

# GRADUATE **Student Handbook**

2017-2018



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# GRADUATE STUDENT HANDBOOK

## 2017–2018

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The *Graduate 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 in both the *Graduate 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 *Graduate Student Handbook* and/or *Babson College's Community Standards*, which can be accessed via the [BabsonHub](#).

This handbook was last updated on April 10, 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 POLICIES

## GRADING SYSTEM

The F.W. Olin Graduate School of Business at Babson College uses one grading system for all programs. The official grades and their numerical values are:

<b>A</b>	4.00	<b>B+</b>	3.33	<b>C+</b>	2.33	<b>F</b>	0.00
<b>A-</b>	3.67	<b>B</b>	3.00	<b>C</b>	2.00		
		<b>B-</b>	2.67	<b>C-</b>	1.67		

## ACADEMIC REQUIREMENTS

To be eligible for the MBA or MS degree students must attain a minimum 2.80 cumulative grade point average (GPA), based on a 4.00 scale, on all credits earned in the F.W. Olin Graduate School of Business. To be eligible for the MBA or MS degree the minimum required number of credits earned by program is as follows:

<b>PROGRAM</b>	<b>CORE</b>	<b>ELECTIVES</b>	<b>TOTAL</b>
Two-Year MBA	28 credits	27 credits	55 credits
One-Year MBA	13.5 credits	27 credits	40.5 credits
Evening MBA	28 credits	27 credits	55 credits
Blended Learning MBA	34 credits	12 credits	46 credits
Master of Science in Management in Entrepreneurial Leadership (MSEL)	30 credits	0 credits	30 credits
Master of Science in Business Analytics (MSBA)*	18 credits	12 credits	30 credits
Master of Science in Finance (MSF)*	15 credits	15 credits	30 credits
Master of Science in Accounting (MSA) **	21 credits	9 credits	30 credits

*\* Students in the MSBA and MSF Programs must complete their elective credits from a list of approved course options.*

*\*\* Students in the MSA program must complete 12 elective credits.*

*Those students who have not previously taken Auditing must complete ACC7520 Auditing (3 credits) and those who have not previously taken a foundation course in US business law or finance must complete*

LAW7200 (1 credit) and FIN7200 (2 credits) within the 12 credits of elective coursework.

### Certificates

To be eligible for the Certificate of Advanced Accounting (CAA) or Certificate of Advanced Management (CAM), students must attain a minimum 3.00 cumulative grade point average (GPA), based on a 4.00 scale, on all credits earned in the F.W. Olin Graduate School of Business. To be eligible for the CAA or CAM, the minimum required number of credits earned by program is as follows:

PROGRAM	CORE	ELECTIVES	TOTAL
Certificate of Advanced Accounting (CAA)	18 credits	0 credits	18 credits
Certificate of Advanced Management (CAM)	0-15 credits		9-15 credits

### GRADUATION REQUIREMENTS

Please note that the degree will be granted in the semester in which the student has met all academic course requirements and where the student is in good standing in all respects. Any course work completed after the semester in which a student earns their degree will be considered postgraduate work.

### DEGREE TIME LIMIT

Program	Maximum Number of years allowed to complete program
MBA	8 Years from entry date
MSA	8 Years from entry date
MSEL	4 Years from entry date
MSF	7 Years from entry date
MSBA	7 Years from entry date
CAM	3 Years from entry date
CAA	3 Years from entry date

Students eligible to take a leave of absence should keep in mind the program-specific time limit is still in effect.

An exception to the degree time limit requirement may be made at the sole discretion of the Office of Graduate Academic Services in unusual circumstances where compelling cause is demonstrated.

### SATISFACTORY ACADEMIC PROGRESS

After each semester and module, the Academic Standards Committee (ASC) reviews the standing of all students whose cumulative GPA is below 2.80, who receive a failing grade or an incomplete grade in a course, or who receive a deliverable and/or course grade adjustment due to ineffective teamwork or failure to demonstrate collaborative teamwork. The ASC may in its discretion dismiss or issue a warning to any student in these cases. The ASC in its discretion may also mandate that a student take additional course work during the elective portion of the program to prove proficiency in the areas where the faculty has determined the student has not mastered the core skills. The committee will determine the criteria and conditions for continued study in all instances and communicate these in writing to the student.

**Dismissal Policy:** The decision to dismiss a student can occur at any time in the course of their studies if it is the consensus of the ASC in its discretion that continued study is not advisable. Students have the right to pursue one appeal of the dismissal decision of the ASC to the Graduate School Dean, whose decision is final. Contact the Office of Graduate Academic Services for details.

### **Certificates**

After each semester, the Academic Standards Committee (ASC) reviews the standing of all students whose cumulative GPA is below 3.00, who receive an incomplete grade in a course, or who receive a deliverable and/or course grade adjustment due to ineffective teamwork or failure to demonstrate collaborative teamwork. The ASC will dismiss any student whose GPA is below a 3.0 and, in its discretion, may dismiss or issue a warning to students who receive an incomplete.

Students have the right to appeal the dismissal decision of the ASC, and will be given notice before the decision of dismissal is made. If a student is dismissed, the certificate will not be awarded.

### **SEMESTER AND MODULE GRADES**

Course grades are available online on the Hub under the Academic Support section, generally within two weeks of the examination period.

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

### **INCOMPLETE GRADES**

A status of "Incomplete" ("I") may be given to a student only when there is documented evidence of a valid reason for failure to complete the work required in a course (e.g., sickness, death in family). Students who receive an "I" must consult with the instructor to determine the work required to remove the "I." Faculty may administer makeup examinations for this purpose. The instructor will submit the new grade to the Registrar's Office after the student has fulfilled all course requirements.

An "I" must be cleared (by taking a makeup exam or submitting missing work) before the last class of the next semester in which the student is registered. If the student is not registered in the semester after the "I" is recorded, the student will have either 12 calendar months or until the end of the next semester for which they are registered, whichever occurs first, to resolve the "I." Incomplete courses that fulfill prerequisites for the following semester must be completed 72 hours before the end of the add/drop period. This earlier deadline provides faculty time to grade the outstanding work or exam and submit the final grades to the Registrar's Office before the end of add/drop. Students who do not make up incomplete work within the specified time period will receive the instructor's final grade based on normal course requirements, with a numerical value of "0" calculated into the final grade for all items that remain incomplete.

### **FAILING GRADES**

Students must earn passing grades in all required courses. If a grade of "F" is earned in a required course, that course must be repeated. If a grade of "F" is earned in an elective course, the student must either repeat the course or successfully pass another elective. In any case where a student receives an "F," the original "F" grade and any subsequent passing grade are both factored into the student's cumulative GPA. The original "F" grade will remain on the student's transcript.

MBA students who complete all course requirements with a GPA below 2.80 may be permitted to take up to two additional courses to raise it. MS students are allowed to take MBA elective courses (up to 6 credits) to raise their GPA with the approval of the Academic Standards Committee. If the student fails to raise their GPA to 2.80, the degree will not be awarded.

In all cases, students are responsible for the additional costs associated with taking these courses.

## Certificates

Both in the CAM and CAA programs, if a grade of “F” is earned in any course the student will be dismissed from the College and the certificate will not be awarded.

## GRADE DISPUTES

Requests for a review of a grade in any course, regardless if a final exam was given or not, must be presented to the faculty member before the last day of classes of the fall or spring semester immediately following the semester in which the grade was earned. This policy applies to all students regardless of the student’s status in that following semester. Please note a different policy applies to incomplete grades.

The following procedure should be followed in a grade dispute:

- The student should first contact the faculty members involved to discuss the matter. The purpose of the meeting is to check the accuracy of the grading process (confirming how the final grade was determined and the percentage of each deliverable in the final grade; and catching errors, if any, in the faculty grade sheets) and for the student to learn about their inadequacies and strong points. This procedure does not require the professor and student to agree on the final result. The obligation simply is to help the student understand the faculty’s process in determining the grade.
- If the issue is not resolved, the student should then contact the respective division chair and file a written appeal explaining the student’s position. The division chair will consider the appeal and issue a decision with reasonable promptness.
- If the issue remains unresolved, the student should then appeal to the Associate Dean, whose decision is final and not subject to appeal.

## CLASS ATTENDANCE

The Graduate Program does not require class attendance with the exception of students in the core of the Blended Learning and the MSBA programs. Although attendance in class is not mandatory, faculty members may and often do include class participation as a significant component in calculating a student’s course grade. It is the student’s responsibility to notify the faculty members before being absent unless the student is unable to do so. Please see the Examinations and Grades section for policies related to attendance for final exams. With regard to absence due to religious observance, Babson College welcomes and values people and their perspectives and respects the interests of all members of the 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 within two weeks of the course’s start of potential conflicts between course requirements and religious observances. In such an event, the instructor will provide reasonable accommodations that do not unduly disadvantage the student.

**Blended Learning MBA and MSBA programs:** Attendance at Face-to-Face sessions in the core is required. Students in the Blended Learning MBA and MSBA programs may seek permission to miss a Face-to-Face session in cases with extenuating circumstances by contacting their program advisor in the Office of Graduate Academic Services.

**Massachusetts General Laws Chapter 151C, Section 2B:** “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 that 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.”



## CANCELLATION OF CLASSES

Members of the college's Crisis Response Team have developed a plan to monitor and address potential inclement weather providing for the safety and security of members of the Babson community.

With over 85% of our undergraduate students living on campus, the college generally remains open during inclement weather. In rare circumstances, the College determines school closure or delay based on 1. State of Emergency declared by the Governor and/or 2. Severe weather conditions that make it difficult to keep the campus roads and parking lots cleared. Since safety is the College's highest priority, students are advised to exercise their own judgment regarding traveling to campus during inclement weather and to communicate directly with their professors about specific issues regarding travel. Staff and faculty are also advised to exercise their own judgment regarding traveling to work or remaining at home and some may choose to schedule class through WebEx or other available systems during inclement weather.

Courses that are taught in either a wholly online or blended format will not be cancelled but will move to an alternative delivery format. This includes closures that occur during a F2F session. In these circumstances students are expected to be available from the safety of their home, hotel, or office for Virtual Classroom sessions which will be conducted in lieu of the in-person F2F. If the campus is closed students may not come to campus. Students are expected to follow the instructions of Babson staff who will email updates and directions in the event of a campus closure.

During inclement weather, members of the Babson community can obtain updates regarding advisories and the status of College operations by accessing the Babson homepage, INFO phone line 781-239-4636, the [www.babson.edu/emergency-preparedness](http://www.babson.edu/emergency-preparedness) website, and local news and radio channels (WBZ/Channel 4/WBZ 1030 AM, WHDH/Channel 7/WRKO 680 AM, WCVB/Channel 5, WFXT/Fox 25).

## INTERNATIONAL STUDENT REQUIREMENTS

**Full time enrollment:** International students in F-1 or J-1 immigration status are required to be enrolled full time as defined by the College in order to maintain their lawful immigration status. Full-time enrollment at Babson consists of at least 12 credits per semester for the One Year MBA, Two Year MBA, MSEL and MSA programs; and 9 credits for the MSF and CAM/CAA programs. Students can be under the full-time enrollment during the final semester.

**Change of address:** International students in F-1/J-1 immigration status are required to update their U.S. residential address with the U.S. Department of Homeland Security within 10 days of any change. This can be done through the [www.babson.edu/changeofaddress](http://www.babson.edu/changeofaddress).

**Employment Authorization:** International students in F-1/J-1 immigration status must get authorization prior to engaging in employment in the U.S. Specific work authorization (typically in the form of **Curricular Practical Training [CPT] for F-1 status or Academic Training [AT] for J-1 status**) is required **before** engaging in most internships (even if the position is unpaid). An Internship Application with an offer letter from the employer to the Office of Experiential Learning prior to applying for employment authorization at the Glavin Office in order to participate in most internships. More information can be found [here](#).

## ELECTIVE POLICIES

### INTERNATIONAL REQUIREMENT

The International Requirement is an integral part of the Two-Year and One-Year MBA programs. Two-Year and One-Year MBA students are required to develop a global business perspective through first-hand international experience. Two-Year and One-Year students must fulfill the Foundation MBA International Requirement before graduation by participating in one of the following learning activities: Babson's project-based experiential learning courses or internships providing cross-cultural workplace immersion, the Babson Electives Abroad, the Semester Abroad Program, or by completing an international independent research project that has been approved by the Office of Graduate Academic Services. Two-Year and One-Year students with substantial international experience may be able to waive the International Requirement at the

foundation level; such exemptions are determined on a case-by-case basis by the Office of Graduate Academic Services.

### INTENSIVE ELECTIVES

Intensive electives are limited to four per student, per program, during which students may earn a maximum of 6 credits toward their degree. For specific offerings, refer to course registration materials.

### ONLINE ELECTIVES

- Domestic students are eligible to take up to 50% of their elective credits in the wholly online delivery format.
- International students are eligible to enroll in up to 3 credits per semester in a blended or online course.

### BABSON EXECUTIVE AND ENTERPRISE EDUCATION ELECTIVES

MBA students are eligible to enroll in BEEE's *Leadership & Influence* (1.5 credits) and *BioPharma: Mastering the Business of Science* (3 credits) open enrollment programs. If interested, students should register early to reserve space in a program. For registration information, call 781-239-4354; email [exec@babson.edu](mailto:exec@babson.edu); or visit [www.babson.edu/bee](http://www.babson.edu/bee).

### MANAGEMENT CONSULTING FIELD EXPERIENCE (MCFE)

MCFE projects are offered every semester to different student populations. Each project is 3 credits and is team based. Students may participate in a maximum of two projects; the projects must be held in different sessions. The Office of Experiential Learning (OEL) will send a project catalog to students once they are eligible. Students must be in good academic standing and apply by the specified deadline to be considered.

Prior to applying for a MCFE project:

- Blended Learning students must have completed Core 5
- Evening MBA students must have completed at least 12 credits
- One-Year students must have completed their summer core
- Two-Year MBA students must have completed their first year of core
- MSBA students are eligible to complete Business Analytics concentration-approved projects only
- MSF students are eligible to complete Finance approved projects only

Additional Information regarding Graduate Experiential Learning can be found at <http://www.babson.edu/Academics/graduate/mba/experiential-learning/Pages/default.aspx>.

### INDEPENDENT RESEARCH

Independent research is an individual effort and may be undertaken for academic credit with the prior approval of the student's faculty advisor, the appropriate division chair, and the Office of Graduate Academic Services. The student is responsible for recruiting their own faculty advisor and obtaining the advisor's consent and commitment before applying for an independent research project. Students work closely with the faculty advisor throughout the project. Authorization for an independent research project requires writing and submitting a formal proposal in accordance with the standards set forth by the F.W. Olin Graduate School of Business. Each independent research project can provide only 1.5 or 3 course credits. If a student wishes to complete more than 3 credits of independent research, they may contract for more than one project and can receive a maximum of 6 credits toward the degree for all independent research project(s). **All students must have a cumulative GPA of at least 3.00 to qualify. Any student interested in registering for independent research should visit the student portal for more information.**

To pursue independent research:

- Blended Learning students must have completed Core 5
- Evening MBA students must have completed at least half of their degree requirements
- One-Year students must have completed Module 3
- Two-Year MBA students must have completed Module 4

### BABSON ELECTIVES ABROAD

The 3-credit elective abroad courses are scheduled during winter, spring, or summer breaks. These electives are open to all MBA students who have met these eligibility requirements:

- One-Year MBA graduate students must have completed their core requirements
- Two-Year MBA graduate students must have completed their core requirements
- Evening MBA graduate students must have completed 27 credits toward their degree requirements
- Blended Learning MBA graduate students must have completed Core 5

**International Students:** International students in F-1/J-1 immigration status should consult with an international student advisor in the Glavin Office before enrolling in a Babson Electives Abroad course to determine if there are any U.S. immigration implications.

### SEMESTER ABROAD

Courses taken during a study abroad program at a Babson partner business school are considered residential credit and do not count as post-matriculation transfer credit. When approved, study abroad credit may be granted only for elective courses taken at a Babson partner business school when a grade of “C–” or better has been earned and the Office of Graduate Academic Services has received the official transcript. Note: only credit is transferred, not grades. The student’s Babson transcript will record study abroad credit with an asterisk. The Babson GPA does not include grades for courses taken at Babson partner business schools. Therefore, students will have the same GPA when they return from overseas as they had before they left.

In addition, with prior approval, students may pursue a semester abroad program of their own choosing with the permission of the Office of Graduate Academic Services. Courses taken during a study abroad program not affiliated with a Babson partner business school will follow post-matriculation transfer credit policies.

### CONCENTRATIONS

MBA Students may declare a concentration once they are registered for the first semester at Babson. MBA Students may declare up to two concentrations but can only double count 3 credits across the two concentrations. Concentrations are not degree requirements and students will not be able to delay their graduation due to outstanding concentration requirements. Concentrations are not printed on diplomas. Additional details of the MBA concentrations can be found on the Student Portal.

### ADVANCED STANDING CREDIT AND WAIVER EXAM POLICIES

#### **Policy for the Evening Program**

**The following information on advanced standing credit and waiver exams applies only to the Evening program.**

Evening MBA students must resolve all questions about advanced standing credit with Graduate Admissions prior to enrolling in their first semester at Babson. Should a student’s request for advanced standing credit be denied or requested after the start of their first semester, the student will be required to successfully complete the course at Babson. Students cannot take courses for which they have received advanced standing credit without first obtaining approval from the Office of Graduate Academic Services. In those rare cases in which approval is given, the advanced standing credit will be rescinded, whereby the previously granted credit hours are removed from the student’s transcript.

**Waiver examinations:** Students may receive credit for certain courses by passing a waiver examination. All waiver exams must be completed prior to enrolling in a course for which it is a prerequisite. If a student has missed the waiver exam deadline but would like their situation to be considered for approval, they must contact the Office of Graduate Academic Services to review the request with an academic advisor. Waiver examinations are not available for elective courses. For more detailed information on the waiver examination process, please visit <http://studentportal.babson.edu/content/waiver-exams>.

Waiver exams are offered for the following courses: ACC7200, ECN7200, MKT7200, QTM7200, OPS7200, ACC7201, ECN7201, LAW7200, and FIN7200.

### **Policy for the Certificate of Advanced Management Program**

**The following information on waiver exams applies only to the Certificate of Advanced Management program.**

Students may prove content competency for certain courses by passing a waiver exam. By passing a waiver exam, students become eligible to register for upper level electives for which the waiver exam course is a prerequisite. Waiver exams are pass/fail. Credits and grades are not awarded for passing waiver exams and will not appear on the students' academic record for the CAM program. All waiver exams must be completed in the student's first semester of the program. If a student has missed the waiver exam deadline but would like their situation to be considered for approval, they must contact the Office of Graduate Academic Services to review the request with an academic advisor. Waiver exams are not available for elective courses.

If a CAM student passes a waiver exam and later decides to enroll in the Evening MBA program, the waiver exam credit will be applied towards the Evening MBA degree. Waiver exam credit is available for up to 5 years.

Waiver exams are offered for the following courses: ACC7200, ECN7200, MKT7200, QTM7200, OPS7200, ACC7201, ECN7201, LAW7200, and FIN7200.

### **Policy for the Blended Learning Program**

**The following information on advanced standing credit applies only to the Blended Learning program.**

**Blended Learning Advanced Standing Credit:** Advanced standing credit for Blended Learning elective courses is rare. Blended Learning MBA students must resolve all questions about advanced standing credit with Graduate Admissions during their first semester at Babson. ASC is determined by equivalent graduate course work and based upon approval from Graduate Admissions and the faculty director of Blended Learning. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States or in a comparable international program within five years of entering the MBA program. Should a student's request for advanced standing credit be denied or requested after their first semester, the student will be required to successfully complete the course credits at Babson.

### **Policy for Masters of Science in Accounting (MSA) Program**

**The following information on advanced standing credit applies only to the MSA program.**

*In rare circumstances, students may request prior academic coursework be applied to the MSA program pending approval from the faculty director and Office of Graduate Admissions. The maximum amount of advanced standing credit that MSA students may be granted is 6 credits. Advanced standing credit for*

**MSA elective** courses is determined by equivalent graduate course work and based upon approval from Graduate Admissions and the faculty director of the MSA. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States or in a comparable international program within five years of entering the MSA program.

MSA students must resolve all questions about advanced standing credit with Graduate Admissions during

their first semester at Babson. Should a student's request for advanced standing credit be denied or requested after their first semester, the student will be required to successfully complete the course at Babson. Students cannot take courses for which they have received advanced standing credit without first obtaining approval from the Office of Graduate Academic Services. In those rare cases in which approval is given, the advanced standing credit will be rescinded, whereby the previously granted credit hours are removed from the student's transcript.

#### **Policy for Masters of Science in Finance (MSF) Program**

**The following information on advanced standing credit applies only to the MSF program.**

*In rare circumstances, students may request prior academic coursework be applied to the MSF program pending approval from the faculty director and Office of Graduate Admissions.* The maximum amount of advanced standing credit that MSF students may be granted is 6 credits. Advanced standing credit for MSF **elective** courses is determined by equivalent graduate course work and based upon approval from Graduate Admissions and the MSF faculty director. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States or in a comparable international program within two years of entering the MSF program.

MSF students must resolve all questions about advanced standing credit with Graduate Admissions during their first semester at Babson. Should a student's request for advanced standing credit be denied or requested after their first semester, the student will be required to successfully complete the course at Babson. Students cannot take courses for which they have received advanced standing credit without first obtaining approval from the Office of Graduate Academic Services. In those rare cases in which approval is given, the advanced standing credit will be rescinded, whereby the previously granted credit hours are removed from the student's transcript.

#### **Policy for Certificate Program**

**The following information on advanced standing credit applies only to the Certificate program.**

Certificate students are not eligible to receive advanced standing credit. Students who have completed equivalent undergraduate or graduate coursework and earned a grade of "B" or better from a nationally or regionally accredited college or university within the last 5 years, and/or have passed the CPA, CFA, or CMA exam may be eligible to receive a waiver in order to meet prerequisite requirements. Students who have passed the CPA, CFA, or CMA will need to submit a copy of their exam results to Graduate Admissions.

### **POST-MATRICULATION TRANSFER CREDIT**

Graduate students are expected to complete all degree requirements in residence at Babson. Transfer credit for courses taken elsewhere after matriculation will be granted only in cases in which a student relocates (making the commuting distance to Babson impossible), or in certain other rare situations deemed appropriate by the Office of Graduate Academic Services at its discretion.

- The maximum post-matriculation transfer credit that may be granted to students in the One-Year MBA program is 12 elective credits, provided the student has completed the core.
- The maximum post-matriculation transfer credit that may be granted to Two-Year MBA students is 12 elective credits, provided the student has completed the core.
- The maximum post-matriculation transfer credit that may be granted to Evening MBA students is 12 credits, provided the student has met the minimum residency requirement of completing half of the total degree requirements of the Evening MBA program at Babson.
- The maximum post-matriculation transfer credit that may be granted to students in the Blended Learning MBA program is 6 elective credits (or by exception as endorsed by the College through academically accredited partnerships), provided the student has completed all of the core courses

with the exception of the capstone. The 6-credit maximum includes advanced standing credit and post-matriculation transfer credit.

- The maximum post-matriculation transfer credit that may be granted to MSA students is 6 credits, provided the student has met the minimum residency requirement (MSA Core) of the MSA program. The combination of advanced standing credit and post-matriculation transfer credit may not exceed 6 credits.
- Students in the MSEL Program are not allowed to transfer in credit post-matriculation unless approved in advance by the MSEL Faculty Director for courses required to demonstrate academic competency.
- The maximum post-matriculation transfer credit that may be granted to MSF students is 6 credits, provided the student has met the minimum residency requirement (MSF Core) of the MSF program. The combination of advanced standing credit and post-matriculation transfer credit may not exceed 6 credits.
- The maximum post-matriculation transfer credit that may be granted to MSBA students is 6 credits, provided the student has met the minimum residency requirement (MSBA Core) of the MSBA program. The combination of advanced standing credit and post-matriculation transfer credit may not exceed 6 credits.

All requests for approval to undertake coursework for post-matriculation transfer credit must be submitted to the Office of Graduate Academic Services and approved in writing before registering at another institution. Note, the acceptance of credits or degrees earned at Babson for transfer credit to another institution is at the discretion of the transfer institution.

Post-matriculation transfer credit for elective courses may be granted only for those offered in a degree-granting program comparable to AACSB-accredited or EQUIS-accredited schools, where the courses are substantially dissimilar in content to Babson elective courses, when a grade of “B” or better has been earned, and the Office of Graduate Academic Services has received the official transcript. The Office of Graduate Academic Services will coordinate with the appropriate division to determine approval of post-matriculation transfer credit requests. Exceptions to this policy may be made in rare circumstances by appeal to the Associate Dean.

For Evening MBA, MSEL, and MSA students, post-matriculation transfer credit for core courses may be granted only for courses taken at AACSB-accredited or EQUIS-accredited schools, where the courses are substantially similar in content to Babson core courses, when a grade of “B” or better has been earned, and the Office of Graduate Academic Services has received the official transcript. The Office of Graduate Academic Services will coordinate with the appropriate division to determine approval of post-matriculation transfer credit requests. Exceptions to this policy may be made in rare circumstances by appeal to the Associate Dean.

Certificate students are expected to complete all program requirements in residence at Babson. Transfer credit for courses taken elsewhere after matriculation will be granted only in rare situations deemed appropriate by the Office of Graduate Academic Services at its discretion.

- Students in the Certificate of Advanced Management Program are not allowed to transfer in credit post-matriculation.
- Students in the Certificate of Advanced Accounting Program are not allowed to transfer in credit post-matriculation unless approved in advance by the MSA Faculty Director for courses required to demonstrate academic competency.

## SECOND DEGREE POLICY

Students who have completed a prior Babson graduate credential, such as the MSA, MSF, or Certificate of Advanced Accounting, may be granted Babson Earned Credit (BEC) in a future Babson MS or MBA degree according to the below guidelines. No credit will be given for core requirements in The One Year MBA, Two Year MBA, or Blended Learning MBA programs. Neither enrollment in nor completion of a previous Babson credential guarantees admission into a future Babson graduate certificate or degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Program	Credits needed for program	Elective credits	Advanced Standing Credit (ASC)	Test It Out (TIO)	Post Matriculation Transfer Credit (PMTTC)	Babson Earned Credit (BEC)	Waiver exam credit	Total credits granted
Two Year MBA	55	27	0	0	12	27	0	27
One Year MBA	40.5	27	0	0	12	20	0	20
Evening MBA	55	27	15*	3	12	27*	17	27
Blended Learning MBA	46	12	6	3	6	12	0	12
MSEL	30	0	0	0	0	0	0	0
MSBA	30	12	6	3	6	12	0	12
MSF	30	15	6	0	6	12	0	12
MSA	30	9	6	0	6	18**	0	18**
CAA	18	0	0	0	0	0	0	0

CAM	9-15	0-15	0	3	0	0	0***	3
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\*Students in the Evening MBA may be granted up to 27 credits through a combination of ASC, BEC, TIO, PMTC, and waiver exams. **In no circumstance may a student receive more than 50% of the degree credits.** For example, if a student in the Evening MBA comes in with 27 credits of ASC and BEC they are not eligible to sit for waiver exams.

\*\*Students who complete CAA are permitted to bring in more than 50% of the degree requirements through BEC.

\*\*\*CAM students may take waiver exams to fulfill a pre-req. No credit is applied to their transcript.

**Applying Test It Out credits toward a future degree**

Graduate credits completed with a grade of “B” or better in the Babson Test It Out (TIO) course may be applied as elective credit toward the Evening MBA, Blended Learning MBA, MSBA, or CAM as long as the credits have been earned *within the next two program start terms* for the new certificate, MS, or MBA program and the course is approved for the specific program. TIO credits may be applied to no more than 3 elective credits. Neither enrollment in nor completion of the TIO course guarantees admission into a future Babson graduate certificate or degree program. Credits will be denoted on the student’s transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

**Applying MSA Credits toward a future degree**

Graduate credits completed with a passing grade in the Babson MSA degree may be applied as elective credit toward a future Babson graduate degree as long as the credits have been earned within seven years of starting the new degree program; MSA credits may be applied to no more than 50% of a future Babson graduate degree program’s credits. Neither enrollment in nor completion of the MSA program guarantees admission into a future Babson graduate degree program.

**Applying CAM credits toward a future degree**

Graduate credits completed with a passing grade in a Babson graduate certificate may be applied toward a future Babson graduate degree as long as the credits have been earned within five years of starting the new degree program. Certificate credits from one or more Babson certificates may be applied to no more than 50% of a future Babson graduate degree program’s credits. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student’s transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

**Applying MSF Credits toward a future degree**

Graduate credits completed with a passing grade in the Babson MSF degree may be applied as elective credit toward a future Babson graduate degree as long as the credits have been earned within seven years of starting the new degree program; MSF credits may be applied to no more than 50% of a future Babson graduate degree program’s credits. Neither enrollment in nor completion of the MSF program guarantees admission into a future Babson graduate degree program.

**Applying CAA credits toward a future degree**

- CAA Students may apply for the MSA degree when they have fully or substantially completed the CAA.
- Graduate credits completed with a passing grade in a Babson graduate certificate may be applied as elective credit toward a future Babson graduate degree as long as the credits have been earned within five years of starting the new degree program. Certificate credits may be applied to no more than 50% of a future Babson graduate degree program’s credits, other than the MSA degree. All



credits earned in the Certificate of Advanced Accounting may be applied toward the Babson MSA degree, however, students must fulfill all MSA degree requirements. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program.

- Entering into the Masters of Science in Accounting (MSA) Program: All credits earned in the Certificate of Advanced Accounting may be applied toward the Babson MSA degree, however, students must fulfill all MSA degree requirements.
- Babson undergraduate seniors who are dual-enrolled in the certificate may substitute MOB9525 – Leading Industries (1.5 credits) to satisfy the MSA requirement should they later choose to pursue that degree.

### DEFINITION OF TERMS

Where noted, part-time or full-time status refers **only** to credit load in any given semester. For applicable programs, students must petition the Office of Graduate Academic Services to change their status. Students can submit a change of status request through the Babson Hub.

### SEMESTER WORKLOADS

Effective spring 2017, full-time enrollment in the Certificate of Advanced Management program consists of at least 9 credits per semester.

Part-time students may take 1 to 11.5 credits per semester. The average is 6 credits. Full-time students in the One-Year and Two-Year MBA programs take 12 to 13.5 credits per semester during their elective period. Full-time students who want to take more than 18 credits must obtain written permission from the appropriate program advisor in the Office of Graduate Academic Services before registering for the additional course(s). See chart below for program specific credit information:

Program	Number of credits to complete the program	Number of credits per semester to be considered full-time*
Certificate of Advanced Accounting	18	12
Certificate of Advanced Management	9 to 15	9
Evening MBA	55	12
Blended Learning MBA	46	n/a
1 year MBA	40.5	12
2 Year MBA	55	12
MSF	30	9
MSA	30	12
MSEL	30	12

\*International students are allowed to be enrolled less than full-time in their final semester as long as they are completing their program.

## EXAMINATIONS

The Registrar's Office will publish the final exam schedule for day and evening elective courses and will make it available at [www.babson.edu/registrar](http://www.babson.edu/registrar). Evening course final exams are given during the 14<sup>th</sup> class meeting, unless the instructor announces alternative plans. Instructors will schedule the final exams for day and evening courses held during the first half of the semester. Permission to miss a final exam must be obtained before the exam, from the Office of Graduate Academic Services, Ext. 4474, in cases with extenuating circumstances.

Such extenuating circumstances include, but are not limited to:

- serious illness supported by a doctor's certification,
- death in the immediate family, or
- observance of a religious holiday.

The following are **not** considered extenuating circumstances:

- oversleeping,
- travel (business travel confirmed in writing in advance is acceptable for part-time students),
- disabled vehicles, or
- misunderstanding the schedule.

A student who has either a time conflict or more than six hours of exams scheduled for one day may arrange for a revision of their schedule by contacting the Registrar's Office at Ext. 4632. The Final Exam Conflict form is available in the Final Exams section at [www.babson.edu/registrar](http://www.babson.edu/registrar) and must be turned in to the Registrar's Office no later than one week before the final exam period begins.

## OFFICE OF ACCESSIBILITY RESOURCES

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.

Accommodations are modifications to policy or practice which may include the provision of auxiliary aids and services designed to afford students with disabilities equal access to all Babson College programs and activities. Accommodations will be considered reasonable when they do not fundamentally alter the nature of a program, course, or service or present an undue financial or administrative burden to the College. The Office of Accessibility Resources (OAR) will seek to implement accommodations preferred by the student making the request, and at times, may consult with individual faculty members, academic departments, and other academic and administrative offices to evaluate whether a requested accommodation meets the above definition of "reasonable."

### **Academic Accommodations Policy and Procedures**

*The need for accommodation is reviewed on an individual basis for students with documented disabilities. If seeking accommodations, students should complete the following steps:*

1. Students are responsible for identifying themselves to the Office of Accessibility Resources as a

person seeking accommodations. Please schedule an appointment to meet with the Director of the Learning Center by calling 781-239-5509.

2. Register with the Office of Accessibility Resources by completing and submitting the electronic [Registration Form](#) and submitting appropriate [documentation](#).
3. The eligibility determination process is not a same-day process, therefore, it is recommended that documentation, as appropriate, be submitted well in advance of any accommodation related need(s). Submit documentation of the disability as appropriate to: Mary Powell, Director, Learning Center and Office of Accessibility Resources, Hollister Hall, Suite 122, Babson College, 231 Forest Street, Babson Park, MA 02457-0310, Fax: 781-239-4310.
4. Academic Accommodations: Once a student is registered with the Office of Accessibility Resources, a Faculty Accommodation Letter (FAL) is emailed to the student. Students in the Graduate programs are asked to forward the FAL email to their [faculty](#), [Office of Accessibility Resources](#) and Graduate [program advisor](#), at the beginning of each course, to inform them of their academic accommodations.

#### **Exam Accommodations**

To ensure exam accommodations can be arranged in a timely manner, students must discuss exam arrangements with the faculty at the start of each course. If determined that the student will not take the exam with faculty, the student and faculty may request help making exam accommodation arrangements by emailing OAR the exam schedule at the start of the course. Once the exam schedule is received, OAR will coordinate exam logistics with student, faculty, and Graduate program advisor.

The exam structure will vary depending on the Graduate program and the preference of the faculty.

- Online Exam: The faculty will provide students approved for exam accommodations the extra time online. If faculty have questions about how to set up the “extra time exam” on Blackboard, faculty should call the Faculty Support line at 781-239-5400.
- On-campus Exam: The faculty may make exam arrangements privately with student; or, the faculty and the student may ask OAR to coordinate exam arrangements with help from the Graduate program advisor. These requests must be submitted at the start of the course to ensure exam arrangements in a timely manner.

Please contact the [Office of Accessibility Resources](#) and the Graduate [program advisor](#), if you have any questions or concerns about an academic accommodation.

#### - [Blended Learning](#)

The Babson MBA Blended Learning program curriculum consists of a combination of core courses, signature learning experiences, and electives totaling 46 credits over 21 months. BL Core Courses are 7 weeks each. Capstone is 15 weeks. Once the 28 core curriculum credits are completed, students will take 12 credits of electives. During the 14-week elective period between the Core and Capstone, students may take a variety of electives, including Blended Learning specific electives, on-campus electives (day and evening), blended/intensive electives, selected Babson Executive Education courses, electives abroad, Management Consulting Field Experience projects (MCFE), and independent research projects. These courses may have “on-campus exams” or “online exams.” At the start of a course students review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

#### - [Certificate of Advanced Accounting \(CAA\)](#)

Babson's Certificate in Advanced Accounting (CAA) consists of a unique blend of advanced accounting and integrated business disciplines totaling 18 credits. These courses may have “on-campus exams” or “online exams.” At the start of a course students review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Certificate of Advanced Management \(CAM\)](#)

Students can take 9 credits (and extend to 15 credits) over a three-year period. Students can take full semester courses or a half semester course. These courses may have “on-campus exams” or “online exams.” Please review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Evening MBA](#)

Babson's Evening MBA curriculum consists of a combination of core courses, signature learning experiences, and elective courses totaling 55 credits. Once the Evening Core Curriculum is completed, students will take 27 credits of electives. During the second year, students may take a variety of electives, including Blended Learning specific electives, on-campus electives (day and evening), blended/intensive electives, selected Babson Executive Education courses, electives abroad, Management Consulting Field Experience projects (MCFE), and independent research projects. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Masters of Science in Accounting \(MSA\)](#)

Once the MSA Core Curriculum is completed, students will take 9 credits of electives. During the second year, students may take a variety of electives, including Blended Learning specific electives, on-campus electives (day and evening), blended/intensive electives, selected Babson Executive Education courses, electives abroad, Management Consulting Field Experience projects (MCFE), and independent research projects. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Masters of Science in Finance \(MSF\)](#)

Babson's MSF program provides unusual flexibility among MSF programs: One-half of the credits are required, but the other half can be designed by students based on interests and career paths. Students combine core course learning with five electives of their choice. At least 9 credits (generally three courses) of the elective courses must be finance courses (although all can be). Other courses are in accounting, statistics, or mathematics. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Masters of Science in Management in Entrepreneurial Leaders \(MSEL\)](#)

The 30 credits of the MSEL curriculum are taken over the course of two 14-week semesters. Graduate Academic Services registers students for all courses; all students take the same courses and there are no electives. The Strategy course in the spring semester includes the Strategic Analysis Consulting Project. The Global Experience includes travel during the January break for 8-12 days to an international destination. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [One Year MBA](#)

Once the 1-year Core Curriculum is completed in the summer, students will take 27 credits of electives. During the fall and spring semesters, students may take a variety of electives, including Blended Learning specific electives, on-campus electives (day and evening), blended/intensive electives, selected Babson Executive Education courses, electives abroad, Management Consulting Field Experience projects (MCFE), and independent research projects. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

- [Two Year MBA](#)

Once the 2-year Core Curriculum is completed, students will take 21 or 24 credits of electives. During the second year, students may take a variety of electives, including Blended Learning specific electives, on-campus electives (day and evening), blended/intensive electives, selected Babson Executive Education courses, electives abroad, Management Consulting Field Experience projects (MCFE), and independent research projects. These courses may have “on-campus exams” or “online exams.” Students must review the course syllabus to determine if there is an exam in the course and discuss the arrangements with the faculty. The Office of Accessibility Resources in partnership with Graduate Academic Services will work with students to coordinate exam arrangements.

For more information, please click on the following menu items.

- [Additional Resources](#)
- [Graduate Academic Services](#)
- [Graduate School Academic Services Staff](#)

### **Medical Housing Accommodations**

Students will receive emails from Housing Operations about deadlines for requesting medical housing accommodations and complete and submit an electronic [Medical Housing Request form](#). The Director of the Learning Center and Office of Accessibility Resources will respond to requests. For other questions regarding housing students must contact [Housing Operations](#).

### **Recording Classes**

Babson College prohibits the use of recording devices to record class lectures or discussions unless a student has received the prior written approval of the professor, lecturer, guest lecturer, or speaker or has received prior written approval from the Office of Accessibility Resources. The recording may not be accessed or used by any other individual. The recording may not be reproduced, transcribed, distributed, publicly played, or transmitted without the prior written approval of the professor, lecturer, guest lecturer, or speaker. In accordance with the above policy, all students should be aware that any class, including class discussions, may be subject to recording.

## **ASSESSMENT OF LEARNING GOALS**

The F.W. Olin Graduate School of Business has established learning goals for each program.

**Babson College Mission Statement:** Babson College educates entrepreneurial leaders who create great economic and social value—everywhere.

Consistent with the College mission, Babson MBA graduates are competent in the following:

### **MBA Learning Goals**

- **Entrepreneurial Thinking and Acting:** Babson MBA graduates create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.
- **Social, Environmental, and Economic Responsibility:** Babson MBA graduates make decisions based on an awareness of relevant stakeholders, ethical considerations, and an attempt to create and

sustain social, environmental, and economic value.

- **Self- and Contextual Awareness**: Babson MBA graduates understand their sense of purpose, identity, and context, and use this understanding to inform their decisions.
- **Functional Depth with Integrative Ability**: Babson MBA graduates draw upon deep functional knowledge and multiple functional skills and perspectives concurrently to shape comprehensive responses to business challenges and opportunities.
- **Managing in a Global Environment**: Babson MBA graduates recognize and evaluate global opportunities while incorporating cultural context and complexities associated with managing in a global environment.
- **Leadership and Teamwork**: Babson MBA graduates exercise appropriate leadership, value diverse perspectives and skills, and work collaboratively to accomplish organizational goals in a changing environment.

#### **MSA Learning Goals**

- **Entrepreneurial Thinking and Acting**: Babson MSA graduates create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.
- **Global Perspective**: Babson MSA graduates recognize and evaluate global opportunities while incorporating cultural context and complexities associated with managing in a global environment.
- **Ethics and Professional Responsibility**: Babson MSA graduates are prepared to recognize and respond to ethical questions encountered in the practice of accounting. They can identify and apply legal and professional ethical standards applicable to the accounting profession, identify ethical concerns in situations commonly faced by accountants, identify alternative decisions in analyzing an ethical dilemma, identify the impacts of business actions on external shareholders, and demonstrate the ability and inclination to make decisions based on stated personal and professional values.
- **Technical Skills in Accounting**: Babson MSA graduates are technically competent in accounting. They identify, comprehend, and apply appropriate professional accounting rules and standards. They understand current issues and emerging trends in accounting.
- **Communication Skills**: Babson MSA graduates are proficient business communicators. They communicate logically, clearly, and persuasively in spoken, written, and visual form. They understand the importance of good communication in the world of business and can apply accepted norms and forms in business writing.

#### **MSEL Learning Goals**

- **Entrepreneurial Thinking and Acting**: Babson MSEL graduates create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.
- **Social, Environmental, and Economic Responsibility**: Babson MSEL graduates make decisions based on an awareness of relevant stakeholders, ethical considerations, and an attempt to create and sustain social, environmental, and economic value.
- **Self and Contextual Awareness**: Babson MSEL graduates understand their sense of purpose, identity, and context, and use this understanding to inform their decisions.

- **Managing in a Global Environment:** Babson MSEL graduates incorporate cultural context and complexities when managing in a global environment.
- **Leadership and Teamwork:** Babson MSEL graduates exercise appropriate leadership, value diverse perspectives and skills, and work collaboratively to accomplish organizational goals in a changing environment.
- **Innovative Problem Solving:** Babson MSEL graduates develop creative solutions to challenging problems, and generate economic and socially valuable outcomes.

#### **MSF Learning Goals**

- **Technical Skills in Finance:** Babson MSF graduates are proficient in applying quantitative methods and financial analysis techniques in a variety of contexts. These include statistical analysis of financial and economic data; valuing corporate investment decisions; valuing firms; and valuing a variety of financial instruments including equities, fixed income, and derivative securities.
- **Complex Financial Problem Solving:** Babson MSF graduates appreciate the ambiguity that surrounds the most interesting business and financial problems. They are adept at extracting salient issues from a complex problem, identifying appropriate analytical techniques, applying judgment, and proposing well-reasoned recommendations.
- **Global Financial Context:** Babson MSF graduates understand the financial context and use this understanding to optimize their analyses and recommendations. They are familiar with a wide range of financial instruments, how those instruments are traded and priced, and relevant regulatory constructs. They also are familiar with past, current, and emerging financial issues in the global economy.
- **Communication Skills:** Babson MSF graduates are proficient business communicators of financial data and results. They communicate financial data, statistics, results, and conclusions logically, clearly, and persuasively in spoken and written form. They can take complicated financial data, results, and conclusions and summarize them for sophisticated financial audiences. They understand the importance of effective communication in the world of finance and apply accepted norms and forms in financial writing.
- **Ethical and Professional Standards:** Babson MSF graduates are prepared to recognize and respond to ethical issues that arise in the financial profession and financial practice. They also understand professional standards in financial fields, and how these may vary.

Babson assesses these desired student learning goals as part of its commitment to continual program improvement. The assessment of these learning goals will take place periodically within identified courses in each program. The data collected will be completely anonymous and will have no impact on student grades. Aggregated results will be used for program planning and accreditation purposes within the F.W. Olin Graduate School of Business and Babson College, and may be included in institutional research analyses and reports. Further information about the learning goals and assessments may be obtained from the Assistant Dean of the graduate school or the director of Institutional Assessment.

#### **AUDIT POLICY**

The graduate program does not permit auditing of graduate-level courses.

#### **TRANSCRIPT REQUESTS**

Transcripts may be requested by clicking on the Registrar's link on the Babson Hub; in-person by completing a Transcript Request form; by fax to 781-239-5618; or by writing to the Registrar's Office, Hollister Hall, Babson College, Babson Park, MA 02457-0310. Students must date and sign requests not made via Portal. Requests will not be accepted by phone or email. There is no fee for this service; generally, requests are processed

within five business days. Copies of official undergraduate transcripts sent to Babson as part of the student's graduate admission process cannot be released to the student without written permission from the Registrar's Office of the undergraduate institution.

## LEAVE OF ABSENCE

Students are eligible to take a leave of absence for a period of up to two consecutive years. The application for a leave must be submitted to the Office of Graduate Academic Services at least eight weeks before the start of the semester in which the leave would begin, except in the event of an emergency that would preclude the giving of such advanced notice. All leaves will carry a specific expiration date. Students who return on or before the expiration date will be subject to all academic and graduate policies accorded a Babson graduate student as of the date of their initial enrollment. Students who wish to return early must inform the Registrar's Office in writing at least four weeks before the desired date of return.

- Two-Year students must complete the first year to be eligible for a leave of absence.
- One-Year students must complete the summer core to be eligible for a leave of absence.
- Blended Learning MBA students should contact their program advisors for appropriate guidelines for obtaining permission to take a leave of absence.
- Requests for Leave of Absence for students in the MS programs are considered in rare circumstances on a case-by-case basis by the respective Faculty Director and, if approved, will require students to extend their program graduation date in order to meet degree requirements.
- Requests for Leave of absence in the Certificate in Advanced Management (CAM) and Certificate in Advanced Accounting (CAA) are considered in rare circumstances on a case-by-case basis by the Office of Graduate Academic Services and may require students to extend their certificate completion date in order to meet program requirements.

To be "reactivated," the student must notify the Office of Graduate Academic Services in writing at least four weeks before the desired date of return. When a student wishes to return from leave, the Office of Graduate Academic Services will review the student's record and notify the student of any changes to course requirements. For example, if a leave of absence is substantially longer than two years, the Office of Graduate Academic Services may rescind advanced-standing credit previously granted and/or any credit earned at Babson toward the MBA or MSA degree. Students may be subject to any new policies instituted during their leave.

Any student on leave who does not return on the specified date or is not registered for courses and is not on an approved leave of absence will be removed from all mailing lists. Any student who has not enrolled in courses for more than two consecutive years will be withdrawn from the F.W. Olin Graduate School of Business and must petition the Office of Graduate Academic Services in writing for readmission.

### International Students

International students in F-1/J-1 immigration status who withdraw, are suspended, or take a leave of absence will lose their permission to remain in the United States in F-1/J-1 immigration status (exceptions exist for documented medical conditions pre-approved by the Glavin Office). Any international student in F-1/J-1 immigration status who expects to separate from the College because of one of the above mentioned events or who is considering taking less than a full course load must speak with an international student advisor in the Glavin Office about immigration implications and possible options **before any action is taken**.

## VOLUNTARY, COLLEGE-INITIATED, AND EMERGENCY INTERIM MEDICAL WITHDRAWALS

### 1. PURPOSE AND INTENT:



Babson College (“the 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 leaves 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 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 returning 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 for Accessibility Resources website: <http://studentportal.babson.edu/content/accessibility-resources>.

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 basis 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 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 their 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 their tasks.

A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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. relates 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 they are 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 their 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 students do not wish to authorize the release of Directory Information and do not want Directory Information to appear in the Student Directory, they 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 Directory Information, students may change their minds and choose to authorize the College to release Directory Information. Student 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](#)

### **PROGRAM TRANSFER AND STATUS CHANGES**

With permission from a program advisor, students may transfer from one of the cohort-based MBA programs (Two-Year, One-Year, and Blended Learning MBA) to the Evening program, but not from the Evening program to a cohort-based program. All students requesting a change in program status must be in good academic standing. Students also may be subject to loss of earned credits due to the differences in curriculum across programs. If a current student seeks to transfer from one of the cohort-based programs to the Evening program (e.g., Blended Learning MBA to Evening), only the eligible credits transfer over. In cases where a final grade is available, the final grade will appear on the transcript and will be used to calculate the student's final program GPA. MS Students are not allowed to transfer to the MBA program; they must apply.

- Two-Year students who wish to change from full-time to part-time status may do so after completing the first year.
- One-Year students may do so after completing the summer core.
- Blended Learning MBA students are advised to transfer prior to core 3 starting and should contact their program advisor for appropriate guidelines on program changes.
- MSEL students are not eligible to change from full-time to part-time status.
- MSF students may transfer from full-time to part-time status after completing the core after contacting their program advisor.
- MSA students may transfer from full-time to part-time after completing the core.

- Evening students who wish to change from part-time to full-time status may do so at any time (when applicable), provided they are in good academic standing (minimum 2.80 cumulative GPA) and meet all conditions for doing so, including conforming to state immunization requirements and carrying health insurance. Evening students should note, however, that required courses will be offered only in the evening with periodic Saturday sessions. Elective courses are offered during the day and evening.

Students can access the electronic form to change their status through the [BabsonHub](#). Subject to policies regarding the time in which degree requirements must be satisfied, students changing their status will have the same degree requirements as when they entered the F.W. Olin Graduate School of Business and will remain in the program in which they were accepted. Students can contact the Office of Graduate Academic Services at Ext. 4474 for more information.

### STARTUPS FOR MBA AND MS STUDENTS

Students entering the MBA or MS programs are required to attend a StartUp (orientation) session typically held at the beginning of their first semester. The purpose of StartUp is to introduce new students to one another, to the program curriculum, and to Babson's approach to instruction.

### STARTUPS FOR CAM AND CAA STUDENTS

Certificate students entering the program are required to attend an orientation, typically held at the beginning of their first semester. The purpose of orientation is to introduce new students to one another, to the program curriculum, and to Babson's approach to instruction.

### MILITARY ACTIVATION

In the event that a student who is a military reservist is called to active duty and is not able to complete an academic semester or module, they will be entitled to a full refund of tuition and fees and a prorated refund of room and board charges.

### SEPARATIONS FROM COLLEGE

Any student who wishes to take a leave of absence or withdraw from the College must notify the Office of Graduate Academic Services in writing and schedule an appointment with the appropriate program advisor of their program. Students registered in courses/modules must withdraw separately from those courses/modules (see Schedule Changes).

International students in F-1/J-1 immigration status who withdraw, are suspended, or take a leave of absence will lose their permission to remain in the United States in F-1/J-1 immigration status (exceptions may exist for documented medical conditions with prior approval from the Glavin Office of Multicultural & International Education (Glavin Office)). Any international student in F-1/J-1 immigration status who expects to separate from the College must speak with an international student advisor in the Glavin Office about immigration implications and possible options **before any action is taken**. More information can be found [here](#).

### REGISTRATION

Students, with the exception of MSEL students, register for courses through the online Registration link under Academic Resources on the [BabsonHub](#). All active graduate students receive, via Babson email, registration information and dates to access the online application. MSEL students will be enrolled by the Registrar's Office.

- Entering One-Year and Two-Year students will be enrolled in their assigned module sections by the Registrar's Office before arrival in May for One-Year students, and in August and again in December for Two-Year students in their first year.
- Blended Learning MBA students will be enrolled by the Registrar's Office for all their core courses

and the required capstone course.

- MSBA students will be enrolled by the Registrar's office for all their core courses.
- MSA students will be enrolled by the Registrar's office for all their core courses.
- MSEL students will be enrolled by the Registrar's office for all courses.
- MSF students will consult with Graduate Academic Services regarding course selection and be enrolled by the Registrar's office for all courses.
- CAA students will be enrolled by the Registrar's Office for all their courses.
- Elective registration for all programs except MSF will be available online using the Registration link.

For tuition payment information, refer to the Tuition, Fees, Payment Policies, and Financial Aid section of this handbook.

### **Course Changes**

Course changes may be made during registration and add/drop periods. This policy does not apply to the integrated summer session for the One-Year program, the first year of the Two-Year program, the MSEL Program, or the Blended Learning MBA program core and capstone courses.

### **Deadlines for Dropping or Withdrawing from Courses**

Students ceasing class attendance after the last date to withdraw will receive a final grade based on the normal course requirements, with a numerical value of "0" calculated into the final grade for all course requirements not completed. Ceasing to attend class does not constitute an official withdrawal. Students must notify the Registrar's Office by email before the withdrawal date to withdraw from a course. The academic calendar lists the withdrawal dates for all full session courses.

Students who withdraw from a course can no longer attend or participate in that course and will be removed from Blackboard. In the event the College suspends or dismisses a student, tuition and other charges will be calculated in the same manner described above for students withdrawing.

#### **▪ Day Courses That Meet Twice a Week**

There is no academic or financial penalty for dropping a course on or before the sixth business day of the semester, which coincides with the end of online registration for the term. Tuition is not refundable; however, and the grade of "W" is imposed if the withdrawal occurs after that time. No withdrawals may be made after the 10th week of the semester.

#### **▪ Day and Evening Courses That Meet Once a Week**

For classes that have not met before the end of online registration, contact the Registrar's Office for specific drop deadlines.

Students may drop a course without academic or financial penalty on or before the sixth business day of the semester, which coincides with the end of online registration for the term. After the sixth business day of the semester, however, and not later than the start time of the fourth class meeting, one-third of tuition becomes nonrefundable and a grade of "W" is posted for withdrawals that occur during this time. After the fourth class meeting, tuition becomes nonrefundable and a

grade of “W” is given for the course withdrawn. No withdrawals may be made after the 10th week of the semester.

- **Half-Semester Courses**

For half-semester courses that meet twice a week, there will be no academic or financial penalty for dropping a course before the third class meeting. From the third class meeting and not later than the fifth class meeting, students who withdraw from a course will receive a grade of “W” and will not receive any tuition refund. No withdrawals may be made after the fifth class meeting.

For half-semester courses that meet once a week, there will be no academic or financial penalty for dropping a course before the second class meeting. From the second class meeting and not later than the fifth class meeting, students who withdraw from a course will receive a grade of “W” and will not receive any tuition refund. No withdrawals may be made after the fifth class meeting.

- **First-Year Core in the Two-Year Program**

1. Dropping: Constitutes withdrawal from the Two-Year program
  - Drops in the first week of classes (first five class days) carry no academic or financial penalty.
2. Withdrawing: Constitutes withdrawal from the Two-Year program
  - For withdrawals between the end of week 1 through the end of week 9, tuition and fees will be prorated on a daily basis. Students will receive a “W” grade for the module in progress at the time of withdrawal. The student will be dropped from all future modules with no grade.

- **Summer Core in the One-Year Program**

1. Dropping: Constitutes withdrawal from the One-Year program
  - Drops in the first week of classes (first five class days) carry no academic or financial penalty.
2. Withdrawing: Constitutes withdrawal from the One-Year program
  - For withdrawals after the fifth day of classes through the end of week 9, tuition and fees will be prorated on a daily basis. Students will receive a “W” grade for the module in progress at the time of withdrawal. The student will be dropped from all future modules with no grade.

- **Summer Core in the MSA Program**

1. Dropping: If not approved for a Leave of Absence dropping from a core course constitutes a withdrawal from the program.
  - Drops before the second class meeting carries no academic or financial penalty.
2. Withdrawing: If not approved for a Leave of Absence withdrawing from a core course constitutes a withdrawal from the program. The student will be dropped from all future courses with no grade.

- For withdrawals after the second day of classes through the withdrawal date notes on the Registrar website (the 60% point in the semester), tuition and fees will be prorated on a daily basis. Students will receive a “W” grade for the module in progress at the time of withdrawal.
  
- **MSEL Program**
  1. Dropping: If not approved for a Leave of Absence dropping a course constitutes withdrawal from the MSEL Program
    - Drops occurring within the first week of classes (first five class days) carry no academic or financial penalty.
  
  2. Withdrawing: If not approved for a Leave of Absence withdrawing from a course constitutes withdrawal from the MSEL Program
    - For withdrawals occurring after the fifth day of classes through the end of week 9, tuition and fees will be prorated on a daily basis. Students will receive a “W” grade for the module in progress at the time of withdrawal. The student will be dropped from all future courses with no grade.
  
- **MSF Program**
  1. Dropping: If not approved for a Leave of Absence dropping from a core course constitutes a withdrawal from the program.
  
  2. Withdrawing: If not approved for a Leave of Absence withdrawing from a core course constitutes a withdrawal from the program. The student will be dropped from all future courses with no grade.
  
- **Blended Learning MBA Courses**

Drops in the first week of a module or course (first five class days whether the course starts online or face-to-face) carry no academic or financial penalty. If the approved date of the withdrawal occurs between the end of the first week 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. Dropping or withdrawing from a core course constitutes withdrawal from the Blended Learning MBA program, except for an approved leave of absence request.
  
- **Blended Delivery Courses (Non-Blended Learning MBA Program)** (courses offered online combined with face-to-face meetings).

Drops in the first week of a course (first five class days whether the course starts online or face-to-face) carry no academic or financial penalty. After that, if the withdrawal occurs between the sixth class day 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.

- **Intensive Electives**

Intensive electives must be dropped by 11:59 PM of the first class meeting. Each intensive elective has a specific drop date, which is in the course description. After the drop deadline there will be total tuition loss and a grade of “W” given.

- **Online Courses**

Drops in the first week of a course (first five class days) carry no academic or financial penalty. After that, if the withdrawal occurs between the sixth class day 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.

Students with any questions about their status in the F.W. Olin Graduate School of Business should contact the Office of Graduate Academic Services, Ext. 4474.

### ONLINE COURSE LISTING

Students can view all information about course offerings by accessing the Course Listing found under the Academic Resources section on the [BabsonHub](#). Clicking on a course title displays the course description. The Course Listing automatically updates whenever a change is made. Students can check the availability of courses at any time to see the number of students enrolled in a particular course and the maximum allowed.

### SCHEDULE CONFIRMATION

Students may view their course schedules, grades, or other options under the Academic Resources section on the [BabsonHub](#). Schedule confirmations are not mailed to students.

### GRADUATION HONORS

Honors at graduation are awarded to graduate students by program as follows:

- Summa Cum Laude: The top 5 percent of students (ranked by GPA) by program
- Magna Cum Laude: The next 10 percent of students (ranked by GPA) by program
- Cum Laude: The next 10 percent of students (ranked by GPA) by program

Honors are determined based on GPAs of all program graduates from within the current academic year. Babson does not release the specific GPA cutoff information to students. “Program” is defined as students enrolled in the One-Year, Two-Year, Blended Learning, Evening, MSEL, MSF, and MSA programs.

### **Beta Gamma Sigma Scholastic Honorary Society**

Nominations for membership in Beta Gamma Sigma are presented to candidates for master’s degrees (MBA and MS) whose academic rank is in the upper 20 percent of their master’s class who have completed at least fifty percent of their degree program.



# TUITION, FEES, PAYMENT POLICIES, AND FINANCIAL AID

## TUITION AND OTHER EXPENSES

The Babson College Board of Trustees sets the tuition and fee rates for each academic year. For current tuition/fee rates and payment deadlines, please visit [www.babson.edu/admission/tuition-aid](http://www.babson.edu/admission/tuition-aid). Questions concerning tuition, fees, payment policies, and financial aid should be directed to Student Financial Services at 781-239-4219 or by email to [sfs@babson.edu](mailto:sfs@babson.edu).

## BILLING PROCEDURES

Students are notified via email before each payment deadline. Student account information and balances due are available online on the Babson Hub. Although the F.W. Olin Graduate School of Business at Babson College recognizes that many graduate students receive financial aid or monetary assistance from third parties, the ultimate responsibility for satisfying all financial obligations rests with the student.

Please note that failure to receive notification of a payment deadline does not eliminate payment obligations or prevent late payment penalties.

Tuition charges are generated from information provided by the registrar. Contact the Registrar's Office with any questions about the courses for which one is registered and being charged. Information about withdrawing from courses and the resultant tuition adjustments is available in the section titled Course Changes.

Admission enrollment deposits are non-refundable after 3 business days. For information about alumni and corporate tuition reduction programs, please visit [www.babson.edu/admission/tuition-aid](http://www.babson.edu/admission/tuition-aid).

Payment for miscellaneous charges is typically due 10 days after the charges have been posted. Questions about any of the charges listed below should be directed to the appropriate office:

Motor vehicle registration and parking violation charges:	Public Safety
One Card replacement:	Public Safety
Prescription and lab charges:	Health Services
Room charges:	Housing
Unreturned book/damage charges:	Horn Library
Webster Center equipment:	Athletics

Babson charges a \$50 fee if a payment made from a checking or savings account cannot be processed because of insufficient funds or incorrect information.

## PAYMENT METHODS

**Online:** Electronic payments can be made through ePay on the [BabsonHub](#), which directs the payer to Tuition Management Systems (TMS) online services. Online options include making a payment from a U.S. checking/savings account or credit card. There is a processing fee assessed for credit card payments.

**By Phone:** Students may call Tuition Management Systems to make a payment from a U.S. checking/savings account or credit card. There is a processing fee assessed for credit card payments.



**By Mail:** Students may send checks and money orders to Student Financial Services. Checks must be drawn in U.S. dollars from a U.S. bank. Please make payable to Babson College and mail to Babson College, Student Financial Services, P.O. Box 57310, Babson Park, MA 02457-0310.

**Wire Transfer:** Babson College has partnered with Flywire to streamline the tuition payment process for both international and U.S. students who need to wire funds to the College. International students are offered favorable exchange rates, and in most cases can pay in their local currencies. Go to the [BabsonHub](#) or <https://www.flywire.com/pay/babson>.

**In Person:** The College accepts cash, checks, and money orders in person at Student Financial Services.

**Monthly Payment Plans:** For a list of payment plan options and to enroll in a plan, go to the [BabsonHub](#) or <https://babson.afford.com>.

**Third-Party Payments:** Students whose employers will guarantee direct payment to Babson College upon receipt of invoice and without any conditions (such as a minimum grade requirement) should submit their employer's purchase order or authorization to Babson in lieu of payment by the semester payment deadline. They must submit a new purchase order or authorization each semester.

**Extended Payment Plan for Company-Sponsored Students (available to Blended Learning MBA, Evening MBA and CAM students):** This plan is designed for Blended Learning MBA, Evening MBA and CAM students whose companies reimburse the students directly once they complete the course work. Students may defer two-thirds of their tuition payments until after the end of the semester (\$50 per semester application fee). Students must submit a new Extended Payment Plan application each semester. Babson College reserves the right to deny enrollment in the plan to any student who misrepresents their eligibility for company-sponsored tuition reimbursement benefits or who does not meet the Extended Payment Plan enrollment or payment deadlines. To enroll, go to the Babson Hub or contact Student Financial Services

#### **Late Payment Penalties**

A \$200 late payment fee will be charged to any student who has not met the semester payment deadline. Also, the F.W. Olin Graduate School of Business will hold academic transcripts, hold diplomas, prohibit registration for a subsequent semester, and prohibit participation in Commencement exercises for any student who has an outstanding balance owed to the College. 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. Students who wish to appeal a late payment penalty must do so in writing to Student Financial Services within 10 days of notification that the penalty has been imposed.

#### **Refunds of Credit Balances**

Students who wish to have credit balances refunded to them should submit refund requests online on the Babson Hub. Starting at the end of the add/drop period, requests for credit balance refunds received by Tuesday at noon generally will be refunded on Thursday by 2:00 p.m. Refunds are not issued during the add/drop period. Also, refunds are not issued based on financial aid which is pending but not yet disbursed. Refund checks are made payable to the student unless otherwise requested. Students who have federal Title IV student aid disbursements (from the Federal Direct or Grad PLUS Programs) in an amount that exceeds the costs of tuition, mandatory semester fees, and any room and board charged by Babson, will automatically have the amount of the Title IV credit balance refunded by check to their mailing address.

#### **Refund Advances**

If an emergency arises for which students need assistance or an advance on forthcoming loan funds, they should contact Student Financial Services. Requests should be made only for unanticipated expenses and may not be used to pay for tuition or fees.

## FINANCIAL AID PROGRAMS

The F.W. Olin Graduate School of Business offers a variety of financial aid programs and financing options to graduate students. Approximately one-half of all graduate students receive some form of assistance. The Student Financial Services staff works with students to review options, determine eligibility for specific programs, and help select the best possible means for financing their graduate degrees at Babson. Details about the financial aid programs, criteria, and application procedures are available on Babson's website at [www.babson.edu/admission/tuition-aid/graduate/Pages/home.aspx](http://www.babson.edu/admission/tuition-aid/graduate/Pages/home.aspx).

For those who qualify, awards and award amounts are available online on the [BabsonHub](#).

### Federal Student Aid

**Application Procedures:** United States citizens and Permanent Residents of the United States are encouraged to apply for federal financial aid. Federal student loans are awarded to those who qualify.

To apply, submit the following documents each academic year:

Free Application for Federal Student Aid (FAFSA), available online at [www.fafsa.gov](http://www.fafsa.gov). List Babson College, Babson Park, MA, in the school listing section of the FAFSA. Babson's Title IV School Code is 002121. Babson recommends selecting the option to use the IRS Data Retrieval Process.

Additional documents may be requested to complete the verification of the financial aid application.

Financial aid deadlines for each degree and certificate program are listed on Babson's website at <http://www.babson.edu/admission/tuition-aid/graduate/Pages/deadlines.aspx>.

**Maintaining Eligibility:** Students must be enrolled at least half time each semester to maintain eligibility for federal aid. Blended Learning students who progress on schedule with their cohort are considered half-time. CAM and MSF students enrolled in a minimum of 4.5 credits are considered half-time, and for all other programs a minimum of 6 credits is considered half-time.

The Academic Policies section of this handbook outlines the F.W. Olin Graduate School of Business policies on satisfactory academic requirements. According to federal regulations and Babson College policy, students must be making satisfactory academic progress to be eligible for financial aid. The eligibility depends on making progress toward the degree and maintenance of a satisfactory grade point average. Students who are not on pace to complete the program within 150 percent of the published timeframe will receive a warning letter. Pace is determined by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

If the cumulative grade point average (GPA) falls below the required minimum, the student will be placed on financial aid warning status for the following semester. If the GPA is not brought up to the required level by the end of the warning semester, the student may lose funding in future semesters.

Students who are denied financial aid may appeal the decision in writing to the Director of Financial Aid within 30 days of receiving notification. Decisions on appeals will be made within two weeks of the appeal. In no case will funds be awarded to a student who has completed and/or attempted credits in excess of 150 percent of those required for the degree.

**Earned vs. Unearned Financial Aid:** For a student receiving financial aid who withdraws from the College, Babson will calculate the portion of the semester's financial aid that must be returned to the funding source, because it is unearned, as follows:

- If the approved date of withdrawal is before or during the official drop/add period, 100 percent of the financial aid will be considered unearned and will be returned.

- 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 earned financial aid will be calculated on a pro rata basis, equal to the percentage of the semester that was completed before the student withdrew or took a leave of absence. The balance is considered unearned and will be returned.
- If the approved date of withdrawal is after the 60 percent point in the semester, 100 percent of the financial aid will be considered earned, and none will be returned.

**Return of Financial Aid Funds:** Babson will return the lesser of either: a) the unearned amount of financial aid, or b) the amount of unearned institutional charges. In the case where the unearned aid is greater than the unearned institutional charges, the student is obligated to return the difference.

Federal Title IV aid will be returned in the following sequence:

- Federal Direct Unsubsidized Loan
- Federal Direct Graduate Plus Loan

Any other unearned financial aid will be returned to the funding source.

Please keep the following points in mind when considering a leave of absence or withdrawal.

- You are eligible for institutional financial aid for only “one time through” the academic requirements you must complete in order to graduate from Babson. If you leave during the middle of an academic period and have to repeat it in order to graduate, you will not receive institutional financial aid for the repeated academic period.
- If you have a federal student loan, repayment begins after you leave school or drop below half-time, and after your grace period has been utilized. If you return, you will be eligible to defer your payments as long as you remain enrolled at least half-time.
- If you decide to return to Babson, please contact Student Financial Services in advance of your expected date of return to request financial aid information.

# COMMUNITY STANDARDS

Please refer to this separate document [Babson College's Community Standards](#). This document can be accessed via the [BabsonHub](#).

You are required to know the policies and procedures set forth both the *Graduate Student Handbook* and *Babson College's Community Standards*.