy room, *Keith Hall* in the laundry room, and *Woodland Hills 9* in the laundry room.

Make sure that you print a CVC receipt, as we are not responsible for reimbursement on lost or stolen cards unless a receipt is given.

Card Fraud:

The Babson OneCard is an identification card. Possession of a false or altered ID is a serious offense, which will subject the bearer to disciplinary action. Students who manufacture or distribute false IDs will be referred to the Office of Student Affairs (Office of Program Management for MBAs) and may be referred to law enforcement authorities.

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 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."

BABSON COUNSELING PROGRAM

Dr. Betsy Kelly, Director
Human Relations Services Inc. (HRS)
781-235-4950

Babson provides a variety of counseling services for students who need consultation, referral, and short-term treatment. Babson College has partnered with HRS to provide counseling services for their undergraduate and graduate students. Counseling services are provided at HRS, located at 11 Chapel Place, Wellesley, Massachusetts. Counseling services, on a limited basis, also are available on campus. Information about services and appointments can be obtained by calling 781-235-4950 and asking to speak with a clinician for the Babson Counseling Service. More information about HRS and the full range of services they provide to Babson students also can be obtained by contacting Health Services at 781-239-6363. Students who have transportation concerns or needs should contact Student Affairs at 781-239-4218, or call Public Safety, to arrange a ride to HRS. Confidentiality is of the utmost importance to Babson and HRS. Records of counseling sessions do not become part of a student's transcript or college record, and the records are not shared with Babson personnel without permission.

Full-time students can see a counselor for up to 10 visits annually without charge. Continued visits may be covered by medical insurance, or students can pay for visits on their own and may apply for a reduced fee according to need.

Common reasons students come to HRS:

- Stress
- Depression
- Anxiety
- Family Problems
- Eating Disorders
- Relationship Problems
- Peer Relations/Concerns
- Chronic Health Problems
- Sleep Disorders
- Alcohol-Related Problems

BABSON COLLEGE BOOKSTORE (BARNES & NOBLE)

Lisa Towns, Manager Ext. 4376
Angela Teixeira, Assistant Manager Ext. 5881
Reynolds Campus Center
781-239-4375

<http://babson.bncollege.com>

Visit: <http://campusestore.com> for student/faculty software discounts.

The Babson College Bookstore is your No. 1 choice for used books. Get 50 percent cash back for your books every day when purchased for campus use. The bookstore stocks all required course materials, school supplies, dorm items, convenience foods, and Babson clothing and gifts. Visit us at the Reynolds Campus Center or use our convenient online service. When placing your orders online, you have first choice on used books and may choose our in-store, pick-up service. Your books are boxed, paid for, and ready for pickup at the register.

Academic year hours:

Monday–Thursday..... 9 a.m.–6:30 p.m.
Friday..... 9 a.m.–5 p.m.
Most Saturdays..... 11 a.m.–3 p.m.

Summer hours:

Monday–Thursday..... 9 a.m.–5 p.m.
Friday 9 a.m.–2 p.m.

Open extended hours for back to school, fall and spring, and campus events. See website for updates.

CAMPUS LIFE

TBA, *Associate Dean, Student Affairs*
Reynolds Campus Center
www.babson.edu/offices/campuslife

Hours during the academic year are Monday–Friday, 8:30 a.m.–4:30 p.m.

The Office of Campus Life, located on the second floor of the Reynolds Campus Center, is a multifaceted department of the division of Student Affairs encompassing Residential Living, Undergraduate and Graduate Housing, Student Activities, Leadership Development Programs, Student Clubs and Organizations, Fraternity and Sorority Life, and the Reynolds Campus Center.

The Office of Campus Life staff includes a team of students and professionals. All members of the team work with the student staff to encourage all students to take an active role in their residence hall and cocurricular environment. The Office of Campus Life seeks to create and maintain an atmosphere conducive to academic, emotional, and social growth. One of our major goals is to assist students in acquiring the life skills they will need when they leave Babson by offering opportunities to become campus leaders.

CENTER FOR CAREER DEVELOPMENT

Megan Houlker, *Director*
Hollister Hall, Suite 106
www.babson.edu/ccd/ug

The Undergraduate Center for Career Development’s (CCD) mission is to empower students to create their unique path for success and to impact an evolving global community.

Explore. Discover. Connect. Achieve.

COUNSELING AND ASSESSMENT SERVICES

The CCD staff is available to meet with students for individual appointments to provide job and internship search strategies, and during drop-in hours for résumé and cover letter critiques and to provide immediate support. To schedule an individual appointment, please contact 781-239-4215. Drop-in hours are posted on the CCD website at www.babson.edu/ccd/ug.

CCD also offers the Myers-Briggs Type Indicator (MBTI) and the Career Leader assessments to assist students in the career decision-making process. These assessments may inform a student’s approach to the job search and assist students to identify particular areas of interest.

CAREER EDUCATION AND PROGRAMS

Each year, CCD offers an array of programs designed to enable students to build job and internship search skills as well as to learn about a variety of career-related topics and direct industry advice. Programs are delivered in multiple formats both online and in classroom settings.

The following are examples of skills-based workshops:

- Strategies for Finding an Internship
- Speed Networking
- Marketing Yourself: Writing Effective Résumés and Cover Letters
- Strategies for Successful Interviewing

CCD invites guest speakers, including faculty, alumni, and employers, to participate in a variety of career exploration activities, such as the following:

- Industry-specific, employer-site visits
- Employers in Residence
- Career Expo and Internship Fair
- Employer Résumé Critique Night

CCD works in collaboration with faculty to bring career programming into the academic experience. Students will have the opportunity to connect with CCD during the Coaching for Leadership and Teamwork Program as well as

through their core studies. Sophomores will have the opportunity to complete two learning sessions with CCD as part of their OEM and MCE curriculum.

CCD partners with numerous campus departments, including Academic Services, Campus Life, Office of International Programs, and the Coaching for Leadership and Teamwork Program, to deliver career programs.

For a comprehensive calendar of events, visit www.babson.edu/ccd/ug.

MANAGEMENT CONSULTING FIELD EXPERIENCE

The Management Consulting Field Experience (MCFE) provides an excellent opportunity for students to apply business principles learned in the classroom to real-world consulting projects. Three to five students work as a consulting group for a sponsor company, meeting with the client, analyzing problems, and exploring possible solutions. Working as a team, the students gain practical experience by dealing with actual business situations. They also develop marketable skills by learning the consulting process and applying these principles immediately in a real business situation. The project concludes with a formal presentation of the group's recommendations to the sponsor company. The MCFE project is a 4-credit course. To be eligible, students must have completed Organizing for Effective Management and Managing in a Competitive Environment, and have at least a 2.7 grade point average. Students may apply individually or as a pre-formed team. Please contact Rosemary Casey at Ext. 4003 for more information.

Resources

CCD offers both print and Web-based resources designed to support students as they explore and research industries and career opportunities. Examples of these resources include, but are not limited to, the following:

- Online career exploration via Vault
- Online job and internship resources
- International career resources
- Graduate school resources

The CCD portlet in Portal directs students to all available resources, and houses links to our Facebook and Twitter pages. We invite all students to engage with the CCD community.

Print resources are available in the Career Resource Library, located in our offices in Hollister Hall. Students are encouraged to visit the CCD library to view these resources.

CAMPUS RECRUITING PROGRAM

CCD conducts extensive outreach to generate internship and full-time employment opportunities for current undergraduate students. The Recruiting Program provides opportunities for students to explore and apply to a wide variety of job functions and industries. All qualified Babson students have access to view and apply for positions through Career Connections, Babson's online recruiting system, which can be accessed directly via the Portal. Many companies travel to campus to conduct their first round interviews on site so engaging in the search process could not get much easier.

COMMUNITY ENGAGEMENT AND MULTIFAITH PROGRAMS

Bernon Center for Public Service and Glavin Family Chapel

Lisa Thomas, *Director*

Glavin Family Chapel

The Office of Community Engagement and Multifaith Programs supports the College's mission to educate a generation of leaders who create great economic and social value everywhere. We offer the Babson community an opportunity to develop and practice these skills through social action and community engagement programs as well as worship services, spiritual events, and reflection.

BERNON CENTER FOR PUBLIC SERVICE

Josh Stevenson, *Coordinator*

Glavin Family Chapel

The Bernon Center for Public Service is a resource center for all types of community-service opportunities in the Greater Boston area. Information is available from agencies that need volunteers to donate their time and skills to assist people in need. The Bernon Center can help you or your student organization find ways to get the most out of your community-service experience. The Bernon Center can help you organize your friends to get involved

with projects that are rewarding and fun. Stop by or call the Bernon Center office in the Glavin Family Chapel at Ext. 5565 for more information.

The Bernon Center provides service opportunities on a weekly basis throughout the academic year, as well as several community-service programs. These programs include the First-Year Service in Action, the Bernon Scholar, and the Community Action Program. Please check our website for further information.

www3.babson.edu/centers/bernon/

GLAVIN FAMILY CHAPEL

Denning Peccia, *Coordinator*

Glavin Family Chapel

The Glavin Family Chapel serves as a multifaith sanctuary in the heart of Babson College. All members of the Babson community are invited to practice their religious faith, to seek inspiration and guidance, and to find peace in the quiet of this beautiful space. The main sanctuary of the chapel is large enough for 150 chairs arranged in a number of configurations.

The Glavin Family Chapel provides programs and opportunities to foster personal growth, support community spirit, and encourage spiritual development. Multifaith programs include regular worship services in a variety of religious traditions; multifaith dinners; yoga instruction; meditation sittings; liturgical and musical events, seasonal celebrations, and educational seminars. The multifaith staff is available to all members of the Babson community.

www.babson.edu/chapel

DINING SERVICES

Carl Citron, *District Manager*

Stan Park, *Operations Manager*

Trim Hall

www.babsondining.com

Sodexo Education Services has been serving the Babson community since 1966. Services are provided in Trim Dining Hall, Crossroads Café in Reynolds Campus Center, Dunkin' Donuts in the Reynolds Campus Center, Pandini's at the F.W. Olin Graduate School of Business, Roger's Pub in Park Manor Central, and Jazzman's Café at Horn Gallery. Trim Dining Hall is a resident dining facility, meaning it is "all you can eat" for one set price. Crossroads and Pandini's are both "à la carte" retail snack bars. Crossroads offers selections in a food court atmosphere, while Pandini's is a brick oven bistro. Jazzman's offers cool jazz while you enjoy your favorite latte, scone, or freshly made salad in a WiFi environment. In addition to the operations in these facilities, the dining service also provides catering services on campus. We are proud to be working closely with Babson College on sound nutrition and providing students with information and healthy choices, as well as many sustainability initiatives. Please visit the nutrition link, and Corporate Citizenship link, on our website, www.babsondining.com.

TRIM DINING HALL

Trim Dining Hall offers a food court atmosphere with a varied, multicultural menu. Trim serves more than 3,000 meals daily. Many of the menu items are prepared in full view at our unique, just-in-time cooking stations. The daily menu offers a large variety of choices. In addition to traditional comfort foods such as casseroles and stews, the menu features a completely vegan alternative. Of course, the popular staples of pizza, pasta, deli, and burgers and fries also are available daily. The soup and salad bar is a very popular area, with fresh baked breads daily. The students' favorite area, however, is the dessert cart full of fresh-baked items.

Trim accepts student meal plans, Munch Money, Babson Bucks, and cash, all by way of the Babson OneCard. MasterCard and Visa also are accepted.

There are meal plans to suit individual needs, which may be purchased through the Student Financial Services in Hollister Hall. A selection of meal plans also is available to commuters, faculty, and staff directly from the Dining Services Office in Trim Dining Hall. Any students with special dietary needs should contact the food service Operations Manager. In addition, a registered dietician can be available to help students who want to make sure they are choosing healthy food options.

CROSSROADS CAFÉ, DUNKIN’ DONUTS, AND FRESHĚNS AT THE REYNOLDS CAMPUS CENTER

The à la carte menu here includes Pizza Hut Personal Pan Pizzas, fresh-baked goods, a varied grille and charbroiled menu, sub and deli selections, hot entrées, and Simply to Go®, an express format that includes grab-and-go salads and sandwiches, as well as microwavable meals. You also will find our sushi chefs preparing a wonderful assortment before your eyes! A large selection of beverages also is available here from Dunkin’ Donuts and The FreshĚns Energy Zone. Luncheon specials are featured daily. Meals can be purchased using Babson Bucks, Munch Money, cash via your Babson OneCard, and MasterCard and Visa.

PANDINI’S AT THE F.W. OLIN GRADUATE SCHOOL OF BUSINESS

Pandini’s menu features brick oven-style pizzas, calzones, strombolis, fresh salads, pastas, panini sandwiches, and desserts. A wide array of beverages is featured along with Green Mountain Coffee Roasters coffee. Monthly luncheon and dinner specials are featured. Meals can be purchased using Babson Bucks, Munch Money, cash, your Babson OneCard, and MasterCard and Visa.

ROGER’S PUB

The beverage menu consists of a variety of nonalcoholic beverages as well as your favorite beers and wines. Entry to Roger’s requires you to have a valid driver’s license. Regular entertainment is offered by disc jockeys, comedians, and/or live music. Cable TV with NESN and the Fox Sports Network also is available.

JAZZMAN’S CAFÉ AT HORN GALLERY

Jazzman’s is a coffee jazz café featuring Fair Trade and organic coffees with upscale bakery products and take-out salads and sandwiches. It is located in the Horn art gallery featuring cool jazz and students’ original art pieces.

CATERING SERVICES

The dining service has a variety of offerings to meet campus catering needs. From gourmet bag lunches, to pizza parties, to break-out deliveries in classrooms, to full-service functions, there is a menu to suit your needs. Call the catering manager at Ext. 4943.

HOURS OF OPERATION*

Trim Dining Hall

Monday–Thursday7:15 a.m.–8 p.m.
 Friday7:15 a.m.–7 p.m.
 Saturday11 a.m.–7 p.m.
 Sunday11 a.m.–7:30 p.m.

Crossroads Café

Monday–Thursday11 a.m.–11 p.m.
 (until 2 a.m. Saturday)
 Friday11 a.m.–8:30 p.m.

Dunkin’ Donuts

Monday–Wednesday7:30 a.m.–9 p.m.
 Thursday7:30 a.m.–2 a.m.
 Friday7:30 a.m.–2 a.m.
 Saturday–Sunday9 a.m.–3 p.m.

Pandini’s at the F.W. Olin Graduate School of Business

Monday–Thursday7:30 a.m.–8:30 p.m.
 Friday7:30 a.m.–2 p.m.
 Saturday7:30 a.m.–1 p.m.

Roger’s Pub

Monday–Thursday8 p.m.–Midnight

Jazzman’s at Horn Gallery

Monday–Thursday8 a.m.–9 p.m.
 Friday8 a.m.–2 p.m.
 Sunday4–9 p.m.

**Trim and Roger’s Pub are closed during Thanksgiving, Christmas, and spring vacations. Jazzman’s at Horn, FreshĚns, and Dunkin’ Donuts hours are reduced during these periods and during the summer months. All hours and days of operation are subject to change*

FACILITIES MANAGEMENT AND PLANNING

About Facilities Management and Planning

The Facilities Management and Planning Department supports the Babson College community by creating and maintaining a high-quality environment for living and learning. The department's goal is to provide a responsive, efficient, and high-quality service. The Facilities team strives to work in a respectful and cooperative, efficient and sustainable way.

CUSTOMER SERVICE RESPONSE CENTER WORKORDER@BABSON.EDU

The Customer Service Response Center is open from 8 a.m. to 4 p.m., Monday through Friday.

How to Obtain Services

All Non Emergency requests should be requested via the Babson Portal (including key requests)

<https://fusionmx.babson.edu/index.cfm?method=Portal.ShowPortal> go to Smart tools, Administrative, Facilities Web request, then follow the instructions and include ALL relevant information.

General inquiries, including concerns about existing work requests should be submitted by e-mailing workorder@babson.edu.

Emergency requests should be requested by telephone (Ext. 4444) during business hours. If there is no response at this number, call Public Safety at ext 5555. This number also should be used after normal business hours or on weekends and holidays.

Campus Scheduling (Ext. 4527)

All event requests and logistics should be submitted to the scheduling department by e-mailing scheduling@babson.edu.

Requests for space by non-College organizations should be made to the Office of Special Events at Ext. 5265.

Capital Projects Management

Capital Projects Management (CPM) is responsible for the planning, programming, and execution of new construction or major renovations. General consultation regarding specific design and engineering services, permitting, and construction management, as well as cost estimates, are provided by CPM to department heads and building users as required. Requests should be made through the senior operations group through your representative vice president or dean.

Energy Management Program and Sustainability

Babson College is committed to a program of energy conservation and sustainability. You can assist in conserving energy by closing windows and turning off computers at the end of the working day, turning off all lights in unoccupied areas, and reporting leaking pipes and faucets to the Customer Service Response Center. An Energy Management Strategic Plan has been developed to reduce energy consumption and improve environmental conditions.

In order to maintain a healthy year-round environment, temperatures will be maintained in a range of 68 to 72 degrees during regular operating hours under normal weather conditions. Since our buildings vary in size, design, age and condition, some variance from target temperatures is to be expected. If temperatures fall out of this range, it should be reported to the Customer Service Response Center.

Babson has completed many initiatives to improve sustainability on campus and many more are under way. To learn more about sustainability at Babson, please contact the Sustainability Office at Ext. 6000.

Babson College has a recycling program for all buildings. You can help by collecting recyclable materials and depositing them in the appropriately labeled containers. If you have questions or suggestions, please contact Facilities at Ext. 4444.

Environmental Health and Safety

Any issues or concerns with environmental health and safety or personal safety related to regulations such as those issued by the Occupational Safety Health Administration (OSHA) are being handled by Facilities Management and Planning through its Environmental Health and Safety representative, Glenn McGeoghegan. Glenn can be reached at Ext. 4465, or by cell at 781-831-1371, or by e-mail at Glenn.McGeoghegan@verizon.net.

HEALTH SERVICES

HEALTH SERVICES

Sharon Yardley, *Director*

Dr. David Dodson, *Supervising Physician*

Hollister Hall

www.babson.edu/health

Health Services is committed to maintaining and improving student health through preventive, diagnostic, and therapeutic care. The staff consists of a team of nurse practitioners, a supervising physician, a full-time health educator, a consulting nutritionist, and an administrative assistant. The nurse practitioners are certified by the national nursing organization and are licensed to diagnose and treat illnesses, prescribe medication, order and interpret diagnostic tests, and provide health counseling and education. They work collaboratively with the supervising physician to evaluate and treat acute and chronic medical conditions and manage ongoing health maintenance issues. When appropriate, referrals are made to independent health care providers and medical specialists. Appointments can be made by calling Ext. 6363. The physician is available for consultation, on an on-call basis, when Health Services is closed during the academic year. In order to provide comprehensive care, Health Services works closely with the Babson Counseling Program and other departments across campus.

Hours of Operation and Location

Health Services is located on the first floor of Hollister Hall, and services are available to all full-time Babson College students. The department is open Monday to Friday, 9 a.m. to 5 p.m. On Monday and Thursday nights, there are urgent care walk-in from 5 p.m. until 6:45 p.m., during the fall and spring semesters. During the summer months, Health Services clinical hours are 8:30 a.m. until 4:30 p.m. by appointment only. Appointments are required, and can be made by calling Ext. 6363, or going to the website <http://healthinfo.babson.edu>. Limited services are available during Winter Session.

- After-Hours Care: during times when Health Services is closed (nights, weekends, holidays), students can call Public Safety at Ext. 5555 to speak with the on-call clinician.
- Emergencies: for on-campus emergencies, Public Safety (campus police) should be contacted at Ext. 5555. They will respond promptly and provide or arrange transportation to Health Services or to Newton-Wellesley Hospital. Acute emergencies are referred to Newton-Wellesley Hospital.

Confidentiality

All visits to Health Services and conversations with the staff are confidential. A student's permission must be obtained before information will be given to anyone not directly connected with that student's care. This includes parents, spouse, and College officials. There are limited exceptions to this policy as Massachusetts public health law requires that certain communicable diseases be reported to the Department of Public Health. The other exception relates to life-threatening situations where there is a threat to self or others.

Medical History and Immunization

All full-time students must complete a Health and Immunization form prior to registration. Massachusetts law requires all full-time college students to submit provider-signed documentation of immunizations to Health Services. Any student failing to provide the required documentation will be prohibited from registering and attending classes. Students are required to be immunized against measles, mumps, rubella, hepatitis B, tetanus, and diphtheria. In addition, Babson College requires that all students either show documentation of being immune to Varicella (chicken pox) or be immunized against it. All new students (graduates, undergraduates) who are living on campus are required to show proof of having been immunized against meningitis. An official Massachusetts Department of Public Health waiver form may be signed declining to be vaccinated against meningitis. Waiver forms can be downloaded from the Health Services website, www.babson.edu/health.

Health Insurance

Massachusetts law requires that all students enrolled in nine or more credits each semester provide proof of health insurance coverage. This is accomplished by submitting a waiver online to University Health Plans. Students must either purchase the health insurance plan offered by the College or provide proof of other comparable health insurance. Effective September 2006, the Commonwealth of Massachusetts requires all international students to participate in the College-sponsored plan or purchase insurance from a U.S. company. No foreign insurance plans will be accepted, including Embassy-sponsored plans. If a waiver is not submitted, students will be automatically enrolled in the Babson-sponsored student health insurance plan and will be billed accordingly. No refunds will

be afforded once this insurance has been billed. The student health insurance plan is with insurance company BlueCross BlueShield of Massachusetts, and our insurance broker is University Health Plans. This is a student health insurance plan that is available at competitive rates to Babson students who are enrolled in nine credits or more. The plan offered through Babson does not provide coverage to dependents. Coverage begins in mid-August and terminates the following August. Students starting in the spring semester may enroll in January at an adjusted rate, with the policy ending in mid-August. All full-time Babson students are eligible to access care at Health Services regardless of his or her health insurance plan.

Women's Health Care

Health care is available to graduate and undergraduate women, including routine gynecological exams, contraceptive counseling, emergency contraception, pregnancy testing and counseling, HIV testing, and diagnosis and treatment of, and information regarding, sexually transmitted diseases. Appointments with the nurse practitioners for routine gynecological exams should be scheduled at least one week in advance.

Men's Health Care

Health care is available to graduate and undergraduate men for the evaluation and treatment of acute and ongoing medical conditions, including the diagnosis and treatment of sexually transmitted diseases including HIV testing. Information and instruction in testicular self-examination (TSE) and contraceptive counseling also is available. To avoid long waiting times, appointments are encouraged.

Allergy Clinic

Graduate and undergraduate students who take ongoing allergy desensitization injections can have their injections administered at Health Services during physician clinic hours only by scheduling an appointment. Students must provide their own serum with instructions from their private physician.

Health Promotion and Wellness

The goal is to provide outreach and programming that will increase students' awareness and make information available on a wide range of health topics. It is our commitment to provide resources that will help Babson students develop life skills to assist them in making responsible choices about sexuality, alcohol and other drugs, nutrition, stress management, relationships, eating concerns/disorders, and other health-related behaviors. Programs that are currently active include:

- **Sexual Assault Resource Group (SARG)**

The SARG program provides resources, support, and advocacy to victims of sexual assault and abuse. As advocates, SARG volunteers assist students by providing information about medical and community resources, as well as options regarding legal, personal, academic, and College disciplinary issues. SARG consists of volunteers drawn from the faculty, administration, and staff. SARG strives to educate the Babson community about issues of sexual assault, abuse, and harassment.

SARG understands the sensitive nature of sexual assault and abuse and seeks to provide a supportive environment for survivors to share their feelings about their experience. SARG is one of the resources provided by Health Services, as part of a campus-wide health education program. The services of a SARG volunteer can be activated by calling Health Services at Ext. 6363, Monday through Friday, 8 a.m. to 6 p.m. When Health Services is closed, call the Boston Area Rape Counseling Center (BARCC) for confidential advice and counseling. BARCC can be reached at 617-492-7273 or 1-800-841-8371. These are the numbers for the 24-hour hotlines.

- **Nutrition Counseling**

A nutritionist is available to work with students individually and in groups. Topics of discussion can include eating concerns/disorders, weight management, eating for optimum athletic performance, eating on the go, "Trim Tours," and general nutrition concerns.

- **Alcohol and Other Drugs**

Individual and group discussions, sometimes involving major outside speakers, are provided.

- **Eating Concerns/Disorders**

A team consisting of a clinician, a nutritionist, and a therapist will work with students who are diagnosed with an eating disorder.

- **Stress Management**

Many opportunities exist to participate in stress management programs, including yoga, massage, exercise,

meditation, step aerobics, and dance. A relaxation room in the Reynolds Campus Center also is available to all students.

- **Online Support**

The College has partnered with the JED Foundation to provide students with access to a confidential mental health online informational resource free of charge. Students are encouraged to visit the site at www.ulifeline.com, or link to the site from www.babson.edu/health.

Other outreach efforts include programming on dating violence, World AIDS Day activities, National Collegiate Alcohol Awareness Week activities, The Great American Smokeout activities, and “No Study Zone,” a pre-exam stress relief activity.

Student Affinity groups are encouraged to take advantage of the many resources available to them. One way to do this is by inviting staff to present programs that might be of interest to a specific group. The Health Services and Health Promotion and Wellness staff are committed to making the department a Safe Zone and work consistently at being allies to GLBT students.

HORN COMPUTER CENTER/IT SERVICE CENTER

Andy Lymburner, *Director, Operations & Security*

Dan Tonelli, *Director, IT Support Services*

Horn Computer Center

www.babson.edu/itsd

The Horn Computer Center, an integral part of ITSD’s interaction with students, is adjacent to Horn Library.

COMPUTER LABS

There is one 24-hour student access (ID required) computer lab in the Horn Computer Center, and three computer-equipped classrooms that can be used for presentation/group meeting areas when not being used for classes. They are located in Horn 153, 154, 159, and 160. The 24-hour lab is equipped with four tables outfitted with 24 data ports for laptops, a podium with classroom control unit and desktop computer, data projector, VCR, DVD player, four scanners, a networked printer, and four Lenovo desktops running Windows XP. The desktops are loaded with Office 2007, in addition to a number of other applications that are used for photo and video editing.

COMPUTER AND TECHNOLOGY SUPPORT: IT SERVICE CENTER

The IT Service Center, located in Horn 220 provides a central, convenient location to go for help with technology related to your studies here at Babson.

Help with a Babson-issued Laptop

If you are having a problem with your Babson-issued laptop, simply bring it to the IT Service Center in Horn 220, and the technicians there will help diagnose and resolve the problem. If the problem cannot be resolved within a reasonable amount of time, we will ask you to leave your laptop with us. Generally, laptops left with us are ready within a few hours.

Help with a Non-Babson Laptop

IT Service Center technicians can help you get your non-Babson laptop connected to the Babson network, and provide assistance with installing Babson-provided software. The Laptop Services staff cannot repair non-Babson owned laptops. We recommend you contact the retailer, the laptop manufacturer, or we can refer you to a third-party service provider.

Help with Multimedia or AV Equipment

Media Services has a variety of class-related equipment available for loan. Babson has 42 multimedia-equipped classrooms located throughout the campus, including nine in Olin Hall. Should you need to practice for a presentation, you may reserve a room with installed display equipment by calling the Scheduling Office at Ext. 4527. If you need to make a presentation in a room that does not have the necessary equipment, your professor can request equipment delivery by calling Media Services at Ext. 6333 or by sending e-mail to media@babson.edu. Please note there are no weekend delivery hours.

Help with Other IT Questions

If you are having problems with any other technology here at Babson, such as Blackboard, Babson Portal, or e-mail, we recommend you stop by the IT Service Center (preferably with your laptop). If you cannot come by in person, help is available by calling Ext. 4357. When you call, a technician will troubleshoot your problem, and if it cannot

be resolved over the telephone, she or he will log a trouble ticket to the appropriate group within ITSD. Additionally, you may report nonurgent problems by sending e-mail to support@babson.edu.

SERVICE CENTER HOURS

Academic Year Support Hours:

Support Service	Monday–Thursday	Friday	Saturday	Sunday
Walk-in Horn 220	7:30 a.m.–9:30 p.m.	7:30 a.m.–6 p.m.	Noon–4 p.m.	Noon–8 p.m.
Telephone or E-mail x4357 (HELP) or support@babson.edu	24 hours	24 hours	24 hours	24 hours
Classroom Support (x4421)	7 a.m.–9:30 p.m.	7:30 a.m.–6 p.m.	Closed	Closed

Web Self-support – 24 Hours at <http://answers.babson.edu>

Please see <http://www.babson.edu/itsd> for seasonal hours.

Accessing Babson Resources from Off-Campus

All of Babson’s primary online services, such as Babson Portal, Blackboard, e-mail and the K: drive, can be accessed via a Web browser from any computer connected to the Internet. For a list of the URLs of these services, please refer to the ‘Get Help With’ section of the IT Service Center Web page at www.babson.edu/itsd.

COMPUTER TRAINING WORKSHOPS

Online training for the Microsoft Office 2007 suite of applications and Microsoft SharePoint can be located at <http://elearning.babson.edu>. Face to face training classes in computer applications and other topics of interest are offered by Human Resources. For more information, call 781-239-4492.

HORN LIBRARY

Dee Stonberg, *Associate Director, Access Services*

Horn Library

www.babson.edu/library

The Horn Library features a strong business collection of print, media, and electronic information resources and a staff of highly trained professionals who offer a wide range of services to the College community.

www.babson.edu/library

Books, Electronic Books, Videos, and Library Reserves—Students, faculty, and staff may request delivery from, or check out items at, Babson College, Olin College, and Wellesley College.

The Electronic Resources section of the library website provides links to electronic services and information pages about access and use of the service. Reference librarians and research guides on the website can help identify the best service for your topic.

Stephen D. Cutler Investment Management Center

The Stephen D. Cutler Investment Management Center provides Babson students, faculty, and alumni with access to state-of-the-art information resources and technology used by investment professionals in the marketplace. The Cutler Center is home to the Babson College Fund (BCF) and reflects Babson’s commitment to provide its students with a “real world” educational experience. The market data information services available include: Bloomberg, Thomson One Equity, Compustat, Baseline, and many others. For more information about the Cutler Center’s programs and instructional offerings, please contact Jack Cahill, at Ext. 4578.

Reference and Instruction

Information Desk staff are available during all hours of operation for general reference questions and routine assistance with services and equipment. For in-depth help, make a consultation appointment with a reference

librarian by signing up at Information Desk 1, calling Ext. 4596, or by sending an e-mail to reference@babson.edu. Virtual and live library tours are provided during orientation, incorporated into some courses, and offered in evening and weekend workshops.

Periodicals Online and in Print

There are nearly 350 current magazines, journals, and newspapers, plus thousands more available online. Heavily used periodicals in print (*Forbes*, *Time*, etc.), reference books, and supplementary course readings are on reserve at Information Desk 1.

Nonprint Materials

Videos, DVDs, audiocassettes, software, multimedia, and reserve CD-ROMs are kept at Information Desk 2 near the Computer Center entrance. Video and audio playback equipment is located nearby.

Interlibrary Loan

Periodical articles and books not available in the Horn Library may be obtained through the free Interlibrary Loan/Document Delivery service. Requests for delivery can be made by using the electronic Interlibrary Loan form on the library website.

Horn Group Study Rooms

Group study rooms equipped with personal computers are available throughout the library and computer center. Library rooms 103, 104, 105, 106, 201, 202, and 204 each offer an LCD projection or plasma screen unit, a VCR, and a conference phone for group meetings. Rooms can be reserved at Information Desk 1 for two-hour periods.

Babson OneCard

A Babson OneCard is needed to check out items, use reserve materials.

Circulation

Books	4 weeks
Videos and audiocassettes	4 hours
Other reserve materials	2 hours

Overdue Fines

Reserve materials	\$1 per hour
Maximum fine per overdue item	\$25

Library Hours

Monday–Thursday	7:30 a.m.–Midnight
Friday	7:30 a.m.–7:30 p.m.
Saturday	8:30 a.m.–5:30 p.m.
Sunday	9 a.m.–Midnight

All-night study rooms are open when the library is closed.

Hours vary during exam periods, holidays, intersessions, and in the summer, and they are subject to change. Changes are posted on the telephone voice messaging system (Ext. 4265), at the library website, and at the entrance doors.

Telephone Numbers

Recorded Message	781-239-4265
Information Desk	781-239-4596
Interlibrary Loan	781-239-4574

MAIL SERVICES

Steve Heaslip, *Manager*

Ext. 4298

Reynolds Campus Center

All full-time students, whether they live on or off campus, are assigned a mailbox in the Reynolds Campus Center. This box assignment will remain unchanged as long as you are enrolled at the College. If you withdraw for any reason, use the mailbox in violation of College policies or law, and/or tamper with your mailbox, you will lose this assignment.

All student businesses and organizations generally are allowed to distribute mass mailings to inform the student body of events, specials, etc. If you would like to have a mailing placed in the boxes, you will need to contact the

manager before you make copies. When doing a large personalized campus mailing, use box numbers in numerical order on all correspondence to help speed delivery.

The service window is open Monday through Thursday 9 a.m.–6 p.m., and Friday 8:30 a.m.–4:30 p.m. for package pickup, shipping, and questions. First-class mail is delivered by noon; courier mail such as FedEx, UPS, and DHL are delivered at 1:30 p.m. daily. Mail is not delivered and packages cannot be received on weekends or holidays.

All students need to use the following address format exactly to ensure the proper, timely delivery of any mail or packages:

Student's Full Name
Campus Box # _____
Babson College
Babson Park, MA 02457-0420

Please note that mail should not be addressed to a residence hall, campus phone extension, or nickname, as this will delay or possibly cause the return of your mail.

Students are responsible for updating their preferred forwarding address through the Babson Portal. This address will be used by Mail Services in order to forward your mail during the summer and after graduation.

Student Mail Services also is capable of handling outgoing mail letters and parcels. You can send a letter or a package to anywhere, using UPS, FedEx, or the Postal Service via the Student Mailroom. All purchases must be made using the Babson OneCard, as cash will not be accepted.

If you have any questions, contact the Student Mailroom at Ext. 4338. For more information, check under Auxiliary Services on the Portal.

MATHEMATICS RESOURCE CENTER (MRC)

Professor George Recck, *Director*
Babson Hall
<http://roger.babson.edu/mrc>

The MRC, located on the ground level of Babson Hall, is a free resource that is available to students to help them develop competence and confidence in their quantitative skills. The MRC staff is trained specifically to support all three core QTM courses. Visit the MRC website at <http://roger.babson.edu/mrc> for the complete schedule and more information.

NOTARY PUBLIC

The following are notaries public on campus: Corine Burke, Hollister; Rita Hansen, Campus Life; Mary Keane, Hollister; and Emily Mariani, Hollister.

OFFICE OF INTERNATIONAL PROGRAMS

Amir Reza, *Director*
Elise Beaudin, *Associate Director*
Hollister Hall
www.babson.edu/oip

The Office of International Programs (OIP) provides Babson and visiting students with innovative, high-quality educational programs, services, and information that can help them achieve their international learning and professional developmental objectives. These opportunities include international consulting experiences, international academic experiences, both short-term and semester-long, as well as resources for international students.

During the academic year, office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. For more information, call OIP at Ext. 4565.

EDUCATION ABROAD PROGRAMS

As part of the College's mission to educate "men and women to be entrepreneurial leaders in a rapidly changing world," Babson students are strongly encouraged to participate in education abroad for academic credit. The Office of International Programs offers a variety of education abroad programs to fulfill Babson students' academic,

personal, and professional needs. Each year, approximately 180 Babson undergraduates study at colleges and universities outside of the United States. Through Babson's Semester Abroad Program, undergraduates can choose to study on one of 65 programs in 30 countries and take courses in line with their academic goals and personal interests. In addition, exchange relationships with some partner institutions also allow international students the opportunity to lend a unique flavor to the already diverse community at Babson.

Additionally, students can participate in faculty-led, short-term programs during winter and summer sessions as well as March break. These programs are content-based, and have taken place in locations such as England, Ghana, Italy, Uruguay/Argentina, Russia, and South Africa.

One other option for international study is the Joint Management Consulting Field Experience (JMCFE) program. This unique program offers teams of students from Babson, and an international partner institution, the opportunity to work jointly to complete a consulting project for an international company.

HONORS INTERNATIONAL PROGRAM

Babson offers honors students a range of exciting opportunities to gain international experience. Honors students can fulfill their international experience requirement by participating in either the Education Abroad Program or the Honors International Program. Currently, the Honors International Program offers two novel options: a summer program in London that combines academic study at the prestigious London School of Economics and Political Science with an internship in a London-based company; and honors international elective courses in Europe and Latin America that include classroom lectures, company site visits, and cultural activities. Honors international electives are conveniently offered during the winter and spring breaks.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

International Student and Scholar Services (ISSS) is dedicated to serving Babson College's international community. ISSS staff members assist international students and scholars by providing comprehensive advisory and support services, and by working with various campus departments to ensure a smooth transition and a successful experience for Babson students.

ISSS is responsible for issuing the Form I-20/Form DS-2019 Certificates of Eligibility to Babson international students and scholars requiring student visas, and for facilitating orientation and information sessions.

ISSS supports international students and scholars by providing advising services on immigration, employment, academic, social, and cultural issues, by supporting intercultural clubs and organizations, and by promoting cross-cultural awareness and global leadership on campus. Contact International Student and Scholar Services in the Office of International Programs at 781-239-4565 for further information.

PUBLIC SAFETY

John Jackson, *Director*
Public Safety Building
www.babson.edu/ps

Public Safety provides a wide range of assistance—resident and building security, emergency medical response, medical shuttle service, lost and found, fire safety and detection, crime prevention, escorts, law enforcement, and emergency OneCard replacement—24 hours per day, seven days per week, 365 days per year.

The office enforces College rules and regulations and investigates violations of state and federal laws. Most public safety officers are sworn officers of the Commonwealth of Massachusetts and have powers of arrest on the Babson campus. To request a copy of Babson's Crime Awareness and Campus Security Act report, contact Babson's Office of Public Safety at Ext. 5598, or view it on public safety's website. This report contains information about Babson's policies and programs for safety and crime prevention as well as incident statistics.

Students can help prevent crime on campus by keeping doors and windows locked and by reporting any suspicious activity to Public Safety. If there is a problem in your building that can be handled by a residence hall staff member (noise complaints, disruptive parties, etc.), call that person first. If you have an emergency situation, dial 781-239-5555 or Ext. 5555 from a campus telephone.

BICYCLES AND ALTERNATE FORMS OF TRANSPORTATION

The use of bicycles and other forms of nonmotorized vehicles (i.e. skateboards, in-line skates, scooters, etc.) on and off campus is a great way to keep fit. All nonmotorized forms of transportation should be used in a safe and

reasonable manner that does not endanger pedestrian foot traffic or interfere with auto traffic. Bike racks are provided at several locations on campus; skateboards, and Rollerblades can be stored in designated areas in residence halls as long as they don't interfere with the safety and convenience of the residents. We do recommend you lock your bike when it is not in use. Bicycles must be registered on campus through the Public Safety Office, please see the following link for more details:

www3.babson.edu/offices/public_safety/forms_regulations/upload/TrafficandParking.pdf

Alternate forms of transportation which run on flammable fuels, such as motorized scooters and motorized bicycles may not be stored inside of any building, including residence halls, as they pose a safety hazard. Motorized scooters and motorized bicycles found parked at or secured to bicycle racks will be subject to being towed at the owner's expense.

Engraving tools are available from Public Safety to mark your bike for easy identification. Bicycles found locked to light posts, fences, and stairwells or other areas that might impede emergency access, will be removed and may be confiscated and disposed.

AUTOMOBILE REGISTRATION AND PARKING

Vehicle registration is required within three days of the time a vehicle is brought to campus. You will receive a parking registration sticker and a pamphlet that outlines your responsibilities with regard to parking and vehicle operation on campus. The registration sticker must be visible on the side window behind the driver. Any change in the license plate number, make, or model of the car during the school year must be reported to Public Safety within three days of the change. If a motor vehicle is ticketed repeatedly for parking violations or for nondisplay of a current Babson sticker, it may be immobilized or towed, and the owner will be responsible for all towing and storage charges in addition to fees assessed by the College. Vehicles that are not registered or insured and inoperable vehicles are not permitted on campus. All vehicles in these categories may be subject to ticketing or towing at the owners expense. This is outlined more fully in the Traffic and Parking Regulations guidebook that is available at Public Safety or online at **www.babson.edu/ps**.

The College assumes no responsibility for damage to any vehicle while it is parked on College property, during towing, or while in the possession of the towing agent. Upon registration, a parking sticker will be issued and attached to a sheet of paper with a list of all parking lots and who can use each lot. Please note that any car parked in a lot not designated for students, or in other than a designated student parking space, may be ticketed and/or towed. Use of certain lots may be curtailed from time to time or restricted due to special events or construction.

In the interest of community safety, and to reduce vandalism and theft, please remove all valuable articles from your car and lock it when not in use. Students bringing cars from other states or foreign countries must comply with the Commonwealth of Massachusetts requirements for the registration of automobiles and the licensing of drivers after 30 days from the date of formal registration at Babson College, and must secure liability insurance to the extent of \$20,000–\$40,000 in Massachusetts unless such insurance already has been taken out in their own states.

Babson College considers unauthorized parking in handicap areas a serious offense, and violators may be ticketed and towed. Please honor handicap parking spaces.

TRAFFIC TICKET APPEALS

An appeal of a traffic ticket may be made either in person at Public Safety or online at the Public Safety website (**www.babson.edu/ps**) within three weeks of the date of a violation. The student will be notified via e-mail of the result of the appeal. If the initial appeal is denied, a student may request further appeal through the Traffic Review Board by notifying the parking clerk within five days of the notification of denial of the initial appeal. Once the parking clerk has been notified, the student will be assigned a date on which to appear before the Traffic Review Board. All appeals to the Traffic Review Board must be made in person, and all decisions of the board are final and cannot be appealed. The time and place of board sessions will be announced by the parking clerk. The board may consist of undergraduates in good academic standing, a faculty member, an administrator, and a representative from Public Safety.

For more information, call the parking clerk at Public Safety at Ext. 5598, Monday to Friday, 8:30 a.m. to 3:30 p.m.

REGISTRAR

Linda Kean, Registrar

Hollister Hall

www.babson.edu/registrar

Hours while classes are in session:

Monday, Wednesday, Thursday, Friday 8:30 a.m.–4:30 p.m.

Tuesday..... 8:30 a.m.–6:30 p.m.

The Academic Records and Registration Office manages course registration for students and maintains the student transcript, an official record of transfer credit and course work completed at Babson College. The Registrar's office evaluates course work and certifies graduate and undergraduate degree candidates prior to issuing a diploma.

Degrees are awarded three times each year; at the Commencement ceremony in May, on September 30, or December 30. The Registrar's Office administers the College Academic Calendar.

The office also provides the following online services:

- Application for Degree
- Enrollment Verification Request
- Transcript Request
- Online Course Selection
- View of Grades
- View of Schedule
- View of Student Opinion Survey Results

Students should maintain their address information using the My Info tab on the Babson Portal (<http://portal.babson.edu>).

RESIDENTIAL LIVING

Lisa MacDonald, Director

Reynolds Campus Center

www.babson.edu/resliving

If you are like most students, one of Babson's 16 residence halls will be your home while you are on campus. Living in this community can be one of your most valuable college experiences. There are several types of accommodations available on campus, ranging from private single rooms to six-person suites. Room rates vary according to room type.

BABSON ONECARD AND ROOM KEY POLICIES

Each resident is issued a key to his or her room and/or a OneCard, which serves as the key to the exterior residence hall doors. Residents of Park Manor North and 81 Map Hill Drive use their OneCards to gain access to both the building and their rooms. All students have access to the residence halls Monday to Sunday, noon to 9 p.m. After these hours, students visiting friends in other residence halls will be expected to use the call boxes located on the exterior of each 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 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 Public Safety Officer 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 Campus Life 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 \$25 service charge for each subsequent lockout request.

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. If you reside in 81 Map Hill or Park Manor North and your OneCard is lost, please go to the OneCard office during normal business hours or Public Safety for replacement after hours.
3. Keys will be given only to students who show proper identification and are officially assigned to the room by Residential Living. 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.

The Babson OneCard is an identification card. Possession of a false or altered ID is a serious offense, which will subject the bearer to disciplinary action. Students who manufacture or distribute false IDs will be referred to the College judicial process and may be referred to law enforcement authorities.

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."

FURNISHINGS

Rooms are furnished with a bed, mattress, bureau, desk and chair, bookcase, recycling bins, and wardrobe or closet. 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. Mattresses are extra long and standard fitted sheets will not fit. Extra-long sheets are available at most department stores.

LOFTS AND WATERBEDS

While lofts and waterbeds are not permitted, 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 hall spaces. The College recognizes the need for student storage space and, therefore, will supply bed risers upon request to any student to lift his or her bed.

TELEVISIONS

Students can bring televisions for their residence hall room and/or suite common room. However, students are strongly discouraged from mounting televisions to the wall. In the event a television is mounted, the cost to repair the wall is \$150. Students who occupy the room and/or suite will be charged this amount for repairs.

HOUSING ELIGIBILITY

All first-year students entering Babson in September are guaranteed housing if they meet all stated deadlines.

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

INSURANCE (STUDENTS' PERSONAL/AUTO)

The College assumes no responsibility for items lost, damaged, or stolen from students at anytime, 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. If students do not have insurance through their parents' homeowner's policy, they may visit the Office of Campus Life or Public Safety and pick up a copy of an independent student personal

property insurance program application. Please note: The College is in no way affiliated with this program and places no requirement on students to select it as their insurance carrier. 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, cinder blocks, 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.

LOSS OF STUDENT HOUSING

Students suspended from the College or who lose College housing for disciplinary reasons may not be eligible to receive a financial refund on the remainder of their housing contract. Decisions regarding such refunds will be made by the dean of student affairs or her designee.

MEAL PLANS

As per the Undergraduate Housing License and Meal Plan, and for reasons of public health and personal wellness, a meal plan (Platinum, 19, 15, 10) is required of all undergraduate students who live in a residence hall. Returning students have the option to “opt out” of the college meal plan only if they are living in a housing unit that has a full kitchen in their individual living space. A full kitchen is defined as having a full-size refrigerator, stovetop, and oven. These spaces are available through the College's housing lottery system. First-year students are not eligible to reside in these qualifying spaces and must be on a meal plan. Any residential spaces with common area kitchens or kitchenettes (stovetop only) do not qualify. There are no other exceptions to this policy.

OFF-CAMPUS HOUSING

Campus Life maintains a list of available rentals and other resources to assist students in their search for off-campus housing. Listings of off-campus housing can be found in the office. The College does not investigate or endorse any off-campus housing. Students who live on campus and want to move off campus must contact the Office of Campus Life to complete the appropriate form and obtain permission to cancel his or her housing contract. No student will be released from his or her housing contract until written permission from the Residential Living staff is received.

QUIET HOURS

It is expected that residents and their guests will be respectful of others' need for quiet, specifically between 8 p.m. and 8 a.m. Twenty-four-hour quiet hours are in effect during reading days and final exams. Common courtesy is in effect 24 hours a day. The following guidelines are in place regarding stereo use:

- Do not aim stereo speakers out the window.
- 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 Campus Life 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 Portal. Go to Administration, Facilities Web Request and follow the instructions. Please provide as much information as possible, building, room number, etc. Facilities trade employees work Monday to Friday, 7 a.m. to 3 p.m. During regular business hours, emergency calls to Facilities should be made by calling Ext. 4444. Off hours emergency work order requests should be reported immediately to the Office of Public Safety at Ext. 5555.

RESIDENCE HALL STAFF—YOUR CONNECTION TO BABSON

Your area director is a full-time staff member of the Office of Campus Life and lives in your area. Area directors supervise the resident assistants (RAs) and help in the development of positive residential communities. There are

approximately 40 RAs on campus. Yours will live on your floor or on a neighboring floor. An RA is an upper-class Babson College student.

RAs are the foundation of Babson's Residential Living program. RAs are student staff members who perform a very important job of advising community of their peers.

RAs arrive on campus approximately 10 days before fall move-in for training. During training, they work on developing their information resource, teaching, helping, leadership, crisis management, and administrative skills. The training program also encourages teamwork among all RAs campus wide.

The RA staff is out in full force on move-in day to assist you in settling into your new living space. Additionally, your RA is available to assist you throughout the year to help you with any issues (great or small) that you might have.

RAs are most often used as helpers and resources. For instance, if you need help with school work, your RA can help you arrange an appointment at one of Babson's many resource centers (math, writing, etc.). If you become homesick or need a friendly ear, RAs are trained to be effective listeners who will help you walk through your issues so that you can work them out or refer you to appropriate campus resources.

To further assist you, RAs serve on duty in each area of campus each night. If you ever need assistance from your RA, you can call Public Safety for the RA on-duty schedule. The RA duty schedule also is posted at the entrance or in the lobby of each residence hall.

RAs undergo a rigorous application and interview process. They submit essays and a résumé as well as participate in group and individual interviews. Competition for positions is quite intense, and those who are hired receive a single room at no charge as compensation.

Finally, RAs are required to coordinate programs for your community. If you ever have a suggestion for an activity or would like to help in organizing it, just tell them. RAs love input!

REASONS TO SEE YOUR RA

- You need advice on where to go at Babson for help in any area.
- You need someone to talk to (about anything).
- You have something in your room or hall that is broken or missing.
- You are looking for someone to hang out with you or attend a program with you.
- You are not getting along with your roommate(s).
- You need to check in or out of your room.
- You have a suggestion for an activity in your community.
- You need assistance in resolving a noise complaint.
- You need advice on selecting courses.
- You have questions, comments, or concerns.
- You have a suggestion about the quality of life for your residence hall.
- You wish to get involved in your community.
- You want a room change, due to a roommate conflict.
- You have an administrative or Conduct Council hearing.
- You want to give feedback about your residential experience.
- You want to say hello, visit, or talk about anything.

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 Campus Life. 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 the Residential Living staff. Students who make an unauthorized room change will face disciplinary action and/or a \$100 fine. The first step is to complete a Room Change Request form and submit it to your 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.

Single rooms may be requested through the Residential Living staff; however, single room availability is very limited.

Residents of suites have five working days to fill a vacancy. If they have not filled a vacancy at the end of five working days, the Residential Living staff has the option of placing a student in the vacancy or reassigning the remaining suitemates.

ROOM DECORATING

Students are not permitted to wallpaper their rooms. Painting is permitted if it is approved by the Residential Living and Facilities according to the regulations established for room painting. Hanging pictures and posters is permitted, but students are liable for damage from nails, hooks, and adhesive.

RESIDENCE HALL CLEANING

Housekeeping services are provided for public areas, but residents maintain individual rooms and suites. Students are responsible for removing and emptying their own trash. Trash rooms and/or containers are provided for student use. 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 due respect. Alterations or changes in furniture, equipment, and appliances are permitted only with the prior consent of the Residential Living staff. Sanctions for violations of this policy include confiscation of unauthorized equipment or appliances, fines, and loss of housing privileges.

Residents living in Park Manor Central, Park Manor South, Pietz, McCullough, Bryant Studios, Keith, Canfield, and 81 Map Hill Drive will have their suite bathroom cleaned once a week at a designated day and time. You will be notified of this day and time once you check into your fall assignment as it will be posted outside of your suite bathroom door. Residents will be responsible for preparing the bathroom to be cleaned. There will be a checklist outside the suite bathroom 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 out of 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, lounges and corridors (no kitchens) in Keith and Canfield will be cleaned weekly. Per housing contract, residents of Woodland Hill 9 will be responsible for the cleaning of their bathroom spaces. Paper products, cleaning materials, and environmentally friendly chemicals will be available through the RA.

In addition, bathrooms will be cleaned by Facilities at the beginning of the semester, during the winter break, and at the end of the school year. Facilities reserves the right to inspect the 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 Park Manor Central, Park Manor South, Pietz, McCullough, Bryant Studios, and 81 Map Hill; the cost of extra cleaning will be \$250 (divided among all residents per tower) for residents living in Keith and Canfield.

RECYCLING

As part of the College's ongoing sustainability efforts, the College maintains an extensive recycling program. Separate bins for paper and bottles and cans have been provided for each student room. In addition, larger bins are provided in centralized collection areas. Students should empty their personal room bins into the central collection areas. In addition, the College recycles cardboard, clothing, furniture, books, batteries, electronics, and other items. Arrangements can be made with Facilities Management and Planning to collect these and other items. Facilities personnel will collect and empty these larger bins on a regular basis. Student organizations exist to help promote recycling and sustainability.

ROOM PAINTING

The Office of Campus Life and Facilities are pleased to provide the following regulations, which allow residents to paint their rooms while addressing necessary quality and aesthetic needs. This program is available only to residents living in the suites of Pietz, McCullough, Keith, and Canfield. Students must complete a Student Painting Authorization form which can be provided by the Residential Living staff. The Residential Living staff and Facilities will review the request and contact you with an approval or rationale for request denial within five business days.

1. A student room or common area may be painted only once during an academic year.
2. All projects must be approved in advance by Residential Living and/or Facilities. Requests to paint a room must be made in writing to the Residential Living staff, and must be signed by all residents of the room or suite.
3. Your area director or a member of Facilities will inspect your room prior to painting. Before painting, walls must be patched and a base coat of paint applied. Any necessary plastering, caulking, or spackling, must be performed by the College. All wall repairs must be submitted to and repaired by Facilities prior to painting.
4. Only College-supplied latex, semi-gloss paint may be used. Paint selection must be made from the list of approved Babson College paint colors, which is available in Campus Life. Painting an unsanctioned color will result in a charge to the student(s).
5. Paint, brushes, rollers, drop cloths, and all other necessary materials will be supplied by the College. There will be no charge for the supplies or paint.
6. All four walls can be painted the same color, or one wall can be painted an accent color and the other three must be white. Only one color may be used per room, if all walls are being painted. Each wall must be covered entirely with the chosen color.
7. Graphics, designs, stripes, multiple colors, borders and/or decorative art are NOT permitted. However, Special Interest Housing communities may request to paint a design or mural, which is relevant to their community, in the common area. Such requests require prior approval from the Residential Living staff. A drawing of the design or mural must be submitted with the room painting form.
8. Painting of the ceiling, floors, doors, furniture, radiators, cabinets, equipment, fixtures, convectors, windowsills, trim, molding, and woodwork is not permitted. Students must not mark walls with markers, pens, pencils, spray paint, washable paints, hair spray, or other kinds of marking devices.
9. Any damage (i.e. paint spilled on carpets, colored paint on ceilings or moldings) incurred during the painting process will be charged directly to the student(s) responsible for the project.
10. Specific start and completion dates must be indicated. Requests for extensions will be considered on a case-by-case basis.
11. A residence director or member of Facilities will inspect the painted room(s) for compliance with these regulations and painting quality. Violations will cause Facilities to repaint the room at the resident's expense.
12. The College may, at any time and at its sole discretion, exercise the option of professionally repainting the room at the expense of the current resident(s).
13. The College may, at any time and at its sole discretion, modify or terminate this policy if it is determined that it is being a) abused by students and b) having detrimental impact on facilities and College resources.

ROOM OCCUPANCY

Residence halls open and close on the dates posted on the academic calendar. Students are not allowed to arrive early. 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. Exceptions to this policy must be approved by the assistant director of Residential Living.

Failure to complete a proper checkout with a staff member may result in a \$50 improper checkout charge and a \$100 key charge. 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.

ROOM SELECTION FOR NEXT 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 begin to hear about room selection. Students who want to live on campus the following year must complete and submit a Housing Selection Application form by the stated deadline to be eligible to select a room.

When it comes time to select a room, you have many choices. Consult www.babson.edu/offices/campuslife, the housing website, or ask your resident assistant or area director for detailed information about room selection. Note: Missing any selection-related deadline will result in your placement on the housing waiting list. If you miss the deadlines, notify Residential Living so you can be added to the waiting list.

Roommates: Tips for Success

The most anticipated part of living on campus is living with a roommate. Many incoming students describe their feelings as both excited and a bit nervous.

Statistics show students spend 85 percent of their time at college outside of the classroom. That time will be divided between getting involved in clubs, organizations, working, studying, eating, and living in your residence hall.

In fact, approximately 60 percent of a college student's time is spent in the residence halls. This is a nationwide statistic that helps you put the whole picture into perspective. That is a great deal of time to be spending with people you may not know very well, or at all. What follows are some tips on how to live with another person or persons, and we encourage you to use these tips and the Campus Life team for assistance.

If you are nervous about living with someone, keep in mind that fewer conflicts occur between first-year roommates than between upper-class roommates. This is due to the fact that more upperclassmen select his or her own roommate(s).

Babson College enrolls students from throughout the United States and from more than 60 foreign countries. Even if you lived with someone from your same hometown, you would not be exactly alike; therefore, take advantage of living with someone who can teach you new and interesting things.

The key to a successful roommate relationship is communication. To reduce the chance of roommate conflicts, discuss in advance guidelines such as guests, cleanliness, noise, and study habits.

If a roommate conflict does arise, you can take these steps: first, identify the problem in a manner that is specific and use "I" statements (second or third person sounds as if you are blaming); second, suggest a compromise and discuss it; third, once you have agreed on a compromise, put it in writing, and each of you should sign it and post it in the room. If you need assistance with a roommate conflict, staff members, trained in conflict resolution, are ready to help. These staff members are your resident assistant and your area director.

SAFETY AND SECURITY

To request a copy of Babson's Crime Awareness and Campus Security Act report, contact Babson's Office of Public Safety at Ext. 5598 or visit www3.babson.edu/offices/public_safety. This report contains information about Babson's policies and programs for safety and crime prevention, and incident statistics.

STORAGE

There is no storage space in the residence halls. The College assumes no liability, and students must take all personal property with them when they leave at the end of the spring semester. Students who choose to abandon their items assume all liability for theft, fire, water damage, and tampering.

VANDALISM AND DAMAGE POLICY

Students are individually and collectively responsible for vandalism and damage in their halls. Room and suite vandalism and damage is charged to room and suite occupants, and damage in public areas (excluding normal wear and tear) is divided among all residents by floor/wing/section or building when it cannot be assigned to an individual.

When moving in, students are required to sign a room or suite condition form, which is checked when they move out. If a student fails to submit a room or suite condition form, he or she is still liable for vandalism and damages to the room or suite. Any damaged or missing furniture is billed at the end of each semester. The condition of rooms and suites is the residents' collective responsibility.

Students have the right to discuss damage charges with the Residential Living staff until July 1 of any academic year. Charges are not revised after that date. You can have an impact on vandalism in your hall by letting those

responsible know their behavior is not acceptable. Remember, you will pay the bill for their actions. The residence hall is your home while you are at Babson; be respectful of others and treat it with care. Note: Any maintenance or repair requests should be called in directly to Facilities at Ext. 4444.

REYNOLDS CAMPUS CENTER

Jennifer Zamora, *Director, Student Activities and Leadership*
Reynolds Campus Center

Building hours during academic year:

Sunday–Wednesday..... 7 a.m.–Midnight
Thursday–Saturday..... 9 a.m.–2 a.m.

Hours during the summer and over breaks will be posted.

Information Desk hours:

Sunday–Wednesday..... Noon–Midnight
Thursday–Saturday..... Noon–2 a.m.

The Donald W. Reynolds Campus Center is a 38,000-square-foot facility that serves as both a crossroads and living room for the Babson campus. As a gathering place of the College, Reynolds seeks to foster a sense of community. A variety of services are available in Reynolds, including the Information Desk, Babson Bookstore operated by Barnes & Noble, Dunkin’ Donuts, Freshēns, Crossroads Café, RTN Credit Union, two ATM machines (RTN Credit Union and Citizens Bank), Canon Copy Center, vendor carts, commuter lockers, the Global Lounge, Reynolds Back Lounge, student mailroom, meeting rooms, Game Room, student resource room, and Campus Life suite which includes Community Standards, Residential Living, and Student Activities and Leadership. The second floor of the Reynolds Campus Center adjoins the Richard W. Sorenson Center for the Arts and Hollister Hall. If you are interested in any services provided in Reynolds Campus Center, please ask the Building Assistants at the Information Desk.

The Reynolds Campus Center provides a great space for late-night and weekend programming as the building is open until 2 a.m. with late-night food options also available at Dunkin’ Donuts and Freshēns. There is plenty to do in Reynolds with a variety of events, programs, games and entertainment. Contact the director of Student Activities and Leadership in the Office of Campus Life for assistance in planning an event in Reynolds or check out the campus calendar for upcoming programs.

SORENSEN CENTER FOR THE ARTS

Michele Oshima, *Director*
Administrative Offices, Park Manor South
www.babson.edu/sorenson

The Richard W. Sorenson Center for the Arts, a performing and visual arts program serving multiple constituencies, expands and enhances the presence of the arts and culture on Babson’s campus while serving as a paradigm of creative thinking and entrepreneurial practice for academic programs across the business/liberal arts spectrum.

The center supports student performing groups, sponsors programs in the visual arts and creativity, presents guest artists, screens films, and manages theater rentals by community arts organizations. The center manages the 441-seat **Carling-Sorenson Theater**, equipped with state-of-the-art lighting, sound, and projection systems, that also includes a rehearsal and dance studio, and music practice rooms. A band room is located in Park Manor Central. **The Sorenson Visual Arts Center** in Trim Hall features a ceramics and sculpture studio, a B&W photography lab, a drawing and painting studio, and a student art gallery. Regional fine art is shown in public spaces throughout the campus. Ongoing cocurricular classes are offered in ceramics, photography, drawing, and acting skills for business people. Undergraduate elective courses are offered in B&W photography, 2D and 3D art, acting, and introduction to

theater. The center collaborates with other Babson programs and departments to produce creativity workshops designed to build presentation/leadership skills and expand multicultural knowledge on the campus.

SPEECH RESOURCE CENTER

Professor Sydel Sokuvitz, *Director* Horn Library

Located in Room 209, the Speech Resource Center assists graduate and undergraduate students with their speech and business presentation competencies. The center is staffed by faculty members and Graduate Fellows who help students develop their competence and confidence in speech-related skill sets. Taping is available to improve the quality of curricular presentations, team case competitions, classroom discussion techniques, etc. Check the schedule posted at SRC.genbook.com to make an appointment. Come to the SRC to enhance your effectiveness as a business communicator!

STUDENT ACTIVITIES AND LEADERSHIP

Jennifer Zamora, *Director*
Reynolds Campus Center

Academics are not the only part of your college experience. The leadership skills you develop through student activities are an important part of the education you'll receive at Babson. Student Activities and Leadership believes the complete college experience involves both academics and student activities. Here at Babson, you can join a club or organization or even become the founding president of a new organization. You can join a fraternity/sorority, attend leadership conferences, enjoy Spring Weekend events, or participate in a club sport. The opportunities are endless, and it's all up to you to create your own experience and a lifetime of memories.

STUDENT CLUBS AND ORGANIZATIONS

Did you know Babson College students can join one of the more than 93 clubs and organizations each year? Some of the clubs and organizations have a long history with Babson, while others are just starting to make their mark. The annual Organization Carnival held the first Friday of the fall semester is a great way to get acquainted with our different organizations and the programs and services they provide. You can find the most current list of all our registered student organizations at www.babson.edu/ugradclubs.

BENEFITS FOR REGISTERED STUDENT CLUBS AND ORGANIZATIONS:

- Eligibility for funding from the Student Government Association
- Support from the Office of Campus Life staff
- Use of campus transportation for student organization-sponsored, off-campus events
- Enhancement of valuable leadership skills
- Invitations to attend leadership training sessions and conferences
- Ability to reserve rooms on campus for meetings and functions
- Access to the Resource Room and use of machines/equipment
- Ability to fundraise in accordance with College and Commonwealth guidelines
- Use of the UGRAD list serve to market events
- Office space in the Forest Annex for your group (limited space available)

The basic steps to create a new organization at Babson include:

- A commitment from at least five other students who will assist you in starting up the organization
- A faculty or staff member who is willing to serve as your adviser

- A meeting scheduled with the coordinator of Student Activities and Leadership to start the registration process

The College determines whether a proposed organization is eligible for recognition and funding.

LEADERSHIP PROGRAM

Student leadership is an integral part of the Babson experience. Several opportunities exist for student leadership on campus from leadership conferences and the student leader workshop series to student speak outs, roundtables, and the annual Student Government Association Recognition and Appreciation Banquet. The programs offered look at student leaders from a developmental point of view, building upon current leadership skills, and finally transferring these skills into professional skills. In addition, resident assistants, peer mentors, Honor Board members, FME mentors, members of Women's Leadership Undergraduate Admissions interns, and CommUnity Educators (CUEs) are selected in the spring of each academic year through the Leadership Selection process. If you need further information concerning any of the Leadership Programs or selection process, please contact Jennifer Zamora, director, Student Activities and Leadership.

GREEK LIFE

Joining a fraternity or sorority is a lifetime commitment. Members of the five fraternities (Alpha Epsilon Pi, Delta Tau Delta, Sigma Phi Epsilon, Tau Kappa Epsilon, and Theta Chi) and three sororities (Chi Omega, Kappa Kappa Gamma, and Sigma Kappa) share bonds of friendship, leadership, and the pursuit of academic excellence that last well beyond the college experience. The men and women of Babson's Greek community are scholars, athletes, philanthropists, and true leaders on campus. If you are interested in joining a fraternity or sorority, please plan on attending the information session and recruitment events. If you have further questions about Greek Life at Babson, please contact Catherine Sohor, assistant director, Student Activities and Leadership.

STUDENT GOVERNMENT ASSOCIATION

Students have an active voice in the affairs and governance of Babson College. Student representatives serve on several standing committees including but not limited to the Dining Advisory Board, Traffic Appeals Board, and Undergraduate Policy committees. Eligible student leaders can run for the Student Government Association Executive Board at the end of the spring semester. Executive Board positions include: president, executive vice president, vice president of commerce, vice president of campus activities, vice president of communications, and vice president of finance. Student leaders also can become house representatives by attending three consecutive SGA meetings. SGA meetings are held every Wednesday at 6:30 p.m. in Trim 201/202. For more information, please contact Jennifer Zamora, director, Student Activities and Leadership.

CAMPUS ACTIVITIES BOARD

The Campus Activities Board sponsors many social, educational, and cultural programs on campus. The Campus Activities Board, more commonly referred to as CAB, plans campus-wide events during the academic year. These events are open to all Babson College students and their guests. You don't want to miss out on CAB's Knight Parties or Pub Nights. During the spring semester, CAB sponsors a major concert—it's the event of the year! Groups that want to co-sponsor an event are encouraged to meet with the coordinator for Student Activities and Leadership for assistance with the planning process. To better ensure coordination of programs, events must be registered with Campus Life at least seven days prior to the date of the event. Please consult the Babson College Campus Events Calendar when planning an event.

STUDENT AFFAIRS

Betsy Newman, *Dean of Student Affairs*
Hollister Hall

The mission of Student Affairs is to promote a quality student experience for undergraduate and graduate students that is socially, intellectually, and personally rewarding, and to foster a campus environment that is engaging, safe, and welcoming for all its members. Students are encouraged to work collaboratively with Student Affairs to build a strong campus community through their active participation in residential and cocurricular experiences as well as leadership opportunities.

Committed to a philosophy of challenge and support, Student Affairs views students as adults who are expected to act as responsible citizens, advocates for a positive learning environment, and partners in fostering a community that

embraces differences. As an active partner in the educational process, Student Affairs seeks to partner with students in ways that will:

- Develop their appreciation for diversity
- Promote their ethical and socially responsible approach to decision making in both business and community
- Foster their leadership skills through diverse experiences and opportunities
- Develop their appreciation for and interest in the arts
- Increase their understanding of health and wellness issues
- Further their personal growth and development (socially, intellectually, and morally)

STUDENT DIVERSITY AND INCLUSION

TBA, *Student Diversity and Inclusion*
Hollister Hall

This functional area of Campus Life, provides cocurricular opportunities and services for students of color at Babson. Our program strives to increase multicultural awareness and sensitivity at Babson by fostering an appreciation for cultural differences among our student body, faculty, and staff. Diversity Programs and Inclusion organizes programs such as Black History Month, Asian Heritage Month, and Multicultural Week. The program provides support to students in attending various leadership conferences, such as the Black Enterprise Conference, National Conference for College Women Student Leaders, NASPA Latino Student Leadership Conference, and the Black Solidarity Conference at Yale University, and hosts the Annual Affinity Conference every spring. This is an opportunity for current students and alumni to develop relationships and to network. Additionally, the Diversity Safe Spaces are managed through this functional area as well as primary advisement to the CommUnity Educators (CUEs) multicultural alliance. Diversity Programs welcomes your suggestions on how it can better serve our students and enhance our commitment to understanding diversity.

STUDENT EMPLOYMENT

Theresa Holland, *Human Resources*
Nichols Hall
www3.babson.edu/offices/hr/students

The Student Employment Office lists positions for both on-campus and provides a link to off-campus employers. Students can access the job postings through Babson’s internal portal. For positions on campus, preference in hiring is given to students who have been awarded Federal Work-Study, as determined by Student Financial Services. There is no work-study eligibility required for positions off campus. Students are responsible for contacting the employer and making arrangements independently, with no control or supervision exercised by Babson. The College does not assess, interview, or scrutinize these listings or employers. Any student who is offered and accepts a position on campus, is required to complete all necessary paperwork before employment starts. For further information on student employment policies and procedures, refer to the *Student Employment Handbook*.

STUDENT FINANCIAL SERVICES

Melissa Shaak, *Director*
Meredith Stover, *Senior Associate Director, Financial Aid and Financing Options*
Sandy McKeen, *Associate Director, Student Accounts and Payment Options*
Hollister Hall
www.babson.edu/offices/sfs

Hours of operation during the academic year:

Monday, Wednesday, Thursday, Friday 8:30 a.m.–4:30 p.m.
Tuesday..... 8:30 a.m.–6:30 p.m.

Student Financial Services (SFS) provides services to students and their families in the areas of financial aid, financing options, and student accounts. Tuition, payment, and financial aid policy information is available on pages 28–31.

SFS staff is available to help with any of the following:

- In-person or phone appointment with your SFS counselor
- Assistance applying for financial aid
- Assistance understanding your student account and payment options
- Recommendations about financing options
- Loan/debt counseling
- Planning finances for all four years
- Emergency loans and advances (on a limited basis)

SFS online services include:

- Online view of your student account
- Online view of your financial aid application status
- Online view of your financial aid awards
- ePay
- eProxy (allows you to authorize someone to view your student account and pay online on your behalf)
- Requesting change to meal plan
- Requesting refund from student account

TELEPHONE SERVICE

IT Service Center/Horn

Telephone service is provided in each of the student rooms through the Information Technology and Services Division (ITSD). One dial tone line is offered per room with no monthly service charge. Students must supply their own telephone, fax machine, modem, or other instrument. One voice mailbox also is made available for each telephone line; therefore, an answering machine is unnecessary.

Local and long distance service is currently supplied by PaeTec Communications Inc., based in Fairport, New York. Billing for long distance usage is provided through Campuslink, a PaeTec service company. All billing is made available online on a monthly basis. A Personal Billing Number (PBN) is required for calls made from student rooms and restricted campus telephones. Most students receive their PBN during the orientation process. Students also may sign up for a PBN at www.campuslink.paetec.com or by calling 1-800-962-4772. All rate information, billing procedures and policies, the campus calling guide, and personal account details are available on the Campuslink website.

Repairs to telephone jacks and any associated wiring within student rooms are the responsibility of ITSD. However, ITSD does not repair telephone sets or related equipment. The cost to fix any damage to jacks or wiring caused by a student or a student's guest will be charged to the student. When a technician is required for a repair, dial Ext. 4357 (HELP) for assistance. Telephone jacks are color coded as follows: blue for voice connections (telephone) and red for data connections (computer).

Please note that telephone service is a privilege provided by the College for students' convenience. Students are expected to use their telephone in a responsible manner. Students who make harassing, obscene, or threatening telephone calls or voice mail messages or whose phone is used for these or any other improper purposes, may have their telephone service terminated. Also, students using the telephone service in a manner inconsistent with College policy may be subject to disciplinary proceedings.

VOICE MAIL

Initializing your New Voice Mailbox

Before you start using your new voice mail, you will need to initialize your voice mailbox. To initialize your voice mailbox you will do the following:

- Dial in to the new system at Ext. 5930.

- Enter the initial security code (1234).
- Record your name. After you review the recorded name, press 2 to keep the recording, 1 to rerecord it.
- Spell your name using the keypad. Press 1 to redo your entry, 2 to keep it.
- Choose to have your name appear in the outside directory. Pressing 1 will include your name.
- Record your standard greeting. After you review the greeting, press 1 to re-record it, or 2 to keep it.
- Select a new security code. The code should be 3–10 digits.
- Confirm your setup. Press 1 to confirm that you wish to keep the setup you just completed. If you wish to redo the setup, press 2 and you will restart the process.
- Start using your new voice mail. You will be given the option to enter your mailbox.

For prompts to reset any of these options after you complete the initialization, log in to your voice mailbox and press 3 to get the Main Menu.

Accessing Your Voice Mailbox

- From your personal campus telephone—dial Ext. 5930.
- From another campus telephone—dial Ext. 5930.
When prompted, enter #9 followed by your four-digit extension.
- From a shared campus telephone—dial Ext. 5930.
When prompted, enter #9 followed by your four-digit extension.
- From off-campus—dial 781-239-5930.
When prompted, enter 9 followed by your four-digit extension.

When prompted, enter your security code to access your mailbox. To use your voice mailbox, follow the voice prompts. For tips on using the voice mail system, you can refer to the tips below.

Using Your Voice Mailbox

The easiest way to use the voice mailbox is to follow the spoken prompts.

If you'd like some additional tips to help you get the most out of the system, you can download our printed tip sheet at: www3.babson.edu/Offices/ITSD/telephony/voicemail.cfm.

Simply print the file and fold in half twice to create a reference.

VOTER REGISTRATION

You may register to vote at the Wellesley Town Hall as a Wellesley resident or vote by absentee ballot from your own state. Contact the Wellesley Town Clerk's office (781-431-1019, Ext. 2252) for additional information from 8 a.m. to 5 p.m., Monday through Friday. Voter registration cards also are available in the Office of Campus Life, second floor of the Reynolds Campus Center.

WRITING CENTER

Professor Kerry Rourke, *Director*

Babson Hall 205

<http://roger.babson.edu/writingcenter>

To make an appointment: Portal—Smart Tools—Writing Center Appointment

The Writing Center, staffed by both professional and peer consultants, offers free consulting services for all campus writers and provides a supportive place to practice and refine your writing. Students are welcomed at any point in their writing processes, from idea generation to revision. Students may make half-hour appointments with consultants by following the “Writing Center Appointment” link under Smart Tools on Babson's Portal site.

UNDERGRADUATE HONOR CODE

www.babson.edu/honorcode

Honesty. Respect. Trust. Fairness. Ownership.

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.

So how will you know if your behaviors, actions, and decision making support the Code? The Code challenges you to take leadership and responsibility for your own self-evaluation by asking you to reflect on two central questions before choosing to act:

1. Am I being true to my work, my word, and my friend?
2. Do my actions demonstrate my commitment to Babson's Community of Honor and the Code's Five Pillars of Integrity?

HONESTY: Am I being true to myself and others?

RESPECT: Do my actions reflect my appreciation and consideration for differences among members of this community?

TRUST: Do my actions promote an atmosphere of openness and mutual understanding?

FAIRNESS: Do my actions maintain a fair and level playing field?

OWNERSHIP: Do I take responsibility for my actions and the actions of others?

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 offense. 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 course work, 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 OFFENSES: 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 offenses include offenses of:

- College academic honesty and integrity policies, and
- Specific course- or assignment-specific policies as identified by individual faculty.

Academic honor offenses currently fall under six general categories: cheating, fabrication, plagiarism, unauthorized collaboration, participating in academically dishonest activities, and facilitating academic dishonesty. Nonacademic offenses include offenses of all policies outlined in the Community Expectations section of the *Undergraduate Handbook*.

FACULTY AND STAFF RESPONSIBILITIES

Babson faculty and staff also 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 offense 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 offenses related to specific course expectations also will be considered an Honor Code offense.
- 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 offenses.
- Adhering to the policy pertaining to the reporting and adjudication of Honor Code offenses. 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 offense.

REPORTING HONOR CODE OFFENSES

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 offense, 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 his/her class.
- Reporting the unethical student to a faculty or staff member, or to the adviser to the College Honor Board and director of Community Standards.
- Approaching the unethical student and requesting that he/she turn him/herself in to his/her faculty member or to the adviser to the College Honor Board.
- Calling attention to the suspected offense as it is occurring.
- Speaking directly to the unethical student about concerns relating to his/her behavior.
- Contacting your Area Director or Resident Assistant, dean of Students, or other staff member.
- Reporting it through the anonymous Honor Code offense report form at www.babson.edu/honorcode.

ADJUDICATION PROCEDURES FOR HONOR CODE OFFENSES

The following description provides a brief overview of the student disciplinary system for Honor Code offenses. A more detailed description can be found in the *Guide to the Undergraduate College Judicial Process*. The administration of campus disciplinary matters related to the Babson College Undergraduate Honor Code has been delegated by the president to the Office of Student Affairs. Other members of the dean's staff may be involved at the College's discretion where appropriate. Professional staff members provide leadership for the processes by advising students, faculty, administrators, and staff in regard to disciplinary concerns.

The College disciplinary process is designed as an educational process for resolving honor offenses. The goals 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.

The Office of Student Affairs reviews reports of alleged honor offenses and any supporting documentation, including the seriousness of the honor offense, location of the incident, and prior disciplinary record. After this review, the Office of Student Affairs delegates the matter to one of the following disciplinary processes.

- **College Honor Board:** The College Honor Board adjudicates all academic honor offenses and significant nonacademic honor offenses as outlined in the *Guide to the Undergraduate College Judicial Process*. The College Honor Board is a student-led and student-majority disciplinary process. Each formal hearing involves a student chairperson, three students, one faculty member, and one administrator. The board views each case involving an

honor offense as being distinct, which allows it to consider unique aspects of every situation without being bound by prior decisions. An informal resolution process is available for academic honor offenses and is used when the director of Community Standards, deems it appropriate. Informal resolution involves a meeting including the director, faculty member, and accused student when specific conditions are met.

- **Administrative Review:** For nonacademic honor offenses, students who accept responsibility for alleged Honor Code offenses or do not wish to have an incident further investigated, or in situations where the circumstances of an incident are generally regarded as factual, an administrator, appointed by the dean of Student Affairs, may conduct an administrative review of the matter.
- **Conduct Council:** The Conduct Council is composed of students who adjudicate alleged nonacademic honor offenses that occur in the residence halls and issues with likely outcomes that will not include a change of status, which include loss of College housing, suspension, or expulsion. The goal of this peer review process is to empower students to hold each other accountable for their actions in the residential environment and in the greater College community.

OUTCOMES FOR ACADEMIC HONOR OFFENSES

Each case involving an academic honor offense 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 offenses. The current list of possible sanctions for academic honor offenses 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 Honor Code offense 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.

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.

The Undergraduate Honor Code can be found at www.babson.edu/honorcode.

ACADEMIC INTEGRITY

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, community standards. The charge will be investigated, and, if sufficient evidence is presented, the case will be referred to the College Honor Board for adjudication. The specific procedural guidelines for handling academic dishonesty complaints are outlined in the *Guide to the Undergraduate College Judicial Process* published by Campus Life and Student Affairs.

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
- Perusing a test before it is given
- Hiding notes in a calculator or other electronic device, and nonelectronic devices for use during an examination
- Using a laptop/cell phone/hand-held 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 knowingly 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 SafeAssign 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 prewritten paper through a mail order or computer 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, 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), course work, 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

COMMUNITY EXPECTATIONS

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 will do their utmost to embrace Babson's core values and subsequent expectations. In doing so, students will contribute to the development of Babson as a positive living and learning community. In addition, Babson strives to be a good neighbor to the surrounding community. Therefore, it is expected that students will observe the same standards and expectations whether they are on or off campus.

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 alcoholic beverages 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.

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.

ALCOHOL 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.

Students for whom medical or staff assistance is necessary due to alcohol intoxication 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 an intoxicated student/guest will likewise be granted amnesty provided:

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

Please note that a Babson student who requires medical or staff assistance due to intoxication on more than one occasion may be subject to disciplinary action. Students involved in an alcohol-related incident for which amnesty is granted are subject to mandatory educational or developmental interventions. A Babson student/guest who summons assistance for an intoxicated student 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.

This policy applies only to alcohol violations and does not apply to other policy violations or criminal activity that may accompany an incident such as assault, harassment, hazing, vandalism, operating under the influence, and possession or use of illegal substances.

POSSESSION OR CONSUMPTION OF ALCOHOL BY AN UNDERAGE INDIVIDUAL

The College strictly prohibits the possession or consumption of alcohol by individuals under the Massachusetts legal age of 21 years old.

ABUSIVE OR DESTRUCTIVE BEHAVIOR RELATED TO ALCOHOL

The College strictly prohibits the excessive consumption of alcohol because of the serious risks it poses to students' health and well-being. Intoxication requiring medical or staff attention will result in disciplinary action in all situations not covered by the alcohol amnesty policy. Intoxication resulting in damage to property or physical altercations is strictly prohibited as is dangerous consumption of alcohol of any type.

DRINKING PARAPHERNALIA/DRINKING GAMES

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

OPEN CONTAINER POLICY

Alcohol may be consumed by legally eligible students only in the following areas:

- At events authorized in accordance with the procedures set forth under "Event Regulations."
- In individual rooms, suite lounges, and in Keith, Canfield lounges by residents and guests of those rooms, suites, and towers, provided that no central source (e.g., keg, punch bowl, or beer ball) is present. When alcohol is present, there can be a maximum of only five students in a room or 15 in a suite or tower lounge. More than the number of students listed above requires adherence to Babson event regulations, which follow in this section.

Alcohol may not be possessed or consumed in outdoor areas of the College, at athletics events, or with meals at Trim Dining Hall, the Crossroads Café at the Reynolds Campus Center, Jazzman's, or at the Olin Café or other unauthorized locations. On occasion, special authorization for specific locations may be obtained for outdoor or indoor consumption using the event registration process. This includes such events as Homecoming and Commencement weeks.

LARGE QUANTITY OF ALCOHOL

Babson College prohibits the possession of large quantities of alcohol in a residential room or suite. While 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 large quantity of alcohol, the general guidelines used to determine a large quantity may include (but is not limited to) quantities exceeding the following limits for one student age 21 or older and an equivalent volume for a student's guest age 21 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. Items such as a keg, pony keg, beer ball, or punch bowl are strictly prohibited, even if their equivalencies are less than the general guidelines provided above, unless they have been previously approved in compliance with the Event Regulation policy (listed below) by the Office of Campus Life. Any student or student(s), regardless of whether they are of legal drinking age, found in possession of a large quantity of alcohol will be immediately referred to the College judicial process and may be subject to sanctions including, but not limited to, immediate loss of campus housing.

CENTRAL SOURCE

Babson College prohibits the possession, use and/or distribution of any central source of alcohol unless it has been previously approved in compliance with the Event Regulation policy (listed below) by the Office of Campus Life. Items such as a keg, pony keg, beer ball, or punch bowl are strictly prohibited, even if their equivalencies are less than the general guidelines provided above, unless they have been previously approved in compliance with the Event Regulation policy (listed below) by the Office of Campus Life. 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. A central source may include (but is not limited to) such items as a keg, pony keg, beer ball, or punch bowl. Additionally, a central source may or may not be considered a large quantity of alcohol. Any student or student(s) regardless of whether they are of legal drinking age, found in possession of a central source will be immediately referred to the College judicial process and may be subject to sanctions including, but not limited to, immediate loss of campus housing. Any student or students wishing to host an event should contact the Office of Campus Life to ensure compliance with the Event Registration policy.

EVENT REGULATIONS WITH ALCOHOL

The College recognizes seven general 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, as follows.

RESIDENTIAL LOUNGES/DESIGNATED ORGANIZATIONAL SPACE

Any event with a central source/large quantity of alcohol held in a residential lounge, including Greek and Special Interest Towers and Pietz and Map Hill Lounges, and other designated organizational space with more than 15 people in attendance, must be registered as described below. The three individuals listed on the event form and the organization will be held responsible for any violations of the alcohol policy during the event, and the organization will be subject to disciplinary action. Note: some national risk-management policies prohibit alcohol at Greek-sponsored functions. Maximum alcohol allowed is one-half keg of beer or two cases of wine or wine coolers. A certified (“TIPS”) alcohol server and Public Safety officer must be present. The College arranges TIPS-certified alcohol server training courses for all interested Babson students 18 years old or older. Maximum attendance will be determined by the Office of Campus Life and local fire and safety regulations which govern building occupancy. The event form must be approved by this office, and be received at least seven business days prior to the event. These events are considered by invitation only, and a guest list may be requested with the event form.

SUITES

Any event with a central source/large quantity of alcohol held in a suite in Pietz, Map Hill, and McCullough with more than 15 people in attendance must be registered. Suites eligible to host social events where alcohol will be served consist of those whose residents are 21 or older or where all the residents except for one are 21 or older. A TIPS-certified alcohol server and door monitor must be present. The resident under the age of 21 can attend the event only if he or she is serving in the capacity of TIPS-certified alcohol server or door monitor (he or she may not consume alcohol). All other attendees must be 21 years of age or older. Students interested in becoming a certified alcohol server should contact the Office of Campus Life at Ext. 4438.

Based on the building occupancy codes, the maximum attendance for events is 35 guests; minimum attendance is 15 guests. Maximum alcohol allowed is one-half keg of beer or two cases of wine or wine coolers. All suite members must agree to host the event and to accept full responsibility by signing the Suite Monitor Event Application. The event form must be approved by the Office of Campus Life and received by this office at least one full business day prior to the scheduled event. These events are considered by invitation only, and a guest list must be submitted with the event form. The door monitor is responsible for assuring that only those invited on the guest list are in attendance at the event.

KNIGHT AUDITORIUM

Any event held in Knight Auditorium where alcohol is being served must be registered with the Office of Campus Life at least seven days prior to the event. Maximum alcohol allowed is determined by the Office of Campus Life. TIPS-certified alcohol servers and Public Safety officers must be present. Program planning packets are available in the Office of Campus Life. You also can go online at www.babson.edu/offices/campuslife. First select Student Activities followed by Event Planning.

WOODLAND HILL

Woodland Hill residents are expected to follow state and local law and Babson College’s alcohol guidelines. Event planning should be approved by the Office of Campus Life and the Graduate Programs and Student Affairs.

EVENT GUIDELINES

For additional information on registering your event, please go to the Office of Campus Life website, www3.babson.edu/offices/campuslife/student_activities/event_planning.cfm.

COLLEGE ALCOHOL POLICY AND EVENT REGULATIONS

Students who choose to consume alcohol are expected to do so in a responsible manner, respecting the rights of other Babson students and members of the College community. Students who violate Babson alcohol policy and event regulations will be referred to the College Judicial Process for disciplinary action. A student identified as needing such intervention also may be required to participate in an alcohol education program, counseling program, or community service project. Students, organizations, and suites committing the violations are subject to sanctions deemed appropriate by the Office of Campus Life or the College Honor Board.

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 dean of Student Affairs.

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 suspension from 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 administrative review officer, Conduct Council, or College Honor 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		
Section I	First Offense	Second Offense	Third Offense	
Students providing alcohol to underage, intoxicated, or unauthorized individuals.	Required participation in alcohol education program, \$300 fine plus disciplinary probation.	Individual consultation with health educator, \$400 fine, additional disciplinary probation, parental notification.	Completion of certified substance abuse assessment and successful completion of subsequent recommendations, \$500 fine, parental notification, loss of housing or suspension from the College.	
Section II	First Offense	Second Offense	Third Offense	
Possession or consumption of alcohol by an underage individual. Presenting or providing falsified identification (also a felony under Massachusetts law) or any attempt by an underage individual to obtain service of an alcoholic beverage.	Required participation in alcohol education program, \$75 fine plus disciplinary probation.	Individual consultation with health educator, \$100 fine, additional disciplinary probation, parental notification.	Completion of certified substance abuse assessment and successful completion of subsequent recommendations, \$150 fine, parental notification, loss of housing or suspension from the College.	

Abusive or destructive behavior related to alcohol, including drinking games, drinking paraphernalia and intoxication requiring medical or staff attention.			
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ALCOHOL POLICY VIOLATIONS TABLE (CONT.)

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

Violations by Individuals		Sanctions	
Section III	First Offense	Second Offense	Third Offense
Certified alcohol server consuming alcohol while on duty.	Immediate suspension of server privileges in addition to sanctions listed in Section II.		
Violation of Substance Free agreement.	Relocation to an alternative residence hall at the discretion of the Office of Campus Life in addition to sanctions listed in Section II.		
Section IV	First Offense	Second Offense	Third Offense
Unauthorized event at which alcohol is served and minors are present.	Suspension of event privileges, \$100 fine, disciplinary probation.	Required participation in health education program(s), permanent suspension of event privileges, \$150 fine, additional disciplinary probation, parental notification.	Loss of College housing.
Section V	First Offense	Second Offense	Third Offense
Unauthorized central source e.g. keg (full or empty), punch bowl, or beer ball, or large quantity of alcohol.	Required participation in alcohol education program, \$100 fine, disciplinary probation, loss of event privileges, parental notification, possible loss of College housing.	Permanent loss of College housing, \$150 fine, parental notification.	

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.

ALCOHOL POLICY VIOLATIONS TABLE (CONT.)

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

Violations by Individuals		Sanctions	
Section VI	First Offense	Second Offense	Third Offense
Open alcoholic beverage container in an unauthorized location.	\$75 fine plus disciplinary probation.	Participation in health education program(s), \$100 fine, additional disciplinary probation, parental notification.	Participation in health education program(s) and/or assessment(s), \$150 fine, additional sanctions as deemed appropriate given disciplinary history.
Section VII	First Offense	Second Offense	Third Offense
Exceeding maximum authorized alcohol quantity at authorized event.	Required participation by organizers in alcohol education program, loss of future event privileges, \$100 fine, possible loss of College housing.		

ORGANIZATION ALCOHOL POLICY VIOLATIONS TABLE (including but not limited to Special Interest, Living Learning Communities, Fraternities, and Sororities)

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

Violations by Organizations		Sanctions	
Section I	First Offense	Second Offense	
Providing alcohol to underage, intoxicated, or unauthorized individuals.	Required participation by organizers or officers in alcohol education program, \$500 fine, possible loss of organizational space (e.g. tower room), possible loss of College housing.	Loss of organizational space (e.g. tower room), possible loss of College housing, \$600 fine, further sanctions as deemed appropriate including disciplinary probation for officers or organization.	
Section II	First Offense	Second Offense	
Unauthorized central source, empty or full keg, or equivalent amount of alcohol.	Required participation by organizers or officers in alcohol education program, \$250 fine, loss of event privileges, disciplinary probation, possible loss of College housing, possible loss of organizational space (e.g. tower room).	Loss of organizational space (e.g. tower room), possible loss of College housing, \$500 fine, further sanctions as deemed appropriate including disciplinary probation for officers.	

The minimum sanctions specified above may be amended to 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.

ORGANIZATION ALCOHOL POLICY VIOLATIONS TABLE (including but not limited to Special Interest, Living Learning Communities, Fraternities, and Sororities)

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

Violations by Organizations		Sanctions		
Section III	First Offense	Second Offense	Third Offense	
Exceeding maximum authorized alcohol quantity at authorized event. Abusive or destructive behavior related to alcohol, including drinking games, drinking paraphernalia, intoxication requiring medical or staff attention.	Required participation by organizers or officers in alcohol education program, loss of future event privileges, \$250 fine, possible loss of organizational space (e.g. tower room).	Loss of organizational space, \$500 fine, further sanctions as deemed appropriate including disciplinary probation for officers.		
Unauthorized event at which alcohol is served and minors are present.	Suspension of event privileges, \$100 fine, organization disciplinary probation.	Required participation in health education program(s), permanent suspension of event privileges, \$150 fine, additional organizational disciplinary probation.	Loss of organizational space.	

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 the College’s posting policies. Outdoor advertisements are permitted by special approval of the Office of Campus Life. 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 Campus Life grants special authorization. Promotional activities by external groups are restricted to designated bulletin boards and must be approved by the Office of Campus Life or by paid advertisement in the *Babson Free Press/FREEP*.

A detailed copy of posting guidelines is available in the Office of Campus Life. Any posting that does not adhere to the policy will be removed. 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 must be approved by the GSPA.

The Messy Board is located in the front of Reynolds Campus Center next to the RTN ATM machine. This space is open to any and all postings regardless of approval. The board is cleaned on a periodic basis. We ask that you exercise respect to 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 anytime.

External solicitors or vendors including religious professionals and political organizers must register with the Office of Campus Life, 781-239-5501, to sell items on the Babson College campus. Vending is restricted to the Reynolds Campus Center and Trim Dining Hall carts unless the Office of Campus Life provides special authorization.

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

This policy applies to Babson College students, faculty, and staff.

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 noncomputing 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, World Wide 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 offenses.
- 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.

DEFIANCE OF AUTHORITY

Failure or refusal to comply with the request of a member of Public Safety, residence hall staff, faculty member, or administrator is a serious violation of regulations which constitutes defiance of authority and may be referred to the College judicial process for review. Failure to satisfy the conditions of a sanction imposed as the result of a previous disciplinary hearing also is regarded as defiance of authority. This includes, but is not limited to, a student who is found responsible for a violation of College policy while on disciplinary probation and or deferred loss of housing, suspension, and/or expulsion.

DOMESTIC VIOLENCE

Domestic violence involves abuse, assault, or threats against a spouse, family or household member (can include roommates), or dating partner. Public Safety officers, as well as any other law enforcement official who witness or have reason to believe there has been domestic violence, must use reasonable means to prevent further violence. If the abuser or suspected abuser is present or can be located, Massachusetts law requires their immediate arrest. Consistent with Massachusetts law, Babson College has a "zero tolerance" policy when it comes to domestic abuse. All persons found in violation of any of the above will be subject to arrest and to disciplinary action by the College. If you have questions regarding this policy or would like to report an incident, contact Health Services or the Office of Public Safety.

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, 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 Student Affairs and/or the College Honor Board, 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 Affairs or the Office of Campus Life for guidance.

DISORDERLY CONDUCT

The College requires orderly conduct of all students while on or off campus, which includes every College-related function or activity, whether on or off campus. Disorderly conduct includes any student engaging in any type of physical altercation. In addition, the College may review any information regarding the conduct of a student while off campus to determine if he or she has acted in compliance with local, state, and federal law and College policy. Student conduct that has a significant 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 either individual student(s) or an organization, shall be subject to a review by the College judicial process.

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.

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 his or her room/suite or automobile and the actions of those present in the room or suite. The use, possession, sale, or distribution of drugs 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. 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. 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	Impotence	Pregnancy complications
Cancer of the esophagus	Irritability	Relationship problems
Cirrhosis of the liver	Malnutrition	Respiratory arrest
Delirium tremens	Meningitis	Sleep problems
Fluctuating moods and emotions	Pancreatitis	Ulcers

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 Campus Life	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.

DRUG POLICY VIOLATIONS TABLE

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

Violations by Individuals		
Sanctions		
Section I	First Violation	Second Violation
Use or possession of illegal drugs	Required participation in drug education program. \$100 fine. Possible loss of housing, Parental notification. Deferred loss of College housing.	Participation in substance use assessment. Loss of housing for one year minimum. \$200 fine. Parental notification.
Possession of drug paraphernalia	Immediate and permanent confiscation of paraphernalia. Required participation in drug education program. Disciplinary Probation. \$100 fine. Parental notification.	Required participation in substance assessment. \$200 fine. Loss of housing for one semester minimum. Parental notification.
Distribution or sale of drugs or drug paraphernalia	Suspension from the College for not less than one year. \$200 fine. Parental notification.	n/a
Illicit or unauthorized use of prescription medication or knowingly allowing another to use personal prescription medication	Required participation in drug education seminar. \$100 fine. Deferred loss of College housing. Possible loss of College housing. Parental notification.	Participation in substance use assessment. Loss of housing for one semester minimum. \$200 fine. Parental notification.
Possession with intent to distribute or sell drugs.	Suspension from the College for not less than one year. \$200 fine. Parental notification.	n/a

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.

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, and 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.

FALSE IDENTIFICATION

Any student who uses 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 judicial 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.”

FIRE AND LIFE SAFETY REGULATIONS

The College has provided the residence halls 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 unsatisfactory fire equipment to the Office of Public Safety at Ext. 5555.
- 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, 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 judicial process. It also may constitute a crime. Students should contact Public Safety or the Office of Campus Life if they observe unauthorized people in a residence hall.

Note: 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, sunlamps, candles, hookahs, 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 should use grounded (3 prong) surge-protected plug strips with an off/on switch.

Appliances such as toasters, toaster ovens, and other heat-producing cookware are permitted in specified residential areas. These areas include: residential living areas and suites that currently have working cooktop ranges. A full list of these locations can be found in the Office of Campus Life. Excessive appliances in these areas will be evaluated and may result in removal of appliances by the Office of Campus Life.

Violators are subject to immediate referral to the College judicial 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 offense 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 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.

Violations by an Individual	Sanctions
Possession or use of fireworks, hookahs, candles, incense, flammable liquid, propane tank, halogen lamp, fog/smoke machines, foam machines or unauthorized appliances.	\$150 fine and additional sanctions as deemed appropriate, including loss of College housing or suspension from the College in addition to any restitution for damage.
Failure to evacuate a building once a fire alarm is sounded.	\$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. Ethics seminar.
Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/lighting equipment. Obstruction of fire exit or fire/public safety personnel in the performance of their duty.	\$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. Ethics seminar.
Smoking in unauthorized area.	\$150 fine, additional sanctions as deemed appropriate, in addition to any restitution.
Causing a fire.	\$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 Campus Life 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, Campus Life, or Health Services.

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 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, co-habitate, 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 nonmonetary 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 Campus Life 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 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 his/her 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 his/her 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

General Policy

Any conduct (whether oral or written) determined to be threatening to an individual's well-being or health; impeding academic or work performance; interfering with campus life, or the safety or civil rights of any person or persons; or which has the purpose or effect of creating an intimidating, hostile or stressful living, learning or working environment, is strictly prohibited. Harassment includes, but is not limited to, actions based upon gender, race, religion, ethnic or national origin, sexual orientation, physical disability, veteran's status, or age. Harassing behavior includes, but is not limited to, infringing upon another individual's rights in person or remotely via telephone, fax, electronic communication, or any medium which is delivered or directed to the target of the harassment.

It is the responsibility of all members of the College community to discourage harassment and to cooperate in any investigation regarding a report of harassment.

This policy may not be used to achieve personal goals not in conformity with its purposes. An individual who reports an incident involving harassment will not be subject to retaliation regardless of the outcome of the complaint, unless it is determined that it was initiated in bad faith or has violated this or other College policies.

The College's commitment to freedom of speech and expression requires it to refrain from regulating speech or expression, so long as it does not result in violence, intimidation, or harassment against members of the College community or its guests or interfere with College operations.

Massachusetts General Laws Chapter ("GLC") 258e was passed into law in February of 2010 and *took effect on May 10, 2010*. Chapter 258e creates a procedure for a person to obtain a protective order for harassment. The process is almost identical to that employed in domestic violence cases under GLC 209A, but unlike so-called 209A orders, Harassment Prevention Orders (HPO) are available to any person, not only to "family or household members." This makes the HPO a potentially useful tool in cases of chronic bullying.

Basis for HPO

Harassment is defined as:

Three acts of intimidation, abuse, or property damage. Three or more acts of willful and malicious conduct aimed at a specific person with the intent to cause fear, intimidation, abuse or damage to property, and which does result in fear, intimidation, abuse, or property damage; *or*

Involuntary sexual relations. An forceful or threatening act that causes another to involuntarily engage in sexual relations; *or*

Specific crimes. A violation of the crime of indecent assault and battery ("A&B") on a child under 14 or on a person 14 and over; or A&B or indecent A&B on a person with mental retardation; or rape, rape of a child, statutory rape; or assault with intent to rape or enticement; or stalking or criminal harassment; or drugging to engage in intercourse.

HATE CRIMES

Acts constituting hate crimes, as defined by Massachusetts General Laws Chapter 22C, Section 32, include "any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation." In cases where harassment may constitute a hate crime, internal disciplinary proceedings may be initiated based upon a violation of this policy and/or the commission of acts constituting a hate crime.

SEXUAL HARASSMENT

It is the goal of Babson College to promote a school environment and workplace that is free of sexual harassment. Sexual harassment of students or employees is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a school environment free from sexual harassment, the conduct that is described in this policy will not be tolerated, and we have provided procedures by which inappropriate conduct will be dealt with if encountered by students or employees.

Please note that while this policy sets forth goals of promoting a workplace and a school that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual or other illegal harassment.

Because the College takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Sexual Harassment Toward Students or Organizations (including student workers)

Sexual harassment toward a student also arises where a faculty, staff, or student member: **(1)** explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature; or **(2)** engages in sexually harassing conduct (that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) that is sufficiently severe, persistent, and/or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. Examples of this includes but is not limited to:

- Unwelcome sexual advances—whether or not they involve physical touching
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, or comment about an individual's sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one's sexual experiences
- Discussion of one's sexual activities

If you believe you have been subjected to sexual harassment by a College employee, another student, or a third party, you have the right to file a complaint with the College. This may be done in writing or verbally. Undergraduate students who would like to file a complaint or discuss their situation may contact Elizabeth Thornton, chief diversity officer, at Ext. 5024. If the situation is related to a member of the faculty or an employee of the College, you also may contact the associate vice president of human resources at Ext. 4207. These persons also are available to discuss any concerns you may have and to provide information to you about the policy on sexual harassment and the complaint process. These persons will review your options with you, which include trying to resolve the complaint informally or filing a formal complaint. If you choose to pursue an informal approach initially, you have the right to end the informal process at any time and bring a formal complaint. If you elect to file a formal complaint, this process also will be explained to you.

If it is determined that inappropriate conduct has occurred, the College will act to eliminate the offending conduct and prevent any recurrence of harassment, and where it is appropriate, the College also will impose disciplinary action.

For additional information about the College's sexual harassment policy, contact the associate vice president of human resources at Ext. 4207.

Sexual Harassment in the Workplace

In Massachusetts, the legal definition for workplace sexual harassment is the following:

“Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment or as a basis for employment decisions; or
- b. such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.

Under this definition, direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers also may constitute sexual harassment.

Examples of Sexual Harassment

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples, including but not limited to, of conduct which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether or not they involve physical touching
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, or comment about an individual’s sexual activity, deficiencies, or prowess
- Displaying sexually suggestive objects, pictures, or cartoons
- Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments
- Inquiries into one’s sexual experiences
- Discussion of one’s sexual activities

All should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the College.

If you believe that you have been subjected to sexual harassment, you have the right to file a complaint with the College. This may be done in writing or verbally.

If you would like to file a complaint, you may do so by contacting the associate vice president of human resources at Ext. 4207. This person also is available to discuss any concerns you may have and to provide information to you about the policy on sexual harassment and the complaint process.

When we receive the complaint, we will take appropriate corrective action in an expeditious manner. Any investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Typically, an investigation would include private interviews with the person filing the complaint, with witnesses (as appropriate), and with the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we also will impose disciplinary action.

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with any or all of the government agencies set forth on the next page. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-300 days; MCAD-300 days).

THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
1 Congress Street, 10th Floor, Boston, MA 02114
617-565-3200

THE MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION
Boston Office:
One Ashburton Place, Room 601, Boston, MA 02108
617-727-3990

Springfield Office:
424 Dwight Street, Room 220, Springfield, MA 01103
413-739-2145

DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS
John W. McCormack Building, Room 222, Post Office Square, Boston, MA 02109
617-223-9667

RELATIONSHIPS BETWEEN STUDENTS AND FACULTY, ADMINISTRATION, OR STAFF

Members of Babson's faculty, administration, or staff may be, at times, in a position of power with regard to students. While on the one hand, Babson encourages its employees to develop supportive relationships with students, it is generally inappropriate to develop a sexual relationship with students. It clearly is inappropriate when the employee is in a direct teaching, supervisory, or advising role, vis-à-vis the student and such relationships are prohibited. Even if both parties believe the relationship to be consensual, it is difficult to know if the student's consent is genuine or motivated by fear of reprisal. In an academic setting, others may reasonably have concerns about unfair academic advantages and this negatively impacts our entire educational environment, as well as raises sexual harassment issues. It is your responsibility to avoid putting either yourself or others in a situation as described above. If you find yourself in such a situation, work with the individuals mentioned above to remedy the situation as quickly as possible.

COMPLAINTS AND INVESTIGATIONS

Any individual who believes he or she has been the subject to harassment of any kind may contact the dean of student affairs, the Office of Campus Life, or the Department of Public Safety. These offices and departments initially will discuss the matter with the complainant to ascertain the nature of the facts giving rise to the complaint. At this time, it will be determined if there is sufficient basis for a formal investigation or further action.

If an initial finding of harassment is made, the matter will be referred to the Office of Student Affairs for disciplinary action. Individuals reporting matters involving College employees also may contact the Office of Human Resources. Where appropriate, referrals also may be made to the Department of Public Safety or to external agencies.

SEXUAL ASSAULT

According to Massachusetts law, there are two major categories of sexual assault: rape, and indecent assault and battery.

RAPE

Rape is the penetration of any bodily orifice (vagina, anus, or mouth) by a penis or other part of the body, or by an object, performed against the victim's will, without consent and with the threat of or actual use of force. Rape can involve both men and women. The attack can involve one or more rapists, male or female. Penetration that occurs when the victim is unconscious or drunk constitutes rape because the victim is unable to give consent.

Acquaintance or date rape is committed by someone who is known to the victim. This may be a friend, acquaintance, or a dating partner. Any person, whether an acquaintance or not, who forces a person to submit commits the crime of rape.

INDECENT ASSAULT AND BATTERY

Indecent assault and battery is a crime that occurs when the offender, without the victim's consent, intentionally has physical contact of a sexual nature with the victim. This may include touching a man or woman's breasts, buttocks or genital area. The victim of such an attack is deserving of the same assistance and consideration as the victim of an attack legally defined as rape.

SEXUAL ASSAULT RESOURCE GROUP (SARG)

The SARG program provides resources, support, and advocacy to victims of sexual assault and abuse. As advocates, SARG volunteers assist students by providing information about medical and community resources, as well as options regarding legal, personal, academic, and College disciplinary issues. SARG consists of volunteers drawn from the faculty, administration, and staff. SARG strives to educate the Babson community about issues of sexual assault, abuse, and harassment.

SARG understands the sensitive nature of sexual assault and abuse and seeks to provide a supportive environment for survivors to share their feelings about their experience. SARG is one of the resources provided by Health Services, as part of a campus-wide health education program. The services of a SARG volunteer can be activated by calling Health Services at Ext. 4257, Monday through Friday, 8 a.m. to 6 p.m. When Health Services is closed you may call BARCC, the Boston Area Rape Counseling Center for confidential advice and counseling. BARCC can be reached at 617-492-7273 or 1-800-841-8371. These are the numbers for the 24-hour hotlines.

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 College Honor Board 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 Campus Life 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 polices related to hazing. Hazing creates an environment/climate in which dignity and respect are absent.

Examples 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 Campus Life or request a copy of the publication, *A Guide to Understanding Babson’s Hazing Policy*.

LOUNGE/COLLEGE FURNITURE

Lounge/College furniture is placed in lounges and other locations on campus for the benefit of all students. Theft, removal, damage of, possession of, or 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 \$50 fine.

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.

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.

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 dean of student affairs or his or her 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 judicial process, or the appropriate law enforcement agency (which may result in criminal court action).

ROOM SEARCH POLICY

The College reserves the right to enter and search the contents of a student's room, suite, apartment, or any residential space or area in College housing (including College-provided safes) 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/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 the respective designees, after sufficient evidence is presented to give rise to a belief that a search will demonstrate 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 inspections of campus housing throughout the year. The College conducts health and safety inspections during school breaks and 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, e-mail, telephone, or postage. When entrance is made for any of the above reasons, the College reserves the right to conduct a plain-view search of the premises 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 evidence is presented to give rise to a belief that a search will demonstrate 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. Whenever possible, the request for a search authorization shall be put in writing. A College search authorization shall specify the premises to be searched, the name(s) of the occupant(s) who are to be searched, the item(s) being sought, the time within which the authorization will remain valid, and the names of the College official(s) authorized to conduct the search.

Any item(s) seized in a search will be confiscated and shall be turned over to the dean of student affairs or his or her designee. Items confiscated 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 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.

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.

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 also is 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 (Ext. 4257) in conjunction with Human

Resources (Ext. 4128) offers assistance in enrolling community members in smoking cessation sessions. Please contact these offices for additional assistance.

THEFT/DAMAGE/VANDALISM

Theft or damage of/to personal property, College property, or public/private property (this includes on or off campus), whether intentional or through negligence, is prohibited and may subject an individual or organization to disciplinary action, including restitution, and possible criminal prosecution.

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.

COLLEGE JUDICIAL PROCESS

The following description provides a brief overview of the College judicial system. A more detailed description is found in the *Undergraduate Guide to the College Judicial Process*.

The overall administration of judicial matters at the College has been delegated by the president to the Office of Student Affairs. The dean of student affairs is vested with the principal responsibility for implementing and administering the “Student Rights and Responsibilities” section of the *Undergraduate 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 judicial 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 judicial 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.

Jurisdiction of the College judicial system extends to alleged misconduct that takes place on College-owned property or in the community. This includes the F.W. Olin College of Engineering campus, alleged misconduct that takes place at any College-sponsored event, or during travel where students and student organizations act as representatives of the College, and alleged misconduct that has a significant impact upon the educational mission, reputation, or operations of the College.

The specific jurisdiction of the College judicial system includes, but is not limited to:

- Academic dishonesty
- Alcohol policy violations
- Damage
- Defiance of authority
- Disorderly conduct
- Drugs and drug-related incidents
- Forgery, alteration, or misuse of any form of identification
- Furnishing false or misleading information to any College official
- Harassment
- Hazing
- Off-campus actions that have an impact upon the College, its reputation, or its relationship with neighbors, surrounding towns, or governmental agencies and boards
- Operation of a motor vehicle on campus so as to endanger the community
- Sexual assault/sexual harassment
- Theft
- Vandalism
- Violation of the College’s Computer Code of Ethics
- Violation of College policies and procedures, whether written or unwritten
- Violations of fire regulations
- Violations of residential regulations, including contracts, standards imposed by the residential community, and those listed in the Residential Living section (pages 52–59) of this handbook
- Violations of student organization regulations
- Violations of public safety policies
- Violations of telephone regulations
- Violations of local, state, or federal laws, and bylaws

The conduct expected of Babson undergraduate students regarding these areas is discussed in this handbook. 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 this code can be submitted in writing to the Office of Student Affairs, Office of Public Safety, or the Office of Campus Life by any member of the Babson community. A standard Office of Campus Life incident report, Office of Public Safety report, College Honor Board complaint form, or a personal letter are all appropriate means by which referrals are made. The Office of Student Affairs or the Office of Campus Life 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 Office of Student Affairs may refer certain matters to the Office of Public Safety or the Needham or Wellesley police departments for further disposition.

The Office of Student Affairs reviews the report of alleged policy violation and any supporting documentation, including the seriousness of the offense, location of the incident, prior disciplinary record of the student(s) involved, and other guidelines as set forth in this book and the *Undergraduate Guide to the College Judicial Process*. After this review, the Office of Student Affairs disposes of the matter in one of the following ways.

COLLEGE HONOR BOARD

The College Honor Board derives its authority from the dean of student affairs, and is composed from a pool that represents the three Babson constituent groups. The board includes two student chairs, a student program chair, students, faculty members, and administrators. The board is advised by the director of community standards, and is called upon to hear alleged violations of the Academic Honesty and Integrity Policy, certain violations of established College policies and procedures, matters where it is deemed that input from the larger community is needed because of the potential impact on the community, and when a student requests an appropriate appearance before the board. Anyone who wishes to utilize the board must first meet with the assistant dean, community standards, to discuss the particular situation. If the situation is determined by the director of community standards, or another member of the Office of Student Affairs to warrant board action, the matter is referred to the board for review.

The board views each case as distinct, which allows it to consider unique aspects of every situation. If the board finds a student responsible, one or more sanctions may be imposed. Listed below is a series of sanctions imposed in the past. The board is not required to follow prior precedent. The list is not all-inclusive.

- Academic Integrity Seminar
- Community restitution
- Disciplinary probation
- Ethics seminar
- Expulsion from the College (permanent notation on student's transcript)
- Failing grade in a course
- Failing grade on a paper, project, or exam
- Fine (as outlined in this handbook)
- Fines for alcohol and fire violations
- Institutional restraining order
- Loss of cocurricular privileges
- Loss of College housing
- Remuneration for damages
- Required counseling and/or medical or psychiatric evaluation
- Required participation in educational program sponsored by Babson or an external agency
- Financial restitution
- Suspension from the College for a period of time (includes transcript notation)
- Suspension of campus driving privileges, including removal of personal vehicle from campus ground
- Unpaid work for the Babson community

The College Honor Board processes and procedures, as well as the guidelines for requesting reconsideration of a board decision, are outlined in the *Undergraduate Guide to the College Judicial Process*. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of due diligence. Copies of the guide can be obtained in the Office of Student Affairs, the Office of Campus Life, and on the Babson portal. Specific questions about the College Honor Board process can be directed to the director of community standards, in the Office of Student Affairs at Ext. 4218.

For those students who have been suspended by the Honor Board, only those who have resumed their studies at Babson and intend to complete their degree at Babson are eligible to petition for the removal of the transcript notation from the suspension. In order to submit such a petition, the student, upon his or her impending graduation, would submit (in writing) a statement to the dean of student affairs requesting the transcript notation be removed. It should be noted that removal of the notation is not automatic, and the decision of the dean of student affairs is final. Further, the decision of the dean to remove a transcript notation also does not remove the documentation of the matter from the student file.

CONDUCT COUNCIL

The Conduct Council is composed of students selected by the Office of Campus Life. Conduct Council adjudicates alleged violations of community standards and policies that occur in the residence halls and issues appropriate sanctions when necessary, subject to the approval of the assistant dean, community standards. The goal of this peer review process is to empower students to hold each other accountable for their actions in the residential environment and in the greater College community, with the hope of creating a greater sense of personal responsibility for one's behavior and respect for established College policies and procedures. The council is advised by a staff member from the Office of Campus Life. The council meets regularly to hear cases, review community policies and standards, and promote programs to assist students in understanding their rights and responsibilities. A request for reconsideration of a conduct council decision must be made in writing and submitted to the assistant dean, community standards, within three business days of delivery of written notice of the Conduct Council's decision (to the student or his/her campus mailbox). Guidelines for requesting a reconsideration of a Conduct Council decision and the specific grounds for which a request may be made are outlined in the *Undergraduate Guide to the College Judicial Process*. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of reasonable diligence.

ADMINISTRATIVE REVIEW

Students who accept responsibility for alleged policy violations or do not wish to have an incident further investigated, or in situations where the circumstances of an incident are generally regarded as factual, an administrator, appointed by the dean of student affairs, may conduct an administrative review of the matter. During the administrative review, the student has the opportunity to present any information that pertains to the alleged incident, including written documentation. However, except as permitted by the assistant dean, community standards, or a member of his or her staff, no other person will be permitted to participate in the administrative review. There will be no further investigation of facts after the conclusion of such a review. A decision is made by a member of the Office of Campus Life staff or Student Affairs to determine if the student is to be held responsible for the alleged policy violation(s). If the student is held responsible, an appropriate sanction will be imposed. A request for reconsideration of an administrative review decision must be made in writing and submitted to the dean of student affairs or designee within three business days of delivery of written notice of the board's decision (to the student or his/her campus mailbox). Guidelines for requesting a reconsideration of an administrative review decision and the specific grounds for which a request may be made are outlined in the *Undergraduate Guide to the College Judicial Process*. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of reasonable diligence.

The College reserves the right to refer matters that have an impact upon the College community to the College Honor Board, notwithstanding a student's desire to participate in an administrative review.

MEDIATION

While it is appropriate for a majority of reported/alleged policy violations to be heard by a board, group of peers, or administrator, there are circumstances under which mediation is appropriate. Mediation is most appropriate in a situation that involves two individuals, does not have a direct effect upon the community as a whole, and would

best serve the interests of both the institution and the parties involved. Mediation may occur in the discretion of the director of community standards, or dean of Student Affairs.

Mediation may be offered to students as an option to one or more alternative judicial processes. The mediation process will be initiated only when both parties agree to have their case heard by a member of the community selected and trained to mediate disputes. A waiver must be signed by both students that allows for mediation. A mediator is assigned by the dean of Student Affairs or the director of community standards, to hear the case. At the conclusion of the mediation, all agreed-upon recommendations, stipulations, and expectations are put in writing and signed by the parties involved. A formal record of the mediation is placed in the student's file. There is no appeal of the mediation results. Failure to comply with the mediation agreement may result in disciplinary sanctions. If an agreement is not reached, the matter may be addressed in one of the above forums.

GRIEVANCE PROCEDURE

The purpose of this formal Grievance Procedure is to provide a timely and fair method of resolving problems arising from alleged violations of College policy. In general, members of the Babson community should try to resolve problems informally, by first discussing the problem with the person's appropriate supervisor and/or the appropriate person in the Office of Human Resources or the Office of the Dean of Students. The Grievance Procedure begins when a member of the Babson community has not been able to resolve a problem through normal channels or through informal means, and files a grievance form with the chairperson of the Grievance Committee. Students who have questions about the Grievance Procedure or would like more detailed information may contact the associate vice president of Human Resources in Nichols Hall.

R.I.S.K. (REDUCING INCIDENTS BY SUPPLEMENTING KNOWLEDGE)

Babson College is committed to the understanding of the self and human society, the instilling of the value of lifelong learning and the fostering of a close-knit campus community. When an individual makes a decision which is not in accordance with the standards and policies of the College the student should be educated as to the issues involved in such decision making.

RELATIONSHIP ISSUES

Certain violations may exist as a result of dysfunctional relationships or of the abuse of power differentials in organizations or communities. These actions may involve individuals involved in intimate relationships, hazing or other violations in clubs or teams, or other violations where relationships are involved in harmful outcomes. Students involved in such issues should be given the opportunity to discuss methods of interpersonal communication, understanding differences in individuals, and strategies for the development of healthy relationships. In this exploration, students will understand how issues of entitlement and personal respect will affect all levels of relationships.

ALCOHOL

All students who violate the alcohol policy of Babson College or are engaged in activity which demonstrates high levels of risk for impairment or health problems related to their consumption may be required to attend a R.I.S.K. session. Students will receive information relevant to their consumption of alcohol that should enhance long-term decision making regarding the use or nonuse of alcohol. This information will be factual, based on pertinent research, be presented in a nonjudgmental fashion, provide strategies for lowering levels of risk associated with use, and help the student to understand her/his current level of risk.

ETHICS AND SOCIAL RESPONSIBILITY

Students who make decisions that violate community norms or standards should be educated as to their responsibilities as a member of an educational community. In this program, students will explore how their actions fall outside of community norms, various models for ethical decision making, how other factors may impair decision making (alcohol, other drugs, relationship issues), and coping techniques for dealing with stress. Students will engage in case studies and hypothetical situations to investigate the importance of decision making consistent with community standards. These exercises will be highly interactive and will challenge students to understand the expectations of Babson College and how similar issues might be handled in the business world.

DRUGS

All students who violate the drug policy of Babson will receive information relevant to their use of drugs. The program is designed to enhance long-term decision making regarding the use or nonuse of drugs. This information is based on pertinent research, and presented in a nonjudgmental fashion, and should help the student understand his/her current level of risk.

AWARDS

COLLEGE AWARDS

Each year, the College recognizes students for outstanding scholarship, leadership, and service to the Babson community. The following awards are granted on an annual basis:

BABSON COLLEGE OUTSTANDING UNDERGRADUATE PHILANTHROPIC ACTIVITY AWARD

This award was created to recognize outstanding community service contribution by either individual students or student organizations.

CREATIVE ARTS AWARD

This award is presented to a senior who has demonstrated significant contribution to the arts on campus.

CARROLL W. FORD AWARD

A cash prize awarded to the senior in the May graduating class who has the highest cumulative average and who becomes the valedictorian of the class.

MICHAEL J. CONLON '96 AWARD

The Michael J. Conlon Award is presented to the senior athlete who best demonstrates some of the many qualities that Michael embodied: leadership, integrity, loyalty, academic excellence, and, most important, a willingness to find the time to care for others.

MICHAEL J. CONLON '96 MEMORIAL SCHOLARSHIP AWARD

This award is presented to a junior who exemplifies the highest qualities and characteristics Michael Conlon exhibited during his four years at Babson, making him such a special member of our community. The recipient needs to exhibit leadership, academic achievement, and love for Babson.

MICHAEL J. CONLON '96 SENIOR SPIRIT AWARD

This award is given annually to the individual who best demonstrates some of the qualities that Michael Conlon embodied: leadership, integrity, loyalty, academic excellence, and, most important, willingness to find the time to care and support others. The recipient is determined by a vote of the senior class.

GEORGE MACY WHEELER MEMORIAL AWARD

Presented to the graduating senior who possesses qualities of naturalness, friendliness, sincerity, persistence, and loyalty.

HEATHER MALOY '85 AWARD

This award was established in memory of Heather Maloy '85 by her family and friends. It is presented to a junior who best demonstrates hard work and dedication in both curricular and cocurricular life, drive, optimism, and a sense of perseverance through any challenge.

MICHAEL SAINOVICH MEMORIAL AWARD

This cash award is given to the sophomore man and woman who, as first-year students, excelled academically, and, through their involvement, contributed the most to the Babson community.

ORGANIZATION OF THE YEAR

This award is given to that organization which, by student vote, is determined to have been the most active group on the Babson campus.

RALPH Z. AND CHARLOTTE SORENSON SCHOLARSHIP AWARDS FOR MERITORIOUS ACHIEVEMENT

These scholarships are named in honor of Babson's seventh president and his wife. The award recognizes current full-time graduate and undergraduate students who have demonstrated outstanding merit in academic distinction, student activities, entrepreneurial endeavors, and cocurricular activities that encompass service to Babson College.

ROGER W. BABSON AWARD

Awarded to the senior who has excelled in scholarship, cocurricular activities, and leadership.

SCHOPFUNGBEITRAG PRIS

Awarded to the undergraduate who has made the greatest creative contribution to, and innovative impact on, the Babson community.

SHELBY CULLOM DAVIS AWARD

Presented for the most well-written and well-presented not-for-profit Management Consulting Field Experience team project.

STUDENT BUSINESS INITIATIVE AWARD

Sponsored by the Alumni Association and awarded to the student business that has demonstrated the greatest amount of creativity, management, and business activity during the year.

STUDENT CONTRIBUTION AWARDS

The awards recognize students for outstanding contributions to student life through special organizations and creative programs.

DEAN'S LEADERSHIP AND ACHIEVEMENT AWARDS

These awards are presented to 10–15 outstanding junior or senior students who have excelled in the following areas: scholarship (minimum of 3.2 GPA); participation and leadership in both academic and cocurricular activities; citizenship and service to the College; and potential for future achievement.

DIVISION AWARDS

Each division, according to its established criteria, presents an award to the senior who has mastered the given course requirements and has developed the skills necessary to make a valuable contribution to the field.

ADDITIONAL INFORMATION

Board of Trustees

Chair Thomas Stallkamp

A current list of Babson's Board of Trustees can be found online at www3.babson.edu/about/trustees.cfm.

President Leonard A. Schlesinger

President's Cabinet

Interim Vice President, Human Resources Mary Rose

Provost, Dean of Faculty Shahid Ansari

Vice Provost Henry Deneault

Chief Information Officer Samuel Dunn

Dean, Babson Executive Education Elaine Eisenman

Vice President, Development Eric Graage

Vice President for Alumni Relations Carol Hacker

Dean, Undergraduate School Dennis Hanno

Vice President and General Counsel Jonathan Moll

Dean of Student Affairs Betsy Newman

Vice President, Administration Mary Rose

Vice President, Finance, and Chief Financial Officer Philip Shapiro

Vice President for Institutional Advancement Deborah Sinay

Murata Dean, F.W. Olin Graduate School of Business Raghu Tadepalli

Chief Diversity Officer Elizabeth Thornton

Vice President for Institutional Planning Richard Voos

Managing Director of the Lewis Institute Cheryl Kiser

Controlled Substances—Uses & Effects

Drugs CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical/Psychological	Tolerance	Duration (Hours) Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
STIMULANTS								
Cocaine II	Coke, Flake, Snow, Crack	Local anesthetic	Possible High	Yes 1-2	Sniffed, smoked, injected	Increased, alert- ness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body tempera- ture, hallucina- tions, convulsions, possible death	Apathy, long periods of sleep, irritabil- ity, depression, disorientation
Amphetamines II	Biphetamine, Delcobase, Desoxyn, Dexadrine, Obetrol	Attention-deficit disorders, narcolepsy, weight control	Possible High	Yes 2-4	Oral, injected			
Phenmetrazine II	Preludin	Weight control	Possible High	Yes 2-4	Oral, injected			
Methylphenidate II	Ritalin	Attention-deficit disorders, narcolepsy	Possible Moderate	Yes 2-4	Oral, injected			
Other Stimulants III IV	Adipex, Cylert, Didnex Ionamin, Melliat, Plegine, Sanonex, Tenuate, Tepanil, Prelu-2	Weight control	Possible High	Yes 2-4	Oral, injected			

HALLUCINOGENS

LSD I	Acid, Microdot	None	None	Yes 8-12	Oral	Illusions and hallucinations, poor perception of time and dis- tance	Longer more intense "trip" episodes, psy- chosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote I	Mexc. Buttons, Cactus	None	None	Yes 8-12	Oral			
Amphetamine Variants I	2.5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Yes Variable	Oral, injected			
Phencyclidine II	PCP, Angel Dust, Hog	None	Unknown High	Yes Days	Smoked, oral, injected			
Phencyclidine Analogues I	PCE, PCPy, TCP	None	Unknown High	Yes Days	Smoked, oral, injected			
Other Hallucinogens I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Possible Variable	Smoked, oral, injected, sniffed			

CANNABIS

Marijuana I	Pot, Acapulco Gold, Grass Reef, Sinsemilla, Thai Sticks	None	Unknown Moderate	Yes 2-4	Smoked, oral	Euphoria, relaxed inhibi- tions, increased appetite, disori- ented behavior	Fatigue, para- noia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occa- sionally reported
Tetrahydrocannabinol I II	THC, Marinol	Cancer, chemotherapy	Unknown Moderate	Yes 2-4	Smoked, oral			
Hashish I	Hash	None	Unknown Moderate	Yes 2-4	Smoked, oral			
Hashish Oil I	Hash Oil	None	Unknown Moderate	Yes 2-4	Smoked, oral			

Tolerance
Duration (Hours)
Usual Methods of Administration
Possible Effects
Effects of Overdose
Withdrawal Syndrome

Drugs CSA Schedules	Trade or Other Names	Medical Uses	Dependence Physical/Psychological	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS									
Opium II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine II III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	Yes	3-6	Oral, smoked, injected			
Codeine II III V	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Fiorinal w/Codeine	Analgesic, antitussive	Moderate	Yes	3-6	Oral, injected			
Heroin I	Diacetylmorphine, Horse, Smack	None	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone II	Dilaudid	Analgesic	High	Yes	3-6	Oral, injected			
Meperidine II (Pethidine)	Demerol, Mepergan	Analgesic	High	Yes	3-6	Oral, injected			
Methadone II	Dolophine, Methadone, Methadose	Analgesic	High	Yes	12-24	Oral, injected			
Other Narcotics I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lornatili, Talwin	Analgesic, antidiarrheal, antitussive	High-Low	Yes	Variable	Oral, injected			

DEPRESSANTS									
Chloral Hydrate IV	Noctec	Hypnotic	Moderate	Yes	5-8	Oral			Anxiety, insomnia, tremors,
Barbituates II III IV	Amytal, Butisol, Fiorinol, Lotusate, Nembutol, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	Yes	1-16	Oral		Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Slurred speech, disorientation, drunken behavior without odor of alcohol
Benzodiazepines IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Yes	4-8	Oral			
Methaqualone I	Quaalude	Sedative, hypnotic	High	Yes	4-8	Oral			
Glutethimide III	Doriden	Sedative, hypnotic	High	Yes	4-8	Oral			
Other Depressants III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Yes	4-8	Oral			

Federal Trafficking Penalties

QUANTITY	DESCRIPTION	FIRST OFFENSE	SECOND OFFENSE
1,000 kg or more; or 1,000 or more plants	Marijuana <i>Mixture containing detectable quantity*</i>	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana <i>Mixture containing detectable quantity*</i>	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg 10 to 100 kg 1 to 100 kg 50-99 plants	Marijuana Hashish Hashish Oil Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
Less than 50 kg Less than 10 kg Less than 1 kg	Marijuana Hashish Hashish Oil <i>*Includes Hashish and Hashish Oil</i>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.

Federal Trafficking Penalties

CSA	PENALTY (2nd Offense)	PENALTY (1st Offense)	QUANTITY	DRUG	QUANTITY	PENALTY (1st Offense)	PENALTY (2nd Offense)
I and II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture 100-999gm mixture 500-4,999 gm mixture 5-49 gm mixture 10-99 gm or 100-999 gm mixture 1-10 gm mixture 40-399 gm mixture 10-99 gm mixture	Methamphetamine Heroin Cocaine Cocaine Base PCP LSD Fentanyl Fentanyl Analogue	100 gm or more or 1 kg or more mixture 1 kg or more mixture 5 kg or more mixture 50 gm or more mixture 100 gm or more of 1 kg or more mixture 10 gm or more mixture 400 gm or more mixture 100 gm or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20 million other than individual.
CSA	DRUGS	QUANTITY	FIRST OFFENSE	SECOND OFFENSE			
	Others	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.			
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.			
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.			
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.			

KEY TELEPHONE NUMBERS

Academic Services	x4075	ITSD Help Line	x4357
Accounting Division.....	x4576	Management Division.....	x4390
Admission Office.....	x5522	Marketing Division.....	x4697
Arts & Humanities Division	x4598	Math Resource Center	x4370
Athletics.....	x5289 and x4250	Math & Science Division.....	x4579
Athletics Hot Line	x5289	Media Services	x6333
Babson Bookstore.....	x4375	Office of International Programs	x4565
Babson College Radio	x3888	Post Office	781-235-0719
Babson Consulting Services	x4501	President's Office	x4263
Babson Executive Conference Center	x4000	Public Safety emergency	x5555
<i>Babson Free Press</i>	x5541	Public Safety nonemergency	x4555
Babson Skating Center	x6058	Recycling.....	x5565
<i>Babsonian</i>	x4230	Registrar	x4519
Babson Telecommunications.....	x4560	Registrar's Auto Line	x4023
Facilities Management and Planning.....	x4444	Reynolds Info Desk	x5581 and x5000
Bernon Center for Public Service	x5565	Roger's Pub	x3075
CAB Office.....	x5292	Scheduling	x4527
Campus Life	x4438	School Closing Line	x4636
Career Development	x4215	Sodexo (Trim)	x4283
Class Deans	x4075	Sorenson Center.....	x5682
Credit Union Office	x4394	Speech Resource Center	x5294
Crossroads Café.....	x4396	Student Affairs.....	x4218
Diversity Programs	x4374	Student Employment	x4286
Document Center	x4266	Student Financial Services.....	x4219
Economics Division.....	x4580	Student Government	x4330
Entrepreneurship Division	x4420	Student Mailroom.....	x4338
Finance Division.....	x5223	Summer Programs	x5727
Glavin Family Chapel	x5623	TTY/TDD Number	781-239-4508 (voice)
Health Services	x6363	781-239-4017 (TTY/TDD)
History & Society Division	x5571	Voice Mail.....	x5930
Horn Library	x4596	Wellesley Center.....	x6000
Info. Line	x6170	Writing Center	x4365
ITSD Main Line	x4423		

FALL 2010

There will be a future announcement regarding Founder's Day.

Note: All dates are subject to change. For the most up-to-date campus event listings, go to www.babson.edu/calendar, www.babsonathletics.com and the Babson portal.

**FALL
2011**

F	8/27	Undergraduate Orientation begins; Residence Halls open for new undergraduates at 8 a.m.
T	8/31	Residence Halls open at 9 a.m. for returning undergraduates
W	9/1	Undergraduate classes begin
M	9/6	Labor Day: No classes
Tu	9/7	Graduate classes begin
W	9/8	Undergraduate add/drop ends
M	10/11	Columbus Day: No classes
Tu	10/12	Babson Monday: Follow Monday class schedule, no Tuesday classes (this includes evening classes)
F	10/22	Undergraduate Midsemester Warnings due from faculty
Tu	10/26	Undergraduate Midsemester Warnings sent to students
Th	11/4	Last day to withdraw from an Undergraduate course
M–F	11/22–26	Undergraduate Thanksgiving Break (five days)
Th	12/9	Last class meeting
F–Su	12/10–12	Undergraduate Reading Days
M–Sa	12/13–18	Undergraduate Final Exams
M–F	12/13–17	Graduate Final Exams
Sa	12/18	Undergraduate Residence Halls close at 8 p.m.
F–Su	12/24–1/2	College administrative offices closed

**WINTER
2011**

M	1/3	Undergraduate Winter Session begins; see Undergraduate online Registration Guide for add/drop deadlines
Sa	1/8	UG Winter Session class meeting
F	1/14	Undergraduate Reading Days
Sa	1/15	Undergraduate Winter Session Final Exams

**SPRING
2011**

Su	1/16	Residence Halls open for transfer students
Su–M	1/16–17	Undergraduate Orientation begins for transfer students
M	1/17	Martin Luther King Jr. Holiday: No classes
M	1/17	Residence Halls open for returning undergraduates at 9 a.m.
T	1/18	Undergraduate and Graduate classes begin
M	1/24	Undergraduate add/drop ends
M	2/21	Presidents Day: No classes
Tu	2/22	Babson Monday: Follow Monday class schedule, no Tuesday classes
M–F	3/14–18	Spring Break Graduate and Undergraduate (five days)
F	3/18	Undergraduate Midsemester Warnings due from faculty
Tu	3/22	Undergraduate Midsemester Warnings sent to students
Th	3/31	Last day to withdraw from an Undergraduate course
M	4/18	Patriot's Day: No classes
W	4/20	Babson Monday: Follow Monday class schedule, no Wednesday classes
W	4/27	Last class meeting
Th	4/28	Makeup Day (or additional Reading Day)

KEY DATES

F	4/29	Reading Day
Sa–Su	4/30–5/1	Undergraduate and Graduate Reading Days
M–Th	5/2–5	Graduate evening Final Exams
M–F	5/2–5/6	Graduate day courses Final Exams
M–Sa	5/2–7	Undergraduate Final Exams
Sa	5/7	Undergraduate Residence Halls close at 8 p.m. for nongraduating students
Sa	5/14	Commencement: Undergraduate at 10 a.m.; Graduate at 2:30 p.m.; Seniors check out of Residence Halls by 8 p.m.
SUMMER 2011		
Tu	5/17	Undergraduate Summer I Courses begin; see Undergraduate online Registration Guide for add/drop deadlines
		Note OEM and MCE have different start days, see course descriptions for exact dates
F	5/20	Babson Monday (Undergrads only): Follow Monday class schedule, no Friday classes
M	5/30	Memorial Day: No day or evening classes
F	6/3	Babson Monday (Undergrads and Graduates): Follow Monday class schedule, no Friday classes
Th	6/9	Last day to withdraw from an Undergraduate course
Tu	6/28	Last Undergraduate Summer I class Note OEM and MCE have different last class days, see course descriptions for exact dates
W–F	6/29–7/1	Undergraduate Finals (three days) Note OEM and MCE have different days for final, see course descriptions for exact dates
M	7/4	Independence Day: no day or evening classes
Tu	7/5	Undergraduate Summer Session II Courses Begin
F	7/8	Babson Monday (Graduates): follow Monday day and evening schedule, no Friday classes
TBA	TBA	Last day to withdraw from a Summer II Undergraduate course
M–Tu	8/15–16	Last day of Undergraduate Summer II class
W–Th	8/17–18	Undergraduate Finals for Summer II class

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CAMPUS MAP

Buildings and Facilities (alphabetical)

46	Admission, Graduate (Olin Hall)*	47	Luksic Hall*
50	Admission, (Mustard Hall)*	1	Main Entrance
59	Alumni Hall*	45	Malloy Hall*
30	Athletics (Webster Center)*	13	McCullough Hall
33	Babson Executive Conference Center (BECC)*	57	Millea Hall*
16	Babson Globe	50	Mustard Hall (Lunder Undergraduate Admission Center)
21	Babson Hall*	81	Map Hill Residence Hall*
31	Roger W. Babson Memorial	52	Newton Apple Tree
48	Arthur M. Blank Center for Entrepreneurship*	60	Nichols*
39	Bryant Hall*	46	Olin Hall (Graduate School)*
10	Canfield Hall	54	Park Manor Central
26	Carling-Sorenson Theater*	55	Park Manor North
15	Coleman Hall*	53	Park Manor South
28	Stephen D. Cutler Investment Management Center*	14	Pietz Hall*
7	Dining (Trim Hall)*	41	President's House
33	Executive Conference Center (BECC)*	6	Public Safety*
5	Facilities Management and Planning (Sullivan Building)*	56	Publishers Hall
2	Forest Hall*	4	Purchasing and Receiving
3	Forest Hall Annex	12	Putney Hall*
23	Gerber Hall*	25	Donald W. Reynolds Campus Center*
27	Glavin Family Chapel*	19	Babson Skating Rink and Boston Sports Club*
53	Goff Alumni Suite	26	Richard W. Sorenson Center for the Arts*
9	Health Center (Hollister)*	8	Sorenson Family Visual Arts Center*
9	Hollister*	5	Sullivan Building (Facilities Management and Planning)*
29	Horn Computer Center*	51	Tomasso Hall*
28	Horn Library*	7	Trim Hall (Dining)*
22	Humphries Plaza	58	U.S. Post Office*
11	Keith Hall	18	Van Winkle Hall*
44	Knight Auditorium*	30	Webster Center (Athletics)*
24	Kriebel Hall*	42	Westgate Entrance
50	Lunder Undergraduate Admission Center (Mustard Hall)	40	Westgate Hall*
		70-80	Woodland Hill

* *Handicap Access*

CAMPUS MAP

Buildings and Facilities (NUMERICAL)

1	Main Entrance	28	Horn Library*
2	Forest Hall*	29	Horn Computer Center*
3	Forest Hall Annex	30	Webster Center (Athletics)*
4	Purchasing and Receiving	31	Roger W. Babson Memorial
5	Sullivan Building (Facilities Management and Planning)*	33	Babson Executive Conference Center (BECC)*
6	Public Safety*	39	Bryant Hall*
7	Trim Hall (Dining)*	40	Westgate Hall*
8	Sorenson Family Visual Arts Center*	41	President's House
9	Hollister (Health Center)*	42	Westgate Entrance
10	Canfield Hall	44	Knight Auditorium*
11	Keith Hall	45	Malloy Hall*
12	Putney Hall*	46	Olin Hall (Graduate School)*
13	McCullough Hall	47	Luksic Hall*
14	Pietz Hall*	48	Arthur M. Blank Center for Entrepreneurship*
15	Coleman Hall*	50	Mustard Hall (Lunder Undergraduate Admission Center)*
16	Babson Globe	51	Tomasso Hall*
18	Van Winkle Hall*	52	Newton Apple Tree
19	Babson Skating Rink and Boston Sports Club*	53	Goff Alumni Suite
21	Babson Hall*	53	Park Manor South
22	Humphries Plaza	54	Park Manor Central
23	Gerber Hall*	55	Park Manor North
24	Kriebel Hall*	56	Publishers Hall
25	Donald W. Reynolds Campus Center*	57	Millea Hall*
26	Richard W. Sorenson Center for the Arts (Carling-Sorenson Theater)*	58	U.S. Post Office*
27	Glavin Family Chapel*	59	Alumni Hall*
28	Stephen D. Cutler Investment Management Center*	60	Nichols*
		70-80	Woodland Hill
		81	Map Hill Residence Hall*

DIRECTIONS TO THE BABSON COLLEGE CAMPUS

From the east:

Take the Massachusetts Turnpike to Exit 15 (Interstate 95/Route 128). After the tolls, follow signs to Route 95/128 South to **Exit 21 (Route 16 Newton/Wellesley) ...**

From the west:

Take the Massachusetts Turnpike to Exit 14 (Interstate 95/Route 128). After the tolls, follow signs to Route 95/128 South to **Exit 21 (Route 16 Newton/Wellesley) ...**

From the south:

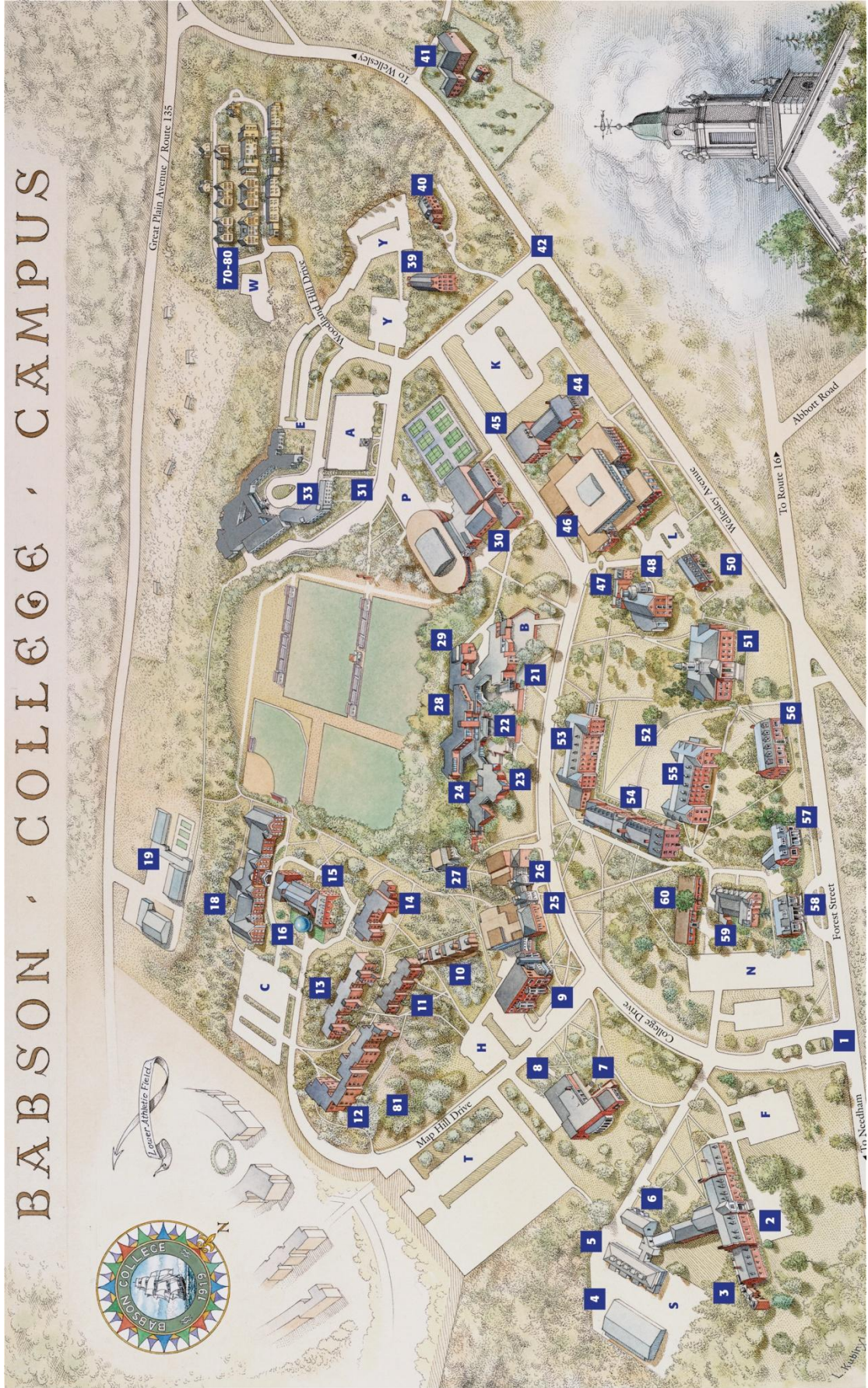
Follow Route 95/128 North to **Exit 21 (Route 16 Newton/Wellesley) ...**

From the north:

Follow Route 95/128 South to **Exit 21 (Route 16 Newton/Wellesley) ...**

Then ...

At the end of the off ramp, follow signs for Route 16 West (Washington Street). Continue on **Route 16 West for 2 miles through Newton Lower Falls and Wellesley Hills**. Turn left onto Forest Street and follow for 1 mile to Babson College; the main entrance is on the right.



PARKING LOTS A...Athletic Deck B...Babson* C...Coleman* E...BECC* F...Forest* H...Hollister* K...Knight* L...Lunder*
 N...Nichols* P...Webster* S...Sullivan* T...Trim* W...Woodland Y...Bryant* *Handicap Access

