

# UNDERGRADUATE **Student Handbook**

2017-2018



BABSON

The ***Undergraduate Student Handbook*** is your guide to the academic and financial policies and guidelines you are expected to maintain as a student at Babson College. Additionally, the College has set forth behavioral expectations in ***Babson College's Community Standards***. You should consider these two guides as essential references. You will often be referred to these documents as they outline the responsibilities and expectations for each Babson student and community member. Part of these responsibilities is to take the time to become familiar with these documents; they will provide information and answer many questions you may have about the College and the College's behavioral expectations.

You are required to know the policies and procedures set forth both the ***Undergraduate Student Handbook*** and ***Babson College's Community Standards***. Babson College reserves the right to change policies, procedures and requirements as deemed necessary, and without notice. All policy updates can be found in the most current versions of the ***Undergraduate Student Handbook*** and/or ***Babson College's Community Standards***, which can be accessed via the [BabsonHub](#).

This handbook was last updated on January 22, 2018.

*Babson College prohibits discrimination on the basis of race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, age, physical or mental disability, and veteran or other protected status. This policy extends to all rights, privileges, programs, and activities, including admission, employment, education, and athletics. In addition, Babson College respects, values, and benefits from diversity in the College community. The College, through the president, vice presidents, and deans, requests that all members of the community support efforts that reinforce the value of diversity throughout the curriculum and all aspects of campus life.*

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# ACADEMIC INFORMATION

## UNDERGRADUATE LEARNING GOALS

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

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

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

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

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

## ACCESSIBILITY RESOURCES

Babson College welcomes students with disabilities to participate fully in all aspects of their college experience. Babson College is prepared to modify policies, practices and procedures, as necessary, to assure that students with disabilities have full access to all programs, services, and benefits of the institution. This includes (but is not limited to) classroom and exam accommodations, housing and dining accommodations, assuring architectural

and facilities access, and modifications of policies that might have differential impact on students because of disability. Our policy is consistent with relevant governmental statutes and regulations surrounding issues for students with disabilities including those pursuant to the Americans with Disabilities Act of 1990 (amended in 2008), Title IX of the Federal Education Amendments of 1972 and Section 504 of the Federal Rehabilitation Act of 1973. The College provides students with reasonable accommodations in a timely manner when such accommodations are necessary to afford goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities, unless providing the accommodation would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations. The mission of Accessibility Resources is to collaborate and empower students with disabilities to coordinate support services and programs that enable equal access to an education and college life.

The Office of Accessibility Resources is responsible for evaluating and coordinating services for students with disabilities. Reasonable accommodations are determined after consultation with the student and through review of the student's medical documentation. Students must initiate the accommodation process by meeting with the Director of the Learning Center to register with the Office of Accessibility Resources. Available support services for students with documented disabilities include, but are not limited to, exam, classroom, dining, and housing, and temporary medical condition accommodations. Additional information is available on the [BabsonHub](#) or by emailing [learningcenter@babson.edu](mailto:learningcenter@babson.edu), or by calling 781-239-5509.

Students requesting accommodations must register with the Office of Accessibility Resources, participate in an intake interview and submit current documentation as required. The Office of Accessibility Resources' staff utilize an interactive review process to determine necessary accommodations. Students are required to follow the Office of Accessibility Resources' procedures for requesting and maintaining accommodations. Please click on the menu items below to learn about the policies and procedures. Students with disabilities may request academic accommodations; housing and dining accommodations; modifications to College policies, rules, and regulations; environmental adjustments such as the removal of architectural, communication, or transportation barriers; and auxiliary aids and services.

Babson College refers to the Guidelines for Documentation developed by the Association of Higher Education and Disability in verifying documentation submitted by students with specific disabilities. Students must submit current documentation (as appropriate) to verify the specific disability with the Office of Accessibility Resources. Click [here](#) for Documentation Guidelines.

Babson College is not responsible for ensuring academic accommodations for students who identify themselves only to faculty or staff and not directly to the Office of Accessibility Resources, or identify themselves subsequent to the completion of academic requirements or projects. For more specific accommodation information, click on the links below.

- [Dining/Meal Plan Accommodations](#)
- [Education Abroad and Elective Abroad Accommodations](#)
- [Medical Housing Accommodations](#)
- [Temporary Injury / Health Impairments Accommodations](#)
- [Undergraduate Academic Accommodations](#)

## **CLASS YEAR STANDING**

Students' class year standing is defined as follows:

- 0-31.99 earned credits: First Year
- 32-66.99 earned credits: Sophomore
- 67-98.99 earned credits: Junior
- 99 earned credits and above: Senior

Class standing is used in processes such as course registration and on-campus housing selection. A student's class standing, as defined above, may differ from the year in which he or she intends to graduate, as students may choose to take more or fewer credits than a standard course load, thus impacting the total number of semesters necessary to complete their degree.

## **COACHING FOR LEADERSHIP AND TEAMWORK PROGRAM (CLTP)**

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

## **CONCENTRATIONS**

Students may elect to pursue a specific concentration to provide additional focus of study within the Babson curriculum. Students who choose this option will receive notation on their final transcript. Specific concentrations have been developed by the College's academic divisions and offices, in order to assist students in choosing a coherent set of courses for their academic development and external recognition. *Concentrations are purely optional.* Students who have questions about whether or not they would like to pursue a concentration should speak with the [Office of Academic Services](#) and the [Center for Career Development](#). The list of current concentrations is available on Babson's [concentration page](#).

Students who choose to concentrate should remember:

- Students may have a maximum of two concentrations that will appear on their official transcript;
- Only one course may overlap between two concentrations; and
- Unless a given concentration page states its policy on courses taken abroad, up to two courses taken abroad may apply to students' concentrations if they receive faculty approval.

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

## **COURSE LISTINGS**

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

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

## **COURSES ABROAD**

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

Students participating in education abroad/study away programs (with the exception of Babson-sponsored programs like BRIC and Semester in San Francisco) must earn a Babson grade equivalent of C or higher in

order to earn academic credit. Grades earned on education abroad programs do not factor into a student's cumulative Babson GPA.

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

## **COURSE SELECTION AND REGISTRATION**

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

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

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

## **CROSS REGISTRATION**

Babson has a cooperative cross-registration program with Franklin W. Olin College of Engineering, Wellesley College, Brandeis University, Regis College, and Pine Manor College. The only Pine Manor courses available to Babson students are studio and performing arts courses. Students may cross-register for a maximum of one course each semester, subject to availability. Students may not cross-register during the winter or summer sessions, nor may they cross-register during their first semester of enrollment in Babson's undergraduate program. To initiate the cross-registration process, students must complete the [Petition for Cross Registration](#) form available through the Babson Hub. This form contains further information regarding cross-registration. When enrolling in cross-registration classes, Babson students must meet course prerequisites for that course at the host institutions except for pre-approved courses at Olin College.

## **DEGREE REQUIREMENTS**

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

- Satisfactorily complete a minimum of 131 credit hours of work;
- Earn a cumulative GPA of at least 2.0;
- Complete the content of 65 credits in liberal arts;
- Satisfactorily complete all specific degree requirements; and
- Not have any missing or incomplete grades.

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

- 25 foundation liberal arts credits and 15 foundation management credits

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

- 24 intermediate liberal arts credits and 19 core management credits

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

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

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

Normal progression through the curriculum is defined as 16–18 credits per semester. However, Babson students in good academic standing are permitted to enroll in up to 20 credits at Babson’s standard flat tuition rate. *Please see the Course Underloads and Overloads section of this handbook for more information on this policy.* The minimum credit threshold during a fall or spring semester to be considered a full-time student is 12 credits. The undergraduate program at Babson is a full-time program, and part-time student status is not recognized.

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

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

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

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

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

## **EVALUATION OF COURSES AND INSTRUCTORS**

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

## **HONORS PROGRAM**

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

## **INDEPENDENT RESEARCH**

Students interested in learning more about a given topic may choose to complete an independent research project (IR). Interested students should identify a supervising faculty member and work with him or her to draft a proposal for their IR, then complete a [form](#) on the Babson Hub to request approval for their IR from their supervising faculty member, Division Chair, and Class Dean. IRs must be approved by all parties before add/drop ends for the semester in which the IR will occur. Independent research projects are letter-graded courses that appear on a student's transcript and are treated as any other course in which the student is enrolled for the semester.

The following guidelines apply to independent research projects:

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

# UNDERGRADUATE HONOR CODE

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

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

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

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

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

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

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

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

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

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

## **STUDENT RESPONSIBILITIES**

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

- **Demonstrate** a commitment to and accept responsibility for acting in accordance with the Babson College Undergraduate Honor Code.
- **Understand** the policies for academic honesty and integrity and community expectations, as they are set forth in *Babson College's Community Standards*.
- **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.

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

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

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

Academic integrity policies currently fall under six general categories: cheating, fabrication, plagiarism, unauthorized collaboration, participating in academically dishonest activities, and facilitating academic dishonesty. Non-academic violations include violations of all policies outlined in the [\*College's Community Standards\*](#).

# ACADEMIC POLICIES & PROCEDURES

## ACADEMIC STANDARDS

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

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

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

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

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

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

### **Probation**

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

### **Suspension**

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

communication to the address below, or email their Class Dean directly:

Academic Services, Hollister Hall  
Babson College  
Babson Park, MA 02457

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

**March 1** for fall re-entry

**October 1** for spring re-entry

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

*Suspended international students with F-1/J-1 immigration status lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Glavin Office of Multicultural & International Education must report this suspension to the U.S. Department of Homeland Security. United States law requires that international students must transfer immediately to another U.S. institution; apply for a change of immigration status; or leave the United States immediately. International students must consult with an international student adviser in the Glavin Office of Multicultural & International Education to discuss the immigration implications of a suspension before taking any action.*

## **ADVANCED STANDING AND CREDIT**

Entering new students may receive credits and/or advanced course placement for the successful completion of the Advanced Placement (AP) examination given by the Educational Testing Service of the College Entrance Examination Board, the International Baccalaureate (IB), the French Baccalaureate, or the Swiss Maturité. Babson does not award credit for A Level Exam results.

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

Students should submit all AP, IB, French Baccalaureate, and Swiss Maturité scores as well as transfer and prematriculation off-campus transcripts to Academic Services by the end of their first semester of enrollment at Babson College. Failure to do the aforementioned may result in an inability to make progress in the curriculum, particularly when the prematriculation credit serves as a prerequisite course. Waivers will not be placed on students' records to allow them to take coursework without completion of the appropriate pre-requisite. To ensure students enroll in all the correct courses their first semester on campus and do not repeat core classes, students are encouraged to submit all AP, IB, French Baccalaureate, and Swiss Maturité courses and transfer transcripts before their first semester on campus. Students are responsible for ensuring that prematriculation credit has been posted to their record by checking their unofficial transcript on the Student Hub. 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 better.

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

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

## **ATTENDANCE AND ABSENCE FROM CLASSES**

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

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

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

–Massachusetts General Laws Chapter 151c, Section 2b

The Athletics Department has an early-notification system for students involved in scheduled intercollegiate athletic competitions. Students involved in Babson's intercollegiate athletic program receive the dates of scheduled games/competitions as early as possible in the semester (ideally within the first week or 10 days of

the term). Student-athletes must then notify their professors of any conflicts between scheduled classes or major class events (presentations, etc.) and athletic contests. Babson College strongly urges faculty members to exercise a reasonable degree of flexibility and understanding in providing excused absences based upon these conflicts (for those students who have provided the necessary conflict information early in the semester). Through early notification and flexibility, Babson College hopes to provide students with the opportunity to fully participate in the College's intercollegiate athletic programs.

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

## **AUDIT POLICY**

Babson College students may not audit a course. Babson offers this option only to senior citizens from Wellesley and Needham and to Babson alumni who are 65 years or older.

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

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

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

For courses that are taught entirely online or via Web-Ex, dropping the course before the start of the second online class meeting carries no academic or financial penalty. After that, if the course withdrawal occurs between the start of the second online class meeting and the 60 percent point of the academic period, tuition and fees will be prorated and the student will receive a grade of "W" for the course in progress at the time of withdrawal.

No withdrawals will be approved and no tuition will be refunded after the 60 percent point of the academic period. If students add a course during the add/drop period that requires additional tuition, the additional tuition cost must be paid prior to registering.

The withdrawal deadline is determined by the Registrar's Office each semester/term. Please visit the Registrar's website for the specific dates, which are listed on the [Academic Calendar](#). Students who wish to withdraw from a course must first obtain the approval of a Class Dean. Students will receive a W for withdrawing from a course after the add/drop period. Students who do not withdraw officially from a course will receive a grade in that course. Final grades will be accepted only for students listed on the official class roster.

The minimum credit threshold during a fall or spring semester to be considered a full-time student is 12 credits. The undergraduate program at Babson is a full-time program, and part-time student status is not recognized.

Students wishing to drop all of their courses are regarded as withdrawing from Babson College and must

complete a Separation form, which is available online through the Babson Hub. In addition, students are required to vacate College housing. Under such a status, students are not eligible to participate in any College activities including athletics, student clubs and organizations, student business development space, or student employment. Failure by students to complete the Separation form may result in a status change to Administrative Withdrawal.

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

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

## **COURSE UNDERLOADS AND OVERLOADS**

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

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

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

1. Where students have documented disabilities that necessitate enrollment in less than a full course load as deemed appropriate by the Director of the Learning Center.
2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Director of the Learning Center.
3. Consistent with the Family and Medical Leave Act, a student may be granted enrollment in less than a full course load as deemed appropriate by the College for any of the following reasons:
  - a. To care for a child within one year of birth, adoption, or the initiation of foster care; and/or
  - b. To care for a child, spouse, partner, or parent with a serious health condition.
4. In the seventh and eighth semesters, students with senior status who do not need a full course load in order to graduate will be allowed to enroll in a reduced course load by up to 4 credits per semester. To qualify for this type of tuition adjustment, students must have enrolled in a Babson College undergraduate course during a winter or summer session (not including the GAP Summer term), or taken an overload in a prior fall or spring semester for which tuition was charged beyond the flat rate. If a student graduates in seven semesters, the tuition adjustment may only be requested for the seventh semester. The amount of the tuition adjustment will be based on the number of credits for which a student has been charged by Babson over flat-rate tuition, up to a maximum of 8 credits in senior year (4-credit maximum per semester). Course work not considered for tuition adjustments: AP/IB credits, college courses taken elsewhere, Babson high school summer study courses,

and credits from Babson-approved education abroad programs beyond the equivalent full course load at Babson.

5. For transfer students, tuition adjustments as described above in bullet four will be approved in either or both of the student's last two semesters, if credits had been taken at Babson in either the winter or summer sessions, or if students had been approved for and paid for an overload in a prior semester at Babson.

#### **Course Acceleration (Overload- up to and including 20 credits)**

In the fall and spring semesters, Babson charges flat-rate tuition for credit loads up to and including 20 credits. For students in good academic standing with at least a 2.0 cumulative GPA, registration for an additional course beyond the normal load will be possible when the add/drop period opens, which takes place after the initial registration period for all students. Students do not need to complete an e-form to register for an additional course as long as they do not exceed 20 total semester credits.

- Only students who have established themselves in good academic standing (at least a 2.0) at Babson will be permitted to enroll in a space-available fifth course for additional credits.
- Students on academic probation or returning from academic suspension cannot enroll in a space-available fifth course for additional credits.
- There will be an additional limitation on first-year students and new transfer students. Those students will need to achieve a 2.7 or higher GPA in their first semester in order to enroll in a space-available fifth course for their second semester.
- Only students who have settled their semester bills will be permitted to enroll in a space-available fifth course option.

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

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

- If students would like to exceed 20 credits, they must submit a request to overload through the Tuition Adjustment Request form found under Class Dean eForms on the Babson Hub.
- Students should consult with their Class Dean in Academic Services when making this decision and know that additional tuition charges will apply if students receive approval to take more than 20 credits.
- Payment in full is required before registration for overload courses.

The Office of Academic Services will use discretion to determine if students may qualify for exceeding 20 credits based upon courses selected, the student's ability to handle Babson course work, and other appropriate factors.

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

### **DEAN'S LIST**

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

five weeks following the conclusion of final exams in the given semester.

## GRADING AND INCOMPLETES

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

With the exception of the SME2041 Integration course, which is graded Pass/Fail, Babson College undergraduate courses are graded using the following letter grading scale:

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

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

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

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

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

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

Incomplete courses that are required prerequisites for the following semester must be completed 72 hours before the end of the add/drop period. This earlier deadline provides instructors time to grade the outstanding work or exam and submit the final grades to the Registrar's Office before the end of the

add/drop period. In the case of students who do not make up the work within the periods specified above, instructors will award the grade based upon the normal requirements for the course. In effect, instructors will give an F for the work not made up, then calculate the final course grade.

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

## **GRADUATION HONORS**

Graduation Honors are awarded to students who have achieved distinction in their undergraduate work as evidenced by their final cumulative Babson College GPA. Cumulative grade point average is calculated upon completion of all degree requirements.

### **Honor requirements:**

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

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

## **LEAVE OF ABSENCE**

Students may take a Leave of Absence (LOA) for a specified period not in excess of two consecutive semesters. To take an LOA, students should talk with their Class Dean, Housing (if they live on campus), and Student Financial Services to understand the implications of taking time off, and must complete and receive approval for a Separation form, available on the Babson Hub. If students separate from the College after the end of add/drop, the College considers the student to be withdrawn from the semester. The student's return date and future status will be determined by the College based on the circumstances surrounding the separation. Students who intend to separate from the College after the end of add/drop should work with their Class Dean.

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

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

Before discontinuing studies, international students in F-1/J-1 immigration status considering an LOA must notify an international student adviser in the Glavin Office of Multicultural & International Education to discuss the immigration implications of the LOA. International students in F-1/J-1 immigration status who

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

## **MAKEUP OF FAILED COURSE**

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

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

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

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

Students may choose to or need to separate from Babson College for longer than one year and/or with no anticipated return date. To withdraw from the College, students must complete and receive approval for a Separation form, available through the Class Deans' e-forms on the Babson Hub. If a student separates from the College after the end of the add/drop period, the College considers the student to be withdrawn from the semester. The student's return date and future status will be determined by the College based on the circumstances surrounding the separation. Students who intend to separate from the College after the end of add/drop should work with their Class Dean.

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

**March 1** for fall re-entry

**October 1** for spring re-entry

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

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

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

*Policies section of the handbook.*

## **OFF-CAMPUS COURSE POLICY**

Students may request permission to take a maximum of 12 credits off-campus exclusive of official cross-registration or Babson-approved study abroad/away programs. Students may take those credits over winter or summer sessions or enroll in up to 4 credits per semester during the fall and spring semesters. Additionally, students may take up to 4 of those 12 credits following the final period of enrollment at Babson or in a Babson-approved program. Please note that if a student is already overloaded to 20 credits at Babson during a fall or spring semester, an approval for an off-campus course during that same semester is unlikely. Similarly, since students are limited to 4 credits during a winter session at Babson, typically only 4 credits of off-campus course work will be considered for approval during a winter term.

International students who plan to take their final credits off-campus should first consult an international student adviser in the Glavin Office of Multicultural & International Education to learn how this may affect their immigration status.

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

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

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

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

Students may be excused from taking an examination at its regularly scheduled time in certain extenuating circumstances as outlined below. Students must work out the conflict with their professor directly or submit a Petition for Exam Excuse, found on the Student Hub under Hub Links and Class Deans e-forms. This form must be filled out prior to the examination. In cases in which a student will miss an examination because of a clear and unavoidable absence, as defined below, Academic Services will grant approval through this form and their faculty will be notified of the approval. This does not excuse students from meeting the academic demands of the course; it is only verification that students will be absent from the exam because of circumstances outside of their control. Students must work with their professors to make up examinations in a timeline and format determined by the faculty member. Students who fail to take a scheduled examination and have not received an excuse from the Office of Academic Services may attempt to work out the situation

with their faculty member. Please note, Class Deans cannot excuse students from take home exams, presentations, projects, papers, quizzes, or regular class meetings. The Exam Excuse Policy pertains strictly to exams.

The following situations warrant a formal exam excuse:

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

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

- Illness: if a student is seriously ill and will miss an examination he or she must:
  - Complete the Exam Excuse form before the exam, unless hospitalized, in which case the form should be filled out as soon as the student is medically able
  - Provide verification of the illness to his or her Class Dean. The student must either be seen by Babson College Health Services within 24 hours of the missed exam or provide written verification of the illness with the recommendation that the student not attend the exam from a licensed physician or licensed medical professional
- For seniors only, a final job interview off campus. All such interviews will require appropriate verification from the organization conducting the interview
- Observance of a religious holiday
  - For those religious observances that include food and/or work restrictions, an exam excuse may be granted for scheduled exam times that overlap with these restrictions
- Family emergency
- Participation in significant family events
- Intercollegiate athletic contest sponsored by Babson College's Athletics Department
- Official College functions
- Jury duty or other mandatory court appearances

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

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

### **PURPOSE AND INTENT:**

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

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

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

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

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

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

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

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

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

Students wishing to initiate a VMW should contact the Director of Health Services and/or the Director of Counseling Services (each, an “Appropriate Health Service”). The Appropriate Health

Service will meet with the student, if feasible, and review any medical documentation provided. The Appropriate Health Service will then submit a recommendation for a VMW if it determines that the student has a medical issue that prevents the student from participating in the College's programs and activities regardless of accommodation, or otherwise compromises the student's safety, well-being, or academic success. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

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

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

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

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

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

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

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

If the Committee determines that the student is unable to safely participate in the College's programs and activities or presents a high probability of substantial harm to health or safety, it will

submit a recommendation for a College-Initiated Medical Withdrawal (“CIMW”). The recommendation and any relevant supporting documentation will be submitted to the Vice President for Student Affairs or designee (“Vice President”) for review. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

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

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

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

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

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

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

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

The duration of an EIMW will be limited to the period necessary to address the imminent risk of substantial harm to health or safety. While under EIMW, the student is prohibited from attending

classes or living in College housing, and may be trespassed from campus or other College facilities and/or prohibited from participating in College activities if warranted under the circumstances.

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

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

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

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

The goal of a medical withdrawal is to ensure that students return with an increased opportunity for academic and personal success. Students are encouraged to take the time necessary to achieve this goal. Students may wish to periodically check in with the Associate Dean during their leave, as indefinite leaves will not be permitted.

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

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

sufficiently demonstrate their day-to-day functioning, and the Associate Dean will discuss appropriate options with the student upon request.

- D. As required by the Associate Dean depending upon the nature and individual circumstances of the medical withdrawal, provide a brief written statement describing: (i) the student's experience away from the College including the activities undertaken while away; (ii) the student's current understanding of the factors that led to the medical withdrawal and any insights the student has gained from treatment and time away; and (iii) how the student plans to ensure a successful return to the College and to sustain their academic and personal well-being.

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

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

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

Students with disabilities are eligible for reasonable accommodations. Students are responsible for communicating any requests for accommodation to the Office of Accessibility Resources. Detailed information on the process for requesting accommodations is available at the Office of Accessibility Resources website.

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

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

## **6. APPEALS PROCESS**

A student has a right to file a written appeal ("Appeal") to the Vice President requesting review/reconsideration of: (i) the denial of a request for VMW; (ii) the denial of a request for return

from a medical withdrawal; (iii) the implementation of a CIMW; or (iv) the implementation of an EIMW. The Appeal must be submitted to the Vice President within five business days of the date of the notice to the student.

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

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

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

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

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

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

#### **These rights are:**

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

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

*recorded.*

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

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

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

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

- o the student's name
- o permanent and local addresses
- o telephone listings
- o electronic mail addresses
- o digitized photographs and images
- o date and place of birth
- o major field of study
- o grade level
- o enrollment status
- o dates of attendance
- o past and present participation in officially recognized activities, organizations and sports
- o weight and height of members of athletic teams
- o degrees, honors, and awards received
- o 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, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

Disclosure without consent also may be made concerning the following: Final results of a disciplinary proceeding in which a student was found to have violated College rules concerning a crime of violence or a non-forcible sex offense. The outcome may be disclosed to the victim regardless of whether a violation was found. Alcohol or drug violations may be disclosed to

parents if the student is under age 21. The College reserves the right to disclose information about students to their parents, regardless of the student's age, without the student's written consent in cases involving the student's health and well-being or in the case of a change of student status (including, but not limited to, loss of housing, pending disciplinary proceeding, suspension, expulsion or to comply with a court order or subpoena). For the purposes of this Policy, "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

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

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

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

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

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

- E. Applicant records of individuals who do not enroll in or register with an academic program of the College. If and when applicants become students, their applicant records become education records, which are then accorded the same privacy rights as any other education records governed by this Policy.

- F. Records (i.e., alumni records) about a person containing only information obtained from that person after that person is no longer a student, or relating to that person and obtained from others after that person is no longer a student.

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

If you do not wish to authorize the release of Directory Information and do not want your Directory Information to appear in the Student Directory, you must indicate so through the "My Info" section of the Hub. The restriction will be promptly initiated in any electronic media. For any printed media, the restriction will be initiated as of the next printing. At any time after restricting the release of your Directory Information, you may change your mind and choose to authorize the College to release Directory Information. You can grant such authorization at any time by editing the "My Info" section of the Hub.

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

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

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

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

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

### **Additional Resources**

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

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

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

Babson College maintains the following general records:

- Admission and current education status records are maintained in Academic Services. These records are open to students and may be reviewed by appointment. In compliance with FERPA and other applicable state and federal statutes, records may be redacted for the review. Babson students will be provided copies of Babson transcripts, degree audits, and their original student essays. Should a student require a transcript, he or she must complete a transcript request online through the Babson Hub or in writing at the Registrar's office.

- Security and law enforcement records are retained by the director of public safety. Students may request copies of law enforcement records from the director of public safety. Certain legal restrictions may limit or prohibit the ability to grant such a request. The dean of student affairs and the director of public safety maintain final discretion in the consideration of any such request.
- Medical records are maintained by Health Services. These records also are exempted from the provision of the law and are not normally available to students for inspection.
- Disciplinary records, including College Honor Board records, are generally maintained by the Office of Community Standards. Students may review these by appointment. In compliance with FERPA and other applicable state and federal statutes, these records may be redacted for the review.
- Financial aid records are maintained by Student Financial Services. Students may review these by appointment. Students are not permitted to review their parents' financial records, unless the documents were jointly signed and submitted by the parents and the student, or if the parent has given written permission.
- Residence Education maintains residence life records and Student Activities and Leadership maintains student involvement and activities records.
- It is assumed that students want their hometown newspapers notified when they graduate, earn awards, or achieve the Dean's List. Students are to notify Public Relations, x4548, if they do not wish to participate in this process.

# FINANCIAL INFORMATION & POLICIES

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

## TUITION POLICIES

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

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

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

## PAYMENT OF BILLS

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

Wire transfer information is available on the Babson Hub/View Your Bill, and at [Flywire.com/Babson](http://Flywire.com/Babson).

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

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

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

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

Laptop services

Meal plan charges

Motor vehicle registration and parking violations

[ITSD](#)

[Student Financial Services](#)

[Public Safety](#)

Prescription/lab charges; health insurance  
OneCard charges  
Registration/enrollment  
Room and damage charges  
Tuition charges  
Unreturned athletic equipment charges  
Unreturned booked charges

[Health Services](#)  
[Public Safety](#)  
[Registrar](#)  
[Housing](#)  
[Student Financial Services](#)  
[Athletics](#)  
[Horn Library](#)

## **RETURNED CHECKS / ePAYMENTS**

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

## **LATE PAYMENT PENALTIES**

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

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

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

## **REFUND OF SEMESTER CHARGES**

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

## **WITHDRAWAL FROM THE COLLEGE**

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

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

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

college financial aid programs.

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

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

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

# FINANCIAL AID

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

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

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

## FINANCIAL AID APPLICATION PROCEDURES AND DEADLINES

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

### FINANCIAL AID CALENDAR

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

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

# RESIDENCE HALL EXPECTATIONS

## BABSON ONECARD AND ROOM KEY POLICIES

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

1. Lockout services are provided by Public Safety. Call 781-239-5555 if you are locked out of your room. Your Babson OneCard must be presented to the responding staff member before they open the door to your room or immediately thereafter if your OneCard is locked in your room. There is a charge for a lockout service. For the first lockout of a semester, the charge will be waived. The second lockout of the semester will be charged \$25. The third lockout of the semester will be charged \$50. The fourth lockout of the semester will be charged \$75. Any lockouts beyond the fourth will be charged \$100. Lockout charges cannot be appealed. If it is determined by Residence Education and/or Public Safety that a student(s) is abusing the lockout service (i.e. excessive number of lockout calls during a specified period of time), the student may be responsible through the student conduct process.
2. Whenever a key is lost, report it as soon as possible to Facilities. Keys for the same lock will not be issued; a new lock core will be installed and new keys will be issued. The cost for a lock change is \$100. If the original key is found after the lock change is processed, the student will still be responsible for the lock charge.
3. Keys will be given only to students who show proper identification and are officially assigned to the room by Residence Education and Housing. The same policy applies for lockout services.
4. Only Facilities is allowed to duplicate a key. Possession of an unauthorized key duplicate will subject individual students to a fine of not less than \$100 and/or other disciplinary action. These penalties do not discharge or preclude the imposition of civil liability or criminal sanctions.

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

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

*Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Associate Dean of Students for Wellness for more information regarding College policies and resources. To request a [medical housing](#) accommodation for a documented disability, students should contact the Director of the Learning Center.*

## **TELEVISIONS**

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

## **HOUSING ELIGIBILITY**

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

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

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

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

## **MEAL PLANS**

In accordance with the Undergraduate Housing License and Meal Plan Agreement, except as specifically

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

## **REPAIRS**

Facilities Management and Planning maintains all buildings and grounds. Student requests for repairs must be made to Facilities via the Babson Hub. Go to Forms, Work Orders, Facilities Maintenance Request (Work Order), and follow the instructions. Please provide as much information as possible, building, room number, etc. Facilities trade employees work Monday to Friday, 7am to 11pm. During regular business hours (7Am-5PM), emergency calls to Facilities should be made by calling x4444. Off-hours emergency work order requests should be reported immediately to the Office of Public Safety at x5555.

## **ROOM CHANGES**

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

## **ROOM SEARCH POLICY**

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

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

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

department of public safety or the appropriate government authorities. Records documenting item(s) seized and chain of custody will be maintained.

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

## **CONSOLIDATION**

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

## **OCCUPANCY RESTRICTIONS**

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

## **ROOM DECORATING**

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

## **RESIDENCE HALL CLEANING**

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

Residents living in Pietz, McCullough, Keith, Canfield, and Mandell Family Hall will have their suite bathroom cleaned once a week at a designated date and time, as posted outside of the suite bathroom door. Residents will be responsible for preparing the bathroom and hallway to be cleaned. Residents are responsible for their common living room. Facilities does not regularly clean kitchens in these suites. Twice per year, summer and winter break, Facilities will deep clean the suite kitchens. Residents should prepare these areas for cleaning before breaks. A checklist is located outside the suite bathroom door informing residents of what they should do each week prior to Facilities staff coming in to clean (i.e. make sure items are off the floor, take items off the shower, etc.). Residents who do not prepare the bathroom will not have it cleaned that week and may be fined for additional cleaning if needed. In addition, bathrooms will be cleaned by Facilities at the beginning of the semester, during winter break, and at the end of the academic year. Facilities reserves the right to inspect all bathrooms. If bathroom conditions are found to be unacceptable, Facilities will clean them and bill the occupants. The cost of extra cleaning will be \$250-\$500 depending on conditions (divided among all residents) for residents living in Pietz, McCullough, Mandell Family Hall, Keith and Canfield. Bathrooms and corridors (no kitchens or lounges) will be cleaned weekly.

Residents of Bryant studios, Woodland Hill 9 and Woodland Hill 10 will be responsible for the cleaning of their bathroom spaces. Cleaning materials, and environmentally friendly chemicals will be available through the RA. Paper Products are not supplied in these spaces.

## **TRASH AND RECYCLING**

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

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

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

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

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

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

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

## **STORAGE**

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

## **VANDALISM AND DAMAGE POLICY**

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

present. The condition of rooms and suites is the residents' collective responsibility.

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

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

# STUDENT MAIL & PACKAGE CENTER

The mission of the Student Mail Room and Package Center is to provide a high level of customer service to our students and community by effectively receiving, distributing, and sending student mail and packages.

## STUDENT MAILING ADDRESS AND NOTIFICATION

All mail and packages should be addressed to students as follows:

Student Name (proper name)  
Babson College  
21 Babson College Drive, Unit xxxx (your virtual mailbox number)  
Wellesley Hills, MA 02481

Students should share this address with family, friends, businesses, and mail order companies. All mail must be addressed in this format. You must use your UNIT number. Do not call it a Mailbox or PO Box #. UPS, FedEx, DHL, etc. will NOT deliver to a P.O. Box. However, they deliver to the above addressed UNIT number. Your UNIT number is your virtual mailbox number.

Students are notified by email that they have received U.S. letter mail or a package. There are two separate pickup windows. Please promptly pick up your mail at the appropriate Reynolds Mail and Package Center. *Students do not have a physical mailbox, and must pick up mail and packages at the window.*

## STUDENT MAIL POLICIES AND PRACTICES

### Unit Number Assignment Policy

1. **Resident Students:** All Babson College undergraduate, graduate students, and visiting students residing on campus qualify to have mail and packages sent to their Reynolds Campus Student Mail and Package Center campus UNIT number, which is a student's virtual mailbox number. All qualified new students living on campus are assigned a virtual mailbox-unit number prior to the start of classes. The UNIT number remains the same for a student's tenure at Babson College.
2. **Commuter Students:** Students electing to live off campus after their first year (Commuter Students) do not qualify to retain the continued use of the Reynolds Campus Center Student Mail and Package Center. However, students may submit a request to the Student Mail and Package Center coordinator asking for the privilege to retain their mailbox-unit number. Under certain circumstances, the coordinator will grant students permission to retain their mailbox-unit number. The coordinator has the option to rescind this privilege if mail and packages are not picked up in a timely fashion.
3. **Exchange and Transfer Students:** Exchange and Transfer students living on campus will be issued a mailbox-unit number upon arrival. Exchange students are especially encouraged to set up "paperless" accounts to avoid future issues.

### Package and USPS Mail Pickup Policies

1. **Packages:** Students are responsible to pick up their packages within one month (30 days) from the date of notification that the college has received a package in their name. Students are notified via email that the college has received a package in their name. Extensions can be granted under certain circumstances. A request for an extension must be made via email to the Coordinator of the Student Mail and Package Center. All packages that have not been retrieved within one month (30 days) from the initial notification

of receipt may be RETURNED TO THE SENDER.

2. **USPS Letter/Flat Mail:** Students are responsible to pick up their letters/flats within one month (30 days) from the date of notification that the college has received a letter/flat in their name. Students are notified via email that the college has received a USPS letter/flat in their name. Extensions can be granted under certain circumstances. A request for an extension must be made via email to the Coordinator of the Student Mail and Package Center. All letters/flats that have not been retrieved within one month (30 days) from the initial notification of receipt may be RETURNED TO THE SENDER. Interoffice mail will be returned to the sender after one month (30 days).
3. **Refrigerated food:** The Student Mail and Package Center is not responsible for incoming packages requiring refrigeration. Perishable food packages must be picked up by the end of the day following receipt notification or the package will be disposed of.
4. **Refrigerated medicine:** Students who will be receiving medicine that requires refrigeration are required to contact the Mail and Package Center in advance to arrange for pickup. Please pick it up the day it arrives. The Babson Public Safety Office may be contacted at 781-239-5555 regarding emergency after-hours access.

## Forwarding policies

### 1. Recent Graduates Forwarding Policy

- **Packages (USPS, UPS, FedEx, Amazon, others):** Packages can NOT be forwarded or forwarded for a fee. Please update your shipping address with your online retailers. All packages will be either REFUSED OR RETURNED TO THE SENDER.
- **Letter Mail – United States Post Office:** Graduating students will have their “forwardable USPS mail” forwarded to a domestic address for three months (until August 15) following their departure from Babson College. Students are responsible to update their forwarding address online by entering their new address on the Babson Hub. Note: Mail will not be forwarded to international addresses. Students who do not provide a forwarding address will have their mail forwarded to their home address. The list below clarifies what mail is and is not forwardable.

#### *First Class Mail*

- Domestic addresses: Mail will be forwarded to the address on record.
- International addresses: Mail is NOT forwarded to international addresses.

#### *Nonprofit Mail*

- Mail is NOT forwarded and returned to the sender stating that you are no longer enrolled.

#### *Standard Mail – Magazines, Newspapers, Catalogs, flyers, etc.*

- Standard Mail can NOT be forwarded or returned to the sender. Standard mail will be recycled.

### 2. Student Studying Abroad/Away Policy

- Mail will be forwarded to the domestic forwarding/home addresses on record
- Packages will be returned to the sender.
- Mail and packages will not be forwarded to international addresses.

International students may consider having their mail sent to a friend or a family member's domestic forwarding address. If no domestic forwarding address is available, first class and nonprofit mail will be held in mail services until the student's return to Babson.

Students are reminded that “going paperless” with your business partners such as banks resolves much

of this issue.

### 3. Students on Leave of Absence or Withdrawn Policy

Students are requested to pick up their mail before they leave, and to update their forwarding address. Any packages still on hand or received will be either refused or returned to the sender. Students “forwardable USPS mail” will be forwarded to their home address for three months following their departure from Babson.

### End-of-semester Policies

Students are required to retrieve all mail and packages that are in the Babson Mail and Package Center by the end of each semester. Student Mail Services retains the option to return to the sender all mail and packages left in the Student Mail Center after the end of Fall and Spring semester, with the exception of students participating in Summer School and/or working and living on campus.

1. **Winter Break:** Students are asked not to have any packages shipped to Babson during winter break until they return to campus for the start of the spring semester. U.S. Mail will be received and held during the break. Students are asked to pick up mail upon their return to campus.
2. **Summer Break/Summer School:** Mail and Package Service will be provided to:
  - Summer School Students
  - Students working and living on campus

Students are asked to pick up all their mail and packages upon the end of their summer stay on campus. All other student mail will be forwarded their new incoming mail, if possible, throughout the summer up until August 10. Upon your return to campus, please pick up all mail that was not forwarded over the summer or has just recently arrived.

### Bulk Mailings

1. **Babson College mailings:** All proposed College or College partners’ bulk mail distributions need to receive prior approval by the Student Mail and Package Center supervisor.
2. **External commercial mailings:** The Student Mail and Package Center does not accept commercial mailings for distribution.

### Sustainability Policy

Students are encouraged to consider “going paperless” whenever possible to support the college’s solid waste goals and for the additional reasons stated below.

#### Benefits of Going Paperless

- 24/7 access, and while on winter and summer breaks
- Security reasons, reduce name and account theft opportunities from discarded paper documents
- Environmental and sustainability reasons – reduce solid waste and the energy footprint
- No need to retrieve mail from the Mail and Package Center
- Opportunity to save and monthly statement fees
- Mail is not forwarded to international addresses

# 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 groups will do their utmost to embrace Babson's core values and subsequent expectations. In doing so, students and student groups will contribute to the development of Babson as a positive living and learning community. Click here to go directly to the [\*College's Community Standards\*](#).