



BABSON COLLEGE

UNDERGRADUATE HANDBOOK



2012–2013

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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

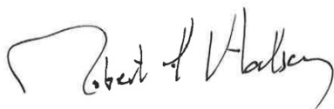
Babson College offers you the best in business and liberal arts education integrated into a curriculum that is challenging and comprehensive. Babson grants the Bachelor of Science degree and the Master of Business Administration, the Master of Science in Accounting, the Master of Science in Management with a concentration in Technological Entrepreneurship or Global Entrepreneurship, and a Certificate of Advanced Management. The College is accredited by the Association to Advance Collegiate Schools of Business (AACSB International), 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 two institutions in the United States to receive the EQUIS accreditation.

Babson College is a community of diverse people and activities. The College enrolls approximately 2,000 undergraduate students from almost every state, many U.S. territories, and more than 70 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 aspects of the undergraduate program as well as all of our student advising and consulting services, including the Office of Academic Services (OAS) and the Undergraduate Center for Career Development (CCD), as well as 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, appearing to read "Robert F. Halsey". The signature is fluid and cursive, with a large initial "R" and "H".

Robert F. Halsey, PhD
Interim Dean, Undergraduate School
Professor of Accounting

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 informational 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.

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.

Babson embraces the principle that students learn and develop through their experiences across the campus, both in the classroom and throughout the community. This learning outcomes approach is focused on developing specific skills and abilities that will prepare students for their professional lives; equally important, it aims to challenge and influence students' personal growth, understanding of themselves and their responsibility to the community, and appreciation for diverse and divergent viewpoints. Through this approach, Babson strives to create a learning and living environment that encourages students to become mature and well-grounded individuals and successful leaders in both business and community.

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, use technology to access, synthesize, and analyze data, and communicate their conclusions accurately and effectively.
- **Entrepreneurial and Creative Thinking:** Babson graduates identify, assess, and shape opportunities in a variety of contexts; they use creative and innovative approaches to develop and act on opportunities to create value for stakeholders and society.
- **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 utilize 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:

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

The Foundation Program consists of 35 credits:

22 foundation liberal arts credits and 13 core management credits.

The Intermediate Program consists of 39 credits:

21 intermediate liberal arts credits and 18 core management credits.

The Advanced Program consists of 52 credits: 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 7. 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 listed on the next page and are also available on the Academic Services' website at www.babson.edu/academicervices. 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 2012

CURRICULUM OUTLINE

Students must earn a minimum of 126 credits to graduate.

FOUNDATION PROGRAM	INTERMEDIATE PROGRAM
<p>Foundation Liberal Arts Requirements</p> <p>QTM 1300 Applied Calculus <i>(3 credits)</i></p> <p>QTM 1310 Probability and Statistics <i>(3 credits)</i></p> <p>RHT 1300 Rhetoric A <i>(3 credits)</i></p> <p>RHT 1311 Rhetoric B <i>(3 credits)</i></p> <p>AHF 1300 Arts & Humanities Foundation <i>(3 credits)</i></p> <p>HSF 1300 History & Society Foundation <i>(3 credits)</i></p> <p>SCN 13XX Science A <i>(3 credits)</i></p> <p>FYS 1300 First-Year Seminar <i>(fall semester—1 credit)</i></p> <p>Management Requirements</p> <p>LAW 1003 Foundations of Business Law <i>(3 credits)</i></p> <p>FME 1000 Foundations of Management and Entrepreneurship <i>(fall semester—3 credits)</i></p> <p>FME 1001 Foundations of Management and Entrepreneurship <i>(spring semester—4 credits)</i></p> <p>ACC 1300 Financial Accounting <i>(3 credits)</i></p>	<p>Management Requirements</p> <p>OEM Organizing for Effective Management <i>(9 credits) Integrates Managerial Accounting, Operations Management, and Organizational Behavior</i></p> <p>MCE Managing in a Competitive Environment <i>(9 credits) Integrates Microeconomics, Finance, and Marketing</i></p> <p>Intermediate Liberal Arts Requirements <i>Several topics are offered within each category—12 credits</i></p> <p>HSS History and Society</p> <p>CVA Culture and Values</p> <p>LVA Literature and Visual Arts <i>Student chooses to take another course from the above category</i></p> <p>QTM 2420 Quantitative Modeling <i>(3 credits)</i></p> <p>ECN 2300 Principles of Macroeconomics <i>(3 credits)</i></p> <p>SCN 24XX Science B <i>(3 credits)</i> Language Study <i>(optional elective course)</i></p> <p>ADVANCED PROGRAM</p> <p><i>Most courses taken during the second semester of the junior year and senior year</i></p> <p>ASM 3300 Strategic Problem Solving <i>(4 credits)</i> Advanced Liberal Arts Electives <i>(20 credits)</i> Additional Electives <i>(28 credits, 16 must be advanced)</i></p>

Degree Requirement Checklist for the Classes of 2010 and Beyond

Name: _____

Req. #	FOUNDATION REQUIREMENTS Management	Req. Met	Credits Earned	Req. Met	Credits Earned	Req. Met	Credits Earned	Req. Met	Credits Earned
1	FMGE 1000/MCGB 1000 (34 credits)	<input type="checkbox"/>	<input type="checkbox"/>	13a	OEM2311 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	13a	Management
2	Foundation Management & Strategy/Gen. Management	<input type="checkbox"/>	<input type="checkbox"/>	13b	Managerial Accounting	<input type="checkbox"/>	<input type="checkbox"/>	13b	Management
	FMGE 1001/MIS 1000 (4 credits)	<input type="checkbox"/>	<input type="checkbox"/>		OEM2312 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>		Management
	Foundation Management & Strategy/Info. Info Systems	<input type="checkbox"/>	<input type="checkbox"/>	13c	Tech Operations Management	<input type="checkbox"/>	<input type="checkbox"/>	13c	Management
3	ACC 1300/1301 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	13d	OEM2313 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	13d	Management
	Financial Accounting	<input type="checkbox"/>	<input type="checkbox"/>		Organizational Behavior	<input type="checkbox"/>	<input type="checkbox"/>		Management
4	LAW 1300/1311 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
	Foundations of Business Law	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
OEM and MCE may be taken in either Fall or Spring and in any order. Pre-req for OEM/MCE = #1, #2, #3, #10, #11									
14a		<input type="checkbox"/>	<input type="checkbox"/>	14a	MCE 2311 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	14a	Management
		<input type="checkbox"/>	<input type="checkbox"/>		Finance	<input type="checkbox"/>	<input type="checkbox"/>		Management
14b		<input type="checkbox"/>	<input type="checkbox"/>	14b	MCE 2312 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	14b	Management
		<input type="checkbox"/>	<input type="checkbox"/>		Microeconomics	<input type="checkbox"/>	<input type="checkbox"/>		Management
14c		<input type="checkbox"/>	<input type="checkbox"/>	14c	MCE 2313 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	14c	Management
		<input type="checkbox"/>	<input type="checkbox"/>		Marketing	<input type="checkbox"/>	<input type="checkbox"/>		Management
Please note: "Pre-req" indicates that the listed course must be successfully completed before you can take that class.									
Total Credits Earned		/13	Total Credits Earned		/18				
5	SCN 24XX (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	15	SCN 24XX (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	15	Intermediate Liberal Arts (Pre-req = #5)
	Science A	<input type="checkbox"/>	<input type="checkbox"/>		Science B	<input type="checkbox"/>	<input type="checkbox"/>		Science
6	RHT 1300 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	16	HSS 24XX (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	16	(Pre-req for HSS/CVA/LVA Course = #6, #7, #8, #9)
	Rhetoric A	<input type="checkbox"/>	<input type="checkbox"/>		CVA 24XX (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>		Liberal Arts
7	RHT 1311 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	17	LVA 24XX (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	17	(Pre-req = #11)
	Rhetoric B	<input type="checkbox"/>	<input type="checkbox"/>		HSS/CVAE/VA (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>		Liberal Arts
8	AHF 1300 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	18	QTM 2402/2403 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	18	Applied Quantitative Modeling
	Arts and Humanities Foundation	<input type="checkbox"/>	<input type="checkbox"/>		Applied Quantitative Modeling	<input type="checkbox"/>	<input type="checkbox"/>		Liberal Arts
9	HSP 1300 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	19	ECN 2300 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	19	Principles of Macroeconomics
	History and Society Foundation	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		Liberal Arts
10	QTM 1302/200 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	20	QTM 420/421 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	20	(Pre-req = #11)
	Quantitative Methods w/Calculus	<input type="checkbox"/>	<input type="checkbox"/>		Principles of Macroeconomics	<input type="checkbox"/>	<input type="checkbox"/>		Liberal Arts
11	QTM 1310/311 (3 credits)	<input type="checkbox"/>	<input type="checkbox"/>	21		<input type="checkbox"/>	<input type="checkbox"/>	21	
	Probability and Statistics	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
12	FYS 1300 (1 credit)	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
	First Year Seminar	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>		
Total Credits Earned		/22	Total Credits Earned		/21				
Academic Services Key Transfer Credit = TC (includes AP, IB, ...) Off Campus Credit = OC Honors Course = H Repeat Course = R Incomplete = INC Waiver = CR									

ACADEMIC CALENDAR

A full academic calendar is available online at www.babson.edu/offices-services/registrar/academic-calendar.

ACADEMIC DIVISIONS

Access to the websites of individual academic divisions is available at www.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 will be issued a final suspension from the College should this be a second academic suspension.
- The student may be placed on academic probation.
- The student may be suspended from Babson College for a period of up to one year.

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 that the student feels contributed to his or her performance in the prior semester. Students are encouraged to divulge all that may be pertinent as it is the only opportunity to convey the information to the committee. 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 immigration status who are suspended lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Glavin Office of International Programs (OIP) is required to report this suspension to the U.S. Department of Homeland Security, 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 immigration status; or depart the U.S. immediately. International students must consult with an International Student Adviser in the Glavin Office of International Programs to discuss the immigration implications of a suspension before any action is taken.

Members of the Academic Standards Committee are the Undergraduate School associate dean, an associate dean of Academic Services, a student affairs representative, and four faculty members. The committee convenes after the close of the fall, spring, and summer 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 email 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.

Approximately nine weeks from the beginning of each semester will be the last day to withdraw from classes without academic penalty. This date can be found at

www.babson.edu/offices-services/registrar/academic-calendar. Students who wish to withdraw from a course must first obtain the signature of a class dean. 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.

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), the French Baccalaureate, 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, French Baccalaureate, 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.

French Baccalaureate – Credit will be awarded for a coefficient of 4 or higher with a score of 12 or above.

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.
- Participation in significant family events.
- 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 at 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.
- Up to two courses taken abroad can be applied to a concentration, but these courses **must have faculty approval**.

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 at, www.babson.edu/concentrations.

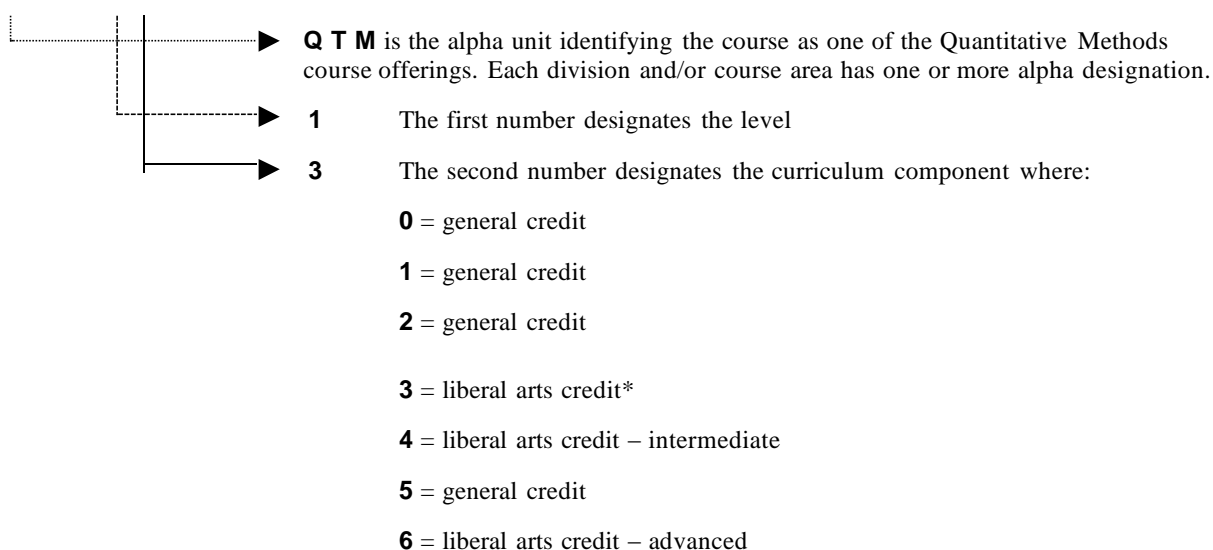
COURSE LISTINGS

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.

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 a foundation course(s) as a prerequisite. Likewise, many advanced courses have an 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 waitlists. 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.

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

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 incomplete grades. Dean's List eligibility is based upon a student's semester grade point average as of five weeks following the conclusion of final exams in the given 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, email 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	B+	3.33	C+	2.33	D+	1.33	F	0.00
A-	3.67	B	3.00	C	2.00	D	1.00	"I"	incomplete status
		B-	2.67	C-	1.67	D-	0.67		

Students who have failed a class need to understand the policies for Makeup of Failed Course (on page 21).

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 instructor 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 instructor and student to agree upon the final result. The obligation simply is to help the student understand the process the instructor 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 instructor for one complete semester immediately following the final examination.

It is the responsibility of the undergraduate student to make arrangements with the instructor 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 instructor 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 the instructor 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 instructor will award "the grade ... based upon the normal requirements for the course." In effect, the instructor 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 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 next semester's 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. Instructors will notify the registrar of those students who are at or below C- around the midpoint of each fall and spring semester. At that time, students will be notified, via their Babson email 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.

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.

INTERNATIONAL STUDENTS

International students in F-1/J-1 immigration status who are aware of the possibility of suspension must notify the International Student Adviser in the Glavin Office of International Programs (OIP) as soon as possible to discuss

the immigration implications of the suspension and their possible options.

International students in F-1/J-1 immigration status who are suspended lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. OIP is required to report this suspension to the U.S. Department of Homeland Security, and the student will be required to take one of the following actions: transfer immediately to another U.S. institution; apply for a change of immigration status; or depart the U.S. immediately. International students must consult with an International Student Adviser in OIP to discuss the immigration implications of a suspension before any action is taken.

If the student decides to return to Babson in the future and is readmitted to the College, OIP will issue a new Form I-20/DS-2019 which will allow the student to apply for an F-1/J-1 visa (if applicable) and for entry into the U.S. in lawful F-1/J-1 immigration status. For further information, contact an International Student Adviser in OIP at 781-239-4565 or email iss@babson.edu.

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 in F-1/J-1 immigration status who are considering a leave of absence must notify an International Student Adviser in the Glavin Office of International Programs (OIP) before discontinuing studies to discuss the immigration implications of the leave of absence.

International students in F-1/J-1 immigration status who take a leave of absence from Babson College may lose their eligibility to remain in the United States. 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 and F-1/J-1 visa may be required in order to resume studies in valid F-1/J-1 status. For further information, contact an International Student Adviser in the Glavin Office of International Programs (OIP) via phone at 781-239-4565 or e-mail iss@babson.edu.

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.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

Disclosure without consent also may be made concerning the following: Final results of a disciplinary proceeding in which a student was found to have violated College rules concerning a crime of violence or a 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, regardless of the student's age, without the student's written consent in cases involving the student's health and well-being or in the case of a change of student status (including, but not limited to, loss of housing, pending disciplinary proceeding, suspension, expulsion or to comply with a court order or subpoena). For the purposes of this Policy, "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

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

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

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

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

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

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

Restricting the Release of Directory Information

If you do not wish to authorize the release of Directory Information and do not want your Directory Information to appear in the Student Directory, you must indicate so through the “My Info” section of the 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.

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

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

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

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

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

Additional Resources

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

FPCO – <http://www.ed.gov/policy/gen/guid/fpco/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 or in writing at the registrar’s office.
- Security and law enforcement records are retained by the director of public safety. Students may request copies of law enforcement records from the director of public safety. Certain legal restrictions may limit or prohibit the ability to grant such a request. The dean of student affairs and the director of public safety maintain final discretion in the consideration of any such request.
- Medical records are maintained by Health Services. These records also are exempted from the provision of the law and are not normally available to students for inspection.

- Disciplinary records, including College Honor Board/Graduate Judicial Board records are generally maintained by the Undergraduate and Graduate Student Affairs Offices. Students may review these by appointment. In compliance with FERPA and other applicable state and federal statutes, these records may be redacted for the review.
- Financial aid records are maintained by Student Financial Services. Students may review these by appointment. Students are not permitted to review their parents' financial records, unless the documents were jointly signed and submitted by the parents and the student, or if the parent has given written permission.
- Residence Life maintains residence life records and Student Activities and Leadership maintains student involvement and activities records.
- It is assumed that students want their hometown newspapers notified when they graduate, earn awards, or achieve the Dean's List. Students are to notify Public Relations, Ext. 4548, if they do not wish to participate in this process.

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 Director of Disability Services. In these situations, students are eligible for a tuition reduction in the full amount of the credit total by which the student is reducing. For example, if a student opts not to take a 3-credit course, the student will be charged flat rate tuition less the 3-credit total for that course.
2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Director 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 not related to documented disabilities, 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 3 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.

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.

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

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/academicservices. 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 www.babson.edu/undergraduate/advising-and-support/disability-services.

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 in Horn Library 209 provides communication support to the entire Babson community. Using the model of executive coaching, the speech resource center helps increase a student's skills and confidence at business speaking, in class discussions, in team presentations, in global business contexts, and as interview candidates.

WRITING CENTER

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

SPARK PEER TUTORING

The Supportive Peers As Resources for Knowledge (SPARK) Peer Tutoring program is a free resource that is available to students to provide learning support for six core courses in the undergraduate curriculum. SPARK tutors are trained specifically to work with students on Financial Accounting (ACC1300), Managerial Accounting (OEM2311), Finance (MCE2311), Macroeconomics (ECN2300), Microeconomics (MCE2312), and Operations (OEM2312). To set up an appointment online, students can go to <http://www.spark-peer-tutoring.genbook.com>.

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/ugradcareer.

CENTER FOR WOMEN'S ENTREPRENEURIAL LEADERSHIP

On the Babson campus, the Center for Women's Entrepreneurial Leadership—a center for all—investigates, educates, and celebrates women entrepreneurial leaders of all kinds. The center provides programs for all undergraduate students related to gender and entrepreneurial leadership. Opportunities for student engagement with the center include: mentoring with successful leaders, access to in-residence experts, joining the student-led Gender Justice League, and participating in signature learning events with powerful speakers and role models. Center programming and initiatives provide access to innovative research on gender, women, business, and education, fostering a gender-enlightened, gender-balanced campus for male and female students. In addition, the center sponsors the Women's Leadership Program for select women undergraduates. Women's Leadership scholars 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 are supported through a scholarship award. More information about the center is available online at www.babson.edu/cwel.

COACHING FOR TEAMWORK AND LEADERSHIP PROGRAM

The program is attended by students taking the FME and ASM 3300 courses. It is designed to give students feedback about their leadership, teamwork, decision making, ethics, 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/fys.

HONORS PROGRAM

The Honors Program offers academically accomplished students enhanced curricular and cocurricular opportunities. Honors students 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 create an 8-credit honors project on a topic of their choosing, working one-on-one with a faculty adviser. The Honors Program also aims to create a community for its students by scheduling social and cultural events including dinners, study 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 40 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/ugradapply.

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/ugradapply.
- For additional information for international students, refer to www.babson.edu/undergraduate/admission/international-students.

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/ugradapply.

TRANSFER STUDENTS

Transfer applicants 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/undergraduate/admission/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 to that college or university. International students seeking enrollment as a visiting student must consult with the Glavin Office of International Programs (OIP) to determine if Babson has an existing exchange program with their institution. If a program exists, students must apply through OIP. 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 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.

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 engage in part-time study at Babson; however part-time visiting students are ineligible for housing and financial aid. International visiting students must comply with the rules of their immigration status (F-1 and J-1 status require full-time enrollment).

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/ugradaid.com

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. 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 at www.babson.edu/academicservices.

PAYMENT OF BILLS

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

International wire transfers can be made through the Babson Portal/View of Bill/ePay, or at peertransfer.com/babson. For domestic wires, refer to the information for U.S. bank transfers available on the Babson Portal/View of Bill.

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

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

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

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

Laptop services	ITSC	781-239-4406
Meal plan charges	Student Financial Services	781-239-4219
Motor vehicle registration and parking violation charges	Public Safety	781-239-5555
Prescription/lab charges; health insurance	Health Services	781-239-4257
OneCard charges	One Card Services	781-239-4298
Registration/enrollment	Registrar	781-239-4519
Room and damage charges	Residence 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 non-waivable service fee of \$50 will be charged to a student's account for each payment returned by the bank due to insufficient funds. When notified of a returned check, students have three business days to submit to Student Financial Services a certified check or bank check in the amount due, including the service fee. In a case where there are returned checks, the College reserves the right to require that all future payments be made by certified check or bank check.

LATE PAYMENT PENALTIES

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

Students who fail to meet their financial obligations to the College are not entitled to receive a diploma or official transcript, and are not entitled to the use of academic, administrative, and auxiliary services and facilities. Unpaid accounts will be referred for collection action, with the cost of collection to be borne by the student.

Late payment penalty appeals should be directed via email 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 citizens or Permanent Residents of the U.S. or Canada 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/ugradaid.

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.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	4/10	4/10
Transfer Admission Spring	11/15	11/15
Returning Undergraduates	Not required	4/15

All financial aid applicants will be required to submit supplemental documents verifying the information supplied on the application forms, including federal tax returns, W-2 forms, and a verification worksheet, to the College Board Imaging and Documentation Service (IDOC). Students who are eligible for federal student loans are required to complete a promissory note and entrance 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/ugradaid.

CAMPUS RESOURCES

ACADEMIC SERVICES

Rob Major, *Director*

Hollister Hall, Suite 220

781-239-4075

www.babson.edu/academicservices

The Office of 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
- Co-ordination of the New Student Orientation program
- Co-ordination of the First-Year Seminar
- 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, *Director of Disability Services*

Hollister Hall, Learning Center, Suite 122

www.babson.edu/undergraduate/advising-and-support/disability-services

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 director of Disability Services at the outset of their academic career at Babson. The director of Disability Services is located in the Learning Center, first floor of Hollister Hall, and can be reached at 781-239-5509. For specific information about disability documentation guidelines and related information, please visit the Disability Services website at

www.babson.edu/undergraduate/advising-and-support/disability-services.

ALUMNI AND FRIENDS NETWORK

Cruickshank Alumni Hall

alumrel@babson.edu or 781-239-4562

www.babson.edu/alumni

Babson has a worldwide alumni, parents, and friends network of more than 35,000 business, entrepreneur, and global leaders. This expansive network spans all 50 states, Washington, D.C., Puerto Rico, and the U.S. Virgin Islands, and is

found in 110 countries around the world.

There are many opportunities to engage with alumni, parents, and friends of the College throughout your educational experience, including panel presentations and networking events, Back to Babson (B2B) –our annual alumni weekend/reunion program, Global Alumni Clubs –both regional and international, and social networking sites, including the Babson College Community LinkedIn Group. In addition, class discussions, and programs developed by the Undergraduate Center for Career Development and the Babson Alumni and Friends Network also provide opportunities for you to connect with alumni.

As a student, you have access to the Alumni Directory; we encourage you to leverage this networking tool for one-on-one outreach to Babson alumni. You will use your Babson username and password to access the directory. In accordance with our privacy policy, alumni populate their own directory profiles so they choose what information is shared. Please review and adhere to the Terms of Use before reaching out to alumni via the Directory.

After graduation, our Global Alumni Clubs and programs, a monthly electronic newsletter, and a robust website connect our alumni, and build community locally and all around the world. To promote club events to the alumni community, we suggest: the Babson College Community LinkedIn Group, the Babson Facebook fan page; Twitter messages containing the hashtag #babson, and affinity alumni groups' Facebook pages and LinkedIn groups.

ATHLETICS

Josh MacArthur, *Director of Athletics*
www.babsonathletics.com

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 Athletics at Ext. 6672 (Eric Neely). Use of facilities and fields will be coordinated with the Athletics Department. Club sports include cheerleading, rugby, ice hockey, etc.

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:

Fall	Winter	Spring
<ul style="list-style-type: none"> • 3v3 Basketball • Co-Ed Ultimate • Wiffleball • Fall Squash • Fall Tennis • Outdoor Soccer 	<ul style="list-style-type: none"> • 5v5 Basketball • Co-Ed Dodgeball • Co-Ed Volleyball • Hot Shot • Indoor Soccer • Winter Squash • Winter Racquetball 	<ul style="list-style-type: none"> • 4v4 Sand Volleyball • Co-Ed Softball • Flag Football • Bean Bag Toss • Ping Pong • Golf • Spring Tennis

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

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

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, Trixter Xdream Bikes, and Keiser 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:

- Turf 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 Artificial Turf 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 ONECARD

BABSON ONECARD OFFICE

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

Reynolds Campus Center, Room 233

Ext. 5647

www.babson.edu/offices-services/onecard-office

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 residence halls between the hours of noon and 9 p.m. Any questions or problems with clearance authorization should be directed to the Office of Residence Life. However, if you need special access to rooms on campus unrelated to residency, please contact the OneCard Office.

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 is also **Flex** on your OneCard which can be used at Reynolds Café, Freshens, Dunkin's Donuts, Jazzman's Cafe in Horn Library, and Pandini's in Olin Hall. This is ideal if you get a craving for a snack or something light and it's not mealtime. Every time you swipe, it deducts from your set balance. You cannot add to this type of money.

If your meal plan is still not enough for you, you can add extra money to your OneCard. This is called Babson Bucks. This type of payment can be used at all the same places as above, but can also be used at the College Bookstore, the Student Mailroom, snack machines, Pepsi machines, the QuickPix photo printer kiosk in Reynolds, the Copy Center in Central Services, and various off-campus locations. To add money or check balances, click on Babson Bucks Deposits under *Smart Tools* on the Babson Portal. This also will allow others, such as relatives, to add Babson Bucks from their computers.

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 Community Standards (Graduate Student Affairs for graduate students) 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 Public Safety at 781-239-5555 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	ltowns@babson.edu	Ext. 4376
Angela Teixeira, Assistant Manager	ateixeira@babson.edu	Ext. 5881
Textbook Department		Ext. 5881

Reynolds Campus Center
781-239-4375
babson.bncollege.com
facebook.com/babsonbookstore

The Babson College Bookstore is the best resource for course materials offering used, digital, and rental textbooks. During book buyback, books purchased for campus use are purchased at 50 percent cash back to student. The bookstore offers school spirit clothing, gifts, residence hall items, and school supplies.

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.

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

UNDERGRADUATE CENTER FOR CAREER DEVELOPMENT (CCD)

Megan Houlker, Director
Hollister Hall, Suite 106
www.babson.edu/ugradcareer
781-239-4215

Entrepreneurial Thought and Action[®] is critical to career success and lies at the core of Babson's career development philosophy. Now more than ever, an entrepreneurial approach to career development is essential for those competing for the jobs of the future. We empower students to harness their resources and passion to launch the right career, at the right time, for the right reasons. In Undergraduate CCD, our language for this is straightforward: Explore.

Discover. Connect. Achieve.

CAREER COUNSELING

Our Career Advisors are highly experienced professionals with a variety of backgrounds, including finance, accounting, human resources, healthcare, retail, and education. They are available to meet with students individually to hone career skills and strategy. In addition, CCD offers a rich schedule of Employers in Residence (EIR), an opportunity for students to receive career counseling services directly from current Babson employers. Current students are encouraged to meet with us during Walk-in Hours or to schedule a Counseling Appointment (see details below). We look forward to seeing you!

Counseling Appointments

Monday through Friday, 8:30 a.m. to 4:30 p.m. Please schedule an appointment in advance.

Career Counselors are available to meet with students for 30-minute appointments, Monday through Friday, 8:30 a.m. to 4:30 p.m. Please check our website or call 781-239-4215 to schedule an appointment. These longer counseling sessions are appropriate for mock interviews, self-assessment, career strategy, and other in-depth career discussions.

Walk-in Hours:

Monday and Wednesday, 10 a.m.–1 p.m. No appointment required.

Tuesday and Thursday, 1–4 p.m. No appointment required.

Current students are welcome to drop by during these times for a brief meeting with a Career Counselor or EIR, on a first-come, first-serve basis. Walk-in appointments are perfect for a brief résumé or cover letter review, or a quick career-related question.

CAREER OFFERINGS

From day one, Babson's Undergraduate Center for Career Development is actively involved with helping you define and achieve your career goals. CCD offers a wide range of skill-building services, career exploration opportunities, and recruitment events. These include foundational programs focused on résumé and cover letter basics, interviewing skills, self-assessment, and our unique iChoose career seminar; as well as more advanced, industry-specific programs that include networking best practices, informational interviews, employer visits, and negotiation skills. Our programs give you the opportunity to explore interests, strengthen skills and experiences, make professional connections, and secure employment. To learn more about our offerings, including recruiting, experiential education, career paths, and skill development, please visit our website at www.babson.edu/ug/ccd.

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 Arline MacCormack 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. Print resources and skills-based handouts are available in the Career Resource Library, located in our offices in Hollister Hall. Students are encouraged to partner with Horn library to learn how to use business research platforms to support their career development.

The CCD portlet in the Babson 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.

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 Babson Portal. Some companies travel to campus to conduct their first round interviews, making engaging in the

search process convenient.

FAITH AND SERVICE

Bernon Center for Public Service and Glavin Family Chapel

Lisa Thomas, *Director*

Glavin Family Chapel

The Office of Faith and Service 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.

Our mission is to graduate socially responsible and civically engaged individuals who understand their role as trained entrepreneurs to not only give back to the community, but also use their competencies to look at global social justice issues and seek innovation.

To find out how you can get involved in the Office of Faith and Service at Babson, visit our website at **www.babson.edu/offices-services/faith-and-service**, check us out on Facebook at Babson Faith and Service, follow us on Twitter at BabsonBernon, or visit us in the Glavin Family Chapel.

BERNON CENTER FOR PUBLIC SERVICE

Josh Stevenson, *Assistant Director*

Glavin Family Chapel

The Bernon Center for Public Service coordinates volunteer and community service activities with various local, national community and international service agencies. We offer one-time and ongoing volunteer opportunities for Babson students, staff, and alumni. Last year, Babson provided more than 27,500 hours of service. 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 Program, the Bernon Scholar Program, and the Community Action Program.

The Bernon Center for Public Service also 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 or visit **www.babson.edu/bernon** for more information.

GLAVIN FAMILY CHAPEL

Denning Aaris, *Assistant Director*

Glavin Family Chapel

Babson College is an institution dedicated to fostering an environment of religious pluralism and respect. We exist to serve, support, and nurture the religious and spiritual development of all within our campus community. 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 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 Faith staff is devoted to supporting students as they face spiritual issues in their life through open discussion and pastoral counseling at all levels. The Faith staff is a multifaith team comprised of chaplains from the Buddhist, Catholic, Jewish, Muslim, Hindu, and Protestant faiths. Our chaplains aim to challenge thinking in the total realm of spiritual and moral issues, to assist in developing a truly human perspective, and to sit and be with the student in times of need and crisis.

Faith 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. For a complete list of the Faith staff, programs, and services, please refer to our website at **www.babson.edu/offices-services/faith-and-service**.

DINING SERVICES

Carl Citron, *District*

*Manager Stan Park, General
Manager*

Denise Siaba, Operations

Manger

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, the Olin Cafe 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 the Olin Cafe are both "à la carte" retail snack bars. Crossroads and the Olin Cafe offer selections. 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. The majority 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 healthy 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. Desserts are baked freshly in our in-house bakery.

Trim accepts student meal plans, Meal Plan Flex Dollars, 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 FRESHÈNS 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 Freshèns Energy Zone. Luncheon specials are featured daily. Meals can be purchased using Meal Plan Flex Dollars, Babson Bucks, cash, via your Babson OneCard, and MasterCard and Visa.

THE OLIN CAFE AT THE F.W. OLIN GRADUATE SCHOOL OF BUSINESS

The Olin Cafe menu features brick oven-style pizzas, calzones, strombolis, fresh salads, pastas, panini sandwiches, and desserts. In addition, the Olin Cafe features Café Spice authentic Indian cuisine and a full service deli. A wide array of beverages is featured along with Starbucks coffee. Monthly luncheon and dinner specials are featured. Meals can be purchased using Meal Plan Flex Dollars, Babson Bucks, 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.

FLAVOURS CATERING

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.–8:30 p.m.
Friday7:15 a.m.–7 p.m.
Saturday9 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–Wednesday..... 7:30 a.m.–9 p.m.
Thursday..... 7:30 a.m.–2 a.m.
Friday 7:30 a.m.–2 a.m.
Saturday–Sunday 9 a.m.–3 p.m.

The Olin Cafe at the F.W. Olin Graduate School of Business

Monday–Thursday 7:30 a.m.–8:30 p.m.
Friday 7:30 a.m.–2 p.m.
Saturday 7:30 a.m.–1 p.m.

Roger's Pub

Monday–Thursday 8 p.m.–Midnight

Jazzman's at Horn Gallery

Monday–Thursday..... 8 a.m.–9 p.m.
Friday 8 a.m.–2 p.m.
Sunday..... 4–9 p.m.

**Trim and Roger's Pub are closed during Thanksgiving, Christmas, and spring vacations. Jazzman's at Horn, Freshens, 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 nonemergency requests should be requested via the Babson Portal (including key requests), 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 emailing 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)

Room scheduling is done through the Events Management Office. All event requests and logistics should be submitted to the scheduling department by emailing scheduling@babson.edu.

Requests for space by non-College organizations should be made to the Events Management Office 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, by cell at 781-831-1371, or by email at glenn.mcgeoghegan@verizon.net.

GLAVIN OFFICE OF MULTICULTURAL & INTERNATIONAL EDUCATION

Amir Reza, *Director*

Elise Beaudin, *Associate Director*

Hollister Hall

www.babson.edu/oip

The Glavin Office of Multicultural & International Education (MIE) 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 Glavin Office of Multicultural & International Education 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. Additionally, exchange relationships with partner institutions allow international exchange students the opportunity to lend a unique flavor to the already diverse community at Babson.

In addition, approximately 160 students participate in faculty-led, short-term Electives Abroad courses during winter and summer sessions as well as March break. These programs are content-based, and have taken place in locations such as Costa Rica, England, Germany, Ghana, Italy, Malaysia, 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 any of the Electives Abroad courses. In addition, students can apply to participate in the Honors London Program that combines academic study at the prestigious London School of Economics and Political Science with an internship in a London-based company during the summer session.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

International Student and Scholar Services (ISSS) staff are dedicated to serving Babson College's 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 at Babson College.

ISSS is responsible for issuing the Form I-20/Form DS-2019 (Certificates of Eligibility for F-1/J-1 student or exchange visitor immigration status), providing guidance on the visa application process and for facilitating orientation and information sessions on maintaining lawful F-1/J-1 immigration status while in the U.S.

ISSS supports international students and scholars by providing advising services on immigration, employment, and academic, social, and cultural adjustment; by supporting intercultural student clubs and organizations; and by promoting cross-cultural awareness and global leadership on campus. For further information, contact the ISSS team in MIE via phone at 781-239-4565 or email iss@babson.edu.

HEALTH SERVICES

Sharon Yardley, *Director*

Dr. Elisabeth Brewer, *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, associate director of health and wellness, coordinator of health and wellness, 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 is 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://babson.edu.mediaconnect.com>. 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 and conversations with the nurse practitioners and physicians at Health Services 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 information 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. Health history and immunizations are done online by going to <https://babson.mediatconnect.com>. There, you will create a OSH Portal account that will allow you to go online and enter your immunizations and health history and scan supporting immunization documentation.

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 be 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 the 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 temporarily provides 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.

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

SMART 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. SMART is one of the resources provided by Health Services, as part of a campus-wide health education program. The services of a SMART volunteer can be activated by calling Public Safety and asking to speak to the Dean on Call, The Boston Area Rape Counseling Center (BARCC) also is available 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

- **Stress Management:** Many opportunities exist to participate in stress management programs, including yoga, massage, exercise, meditation, step aerobics, and dance.
- **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.

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 Lyburner, *Director, Operations & Security*

Dan Tonelli, *Director, IT Support Services*

Horn Computer Center

www.babson.edu/it

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 four 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 2010.

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 and Academic Production Services (MAPS) 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 MAPS at Ext. 6333 or by sending an email 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 email, 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 non-urgent problems by sending email to support@babson.edu.

SERVICE CENTER HOURS

Academic Year Support

Hours:

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

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

Please see www.babson.edu/it for seasonal hours.

Accessing Babson Resources from Off-Campus

All of Babson’s primary online services, such as Babson Portal, Blackboard, email 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/it.

COMPUTER TRAINING WORKSHOPS

Online training for a large variety of software applications can be located at <http://lynda.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.

Books, Electronic Books, and Videos

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. Research 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, Capital IQ, WONDA, 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 research librarian by signing up at the Information Desk, calling Ext. 4596, or by sending an email to research@babson.edu. Virtual and live library tours are provided during orientation, incorporated into some courses, and offered in evening and weekend workshops.

Periodicals and Reserves

There are nearly 180 current magazines, journals, and newspapers, plus thousands more available online. Reference books and supplementary course readings are on reserve at the Information Desk.

Non-print Materials

Videos, DVDs, software, multimedia, and reserve CDs can be signed out at the Information Desk.

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. All study rooms offer a flat-screen unit, while rooms 103, 201, and 202 also have a conference phone for group meetings. Rooms can be reserved at the Information Desk for two-hour periods.

Babson OneCard

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

Circulation

Books4 weeks
Videos and DVDS4 hours
Other reserve materials2 hours

Overdue Fines

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

Library Hours

Monday–Thursday.....7:30a.m.–Midnight
Friday7:30 a.m.–7:30 p.m.
Saturday8:30 a.m.–5:30 p.m.
Sunday9 a.m.–Midnight

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 Message781-239-4265
Information Desk781-239-4596
Interlibrary Loan781-239-4574

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 packages to anywhere, using UPS, FedEx, or the Postal Service via the Student Mailroom. You can also send/receive faxes. 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
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; Daycia Simpson, Hollister; Mary Keane, Hollister.

PUBLIC SAFETY

James E. Pollard, *Director*
Police Chief
Public Safety Building
www.babson.edu/ps

The Department of Public Safety for Babson and Olin Colleges provides a comprehensive program of police law enforcement, security, crime prevention, emergency medical, parking, and related public safety services to ensure that both the Babson and Olin College communities remain a safe and pleasant place in which to study, live, and work. The services are provided on all property owned, used or occupied by the Colleges, 24 hours a day, seven days a week.

Upon completion of a certified police academy, the officers have full law enforcement powers on College property as special state police officers under Massachusetts General Law Chapter 22c, section 63. Additionally, some police officers have specialized training in the areas of crime prevention theory and the investigation of sexual assaults and bias-motivated crime, as well as other subjects that enhance the ability of the department to provide comprehensive public safety services.

The Department of Public Safety is charged with providing law enforcement and other emergency services to the Babson College and Olin College communities. All complaints will be investigated and any violations of law or College policy can result in the filing of criminal charges and/or referral to the Community Standards Office. In certain cases, such investigations may be carried out in conjunction with local, state or federal law enforcement agencies. The College community can contact the Department of Public Safety using the on-campus extension

x5555, or, if calling from a cell phone or off-campus location, 781-239-5555. The Department of Public Safety provides a wide range of services designed to inform students and employees about ways to increase their personal safety and overall security on campus: during emergency situations Alert notifications will be sent out through Send Word Now updating the community through text, email and phone calls of the emergency situation on campus and advising what action should be taken, providing information through the police log to the campus newspaper, bicycle patrol, articles on crime prevention, informational presentations during Orientation and throughout the year and personal safety escort services.

In addition to Police and other emergency services, the Public Safety Department also provides a wide range of assistance such as residential and building security, emergency medical response, medical shuttle service, lost and found, fire safety and detection, crime prevention, emergency OneCard replacement and personal safety escorts, 24 hours per day, seven days per week, 365 days per year.

The Public Safety Department Officers enforce Babson College rules and regulations in addition to investigating violations of state and federal laws. To request a copy of Babson's Crime Awareness and Campus Security Act report, contact Babson's Office of Public Safety at Ext. 5555, 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, not leaving valuables unattended even for just a few minutes, reporting suspicious people or activity to the Public Safety Department at x5555. If there is a minor problem in your residence hall that can be handled by a residence hall staff member then call that person first and if you are unable to contact them call the Public Safety Department. If you are on campus and have an emergency situation, dial 781-239-5555 or Ext. 5555 from a campus telephone, if off-campus dial 911.

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.

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 and this can be done at the public safety website. 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 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. 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 www.babson.edu/ps within three weeks of the date of a violation. The student will be notified via email of the result of the appeal. If the initial appeal is denied, a student may request further appeal through the coordination of the Director of Public Safety

REGISTRAR

Linda Kean, *Registrar*
Hollister Hall

www.babson.edu/registrar

Monday–Friday, 8:30 a.m. - 4:30 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

RESIDENCE LIFE

Michael McCorvey, *Director*
Reynolds Campus Center

www.babson.edu/undergraduate/student-life/residence-life/Pages/home.aspx

If you are like most students, one of Babson’s 17 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.

RESIDENCE HALL STAFF

The Residence Life staff is comprised of seven professional staff members, Resident Assistants, and Community Managers. All staff members live on campus. Professional staff members supervise the Resident Assistants (RAs) and Community Managers (CMs) and help in the development of positive residential communities. There are approximately 50 RAs and 15 Community Managers. Resident Assistants oversee traditional first-year and upperclassmen communities. Community Managers act as liaisons to Special Interest communities. Your CM will live on your floor or close by within the community. An RA or CM is an upper-class Babson College student.

RAs and CMs are the foundation of Babson’s Residence Life program. Both positions perform a very important job of advising community of their peers.

RAs and CMs arrive on campus approximately 10 days before fall move-in for training. During training, they work

on developing their information resources and teaching, helping, leadership, crisis management, and administrative skills. The training program also encourages teamwork among all RAs and CMs campus wide.

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

RAs and CMs are most often used as helpers and resources. For instance, if you need help with school work, your RA or CM 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 and CMs 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 or need to speak to a Residence Life staff member, you can call Public Safety for the RA on-duty schedule.

RAs undergo a rigorous application and interview process. They submit essays and 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.

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, please speak to your RA.

REASONS TO SEE YOUR RA/CM

- You want to say hello, visit, or talk about anything.
- You need advice on where to go at Babson for help in any area.
- 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 Review or Honor Board hearing.
- You want to give feedback about your residential experience.

RESIDENCE HALL EXPECTATIONS

BABSON ONECARD AND ROOM KEY POLICIES

Each resident is issued a key to his or her room and a OneCard, which serves as the key to the exterior residence hall doors. 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 and Residence Life staff. Call 781-239-5555 or a Resident Assistant if you are locked out of your room. Your Babson OneCard must be presented to the

responding staff member before he/she opens the door to your room or immediately thereafter if your OneCard is locked in your room. If it is determined by Residence 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.
3. Keys will be given only to students who show proper identification and are officially assigned to the room by Residence Life. 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 student conduct 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 Residence Life of their intended late arrival may be reassigned or have their residence hall license canceled at the discretion of the Residence Life staff.

INSURANCE (STUDENTS' PERSONAL/AUTO)

The College assumes no responsibility for items lost, damaged, or stolen from students at any time, including students' cars. It is the student's responsibility to maintain adequate insurance coverage for personal belongings and automobile insurance. Students may elect to purchase insurance coverage for their personal belongings through their parents' homeowner's policy. If students do not have insurance through their parents' homeowner's policy, they may visit the Office of Residence Life 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

Residence 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 and online at www.babson.edu/offices-services/residential-living/Pages/off-campus-housing. 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 Residence 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 Residence Life staff is received.

QUIET HOURS

It is expected that residents and their guests will be respectful of others' need for quiet, specifically between 11 p.m. and 8 a.m. Sunday to Thursday, and 1 a.m. and 8 a.m. Friday and Saturday. 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 Residence 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.

ROOFS, WINDOWS, AND FIRE ESCAPES

In the interest of safety and well-being, students are not permitted on the roof or fire escape of any College building, except in the case of a fire or other emergency. Residents may not remove screens from windows or sit on window ledges. Except in cases of a fire or life safety emergency, it is prohibited to use any window as an entrance or egress from a residence hall. Violations may result in a \$100 fine and/or other disciplinary action. Also, it is prohibited to hang any item (such as flag, banner, satellite dish, and/or air conditioner) from any window without the permission of Residence 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 Residence Life 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 with your RA 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 Residence Life 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 Residence Life 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 Residence Life 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 Residence Life 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 Mandell Family Hall 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 and 10 will be responsible for the cleaning of their bathroom spaces. Paper products, cleaning materials, and environmentally friendly chemicals will be available through the RA.

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 Mandell Family Hall; 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 Residence 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, Van Winkle, Keith, and Canfield.

The Residence Life 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 Residence Life and/or Facilities. Requests to a room must be made in writing to the Assistant Director for Special Interest Housing.
3. 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 Residence Life. Painting an unsanctioned color will result in a charge to the student(s).
4. Paint, brushes, rollers, drop cloths, and all other necessary materials will be supplied by the College.
5. 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.
6. 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 Residence Life staff. A drawing of the design or mural must be submitted to the Assistant Director for Special Interest Housing.
7. 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.
8. 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.
9. Specific start and completion dates must be indicated. Requests for extensions will be considered on a case-by-case basis.
10. A Residence Life staff or Facilities staff member 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.
11. 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).

12. 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 permitted 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.

Failure to complete a proper checkout with a staff member may result in a \$200 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 the Residence Life 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 Residence Life 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 Residence 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 70 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.

ROOM SEARCH POLICY

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

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

The College conducts health and safety inspections of campus housing 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, email or telephone. When entrance is made for any of the above reasons, the College reserves the right to conduct a plain-view search and to remove any item(s) not in conformity with College policy or local, state, or federal law. A College search authorization shall be issued when sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law has taken place or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson community exists. Whenever possible, the request for a search authorization shall be put into writing. A College search authorization shall specify the locations to be searched, the name(s) of the occupant(s) who are to be searched (if applicable), 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 shall be turned over to the dean of student affairs or his or her designee. Items that are determined to be in violation of college policy, local, state, or federal law will not be returned to the student. If possession of item(s) violates a local, state, or federal law, the item(s) seized will be turned over to the department of public safety or the appropriate government authorities. Records documenting item(s) seized and chain of custody will be maintained.

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

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. 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 Residence Life staff until June 15 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

Melissa Grove, *Assistant 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.

Students with a valid Babson OneCard have access to the building 24 hours a day, 7 days a week.

Hours during the summer and over breaks will be posted.

Information Desk hours:

Sunday–Wednesday.....Noon–Midnight
Thursday–SaturdayNoon–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, Freshens, Crossroads Café, ATM machines (Citizens Bank and Sovereign Bank), Canon Copy Center, vendor carts, commuter lockers, the Global Lounge, Reynolds Back Lounge, student mailroom, meeting rooms, Game Room, Student Government Association office, student organization multiuse room, student resource room, and the Student Life suite, Reynolds 211, which includes Community Standards, Residence Life, 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 Freshens. 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 Student Life Suite, Reynolds 211 for assistance in planning an event in Reynolds or check out Life@Babson (life.babson.edu) or the campus calendar for upcoming programs.

RICHARD W. SORENSON CENTER FOR THE ARTS

Michèle Oshima, *Director*
Maggie McCauley, *Administrative Coordinator*
Administrative Offices, Park Manor South
www.babson.edu/sorenson

The Richard W. Sorenson Center for the Arts facilitates opportunities for students to discover new art forms as spectator, creator, and performer. Babson students develop their creativity and entrepreneurial spirit through realization of artistic projects in all genres (Literary, Media, Performing Arts, and Visual Arts). Students continue

and expand their interests in the Arts while at Babson. The Center mentors the Rick and Sandy Sorenson Arts Scholars, domestic undergraduate recipients of annual scholarships, whose passions in the Arts combine with business. Students are employed as studio monitors and assistants in the galleries, Carling-Sorenson Theater, and in the administrative offices located in Park Manor South. The center manages the Arts Delegates, a new volunteer initiative launched the fall of 2012 to harness undergraduate enthusiasm for the arts to virally market to campus. There are additional opportunities to volunteer in the Arts at Babson: 1) become a Friend of Sorenson and/or 2) develop projects to explore potential careers in the arts.

The Richard W. Sorenson Center for the Arts (hereinafter referred to as “The Center”) staff is a resource for information about the Arts at Babson (facilities, programs, groups/ensembles, curriculum, faculty, exhibits, and a variety of ways to get involved), Olin College of Engineering, Wellesley College, and in the local Boston metropolitan area. The Center produces the weekly BOW (Babson, Olin College of Engineering, and Wellesley College) E-Arts Calendar that is posted on the webpage, Facebook, and Life at Babson. The Center collaborates with Babson students, other programs, and departments, to produce creativity workshops, concerts, performances, film screenings, literary events, and other artistic output.

The Center manages the 441-seat **Carling-Sorenson Theater**, equipped with state-of-the-art lighting, sound, and projection systems, the Sandra L. Sorenson Rehearsal Studio, two music practice rooms (all equipped with pianos), and a photography gallery. The Center manages the band room in Park Manor Central, and pianos in Park Manor North, Van Winkle, Park Manor Central, the Knight Auditorium, and Glavin Chapel. The Center manages **the Sorenson Family Visual Arts Center** (located in Trim Hall) featuring a ceramics studio, a black and white photography studio, a 2D/3D studio, and a student art gallery. Regional art is shown in public spaces throughout campus, most often in the Hollister Gallery. The Center manages the permanent and public art collection. Cocurricular classes are offered in ceramics, 2D, 3D and photography. Undergraduate elective courses are offered in black and white photography, 2D and 3D art, and introduction to theater. Additional credit-bearing undergraduate classes in all genres of the Arts are possible through the 3 College Collaboration with Olin College of Engineering and Wellesley College.

SPEECH RESOURCE CENTER

Professor Sydel Sokovitz, *Director*

Horn Library

Located in Horn 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.

STUDENT ACTIVITIES AND LEADERSHIP

Caitlin Capozzi, *Director*

Reynolds Campus Center (Reynolds 211)

The Office of Student Activities and Leadership fosters and develops educational, social, and leadership opportunities in an engaging environment that produces dedicated leaders and active citizens at Babson and everywhere. 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 Greek Life, a club or organization, or even become the founding president of a new organization. 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 or more of the more than 95 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 organizations and the programs and services they provide. You can find the most current list of all our registered student organizations on the Student Activities resource page at Life@Babson (life.babson.edu).

BENEFITS FOR REGISTERED STUDENT CLUBS AND ORGANIZATIONS:

- Eligibility for funding from the Student Government Association
- Support from the Student Activities and Leadership 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
- A dedicated page on life.babson.edu

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

Leadership does not require formal authority or position and can be practiced by anyone interested in making a contribution and influencing a more positive future. Every student leader has the ability to affect individuals, teams, organizations, the community, and society. The Office of Student Activities and Leadership believes that leadership is a personal journey leading to the self-awareness and skill set development that allows our students to positively and ethically influence others, take calculated risks, and succeed in each of their endeavors at Babson and beyond. Routed in the foundation of Emotional Intelligence and Relational Leadership, our students will gain knowledge, skills, and understanding in the following areas:

- Communication
- Conflict Mediation
- Event Planning
- Financial Management
- Goal and Vision Setting
- Group Dynamics and Motivation
- Management and Delegation
- Organization Management
- Problem Solving
- Relationship Management
- Self-Awareness and Self-Management
- Social Awareness and Civic Responsibility
- Utilizing Resources
- Working Effectively with Diverse Populations

The Office of Student Activities and Leadership offers a multifaceted leadership program, Babson Leadership LAB (Learning and Beyond) to enable undergraduate students to understand and begin to achieve their leadership potential. In conjunction with the Leadership LAB, we offer many other leadership experiences and resources to our developing

leaders here at Babson College. Please explore each of these opportunities and take advantage of what the Office of Student Activities and Leadership can add to your Babson experience.

GREEK LIFE

Joining a fraternity or sorority is a lifetime commitment. Members of the four fraternities (Alpha Epsilon Pi, Delta Tau Delta, Sigma Phi Epsilon, and Theta Chi) and three sororities (Chi Omega, Kappa Kappa Gamma, and Sigma Kappa) strive for excellence around their shared pillars: scholarship, leadership, service, respect, and unity. 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 one of the information sessions and recruitment events. If you have further questions about Greek Life at Babson, please contact staff in Student Activities and Leadership.

STUDENT GOVERNMENT ASSOCIATION

Students have an active voice in the affairs and governance of Babson College. Elections for executive board positions (president, executive vice president, vice president of finance, vice president of campus activities, and vice president of communications) and class senator positions are held annually in April with the exception of elections for class senator positions for the incoming first-year class which are held in September of each year. Elected Student Government Association (SGA) members serve on one or more board: Academic Affairs, Student Life, Campus Improvements, Babson Pride, and Ways and Means. Additionally, one representative from every recognized undergraduate student club/organization is required to attend a monthly Program Council meeting for SGA. SGA meetings are held every Wednesday at 6:30 p.m. in Trim 201/202. For more information, please go to life.babson.edu and click on the SGA organization page.

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 comedy series. During the spring semester, CAB sponsors a major concert. 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 Student Activities and Leadership at least 10 days prior to the date of the event. Please consult the Babson College Campus Events Calendar when planning an event.

STUDENT AFFAIRS

Betsy Newman, *Vice President of Student Affairs and Program Strategy*

Olin Hall

Dr. Shannon Finning, *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.

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 LIFE SUITE

TBA, *Associate Dean, Student Affairs*

Reynolds Campus Center, Room 241

www.babson.edu/undergraduate/student-life

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

The Student Life suite, located on the second floor of the Reynolds Campus Center, is home to a variety of departments in the division of Student Affairs including Residence Life (Undergraduate and Graduate Housing), Student Activities and Leadership (Leadership Development Programs, Student Clubs and Organizations, Fraternity and Sorority Life, and the Reynolds Campus Center), and Community Standards.

The staff in Student Life suite includes a team of students and professional staff. 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 Division of Student Affairs 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.

STUDENT DIVERSITY AND INCLUSION

Amir Reza, *Director, International & Multicultural Education*

Katrina Fludd, *Manager, Student Diversity and Inclusion*

Hollister Hall

This office provides cocurricular opportunities and services that aim to increase multicultural awareness and education at Babson by fostering an appreciation and understanding of cultural differences among our student body. Student Diversity and Inclusion supports cultural student organizations and programming such as different heritage months, dialogue sessions, mentoring programs, and the annual Multicultural Fair. This office brings affinity groups together with alumni for networking and fellowship opportunities. Additionally, the two Diversity Safe Spaces are managed through this office as well as primary advisement to the CommUnity Educators (CUEs) and several scholarship programs. This office welcomes ideas and collaboration around creating an inclusive experience for everyone.

STUDENT EMPLOYMENT

Theresa Holland, *Human Resources*

Nichols Hall

The Student Employment Office lists positions 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. The paperwork includes, but is not limited to, a W4 for taxes and the I9 form. The I9 requires two forms of ID in order to be complete. Human Resources is required to see the original documents. We cannot accept copies, faxes or emails. For further information on student employment policies and procedures, refer to the *Student Employment Handbook*.

STUDENT FINANCIAL SERVICES

Melissa Shaak, *Director of Student Financial Services*

Meredith Stover, *Director of Financial Aid*

Josette Farnham, *Director of Student Accounts*

Hollister Hall

www.babson.edu/offices-services/student-financial-services

Hours of operation:

Monday– Friday.....8:30 a.m. – 4:30 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 begins on page 28.

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, visit www.babson.edu/it.

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.

WRITING CENTER

Professor Kerry Rourke, *Director*

Babson Hall 205

www.babson.edu/undergraduate/advising-and-support/campus-resources

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 the Babson Portal.

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 violation. Honor is not an option for you or any other Babson student; it is an expectation and requirement of this community. Your expressed commitment to understand and abide by the Code is a requirement of your continued enrollment at Babson, and you will be asked to reaffirm your understanding of and commitment to the Babson College Undergraduate Honor Code throughout your years as a Babson student.

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

"As a member of Babson's Community of Honor, I pledge to be true to my work, my word, and my friend."

For your 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 CODE VIOLATIONS: ACADEMIC AND NONACADEMIC

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

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

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

REPORTING HONOR CODE VIOLATIONS

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

- Alerting a faculty member that cheating may be occurring in 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 violation 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 violation report form at **www.babson.edu/honorcode**.

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**.

COMMUNITY STANDARDS

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

Babson College assumes that all students will abide by College policies and by state, local, and federal laws. In addition, Babson strives to be a good neighbor to the surrounding community. Therefore, it is expected that students and organizations will observe the same standards and expectations whether they are on or off campus. The College may review any information regarding the conduct of a student or organization while off campus to determine if he/she/it has acted in compliance with local, state, and federal law and College policies. Student conduct that has an adverse impact upon the educational mission, reputation, or operations of the College also will be reviewed. The College reserves the right in its sole discretion to determine whether an off-campus incident, involving either individual student(s) or an organization, shall be subject to a review by the College student conduct process. The College also reserves the right to sanction any student found guilty, who pleads no contest, or is found responsible in a court of law for a violation of law. In these instances, disciplinary action will be administered by the dean of student affairs or his or her designee.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Babson College Community Standards may apply to a student's conduct even if the student withdraws from the College or College program while a disciplinary matter is pending.

Violation of the guidelines and requirements contained in this handbook and other College policies and pronouncements constitutes grounds for a valid complaint by any member of the Babson community.

Reports of alleged violations of these standards can be submitted in writing to the director of Community Standards or to the Office of Public Safety by any member of the Babson community. A standard Student Conduct incident report, Office of Public Safety report, or a personal letter are all appropriate means by which referrals are made. The dean of student affairs, or his or her designee, reviews the alleged misconduct in order to determine whether the conduct in question is a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student. If appropriate, the dean of student affairs, or his or her designee, may refer certain matters to the Office of Public Safety or the Needham or Wellesley police departments for further disposition. The *Guide to the Student Conduct Process* details this process.

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 director, community standards. The charge will be investigated, and, if sufficient information is presented, the case will be referred to the student conduct process for adjudication. The specific procedural guidelines for handling academic dishonesty complaints are outlined in the *Guide to the College Student Conduct Process* published by Community Standards and Student Affairs. Students will not be permitted to withdraw from a course while they have a pending academic integrity complaint.

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

CHEATING

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

Examples of Cheating:

- Unauthorized use of notes, text, or other aids during an examination.
- Copying from another student's examination, research paper, case write-up, lab report, homework, computer disk, flash drive, etc.
- Talking during an examination.
- Handing in the same paper/assignment/components of a paper for more than one course without the written or explicit permission of the instructors.
- Sabotaging another student's work or record.
- 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 unintentionally representing the words or ideas of another or your own from previous academic work as one's own in any academic exercise by failing to provide proper documentation of source by way of footnote, endnote, or intertextual note.

The following sources demand documentation:

- Word-for-word quotations from a source, including your own work from a previous academic exercise or another student's work.
- Paraphrasing the ideas of others, including another student's work.
- Unusual or controversial facts—facts not apt to be found in many places.
- Information obtained from Internet sources must be cited in a manner consistent with other sources.
- Radio and television programs, interviews, and telephone conversations.

Students should be aware the College makes available for use the plagiarism prevention software resource 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.

OUTCOMES FOR ACADEMIC INTEGRITY VIOLATIONS

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

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. In Massachusetts, an individual must be 21 years of age to possess, consume, transport, or carry alcohol.

Massachusetts State Law

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

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

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

In addition to the above, courts are increasingly willing to hold those who serve intoxicating beverages liable for damage or injury caused or suffered by the individuals to whom the beverages were served. This could include the College; organizations that sponsor events where alcohol is served; the officers, members, and advisers of such groups; and the

individuals who serve the beverages. This also could include liability for alcohol served at private parties and/or in residence halls. The College community should be aware that Public Safety officers are sworn officers of the Commonwealth of Massachusetts and thus may make arrests for state law violations.

MEDICAL AMNESTY POLICY

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

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

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

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

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

POSSESSION OR CONSUMPTION OF ALCOHOL BY AN UNDERAGE INDIVIDUAL

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

EXCESSIVE CONSUMPTION OF ALCOHOL

The College strictly prohibits intoxication requiring medical or staff attention.

PROVIDING ALCOHOL TO UNDERAGE INDIVIDUALS

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

DRINKING PARAPHERNALIA/DRINKING GAMES

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

OPEN CONTAINER POLICY

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

UNAUTHORIZED LOCATIONS FOR ALCOHOL CONSUMPTION

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

PERMISSIBLE QUANTITIES OF ALCOHOL

The College prohibits the possession of quantities of alcohol that are larger than what is reasonable for personal

consumption. The following are the general guidelines for the maximum amount of alcohol permitted in on-campus residences for those 21 years of age or older: twelve 12-ounce coolers, malts, or beers; **or** two 750 ml. bottles of wine; **or** one liter of hard liquor up to 80 proof. The total amount of alcohol in a residence hall room or suite may not exceed the total amount permitted for the residents of the room or suite, age 21 or older. The College reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a violation of this policy.

CENTRAL SOURCE

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

EVENT REGISTRATION POLICY

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

Residence Halls

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

Knight Auditorium

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

COLLEGE ALCOHOL POLICY

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 hearing officer or board, and is based upon the student's previous disciplinary record and the circumstances surrounding the incident.
- The College reserves the right in its sole discretion to notify parents or guardians for any alcohol- or drug-related matter or violations.

ALCOHOL POLICY VIOLATIONS TABLE

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

Violations by Individuals		Sanctions	
Section I	First Violation	Second Violation	Third Violation
Providing alcohol to underage, intoxicated, or unauthorized individuals.	Required participation in alcohol education program, \$300 fine plus disciplinary probation.	Required participation in alcohol education program, \$400 fine, additional disciplinary probation, parental notification.	Completion of substance abuse assessment and successful completion of subsequent recommendations, \$500 fine, parental notification, loss of College housing or suspension from the College.
Section II	First Violation	Second Violation	Third Violation
Possession or consumption of alcohol by an underage individual. Excessive consumption, participating in drinking games, possession of drinking paraphernalia.	Required participation in alcohol education program, \$75 fine plus disciplinary probation.	Required participation in alcohol education program, \$100 fine, additional disciplinary probation, parental notification.	Completion of substance abuse assessment and successful completion of subsequent recommendations, \$150 fine, parental notification, loss of College housing or suspension from the College.

Violations by Individuals		Sanctions	
Section III	First Violation	Second Violation	Third Violation
Violation of Substance Free agreement.	Relocation to an alternative residence hall at the discretion of the Residential Life in addition to sanctions listed in Section II.		
Section IV	First Violation	Second Violation	Third Violation
Unauthorized central source e.g. keg (full or empty), punch bowl, or beer ball.	Required participation in alcohol education program, \$100 fine, disciplinary probation, loss of event privileges, parental notification, deferred loss of College housing or loss of College housing.	Permanent loss of College housing, \$150 fine, parental notification.	
Section VI	First Violation	Second Violation	Third Violation
Open alcoholic beverage container in an unauthorized location.	\$75 fine plus disciplinary probation.	Participation in alcohol education program, \$100 fine, additional disciplinary probation, parental notification.	Participation in alcohol education program and/or assessment(s), \$150 fine, additional sanctions as deemed appropriate given disciplinary history.

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

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 Violation	Second Violation	
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), deferred loss of College housing or loss of College housing.	Loss of organizational space (e.g. tower room), deferred loss of College housing or loss of College housing, \$600 fine, further sanctions as deemed appropriate including disciplinary probation for officers or organization.	
Section II	First Violation	Second Violation	
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.	

Violations by Organizations		Sanctions		
Section III	First Violation	Second Violation	Third Violation	
Drinking games, drinking paraphernalia, excessive consumption of alcohol.	Required participation by organizers or officers in alcohol education program, loss of future event privileges, \$250 fine, deferred loss of organizational space or loss of organizational space (e.g. tower room).	Loss of organizational space, \$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.

CANVASSING, SOLICITATION, AND POSTING POLICY

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

Postings may be displayed in designated spaces in campus buildings according to each building's specific guidelines. Please contact staff in the building for more information on their guidelines. Outdoor advertisements are permitted by special approval of the Office of Student Activities and Leadership. Postings from individual students and external vendors are permitted only in specifically designated areas of campus buildings. These activities are generally prohibited in the residence areas, unless the Office of Residence Life grants special authorization. Promotional activities by external groups are restricted to designated bulletin boards and must be approved by the Office of Student Activities and Leadership or by paid advertisement in the *Babson Free Press/FREEP*.

Individuals who post any item are responsible for the removal of the posting once the date has expired. All postings in the F.W. Olin Graduate School of Business must be approved by the GPSA.

The Messy Board is located in the front of Reynolds Campus Center. This space is open to postings. The board is cleaned on a periodic basis. We ask that you exercise respect for all members of the Babson community when adding your postings to the Messy Board.

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

External solicitors or vendors including religious professionals and political organizers must register with the Student Activities and Leadership, 781-239-5501, to sell items on the Babson College campus. Vending is restricted to the Reynolds Campus Center and Trim Dining Hall carts Student Activities and Leadership provides special authorization. The College reserves the right to prohibit or condition access to the campus and to all College buildings.

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

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, Web services, telephone services and cable television. College computing systems are college resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of the College and may be accessed by College officials at any time.

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

- Harassment in any form.
- Failure to respect the rights and property of others.

- Forgery or other misrepresentation of one's identity.
- Distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

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

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

Administrators of the network, computer systems, and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.

- Anybody who is active on any online communities (i.e. facebook.com, myspace.com, etc.) must be aware that any information, including personal Web logs and pictures, posted on these websites is public information. While the College does not typically review these online communities in an ongoing manner, if the College is made aware of any online posting which it deems to be problematic or indicative of policy violations, it reserves the right, but not the obligation, to respond.
- Violations of the Computer Code of Ethics/Acceptable Use Policy will be treated as violations of college policy and may result in disciplinary action including, but not limited to, loss of network and laptop privileges. Prosecution under state and federal laws also may apply.
- The College will respond in the following way after receiving notification of the transmission (upload or download) of copyrighted electronic files without the permission of the copyright owner.
 - First notification:
 - Official Warning: The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from his/her computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
 - Second notification:
 - The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics policy. If the student is found responsible, the student will lose laptop privileges for seven days.
 - Third notification:
 - The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics policy. If the student is found responsible, the student will lose Babson network privileges for specified period of time.

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

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 student conduct 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.

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 Community Standards or to outside agencies for prosecution. Students who are interested in organizing a demonstration that complies with College regulations should visit the Office of Student Activities and Leadership for guidance.

DISORDERLY CONDUCT

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

DISORDERLY CONDUCT INVOLVING A MOTOR VEHICLE

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

DISRUPTIVE GATHERINGS

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

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

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. Please note that while possession of under one ounce of marijuana has been decriminalized in Massachusetts, it is nonetheless a violation of Babson College policy to be in possession of any amount of marijuana. In addition, the possession, use, or distribution of prescription drugs by a student for whom the medication was not prescribed is prohibited and will result in disciplinary action. Finally, although Massachusetts state law permits the use of medical marijuana for certain medical conditions, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989 (see more information below), the use and/or possession of marijuana continues to be prohibited by Babson College. Thus, use and/or possession of marijuana, even for medical use, is considered to be a violation of Babson College policy.

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	Ulcer

Resources are available to assist Babson students in understanding and dealing with drug and alcohol abuse. You can receive information by contacting any of the following local resources:

Office of Student Affairs	781-239-4218
Office of Residence 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.

USE OR POSSESSION OF DRUGS

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

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

DRUG PARAPHERNALIA

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

DISTRIBUTION, SALE, OR MANUFACTURE OF DRUGS

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

DRUG POLICY VIOLATIONS TABLE

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

Violations by Individuals		Sanctions	
Section I	First Violation	Second Violation	
Use or possession of illegal drugs, illicit or unauthorized use of prescription medication.	Required participation in drug education program. \$100 fine. Deferred loss of College housing, or Loss of College housing, Parental notification.	Participation in substance abuse assessment. Loss of College housing for one year minimum. \$200 fine. Parental notification.	
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 abuse assessment. \$200 fine. Loss of College housing for one semester minimum. Parental notification.	
Distribution or sale of drugs.	Suspension from the College for not less than one year. \$200 fine. Parental notification.	Suspension from the College for not less than two years or Expulsion.	

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

ENDANGERING BEHAVIOR

Conduct or reckless actions demonstrating a threat to any member of the community, including one's self, to the community at large, or to the operations of the College.

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 student conduct process. In addition, in compliance with Massachusetts state law, the identification may be confiscated and turned over to the Registry of Motor Vehicles.

Students are advised of the Massachusetts law, Chapter 90, Section 24B, which pertains to driver's licenses: "Whoever falsely makes, steals, alters, forges, or counterfeits or procures or assists another to falsely make, steal, alter, forge or counterfeit a license, if convicted, is subject to a fine of not more than \$500 or by imprisonment in the State Prison for not more than five years or in jail or House of Correction for not more than two years."

FALSE INFORMATION AND MISREPRESENTATION

Students, recognized organizations, and/or student businesses are prohibited from knowingly providing false information or making misrepresentations to any College official, including Public Safety, residence hall staff, faculty members, 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.

FIRE AND LIFE SAFETY REGULATIONS

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

In Advance

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or inoperable fire equipment to the Office of Public Safety at 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 student conduct process. It also may constitute a crime. Students should contact Public Safety 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 must 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 residential living areas and suites that currently have working cooktop ranges. Appliances in these areas must remain in the kitchen area. A full list of these locations can be found in the Office of Residence Life. Excessive appliances in these areas will be evaluated and may result in removal of appliances by the Office of Residence Life.

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

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

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

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

Fire Policy and Life Safety Violations Table

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

Violations by an Individual	Sanctions
Possession or use of fireworks, hookahs, candles, incense, flammable liquid, propane tank, halogen lamp, string lights, fog/smoke machines, foam machines or unauthorized appliances. Hanging items from ceiling pipes or lights.	\$75 fine and additional sanctions as deemed appropriate, including loss of College housing or suspension from the College in addition to any restitution for damage.
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.
Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/lighting equipment. Obstruction of fire exit, hallway, or fire/public safety personnel in the performance of their duty.	\$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.
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 Student Activities and Leadership and meet with staff to review compliance with College policy and applicable law.

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

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

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

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 Residence 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 provides that it does not regulate 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."

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.

HAZING

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

Hazing is a crime defined under the law as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced

consumption of any food, liquor, beverage, drug, or any other substance; or any other brutal treatment, or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.” A second important aspect of the law concerns the failure to report hazing. It states, “Whoever knows that another person is the victim of hazing (as defined) and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.”

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

INTERFERENCE WITH STUDENT CONDUCT PROCESS

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

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 fine equal to the cost of the missing furniture.

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.

NON-RETALIATION POLICY

All students have the right to pursue both internal disciplinary processes and/or charges through external law enforcement authorities free of any interference or retaliation by any member of the Babson community. Any retaliation under these circumstances is strictly prohibited and would result in a response by the College that could include, among other things, the immediate imposition of disciplinary measures may include but are not limited to interim or longer term suspension from the College. In that context, retaliation includes, but is not limited to:

- Any conduct which interferes with the alleged victim's ability to pursue the allegations or participate in curricular or cocurricular activities.
- Taking, or causing third parties, to take any action which interferes with the alleged victim's ability to pursue the allegations or to participate in curricular or cocurricular activities.
- Any conduct or intimidation directed to any person who participates in the investigation of a violation of College policy or the disciplinary process to resolve the alleged misconduct.

Retaliation against a complainant violates Babson College policy and may violate the law, even if the underlying complaint cannot be substantiated.

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 student conduct process, or the appropriate law enforcement agency (which may result in criminal court action).

PHYSICAL ABUSE/VIOLENCE

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

SEXUAL HARASSMENT

See Appendix A

SEXUAL MISCONDUCT POLICY

See Appendix A

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

Actual or attempted theft or damage of/to personal property, College property, or public/private property (this includes on or off campus), whether intentional or through negligence. Additionally, the possession of stolen property is prohibited.

UNAUTHORIZED ENTRY INTO COLLEGE FACILITIES

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

VIOLATION OF PUBLISHED COLLEGE POLICIES

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

STUDENT CONDUCT PROCESS

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

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

INTERIM SUSPENSION

Under certain circumstances, the dean of student affairs or designee may impose a College or residence hall suspension prior to a hearing before a hearing body or administrator 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 student conduct process, or the meeting with Student Affairs 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 matriculation may result in required courses no longer being available or available on a limited basis. Babson College may in its sole discretion allow course substitution, independent study opportunities, an/or a course taken off campus for credit (taken at the student's expense) should the College no longer provide such courses as noted above. 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. While efforts to assist a student will be made under such circumstances, there may not be an appropriate substitute course(s). Students may have to satisfy the current requirements.

APPENDIX A: SEXUAL HARRASMENT AND SEXUAL MISCONDUCT:

- I. Notice of Nondiscrimination**
- II. Sexual Harassment Policy**
- III. Sexual Misconduct Policy**
- IV. Reporting**
- V. Procedures and Additional Information**

I. NOTICE OF NONDISCRIMINATION

It is the goal of Babson College to promote a school environment and workplace that is free of sexual harassment. Sexual Harassment is a form of sex discrimination prohibited under Title IX. 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.

II. SEXUAL HARRASMENT POLICY

A. SEXUAL HARASSMENT TOWARD STUDENTS OR ORGANIZATIONS (INCLUDING STUDENT WORKERS)

Sexual harassment toward a student 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, and/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/or 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 include but are 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. Students who would like to file a complaint or discuss their situation may contact Donna Bonaparte, the Vice President for Human Resources and Title IX Coordinator, at (781) 239-6434. She 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. She 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 Vice President of Human Resources and Title IX Coordinator at (781) 239-6434.

B. 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 or orientation, comments on an individual's body, or comments 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 Vice President of Human Resources and Title IX Coordinator at (781) 239-6434.

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, (faculty or staff) we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include 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 an intimate or 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 of harassment of any kind may contact the Dean of Student Affairs, the Office of Residence Life, Community Standards 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 Community Standards 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.

III. SEXUAL MISCONDUCT POLICY

Sexual misconduct in all forms will not be tolerated within our community and is considered to be one of the most serious violations of the community standards of Babson College. Members of the Babson College community, guests and visitors have the right to be free from the discrimination on the basis of sex. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College's Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It serves as a measure for the College to determine, after the fact, if behaviors have violated community standards. It also provides general guidelines for you on the expectations the College has, preventatively, for sexual communication, sexual responsibility and sexual respect.

Sexual Misconduct is a broad term encompassing Non-Consensual Sexual Intercourse, Non-Consensual Sexual Contact, and Sexual Exploitation. Attempts to commit sexual misconduct are also prohibited under this Policy, as are aiding and abetting in the violation of this policy.

POLICY DEFINITIONS

Complainant

The student making an allegation of a violation of College policy.

Respondent

The student charged with an alleged violation of College Policy.

Non-consensual Sexual Intercourse

Any sexual penetration (anal, oral or vaginal), however slight, with any part of one's body or any object or sexual intercourse by a man or woman upon a man or woman without Effective Consent.

Non-consensual Sexual Contact

Any intentional sexual touching, however slight, with any part of one's body or any object by a man or woman upon a man or woman without Effective Consent. Any disrobing of another or exposure to another by a man or woman without Effective Consent

Sexual Exploitation

Taking sexual advantage of another person without Effective Consent. Examples include, but are not limited to, causing or attempting to cause the incapacitation of another person through ingestion or use of drugs or alcohol or otherwise; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including but not limited to HIV, to another person.

Effective Consent

Effective Consent is informed, knowing and voluntary. Effective Consent is mutually understandable words or actions which indicate willingness to participate in mutually agreed-upon sexual activity. Effective Consent may never be given by minors (in Massachusetts, those not yet sixteen (16) years of age), mentally disabled persons or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidating behavior, duress or coercion is not Effective Consent. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction.

Additional clarifying notes for Effective Consent

- Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another;
- In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has the consent from his/her partner(s);
- Effective Consent is active, not passive;
- Effective Consent to one form of sexual activity is not Effective Consent to other forms of sexual activity;
- The person who is the object of sexual advances is not required to physically or otherwise resist;
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent;
- Intentional use of alcohol or other drugs does not excuse a violation of the Sexual Misconduct Policy;
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly (as set forth by the Effective Consent definition), and all sexual activity must cease without delay;
- Coercion is unreasonable pressure for sexual activity. When someone makes clear that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point may be considered coercive.

ADDITIONAL PROVISIONS

Effect of Criminal Proceedings

Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if law enforcement

agencies lack sufficient evidence of a crime and therefore decline to prosecute. The filing of a complaint of sexual misconduct under this Policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation, to take interim measures to protect the complainant and the College community, if necessary, and to implement disciplinary proceedings without regard to the pending of any criminal proceedings.

False Complaint

The College will not tolerate intentional false reporting of incidents. The College reserves the right to discipline members of the College community who bring false complaints of sexual misconduct. No complaint will be considered "false" solely because it cannot be corroborated.

Jurisdiction

This policy applies to any allegation of sexual misconduct against a student, regardless of where the alleged sexual misconduct occurred. Both student-on-student sexual harassment (including all forms of sexual misconduct herein described) and student on faculty/staff sexual harassment fall under the jurisdiction of this policy. To learn more about how the College addresses staff-on-student sexual harassment and sexual misconduct, please reference the College's Sexual Harassment Policy in the Employee Handbook.

Policy Review

The Sexual Harassment and Sexual Misconduct policy and all procedures that follow with it will be reviewed by the College at minimum of every 24 months.

Retaliation

All students have the right to pursue both internal disciplinary processes and/or charges through external law enforcement authorities free of any interference or retaliation by any member of the Babson community. Any retaliation under these circumstances is strictly prohibited and would result in a response by the College that could include, among other things, the immediate imposition of disciplinary measures may include but are not limited to interim or longer term suspension from the College. In that context, retaliation includes, but is not limited to:

- Any conduct which interferes with the complainant's ability to pursue the allegations or participate in curricular or co-curricular activities.
- Taking, or causing third parties, to take any action which interferes with the complainant's ability to pursue the allegations or to participate in curricular or co-curricular activities.
- Any conduct or intimidation directed to any person who participates in the investigation of a violation of this policy or the disciplinary process to resolve the alleged misconduct.

Retaliation against a complainant may violate Babson College policy and the law, even if the underlying complaint cannot be substantiated.

SANCTION STATEMENT

Any student found responsible for violating the sexual misconduct policy (as defined above) on non-consensual contact (where no intercourse has occurred), sexual exploitation or sexual harassment will likely receive a sanction up to and including expulsion, depending on the severity of the incident, and taking into account any previous disciplinary history.*

Any student found responsible for violating the policy on non-consensual sexual intercourse will likely receive a sanction of suspension or expulsion.*

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

IV. REPORTING

One of the most important things a victim of sexual misconduct can do is tell someone about it, whether that be the police, a friend, a counselor, a family member, a staff member or a rape crisis center. Deciding whom to talk to about your assault can be difficult, as such Babson has a number of resources available to you to help you and to assist you in keeping a sense of control.

Babson will take seriously every report of sexual misconduct, offering complainants appropriate support and allowing them to maintain as much control as possible over their individual situations. The College recognizes that a complainant

may desire confidentiality and may request that the College not investigate or pursue resolution of a report. In such cases the College will maintain confidentiality to the extent permitted by law and other safety considerations. However, the College may determine that it must investigate and pursue resolution of a report, and take whatever measures it deems necessary in response to a charge of sexual misconduct in order to protect the rights, interests and personal safety of the Babson community.

If you want your report to remain confidential, your options for **confidential resources** are: the physicians and nurse practitioners at Health Services; the counselors, psychologists, psychiatrist, and social workers at Babson Counseling Services (provided by Human Relations Services, Inc.); and some of the chaplains in the Office of Faith and Service. Contact information for these resources is below.

The College provides many other, **non-confidential resources** to students who have been victims of sexual harassment or misconduct. Although the College encourages all students to seek help by means of speaking to someone, it is important to keep in mind that the College is required by law to review and attempt to resolve any allegation of sexual harassment or misconduct that is reported to any College official with the exception of those receiving parties that are **confidential resources**.

The College also has a duty to report sexual misconduct to Public Safety for federal statistical reporting purposes (as dictated by the Clery Act). All personally identifiable information is kept confidential, but statistical information must be reported regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Students are strongly encouraged to report alleged sexual misconduct **immediately** in order to maximize the College's ability to respond promptly in an effective manner. The College will investigate all reports of alleged sexual misconduct against a student regardless of the time that has passed since the incident and its reporting. The College will in no circumstances allow an impending graduation to compromise its investigatory and/or adjudicative processes. The conferral of a degree may therefore be held, if necessary, until resolution of any sexual misconduct charges, provided that a hearing opportunity is scheduled in a prompt manner that can accommodate the parties and their witnesses.

A. NON-CONFIDENTIAL REPORTING OPTIONS

Babson Public Safety
781-239-5555

Title IX Coordinator
Donna Bonaparte
781-239-6434

Office of Community Standards
Colleen Ryan, Director
Jaclyn Calovine, Coordinator
781-239-5419

Office of the Dean of Student Affairs
Shannon Finning, Dean of Students
781-239-5346

Office of Residence Life
781-239-4438

You may speak with your RA, your Area Director, the assistant directors, or director of Residence Life.

Office of Academic Services
Class Deans
781-239-4075

Sexual Misconduct Advisors and Resource Team (SMART)/Dean On Call

Contact Public Safety at 781-239-5555 and ask to be put in contact with the Dean on Call. You are not required to indicate why you are contacting the Dean On Call. The Dean on Call may connect you to a SMART member.

B. CONFIDENTIAL REPORTING OPTIONS

ON CAMPUS

Babson Counseling through Human Relations Service (HRS)
Counselors, Psychologists, Psychiatrist, and/or Social Workers
781-235-4950

Health Services

Nurse Practitioners and Physicians only
781-239-6363

Office of Faith and Service

Andrew Merz
Buddhist Chaplain
781-239-5623

Todd Humphreys
Christian Chaplain
781-239-5623

Daniel P. Horan, OFM
Catholic Priest
781-239-5623

OFF CAMPUS

Boston Area Rape Crisis Center 24-Hour Hotline

1-800-841-8371 <http://www.barcc.org/>

BARCC provides info and referrals for rape, sexual assault, dating and domestic violence. BARCC also provides individual and group counseling, support groups, and accompaniment to local hospitals and police stations.

Jane Doe Inc./Safelink

1-877-785-2020 <http://www.janedoe.org/>

Massachusetts Coalition Against Sexual Assault and Domestic Violence confidential hotline).

Fenway Health

1-800-834-3242 www.fenwayhealth.org

The Violence Recovery Program (VRP) at Fenway provides counseling, support groups, advocacy, and referral services to Lesbian, Gay, Bisexual and Transgender (LGBT) victims of bias crime, domestic violence, sexual assault, and police misconduct.

V. PROCEDURES AND ADDITIONAL INFORMATION

INITIATING THE PROCESS

Upon becoming aware of an alleged sexual misconduct violation, the dean of student affairs or his or her designee will determine the most appropriate means for addressing the report or complaint. Options include but are not limited to 1) conducting an investigation; 2) resolving the situation through an informal resolution process including but not limited to mediation or a meeting between the complainant and the respondent and a member of the Office of Community Standards (mediation will not be used in cases where there is an allegation of non-consensual sexual intercourse); 3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the sexual harassment, sexual misconduct or other applicable College policy.

Please note, the primary concern in the application of this policy is student safety. As such, complainants will not be charged with minor policy violations such as possession/consumption of alcohol or drugs.

Interim Actions

Depending on the nature of the alleged violation(s) certain interim actions may be put in place by the dean of student affairs or his or her designee. The respondent or complainant may have a room or residence hall change, their class schedule altered, and in cases where there is a concern regarding safety for those involved or for the community the respondent may be placed on interim suspension from the College pending further investigation and adjudication.

Time Frame

The investigation will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the College's investigation and adjudication of sexual misconduct complaints will ordinarily be completed within sixty (60) calendar days from the time of reporting. This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. The complainant and respondent will be kept informed throughout the process of the expected time frame.

GRIEVANCE PROCEDURE

The purpose of the College's Grievance Procedure is to provide a timely and fair method of resolving problems arising from alleged violations of College policy. 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 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.

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

This award is 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

The Roger W. Babson Award is presented to the senior who has excelled in scholarship, cocurricular activities, and leadership.

SCHOPFUNGBEITRAG PRIS

This award is presented to the undergraduate who has made the greatest creative contribution to, and innovative impact on the Babson community.

SHELBY CULLOM DAVIS AWARD

This award is 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 seniors 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

Joe Winn

Please see the current list of Babson's Board of Trustees, which can be found online at www.babson.edu/about-babson/president/pages/board-of-trustees.

President

Leonard A. Schlesinger

President's Cabinet

Vice President, Human Resources

Donna Bonaparte

Provost

Shahid Ansari

Chief Diversity and Inclusion Officer

Sadie Burton-Goss

Chief Information Officer

Samuel Dunn

Dean, Babson Executive Education

Elaine Eisenman

Director, Strategic Communication

Diane Fulman

Vice President, Enrollment and Dean, Admissions

Grant M. Gosselin

Interim Dean, Undergraduate School

Robert Halsey

Dean of Faculty

Carolyn Hotchkiss

Vice President, Alumni and Friends Network

Carol Hacker

Vice Provost and Dean, F.W. Olin Graduate School of Business

Dennis Hanno

Executive Director, Lewis Institute

Cheryl Kiser

Special Assistant to the President

Nina M. Kondo

Vice President and General Counsel

Jonathan Moll

Vice President, Student Affairs and Academic Strategy

Betsy Newman

Chief of Staff

Tracee Petrillo

Babson Global

Howie Rice

Vice President, Campus and Community Affairs

Mary Rose

Vice President, Finance, and Chief Financial Officer

Philip Shapiro

Chief Marketing Officer

Sarah Sykora

Special Assistant to the President, External Relations

Elizabeth Thornton

Vice President, Development

Diana Zais

KEY TELEPHONE NUMBERS

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

BABSON COLLEGE ACADEMIC CALENDAR 2012–2013

All dates subject to change.

Last Updated: June 6, 2012

FALL 2012

F	8/24	Undergraduate Orientation Begins; Residence Halls Open for New Undergraduates at 8 a.m.
T	8/28	Residence Halls Open at 9 a.m. for Returning Undergraduates
W	8/29	Undergraduate and Graduate Classes Begin
M	9/3	Labor Day: No classes
W	9/5	Undergraduate Add/Drop Ends
M	10/8	Columbus Day Holiday: No day or evening classes
Tu	10/9	Babson Monday: Follow Monday Class Schedule, No Tuesday Classes (this includes evening classes)
F	10/19	Undergraduate Mid-Semester Warnings Due from Faculty
Tu	10/23	Undergraduate Mid-Semester Warnings Sent to Students
Th	11/1	Last day to withdraw from an Undergraduate course
M - F	11/19–23	Undergraduate Thanksgiving Break (five days)
W	12/5	Babson Monday: for UG Monday only once-a-week meeting
Th	12/6	Babson Tuesday: for UG Tuesday only once-a-week meeting
Th	12/6	Last Class meeting for Graduate Electives and all Undergraduate Courses
Th	12/6	24-Hour Quiet Time begins on campus at 8 p.m.
F - Su	12/7–9	Undergraduate courses Reading Days
M - Sa	12/10–15	Undergraduate Final Exams
Sa	12/15	Last Class Meeting for Evening Core Courses
Sa	12/15	Undergraduate Resident Halls Close at 8 p.m.

WINTER 2013

Th	1/3	Undergraduate Winter Session Begins; see UG online Registration Guide for add/drop deadlines
Th	1/17	Undergraduate Reading Day
F	1/18	Undergraduate Winter Session Final Exams held
M	1/21	Martin Luther King Holiday – No Winter classes

SPRING 2013

Su	1/20	Residence Halls open for Transfer and G.A.P. students
Su - M	1/20–21	Undergraduate Orientation for Transfer and G.A.P. Students
M	1/21	Residence Halls open for Returning Undergraduates at 9 a.m.
Tu	1/22	Undergraduate and Graduate Classes Begin
M	1/28	Undergraduate Add/Drop Ends
M	2/18	Presidents' Day Holiday: no day or evening classes

Tu	2/19	Babson Monday: follow Monday class schedule, No Tuesday classes
M - F	3/18–22	Spring Break Graduate and Undergraduate (five days)
F	3/22	Undergraduate Mid-Semester Warnings Due from Faculty
Tu	3/26	Undergraduate Mid-Semester Warnings Sent to Students
Th	4/4	Last day to withdraw from an Undergraduate course
M	4/15	Patriots' Day Holiday: no day or evening classes
W	4/17	Babson Monday: follow Monday class schedule, No Wednesday classes
W	5/1	Last Class meeting for Graduate Electives and all Undergraduate Courses
Th	5/2	Make-up Day (or additional Reading Day)
Th	5/2	24-Hour Quiet Time begins on campus at 8 p.m.
F	5/3	Reading Day
Sa - Su	5/4–5	Undergraduate and Graduate Reading Days
M - Sa	5/6–11	Undergraduate Final Exams
Sa	5/11	Last Class Meeting for Evening Core
Sa	5/11	Undergraduate Residence Halls Close at 8 p.m. for Non-Graduating Students
Sa	5/18	Commencement: UG at 10 a.m.; Grad at 2:30 p.m.; Seniors check out of Residence Halls by 8 p.m.

SUMMER 2013

T	5/14	OEM/MCE UG classes start
Tu	5/21	Undergraduate Summer First Session and Full Summer Courses Begin; see Undergrad on-line Registration Guide for add/drop deadlines
F	5/24	Babson Monday (Undergrads): follow Monday class schedule, regularly scheduled Friday classes also will be meeting
M	5/27	Memorial Day: no day or evening classes
F	5/31	Babson Monday (Undergrads and Graduates): follow Monday class schedule, regularly scheduled Friday classes also will be meeting
Th	6/13	Last day to withdraw from an Undergraduate course
M-Tu	7/1–2	Last day of Undergraduate Summer First Session class
W, F	7/3, 7/5	Undergraduate Finals (two days)
Th	7/4	4th of July: no day or evening classes
F	7/5	Exams held for classes canceled 4th of July (Thurs and UG exams continue)
M	7/8	UG second session classes begin
Th	8/1	Last day to withdraw from a Summer Second Session Undergraduate course
M-Tu	8/19–20	Last day of Undergraduate Summer Second Session class
W- Th	8/21–22	Undergraduate Finals for Summer Second Session and Full Session classes

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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	Mandell Family 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	Mandell Family 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

