The Graduate Student Handbook is a resource to assist graduate students in getting to know the Babson community. The faculty and staff of Babson College and the F.W. Olin Graduate School of Business at Babson College are committed to helping students make the most of their educational experience and investment in Babson. Please note that this handbook is written for graduate students in all graduate programs.

Students are required to know and comply with the policies, procedures, guidelines, and information in this handbook so that they can live and study in an environment where everyone in the community respects individual rights. The College reserves the right to change its policies and procedures, the courses it offers, its tuition and fees, and the requirements for graduation from time to time without notice. The College will endeavor to circulate such changes in advance, but any failure to do so shall not alter their impact. This handbook is not intended to nor does it create any contractual rights for students or other members of the College or Graduate School community. Additional policies and procedures not set forth in this handbook have been and are adopted from time to time by the College. Click here to view the www.babson.edu/studenthandbook Babson College educates men and women to be entrepreneurial leaders in a rapidly changing world and prepares them to create economic and social value at organizations of all types and sizes.

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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Where noted, part-time or full-time status refers only to credit load in any given semester. Part-time status means enrollment in fewer than 12 credits in any given semester. Full-time status means enrollment in 12 or more credits in any given semester. For example, a student in the Evening program may be enrolled in 12 credits and be considered full-time during that semester. Conversely, a One-Year student may be enrolled in 9 credits and be considered part-time for that semester. A student must petition the Office of Graduate Programs to change his or her status. Students can submit a change of status request through the Babson Hub.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A−</td>
<td>3.67</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B−</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C−</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

ACADEMIC PLANNING
All new MBA and MS students receive initial course scheduling and/or academic planning during their required new student orientation. In addition, Evening students receive a course planning chart from Graduate Admissions upon acceptance into the program. Guidance in planning the sequence of graduate course work after orientation is available from the Office of Graduate Programs. Call 781-239-4474 for an appointment, or visit the Academic Resources section on the Babson Hub for more information on academic planning.

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 required number of credits earned, by program, is as follows:

- One-Year program: 40.5 credits (minimum)
- Evening program: 55 credits (minimum)
- Two-Year program: 55 credits (minimum)
- Blended Learning MBA program: 46 credits (minimum)
- MSA program: 30 credits (minimum)
- MSM program: 30 credits (minimum)

Students in the Certificate in Advanced Management (CAM) program must complete a minimum of 15 credits and achieve a minimum 3.00 cumulative GPA to fulfill the program requirements and earn the certificate.

Failing Grades
Student 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. A student who completes all course requirements with a GPA slightly below 2.80 will be permitted to take up to two additional courses to raise it. If the student fails to raise his or her GPA to 2.80, the degree will
not be awarded. Students in the MSM Program are allowed to take two MBA elective courses (up to 6 credits) to raise their GPA with the approval of the Office of Graduate Programs. In all cases, students are responsible for the additional costs associated with taking these courses. Students can view grades online on the Babson Hub.

**Graduation Requirements**

An “application for degree” is available electronically to all active students on studentportal.babson.edu in the Registrar subsection. Any student who is a degree candidate should complete this application before the beginning of the semester in which the student plans to complete degree 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 his or her degree will be considered postgraduate work. If a student earns enough credits in the first or second summer session to complete the degree requirements, and would like to walk in Commencement, he or she will need to register and pay for any outstanding courses required to meet degree requirements. Only course work that can be completed in the first or second summer sessions can be considered. Students should contact the Registrar’s Office at Ext. 4510 to determine whether they are eligible to walk at Commencement and what the appropriate deadlines are. For a degree audit, contact the Office of Graduate Programs at Ext. 4474.

**Distribution of Electives**

Evening students enrolled in the program prior to fall 2002 must complete 24 elective credits; Evening students who transferred into the redesigned curriculum effective fall 2002, or who enrolled in the Evening program in fall 2002 through spring 2006, must complete 27 elective credits. Evening students who enrolled in the program in fall 2006 through fall 2011 must complete 25.5 elective credits. Evening students who enrolled in spring 2012 and after must complete 27 elective credits. Evening students who are granted permission to return after an unapproved leave of absence will be subject to the elective requirements deemed appropriate by the program adviser of the Evening program. One-Year and Two-Year students admitted prior to fall 2011 must complete 30 elective credits. One-Year and Two-Year students admitted fall 2011 and after must complete 27 elective credits. Blended Learning students must complete 12 elective credits. Students in the MSA program must complete 12 elective credits. Students in the MSM program do not have Electives as part of their degree requirements.

**Intensive Electives**

Intensive electives are 1.5 credit courses that typically meet for a three-day period with pre- and post-meeting work, and are offered to all graduate students. Students in all programs must be in the electives portion of the program to be eligible for intensive electives. The intensive electives are designed with an executive-style format. Intensive electives are limited to four per student, per program, and students can earn a maximum of 6 credits toward their degrees. For specific offerings, refer to course registration materials.

**Babson Executive and Enterprise Education**

Babson Executive and Enterprise Education (BEEE) is one of the world’s leading executive education providers, top ranked by both Financial Times and Bloomberg BusinessWeek. A dynamic learning laboratory, where clients, faculty, staff, and partners work together to address real-world business challenges and create and capitalize on opportunities for its clients, BEEE offers a broad range of programs for business leaders who work for organizations of all types and sizes. BEEE’s solutions include customized and open enrollment programs, blended learning, consulting, published thought leadership, and more. For more information, please visit www.babson.edu/bee or call 781-239-4354.

Limited space is available for MBA students in BEEE’s Leadership and Influence, Coaching Inside the Organization, and BioPharma: Mastering the Business of Science open enrollment programs. (Please note that students who already have taken MOB7570 are not eligible to earn credits for the Leadership and Influence executive education program.) If interested, students should register early to reserve space in a program. For registration information, call 781-239-4354; email exec@babson.edu; or visit www.babson.edu/bee.

**Required Capstone Course**

**One-Year and Two-Year students who began program in or before summer 2011:** Students in the One-Year and Two-Year programs must participate in a 3-credit capstone course during the electives
portion of their studies. Students should consult with their program manager in the Office of Graduate Programs for options to complete this requirement.

**Two-Year students who began in fall 2011 or after:** Students in the Two-Year Program will complete the required capstone by passing the Babson Consulting Alliance Program experience (MBA7350).

**One-Year students who began in summer 2012 or after:** Students in the One-Year program will complete the required capstone by passing the One Year Simulation (MBA7150).

**Blended Learning students:** Blended Learning students have a required 6-credit capstone portion that takes place after their electives.

**Evening students:** Students in the Evening program must complete MOB7202 Strategy and the Evening capstone course (MBA7201). These courses are intended for students to take immediately after completing all of the core, and not in the final semester before completing their degree.

**CANCELLATIONS 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.

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 line 781-239-4636, the www.babson.edu/emergency-preparedness 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**
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, except during the final semester if fewer than 12 credits are required to complete the program of study. International students in F-1/J-1 immigration status who withdraw, are suspended, or take a leave of absence (see Leave of Absence section) will lose their permission to remain in the United States in F-1/J-1 immigration status (exceptions exist for documented medical conditions). 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 in a semester (other than the final semester of study) must speak with an international student adviser in the Glavin Office of Multicultural & International Education (Glavin Office) about immigration implications and possible options before any action is taken.

**Change of address:** International students in F-1/J-1 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.

**CONCENTRATIONS**
Concentrations are an optional way for MBA students to focus academic interests or career planning. The academic divisions developed these concentrations to provide course groupings that will help students’ academic and professional development.
The F.W. Olin Graduate School of Business offers concentrations for its MBAs in the following areas:

- Business Analytics
- Entrepreneurship
- Finance
- Global Management
- Life Sciences & Healthcare
- Marketing

Students may declare a concentration once they are registered for the first semester at Babson. Students may declare up to two concentrations but can only double count up to 3 credits across the two concentrations. Concentrations are not degree requirements, and students will not be able to delay their graduation based upon not fulfilling concentration requirements. Concentrations are not printed on diplomas. Additional details of the MBA concentrations can be found at www.babson.edu/mbaconcentrations.

**INTERNATIONAL REQUIREMENT**
The International Requirement is an integral part of the Two-Year program. Two-Year students are required to develop a global business perspective through firsthand international experience. Two-Year students who are U.S. citizens must fulfill the MBA International Requirement before graduation by participating in one of Babson’s international programs: the Global Management Program (GMP), 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 Programs. International Two-Year students meet the International Requirement by attending Babson; they are encouraged, however, to participate in Babson’s international programs. Two-Year students who are U.S. citizens with substantial international experience may be able to waive the International Requirement; such exemptions are determined on a case-by-case basis by the program adviser of the Two-Year program.

**OFF CAMPUS EXPERIENTIAL SERVICE LEARNING ACTIVITY**
Teaching entrepreneurship in a developing economy with the Babson Entrepreneurial Leadership Academy is a requirement of the MSM Program. Students unable to fulfil this requirement are not eligible to receive their degree. In rare circumstances, exemption are considered on a case-by-case basis by the MSM Faculty Director and may require students to extend their program graduation date in order to meet requirements approved by the Faculty Director as acceptable.

**DEGREE TIME LIMIT**
Students entering the MBA and MSA programs must complete the requirements for the degree within eight years of their entry date. Students in the MSM Program must complete the requirements for the degree within four years of their entry date. Students in the Certificate in Advanced Management Program must complete the requirements for the certificate program within three years of their entry date. Students eligible to take a leave of absence should keep in mind the program-specific time limit (eight years for MBA and MSA programs, three years for CAM) is still in effect. An exception to the degree time limit requirement may be made at the sole discretion of the Office of Graduate Programs in unusual circumstances where good and 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, or who receive a failing grade or an incomplete grade in a course. The ASC may in its discretion dismiss or issue a warning to any student in these cases. Students have the right to appeal the dismissal decision of the ASC, and will be given notice before the decision of dismissal is made. The ASC also may mandate that the student take more 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 his or her studies if it is the consensus of the ASC in its discretion that continued study is not advisable. Students have the right to appeal the dismissal decision of the ASC to the Graduate School dean, whose decision is final. Contact the appropriate program manager in the Office of Graduate Programs for details. Members of the ASC for the 2014–2015 academic year are the associate and assistant deans of the F.W. Olin Graduate School of Business, the director and senior associate director of the Office of Graduate Programs, and the program adviser of the MBA or MS program. As appropriate, the faculty director of the Blended Learning MBA, MSM or MSA program also will join the committee.

**ADVANCED STANDING CREDIT AND WAIVER EXAM POLICIES**

**Policy for Evening Program**

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

Evening MBA students may earn advanced standing credit for core courses when they have earned a “B” or better at a nationally or regionally accredited college or university in the United States or in a comparable international program, as part of a degree earned within five years of entering the Evening MBA program, in courses substantially similar in content and credit hours to the following Babson MBA core courses: ACC7200, ECN7200, MKT7200, QTM7200, OPS7200, ACC7201, ECN7201, LAW7200, and FIN7200. **Equivalent** undergraduate or graduate course work is required to receive advanced standing credit for these core courses. In some cases, it is necessary to complete multiple courses in a functional area to receive advanced standing credit.

Evening MBA students who have passed the CPA, CFA, or CMA exam will be granted advanced standing credit for specific core courses. A copy of the exam results must be submitted to Graduate Admissions.

Advanced standing credit for Evening MBA elective courses is determined by equivalent graduate course work and based upon approval from Graduate Admissions. Undergraduate-level courses cannot provide advanced standing credit for elective courses. To receive advanced standing credit for elective courses, 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.

- The maximum amount of advanced standing credit that Evening MBA students may receive is 15 credits.

Evening MBA 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 his or her 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 Programs. 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 examinations must be completed by the end of final exams in a student’s first semester of the program. Waiver examinations are not available for elective courses. For more detailed information on the waiver examination process, please contact the Office of Graduate Programs.

**Policy for Blended Learning Program**

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

**Blended Learning Advanced Standing Credit:** Advanced standing credit for Blended Learning elective courses is determined by equivalent graduate course work and based upon approval from Graduate Admissions, the Office of Graduate Programs, 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.

**Waiver examinations:** Blended Learning students who matriculated before spring 2012 may receive credit for five (of eight) courses. These courses include Leadership and Human Behavior; Finance and Financial Statement Analysis; Markets and Marketing; Managing and Controlling Operations; and Law and Ethics. Waiver exams are not available for elective courses.

**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 Programs 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 of the MSA program.
- Students in the MSM Program are not allowed to transfer in credit post-matriculation unless approved in advanced by the MSM Faculty Director for courses required to demonstrate academic competency.

All requests for approval to undertake course work for post-matriculation transfer credit must be submitted to the Office of Graduate Programs and approved in writing before registering at another 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 Programs has received the official transcript. The Office of Graduate Programs 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, MSM 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 Programs has received the official transcript. The Office of Graduate Programs 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.

**SEMESTER WORKLOADS**

Part-time students take 1 to 11.5 credits per semester. The average is 6 credits. Full-time students in the One-Year and Two-Year MBA program 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
The appropriate program adviser in the Office of Graduate Programs before registering for the additional course(s).

**INDEPENDENT RESEARCH**

Independent research provides an opportunity to conduct in-depth investigations in areas of specific interest selected by the student. Independent research is an individual effort and may be undertaken for academic credit with the prior approval of the student’s faculty adviser, the appropriate division chair, and the Office of Graduate Programs. Please note that the student is responsible for recruiting his or her faculty adviser and obtaining the adviser’s consent and commitment before applying for an independent research project. Authorization for such a project requires writing and submitting a formal proposal in accordance with standards set forth by the F.W. Olin Graduate School of Business. Students work closely with a faculty adviser throughout the project. 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, he or she may contract for more than one project.

To pursue independent research, Evening MBA students must have completed half of their degree requirements; Blended Learning students must have completed Core 7; Two-Year MBA students must have completed Module 4; and One-Year students must have completed Module 3. MS students have varying degree requirements and may conduct independent research only with prior written permission from the appropriate program adviser in the Office of Graduate Programs. All students must have a cumulative GPA of at least 3.00 to qualify, and can receive a maximum of 6 credits toward the degree for independent research project(s). Any student interested in registering for independent research may visit [www.babson.edu/mbaindependentresearch](http://www.babson.edu/mbaindependentresearch).

**CLASS ATTENDANCE**

The Graduate Program does not require class attendance with the exception of students in the core of the Blended Learning Program. 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 start of the course 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 Program:** Attendance at Face-to-Face sessions in the core is required. Students in the Blended Learning MBA Program 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 Programs.

**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.”

**EXAMINATIONS**

The Registrar’s Office will publish the final exam schedule for day courses and will make it available at [www.babson.edu/registrar](http://www.babson.edu/registrar). Evening course final exams are given during the 14th 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 Programs, Ext. 4474, in cases with extenuating circumstances. Such extenuating circumstances include, but are not limited to, serious illness supported by 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 his or her 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.

SERVICES FOR STUDENTS WITH DISABILITIES
Mary Powell, Director of Learning Center/Disability Services

The Office of Disability Services works to ensure that individuals with learning, hearing, vision, mobility, medical, and psychiatric disabilities have access to all of the programs and activities that Babson College offers. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA Amendments Act 2008), disability services provides reasonable accommodations to qualified students. The director of disability services is located in the Learning Center, Hollister Hall, Suite 122, and can be reached at 781-239-4508. For more information, please visit www.babson.edu/disabilityservices.

POLICIES AND PROCEDURES FOR REQUESTING ACCOMMODATIONS FROM DISABILITY SERVICES

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. Submit documentation of the disability to:
   Mary Powell, Director
   Office of Disability Services
   Hollister Hall, Suite 122
   Babson College
   231 Forest Street
   Babson Park, MA 02457-0310
   Fax: 781-239-4310
   Email: mpowell@babson.edu

   Students are responsible for identifying themselves to this office as a person seeking accommodations and providing appropriate clinical documentation that support their requests in a timely manner. The eligibility determination process is not a same-day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation-related need(s) (e.g., exam accommodations and alternative media services).

2. Schedule an appointment to meet with the director of learning center by calling 781-239-4508.

3. Academic Accommodations: Once a student is registered with the Office of Disability Services, a Faculty Accommodation Letter (FAL) is emailed to the student. **The student will need to provide a copy of the “FAL” to his/her faculty, at the beginning of each new session or class, to inform them of his/her accommodations.** The student may email his/her faculty the FAL or he/she may print out the FAL and hand deliver it to his/her faculty. **It is the responsibility of the student to work with his/her faculty and program administrator to set up exam or classroom accommodations. Failure to follow the policies and procedures may mean that the accommodation cannot be implemented as planned.**

   Students: Please consider if your extra-time exam accommodation will create a conflict with another class, so that options can be discussed with your faculty in advance.

4. Housing Accommodations: Students should look for emails from Residence Life regarding medical housing request deadlines. Medical Housing Request forms are available on request by
Sending an email to the Office of Residence Life at reslife@babson.edu or the Office of Disability Services at learningcenter@babson.edu.

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 Disability Services. 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.

More information about College policies, procedures, and available services can be found at www.babson.edu/disabilityservices.

SEMESTER AND MODULE GRADES
Course grades are available online on the Portal, under the Academic Services section, generally within two weeks of the examination period.

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 he or she is 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 is to provide faculty time to grade the outstanding work or exam and submit the final grades to the Registrar’s Office before the end of add/drop. Students who do not make up incomplete work within the specified time periods will receive the instructor’s final grade based on normal course requirements, with a numerical value of “O” calculated into the final grade for all items that remain incomplete at the end of the time period.

GRADE DISPUTES
Any 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 by 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's grade sheet) and for the student to learn about his or her inadequacies or 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.
**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.
MSM Learning Goals
Entrepreneurial Thinking and Acting: Babson MSM graduates create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.

Social, Environmental, and Economic Responsibility: Babson MSM 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 MSM graduates understand their sense of purpose, identity, and context, and use this understanding to inform their decisions.

Managing in a Global Environment: Babson MSM graduates incorporate cultural context and complexities when managing in a global environment.

Leadership and Teamwork: Babson MSM graduates exercise appropriate leadership, value diverse perspectives and skills, and work collaboratively to accomplish organizational goals in a changing environment.

Innovative Problem Solving: Babson MSM graduates develop creative solutions to challenging problems, and generate economic and socially valuable outcomes.

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 assessment 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 a 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. Requests for Leave of Absence for students in the MSM program are considered in rare circumstances on a case-by-case basis by the MSM Faculty Director and, if approved, will require students to extend their program graduation date in order to meet degree requirements. The application for a leave must be submitted to the Office of Graduate Programs, 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 advance 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 his or her 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. 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. To be “reactivated,” the student must notify the Office of Graduate Programs in writing at least four weeks before the desired date of return. 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 Programs in writing for readmission. When a student wishes to return from leave, the Office of Graduate Programs 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 Programs may rescind advanced-standing credit previously granted and/or any credit earned at Babson toward the MBA or MS degree. Students may be subject to any new policies instituted during their leave. 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. MSA, MSM and Blended Learning MBA students should contact their program advisers for appropriate guidelines for obtaining permission to take a leave of absence.

**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). 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 adviser in the Glavin Office about immigration implications and possible options **before any action is taken.**

**PROGRAM STATUS CHANGES**

With permission from a program adviser, students can only transfer from one of the cohort-based MBA programs (Two-Year, One-Year, and Blended Learning MBA) to the Evening program, 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 program 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.

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 should contact their program advisers for appropriate guidelines on program changes. MSM students are not eligible to change from full-time to part-time status. Evening or MSA 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 Babson Hub. 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 Programs at Ext. 4474 for more information.

**ORIENTATION FOR MBA AND MS STUDENTS**

Students entering the MBA or MS programs are required to attend an orientation held at the beginning of their first semester. The purpose of orientation is to introduce new students to one another, to Babson, and to the case method of instruction.

**SECTIONING OF TWO-YEAR STUDENTS**

Students are assigned to sections in groups of 55 to 60 for the first year of study. For Modules I and II, the sections are formed around assigned learning groups. Sections and groups are reassigned after Module II. For Modules III and IV, the sections are formed around the Babson Consulting Alliance Program (BCAP) groups, keeping group members in the same section.

**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, he or she will be entitled to a full refund of tuition and fees and a prorated refund of room and board charges.
WITHDRAWAL FROM COLLEGE

Any student who wishes to withdraw from the College must notify the Office of Graduate Programs in writing and schedule an appointment with the appropriate program adviser of his or her program. Students registered in courses/modules must withdraw separately from those courses/modules (see Schedule Changes).

International Students

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

MANDATORY LEAVE/MANDATORY WITHDRAWAL POLICY

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

The following policy and procedures will apply when a student exhibits seriously impaired judgment; poses a serious detriment to the community; disrupts College operations; threatens the health or safety of himself, herself, or anyone else; and/or engages in significantly disruptive activity that appears to be caused by medical, psychological, personal, or emotional problems. The Graduate School dean or his designee will determine whether the behavior warrants interrupting or terminating the student’s education, ability to reside in a residence hall, or participation in co-curricular activities. This decision is made in consultation with the Office of Graduate Programs.

- The dean of the Graduate School, or his designee, may require under appropriate circumstances that the student be evaluated by a staff member of the Babson counseling service or other qualified professional whose conclusions and recommendations will be forwarded to the dean.

- The final decision on the appropriate course of action will be made by the dean of the Graduate School, who will consider the findings and recommendations together with all other available information, including information provided by the student, by the Office of Public Safety, and contained in the student’s record(s).

- If the dean of the Graduate School concludes that a leave of absence or mandatory withdrawal from Babson is warranted, the following policies will apply:
  - Before the student returns to the College, the dean may require under appropriate circumstances, that he or she be evaluated by a licensed psychologist, psychiatrist, or other appropriate health care professional, who must submit a complete evaluation to the College. A report of this evaluation must be transmitted to the dean. After such a report is received, the College may seek the opinion of the Babson counseling staff. All conclusions and recommendations will be forwarded to the dean.
  - A final decision on the status of the student will be made by the dean of the Graduate School, who will notify the student of the decision. Each student acknowledges and agrees that the decision of the dean under the provisions of this section is not subject to appeal.

Note: The dean or appointed designee is authorized to make decisions on the above issues.

EXPERIENCE-BASED LEARNING PROGRAMS

Experience-based learning is an important part of the educational curriculum experience at Babson. Many opportunities are available that serve to leverage the student’s academic training and greatly enhance the graduate experience and the ability to succeed in his or her career. These opportunities include internships, the Management Consulting Field Experience (MCFE), Managing the Consulting Experience (Project Management), Joint Management Consulting Field Experience (JMCFE), and Babson Electives Abroad and exchange programs.
**MBA Internships**

Internships allow students the opportunity to gain or leverage specific skill sets that enhance their marketability for full-time employment and provide students with career direction through live experiences. Some companies create internship programs, particularly in the summer, as a way to assess talent and serve as a feeder for staffing. Students also have the chance to determine if the company, job responsibilities, industry, and culture are the right fit to match their passion and career objectives.

Most internships are for pay or offer a stipend. A small number of internships are voluntary. Students should meet with their Graduate Center for Career Development (CCD) career adviser early on to assist with the internship process and their strategy. Many companies come on campus to begin interviewing at the end of the fall semester and heavily at the beginning of the spring. Internships are important for students’ career success.

It is not unusual for some summer internships to continue to the fall or spring semester. It is the student’s choice whether or not to agree to these extensions. Students should remember to keep the Graduate CCD informed of their decisions.

All Two-Year and full-time Evening students are encouraged to participate in summer internships—either those posted through the Graduate CCD or those they found independently. Full-time Evening students must have completed a minimum of 30 credit hours before beginning their internship assignment to be eligible for on-campus summer internship recruiting. Two-Year students must have completed their first-year modules to be eligible. International students are required to apply for employment authorization at the Glavin Office in order to participate in most internships.

**Global Management Program (GMP)**

The GMP provides Babson students with the opportunity to gain practical work experience while also completing an academic component integral to the program. The GMP internship is a semester-long, elective course that is graded pass/fail.

Students enroll for .5 academic credits per GMP. Students are eligible for no more than three GMPs, earning no more than 1.5 credits. Students must secure their internship before enrolling in the GMP. GMP internships must take place in a country other than the student’s citizenship.

Previous GMP interns have worked on consulting projects related to finance, logistics, marketing, management information systems, supply chain management, and other business disciplines.

**International Students:** International students in F-1/J-1 immigration status must consult an international student adviser in the Glavin Office. Specific work authorization (typically in the form of Curricular Practical Training [CPT]) is required before engaging in most internships (even if the position is unpaid).

**Management Consulting Field Experience (MCFE)**

One of Babson’s fundamental approaches to developing well-rounded managers who have practical business experience is through MCFE. MCFE is a 3-credit project course that is team-based and allows students to leverage the analytical skills acquired in the classroom into valuable and tangible real-world experience. MCFE sponsors present a consulting opportunity that addresses a significant or strategic business issue. The MCFE team, consisting of three to five students and a faculty adviser, analyzes business problems and recommends solutions for a variety of sponsoring companies. MCFE projects have included Fortune 500 companies, nonprofit organizations, entrepreneurial ventures, and privately held firms. At the conclusion of the project, the MCFE team presents its findings and recommendations to the sponsoring company in a detailed written report and oral presentation.

**Custom Management Consulting Field Experience (MCFE)**

Similar to the MCFE course above, a custom MCFE allows students to identify their own team members, and seek out an MCFE company in a business and/or industry that is tailored to the team’s career goals and interests. The student team is also responsible for negotiating the project scope directly with the client.

The custom MCFE is managed the same as other MCFEs, as teams are assigned a faculty adviser and receive a clear deliverables schedule with program guidelines. The faculty co-chair and Graduate Office of Experiential Learning must approve custom MCFE projects.
Managing the Consulting Experience (Project Management)
Also, students can receive practical, hands-on experience as project leaders by serving as managers for undergraduate MCFE teams. This involves supporting, guiding, and directing a team. This opportunity enhances the graduate student’s ability to effectively manage, coordinate, and lead. Students participate in the Managing the Consulting Experience course, which meets weekly. Managing the Consulting Experience is a 3-credit courses offered through the Management Division in the spring and fall semesters. Interested participants are required to submit an application and interview with the program manager.

Joint Management Consulting Field Experience (JMCFE)
While similar to the MCFE program, JMCFE takes the consulting experience global. In the JMCFE program, teams comprise Babson graduate students and graduate students from a partner institution outside of the United States; in some instances, however, the team may be solely Babson students working directly with an international corporate sponsor. Each student team will be assigned a faculty adviser from its respective school. Projects are conducted during both fall and spring semesters for approximately 13 to 15 weeks. Each project begins with travel to the partner institution and/or company site—during this period, students will begin the engagement process. In some cases, travel will not be required to begin the project work—the client sponsor will decide this when the project application is submitted. At the end of the semester the students and/or client sponsor will travel to Babson, at which time the JMCFE team presents its findings and recommendations to its sponsor company in a written report and an oral presentation. Past projects have worked with partner institutions and clients in Brazil, Chile, Costa Rica, India, Italy, Germany, Mexico, Peru, Russia, and Sweden. When project offerings are announced, the JMCFE program requires interested students to apply and interview. All placements are made in the semester before the actual project work. JMCFE projects are 3 elective credits. For more information, call the Glavin Office at Ext. 4565 or visit educationabroad.babson.edu.

Graduate Semester Abroad
The Graduate Semester Abroad program, through the Glavin Office, provides semester-long study abroad programs with partner business schools and universities worldwide. Through this experience, students can gain high-level knowledge of global trends and management strategies, acquire proficiency in foreign languages and cultural interaction, and hone their international-business skills. Opportunities for graduate students to study abroad are afforded by Babson’s exchange agreements with several distinguished institutions including École des Hautes Études Commerciales de Paris (HEC Paris) in Jouy-en-Josas, France; École Supérieure de Commerce de Paris (ESCP-EAP) in Paris, France; ESADE Business School in Barcelona, Spain; Instituto de Empresa in Madrid, Spain; Louvain School of Management in Louvain, Belgium; SDA Bocconi School of Management in Milan, Italy; Tsinghua University in Beijing, China; and University of St. Gallen in St. Gallen, Switzerland. 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 Programs 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 Programs. Courses taken during a study abroad program not affiliated with a Babson partner business school will follow post-matriculation transfer credit policies.

Each option is contingent on transferability of courses to Babson degree requirements.

Babson Electives Abroad
Babson’s customized electives abroad offered through the Glavin Office combine an intensive classroom experience with corporate site visits and guest lecturers to provide students with real-time learning in the global marketplace. These courses are team-taught by Babson faculty, and feature lectures by international faculty, CEOs, and senior managers of major companies, including prominent Babson alumni. Packaged in one- to three-week periods abroad, the electives also require sessions on campus
before departure. The 3-credit elective courses are scheduled during winter, spring, or summer breaks. These electives are open to all graduate students who have met these eligibility requirements: full-time Two-Year and One-Year graduate students must complete their core requirements; Evening students must complete 27 credits toward their degree requirements; and Blended Learning students must be eligible to begin their elective courses.

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

The following Babson Electives Abroad were offered in the 2013–2014 academic year. (Course offerings are selected and announced at the start of the fall semester each academic year.)

- China: The Business Reality, fall 2013
- Chile: Analyzing Entrepreneurial Opportunities in Latin America, January 2014
- Ghana: Culture, Society and Entrepreneurship in Developing Economies, January 2014
- Singapore/Hong Kong: Startup Strategy, January 2014
- Brazil: Doing Business in Brazil, March 2014 and May 2014
- Russia: Russia in Transition, March 2014
- Japan: Institutions and Entrepreneurship, May 2014

Costs associated with the electives abroad include tuition, paid directly to Student Financial Services, and the program fee for travel expenses, which is paid to the Glavin Office.

Babson Electives Abroad can be found at educationabroad.babson.edu.

**REGISTRATION**

Students, with the exception of MSM students, register for courses through the online Registration link under Academic Resources on the Babson Hub. All active graduate or certificate program students receive, via Babson email, registration information and dates to access the online application. MSM students will be enrolled by the Registrar’s Office. For tuition payment information, refer to the Tuition, Fees, Payment Policies, and Financial Aid section of this handbook. 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 September and again in January 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. Elective registration will be available online using the Registration link.

**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 MSM 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.

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.

1. **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.

2. **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.

3. **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.

4. **Summer Session Courses**
   There is no academic or financial penalty for dropping a course before the second class meeting. After the second class meeting, there is a one-third tuition loss and a grade of “W” is given for the withdrawal. After the fourth class meeting, there is a total tuition loss and a grade of “W” is given for the withdrawal. No withdrawals may be made after two thirds of the class meetings during the summer.

5. **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 19, 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.

6. **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.

7. **MSM Program**

   1. **Dropping:** Constitutes withdrawal from the MSM Program
      - Drops occurring within the first week of classes (first five class days) carry no academic or financial penalty
   2. **Withdrawing:** Constitutes withdrawal from the MSM 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.

8. 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.

9. Intensive Electives
Each intensive elective has a specific drop date, which is on the course description. After the drop deadline there will be total tuition loss and a grade of “W” given.

10. 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.

Students with any questions about their status in the F.W. Olin Graduate School of Business should contact the Office of Graduate Programs, 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 Babson Hub. Clicking on a course title displays the course description. 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 Babson Hub. 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, MSM and MSA programs.

Beta Gamma Sigma Scholastic Honorary Society
Nominations for membership in Beta Gamma Sigma are presented to graduate students who achieve a GPA in the top 20 percent of the program.
STUDENT SERVICES AND RESOURCES

OFFICE OF PUBLIC SAFETY/CAMPUS POLICE

Jim Pollard, Director, Public Safety Building
www.babson.edu/ps

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

The office enforces College rules and regulations and investigates violations of state and federal laws. Most Public Safety officers are sworn officers of the Commonwealth of Massachusetts and have powers of arrest on the Babson campus. To request a copy of Babson’s Crime Awareness and Campus Security Act report, contact Public Safety at Ext. 5555, or view it on Public Safety’s website, www.babson.edu/ps. This report contains information about Babson’s policies and programs for safety and crime prevention as well as incident statistics.

Any acts of theft, vandalism, or unruly behavior should be reported to the campus police. Students must, however, assume the major burden of protecting themselves against theft. Keeping automobiles locked, reporting suspicious behavior, and being conscious of security problems are the best protection against losses. It is particularly important, especially for Evening students, that family members be informed of a student’s schedule.

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

In the event of an emergency, to contact a student while in class, call the campus police to relay a message. The direct telephone number is 781-239-5555 or 781-239-6131 (TTY/TDD); the on-campus number is Ext. 5555, or Ext. 6131 (TTY/TDD).

The Office of Public Safety recognizes the need to have the Babson community’s assistance to effectively perform its duties. In an effort to encourage calls from those members of the Babson community who would not normally contact Public Safety whenever they have complaints, concerns, or information, Public Safety has installed a confidential caller telephone line. Although Public Safety prefers to converse with individuals, it acknowledges that some people wish to leave information anonymously. To protect the identity of callers, all calls will be directed to an answering machine without caller ID. The telephone number is 781-237-8164. For information or immediate concerns, students should call Ext. 5555 from a Babson campus telephone.

HEALTH SERVICES

Sharon Yardley APRN-BC, FNP, Director, Hollister Hall Dr.
Elisabeth Brewer, Supervising Physician, Hollister Hall
http://studentportal.babson.edu/node/666

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

Health Services is located on the first floor of Hollister Hall, and services are available to all full-time Babson College students. Students can be seen by appointment only between 9 a.m. and 5 p.m. Monday through Friday. Monday and Thursday nights, Health Services has walk-in hours from 5 p.m. until 6:45 p.m. during the fall and spring semesters. During the summer months, Health Services clinical hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday by appointment only. Appointments are required and can be made by calling Ext. 6363, or going to www.babson.edu/healthservices.

After-Hours Care: When Health Services is closed (nights, weekends, holidays), students can call Pubic Safety at Ext. 5555 to speak with the on-call clinician.

Emergencies: For on-campus emergencies, Public Safety should be contacted at Ext. 5555. They will respond promptly and provide or arrange transportation to Health Services or to Newton-Wellesley Hospital. Acute emergencies are referred to Newton-Wellesley Hospital.

Confidentiality

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

Medical History and Immunization

All full-time students must complete a Health and Immunization form before registration. Massachusetts law requires all full-time college students to submit provider-signed documentation of immunizations to Health Services. Any student failing to provide the required documentation will be prohibited from registering and attending classes. Students are required to be immunized against measles, mumps, rubella, hepatitis B, tetanus diphtheria, and pertussis. In addition, Babson College requires that all students either show documentation of being immune to Varicella (chicken pox) or be immunized against it. All new students who are living on campus are required to show proof of having been immunized against meningitis. An official Massachusetts Department of Public Health waiver form may be signed to decline being vaccinated against meningitis. Waiver forms can be downloaded from the Health Services website, http://studentportal.babson.edu/node/666

Health Insurance

Massachusetts law requires that all students enrolled in 9 or more credits each semester provide proof of health insurance coverage. This is accomplished by submitting a waiver online to University Health Plans. Students must either purchase the health insurance plan offered by the College or provide proof of other comparable health insurance. Effective September 2006, the Commonwealth of Massachusetts required all international students to participate in the College-sponsored plan or purchase insurance from a U.S. company. No foreign insurance plans will be accepted, including embassy-sponsored plans. If a waiver is not submitted, students will be automatically enrolled in the Babson-sponsored student health insurance plan and will be billed accordingly. No refunds will be afforded once this insurance has been billed. The student health insurance plan is with BlueCross BlueShield of Massachusetts; the College’s insurance broker is University Health Plans. This is a student health insurance plan that is available at competitive rates to Babson students who are enrolled in 9 credits or more. The plan offered through Babson does not provide coverage to dependents. Coverage begins in mid-August and terminates the following August. Students starting in the spring semester may enroll in January at an adjusted rate, with the policy ending in mid-August.

All full-time Babson students are eligible to receive care at Health Services regardless of their health insurance plan.

Women’s Health Care

Health care is available to female students that includes routine gynecological exams, contraceptive counseling, emergency contraception, pregnancy testing and counseling, HIV testing, and diagnosis and treatment of, and information on, sexually transmitted diseases. Appointments with the nurse practitioners for routine gynecological exams should be scheduled at least one week in advance.
**Men’s Health Care**
Health care is available to male students for the evaluation and treatment of acute and ongoing medical conditions, including the diagnosis and treatment of sexually transmitted diseases, including HIV testing. Information and instruction in testicular self-examination (TSE) and contraceptive counseling also is available.

**Allergy Clinic**
Students who take ongoing allergy desensitization injections may have their injections administered at Health Services during physician clinic hours only by scheduling an appointment. Students must provide their own serum with instructions from their private physician. Allergy shots are not done during semester breaks or during the summer.

**Health Educator**
The health educator offers individual and group programs on alcohol and other drugs as well as student programs in stress management, healthy relationships, sexual assault and intimate partner violence, eating concerns and disorders, nutrition, sexuality, sleep hygiene, and other wellness topics.

**BASICS (Brief Alcohol Screening and Intervention of College Students), Choices, and Drug Education Programs**
The health educator conducts these programs to support students who want to learn more about their relationship with alcohol and other drugs in a confidential, nonjudgmental way that focuses on making healthy choices and reducing risk of harm. To learn more about these programs, contact the health educator at wellness@babson.edu.

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

SMART understands the sensitive nature of sexual assault and abuse and seeks to provide a supportive environment for survivors to share their feelings about their experience. SMART is one of the resources provided by Health Services, as part of a campus-wide health and wellness program. The services of a SMART adviser may be activated by calling Health Services at Ext. 6363, Monday through Friday, 9 a.m. to 5 p.m. When Health Services is closed, call Public Safety at x5555 to speak to the dean on call who will page the SMART adviser.

If students wish to use an off-campus confidential resource, please contact the Boston Area Rape Crisis Center (BARCC), for crisis counseling, medical advocacy, group and individual counseling, and legal advocacy. BARCC can be reached on its 24-hour hotline at 1-800-841-8371.

**Nutrition Counseling**
A nutritionist is available to work with students individually and in groups. Topics may include weight management, eating for optimum athletic performance, eating on the go, Trim tours, and general nutrition concerns.

**Online Support**
The College has partnered with the JED Foundation to provide students with access to a confidential mental health information resource that is online. Students are encouraged to visit the site at www.ulifeline.com, or link to the site from http://studentportal.babson.edu/node/666

**Health and Wellness Peer Education Program**
This program trains student leaders to provide programming on a variety of health and wellness topics across campus. For more information, send a message to wellness@babson.edu.

**Safe Zone**
The Health Services and health and wellness staff is committed to making the department a Safe Zone and works consistently at being allies to the LGBTQ (lesbian, gay, bisexual, transgender, queer/questioning) student population. For more information about LGBTQ programs and services at Babson, please visit www.babson.edu/lgbtq.
COUNSELING SERVICES

Janice Holton, LICSW, Director
781-239-6352

Human Relations Service, Inc. (HRS)
781-235-4950

Babson College provides a variety of counseling services for students who need consultation, referral, and short-term treatment. Babson has partnered with Human Relations Service, Inc. (HRS) to provide counseling services. These services are provided at HRS, located at 11 Chapel Place, Wellesley, Massachusetts. Other counseling services may be available on campus. Information about services and appointments may be obtained by calling 781-235-4950. More information about HRS and the full range of services it provides to Babson students also may be obtained by contacting Jan Holton at 781-239-6352. Students who have transportation needs may contact Public Safety at 781-239-5555, to arrange a ride to HRS. Confidentiality is of the utmost importance to Babson and HRS. Records of counseling sessions do not become part of a student’s Babson record, and HRS’s records are not shared with Babson personnel without a student’s written permission except where required by law.

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

Common reasons students come to HRS:

- Stress
- Depression
- Anxiety
- Family problems
- Eating disorders
- Relationship problems
- Peer relations/concerns
- Chronic health problems
- Sleep disorders
- Alcohol-related problems

HORN LIBRARY
library.babson.edu

The Horn Library features a unique business collection of print, media, and electronic information resources and a staff of highly trained information professionals who offer a wide range of services to the College community. The library’s website contains information about the library. For assistance, students may stop by or contact the Information Desk 1 at Ext. 4596 or email research@babson.edu.

Books, Electronic Books, Videos, and Library Reserves: The catalog includes print and electronic collections available at Babson. Students may check out items with their Babson OneCard.

Articles: Resources for searches include EBSCOhost, Factiva, InfoTrac, JSTOR, Proquest, ScienceDirect, and more. Searching by subject or periodical title also can be done on the library website.

Company Information: Resources include Capital IQ, EBSCOhost, Morningstar, and Thompson One Banker.

Industry Information: Market research sources include BizMiner, Business Monitor Intl, Forrester, Gartner, and IBISWorld, among many others.

Global Information: This includes Euromonitor GMID, Global Insight, and ISI Emerging Markets.

Online Research Guides: Online tutorials for starting research and using databases.

On-Site and Webex Research Consultations: Individual consultations with a research librarian, in person or online, can be scheduled by clicking the Book Now icon on the library site.

Stephen D. Cutler Center for Investments and Finance
The Stephen D. Cutler Center for Investments and Finance provides Babson students, faculty, and alumni with state-of-the-art information resources and technology used by investment professionals in the marketplace. Home to the Babson College Fund (BCF), the Cutler Center reflects Babson’s commitment to provide its students with a real-world educational experience. The market data information services
available include Bloomberg, Capital IQ, Morningstar, WRDS, and others. Students should visit the Cutler Center’s website for more information about the center’s programs and instructional offerings or contact Jack Cahill at jcahill@babson.edu.

**Research and Instruction**
Research librarians provide resource support and instruction to graduate students for course assignments, business plans, career exploration, and other projects. Using the Book Now icon or QRS code, students may schedule one-on-one or group consultation sessions that can occur remotely (online). Also, embedded online tutorials and research guides are available throughout the website, for students who wish to work online. Email research questions to research@babson.edu. In addition, Information Desk staff is available during all hours of operation to provide general reference, and online support from noon to midnight to answer questions via Virtual Chat.

**Periodicals Online and in Print**
Nearly 200 browsing titles of current magazines, journals, and newspapers in print and more than 65,000 titles online in full text are available.

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

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

**Horn Group Study Rooms and Wireless Access**
Group study rooms are available throughout the library. Library rooms 103, 104, 105, 106, 201, 202, and 204 each offer a computer, an LCD or plasma screen unit, a VCR, and a conference phone for group meetings. Study Room 121 is the Assistive Technology Room. Rooms may be reserved for two-hour periods. Personal laptops can be configured for the building’s wireless service at the IT Service Center on the second floor of the Horn Center.

**Babson OneCard**
A Babson OneCard is needed to check out items, use reserve materials, and photocopy material in the library.

**Circulation**
- **Books**: 4 weeks
- **Videos and audiocassettes**: 4 hours
- **Other reserve materials**: 2 hours

**Overdue Fines**
- **Reserve materials**: $1 per hour
- **Maximum fine per overdue item**: $25

**Library Hours**
- **Monday–Thursday**: 7:30 a.m.–midnight
- **Friday**: 7:30 a.m.–7:30 p.m.
- **Saturday**: 8:30 a.m.–5:30 p.m.
- **Sunday**: 9 a.m.–midnight

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

**Telephone Numbers**
- **Recorded Message**: 781-239-4265
- **Information Desk**: 781-239-4596
- **Interlibrary Loan**: 781-239-4574
INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)
Jamie Kendriosi, Director, International Student & Scholar Services Glavin Office, Hollister Hall
www.babson.edu/isss
Amir Reza, Vice Provost, International & Multicultural Education Glavin Office, Hollister Hall
www.babson.edu/glavin

As part of the Glavin Office of Multicultural & International Education (Glavin Office), International Student & Scholar Services (ISSS) provides comprehensive advisory and support services and collaborates with various campus departments to ensure a smooth transition and a successful experience for international students and scholars at Babson College.

ISSS is responsible for issuing the Form I-20/Form DS-2019 (Certificates of Eligibility for F-1/J-1 student or exchange visitor immigration status), providing guidance on the visa application process, and facilitating orientation and information sessions on maintaining lawful F-1/J-1 immigration status while in the United States. ISSS also guides international students and scholars on employment regulations as well as academic, social, and cultural adjustment; supports intercultural student organizations; and promotes cross-cultural awareness and global leadership on campus. For further information, contact the Glavin Office by phone at 781-239-4565 or email isss@babson.edu.

The Glavin Office provides Babson and visiting students with innovative, high-quality educational programs, services, and information that will assist in achieving an international and multicultural understanding, in addition to developing their professional objectives. These opportunities include international consulting experiences, international academic experiences, both short-term and semester-long, resources for under-represented students, as well as resources for international students. During the academic year, office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. For more information, call the Glavin Office at Ext. 4565 or email glavinoffice@babson.edu.

STUDENT BUSINESSES
No student may solicit for the sale of any article or service, post literature about the sale of any article or service, or act as a representative of any firm wishing to deal with students without first obtaining permission from the Office of Graduate Programs, Olin Hall 320. Solicitation is not permitted otherwise on campus.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
Babson College FERPA Policy
Revised June 21, 2011

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 are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

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

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

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

- The student’s name
- Permanent and local addresses
- Telephone listings
- Electronic mail addresses
- Digitized photographs and images
- Date and place of birth
- Major field of study
- Grade level
- Enrollment status
- Dates of attendance
- Past and present participation in officially recognized activities, organizations and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent previous educational agency or institution attended by the student.

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

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

Disclosure without consent may also 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; and
   ii. Are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record.

b. College Public Safety Department records which are created and maintained by campus police solely for law enforcement purposes.

c. Employment records, when College employment did not result from and does not depend upon the fact that an individual is a student at the College, provided that the employment records:
   i. Relate exclusively to the individual in that individual’s capacity as a College employee;
   ii. Are made and maintained in the normal course of business; and
   iii. Are not available for use for any other purpose.

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

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

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

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

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

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

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

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

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

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

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

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

http://www.schools.utah.gov/law/Papers

STUDENT LEADERSHIP INITIATIVE FUND (SLIF)
The Office of the Graduate Dean has a vested interest in cultivating Babson graduate student leaders. The Student Leadership Initiative Fund (SLIF) supports leadership endeavors that promote the Babson brand. Graduate students seeking financial support from the Graduate School should apply to the SLIF, which is a centralized location for administrative support of student activities. Current students manage the fund. Examples of past student requests include:

Events and activities such as conferences, case competitions, panel presentations, tournaments, which externally and internally promote the Babson brand and benefit the Babson student body.

The SLIF board members have criteria that must be met to grant the funding. The http://www.babson.edu/student-life page has further information on getting involved with the SLIF and applying for funding.

BABSON ONECARD OFFICE
Dayne Forrester, Manager
Ext. 5598

The Babson OneCard is an electronically validated identification card that has many capabilities. The OneCard is a student’s primary ID while on campus. Below is a summary of its uses.

Identification: To gain access to the Webster Center Gym, or for various events, simply show the Babson OneCard to the attendant.

Library Card: Use OneCard to borrow books from the Horn Library.
**Door Access:** All students living on campus gain access to their building by swiping their OneCard. In addition, resident students have access to other residence halls between noon and 9 p.m. Any questions or problems with clearance authorization should be directed to the Office of Residence Life. For special access to on-campus rooms unrelated to residency, however, students should contact the OneCard Office.

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

Students enrolled in courses at the Boston location will receive OneCard access to the suite one hour before the start of class. Access is only granted for class times.

It is crucial that students notify the OneCard Office (x-5647) and/or Public Safety (x-5555) if they misplace their OneCard so that the card can be deactivated. Students will be charged $10 for each OneCard replacement when the card is lost or stolen. Damaged, malfunctioning, or worn-out OneCards will be replaced at no cost, and funds will be transferred. If a student loses more than one card per academic year, the charge per OneCard will be increased to $20, with a $10 increase for each additional lost card. The OneCard is considered to be activated upon issuance, and students are responsible for all charges until they report it missing to the OneCard Office (or Public Safety after hours).

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

**Debit Card:** As part of most meal plans, OneCard offers Flex, which can be used at Reynolds Café, Freshens, Dunkin’ Donuts, Jazzman’s Café in Horn Library, and Pandini’s in Olin Hall. This is ideal for snack cravings or something light between mealtimes. Every time OneCard is swiped, it deducts from a set balance that cannot be increased.

If a meal plan is still not enough, students can add extra money, called Babson Bucks. Babson Bucks may be used at all the same places as above, and also may be used at the College Bookstore, the Student Mailroom, snack machines, Pepsi machines, the QuickPix photo printer kiosk in Reynolds, the Copy Center in Central Services, and other off-campus businesses listed on the Hub. To add money or check balances, click on Babson Bucks under Smart Tools on the Babson Portal. This site also allows others, such as relatives, to add Babson Bucks from their computers.

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

Students are advised of the Massachusetts law, Chapter 90, Section 24B, which pertains to driver’s licenses: “Whoever falsely makes, steals, alters, forges, or counterfeits a license, if convicted, is subject to a fine of not more than $500 or by imprisonment in the State Prison for not more than five years or in jail or House of Correction for not more than two years.”

Babson OneCard Office
Public Safety Department
781-239-5647
onecard.babson.edu

MAIL SERVICES
Todd Shea, Manager
Ext. 4298

All full-time students, whether they live on or off campus, are assigned a mailbox in the Reynolds Campus Center. This box assignment will remain unchanged as long as the student is enrolled at the College. If a student withdraws for any reason, uses the mailbox in violation of College policies or law, and/or tampers with his or her mailbox, the student will lose this assignment.
All student businesses and organizations generally are allowed to distribute mass mailings to inform the student body of events, specials, etc. If students would like to have a mailing placed in the boxes, the manager must approve the mailing before multiple copies are made. When doing a large personalized campus mailing, writing box numbers in numerical order on all correspondence helps to speed delivery.

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

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

**Student’s Full Name**
**Campus Box # XXX**
**Babson College**
**Babson Park, MA 02457-0420**

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

Students are responsible for updating their preferred forwarding address through the Babson Portal. Mail Services will forward a student’s mail to this address during the summer and after graduation. Mail Services also is capable of handling outgoing mail. Students can send a letter or a package anywhere, using UPS, FedEx, or the Postal Service via the Student Mailroom. All purchases must be made using Babson Bucks on the Babson OneCard.

More information can be obtained by visiting the Auxiliary Services website—the link is on the Portal.

For questions, contact the Student Mailroom at Ext. 4338.

**BABSON BOSTON CAMPUS**
**Location:** 253 Summer Street, Third Floor, Suite 302, Boston, MA 02210

**Access:** The Babson suite is equipped with a Babson OneCard reader. Students enrolled in courses at the Boston location will receive access to the space one hour before the start of class. Access is only granted for class times.

**Security:** 253 Summer Street has 24/7 security.

<table>
<thead>
<tr>
<th>Babson College Public Safety</th>
<th>781-239-5555</th>
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**Terms of Use for Students**
- The space cannot be used for group or individual study.
- All graduate student event requests require a Babson Sponsor who is a current employee (faculty, staff, or adviser). This sponsor must sign off on the event and also be on site during the event. Bookings must be in alignment with the Graduate School curricular and co-curricular mission; it may not be a socially related event. Graduate student event requests must be made by completing the Babson Boston Booking Request Form, which can be found on the Babson Portal, and must be booked at least four weeks before the event. Student clubs using the Boston space also are required to register their event with Graduate Student Affairs through Life@Babson.

**BABSON SAN FRANCISCO CAMPUS**
**Location:** 135 Main Street, Third Floor, San Francisco, CA 94105

**Access:** A key card is needed to access the campus on the third floor. The 135 Main Street building is open Monday through Friday, from 7 a.m. to 7 p.m.; outside of these times a keycard is required to access the building. Babson staff is generally on site Monday through Friday, from 9 a.m. to 5 p.m. San Francisco Fast Track students receive a keycard on the first day of class.
Security: 135 Main Street has 24/7 security. For medical or safety emergencies, call the San Francisco Police Department.


Terms of Use for Students: Blended Learning MBA students can access the San Francisco campus with their keycards from 9 a.m. to 9 p.m., Monday through Friday, and from 9 a.m. to 5 p.m. on Saturday and Sunday. Students may not use the San Francisco campus during another section’s face-to-face without prior permission. Use of audio/visual equipment, including telepresence and classroom podium computers, is prohibited unless prior approval and training has been given. Conference room phone usage is permitted for local calls only. Non-Blended Learning MBA students may email babsonsf@babson.edu to inquire about using the space for studying during business hours Monday through Friday.

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. Questions about any of the information 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.

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 MBA 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 by information provided by the registrar. Contact the Registrar’s Office at Ext. 4519 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.

Payment for miscellaneous charges is typically due 10 days after they 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
- Prescription and lab charges: Health Services
- Room charges: Residence Life
- Unreturned book 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 Babson Hub, which directs the payer to Tuition Management Systems (TMS) online services. Specific options vary by program:

*One-Year MBA, Two-Year MBA, MSM, and MSA students*
- U.S. checking or savings account, no fee
- Credit card, 2.99 percent convenience fee

*Evening and Blended Learning MBA students*
- U.S. checking or savings account, no fee
- Credit card, no fee

By Phone: Students may call to make a payment. Specific options vary by program:

*One-Year MBA, Two-Year MBA, MSM, and MSA students*
- U.S. checking or savings account by calling TMS, $10 fee
- Credit card by calling TMS, 2.99 percent convenience fee

*Evening and Blended Learning MBA students*
- U.S. checking or savings account by calling TMS, $10 fee
- Credit card by calling TMS, $10 fee
- Credit card by calling SFS at Babson, no fee

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 Student Financial Services, P.O. Box 57310, Babson Park, MA 02457-0310.

Wire Transfer: Babson College has partnered with peerTransfer for international wire payments. Connect to peerTransfer through ePay on the Babson Hub or directly at www.peertransfer.com/school/babson. For domestic wire transfers, Babson’s bank information can be found on the Babson Hub under Your Bill, or by emailing Student Financial Services at sfs@babson.edu.

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 Your Bill on the Babson Hub.

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 and Evening MBA students): This plan is designed for Blended Learning and Evening MBA students whose companies reimburse the student directly once he or she completes the course work. Students may defer two thirds of the tuition payment 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 his or her eligibility for company-sponsored tuition reimbursement benefits, or who does not meet the Extended Payment Plan enrollment or payment deadlines. To enroll go to Your Bill on the Babson Hub.

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 to 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 a credit balance refunded to them should submit a refund request online at Your Bill 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 p.m. Refunds are not issued during the add/drop period. Also, refunds are not issued based on financial aid 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 Loan and Federal Perkins Loan 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.

**FINANCIAL AID**
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 full-time 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 degree at Babson.

**Application Procedures**
United States citizens and Permanent Residents of the United States are encouraged to apply for federal financial aid. To apply, submit the following documents each academic year:

- Free Application for Federal Student Aid (FAFSA), available online at 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 if federal tax returns have been submitted for the prior calendar year.

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

Canadian citizens may apply for need-based aid by completing the College Scholarship Services (CSS) Profile online at www.collegeboard.com.

Students may check their financial aid application status online at View of Financial Aid on the Babson Hub.

**Recommended Filing Dates**

- **Returning students for next academic year:** April 15
- **Prospective students for next academic year:** Concurrent with admission application deadline

Students enrolled in the full-time MBA and MS programs who apply for financial aid will be considered for the programs listed below. Blended Learning and Evening MBA students will be considered for the Federal Direct Loan only. Evening students must remain enrolled at least half time (6 credits) each semester to maintain eligibility for federal aid. Blended Learning students who progress on schedule with their cohort are considered half-time. Blended Learning and Evening students enrolled less than half time may borrow through alternative education loan programs.

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. 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.

**Federal Direct Loan**
Graduate students may apply to borrow up to $20,500 per academic year through the Federal Direct Unsubsidized Loan Program. An online entrance interview is required before receiving the Federal Direct Loan, and an exit interview before graduation.
Federal Perkins Loan
Full-time students with exceptional financial need will be selected to receive a Federal Perkins Loan, depending on the availability of funds. The federal government pays the interest on the Perkins Loan while students are in school, for nine months after graduation, and during deferment periods. An online entrance interview is required before receiving the Federal Perkins Loan, and an exit interview before graduation.

Federal Work-Study
Full-time students who demonstrate financial need can be considered for Federal Work-Study for a limited number of positions in Babson’s academic and administrative departments.

Canadian Scholarship
Canadian citizens who demonstrate financial need will receive consideration for the Canadian Scholarship program. Preference is given to students who have attended McGill University. Applicants should complete the College Scholarship Service PROFILE form online at www.collegeboard.com.

Needham/Wellesley Town Scholarships
Babson provides grant funding for selected Needham and Wellesley residents who demonstrate financial need. Preference is given to longer-term residents pursuing full-time study. An additional application to the respective town’s board of selectmen is required.

MERIT-BASED PROGRAMS
Babson awards fellowships, scholarships, and assistantships at the time of admission to the most highly qualified full-time MBA candidates. Merit scholarships also are awarded to selected MS candidates. Awards are based on academic, professional, and personal merit without regard to financial need. A full listing of merit awards can be found by clicking here.

OTHER FINANCING OPTIONS
Yellow Ribbon Scholarship
Qualifying post-9/11 veterans will receive up to $20,000 per year, $10,000 of which is funded by Babson and matched by $10,000 from the Veterans Administration (VA). Candidates should send a copy of the VA Certificate of Eligibility to Babson’s VA-certifying official in the Registrar’s Office. Yellow Ribbon scholarships are awarded on a first-come, first-served basis.

Paul D. Coverdell Fellows Program
Babson College, in partnership with the Peace Corps, offers up to two $10,000 scholarships annually to selected incoming Two-Year students who served in the Peace Corps.

City Year Scholarship
Babson College, in partnership with City Year’s Give a Year Partnership, offers a one-quarter tuition scholarship to a City Year corps member, alumnus, or alumna admitted to the One-Year MBA, Two-Year MBA, or MSM program.

Supplemental Loan Programs
Credit-based loans are available to finance any portion of educational costs, whether the student is attending full time, half time, or less than half time. Credit history, a co-applicant’s credit history, and the student’s ability to repay based on expected earnings after graduation will help the student secure financing at the best rates. Babson posts a list of recommended lenders on the Student Financial Services website. Please note that students are in no way limited to these loans or lenders; Babson will process a loan from any lender, and students may apply for loans through the lender of their choice.

Resident Directors
Resident directors are selected in the spring to act as liaisons between the Office of Campus Life and graduate student residents; compensation is in the form of housing. These positions are for second-year MBA students only. For more information, contact Residence Life, Ext. 4438.

Emergency Loans and Advances
If an emergency arises for which students need a short-term loan, 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.
Student Employment Listings
The Human Resources Student Employment Office maintains online listings of student jobs available on campus. For off-campus opportunities in the surrounding communities, listings are online at www.collegehelpers.com.

COMMUNITY STANDARDS

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

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

The College’s community standards apply to a student’s conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that occurs before classes begin or after classes end, during periods between terms of actual enrollment, during a leave of absence or other period of withdrawal. In the event of a violation committed while still enrolled but unresolved or reported after the respondent has taken a leave of absence, is withdrawn from the College or has graduated, the College may proceed with the student conduct process. In the case of serious misconduct, the College reserves the right to rescind a graduated student’s degree and/or withhold a degree until a matter is resolved.

Additionally, all students are responsible for the contents of their rooms, cars, or person. Please see the Room Search Policy in the Residence Life section of this handbook and the car search policy in the parking permit documentation for more information.

STUDENT GROUPS
Student groups (including but not limited to registered student organizations, varsity athletic teams, club sports, Greek letter organizations, and special-interest living communities) may be held accountable either through the Office of Community Standards and/or by the office that oversees the group. The officers or the leaders of the student group are usually expected to represent the group during the student conduct process. The College’s policies do not preclude holding certain members of an organization accountable for their individual acts committed in the context or in association with the group’s alleged violation of College policy.
HOW TO REPORT
Violation of the guidelines and requirements contained in this handbook and other College policies and pronouncements constitutes grounds for a valid complaint by any member of the Babson community. Reports of alleged violations of these standards can be submitted in writing to the assistant dean of Community Standards or to the Office of Public Safety by any member of the Babson community. A standard student conduct incident report, Office of Public Safety report, or a personal letter are all appropriate means by which referrals are made. The dean of student affairs, or his or her designee, reviews the alleged misconduct in order to determine whether the conduct in question is a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student. If appropriate, the dean of student affairs, or his or her designee, may refer certain matters to the Office of Public Safety or the Needham or Wellesley police departments for further disposition. The Guide to the Student Conduct Process details this process.

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

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

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

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

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

All members of the Babson College community—students, faculty, and staff—share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses or otherwise becomes aware of an act of academic dishonesty should report it to the
appropriate faculty member or to the assistant dean, Community Standards. The charge will be investigated, and, if sufficient information is presented, the case will be referred to the student conduct process for adjudication. The specific procedural guidelines for handling academic dishonesty complaints are outlined in the Guide to the College Student Conduct Process published by Community Standards and Student Affairs. Students will not be permitted to withdraw from a course while they have a pending academic integrity complaint. The following is a broad overview of what constitutes academic dishonesty, but is not meant to be an all-encompassing definition.

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

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

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

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

**FACILITATING ACADEMIC DISHONESTY**
Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

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

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

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

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

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

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

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

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

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

AIDING IN THE VIOLATION OF COMMUNITY STANDARDS
Any act or action that supports or facilitates a violation of College policies is prohibited, whether before or
after the actual violation A student may be held responsible as though he or she was a direct participant in the violation, even if information indicates that he or she was not directly involved in the committing of the violation.

**ALCOHOL POLICY**

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

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

*Massachusetts State Law*

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

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

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

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

**MEDICAL AMNESTY POLICY**

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

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

- The caller is a Babson student/guest, and
- The caller remains with the Babson student/guest in need until a Public Safety Officer and/or campus official arrives.
This policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by employees of the College (e.g., Public Safety, Resident Assistants, other residence life staff members, etc.), or where the reporting student(s) did not stay with them.

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

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

**POSSSESSION OR CONSUMPTION OF ALCOHOL BY AN UNDERAGE INDIVIDUAL**
The College strictly prohibits the possession or consumption of alcohol by individuals under the Massachusetts legal age of 21 years old. Additionally, it will be considered a violation to transport or carry alcohol if the individual is under the legal age of 21 years old.

**EXCESSIVE CONSUMPTION OF ALCOHOL**
The College strictly prohibits intoxication requiring medical or staff attention.

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

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

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

**UNAUTHORIZED LOCATIONS FOR ALCOHOL CONSUMPTION**
Regardless of age, alcohol may not be consumed at athletics events, or with meals at Trim Dining Hall, the Crossroads Café at the Reynolds Campus Center, Jazzman’s, or the Olin Café or other unauthorized locations.

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

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

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

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

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

COLLEGE ALCOHOL POLICY
The tables on the following pages contain the violations and accompanying sanctions for individuals and organizations on the Babson College campus. This policy is subject to change based upon a review of its effectiveness by the dean of Student Affairs.

General Considerations:
- Any subsequent violation will be considered no less than a second violation.
- A third violation of the Babson Alcohol Policy may result in suspension from College housing for at least one full semester.
- Seniors whose probation extends beyond the end of spring semester may lose College housing for Senior Week and Senior Week activity privileges.
- The length of disciplinary probation period is at the discretion of the hearing officer or board, and is based upon the student’s previous disciplinary record and the circumstances surrounding the incident.
- The College reserves the right in its sole discretion to notify parents or guardians for any alcohol- or drug-related matter or violations.

**ALCOHOL POLICY VIOLATIONS TABLE**
Violations and their sanctions include, but are not limited to, those listed below

<table>
<thead>
<tr>
<th>Violations by Individuals</th>
<th>Sanctions</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section I</strong></td>
<td></td>
</tr>
<tr>
<td>First Violation</td>
<td>Second Violation</td>
</tr>
<tr>
<td>Providing alcohol to underage, intoxicated, or unauthorized individuals.</td>
<td>Required participation in alcohol education program, $300 fine plus disciplinary probation.</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Section II</strong></td>
<td></td>
</tr>
<tr>
<td>First Violation</td>
<td>Second Violation</td>
</tr>
<tr>
<td>Possession or consumption of alcohol by an underage individual.</td>
<td>Required participation in alcohol education program, $75 fine plus disciplinary probation.</td>
</tr>
<tr>
<td>Violations by Individuals</td>
<td>Sanctions</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Section III</strong></td>
<td></td>
</tr>
<tr>
<td>Violation of Substance</td>
<td>First Violation</td>
</tr>
<tr>
<td>Free agreement.</td>
<td>Relocation to an alternative residence hall at the discretion of the Residential Life in addition to sanctions listed in Section II.</td>
</tr>
<tr>
<td><strong>Section IV</strong></td>
<td></td>
</tr>
<tr>
<td>Unauthorized central</td>
<td>First Violation</td>
</tr>
<tr>
<td>source e.g. keg (full or empty), punch bowl, or beer ball.</td>
<td>Required participation in alcohol education program, $100 fine, disciplinary probation, loss of event privileges, parental notification, deferred loss of College housing or loss of College housing.</td>
</tr>
<tr>
<td><strong>Section VI</strong></td>
<td></td>
</tr>
<tr>
<td>Open alcoholic beverage</td>
<td>First Violation</td>
</tr>
<tr>
<td>container in an unauthorized location.</td>
<td>$75 fine plus disciplinary probation.</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

COMPUTER CODE OF ETHICS/ACCEPTABLE USE OF CAMPUS NETWORK AND COMPUTING SYSTEMS
This policy applies to Babson College students, faculty, and staff.

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

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

College policy and relevant laws apply to use of the College’s network and computing services. Actions that are unacceptable in the College community also are unacceptable on the network, computing systems, and other electronic services including:
• Harassment in any form.
• Failure to respect the rights and property of others.
• Forgery or other misrepresentation of one’s identity.
• Distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

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

• Anybody who is active on any online communities (i.e. facebook.com, myspace.com, etc.) must be aware that any information, including personal Web logs and pictures, posted on these websites is public information. While the College does not typically review these online communities in an ongoing manner, if the College is made aware of any online posting which it deems to be problematic or indicative of policy violations, it reserves the right, but not the obligation, to respond.

• Violations of the Computer Code of Ethics/Acceptable Use Policy will be treated as violations of college policy and may result in disciplinary action including, but not limited to, loss of network and laptop privileges. Prosecution under state and federal laws also may apply.

• The College will respond in the following way after receiving notification of the transmission (upload or download) of copyrighted electronic files without the permission of the copyright owner.

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

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

The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Previous disciplinary history will be taken into consideration and may result in more significant sanctions.
DEMONSTRATIONS
Peaceful demonstrations that do not interfere with the operation of the College, the freedom of movement of persons on the campus, the civil rights of any individual, or do not involve the unauthorized occupation of College property are permitted. The College prohibits acts of intimidation, preventing, or attempting to prevent use of a College facility, destroying or damaging College property, disregarding requests by a College official to disperse, or otherwise preventing College officials from carrying out their responsibilities to enforce College rules and regulations. Students who are involved in such demonstrations or activities, no matter what their degree of participation, may be referred to the Office of Community Standards or to outside agencies for prosecution. Students who are interested in organizing a demonstration that complies with College regulations should visit the Office of Student Activities and Leadership for guidance.

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

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

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

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

DRIVING UNDER THE INFLUENCE
Driving a motorized vehicle under the influence of alcohol or other drugs.

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

At any time, the College reserves the right to contact the parents or guardians of any student about which it has any drug-related concern.
The Drug-Free Schools and Communities Act of 1989, as amended, requires that Babson College annually distribute information regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its on-campus or off-campus activities.

Babson College’s standards of conduct regarding drugs and alcohol abuse are described below, along with the health risks associated with substance abuse.

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

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

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

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

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

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

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

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

The following hotlines also are available to assist you.

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

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

**USE OR POSSESSION OF DRUGS**
The College strictly prohibits the possession of illegal drugs, prescription medications belonging to another individual or the illicit use of prescription or other medications. *The use and/or possession of marijuana, even for medical use, is also prohibited.*
*See the opening paragraph of the drug policy for more information.

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

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

**DRUG POLICY VIOLATIONS TABLE**
Violations and attending sanctions include, but are not limited to, those listed below.

<table>
<thead>
<tr>
<th>Violations by Individuals</th>
<th>Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I</strong></td>
<td><strong>First Violation</strong></td>
</tr>
<tr>
<td>Distribution or sale of drugs.</td>
<td>Suspension from the College for not less than one year. $200 fine. Parental notification.</td>
</tr>
</tbody>
</table>

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

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

**FAILURE TO COMPLY**
Failure or refusal to comply with the request or directive of a College official (Public Safety officer, residence hall staff member, faculty member, or administrator). Examples include but are not limited to failing to produce identification, failing to consent to a room search, and/or fleeing the scene of an incident. Failure to comply with the conditions of a sanction imposed as the result of a disciplinary hearing also is covered under this policy.
FALSE IDENTIFICATION
Any student who uses or possesses false or altered identification for any purpose or who attempts to purchase alcohol, gain access to an event where alcohol is present, or obtain alcohol in any way, will be referred to the College student conduct process. In addition, in compliance with Massachusetts state law, the identification may be confiscated and turned over to the Registry of Motor Vehicles.

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

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

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

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

In Advance
- Become familiar with fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or inoperable fire equipment to the Office of Public Safety at Ext. 5555.
- Participate in all fire drills in your residence hall.

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

Prevention
- Don’t overload electrical circuits.
- Don’t use hookahs, candles, cigarettes, cigars, incense, open flames, propane tanks, hot plates/burners, or halogen lamps.
- Extinguish all smoking material before disposing of it in a nonflammable container.
- Never store flammable liquids of any kind.
- Never store flammable gas or liquid in or near a residence hall.
- Never prop open a door.
- Never tamper with or damage door hardware or door lock/safety equipment (including warning alarms).
Students are encouraged to play an active role in fire prevention and security in their buildings by doing the following: never propping open an exterior door, not allowing suspicious or unknown persons into a building, never pulling or forcing a door open, or damaging or tampering with any door or safety equipment. Any violation of these precautions is a violation of College policy and may be referred to the College student conduct process. It also may constitute a crime. Students should contact Public Safety if they observe unauthorized people in a residence hall.

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

*Please note: Possession or use of hookah pipes or equipment on campus (inside and outside of the residence halls) is prohibited. As with other prohibited items that violate the College’s fire safety regulations, items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be subject to the disciplinary process.

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

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

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

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

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

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

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

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

### GAMBLING

The College is concerned about the increasing problems associated with student gambling. Students are expected to abide by federal and state laws prohibiting illegal gambling. Gambling for money or other things of value on campus or at College-sponsored activities is prohibited except as permitted by law. Recognized student clubs and organizations interested in sponsoring raffles and similar events need to request permission from the Office of Student Activities and Leadership and meet with staff to review compliance with College policy and applicable law.

Such prohibited activity includes, but is not limited to, betting on, wagering on, or selling pools on any College or professional athletic event; possessing on one’s person or premises (e.g., room, suite, car) any card, book, or other device for registering bets; knowingly permitting the use of one’s premises or one’s computer, telephone, or other electronic communications device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel related to illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and, involvement in bookmaking or wagering pools with respect to sporting events.
NCAA rules prohibit all such activities for student athletes and others with involvement with athletic teams. The consequences for violation of these rules are that a student athlete will be declared ineligible to compete in College sports. Student athletes are informed that if they place bets of any kind on any College or professional sport or if they give information to anyone who uses that information to make a bet, they are at risk of being removed from their team and subject to other disciplinary action. Students voluntarily seeking assistance for a gambling-related problem prior to the initiation of official investigations may do so without fear of disciplinary action, and will be treated with the utmost sensitivity and confidentiality. Such assistance may be sought through the Office of Student Affairs or Health Services.

**GENDER-BASED MISCONDUCT**

Please see Appendix A

**GUEST POLICY**

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

- Keys and OneCard access are issued for students’ use and may not be altered, duplicated, or distributed to a guest for their use.
- It is the host’s responsibility to accompany their guests at all times while on the campus and inform guests of College policies. Guests are not permitted to live, co-habitate, or stay in a student’s room for an extended period of time, not to exceed three consecutive days.
- Students will be held responsible for any violation that involves their guests. This includes responsibility for the consequences of their guest’s actions, such as payment for any damages and reimbursement for any extraordinary expenses incurred by the College as a result of the guest’s actions or behavior, and any fines or nonmonetary sanctions impose.
- Guests also should be informed that failure to properly identify themselves upon request by a member or representative of the Office of Public Safety, Student Affairs, or the Office of Residence Life may result in their being asked to leave the campus.
- A guest’s or host’s failure to leave the campus when ordered to do so by College authorities may result in the issuance of a Trespass Order. A violation of a trespass order may result in an arrest.
- The right of a student to live in reasonable privacy takes priority over the right of his/her roommate to entertain a guest in the room.
- The right of residents in a hall to live in reasonable privacy takes priority over the right of a student in the hall to entertain a guest in his/her room.
- Guests who are non-Babson students and plan to park a vehicle on campus must obtain a visitor’s parking pass from the Office of Public Safety. Failure to obtain a visitor’s parking pass may result in the issuance of a fine (for which the host would be responsible, and/or removal of the vehicle from campus at the host’s expense). It is expected that guests will abide by all parking regulations while on campus.

**HARASSMENT**

**GENERAL POLICY**

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

It is the responsibility of all members of the College community to discourage harassment and to cooperate in any investigation regarding a report of harassment.
This policy may not be used to achieve personal goals not in conformity with its purposes. An individual who reports an incident involving harassment will not be subject to retaliation regardless of the outcome of the complaint, unless it is determined that it was initiated in bad faith or has violated this or other College policies.

The College’s commitment to freedom of speech and expression provides that it does not regulate speech or expression, so long as it does not result in violence, intimidation, or harassment against members of the College community or its guests or interfere with College operations.

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

**BASIS FOR HPO**

**Harassment** is defined as:

- **Three acts of intimidation, abuse, or property damage.** Three or more acts of willful and malicious conduct aimed at a specific person with the intent to cause fear, intimidation, abuse or damage to property, and which does result in fear, intimidation, abuse, or property damage; or
- **Involuntary sexual relations.** An forceful or threatening act that causes another to involuntarily engage in sexual relations; or
- **Specific crimes.** A violation of the crime of indecent assault and battery (“A&B”) on a child under 14 or on a person 14 and over; or A&B or indecent A&B on a person with mental retardation; or rape, rape of a child, statutory rape; or assault with intent to rape or enticement; or stalking or criminal harassment; or drugging to engage in intercourse.

**HAZING**

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

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

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

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

Examples include but are not limited to:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring members to perform duties not assigned to all members
- Socially isolating members
- Lineups and drills/tests on meaningless information
- Name calling
- Requiring members to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession
- Verbal abuse
- Threats or implied threats
- Asking members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting members to perform personal service to other members, such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting members to be deprived of maintaining a normal schedule of bodily cleanliness
- Be expected to harass others
- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

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

HAZING AMNESTY POLICIES FOR INDIVIDUALS

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

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

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

Organizations that choose to utilize this amnesty policy should be aware that if it is discovered that the organization continues to violate the College’s hazing policy after completing this process, they will be subject to the disciplinary process for those violations. Also, this amnesty policy does not apply if the organization’s behavior has already been discovered or reported to a College staff member or law enforcement. As with the individual hazing amnesty policy, any amnesty from the College disciplinary process does not extend to any relevant civil or criminal penalties. Please note that a Babson student organization that reports hazing behavior, that the organization participated in, on more than one occasion may be subject to disciplinary action.

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

INTIMATE PARTNER VIOLENCE
Please see Appendix A

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

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

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

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

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

**PETS**

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

**POSSESSION OF WEAPONS**

Babson College strictly prohibits the possession of illegal or dangerous weapons on campus. Such weapons include, but are not limited to, revolvers, pistols, rifles, shotguns, BB or pellet guns, stun guns/tazer, paintball guns, replica guns, chemical weapons such mace or pepper spray, swords, knives (other than those used for cooking or small pocket knives), slingshots, martial arts weapons, bows and arrows, and others as deemed such by the dean of student affairs or his or her designee. Possession or use of firearms, fireworks, ammunition, dangerous chemicals, bombs, and infernal devices on a college campus also is prohibited by Massachusetts state law. Any violation will result in immediate and permanent confiscation of the weapon and can result in immediate referral to the College student conduct process, or the appropriate law enforcement agency (which may result in criminal court action).

**PHYSICAL ABUSE/VIOLENCE**

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

**SEXUAL HARASSMENT**

See Appendix A

**SEXUAL MISCONDUCT POLICY**

See Appendix A

**SMOKING POLICY**

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

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

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

Students who violate this policy are subject to a $150 fine and other sanctions as deemed appropriate. Babson recognizes that while this may be difficult for some members of the community, it is important that common courtesy and consideration toward others should be shown. Health Services (Ext. 4257) in conjunction with Human Resources (Ext. 4128) offers assistance in enrolling community members in smoking cessation sessions. Please contact these offices for additional assistance.

**STALKING**

Please see Appendix A

**THEFT**

Actual or attempted theft of personal property, College property, public/private property or identity. Additionally, the possession of stolen property is prohibited.
UNAUTHORIZED ENTRY INTO COLLEGE FACILITIES
Unauthorized entry, use, or occupancy of College facilities is a violation of College policy and may result in disciplinary action. Tampering with locks to College buildings, unauthorized possession or use of College keys or a Babson OneCard(s), and alteration or duplication of College keys and/or Babson OneCard(s), also are prohibited.

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

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

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

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

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

1. Interim suspensions may be imposed: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student’s physical or emotional safety and well-being; or c) if the student may otherwise pose a potential threat of disruption or interference with the normal operations of the College.

2. During the interim suspension, the student will be denied access to the residence halls, and/or to the campus (including classes and/or all other college activities or privileges for which the student might otherwise be eligible), and will be denied the right to participate in all off-campus activities and privileges.

3. In the event of an interim suspension, the student conduct process, or the meeting with Student Affairs may be carried out at the discretion of the College, after completion of an internal investigation or prior to subsequent resolution of pending criminal charges.

4. No refunds for lost tuition, room, or board costs will be made during this period.

Any interruption in a student’s matriculation may result in required courses no longer being available or available on a limited basis. Babson College may in its sole discretion allow course substitution, independent study opportunities, an/or a course taken off campus for credit (taken at the student’s expense) should the College no longer provide such courses as noted above. It is advised that any students who experience a voluntary or involuntary interruption in their tenure at Babson make immediate contact with their class dean to ensure proper planning. While efforts to assist a student will be made under such circumstances, there may not be an appropriate substitute course(s). Students may have to satisfy the current requirements.
APPENDIX A
GENDER-BASED MISCONDUCT POLICIES AND PROCEDURES

I. INTRODUCTION
Babson College is committed to preserving a learning environment that promotes the health and safety of our community members. Thus, this community must be one that is free from gender-based discrimination and/or harassment. The College strictly prohibits sexual misconduct and/or gender-based discrimination in any and all forms. Such conduct is considered to be one of the most serious violations of the College’s community standards.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state laws, the College has developed policies that prohibit discrimination and misconduct on the basis of gender, such as sexual misconduct, sexual violence, sexual harassment, intimate partner violence, stalking, and any other gender-based harassment or misconduct.

When made aware of an alleged gender-based misconduct incident, the College will take appropriate action to stop the harassment, prevent its reoccurrence and remedy its effects. When a community member is found to have violated this policy, sanctions may be implemented in an effort to ensure that such actions are not repeated. These policies are intended to define community standards and to outline the investigation and grievance procedures when those standards are alleged to have been violated.

These policies apply regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity, age, race, nationality, religion, ability, institutional or other protected status. Harassment and/or discrimination based upon an individual’s sexual orientation may be considered gender-based and shall be subject to these policies.

Any policy violation that is related to the discrimination on the basis of sex and/or gender will be addressed under the following policies and procedures.

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

The College’s community standards apply to a student’s conduct from the time of application for admission through the actual awarding of a degree. This includes conduct that occurs before classes begin or after classes end, during periods between terms of actual enrollment, during a leave of absence or other period of withdrawal. In the event of a violation committed while still enrolled but unresolved or reported after the respondent has taken a leave of absence, is withdrawn from the College or has graduated, the College may proceed with the student conduct process. In the case of serious misconduct, the College reserves the right to rescind a graduated student’s degree and/or withhold a degree until a matter is resolved.

The information in this document relates specifically to student behavior and applies when the accused (hereafter referred to as “respondent”) is a student or a student group. When the respondent is a Babson faculty or staff member, please refer to the policies in the Employee Handbook. Any attempts to violate these policies are considered sufficient for having committed the violation itself. Aiding or cooperating in the violation of these policies is also prohibited.

### III. DEFINITIONS

The following definitions are referenced throughout the document and are important to having a full understanding of the College’s Gender-Based Misconduct Policy.

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

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

- **Non-consensual Sexual Intercourse** – Any sexual penetration (anal, oral, or vaginal), however slight, with any part of one’s body or any object or sexual intercourse by a person without Effective Consent.

- **Non-consensual Sexual Contact** – Any intentional sexual touching, however slight, with any part of one’s body or any object by a person without Effective Consent. Any disrobing of another by a person without Effective Consent.

- **Sexual Exploitation** – Taking sexual advantage of another person without Effective Consent. Examples include but are not limited to:
  - Prostituting or soliciting another person or causing the prostitution of another person;
  - Exposing one’s genitals or other intimate body parts to a particular person and/or to the general public;
  - Causing or attempting to cause the incapacitation of another person to effect Sexual Exploitation through ingestion or use of drugs or alcohol or otherwise;
  - Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person;
  - Allowing third parties to observe, consensual or non-consensual, sexual acts;
  - Engaging in voyeurism;
  - Distributing intimate or sexual information about another person and/or;
  - Knowingly exposing another person to a sexually transmitted infection or disease, including HIV

**Effective Consent**

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

Effective Consent may never be given by minors (in Massachusetts, those not yet sixteen (16) years of age), mentally disabled persons, those who are unconscious, unaware, and/or otherwise physically helpless and/or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). Incapacitation is a state beyond drunkenness or intoxication. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the **who, what, when, where, why or how** of their sexual interaction. (For example, an individual may experience a blackout state in which he or she appears to be giving consent but does not have a conscious awareness or the ability to give consent. That person may be considered incapacitated.) A person who knows or should reasonably have known that another person is incapacitated will be in violation of this policy.

In addition, it is important to understand that:

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

**Stalking** – Any behaviors or activities occurring typically on more than one occasion that collectively instill fear and/or threaten a person’s safety, mental health, and/or physical health. Such behaviors or activities may include but are not limited to the following:
- Non-consensual communication (i.e., face-to-face communication, telephone calls, voice messages, text messages, email messages, communication via social media networks, written letters, gifts, or any other communications that are unwanted);
- Threatening or obscene gestures;
- Surveillance, trespassing or pursuing; or
- Waiting, or showing up uninvited at a place of residence, classroom, workplace, etc.

**Intimate Partner Violence** – Any abusive behavior, whether emotional, psychological, physical or sexual, that one person in an intimate relationship uses in order to control the other. This type of violence may be a single act or a pattern of behavior in relationships. Examples include but are not limited to:
- Threats;
- Name-calling or other demeaning or derogatory communications;
- Preventing contact with family or friends; or
- Actual or threatened physical harm.

**Retaliation** – Any conduct or behavior that interferes with a person’s right and ability to pursue both internal disciplinary processes and/or charges through external law enforcement authorities is considered retaliation. Retaliation by any member of the Babson community or any person acting on their behalf is strictly prohibited and would result in a response by the College that could include, among other things, the immediate imposition of disciplinary measures which may include but are not limited to interim or longer term suspension from the College. In that context, retaliation includes but is not limited to:
- Any conduct which interferes with the complainant’s ability to pursue the allegations or participate in curricular or co-curricular activities;
- Taking or causing third parties to take any action which interferes with the complainant’s ability to pursue the allegations or to participate in curricular or co-curricular activities;
- Any conduct or intimidation directed to any person who participates in the investigation of a violation of this policy or the disciplinary process to resolve the alleged misconduct.

Retaliation against a complainant may violate Babson College policy and the law, even if the underlying complaint cannot be substantiated. Retaliation should be reported to the deputy Title IX coordinator as outlined in Section VI B below.

**For information on sanctions, please see Section IX**

**IV. OPTIONS FOR INITIAL ASSISTANCE**

Victims of gender-based misconduct have options and resources available to them regardless of their desire to participate in an internal or criminal investigation. The College wants all victims to feel supported and safe at all times. The information below outlines on and off campus resources available to anyone who has been a victim of gender-based misconduct.
The College encourages all sexual assault victims to seek appropriate medical attention. If a report is filed with Babson College Public Safety, a Public Safety officer can provide the victim with transportation to an emergency room that is a part of the Sexual Assault Nurse Examiner (SANE) program. The SANE program has specifically trained nurses who can examine the victim and can collect evidence that could be used in the criminal process if the victim later decides to initiate a criminal complaint.

Babson Health Services can provide students with confidential medical care such as: preventative treatment for STIs and pregnancy. Students can call Health Services and make an appointment to see a nurse practitioner during normal business hours or make an appointment online at babson.medicatconnect.com.

Confidential medical care is available regardless of whether a victim feels ready to report the assault to the College or to an external law enforcement agency (e.g., the Wellesley Police Department.) If a victim decides to seek hospital care on his or her own, the College encourages the victim to use an emergency room that is part of the SANE program. Boston-area SANE hospitals include:

- Beth Israel Deaconess Medical Center, 330 Brookline Avenue, Boston, MA
- Boston Medical Center, One Boston Medical Center Place, Boston, MA
- Brigham and Women’s Hospital, 75 Francis Street, Boston, MA
- Cambridge Hospital, 1493 Cambridge Street, Cambridge, MA
- Boston Children’s Hospital, 300 Longwood Avenue, Boston, MA
- Massachusetts General Hospital, 55 Fruit Street, Boston, MA
- Newton-Wellesley Hospital, 2014 Washington Street, Newton, MA

If the victim chooses to visit an emergency room, physical evidence will be collected. In addition, the victim (or a friend or support person) should write down everything that can be remembered about the incident. This should be done even if the victim is undecided about whether to report the incident.

The College encourages all victims of sexual assault to preserve any evidence by:

- Placing clothing and other relevant items (sheets, blankets) in a brown paper bag (not a plastic bag)
- Avoid drinking, bathing, showering, douching, brushing teeth, using mouthwash, combing hair, or changing clothes.

**Ongoing Assistance**

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

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

- **Boston Area Rape Crisis Center**: offers a 24-hour hotline at 800-841-8371. BARCC provides comprehensive, free services including the hotline, 24-hour medical advocacy, individual and group counseling, legal advocacy, and accompaniment to local hospitals (such as to Newton-Wellesley, where you may meet with a SANE certified nurse) and police stations.

- **Jane Doe Inc.** (Massachusetts Coalition Against Sexual Assault and Domestic Violence confidential and multilingual statewide hotline): offers a 24-hour hotline as well as a website to connect victims of sexual assault to local resources. 1-877-785-2020.

- **Gay Men’s Domestic Violence Project**: has a 24-hour crisis line: 1-800-832-1901. The GMDVP also offers confidential information and referrals for rape, sexual assault, dating violence, and domestic violence for gay, bisexual, and transgender men in Massachusetts.
• **Fenway Health:** Focused on the LGBTQI community, Fenway Health Violence Recovery Program offers a 24-hour hotline: 1-888-242-0900 (Extension 311). In addition Fenway Health also has confidential individual and group counseling, advocacy, information and referrals for lesbian, gay, bisexual, and transgender men and women.

• **Additional Off-Campus Resources**
  - Beth Israel Deaconess Medical Center for Violence Prevention and Recovery: 617-667-4645
  - Casa Myrna Vazquez: 1-800-992-2600 (offers a 24-hour shelter hotline)
  - SafeLink (Statewide Domestic Violence Hotline Program of Casa Myrna Vazquez, Inc.): 1-877-785-2020
  - Child at Risk Hotline: 1-800-792-5200
  - Disabled Persons Protection Commission Hotline: 1-800-426-9009
  - Infolink National Victim Resource Line: 1-800-394-2255
  - Llamanos: 1-800-223-5001 (offers a 24-hour Spanish hotline)
  - National Center for Victims of Crime: 202-467-8700
  - Needham Police Domestic Violence Action Committee: 1-781-455-7500 x511
  - RAINN (Rape Abuse Incest National Network): 1-800-656-4673
  - REACH Domestic Violence - 24-Hour Hotline: 1-800-899-4000
  - Victims Rights Law Center (VRLC): 1-617-399-6720
  - Voices Against Violence: 1-800-593-1125
  - Wellesley Police Domestic Violence Hotline: 1-781-489-6677
  - 1in6: A resource for men: info@1in6.org

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

V. INTERIM MEASURES

When the College receives a report of gender-based misconduct, the deputy coordinator may recommend interim remedial actions to the Dean of Student Affairs and Title IX Coordinator in order to protect the safety and well-being of the victim. Interim remedial actions include, but are not limited to, no contact orders, changes in College housing accommodations, changes in academic schedule, withdrawal from a class without penalty, tutoring support, etc. The College will provide these accommodations if they are requested and reasonably available. Accommodations may be provided irrespective of whether or not the victim reports a crime to law enforcement or files a formal complaint with the College.

At any point during the investigative process, the College may take other actions to stop the alleged harassment or discrimination, and/or protect the safety and well-being of any individual and/or the College community. These actions include, but are not limited to, College housing suspensions, campus access restrictions and College suspensions. Interim remedial action is preliminary, and shall remain in effect only until the process is complete and a decision is rendered. To the extent possible, interim measures will be imposed in a way that minimizes the burden on the victim while balancing the rights of the respondent.

VI. REPORTING OPTIONS AND CONFIDENTIALITY OF INFORMATION

The College encourages victims of gender-based misconduct to talk to somebody about what happened, so that victims can get the support they need, and the College can respond appropriately. Babson will take seriously every report of gender-based misconduct, offering complainants appropriate support and allowing them to maintain as much control as possible over their individual situations. When considering who to speak with about something that happened, it is important for victims to understand the difference between confidential, private, and non-confidential reporters.

Confidential Reporting
Some professional staff members at the College (e.g., Health Services and Counseling Services) are required by law to maintain near complete confidentiality. Sharing information with them is sometimes referred to as a “privileged communication.”

**Private Reporting**
Other employees (e.g., campus chaplains) have been designated by the College to be able to speak confidentially with a victim of sexual assault. Generally, a staff person designed as a “private” source will only report an incident that has occurred without revealing any personally identifying information. Disclosures to these employees will not trigger a College investigation into an incident against the victim’s wishes.

**Non-Confidential Reporting**
All other Babson faculty and staff are considered “responsible employees” and are required to report all the details of an incident (including the identities of both the victim and respondent, when provided) to the Title IX Coordinator. A disclosure to a responsible employee constitutes a report to the College, and generally obligates the College to review the incident and take appropriate steps to address the situation.

**Reporting Options**
In order to make informed choices about where to turn should a student become a victim of sexual or gender-based misconduct, students are strongly encouraged to speak to someone in one or more of the following categories:

**A. Privileged, Confidential and Private Communications**

Professional and Pastoral Counselors and Healthcare Professionals. Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) as well as physicians and nurse practitioners are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. Contact information for these individuals follows below:

- The physicians and nurse practitioners in Health Services, on the first floor of Hollister Hall. You can reach Health Services by calling 1-781-239-6363 or you can make an appointment online at babson.medicatconnect.com.
- The counselors, psychologists, psychiatrist, and social workers at Babson Counseling Services (provided by Human Relations Services, Inc.). HRS is located at 11 Chapel Place in Wellesley. However, the Director of Counseling Services and the Assistant Director of Counseling Services both have offices in Health Services, on the first floor of Hollister Hall and are on-campus Monday-Friday 8:30am-4:30pm. You can make an appointment by contacting Lindsay Segar, the Assistant Director of Counseling at 781-239-4407 or lsegar@babson.edu. If you prefer to call HRS directly, you may call 781-235-4950. Please note: the College provides all students with 10 pre-paid counseling sessions per year. Transportation to HRS can be provided by Babson Community Service Officers through Public Safety.
- Some of the chaplains in the Office of Faith and Service located in the Glavin Chapel and can be contacted by calling 781-239-5623
  - Christian Chaplain, Todd Humphreys
  - Catholic Priest, Daniel P. Horan, OFM

**Non-clinical Counselors and Advocates.** Some professional staff members who work in Health Services and the Office of Faith and Service (other than those listed above) can generally talk to a victim without revealing any personally identifying information about an incident to the College. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or that the victim has disclosed the incident.

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

Following is contact information for these non-clinical counselors and advocates:

- Miranda Nordell, 781-239-5852, Health Educator in Health Services
- Denning Aaris, Assistant Director of Faith and Service 781-239-5969
- Campus Chaplains in the Office of Faith and Service, Glavin Chapel, 781-239-5623:
  - Muslim Chaplain, Bilal Mirza
  - Hillel Director and Jewish Chaplain, Patti Sheinman
  - Ecumenical Chaplain, Rev. Jenny Rankin
  - Hindu Chaplain, Vaishali Gupta
  - Undergraduate Christian Chaplain, Erin Raffensperger
  - Graduate Christian Chaplain, Marianne Smith
  - Shabbat Coordinator, Rosita Fine

A victim who speaks to a professional or non-clinical counselor or advocate must understand that, if the victim wants to maintain confidentiality and or privacy, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Accordingly, the scope of the available remedies may be limited.

Nevertheless, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A victim who initially requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional and non-professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the College, they may have reporting or other obligations under state law. These include making reports to governmental agencies in cases involving minors, persons with disabilities and the elderly; a requirement to provide testimony in response to a subpoena issued in a criminal case; or where the victim is at risk of imminent harm to self or others.

B. Reporting to “Responsible Employees”

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and respondent(s) (if provided), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the College’s responsible employees:

- All College employees (faculty and staff), except for those listed above as confidential and private reporting options
- Resident Assistants and Peer Mentors
Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality. Responsible employees will not pressure a victim to request confidentiality or to make a full report if the victim is not willing to do so. In all cases, the College will honor and support the victim’s wishes, including for the College to investigate fully an incident.

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

**The College:**
Complaints against students, student groups, visitors, and third parties are handled by the deputy Title IX coordinator for Student Affairs:

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

Complaints against faculty and staff are handled by a deputy Title IX coordinator for Human Resources:

Barbara Nadeau  
Manager, Talent Acquisition and Employee Relations  
bnadeau@babson.edu  
781-239-4419

Kate O’Leary  
Manager, Compensation & Recognition  
koleary@babson.edu  
781-239-4209

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

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

**Law enforcement:**
If a victim wants to report the incident to law enforcement, s/he may file a report with Babson Public Safety by calling 781-239-5555 and/or Wellesley Police Department by calling 781-235-1212 or Needham Police Department at 781-455-7570 (if the incident occurred on campus.) If the incident occurred off-campus, a victim has the right to file a report with the local law enforcement agency in the jurisdiction where the incident occurred. Babson Public Safety can assist a victim with this process if the victim so chooses. Filing a complaint with law enforcement does not require the victim to participate in a criminal process.

Following is a list of other law enforcement reporting options:

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

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

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

Although rare, there are times when the College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students and employees. The College has designated the following individuals to evaluate requests for confidentiality once a responsible employee is placed on notice of alleged sexual violence:

- Title IX Coordinator – Donna Bonaparte
- Deputy Title IX Coordinator – Colleen Ryan
- Vice President and Dean of Student Affairs– Dr. Lawrence Ward

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

- The increased risk that the respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same respondent;
  - whether the respondent has a history of arrests or records from a prior institution indicating a history of violence;
  - whether the respondent threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
- whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras, witnesses, physical evidence ); or
- whether the victim’s report or other documentation reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the College will likely honor the victim’s request for confidentiality.
If the College has credible information that the respondent was investigated and/or found responsible for violations of sexual misconduct in the past, the balance of factors likely would compel the school to investigate the allegation and, if appropriate, pursue disciplinary action. If the College determines that it cannot maintain a victim’s confidentiality, the College will inform the victim prior to an investigation and, to the extent possible, share information only with a limited number of personnel responsible for handling the College’s response.

The College will remain mindful of the victim’s well-being and take ongoing steps to protect the victim from retaliation or harm and, where appropriate, work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. The College will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see Section II of this policy);
- provide other support, which could include issuing a no-contact order, helping arrange a change to on-campus housing or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The College may not require a victim to participate in any investigation or disciplinary proceeding.

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

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

**Reporting obligations:**

The College has a duty to report certain crimes to Babson Public Safety for federal statistical reporting purposes (as dictated by the Clery Act). Personally identifiable information is not provided, but statistical information must be reported regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the College’s annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

Additionally, victims of gender-based misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim’s name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**VII. INVESTIGATION PROCEDURES**

**Rights of the Complainant**

The complainant has a number of rights under this policy and with respect to an investigation. They include both those outlined above and the following:
• The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
• The right to be treated with respect by College employees throughout the process;
• The right to be notified of available counseling, mental and physical health services for victims of sexual misconduct, gender-based discrimination and/or harassment on-campus and off-campus;
• The right to identify witnesses and other parties with relevant information, and to request that the investigator designated by the College contact those individuals as part of the investigation;
• The right to have an adviser (as defined below) present in a support or advisory role during the investigation and hearing;
• The right to be informed of and to report the incident to off-campus authorities and/or law enforcement and to be assisted by College employees in doing so;
• The right to have the hearing process fully explained;
• The right to be notified of possible sanctions that may result if the respondent is found responsible of violating the policy(ies) in question;
• The right to have a gender diverse review panel, to review the names of all potential review panelists ahead of time, and to address concerns of bias and/or conflict of interest in regards to review panel members;
• The right to review the investigator’s report as well as the names of all witnesses who may be called to provide statements to the review panel;
• The right to know the community standards violations with which the respondent is charged;
• The right to submit a statement to the review panel prior to the hearing;
• The right to have the College request attendance of individuals called as witnesses for a hearing;
• The right to have a copy of the review panel hearing script prior to the hearing;
• The right to be present and participate in the hearing;
• The right to submit an impact statement to the review panel, should the panel find the respondent responsible for violating the policy(ies) in question;
• The right to have options with respect to how the hearing room is set-up (i.e., to ask for a partition to be placed between the complainant and respondent or to participate in the hearing by means other than being in the same room with the respondent);
• The right to be informed, in writing, of the outcome of, and sanction(s) imposed, for any hearing within three (3) business days of a decision being rendered;
• The right to a hearing outcome based on information presented during the hearing which the review panel finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that sexual misconduct, gender-based discrimination and/or harassment occurred);
• The right to appeal the outcome of the review panel hearing, in accordance with the appeal guidelines established in this policy;
• The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.
Rights of the Respondent

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

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the College;
- The right to be treated with respect by College employees throughout the process;
- The right to be notified of available counseling, mental and physical health services, on and off campus;
- The right to identify witnesses and other parties with relevant information, and to request that the investigator designated by the College contact those individuals as part of the investigation;
- The right to have an adviser (as defined below) present in a support or advisory role during the investigation and hearing;
- The right to have the hearing process fully explained, and to receive written notice of all charges;
- The right to be notified of possible sanctions that may result if found responsible of violating the policy(ies) in question;
- The right to have a gender diverse review panel, to review the names of all potential review panelists ahead of time, and to address concerns of bias and/or conflict of interest in regards to review panel members;
- The right to review the investigator’s report as well as the names of all witnesses who may be called to provide statements to the review panel;
- The right to submit a statement to the review panel prior to the hearing;
- The right to have the College request attendance of individuals called as witnesses for a hearing;
- The right to have a copy of the review panel hearing script prior to the hearing;
- The right to be present and participate in the hearing;
- The right to submit an impact statement to the review panel, should the panel find the respondent responsible for violating the policy(ies) in question;
- The right to be informed, in writing, of the outcome and sanction of any hearing within three (3) business days of a decision being rendered;
- The right to a hearing outcome based on information presented during the hearing which the review panel finds credible, relevant and convincing by a preponderance of the evidence (i.e., it is more likely than not that sexual misconduct, gender-based discrimination and/or harassment occurred);
- The right to appeal the outcome of the review panel hearing, in accordance with the appeal guidelines established in this policy;
- The right to privacy, and the assurance that information regarding the complaint will be shared only with those necessary.

INVESTIGATION

The deputy Title IX coordinator for Student Affairs (deputy coordinator), in coordination with the College’s Title IX coordinator, is designated to formally investigate complaints where the respondent is a student, address inquiries and coordinate the College’s compliance efforts regarding complaints where the respondent is a student or student group. The deputy coordinator reserves the right to designate another trained staff member to fulfill his or her responsibilities as outlined below as appropriate or necessary. In the event the deputy coordinator is unavailable, the Title IX coordinator will make such designation.

Upon receipt of a complaint, the deputy coordinator will open an investigation. The deputy coordinator or a trained investigator, in consultation with the deputy coordinator, will lead the investigation. The
investigation under these policies will be conducted as promptly and equitably as possible without compromising thoroughness. Absent extenuating circumstances, the College’s investigation and resolution process of gender-based misconduct complaints will ordinarily be completed within sixty (60) calendar days from the time of reporting (not including the request for reconsideration process.) This time period may be shorter or longer depending on the circumstances including, but not limited to, the complexity of the case and the availability of witnesses. Should this process last longer than 60 days, the deputy coordinator will communicate the reasons and expected timeline for completion to all parties.

**PRELIMINARY INVESTIGATION**

After reviewing the complaint, the deputy coordinator will:

1. Work to determine the identity and contact information of the complainant;
2. Identify what policies, if any, were allegedly violated;
3. Meet the complainant to inquire about and finalize the complaint;
4. Determine if there is cause to proceed with a formal investigation.

If there is insufficient evidence to support a reasonable cause for the complaint, the grievance will be closed with no further action and that decision will be communicated to the reporting party.

**FORMAL INVESTIGATION**

If the deputy coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. During the formal investigation, the deputy coordinator, or a trained lead investigator identified by the deputy coordinator, will:

1. Identify and select a second trained investigator to assist with the formal investigation. The deputy coordinator may appoint additional investigators as necessary.
2. Commence a thorough and impartial investigation by developing an investigation plan, including a witness list, information list, intended investigation timeframe, and order of interviews for all witnesses and the respondent;
   - The investigator will, in their sole discretion, determine which witnesses to interview.
   - Character witnesses are not permitted.
   - Witnesses are typically limited to people with firsthand knowledge of the events being reviewed.
3. Give the respondent proper notice of the investigation and provide an opportunity for the respondent to provide information;
4. Complete the investigation in a timely manner, without unnecessary deviation from the intended timeline;
5. Maintain communication with the complainant and the respondent on the status of the investigation and overall process.

*Please note: Formal rules of process and evidence such as those applied in criminal or civil courts are not applicable in these investigations.*

At the conclusion of the investigation, the deputy coordinator will meet separately with the complainant and the respondent to present the findings. If supported by the investigation findings, the deputy coordinator will present the respondent with a notice of alleged violations of College’s community standards. If the investigation findings indicate there is not enough information to move forward with a notice of alleged violations of policy, the grievance will be closed with no further action and that decision will be communicated to both parties by the deputy coordinator.

**VIII. RESOLUTION/ADJUDICATION PROCESSES**

**CONFLICT RESOLUTION**

Regardless of the findings of the investigation, the deputy coordinator may offer conflict resolution to both parties including but not limited to: mediation, restorative justice, etc. Please note that mediation will never be offered in cases of sexual violence. Additionally, conflict resolution options will only be utilized when
both parties consent to the option.

INFORMAL RESOLUTION

If the respondent accepts responsibility for the alleged community standards violation(s) presented in the investigator’s report, the investigator will recommend sanctions to the deputy coordinator. The deputy coordinator will review the investigator’s recommendation and will determine what sanctions will be presented to the respondent. If the respondent accepts the sanctions, then those sanctions will be documented in a written decision letter. Students who accept responsibility and the sanction recommendation of the deputy coordinator may not submit a request for reconsideration. Respondents who do not accept responsibility or the deputy coordinator’s proposed sanctions will have their matter heard by the review panel.

REVIEW PANEL

The deputy coordinator will convene the review panel to conduct a hearing once charges have been assigned following an investigation, and the respondent has not accepted responsibility or has not accepted the deputy coordinator’s proposed sanction. The review panel determines if the student is responsible for the alleged violation(s) by using a preponderance of the information, or a “more likely than not” standard of information. If the respondent is found responsible, the review panel shall assign appropriate sanctions in accordance with this policy and the student conduct process. The goal of the hearing is to provide a resolution through an equitable process, respecting the rights of all participants.

COMPOSITION

The review panel is composed of College staff members who are trained annually on gender discrimination issues, investigations and hearing practices. In each hearing, the review panel will consist of three members, with one designated as the chair, who is charged with conducting the hearing.

Names of the members of the review panel (listed in Section XII) will be shared with the complainant and respondent prior to the review panel hearing. Members may be challenged in writing at least two (2) days prior to any scheduled hearing, and will be replaced for good and reasonable cause. The written challenge should be directed to the deputy coordinator who will render a decision as to the removal of a review panel member.

* The review panel maintains the authority to hear alleged violations of Babson College Community Standards that are related to the same incident under review, though may not be directly related to gender-based misconduct.

ADVISERS

Both the respondent and the complainant have the right to one (1) adviser of their choice. Advisers serve as a support person for students during investigative meetings, hearing preparation, and panel hearings. Advisers are not permitted to advocate for a student or speak on their behalf during any proceeding. Students who are witnesses to the incident or are otherwise involved in the matter before the review panel cannot serve as advisers. A current member of the review panel cannot serve as an adviser. The College reserves the right to remove an adviser from any proceeding should these expectations and guidelines be violated. Proceedings are not generally delayed or rescheduled due to an adviser’s schedule or availability. The adviser’s name and relationship to a party (e.g., student, faculty member, family member, attorney, etc.) must be disclosed to the deputy coordinator at least two days prior to the hearing. The deputy coordinator will consider requests made to delay or reschedule a meeting or other proceedings and will make the final determination with respect to that request.

Please note, if the adviser of either party is an attorney, the College reserves the right to have an attorney present as well.

HEARING PROCESS

The deputy coordinator will meet with both the complainant and the respondent prior to the hearing to
outline the hearing process. Prior to the hearing, the deputy coordinator will:

1. Schedule a pre-hearing with both the complainant and respondent to answer questions and address concerns about the process;
2. Schedule the hearing, and select review panel members from the pool of eligible members based solely on availability and maintaining a review panel of mixed genders;
3. Select the review panel chair from amongst the three (3) selected review panel members;
4. Contact witnesses and request their availability for the review panel hearing;
5. Arrange accommodations intended to limit contact between hearing participants at their request (i.e., arranging accommodations in different rooms, setting up physical barriers in the hearing room); and
6. Prepare copies of all reports and supplemental information to be disseminated to the review panel, complainant and respondent before the hearing.

At the hearing, the following individuals may be present:
- three (3) review panel members
- complainant
- adviser for complainant (optional)
- respondent
- adviser for respondent (optional)
- investigator(s)
- witnesses (called one at any one time and at the discretion of the review panel)
- deputy coordinator or his/her designee
- College’s attorney (or other legal designee) if either adviser is an attorney.

The purpose of the hearing is to review the investigation report and findings as well as a statement written by the respondent, outlining the rationale for contesting the findings. The purpose of the hearing is not to conduct fact-finding or repeat the investigation.

The chair will conduct the hearing in accordance with the hearing script. The script ensures that the investigation report is presented, and that the review panel has the opportunity to ask questions of all parties and witnesses, if necessary. Additionally, the hearing script ensures:
- all parties are introduced;
- all charges are read;
- the respondent is provided an opportunity to respond to the charge(s) by stating either “responsible,” “not responsible,” or “no response,” for each charge;
- the investigator will present the results of the investigation;
- the review panel can ask questions of the investigator, parties and witnesses. Witnesses will be called at the review panel’s discretion.
- the complainant and respondent will have the ability to indirectly ask questions of one another by way of the chair of the review panel.

If any individual should become disruptive during the hearing, including witnesses and advisers, the chair maintains the discretion to remove that individual from the hearing.

The hearing will be recorded. The recording and all correspondence are confidential. The recording may be used in the event of a request for reconsideration. Audio recordings of hearings are used for the request for reconsideration process only. Audio recordings are generally retained until the end of the reconsideration process, after which they are destroyed.

At the conclusion of the above hearing procedures, the review panel will deliberate privately to determine the respondent’s responsibility for the charge(s). All decisions require a majority vote of the review panel and will be based on the preponderance of the information or “more likely than not.”

If a student is found responsible during the deliberations, the review panel will discuss the appropriate sanctions. This process will include, but is not limited to:
• Consideration of nature and severity of the violation and impact on the complainant;
• Consideration of nature and severity of the violation and impact on the Babson community;
• Review of written impact statements from both parties, if applicable;
• Review of the respondent’s past disciplinary record, if any, including whether or not assigned sanctions were completed;
• Requesting sanction parameters from the deputy coordinator, as defined by this policy for the applicable Babson College community standards violations.

The review panel reserves the right to call the involved parties into the sanctions portion of the deliberations to discuss impact statements, previous disciplinary history, and/or any other information deemed relevant to the decision. All sanction decisions require a majority vote.

After the conclusion of the deliberations, the chair of the review panel will author a summary of the decision and rationale and the deputy coordinator will meet with both parties to deliver the outcome. The deputy coordinator will answer questions about the sanctions and any post-hearing requirements. The review panel has three (3) business days from the close of the hearing to produce a written decision letter to both parties. Decision letters will be sent to the student’s Babson email account. The College will not require either party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

It is important to note that all sanctions are enacted immediately (unless otherwise stated) regardless of the status of the request for reconsideration.

In addition to sharing the outcome of the hearing with the complainant, the deputy coordinator will also work directly with the title IX coordinator to determine whether additional remedies are necessary for the complainant and/or community, if any, to address the incident.

SANCTIONS-ONLY HEARING

Should the respondent accept responsibility for all charged violations, but disagree with the investigator’s proposed sanctions, a sanctions-only hearing will be conducted. Prior to the sanctions only hearing, the panel will review the relevant information including but not limited to, investigation findings, written impact statements and previous disciplinary history. The review panel reserves the right to call the involved parties into the sanctions-only hearing to discuss the proposed sanction and any other information deemed relevant to the decision.

At the conclusion of the hearing, the review panel will deliberate privately to determine the appropriate sanctions. This process will include, but is not limited to:
• Review of the investigation findings and proposed sanctions
• Review of the statement provided by the respondent outlining their rationale for contesting the proposed sanctions;
• Consideration of nature and severity of the violation and impact on the complainant and the Babson community
• Review of written impact statements from both parties, if applicable;
• Review of the respondent’s past disciplinary record, if any, including whether or not assigned sanctions were completed;
• Requesting sanction parameters from the deputy coordinator or designee, as defined by this policy for the applicable Babson College community standards violations.

After the conclusion of the hearing, the chair of the review panel will author a summary of the decision and rationale and the deputy coordinator will meet with both parties to deliver the outcome. The deputy coordinator will answer questions about the sanctions and any post-hearing requirements. The review panel has three (3) business days from the close of the hearing to produce a written decision letter to both parties. Decision letters will be sent to the student’s Babson email account. The College will not require either party
to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

It is important to note that all sanctions are enacted immediately (unless otherwise stated) regardless of the status of the request for reconsideration.

In addition to sharing the outcome of the hearing with the complainant, the deputy coordinator will also work directly with the title IX coordinator to determine whether additional remedies are necessary for the complainant and/or community, if any, to address the incident.

*Please note: Formal rules of process and evidence such as those applied in criminal or civil courts are not applicable in these hearings.

IX. OUTCOMES

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

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

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

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

X. REQUEST FOR RECONSIDERATION PROCESS

Both the respondent and complainant have the opportunity to submit a request for reconsideration as explained below.

A request for reconsideration of a decision from a Gender-Based Misconduct Review panel must be submitted within three (3) business days after the decision letter is delivered to the student’s Babson email account. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new information that could not have been discovered prior to the hearing through the exercise of reasonable diligence and that would have materially affected the outcome. The nature and severity of the sanction are not grounds for a request for reconsideration. A request for reconsideration must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the grounds described above have been met. The dean of student affairs or his or her designee shall act as the appeal officer. Please note that sanctions from the original hearing will go into effect immediately after the decision is delivered to the student as provided above, even if a request for reconsideration is submitted.

The role of the appeal officer is to determine if the grounds for reconsideration (as described above) have been met. If the grounds have not been met, the finding of responsibility and the sanctions imposed during the original hearing will be upheld. All decisions made by the appeals officer are final and not subject to further appeal.

If the appeal officer finds that grounds for reconsideration have been met, the appeal officer will take one of the following actions:
1. Refer the matter to the appropriate hearing body if based on the grounds of error in charge and/or hearing process that would have materially affected the outcome. If such grounds are met, the case may be reheard in whole or in part, in the discretion of the appeals officer. The decision the hearing body makes during a rehearing will be final and not subject to further appeal.

2. Refer the matter back to the original hearing body if based on the grounds of new information that could not have been discovered prior to the hearing through the exercise of reasonable diligence and that would have materially affected the outcome. The original panel, complainant, respondent, and if required, witnesses, may be reconvened in the discretion of the chair to review only the new information. The decision the hearing body makes will be final and not subject to further appeal.

In the case that either or both party submits a request for reconsideration the following procedures will be followed in addition to those explained above:

a) When one party submits a request for reconsideration, a copy of the written request will be provided to the other party.

b) The other party will have the opportunity, within three (3) business days to submit a statement to the dean of student affairs, to be considered with the original request for reconsideration. The responsive statement shall be limited to a response to the information and statements set forth in the request for reconsideration submitted by the other party.

c) Both the complainant and the respondent will receive written notification of the dean of student affairs’ decision regarding the request at their Babson email accounts.

XI. OTHER PROVISIONS

PAST SEXUAL HISTORY
The past sexual history or sexual character of either party will not be admissible by the investigator or by either party in either the hearing or written information submitted to the review panel or during an appeal unless such information is determined to be highly relevant by the deputy coordinator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by a party must be included in the complainant’s or respondent’s written statement. The parties’ written statements will be reviewed in advance of the hearing by the deputy coordinator and may be redacted by the deputy coordinator if he or she deems any part of it fails to meet the requirement of this section.

The investigator may present information, during a hearing and/or in an investigation report, about a previous incident involving the respondent if:
1. The previous incident was substantially similar to the present alleged incident;
2. The information indicates a pattern of behavior and substantial conformity with that pattern by the respondent; or
3. There are other reasons deemed relevant by the investigator and/or deputy coordinator.

EFFECT OF CRIMINAL PROCEEDINGS
Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether gender-based misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute gender-based misconduct under this policy even if law enforcement agencies lack sufficient evidence of a crime or decline to prosecute. The filing of a complaint of gender-based misconduct under this policy is independent of any criminal investigation or proceeding, and the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation; to take interim measures to protect the complainant and the College community, if necessary; and to implement disciplinary proceedings without regard to any pending of any criminal proceedings.

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

POLICY REVIEW
The gender-based misconduct policy and all procedures that follow with it will be reviewed by the College a minimum of every 24 months.

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

XII. REVIEW PANELISTS
- Kate Buckman, Graduate Student Affairs
- Jaclyn Calovine, Student Affairs
- Caitlin Capozzi, Student Affairs
- Kate Deeb, Student Affairs
- James Dewey-Rosenfeld, Admissions
- Rob Major, Academic Services
- Eric Neely, Athletics
- Kate O’Leary, Human Resources
- Sharon Yardley, Health Services

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

Title IX Coordinator is responsible for overall compliance with Title IX including the investigation process:
Donna Bonaparte
Vice President of Human Resources
781-239-6434
dbonaparte@babson.edu

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service hotline: 800-421-3481
TDD #: 877-521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr