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Overview of the Code of Ethics
The Babson College Student Code of Ethics, and all that it comprises, aims to build a positive living and learning community at Babson. Integrity, civility, and respect for the community, in and out of the classroom, are recognized by Babson College as core values. The College expects that all students and student groups will do their utmost to embrace these 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.

In your course work, activities, and life in the residence halls, we challenge you to learn, understand, and reflect on how your decisions impact the Babson community and the broader communities in which you live, work, and serve. We expect you to be ethically responsible leaders, both in business and in life. The Babson College Student Code of Ethics reflects the kind of campus culture that fosters critical learning and development—an essential element to your success, both as Babson students and future alumni.

Integrity

Babson students are expected to act with integrity. Integrity, derived from the Latin word *integer*, means the state of being whole and undivided. Babson students are expected to bring their whole selves to each situation and recognize that decisions made in one situation are representative of your whole self. Your actions, behaviors, and decision making should demonstrate reflection and support for the five guiding principles set forth in the Five Pillars of Integrity: honesty, respect, trust, fairness, and ownership. At Babson:

- **HONESTY** is truthfulness in all that we do and say, including clear attribution for others’ thoughts and ideas.
- **RESPECT** is showing sincere consideration and appreciation for individuals and the differences among them.
- **TRUST** is the ability to believe in the integrity and reliability of others.
- **FAIRNESS** is actively ensuring that everyone has access to the same opportunities and community resources.
- **OWNERSHIP** is taking pride in and responsibility for one’s actions and authorship, and having the courage to compel others to do the same.

As a Babson student, you are committing to being an active and engaged participant in our community, in partnership with your fellow students, faculty, staff, and alumni. As such, it is our expectation that you familiarize yourself with the following guides for ethical decision making and civil discourse.
Ethical Decision Making

Our Babson community is one that is connected and strengthened by each member’s individual commitment to integrity and ethical decision making in all that we do. The following steps are designed to guide you through making a decision with integrity.

1. **Identify** – Recognize that you are in a situation that warrants your active participation and then determine your intentions for action
2. **Evaluate** – Consider multiple courses of action and then weigh the potential impacts of these options prioritizing the College’s values of Respect and Civility, with particular attention given to the value of Diversity, Equity, and Inclusion.
3. **Act** – Implement your decision with full awareness and responsibility of your decision
4. **Reflect** – Assess the impact that your decision had on yourself, and others, and then examine the alignment of these impacts with your intentions
5. **Inform** – Retain your objective reflections and then utilize this information for future situations

Civil Discourse

At Babson, entrepreneurs from all walks of life gather to learn from one another through the free exchange of ideas. The following elements are designed to provide you with guidance for respectfully engaging in a difficult conversation with other community members.

1. **Listen** – Actively pay attention to the individual with whom you are speaking; this includes being aware of your non-verbal communication and limiting distractions
2. **Affirm** – Acknowledge the perspective of the individual with whom you are conversing; you do not need to agree with the individual in order to acknowledge their humanity
3. **Respond** – Articulate where you agree and disagree within the conversation; use I statements when sharing your perspective, feelings, and reasoning
4. **Grow** – Allow yourself to gain appreciation for the alternative perspective

For guidance or questions regarding effectively utilizing these guides, email communitystandards@babson.edu
Introduction to Student Conduct Processes

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, or in the virtual environment. The College may review any information regarding the conduct of a student or student group while off-campus to determine if they/it has acted in compliance with local, state, and federal law and/or 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 guilty in a court of law for a violation of law. In these instances, disciplinary action will be administered by the Vice President of Learner Success and Dean of Campus Life or their designee.

The College’s Student Code of Ethics 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. When the College is investigating a serious violation of policy, the College will place a hold on the student’s transcript until the matter has been resolved. Should the student request a transcript while the hold is placed on their account, a notation will be placed on their account to indicate that there is a pending investigation. Upon resolution of the matter, the College will apply the relevant transcript notation, when applicable and according to the definition of the sanction assigned to the respondent. Additionally, all students are responsible for the contents of their rooms, cars, or person. Please see the Room Search Policy in Appendix E: Residence Hall Expectations.

Student Groups
Student groups including, but not limited to, registered student organizations, varsity athletic teams, club sports, fraternities and sororities, 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 Babson College’s Student Code of Ethics and/or other College policies constitutes grounds for a valid complaint by any member of the Babson community. Reports of alleged violations may be submitted by any department or by any member of the community to the Director of Community Standards. Reports must contain the name of the student(s) who allegedly violated policy; nature and circumstances of the violation, including specific dates, times, locations, and names of potential witnesses (if known to the reporting party); and the names(s), email address(s), and phone number(s) of the person(s) filing the report. The Director of Community Standards reviews the alleged misconduct in order to determine whether the conduct in question may constitute a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student. When appropriate certain matters may be referred to Public Safety and/or to the Needham or Wellesley police departments or other applicable law enforcement agency for further disposition.

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. The student’s entire conduct file will be retained indefinitely if the case resulted in an expulsion, suspension, or a rescission of acceptance. Other conduct files will be retained for seven (7) years after the date of an incident unless the College is mandated to maintain the record in compliance with federal, state, or local law or College policy. Every student may review, upon written request, all non-confidential contents of their conduct file to the extent permitted by law. Audio recordings of hearings are used for the appellate process only and are not considered a part of the student conduct file. Audio recordings are generally retained until the end of the appellate process, after which they are destroyed.

Accommodations for Students with Disabilities
Reasonable accommodations will be provided to students with disabilities in accordance with applicable law. A student with a disability who desires an accommodation for any student conduct-related meeting or proceeding must follow the procedure for requesting an accommodation through the Office of Accessibility Resources (OAR). To schedule a meeting, please contact us by email at OAR@babson.edu, or by phone at 781-239-5509. For further information about the policies and procedures, visit the Babson Portal. The Office of Accessibility Resources, located in the Learning Center, Hollister Hall, Suite 122, is open from 8:30 AM to 4:30 PM Monday-Friday.

Interim Restrictions
Under the limited circumstances described below, the Vice President of Learner Success and Dean of Campus Life or their designee may impose a temporary College suspension, residence hall suspension or other restriction(s) related to College property, programs, or activities. Interim restrictions become effective immediately and may be imposed at any point prior to the final resolution via the student conduct process or other administrative process.

Whenever necessary, interim restrictions will be imposed to a) ensure the safety and well-being of members of the College community and/or surrounding communities, b) to maintain the normal operations of the College, and/or c) to preserve College property. The nature of the interim restriction(s) will be based on a careful review of all available information and the particular facts and circumstances of each situation.

The interim restriction(s) will be confirmed by written notification to the student and shall remain in effect until the conclusion of a hearing or administrative decision, without undue delay, in accordance with the student conduct process and policies. Violations of interim restrictions may result in suspension or expulsion from the College.
The student may, within three (3) business days of the imposition of the interim restriction(s), petition the Vice President of Learner Success and Dean of Campus Life or their designee for a modification or removal of the restriction(s). The petition must be in writing and must include supporting documentation or evidence that the particular restriction was unwarranted, excessive, or imposed improperly. A decision on such petition will be made without undue delay by the Vice President of Learner Success and Dean of Campus Life or their designee.

No refunds for lost tuition, room, or board fees will be made during this interim restriction period. An interruption in a student’s course of study may result in required courses no longer being available or only available on a limited basis. At its discretion, the College may allow course substitution, independent study opportunities, and/or a course taken off-campus for credit (at the student’s expense). Any student who experiences an involuntary interruption in their course of study should immediately contact their class dean for academic guidance.

**Student Conduct Authority**
Responsibility for the overall administration of undergraduate and graduate student conduct matters at Babson College has been delegated by the College’s President to the Vice President of Learner Success and Dean of Campus Life who is responsible for the management of the process. The Vice President of Learner Success and Dean of Campus Life has designated authority for direct management of the process to the Director of Community Standards. The Vice President of Learner Success and Dean of Campus Life reserves the right to designate this responsibility to others when necessary.
Hearing Board

Participation on the Board represents one of the clearest examples of meaningful involvement in institutional self-governance at Babson. Board members are dedicated to the maintenance of a system that preserves an atmosphere of order conducive to the pursuit of educational goals, the guiding principles of the College, and that protects the rights of members of the College community and the larger community in which it exists.

Additionally, the Board serves as a hearing body for both academic and nonacademic cases. It is at the sole discretion of the Director of Community Standards to determine which matters will be referred to the Board. Board members are expected to be unbiased and without a direct interest in the outcome of a particular case. Student members are selected each year and serve on the Board during the following academic year. The selection process includes an application and an interview with current board members and Community Standards Staff. Student members are evaluated and eligible for reappointment annually. The College President or their designee annually appoints the faculty members, administrators, and staff representatives who serve and are eligible for reappointment. Any member of the Board may be “terminated with cause,” by the Community Standards Staff or by a majority vote of the Board.

The chairpersons are responsible for assisting the Community Standards Staff with the administration of Board processes and procedures, working with the adviser to design and implement training opportunities for the Board, and handling correspondence within the Board. The Board chairperson(s) are also responsible for organizing educational outreach efforts and coordinating with various campus resources to maximize programmatic reach. In addition, at the request of any student appearing before the Board, the chairpersons will make themselves available to answer questions regarding the process, to address any reasonable concerns or make appropriate referrals, as necessary.

2020-2021 Academic Year Membership

Chair of the Board: Kevin Teeter ’21; Alexa Tutecky ’21

Student Members: Nataliya Gowan ’21; Daniela Blanco ’21; Madeline Lambert-Hoffstot ’22; Martina Garabedian ’22; Bhoomi Soni ’22; Jack Kannam ’22; Alejandra Tatis ’22; Wes Hagarman ’22; Chloe Rourke-Nicholas ’22; Tyler Zhang ’22; Caitlin Furlani ’22; Shashwat Agarwal ’22; Chelsea Douge ’22; Kaseen Smith ’22; Swarna Shiv ’23; Benjamin Fernandez ’23; James Burdick ’23; Parker Law ’23; Ridha Mirza ’23; Peony Nobrega ’23; Curtis Johnson ’23

Faculty Members: Denise Troxell, Mathematics and Statistics; Charles Winrich, Science; Virginia Rademacher, Arts and Humanities; Mary Pinard, Arts and Humanities

Administrative Members: Nellie Pineault, Athletics; Nicole Nicosia, Glavin Office of International Education; Michael Lara, Multicultural & Identity Programs; Jake Munick, Athletics; Raquel Robertson, Undergraduate School

Note: In the event a particular officer or staff person is designated as having responsibility for a particular aspect of the College Student Conduct Process, the designee or successor of such officer or staff person shall carry out his or her responsibilities in the event that officer or staff person is called upon as a witness, has a direct involvement in the circumstances giving rise to the matter, or is no longer at the College.
General Student Conduct Policies and Procedures

Glossary of Terms

The following glossary is intended to better acquaint readers with key terms used throughout this document. Questions regarding a more detailed understanding of these terms should be directed to the Director of Community Standards.

Complainant: The person who either initiated the complaint or the person who investigated the complaint.

Charge Letter: Correspondence in letter form from the Office of Community Standards indicating that there has been a formal question raised regarding a violation of a College policy or regulation. The purpose of the letter is to inform the student of the general nature of the issue in question and outline next steps in the process.

Decision Letter: Correspondence in letter form sent to the respondent(s) Babson email account from the Office of Community Standards outlining: the formal policies or regulations reviewed, the finding of the Board or hearing officer(s) regarding responsibility of the student for violation of those policies or regulations, and the sanctions (if any) that will be applied as a result of the finding of responsibility. It should be noted that all outcome/sanction letters will be placed in the student’s educational record. However, only cases of College suspension or expulsion will result in a transcript notation.

Respondent: The student whose behavior is alleged to have violated College policy or regulations.

Sanctions: Outcome(s) that result from a student being found responsible for violation of a particular policy(s) or regulation(s).

Support Person: A member of our community (student, staff, or faculty) that works with students and/or student groups going through the Board process. The support person does not play an active role in the hearing but rather works to provide support to a student, or student group, leading up to and/or during the hearing process.

Witness: An individual who either, in-person or in-writing, can provide the Board or officer with a firsthand account of the events under review. Students are not required nor permitted to provide any character references or testimonials on their behalf for the benefit of the Board or hearing officer(s).
Student Rights and Responsibilities

Fundamental fairness is paramount when resolving reports of violations of the College’s Student Code of Ethics. In order to provide an orderly procedure for the handling of disciplinary matters that will ensure fairness for all students involved, the following safeguards will be afforded to all who participate in the Student Conduct process.

1. It is the responsibility of all students to review the College’s behavioral expectations set forth in the Community Standards.
2. Prior to any type of formal hearing, the respondent will receive a written notice of the charges and the source of such charges. This letter will be delivered to the student’s Babson email account.
3. Written notification of the date, time, and place of any hearing will be delivered to the student’s Babson email. It is the student’s responsibility to check their Babson email daily following receipt of charges until the process is resolved.
4. The respondent has the right to be heard by an impartial hearing body.
5. It is the responsibility of the respondent to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The respondent has the right to request written postponement of a hearing.
6. The respondent has the right to request that the perspective of witnesses be considered by the hearing body.
7. The respondent has the right to request the opportunity to answer questions posed by the complainant outside of the physical presence of the complainant.
8. It is the responsibility of all those participating in a Community Standards process to respect the confidentiality of personal information about members of the College community and to preserve the right of privacy.
9. All students have the right to report retaliation as a result of participating in the Student Conduct Process.
10. The respondent has the right to appeal a Community Standards decision to an appellate officer, as outlined later in this document, based on the denial of a fair process.
Prohibited Conduct

The following list of behaviors is intended to represent the types of acts that constitute a violation of Babson College’s Student Code of Ethics. 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.

1. **Abuse of College Resources:** Demonstrating a lack of regard for College regulations or policies.

   *Examples include but are not limited to:*
   a. accumulating an excessive number of parking tickets;
   b. accumulating an excessive number of residence hall lockouts.

   *Please note that the Departments of Residence Education and Public Safety reserve the right to determine what constitutes an excessive number of parking tickets or lockouts.*

2. **Abuse of or Interference with the Student Conduct System:** Abuse of the College’s student conduct system.

   *Examples include, but are not limited to:*
   a. disrupting or interfering with the orderly conduct of a student conduct proceeding;
   b. falsifying and/or knowingly misrepresenting information to a student conduct officer or hearing body;
   c. influencing or attempting to influence another person to commit an abuse of the student conduct system;
   d. attempting to discourage an individual’s proper participation in, or use of, the student conduct system;
   e. attempting to interfere, retaliate, or intimidate any person responsible for addressing incidents and/or administering the student conduct process;
   f. submitting a false complaint to the College;
   g. failure to comply with the sanction(s) imposed under Babson College’s Student Code of Ethics.

3. **Academic Integrity Policy Violation** – See Academic Integrity Policies and Procedures
   a. Cheating
   b. Fabrication
   c. Facilitating Academic Dishonesty
   d. Plagiarism
   e. Participation in Academic Dishonest Activities
   f. Unauthorized Collaboration

4. **Aiding in the Violation of Babson College’s Student Code of Ethics:** Any act or action that supports and/or facilitates a violation of Babson College’s Student Code of Ethics.
5. **Alcohol Policy Violation**: See Appendix A for More Information
   a. Possession or Consumption of Alcohol by an Underage Individual
   b. Overconsumption of Alcohol
   c. Providing Alcohol to Underage Individuals
   d. Drinking Paraphernalia/Drinking Games
   e. Open Container
   f. Unauthorized Locations for Alcohol Consumption
   g. Central Source
   h. Alcohol Delivery

6. **Bias-Related Behavior**: Any act constituting a violation of College policy that is directed at any person and/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. Cases that are determined to be bias-related violations of Babson College’s Student Code of Ethics may be assessed enhanced sanctions.

7. **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).

8. **Damage**: Damage, destruction, or defacement of/to personal property, College property, or public/private property.

9. **Demonstrations**: Participation in a campus demonstration that disrupts the normal operations of the College, infringes on the rights of the members of the community and/or the community at-large, and/or is executed without making an official notification to the College in accordance with applicable procedures.

10. **Disruptive Behavior**: Inappropriate, disorderly, and/or disruptive conduct.

    *Examples include, but are not limited to:*
    a. 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;
    b. behavior that causes public inconvenience, disturbance or alarm;
    c. behavior in the residence halls that hinders the ability of residents to live in a safe, reasonably calm environment;
    d. intentional disruption of the administration or operations of the College;
    e. misconduct deemed unbecoming of a Babson student.

11. **Disruptive Gatherings**: Gatherings on or off campus that become disruptive.

    *Examples of disruptions include, but are not limited to:*
    a. excessive noise;
    b. excessive attendance beyond what is safe and/or reasonable;
    c. central sources of alcohol; permitting and/or promoting underage drinking*;
    d. uncooperative residents and/or guests.

*Please see Appendix A for a full description of the College’s expectations relating to alcohol.

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Last Updated: 8/13/2020
12. **Disorderly Conduct Involving a Motor Vehicle**: Operating a motor vehicle on or off campus in a reckless or endangering manner.

13. **Driving Under the Influence**: Driving a motorized vehicle under the influence of alcohol and/or other drugs.

14. **Drug Policy Violation**: See Appendix A for More Information
   a. Drug Use and/or Possession
   b. Drug Paraphernalia
   c. Distribution, Sale, or Manufacture of Drugs

15. **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.

16. **Failure to Comply**: Failure and/or refusal to comply with the reasonable 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:
   a. failing to produce identification;
   b. failing to consent to a room search;
   c. fleeing the scene of an incident;
   d. Not following physical distancing of at least 6 feet and/or other COVID related expectations as outlined in the Campus Safety Protocols.

17. **False Identification**: Use and/or possession of false or altered identification.

18. **False Information and Misrepresentation**: 
   a. Providing false information and/or making misrepresentations to any College official including Public Safety, residence hall staff, faculty members, administrators, and/or any member of the College community acting on behalf of the College.
   b. Providing false information to any individual or agency including, but not limited to, recruiters and employers, regarding one’s status or relationship with the College.

19. **Fare Evasion**: The act or attempted act of using a transportation service, whether a public transportation service or a private company, without paying for the service in full.

20. **Fire and Life Safety Violation**: See Appendix C for More Information
   a. Possession of unauthorized items (hookahs, candles, unauthorized appliances, etc.)
   b. Hanging items from ceiling pipes or lights
   c. Failure to evacuate a building during a fire alarm
   d. Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/lighting equipment.
   e. Obstruction of a fire exit, hallway, or fire/Public Safety personnel in the performance of their duty.
   f. Smoking in unauthorized area
   g. Causing a fire
21. **Forcible Entry/Unauthorized Presence:** Using force to gain access to a building or facility and/or unauthorized presence in College-owned buildings and/or private property.

*Examples include, but are not limited to:*

a. tampering with locks to College buildings and/or private property;

b. unauthorized possession and/or use of College keys or Babson OneCards;

c. alteration and/or duplication of College keys and/or Babson OneCards;

d. accessing residence hall rooms without explicit permission from the resident(s) assigned to the space.

22. **Gambling:** Gambling as prohibited by the laws of the Commonwealth of Massachusetts (may include raffling, lotteries, sports pools, and online betting activities).

23. **Gender-Based Misconduct Violation:** See: Gender-Based Misconduct Policies & Procedures for More Information

   a. **Sexual Harassment**
   b. **Non-Consensual Sexual Penetration**
   c. **Non-Consensual Sexual Contact**
   d. **Sexual Exploitation**
   e. **Stalking**
   f. **Intimate Partner Violence**

24. **Harassment:** Severe, persistent or pervasive conduct, including any form of communication or expression, any physical act or gesture, or any combination thereof, directed at one or more individuals that has the purpose or effect of: causing physical or unreasonable emotional harm to such individual(s) or damage to their property; placing the individual(s) in reasonable fear of harm to their safety or property; or infringing on the rights of other community members to fully participate in the programs, activities, and mission of the College.

   The College will use the reasonable person standard when evaluating this information. The College will also consider the full context of the conduct, giving due consideration to the protection of the College climate, individual rights, freedom of expression and academic freedom. Not every act that might be considered offensive to an individual or a group constitutes harassment and/or a violation of College policy. Additionally, the College may consider intentional adverse action taken against a respondent after it was determined that the respondent did not violate College policy as a violation of the Harassment policy.

25. **Hazing:** See Appendix D for More Information

26. **Residence Hall Violation:** See Appendix E for More Information

   a. **Furnishings**
   b. **Guests**
   c. **Noise**
   d. **Pets**
   e. **Possession of a Prohibited Item**
   f. **Roofs, Windows, & Fire Escapes**
27. **Retaliation**: Any adverse action taken against a person on the basis of their participation in a protected activity.

*Examples of protected activity include but are not limited to:*
- a. participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- b. filing a complaint alleging a College policy violation or a violation of law; or
- c. filing a complaint about the College's policy for resolving alleged violations of policy.

*Examples of adverse action include, but are not limited to:*
- a. threats, intimidation, continued harassment or other misconduct;
- b. discouraging an individual from participation in an investigation or adjudication process;
- c. adverse educational or employment consequences.

The College maintains the right to take action against a student for other legitimate reasons in accordance with College policies and procedures, even if that student has filed a complaint with the College or otherwise participated in a protected activity. Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to retaliation and impose disciplinary measures as appropriate including, but not limited to, interim or longer term suspension from the College.

28. **Rioting**: Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.

29. **Physical Abuse/Violence**: Physical abuse of others including, but not limited to, fighting and/or inflicting injury. *Self-defense may only be used to the limited degree necessary for self-protection.*

30. **Public Exposure**: Publicly exposing one’s intimate body parts. *Examples include, but are not limited to* public urination and public sex acts.

31. **Smoking**: Smoking in any College building including, but not limited to, cigarettes, e-cigarettes, and/or vaporizers and/or failing to maintain a minimum 25 feet distance from a building entrance while smoking cigarettes, e-cigarettes, and/or vaporizers.

32. **Theft**: Actual or attempted theft of personal property, College property, public/private property or identity and/or the possession of stolen property.

33. **Weapons**: Possession of illegal or dangerous weapons on campus. This includes, but is not limited to, guns (including BB, pellet, replica or paint ball guns), knives (other than those used for cooking or small pocket knives), chemical weapons (mace or pepper spray), slingshots, martial arts weapons, and bows and arrows.

34. **Violations of the Computer Code of Ethics**: See Appendix B for More Information

35. **Violation of Published College Policy**: Violation of any College policy, rule, or regulation published in hard copy or available electronically on the Hub or College website.
Process for Resolution

While most community members never need to make use of the Student Conduct Process, familiarity with established policies and procedures is important. In particular, you should understand your rights and responsibilities as a member of the Babson community in this document, the Babson website, and other relevant documents and policies. You also should understand the purpose, function, and procedures of the College’s processes for resolution and adjudication of disputes and disciplinary questions. This section will help you understand the Student Conduct Processes: Administrative Hearing, Board Hearing, and Adaptive Resolution Methods. In addition, this section will assist in your understanding of your rights and responsibilities in each of the processes as well as identify resources available on campus in order to facilitate meaningful participation.

Babson College reserves the right to review any matter that it feels may represent a violation of its policies. Students should be aware that there is no prescribed path a given matter may take to resolution. If a matter is to be reviewed, it will be the sole discretion of the Director of Community Standards to determine the appropriate process. Once the process has been determined, the student will be bound by the procedures both for the original hearing and any appeal procedures that are applicable to that process. The Director of Community Standards reserves the right to determine if the incident can be resolved through adaptive means of resolution by mutual consent of the parties involved, on a basis acceptable to the staff member. Such disposition shall be final and there shall be no subsequent proceedings. Students involved in any of the College’s student conduct processes should be clear that these proceedings are not intended to rise to the level of civil or criminal proceedings. In all proceedings, formal rules of evidence, and/or procedure are not used.

When an incident cannot be assigned to one of the processes due to school recess, summer session, leave of absence, prior suspension of key individuals, or some other extraordinary circumstance, the decision regarding the appropriate process will be made by the Director of Community Standards. The Director of Community Standards has sole discretion in determining the process to be followed and/or any appropriate modifications to each process.

All hearings will be closed to the public and the press.

CAMPUS RESOURCES

Students are encouraged to engage in the student conduct process in a meaningful and constructive way. To assist students in this effort, the College provides multiple resources for students to prepare themselves for participation. It should be noted that it is the responsibility of each student to avail themselves of these resources, as they are not automatically provided. The list of resources includes the following: faculty and staff members who serve on the Board, Student Affairs staff who serve as Administrative Hearing officers, and staff in Babson Counseling and Psychological Services (CAPS).

STANDARD OF EVIDENCE

In administrative hearings, board hearings, and the gender-based misconduct process, the hearing body or officer uses a preponderance of the evidence standard in determining if the respondent is responsible for the alleged violation(s). A preponderance of the evidence means it is more likely than not that a policy violation occurred.
Administrative Hearing
The Administrative Hearing is a meeting between a staff person who serves as a hearing officer and a student respondent involved in the alleged Code of Ethics violation(s). In cases when a student organization is responding to alleged Code of Ethics violation(s), the president of the organization will be asked to participate in the hearing with one or more administrators. The Director of Community Standards has discretion to assign specific hearing officer(s) to a given matter.

1. Initiation of Process and Use of the Administrative Hearing
   The student will receive a letter sent to their Babson email informing them of the incident and alleged violation in question. The letter will include the date, time, and location of the appointment with the hearing officer(s) to discuss this issue. Failure to attend the meeting(s) by the date in the letter may result in decisions being rendered without the benefit of input from the student. It is the student’s responsibility to promptly reschedule the meeting if they are unable to attend due to academic-related conflicts and to check their Babson email daily following receipt of the notification until the process is resolved.

2. Administrative Hearing Procedures
   At the Administrative Hearing, the student or student group will be asked to provide their perspective on the incident. The incident report will then be shared by the hearing officer(s). The hearing officer(s) will also ask the respondent(s) to verbally respond to the charges. The student or student group has the right to request that the hearing officer(s) interview any relevant witnesses. However, witness interviews will be conducted in a manner at the sole discretion of the hearing officer(s). All information relevant to the incident must be presented by the student or student group to the hearing officer(s) at the time of the Administrative Hearing. Please note: incident reports and/or any other relevant written documentation will not be provided to the student prior to the hearing.

3. Determining an Outcome
   A decision will be made by the hearing officer(s) to determine if the student or student group is to be held responsible in whole or in part for the alleged policy violation(s) and behavior. If the student accepts responsibility or is found responsible, the hearing officer(s) will impose appropriate sanctions. The sanction range incorporates those included in the Sanctions Section, with the exception of expulsion. It is important to note that sanctions are imposed immediately (unless otherwise noted) regardless of the status of an appeal.

4. Outcome Notification
   Notification of the Administrative Hearing decision will generally be provided to the student or student group within three (3) business days after the conclusion of all interviews, meetings, and review related to the case. A decision letter will be sent to the respondent’s Babson email indicating the decision of the Administrative Hearing Officer(s). All students have the right to file an appeal of the outcome of an Administrative Hearing. Please see the Appeal Section for details.
COMPOSITION

The following staff members are Administrative Hearing Officers. The list is not all-inclusive:

- Dr. Lawrence Ward, Vice President of Learner Success and Dean of Campus Life
- Caitlin Capozzi, Associate Dean, Student Life
- Abbe Erle, Director, Community Standards
- Amanda Campbell, Assistant Director, Community Standards
- Saadia Ahmad, Coordinator, Community Standards
- Joshua Peipock, Director of Residence Education
- Orquidia Paulino, Area Director, Residence Education
- Andrew Manchino, Area Director, Residence Education
- Cassie White, Area Director, Residence Education
- Maribeth Flakes, Director of Student Engagement
- Angel Long, Associate Director of Student Activities and Leadership
- Anthony Pires, Assistant Director of Student Activities and Leadership
Board Hearing

ROLE IN THE CONDUCT PROCESS

A Board Hearing is convened for non-academic and non-gender based cases as determined by the Director of Community Standards that suspension or expulsion is a possible outcome or that input from the larger community is needed due to the seriousness or type of the alleged violation. A Board Hearing is also convened in instances when a student is contesting the facts of an academic integrity case and when a student is alleged to have violated Academic Integrity Standards for a second time.

COMPOSITION

The Board is selected from a trained member pool representing three Babson constituent groups: students, faculty, and staff. The number of members in the pool may fluctuate during the course of the year. For each hearing, a set number of student, faculty, and staff members will be selected. The chairperson serves as a nonvoting member, and is responsible for running the hearing and facilitating the Board’s deliberations. For Undergraduate Students: Student chairperson, two undergraduate students, and one faculty/administrator/staff member. For Graduate Students: Student chairperson, one graduate student, and two faculty/administrator/staff member.

The Director of Community Standards has the authority to determine the best course of action when circumstances of a case and/or the timing of a case prevent the ability to convene a Board. For example, the Director has the authority to elect substitute student representatives (including, but not limited to, an alumnus/ae or a newly selected member) on a case by case basis in order to hear cases in a timely manner. Board hearings will not typically take place during the summer sessions and/or during winter break. Incidents that would normally be referred to the Board, but are unable to be resolved prior to the end of the fall/spring semester, will be referred to an Administrative Hearing.

ROLE OF THE COMMUNITY STANDARDS STAFF

The Director of Community Standards appoints a staff member from the Office of Community Standards, to serve as the primary adviser to the Board on a permanent or interim basis. They also may appoint other advisers as they deem necessary. This staff person is present at all Board hearings, serves as a resource during the actual hearing, advises the Board as to proper procedures and institutional policy, and does not dictate and/or amend any sanctions imposed by the Board, although they may recommend a course of action. The Board is not bound to act on the recommendation. The Community Standards Staff investigates, as may be appropriate under the circumstances; interprets the alleged misconduct in order to determine whether the conduct in question is a possible violation of College regulations or policy, local state, or federal law; determines if there is sufficient information to pursue a charge; and identifies the specific charges that will be brought against the student.

If appropriate, the Director of Community Standards may also refer allegations of criminal violations to the Department of Public Safety, the Wellesley or Needham Police Departments or other law enforcement authorities for investigation. In cases when a complainant requests a Board hearing, the Community Standards staff may make the determination that a Board hearing is not appropriate, as the case does not constitute a significant impact on the community and/or does not require a full investigation. The case may then be referred to an Administrative Hearing.
THE BOARD HEARING PROCESSES AND PROCEDURES

After reviewing the investigation and any supporting documentation, the Community Standards staff will send a letter to the student’s Babson email account informing them of the incident and alleged violation(s) in question. The letter will include the date, time, and location of the pre-hearing meeting where formal charges will be presented, the process will be described, and responsibilities of all parties will be discussed. During the pre-hearing meeting, the following Student rights and responsibilities will be reviewed:

Prior to the Hearing

- The respondent can waive the right to a hearing and accept disciplinary action from a College official when that option is offered. In such cases, the student will waive their right to file for an appeal.
- During the pre-hearing it is possible that the date of the hearing will not be known. It is the responsibility of the complainant and respondent to prepare for the hearing even if the date has not been set.
- It is the responsibility of the respondent to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The respondent has the right to request written postponement of a hearing; however, postponement is rarely granted unless there is a significant circumstance that is subject to the approval of Community Standards Staff.
- A respondent or complainant who wishes to submit relevant written documents in support of verbal statements must give copies to the Community Standards Staff at least two (2) business days prior to the hearing.
- All parties have the right to receive copies and review written information before the hearing. This information will be provided one (1) business day prior to the hearing. Community Standards Staff will ensure the distribution of materials to the Board.
- Students are strongly encouraged to notify their guardian in advance of their appearance before the Board. The Community Standards Staff is available to answer any questions that a student’s parents may have regarding the process, provided the student consents to a release of information.
- In cases involving more than one respondent, and in which separate hearings are held, the Board has the discretion to hear all cases before rendering a decision in any one case. Therefore, the time frame for written notification will be extended until all cases have been heard. Additionally, in cases involving multiple parties, the Community Standards Staff will determine whether the students will receive separate and distinct hearings. In making this determination, the Community Standards Staff will consider whether the conduct in question arises from a common set of facts, whether separate and distinct hearings would be confusing to the Board, or whether separate hearings would not permit the Board to consider the information in its proper context.
Support Person & Witnesses

- Both the respondent and the complainant, if there is an impacted party, have the right to one (1) support person. The support person may be a fellow student, faculty/staff member, or other member of the Babson community. Both parties must notify the Community Standards Staff of their support person’s name at least 24 hours prior to the hearing.
  - The support person’s role is limited to providing support to a student leading up to and during the hearing process. During the hearing, the support person may not address the Board directly or speak directly to witnesses, but may confer at reasonable times, in a reasonable manner, with their student.
  - The Community Standards Staff may exclude a support person from a hearing or terminate a student’s right to have a support person, for good cause. The number of support persons/people may be limited at the discretion of the chairperson and/or the Community Standards Staff.
  - The support person may not be an attorney or a parent/legal guardian, and these individuals may not attend pre-hearings. In some circumstances, such as when a student is involved in concurrent legal proceedings, an exception can be made at the sole discretion of the Director of Community Standards. Additionally, the support person may not act as a witness for the student, and a current member of the Board may not serve as a support person.

- The respondent and complainant will be permitted to call and question witnesses on their behalf. Witnesses are often limited to those who have firsthand knowledge of the events being reviewed and may be limited at the Community Standards Staff’s discretion. All parties must present a written list of all witnesses to the Community Standards Staff for approval at least two (2) business days prior to the hearing.
  - The respondent and complainant are solely responsible for communicating with their witness(s) about the date, time, and location of the hearing. The respondent and complainant have access to all witness lists. The lists may be obtained from Community Standards.
  - Witnesses are called into a hearing when needed.
  - Students are not permitted to provide any character references or testimonials on their behalf for the benefit of the Board.

The Hearing

- If either the respondent or the complainant fails to appear for the hearing or chooses not to participate in the hearing, it will be the decision of the Community Standards Staff whether to reschedule the hearing or proceed without the benefit of input from that party. Hearings that take place absent of a party or with limited or no input from one of the parties is not considered ground for an appeal.
- At the start of a hearing, the respondent will be asked to respond to the policy violations of which they have been charged. They have the right to respond as follows: not responsible, responsible, or no response.
- The respondent and complainant will each be permitted to speak or present relevant written information on their behalf. Verbal statements may be limited by the board chairperson, should they become repetitious or if they are irrelevant, in their discretion.
• The hearing will be recorded. The recording and all correspondence are confidential. The recording may be used in the event that the respondent files for an appeal (as outlined in the appeal section of this document). The respondent and/or complainant may listen to the recording in preparation for the appeal process. The recording must be listened to in the Office of Community Standards and in the presence of a designated staff member.
  o Copies of the recording are not permitted. Recordings are generally retained until the end of the appeal process, after which they are destroyed.

Decisions

• All decisions will be based on the written material and verbal statements presented to the Board.
  o Previous disciplinary action taken against the responsible respondent may be considered by the Board solely in the determination of a sanction once a determination of responsibility has been made. A respondent may voluntarily discuss details of their prior disciplinary history with the Board, aside from this instance, the Board is not permitted knowledge of any such history until a finding of responsibility has been reached.
  o The Board chairperson will prepare a brief written summary and rationale of the decision. This will be made available for review, upon request, to the student charged.

• All parties involved in any part of resolution procedures, are expected to keep in confidence the names of expected parties involved, charges alleged, sanctions imposed, appeal status, etc.
  o In the event of pre-hearing “publicity,” the chairperson shall ask each member of the Board if they have heard or read any information related to the incident, and if so, whether they have the ability to be impartial.
  o In the event that a Board member indicates they are unable to remain impartial, or if the chairperson believes they are unable to do so, the Board member shall be excused. The chairperson will also instruct the remaining Board members to give no weight to the pre-hearing information.

• Although the College cannot compel the complainant, the respondent, witnesses or support person(s) to keep the case confidential, they are requested to abide by the same standard of confidentiality listed above.

Written Notification of Outcome

• The date, time, and place of any hearing will be delivered to the student’s Babson email at least five (5) business days before the hearing. It is the student’s responsibility to check their Babson email daily following receipt of charges until the process is resolved. The student may have the option of an earlier hearing, provided the Board is able to convene before the limit of five (5) business days.
• The Board’s decision is typically delivered within three (3) business days after the conclusion of the hearing to the respondent’s Babson email account.
HEARING PROCEDURES

The basic order of questioning and presentation of witnesses is as follows:

1. Introduction of the case by Board chairperson and reading of the charge(s)
2. Statement of responsibility
   i. The student(s) charged is asked to respond responsible, not responsible, or no response to the charges as read
3. Opening statements
   i. Complainant
   ii. Respondent(s)
4. Questioning of the respondent(s) and complainant by the Board
5. Presentation of witnesses by the complainant
   i. Questioning by complainant
   ii. Questioning by respondent(s)
   iii. Questioning by Board
6. Presentation of witnesses by the respondent(s)
   i. Questioning by respondent(s)
   ii. Questioning by complainant
   iii. Questioning by Board
7. Questioning of the respondent(s) by the complainant
8. Questioning of the complainant by the respondent(s)
9. Questioning of the respondent(s) and complainant by the Board
10. Summation of the case by the complainant
11. Summation of the case by the respondent(s)

The procedural order may be changed during a hearing, should the chairperson deem it beneficial or in order to expedite the hearing process. The complainant and respondent will address the Board according to the process outlined above. During a hearing, disruptions of any kind will not be tolerated by the Board. In such circumstances, the Board chairperson may order the removal of the person causing such disruption and, under extreme circumstances, may in consultation with the Community Standards Staff, order the exclusion of that person’s statements. The support people for both parties may be present during the hearing, but may not address the Board, witnesses, or other individuals present at the hearing. Questions regarding procedures should be directed to the chairperson. The Community Standards Staff will provide clarification when appropriate. In the absence of an impacted party Complainant, a representative from the College will present information to the Hearing Board. The presentation of information will include the report to the College and any information gathered via a Community Standards and/or Public Safety investigation.
DETERMINING AN OUTCOME

When a hearing is concluded, the Board adjourns with the Community Standards Staff present to discuss the information that has been presented, and to make a determination. After discussion is complete, a vote is taken to determine responsibility of the respondent relative to each specific charge. A simple majority vote is sufficient for a finding. In its deliberations, the Board considers guidelines provided by the College in the College’s Student Code of Ethics the nature of the violation, and the impact of the violation on the individual, the Babson community, the municipalities, including Wellesley and Needham, and the College’s reputation as a member of the community at-large. The Board views each case as distinct, which allows it to consider the unique aspects of every situation.

In deciding an appropriate sanction, the Board may consider any relevant past disciplinary record of respondent, including sanctions issued by other hearing officer(s)/body(s) and any failure by the student to fulfill sanction obligations (which may be referred to the Board for future action). The Board assumes the responsibility to consider any past information carefully and in perspective. The Board is not obliged to follow precedent with respect to sanctions imposed in other cases, but it may choose to do so when appropriate. A list of possible sanctions is available in the sanction section (the list is not all inclusive). It is important to note that sanctions are enacted immediately (unless otherwise stated) regardless of the status of the appeal process.

OUTCOME NOTIFICATION

When the Board has reached a decision, the respondent will receive notification in writing within three (3) business days. A notification letter will be sent to the student’s Babson email account. Failure to fulfill requirements of a sanction may result in further disciplinary action or a hold being placed on the student’s account. All respondents have the right to appeal the Board’s decision. For details about the appeal process see the appeal section of this document.

SANCTION ONLY HEARING

Should a student be referred to a Board Hearing, the student may acknowledge in writing that they accept responsibility for all reported Community Standards violations and proceed to a Sanction Only Hearing, foregoing the procedural rights afforded by a full Board Hearing, including the right to appeal a Board’s decision. During a Sanction Only Hearing, the Board will not challenge or re-examine the facts documented in a report or the Respondent’s acknowledgment of responsibility. The Board may ask questions to the Respondent about the incident to the extent of gaining incident context. The Board will focus their review and deliberations solely on the issue of what, if any, sanctions they believe are most appropriate to be assigned to the Respondent. The Respondent will be able to provide an oral and/or written impact statement to the Panel. Impact statements can include information, circumstances, or thoughts that the Respondent feels the Board should take into consideration. At their discretion, the Director of Community Standards or designee may provide the Board impact statements from the Complainant and/or any relevant witnesses.
Adaptive Resolution Methods

ROLE IN THE COMMUNITY

Not all reports of student behavior rise to the level of a potential policy violation and/or require a formal adjudication process. As such, the Office of Community Standards offers the following services to help students navigate conflicts and other difficult situations. Conflict is a normal, healthy, and expected part of life and ideally is viewed as an opportunity to strengthen relationships, improve efficiency, and rectify underlying concerns that often otherwise go unaddressed. Resolving conflict is a vital part of the educational journey of the Babson student and entrepreneur.

Adaptive resolution methods refer to an array of voluntary processes available for addressing student behavioral concerns outside of formal processes and with particular emphasis on repairing harm and restoring trust. Within the student conduct process, Adaptive Resolution Methods may be used in lieu of or in addition to any of the processes outlined above and is at the discretion of the Director of Community Standards in consultation with the involved parties. All parties involved in the incident must also voluntarily and freely consent to the use of Adaptive Resolution Methods, and are free at any time prior to an agreed resolution to return to the formal process if the matter at hand involves a potential policy violation. Any outcome derived from Adaptive Resolution Methods that is not College imposed cannot be appealed. A failure to abide by the agreement resolution results in the prolonged condition of the dispute which, if left unattended, may require official College intervention.

If, upon review of a report, the Director of Community Standards deems that an Adaptive Resolution Method is appropriate, the Director will then provide the students involved with the option of such methods and answer questions. Students are encouraged to proactively seek out the Office of Community Standards and do not need to be referred to the student conduct process. If a member of the community would like to proactively access conflict navigation services or pursue adaptive resolutions they should reach out directly to staff members in the Office of Community Standards.

TYPES OF ADAPTIVE RESOLUTION METHODS

**Amnesty/ “We Call Because We Care”**

The philosophy of the Office of Community Standards is to reward thoughtful decision making. If a situation arises in which an individual’s health, safety, or well-being is in jeopardy, we encourage and expect students to seek help through appropriate channels by contacting Public Safety at 781-239-5555.

The Amnesty resolution method will be utilized when students choose to call for help for others in need and stay with the person(s) in need until help arrives; and when students choose to bring related serious violations (e.g., Hazing) by others to the attention of the College. This process applies to the individuals offering assistance and/or notifying college officials, as well as the individuals in need of assistance. Under the Amnesty resolution, students are exempt from formal disciplinary proceedings, however, educational opportunities will be explored.
Conflict Coaching

Conflict coaching is a one-on-one, confidential, and individualized conversation to talk through a conflict, explore concerns, frustrations, and goals; in addition to learning ways to manage and resolve conflicts in a way that meets the interests and needs of all parties involved. A conflict coach is someone who is empathetic, trained in conflict resolution, and can provide guidance on best practices for managing conflict effectively. The conflict coach supports the student in exploring and clarifying what their needs, desires, and viable options are with regard to the conflict. Conflict coaching is less about instructing or mandating how to manage the conflict, and more about empowering and supporting an individual with the confidence and skills to manage conflict on their own. Part of the goal of conflict coaching involves the individual exploring and learning about their individual’s conflict style, habits, and ways to manage conflict more effectively in their lives beyond any one particular incident.

Facilitated Conversation

The goal of a facilitated conversation is to support a group of people in communicating openly and effectively. Sometimes, when tensions are high or there is a lot at stake, it can become difficult to understand and empathize with different perspectives and communicate effectively, calmly, and compassionately. An external and impartial facilitator can be helpful in moving a group discussion or process forward when there is disagreement, tension, or a sense of being stuck. Dialogue facilitators are available to support student groups or teams who are struggling to manage a particular discussion or project on their own, including but not limited to student club meetings, sports teams meetings, and group projects.

Intergroup Dialogue

In recognition of Babson’s domestically and internationally diverse student population, intergroup dialogue gives participants a safe and structured way to share their experiences and perspectives around identity and to learn from students who have similar and different identities and experiences. Distinct from other forms of Adaptive Resolutions, the goal of an intergroup dialogue is to enrich students’ understandings of different perspectives rather than coming to a consensus; in turn intergroup dialogues provide opportunities for students to share and be heard in an effort to eradicate stereotypes and to build relationships across lines of difference.

The facilitator’s role is to actively create a structured, safe environment for difficult and vulnerable discussions to take place, but to allow participants to fill the space with their desired content. The long-term goal of intergroup dialogue is to foster a sense of community in which all members feel welcome, appreciated, valued for who they are, and able to engage in honest and transparent dialogues, even amid disagreements about important matters.

Mediation

Mediation is appropriate in situations that involve two or more individuals who are involved in a dispute, when all parties are willing to participate, and all parties are willing to seek a mutually agreed upon resolution. Mediation is a process in which disputants can share their perspectives, thoughts, and feelings surrounding a conflict in a structured manner by a trained and neutral mediator. The mediator facilitates a conversation between the disputants with the goal of reaching an agreement that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment. The goal of a mediation is not to determine what is just or who is right or wrong, but rather to act as a catalyst in inspiring conflicting parties to define their issues, assert their interests and needs, enhance communication, and work together to find a solution. The role of
the Mediator is not to create or impose a solution or offer College intervention to bring about an outcome, but rather to empower the parties to collaboratively come up with their own solutions. Examples of where mediation can be helpful include roommate conflicts, group project conflicts, cultural conflicts, and/or conflicts between friends, partners, and between students and professors or staff.

**Restorative Justice**

The focus of Restorative Justice (RJ) is to repair harm and rebuild trust through inclusive decision making and active accountability. RJ conferences, include responsible parties, impacted parties, supporting parties, and facilitators. The RJ conference is a structured conversation that begins by giving the parties affected by the responsible party’s actions an opportunity to share the impact that the responsible party’s actions had on them. The purpose of this is to give affected parties an opportunity to express their concerns in a way that is educational and restorative for all parties involved rather than accusatory or hostile. The conference then shifts towards brainstorming ways to rectify the harm that was done to impacted parties and the community at large, with an emphasis on what the impacted party can do to repair harm and what the community can do to play a role in preventing such incidents from repeating. An RJ conference may be offered to a student who accepts responsibility for violating College policy and has a desire to learn more about the harm they may have caused. All parties must be willing to participate in order to utilize RJ.

**Shuttle Mediation**

Shuttle mediation is a process during which a mediator facilitates a negotiation to resolve a dispute between two or more parties without parties meeting together at the same time in the same room. This option may be especially helpful for parties in a dispute who have reached a high level of frustration or anxiety due to the conflict and may be more effective in resolving the matter through indirect conversation with the other party(s). Each party of the conflict will have an opportunity to share their perspective, concerns, and desired outcomes. During this process, each party will share and write down their needs in a written agreement, which the facilitator will circulate - or "shuttle" - between the two parties until an agreement is found that is accepted by all parties.
**Restorative Resolution Option for Interpersonal Harm**

Babson College remains committed to providing processes in which students can repair harm and restore trust, whether in lieu of or in addition to a College disciplinary process involving a Babson student Respondent. The Restorative Resolution Option is a voluntary, remedies-based, structured interaction between or among impacted parties that balances support and accountability without formal, punitive disciplinary action against a Respondent.

The philosophical approach of a Restorative Resolution focuses less on what policies have been violated and instead identifies who and what has been harmed and what actions are necessary to repair the harm and to restore trust in the variety of relationships between participants and the community. During a Restorative Resolution, participants work with facilitators through a shared, transparent, and fair decision making process.

**Appropriate Use of Restorative Resolutions**

A reporting party may find it useful to engage in a process with a Respondent who acknowledges that the reporting party and/or other participants have reported experiencing harm as a result of the Respondent’s behavior.

If parties are interested in exploring a Restorative Resolution Pathway, the Restorative Resolution Facilitator will complete an intake meeting with each primary party to review the following parameters and assess for appropriateness:

- Participation in a Restorative Resolution Pathway is entirely voluntary. Both a reporting party and responding party, as well as any other participating individuals, must consent in writing to participation in a restorative resolution; The College will not pressure or compel a reporting party to engage in Restorative Resolution, to directly confront the Respondent, or to participate in any particular form of restorative resolution;

- The relationship between the primary parties does not present significant power differentials (i.e. employment status, abusive relationships)

- The responding party does not have a history/pattern of alleged misconduct and/or has not been referred to a GBM/TIX process previously

- There is no imminent risk or threat to the community

All participating individuals must consent in writing to participation in restorative resolution. A written consent will also indicate that either party can choose to discontinue the restorative resolution at any time, prior to a signed outcome agreement, and pursue an investigatory resolution. The College reserves the right to suspend or terminate a Restorative Resolution Pathway at any time, prior to parties formally agreeing to the terms in the contract, and refer the case to an investigation/hearing.

**Possible Pathways of Restorative Resolutions**

All cases are unique and present distinct needs and circumstances for reparation. As such, the Facilitator will work with the principal parties to map a pathway that addresses their needs. Following intake meetings with all principal parties, the Facilitator will determine the most appropriate pathway to repair harms and restore trust. Regardless of the Pathway, the reporting party and the respondent have the option to have support persons with them throughout the process. Depending on the
Pathway designed, individuals serving as support persons may be asked to take an active role in the Restorative Resolution.

The following is a list of examples of Pathways of the Restorative Resolution Option, but is not encompassing of all possible mechanisms:

- Shuttle Mediation
- Facilitated Conversation
- Conference Circle
- Circle of Support and Accountability

Possible Measures of Outcome Agreements

Not all Pathways will require a signed agreement, however, if an agreement between parties is made via a Restorative Resolution Pathway, the following list represents possible measures that are available for parties to consider.

- Extension of a No-Contact Order;
- Restriction of one or more parties from participation in specific clubs, organizations, or events;
- One or more parties’ referral to the College’s Alcohol and Other Drug Services and/or Counseling & Psychological Services; or
- Investigation of facts without finding or hearing.

It should be noted that this list is not all encompassing as each agreement is drafted by the participants of the Pathway. Additionally, signed agreements cannot include any measure that would constitute a violation of College policy or local, state, or federal law.

Record Retention

Any agreements that are reached via a Restorative Resolution Pathway will be documented, signed in-person or via email by the reporting party and responding party, with oversight from the facilitator, in coordination with the Title IX Coordinator. Signed resolution outcome agreements that parties enter into voluntarily will not be considered a disciplinary record of the College, but like No-Contact Orders and other preventative safety measures, the College may take disciplinary action against any student who the College concludes has violated terms of an agreement they have entered.

The College will maintain records of a Restorative Resolution Pathway pursuant to Community Standards protocol. Specifically, the records retained will include the notice of allegation, agreement of participation, and reparation agreement if applicable.

Internal facilitator notes of information shared during a Restorative Resolution Pathway, including references to minor policy violations pursuant with the College’s amnesty policy, will not be retained nor referred to an investigation should parties dissolve a Restorative Resolution.
Appeals
Guiding principles of the appeal process:

- Appeals are confined to a review of the case file based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a de novo review of the case.
- Absent clear and material error, appeals determinations are intended to be deferential to the original decision-maker. Findings should be revised by the appeal officer only when remanding for reconsideration or granting a new hearing would be insufficient, impractical or unnecessary. Sanctions should be revised by the appeal officer only if there is a compelling justification to do so.

An appeal must be submitted within three (3) business days after the decision letter is delivered to the student's Babson email account. An appeal may be made solely on the grounds of:

1. Error in the charge, misapplication of the policy and/or error in the investigation or sanctioning process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.),
2. 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. A summary of this new evidence and its potential impact must be included in the written appeal; or
3. The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

The Director of Community Standards or designee shall act as the appeal officer for Administrative Hearings and the Vice President of Learner Success and Dean of Campus Life or designee shall act as the appeal officer for Hearing Board cases and cases heard by the Director of Community Standards. The appeal must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met. After reviewing the written appeal(s), written statement(s), and associated case file, the appeal officer will take one of the following actions:

1. Reject the appeal as untimely or improper based on the grounds articulated above.
2. Uphold the original decision and/or sanction.
3. Grant the appeal and:
   a. Remand the case with specific instructions to the original hearing officer or hearing body for further consideration; in rare circumstances in which it would be impractical, improper, or infeasible to remand the case:
      i. Grant a new hearing or;
      ii. Revise the outcome of the hearing from a “not responsible” to a “responsible” finding, or from a “responsible” to a “not responsible” finding. If the outcome of the hearing is revised from a “not responsible” to a “responsible” finding, the appeal officer will determine the final sanction(s).
      iii. Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified.
Sanctions

The following is a list of possible sanctions available in the student conduct process involving an individual or group. This list is not exhaustive and other sanctions may be imposed.

**Alcohol and Other Drug Sanctions**

**BASICS** (Brief Alcohol Screening & Intervention for College Students): BASICS is an educational intervention for college students around their alcohol use. The program is aimed at reducing the adverse effects of alcohol consumption, promoting reduced drinking and healthier choices, and provides important information and coping skills for risk reduction. BASICS is conducted over the course of two interviews with a member of the Wellness Team.

**Individual Consultation**: Students are required to attend one individual meeting with a member of the Wellness Team. The meeting will last approximately 45-60 minutes and is designed to offer an opportunity for students to reflect on their current substance use.

**PFI** (Personalized Feedback Intervention). An online PFI is a self-directed interactive intervention that asks you to reflect on your substance use through a series of survey questions. The online program will then provide you with generalized feedback based on the information that you provide. All information provided is confidential and will only be accessible to staff in Wellness & Prevention Services.

**Substance Use Assessment**: The student is required to complete a Substance Use Assessment. The student is responsible for paying any necessary fees for this assessment. The assessment is designed to provide an opportunity for the student, with the assistance of a licensed clinician, to explore their substance use in a broader context by examining other social, emotional or psychological factors that may be contributing to the student’s choices regarding their substance use. To successfully complete this sanction, a student is required to meet with the clinician for a minimum of two sessions. The Director of the Babson Counseling Services will assist the student in finding an appropriate clinician to complete the assessment.

**Warning Levels**

**Formal Warning**: Notice that further occurrence of the given violation may be considered with prejudice by the decision-maker/hearing body and subject the student to further disciplinary proceedings.

**Deferred Loss of College Housing, Suspension, or Expulsion**: A period of time during which the student’s actions are subject to close examination. Violations committed during this period will be considered with prejudice by the decision-maker(s) and may result in an immediate removal from housing, suspension for a period of time, or expulsion. During this period of time a student is not considered to be in good social standing with the College which means that the student may be ineligible to serve in certain campus employment/leadership positions or receive certain awards/honors, including but not limited to Resident Assistant, Peer Mentor, etc.

**Deferred Loss of Privileges**: A period of time during which the student’s actions are subject to close examination. Violations committed during this period will be considered with prejudice by the decision-maker(s) and may result in an immediate loss of privileges as it had been defined by the decision-maker(s). During this period of time a student is not considered to be in good social standing with the College which means that the student may be ineligible to serve in certain campus
Disciplinary Probation: A period of time during which the student’s actions are subject to close examination. Violations committed during this period will be considered with prejudice by the decision-maker(s). During this period of time a student is not considered to be in good social standing with the College which means that the student may be ineligible to serve in certain campus employment/leadership positions or receive certain awards/honors, including but not limited to Resident Assistant, Peer Mentor, etc.

Change of Status Sanctions

Expulsion: Permanent removal from the College with no right to seek reinstatement. Expulsion also includes a permanent notation of the student’s transcript.

Loss of College Housing: The loss of the privilege to reside on-campus permanently or for a designated period of time. This sanction includes the forfeiture of moneys previously paid for on-campus housing and may include forfeiture of the right to participate in the housing lottery.

Suspension: Removal from Babson College for a specified period of time. During a suspension, a student may not register for or attend classes, participate in or attend co-curricular activities or College events, live in the residence halls or access any College property or facility. This sanction includes a permanent transcript notation. Additional restrictions regarding transferable College credit may be imposed. Please refer to the Undergraduate Student Handbook and Graduate Student Handbook for policies regarding applicable refunds of semester charges. During a suspension, the student is expected to adhere to all College policies and will be held accountable for any violations during the period of suspension. The College may specify additional conditions for readmission after a suspension.

Other Sanctions

Conflict Coaching Session: A one-on-one, private, and individualized conversation to talk through approaches in managing conflict and to learn ways to resolve conflicts in a way that meets the needs of all parties involved. Conflict coaching is less about instructing or mandating how to manage conflict, and more about empowering and supporting students with the confidence and skills to manage conflict on their own.

Educational Assignment: A written reflection of the incident and/or a written assignment aimed at further educating the student of the violation and its impact on the community.

Ethics Reflection: A one-on-one reflection with a college administrator.

Fines: Fines may be assigned for violations of the College alcohol and drug policy and for violations of fire regulations or in other appropriate circumstances.

Loss of Privileges: Loss for a specific period of time, of the privilege of participating in co-curricular activities including intramural and intercollegiate athletics, positions of leadership in clubs and student groups, campus-wide programs and events, and parking. It also includes loss for a specified period of time any or all privileges of a recognized student group.
Mediation: A facilitated dialogue between the disputants with the goal of reaching an agreement that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment.

Meeting with Campus Administrator: The decision-maker may deem it necessary that a student complete a pre-determined amount of meetings with another campus administrator.

Guardian Notification: In cases involving undergraduate students, the decision-maker may determine that the student’s parents be notified of the violation and the assigned sanctions.

Reassignment to Another Room or Living Area: When the behavior in question is deemed to be significantly detrimental to the residential community in which the student is residing, or to his or her roommates, the student may be required to relocate to another living area on campus designated by the College. This sanction is made in consultation with the Office of Residence Education and Office of Housing and Dining Operations. No guarantee of exact or similar housing accommodations can be made for every situation, nor shall it be a requirement.

Re-Entry Meeting: Students returning to housing after temporarily being removed and/or returning to campus after a suspension are required to complete a re-entry meeting with a staff member from the Office of Community Standards.

Restorative Justice Conference: A collaborative decision-making process that includes all parties that were involved in an incident/case. This includes but is not limited to: victims, offenders/respondents, witnesses, those that responded to the incident (i.e.: RAs, Public Safety, local authorities), and any other community members that were somehow impacted/harmed.

Restitution: Students responsible for causing damage to private or College-owned property may be monetarily responsible for the cost of the damage.
APPENDIX A: ALCOHOL AND OTHER DRUGS

PART I: ALCOHOL POLICY STATEMENT

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 misuse 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 alcohol is constrained by three sets of rules: 1. Massachusetts state law; 2. the town of Wellesley’s bylaws, and 3. the College’s own policies that reflect its concern for the health and safety of its students. In Massachusetts, an individual must be 21 years of age to possess, consume, transport, and/or carry alcohol.

Alcohol Policy Definitions

1. **Possession or Consumption of Alcohol by an Underage Individual:** The possession, consumption, and/or transport of alcohol by individuals under the Massachusetts legal age of 21 years old.
2. **Overconsumption of Alcohol:** Intoxication requiring medical and/or staff attention.
3. **Providing Alcohol to Underage Individuals:** Providing alcohol to individuals under the Massachusetts legal age of 21 years old including allowing underage students to consume alcohol in an on or off-campus residence.
4. **Drinking Paraphernalia/Drinking Games:** Items that are being used, or could be used, in connection with any drinking game and/or the promotion of rapid, mass, or otherwise dangerous consumption of alcohol. This includes, but is not limited to items such as funnels and table tops used in conjunction with drinking games. The College reserves the right to immediately and permanently confiscate all drinking paraphernalia.
5. **Open Container Policy:** Possession or consumption of alcohol in outdoor areas of the College and/or in residence hallways.
6. **Unauthorized Locations for Alcohol Consumption:** Possession or consumption of alcohol in unauthorized locations including, but not limited to, at athletic events, in Trim Dining Hall, or in the Reynolds Campus Center.
7. **Central Source:** Possession, use and/or distribution of any central source of alcohol. A central source may include, but is not limited to items such as a keg, pony keg, beer ball, and/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.
8. **Alcohol Delivery:** The commercial delivery of alcohol to Babson College, to individual students and/or student groups. This includes but is not limited to College residence halls and/other College buildings.
PART II: SANCTIONS FOR ALCOHOL POLICY VIOLATIONS

<table>
<thead>
<tr>
<th>Possession or Consumption of Alcohol by an Underage Individual</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overconsumption of Alcohol</td>
<td>Educational sanction (likely participation in an alcohol education program); $75 fine; warning, disciplinary probation</td>
<td>Enhanced educational sanction/alcohol education; $100 fine; disciplinary probation or deferred loss of housing; Guardian notification</td>
<td>Completion of a substance use evaluation; loss of College housing or suspension from the College; Guardian notification</td>
</tr>
<tr>
<td>Providing Alcohol to Underage Individuals</td>
<td>Educational sanction; $150 fine; warning, disciplinary probation</td>
<td>Educational sanction; $200 fine; disciplinary probation or deferred loss of housing; Guardian notification</td>
<td>Educational sanction; $300 fine; loss of College housing or suspension from the College; Guardian notification</td>
</tr>
</tbody>
</table>

The sanctions specified above are noted for the most commonly violated alcohol policies. Please note they are typical sanctions. In all instances, additional sanctions may be applied as deemed appropriate by the hearing officer.

Sanctions related to other alcohol policy violations may include fines, alcohol education, and/or other levels of warning including, but not limited to, disciplinary probation, deferred loss of housing, loss of housing, and suspension.

PART III: DRUG POLICY STATEMENT

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. Please note that while possession and recreational marijuana use has been legalized in Massachusetts, it is nonetheless a violation of Babson College policy to be in possession of any amount of marijuana. Additionally, 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.

Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Associate Dean of Students for Wellness for more information regarding College policies and resources.

Drug Policy Definitions

Last Updated: 8/13/2020
1. **Drug Use and/or Possession:** Possession or consumption of illegal drugs, prescription medications belonging to another individual, and/or the misuse of prescription or other medications. The use and/or possession of marijuana, even for medical use, is also prohibited.

2. **Drug Paraphernalia:** Use, possession, manufacture, distribution, and/or sale of drug paraphernalia or other items used in preparing or consuming drugs.

3. **Distribution, Sale, or Manufacture of Drugs:** Distribution, sale, and/or manufacture of drugs (illegal and prescription) including the cultivation of drugs, any other form of distribution or intention of distribution, even to one person and/or knowingly allowing another to use personal prescription medication.

**PART IV: SANCTIONS FOR DRUG POLICY VIOLATIONS**

<table>
<thead>
<tr>
<th></th>
<th>First Violation</th>
<th>Second Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drug Use and/or Possession</strong></td>
<td>Educational sanction/drug education; $75 fine; Guardian notification; warning, disciplinary probation or deferred loss of housing</td>
<td>Completion of a substance use evaluation; loss of College housing or suspension from the College; Guardian notification</td>
</tr>
<tr>
<td><strong>Drug Paraphernalia</strong></td>
<td>Educational sanction/drug education; $75 fine; Guardian notification; disciplinary probation or deferred loss of housing</td>
<td>Completion of a substance use evaluation; loss of College housing or suspension from the College; Guardian notification</td>
</tr>
<tr>
<td><strong>Distribution, Sale, or Manufacture of Drugs</strong></td>
<td>Suspension from the College; Guardian notification</td>
<td>Suspension or expulsion from the College</td>
</tr>
</tbody>
</table>

*Please note the sanctions specified above are typical sanctions. In all instances, additional sanctions may be applied as deemed appropriate by the hearing officer.*

**PART V: RELEVANT INFORMATION REGARDING ALCOHOL AND DRUG LAWS**

**Massachusetts Alcohol 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:

a. sale or delivery of alcohol to anyone under 21 years of age;

b. possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age;

c. 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 they are 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.

**Drug-Free Schools and Communities Act of 1989**
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 above, along with the 55 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. Persons who violate the College’s policy regarding alcohol and drugs as described above 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 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>Irritability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart attack</td>
<td>Relationship problems</td>
</tr>
<tr>
<td>Physical dependence</td>
<td>Cirrhosis of the liver</td>
</tr>
<tr>
<td>Brain damage</td>
<td>Malnutrition</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Respiratory arrest</td>
</tr>
<tr>
<td>Pneumonia</td>
<td>Delirium tremens</td>
</tr>
<tr>
<td>Bronchitis</td>
<td>Meningitis</td>
</tr>
<tr>
<td>Impotence</td>
<td>Sleep problems</td>
</tr>
<tr>
<td>Pregnancy complications</td>
<td>Fluctuating moods and emotions</td>
</tr>
<tr>
<td>Ulcers</td>
<td>Pancreatitis</td>
</tr>
<tr>
<td>Cancer of the esophagus</td>
<td></td>
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</tbody>
</table>

Resources are available to assist Babson students in understanding and dealing with drug and alcohol misuse. You can receive information about on campus resources, or how to get connected to off campus resources, by contacting any of the following resources:

Confidential
- Wellness and Prevention Services - email wellness@babson.edu or call 781-239-5200
- Babson Counseling and Psychological Services (CAPS) – Park Manor South; 781-239-5200
- Health Services – Hollister; 781-239-4257

Non-Confidential
- Dean of Students Office – Hollister 201; 781-239-5008
- Public Safety – 781-239-5555
APPENDIX B: COMPUTER CODE OF ETHICS,

Acceptable Use of Campus Network and Computing Systems

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 non-computing 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. See below for sanctioning information related to illegal download cases.

For Undergraduate Students:

• 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 their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
• Second Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose laptop privileges for seven days.
• Third Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose Babson network privileges for specified period of time.

For Graduate Students:

• 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 their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
• Second Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use 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.
APPENDIX C: FIRE AND LIFE SAFETY

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 x5555.
- 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
- Do not overload electrical circuits.
- Do not use hookahs, candles, cigarettes/e-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.
Prohibited Items & Behavior

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 in the residence halls:

- Air Conditioner
- Coffee Maker (Keurig/One Cup machines are permitted)
- Coffee Mug Electric Warmers
- Coil Immersion Heaters for Cooking
- Covered Smoke Detector or Sprinkler Head
- Cut Trees, Branches or Greens
- Deep Fat Fryer
- Dishwasher
- Electric Blankets
- Electric Frying Pan or Skillet
- Extension cords (must be grounded three prong surge protector with an off/on switch)
- Fire Pit
- Fireplaces
- Fireworks
- Flag, Banner or Satellite Dish out of window
- Flammable Liquid Fog, Smoke or Foam Machines
- Fondue Pot
- George Foreman Grill
- Grill (gas, charcoal, electric) not college supplied
- Halogen Lamp
- Hanging items from pipes or ceiling
- Heating Pads without Automatic Shutoff
- Hookahs
- Hot plates
- Hot Pots
- Hoverboards
- Incense, Incense Burners, Candles, other types of open flame devices
- Irons without Automatic Shutoff
- Lava Lamp
- Microwaves larger than .8 cubic feet/700 watts (permitted microwaves must be kept properly cleaned and maintained)
- Oil Lamp
- Paper Lanterns with Bulb
- Personally Owned Space Heaters
- Popcorn Popper
- Propane Tank
- Refrigerators larger than 5.0 cubic feet
- Rice Cooker
- Sandwich Maker
- Slow Cookers
- Smoking Cigarettes/E-cigarettes
- Non-Led String Lights
- Sun-Lamps
- Toaster Oven/Toaster
- Waffle Iron
- Water boiler without an automatic shut off feature

Items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be referred to the student conduct process. In the event Public Safety, Housing, Residence Education, or other campus official identifies an item not on this list that is inherently dangerous and/or presents a risk of fire or injury, the student may be asked to have it removed from campus.

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. These items can be stored in the room (not plugged in) but may only be used in the residential living areas and suites that have working cooktop ranges. Excessive appliances in these areas will be evaluated and may result in removal of appliances by Student Affairs.

The setting of fires is strictly prohibited. Violators are subject to immediate referral to the College’s 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).

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>Minimum Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of unauthorized items (hookahs, candles, unauthorized appliances, etc.)</td>
<td>$75 fine; disciplinary probation or deferred loss of College housing</td>
</tr>
<tr>
<td>Hanging items from ceiling pipes or lights</td>
<td></td>
</tr>
<tr>
<td>Failure to evacuate a building during a fire alarm</td>
<td>$100 fine; disciplinary probation or deferred loss of College housing</td>
</tr>
<tr>
<td>Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/lighting equipment. This includes the act of covering a smoke detector.</td>
<td>$500 fine; deferred loss of housing or loss of College housing; restitution for any damage</td>
</tr>
<tr>
<td>Obstruction of a fire exit, hallway, or fire/Public Safety personnel in the performance of their duty.</td>
<td></td>
</tr>
<tr>
<td>Smoking in unauthorized area</td>
<td>$150 fine; disciplinary probation or deferred loss of College housing; restitution for any damage or extra cleaning costs</td>
</tr>
<tr>
<td>Causing a fire</td>
<td>$500 fine; loss of College housing or suspension from the College; restitution for any damage</td>
</tr>
</tbody>
</table>

Please note the sanctions specific above are minimum sanctions. In all instances, additional sanctions may be applied as deemed appropriate by the hearing officer.
APPENDIX D: HAZING

PART I: POLICY AND JURISDICTION STATEMENT

Hazing will not be tolerated at Babson College. This policy applies to student groups of any kind (athletic teams, fraternities and sororities, student organizations, etc.) and individual students. Hazing is prohibited both on and off-campus.

PART II: POLICY DEFINITION

In accordance with Massachusetts state law, hazing is defined as any action or situation that recklessly or intentionally endangers, or has the potential of endangering, the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization. Hazing includes, but is not limited to:

- pressuring or coercing the student into violation of state or federal law;
- any brutality of physical nature such as whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substance;
- other forced physical activity that could adversely affect the physical health or safety of the student including any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

PART III: INVESTIGATIVE PROCEDURES

Reporting: Any person having knowledge of any activity or conduct which may constitute hazing should report the behavior to the College immediately. Students can report to any of the following College resources:

- Public Safety
- Office of Community Standards
- Office of Fraternity and Sorority Life
- Vice President of Learner Success and Dean of Campus Life
- Anonymous tip line at Public Safety

Self-Reporting: The College will consider a referral to the Amnesty Resolution process rather than the formal student conduct process for students and/or student groups that choose to self-report. Please see the Amnesty section for more information.

Investigative Procedures: Upon receiving a report of potential hazing, the College will:

1. Make contact, if possible, with the individual(s) bringing forward the allegations of hazing.
2. Make contact with the individual(s) alleged to have perpetrated the hazing. The College will also contact the advisor and/or the student group’s leadership (i.e.: president or team captain) and/or advisor/coach.
3. Appoint a lead investigator and commence a timely investigation.  
   a. The investigator will conduct interviews with all parties, including alleged victims, the accused student(s), and/or any witnesses. The investigator may also work to obtain
any relevant documentation including, but not limited to, electronic communication and/or new member activity calendars and/or expectations.

b. The investigator may, at their discretion, recommend interim action to the Vice President of Learner Success and Dean of Campus Life or their designee, at any point during the investigation.

c. The investigator may, at their discretion, require students, or a select group of students to participate in an investigatory meeting at a predetermined time and location and may exercise discretion regarding the communication among the membership during the investigation process.

d. The investigator will write a written investigative report to the Director of Community Standards or their designee. Upon receipt of this report, if charges are warranted, the Director of Community Standards or their designee will charge the individual student(s) and/or the president or other responsible officers of the involved student group and make a determination about how the case will be adjudicated and what process will be utilized.

Important Notes:

• It is not a defense to a charge of hazing that:
  o any or all participants consented;
  o the conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; and/or
  o the conduct activity was not done as a condition of membership to or affiliation with a student group.

• The College will, on a case-by-case basis, determine whether any violations of policy are individual or organizational in nature. In determining whether or not a violation is organizational in nature, the College will consider the following:
  o How many members were present when the alleged violation occurred?
  o How many members had knowledge of the alleged violation?
  o What knowledge did the appropriate student group leadership and/or coaches/advisors have of the alleged violation?
  o What action did the group’s leadership take to prevent or address the alleged violation?
  o Did the violation occur at a group sponsored, financed, or endorsed event?
  o Is there a pattern of individual violations that have occurred without proper action from the student group?

Sanctions: Sanctions for student groups will be administered by the Director of Community Standards and/or the decision-making body. Student group sanctions include, but are not limited to:

• revocation of registration or denial of application for registration;
• loss of College housing;
• loss of College privileges such as the ability to meet on campus and/or to use campus facilities;
• in the case of fraternities and sororities, the right to be recognized or operate at the College.
Massachusetts Hazing Law Information

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.”

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.
APPENDIX E: RESIDENCE HALL EXPECTATIONS

FURNISHINGS

Rooms are furnished with a bed and mattress (extra-long twin), dresser/set of drawers, closet or wardrobe, desk and chair, bookcase, trash bin, and recycling bin. Students may not remove College furniture or equipment from its assigned room, suite, lounge or other area within a residence hall and personal furniture cannot be brought in to replace these items. For the safety of all residents, furniture may not be arranged in such a fashion that it impedes access to a door, window, or hallway. If a student would like to bring their own furniture to campus due to a medical need, they must complete Medical Housing Accommodation request form through The Office of Accessibility Resources via the Babson Portal.

Shades are provided for windows, and students may install curtains or drapes, provided they conform to fireproofing standards and do not damage walls. Any student-installed curtains or drapes must not cause any damage to the walls or other facilities. Drilling curtain rods into the wall is not allowed; tension rods or command hooks supports are recommended as an alternative. Lofted beds of appropriate construction are allowed within the following dimensions: 67” high x 39” wide x 84” long. Due to issues of safety, the College prohibits the use of cinderblocks by students in residence halls. The College does recognize the need for in-room student storage and, therefore, will supply bed risers upon request in order to lift a student’s bed. Risers can be requested by submitting a Facilities work order. Waterbeds are not permitted.

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/or 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 of 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, cohabitate, 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 non-monetary sanctions imposed.
- Guests 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 Education 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 their roommate to host a guest in the room. It is the responsibility of the host to seek permission
from all roommates prior to arranging for a guest overnight. This includes College-sponsored overnights.

- 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.

HEALTH & SAFETY INSPECTIONS

The College may conduct health and safety inspections of campus housing during school breaks and from time to time throughout the year. This serves as notification that such inspections may occur. Each student living in campus housing expressly acknowledges this right. In addition to the prohibited items, the College expects that all rooms are free from excessive amounts of trash and kept in sanitary conditions.

LOUNGE FURNITURE (College-Owned)

College-owned furniture is placed in lounges and other locations/common areas on campus for the benefit of all students. Theft, removal, damage or possession of, and relocation to student rooms is prohibited; such incidents will be referred to the Student Conduct Process. Removal of College furniture or property from public areas or student rooms will result in a charge equal to the cost of the missing furniture documented through the damage billing process.

NOISE & QUIET HOURS

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 speakers, televisions, voices, or otherwise should be monitored by the residents of a room so as not to negatively impact the other residents in the building or persons outside the building. It is the responsibility of all residents to ensure that a given noise level caused by themselves or their guest(s) 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.

It is expected that residents and their guests will be respectful of others’ need for quiet, specifically between 11pm and 8am Sunday to Thursday, and 1am and 8am Friday and Saturday. 24-hour quiet hours are in effect during reading days and final exams. Common courtesy is in effect 24 hours a day, in addition to the following guidelines regarding stereo use:

- Speakers may not be placed in windows, aimed outside;
- Speakers should be played at a reasonable decibel level, and doors to the rooms must be shut. (“Reasonable level” shall be defined and interpreted by peers and, if necessary, by the residence hall staff, Public Safety, or members of the Office of Residence Education staff.)
- There will be minimal or no speaker use during those hours of the day or night designated as “quiet hours” by the residence hall community or during 24-hour quiet hours.

In the event that a conflict arises between two or more parties, each party should seek the assistance of their Resident Assistant and/or Area Director. The residence hall staff will mediate and help students reach an agreement in resolving the noise issue.
PETS

No pets are allowed in the residence halls or in student apartment buildings and The College reserves the right to contact the humane society to facilitate the removal of unauthorized animals from campus. Students requesting an animal due to a medical need must submit the Medical Housing Accommodation form and the animal registration form with vaccination records to Housing prior to move in.

ROOFS, WINDOWS, AND FIRE ESCAPES

In the interest of safety and well-being, students are not permitted on the roof or fire escape of any College building, except in the case of a fire or other emergency. Residents may not remove screens from windows or sit on window ledges. Except in cases of a fire or life safety emergency, it is prohibited to use any window as an entrance or egress from a residence hall. Violations may result in a $100 fine and/or other disciplinary action. Also, it is prohibited to hang any item (such as flag, banner, satellite dish, and/or air conditioner) from any window without the permission of Residence Education. Violations may result in a fine of $100 and/or removal from housing.

ROOM SEARCH POLICY

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

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

Except where there is an emergency, immediate concerns about a student’s well-being, to minimize damage to campus housing, or in connection with law enforcement activities, the College will use reasonable efforts to notify occupants of entry in advance by campus mail, email or telephone. When entrance is made for any of the above reasons, the College reserves the right to conduct a plain-view search and to remove any item(s) not in conformity with College policy or local, state, or federal law. A College search authorization, of all contents of a room including safes, luggage, lock box, etc, shall be issued when sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law has taken place or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson community exists.

Any item(s) seized in a search shall be turned over to the Vice President of Learner Success and Dean of Campus Life or their designee. Items that are determined to be in violation of college policy, local, state, or federal law will not be returned to the student. If possession of item(s) violates a local,
state, or federal law, the item(s) seized will be turned over to the department of public safety or the appropriate government authorities. Records documenting item(s) seized and chain of custody will be maintained.

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

WOODSIDE EXPECTATIONS

Woodside is a community of undergraduate students living in a wing comprised of two floors connected to the Babson Executive Conference Center (BECC). The BECC is utilized for executive education programs and conferences. Being part of this community, residents must adhere to these additional policies that support the mission of the BECC. In summary:

- Residents must acknowledge that the BECC is utilized for executive education and BECC program participants will be studying in their rooms when not in sessions. Accordingly noise must be kept at a minimum and courtesy hours are expected at all times (i.e., no loud music, etc.).
- Residents must not use the main entrance to the BECC, except in an emergency. They are not permitted to access the BECC from their rooms through the internal BECC door, nor may they use the internal BECC door to access their rooms from the BECC.
- Residents will access the BECC only for legitimate purposes.
- Residents requiring access to the BECC agree to utilize the main entrance for such access.
- Residents may not bring alcohol into Woodside rooms or the BECC.
- Residents may not have events where alcohol would be consumed.
- Residents may not utilize grills of any kind.
- Parking is limited to the area specifically designated for Woodside residents. Parking under the parking deck is prohibited at all times.
- Residents may not have a toaster, toaster oven, microwave, or heat devices in their rooms. These items may be used in the kitchens.
- Use of outdoor patios may be restricted or prohibited.
Academic Integrity Policies and Procedures

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 College’s expectations that a student can commit while at Babson College.

Our campus community is enriched and made better by the diverse backgrounds, ethnicities, and identities that our students bring with them when they begin their journey at Babson as students and as entrepreneurs. We recognize that with such diversity comes an array of norms, expectations, and ways of life, including matters of academic integrity. Recognizing that the definitions of what constitutes a violation of the College’s Academic Integrity Standards may be a significant adjustment for many of our students, the Office of Community Standards is available to meet with students to discuss these differences and to answer questions and concerns.

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

- DEMONSTRATE a commitment to and accept responsibility for acting in accordance with the Babson College Student Code of Ethics in their academic work.
- UNDERSTAND the policies for academic honesty and integrity.
- TAKE PERSONAL RESPONSIBILITY for knowing and following any additional written or verbal requirements in coursework provided by the faculty on individual projects, papers, assignments, or exams for a specific course.

A student’s failure to take appropriate steps to fully understand the Code will be neither an acceptable nor tolerable excuse for any Academic Integrity violation. These standards are not an option for you or any other Babson student; it is an expectation and requirement of this community. Your expressed commitment to understand and abide by the Code is a requirement of your continued enrollment at Babson, and you will be asked to reaffirm your understanding of and commitment to the Babson College Student Code of Ethics throughout your years as a Babson student. For your coursework, you will be required to affirm your understanding of and commitment to the academic honesty and integrity expectations set forth in the Code. You will be asked to write the following pledge on every exam, paper, project, or other academic exercise:

“I have abided by the Babson Code of Ethics in this work and pledge to be better than that which would compromise my integrity.”

All members of the Babson College community—students, faculty, and staff—share the responsibility to bring forward known acts of apparent academic dishonesty. Any member of the academic community who witnesses or otherwise becomes aware of an act of academic dishonesty should report it to the appropriate faculty member or to the Director of 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. Students will not be permitted to withdraw from a course while they have a pending academic integrity complaint.
Violations

The following is a broad overview of what constitutes a violation of the College’s Academic Integrity Standards and Code of Ethics, but is not meant to be an all-encompassing definition.

1. Cheating:

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples include, but are not limited to:

- 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;
- looking over a test before it is given;
- hiding notes in a calculator or other electronic device, and non-electronic devices for use during an examination;
- using a laptop/cell phone/handheld 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.

2. Fabrication:

Intentional and unauthorized falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise. Examples include, but are not limited to:

- 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.

3. Facilitating Academic Dishonesty:

Intentionally or knowingly helping or attempting to help another to violate any provision of this policy. Examples include, but are not limited to:

- inaccurately listing a 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.
4. **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.

5. **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 include, but are not limited to:
- stealing an examination or seeking access prior to its administration;
- purchasing or otherwise obtaining a pre-written paper through mail-order, 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, and/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), coursework, rank, grades earned, and honors received—on a résumé or job application.
- Sharing group work with outside parties (including, but not limited to, recruiters and employers) without the written consent of all contributing individuals

6. **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.
Process for Resolution

Initiation of Resolution Process
Reports of academic integrity violations should be reported to the faculty member or directly to the Director of Community Standards. The Director will review the information and supporting documentation to determine whether there is sufficient information to formally charge a student with a violation of the academic integrity policy. If there is sufficient information, the process below is initiated.

After reviewing the investigation and any supporting documentation, Community Standards Staff will send a letter to the student’s Babson email account informing them of the incident and alleged violation(s) in question. The letter will include the date, time, and location of an initial meeting where formal charges will be presented, the process will be described, and responsibilities of all parties will be discussed.

In cases of alleged academic integrity violations, until the matter is resolved, the student will receive a grade of Incomplete (“I”) for the work and/or course in question. If a student is found responsible for academic misconduct, the Board may impose one or more of the academic sanctions listed below. If a student is found not responsible, they will be given a grade on the work in question.

Administrative Resolution Meeting
An Administrative Resolution Meeting may be used, at the initial meeting or at a further date, to resolve academic integrity violations when:

- The respondent and faculty member have substantial agreement in all material effects on the relevant facts and circumstances. The respondent (i) accepts responsibility for the policy violation(s) in question in whole or in part, and (ii) admits to the facts that comprise the violation(s) in whole or in part.
- The respondent has not previously been found responsible for an academic integrity violation and has no significant disciplinary history at the College. For the purposes of the student conduct process, “significant disciplinary history” means (i) a suspension from the College, (ii) any two or more significant disciplinary violations of any type as determined by the Community Standards Staff.
- Both the respondent and faculty member consent to an Administrative Resolution.

It is important to note the following:
- The Community Standards Staff may consult with the chairpersons of the Board and will collaborate with the faculty member to jointly determine the appropriate sanction(s). The Community Standards Staff may provide guidance to the faculty member based on previous cases comprising with similar facts. If the complainant is not the faculty member, the Community Standards Staff may confer with the faculty member in order to determine the sanction(s). Sanction(s) imposed during an Administrative Resolution Meeting may not include expulsion from the College.
- The Community Standards Staff has the discretionary authority to immediately refer a case to the Board for a formal hearing process, even if all of the above conditions for an Administrative Resolution Meeting have been met, when it is determined that input from the larger community is appropriate because of the seriousness of the alleged violation and/or potential impact on the community.
- The Community Standards Staff has discretion to use an Administrative Resolution Meeting even if all the above conditions are not met, for cases where an expeditious resolution is
required or beneficial (e.g., where a student is in their final semester and must have the
disciplinary case resolved prior to graduation).

COMPOSITION

The Administrative Resolution Meeting will consist of the respondent and the Community Standards Staff. The Community Standards Staff is present at all meetings and serves as an information resource during the meeting and advises on proper procedures and relevant College policy. The faculty member is invited to attend the Administrative Resolution Meeting. While the faculty member’s attendance is not required, the Community Standards Staff will advise the faculty in all steps of the resolution process.

STUDENT RIGHTS AND RESPONSIBILITIES DURING AN ADMINISTRATIVE RESOLUTION

In order to provide an orderly procedure for the handling of academic misconduct matters that will ensure fairness to the respondent, the following will be accorded to all who participate in the process.

- The student will receive a letter sent to their Babson email account informing them of the incident and alleged violation, including the date, time, and location of a meeting with the Community Standards Staff. The letter will also include the student’s rights and responsibilities as well as outline the procedures for both the Board Hearing and Administrative Resolution Meeting processes.
- The respondent will meet with the Community Standards Staff to discuss the adjudication method that will be utilized (Administrative Resolution Meeting or Board Hearing).
- The Community Standards Staff, in collaboration with the respondent, may document the facts associated with the incident to outline the details relating to the respondent’s involvement in and responsibility for the policy violation(s) for which they have been charged.
- The faculty member will be notified of the outcome of the Administrative Resolution Meeting and will be provided an opportunity to review the documentation of facts (if applicable), and may, but is not required to, submit any additional information relevant to the specific incident. If such materials are submitted in advance, they shall be provided promptly to the student.
- At the discretion of the Community Standards Staff, the Administrative Resolution Meeting may take place at that time, or a second meeting may be scheduled with the respondent, faculty member, and Community Standards Staff or their designee. Written notification of the date, time, and place of the meeting will be delivered to the student’s Babson email account. It is the student’s responsibility to check their Babson email daily following the receipt of charges until the matter is resolved. If the respondent fails to appear for the meeting, an outcome may be determined without their input.
- At any point during the Administrative Resolution Meeting, the Community Standards Staff may elect to refer the case to the Board for a formal hearing, including in those instances where (i) material facts are disputed, (ii) the respondent is not accepting full responsibility for the policy violation(s) in question, and/or (iii) there is disagreement about the outcome for the violation(s).
PROCEDURES FOR AN ADMINISTRATIVE RESOLUTION MEETING

The basic order of questioning and presentation of information is as follows:

1. At the Administrative Resolution Meeting, the student will provide their perspective on the incident and the Community Standards Staff or their designee will summarize the complainant's report.
2. The Community Standards Staff will ask questions of the respondent and/or faculty member and/or initiate a discussion to clarify the facts of the case.
3. If necessary, the respondent and the faculty member will have an opportunity to ask each other questions and/or to initiate a discussion to clarify the facts of the case.
4. The Community Standards Staff will make orally any necessary modifications and/or addition as to the statement of facts resulting from the questioning during the meeting.
5. The Community Standards Staff or their designee will propose a “likely outcome” if the Board was to have heard the matter in a formal hearing. The faculty member will propose an outcome for further discussion, if necessary.

DETERMINING AN OUTCOME

If both parties agree, the Community Standards Staff or their designee will review and provide a final authorization to ensure the agreement was reached in accordance with the process described above. Once the agreement has been made, it is final and there is no opportunity to submit an appeal. If either party does not agree in full and/or expresses disagreement with the statement of facts or sanctions, the matter will be referred to the Board for a formal hearing.
ACADEMIC SANCTIONS

Possible sanctions for academic integrity violations include, but are not limited to the following:

**Academic Integrity Notice:** Students found responsible for an academic integrity violation will be placed on notice that a future violation of Academic Integrity Policies may result in a suspension or expulsion.

**Academic Integrity Seminar:** An online seminar targeting the role of honesty, ethics, and trust in the everyday decision-making process. The seminar uses many types of readings and reflections to accomplish this goal. Students are responsible for the tuition for the seminar which is $100.

**Academic Integrity Violation Transcript Notation:** Students found responsible for an academic integrity violation may have a transcript notation designated to the class in which the academic integrity violation occurred. Students with a second academic integrity violation will have a permanent transcript notation placed.

**Course Grade Reduction:** The student will receive a “0” grade on specified percentage of the overall course grade for an academic misconduct violation. This grade will be averaged with the overall grade earned in a course.

**Failure in a Course:** The student will fail the course, without reimbursement, for an academic misconduct violation. The student’s official transcript will reflect the letter grade of “F.”

**Failure on a Paper, Project, Examination, or Course Component:** The student will receive a “0” grade on a paper, project, examination, or relevant course component(s) of the overall course grade for an academic misconduct violation. This grade will be averaged with the overall grade earned in a course.
Gender Based Misconduct Policies and Procedures

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II. SCOPE OF POLICY/JURISDICTION
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XIV. STATE AND FEDERAL AGENCIES
I. **INTRODUCTION**

Babson College (the “College”) is committed to preserving a learning environment that promotes the health and safety of our community members. Consistent with the College’s values and its Notice of Non-Discrimination, the College prohibits both its students and other community members from engaging in any and all forms of gender-based misconduct. Gender-based misconduct is considered to be one of the most serious violations of the Student Code of Ethics.

The College will promptly and effectively respond when informed of allegations that a community member has engaged in gender-based misconduct, and the College will take action to eliminate the harassment, prevent its recurrence, and address its effects in accordance with this Policy. This Policy is intended to define community standards and to outline the investigation and grievance procedures when those standards are alleged to have been violated. 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. Any attempt to engage in conduct prohibited under this Policy will be treated as a violation, if proven, unless the attempt is abandoned or the prohibited conduct is prevented from occurring under circumstances that demonstrate a voluntary change of behavior. Aiding and/or cooperating in the forms of conduct prohibited in this Policy is also prohibited.

II. **SCOPE OF POLICY/JURISDICTION**

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance, and federal regulations prescribe specific procedures that colleges must follow when addressing formal complaints concerning certain conduct that falls within the scope and jurisdiction of Title IX. The federal government has updated the regulations to implement Title IX to create specific jurisdictional and other restrictions. Accordingly, the procedures set forth in Babson’s Title IX Policy will be used to address any formal complaints the College receives from someone who has standing to trigger that Policy under the new regulations.

The scope and jurisdiction of Babson’s Gender-Based Misconduct Policies are more expansive than the scope and jurisdiction of Babson’s Title IX Policy, and this Gender-Based Misconduct Policy will be used by Babson to address reports alleging that a Babson student has engaged in gender-based misconduct which does not fall within the scope and jurisdiction of Babson’s Title IX Policy. Matters that may be addressed under this Policy include complaints filed by individuals who are not affiliated with Babson College and who are not seeking to participate in College programs or activities; complaints concerning conduct that reportedly occurred in a location outside the United States or where the College did not exercise substantial control; and alleged gender-based misconduct that does not constitute Prohibited Conduct under Title IX, but which would violate other applicable state and federal laws, such as Title VII of the Civil Rights Act of 1964 or Massachusetts gender Laws c. 151 B. Consistent with both Babson’s values and applicable state law, this Policy prohibits not only discrimination based on sex, but also discrimination based upon an individual’s gender, gender identity or expression, or sexual orientation.

If Babson receives a complaint alleging that a respondent engaged in conduct that potentially violates both Babson’s Title IX Policy and other College policies, including this Policy, Babson’s Title IX Coordinator may within their discretion, and in alignment with federal law, choose to resolve some

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1 This Gender-Based Misconduct Policy for students applies when a respondent is a Babson student, whereas Babson’s Gender-Based Misconduct Policy for Faculty, Staff, and Affiliated Persons applies when the respondent’s primary status at Babson is as a non-student.
or all of the non-Title IX charges pursuant to the process in Babson’s Title IX Policy and will contemporaneously inform all parties of such determinations.

The scope and jurisdiction of this Gender-Based Misconduct Policy are the same as set forth elsewhere in the College’s Student Code of Ethics. To the extent that additional alleged violations of the Student Code of Ethics other than gender-based misconduct arise in the context of this Policy, such related allegations may be addressed under this Policy or the Code of Ethics in the sole discretion of the Director of Community Standard in consult with the Title IX Coordinator. This Policy 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 or someone otherwise affiliated with the College and not a Babson student, the matter will be addressed in accordance with the processes set forth in Babson’s Gender-based Misconduct Policy for Faculty, Staff, and Affiliated Persons. When 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 determine the investigative process (student or employee) for the reported incident. The selected grievance process shall have the authority to make final determinations affecting all of a respondent’s statuses at the College.

III. DEFINITIONS

The following definitions apply under this Policy:

Advisor: A person chosen by a party, who may but need not be an attorney, who provides support and advice to the party during any stage of the College’s process to address a complaint investigated under this Policy. Any person serving as a party’s advisor is prohibited from publicly disclosing private information, including information protected under the Family Educational Rights and Privacy Act (“FERPA”) or other state or federal laws, which they learn during the grievance process outlined in this Policy, and are expected to maintain the privacy of all parties and witnesses to the greatest extent possible.

Complainant: Any individual who reports to the College that they were impacted by gender-based misconduct allegedly committed by a Babson community member. Complainants under this Policy may include any individual, including former students at the College.

Effective Consent: Effective Consent is consent that is informed, knowing and voluntary. Consent to engage in any mutually agreed-upon sexual activity can be communicated through mutually understandable words and/or through actions. Consent obtained as a result of physical force, threats, intimidating behavior, duress, fraud, or coercion is not Effective Consent.

Effective Consent cannot be obtained from: 1) minors (in Massachusetts, persons not yet sixteen (16) years of age), 2) individuals with mental or intellectual disabilities which render them unable to understand the behavior or its consequences, 3) persons who are unconscious, asleep, or unaware, or 4) persons who are in a state of incapacitation as a result of alcohol or other drug consumption (whether voluntary or involuntary).

Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the nature (i.e., who, what, when, where, why or how) of their sexual interaction. A person who engages in sexual activity with another person whom they know, or should
reasonably have known, is unable to provide Effective Consent lacks consent as defined under this Policy.
In addition, it is important to understand that:

- Effective 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 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 seeks to engage in the specific sexual activity, to make sure that they have Effective Consent from their partner(s) prior to initiating sexual activity.
- Effective Consent is active, not passive.
- Effective Consent to one form of sexual activity does not constitute Effective Consent to other forms of sexual activity. Effective Consent must be obtained with respect to each form of sexual activity in which parties intend to engage.
- The person who is the object of sexual advances is not required to physically or otherwise resist. The absence of resistance will not, in itself, suffice to demonstrate Effective Consent.
- Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to demonstrate Effective Consent.
- Intentional use of alcohol or other drugs does not excuse a violation of this Policy.
- Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly. Once consent is withdrawn for some or all sexual activity, such activity must cease without delay.
- Coercion is unreasonable pressure for sexual activity. Seeking to persuade someone to engage in either sexual activity in general, or any particular sexual acts, after they have made clear they do not wish to do so may be considered coercive. In assessing whether coercion was used, the frequency, duration, and intensity of the pressure applied will be taken into consideration.

**Parties:** Both the complainant(s) and the respondent(s).

**Prohibited Conduct:** See section IV below.

**Respondent:** A Babson community member who is reported to have been the perpetrator of conduct that is prohibited under Babson’s Gender-Based Misconduct Policies.

**Relevant:** As used in these procedures, “relevant” is any evidence that a reasonable person could conclude makes a material disputed fact or event more or less likely to be true. Information about a complainant’s sexual predisposition or prior sexual behavior is generally not considered relevant and will not be considered in Babson’s grievance process.

**Sanctions:** Punitive or educational measures imposed by the College in response to a determination that a respondent has violated this or another Babson College policy. Sanctions may include, but are not limited to: expulsion, termination, suspension, probation, reprimand, warning, restitution, education/counseling requirements, restrictions on participation in College programs or activities, loss of privileges, loss of leadership opportunities or positions, housing restrictions, and/or restrictions on employment by the College. If a respondent is found to have violated this Policy, a determination of appropriate sanctions will include consideration of the nature and circumstances of the misconduct, the impact of the misconduct on the complainant and/or others in the College community, the disciplinary history of the respondent, and any other mitigating or aggravating circumstances. Transcript notations for sanctions issued to students for violations of this Policy will
be consistent with Babson’s policy regarding transcript notations contained in Babson’s Student Code of Ethics.

**Supportive Measures:** Individualized services designed to restore or preserve equal access to the College's educational programs or activities, which may be offered to the parties, without cost, regardless of whether a formal complaint has been filed. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, No Contact Orders, No Trespass Orders, changes in work or housing locations, removal of contact information from the Campus Directory, leaves of absence, increased security and monitoring of certain areas of campus, referral for an evidence collection exam at an appropriate hospital in cases of recent sexual violence, and other similar measures. To the extent possible, the College will generally maintain privacy regarding supportive measures provided to either party. Privacy may not be possible regarding supportive measures when it is necessary to share limited information in order to provide supportive measures. For instance, the issuance of No Contact Orders necessarily requires that all parties to the Orders be notified of the directive.

**IV. PROHIBITED CONDUCT**

The following are definitions of Prohibited Conduct under this Gender-Based Misconduct Policy. As stated above, to the extent that an individual does not satisfy the federally required limitations set in the Title IX Policy, this Policy and these definitions may be applicable. For instance, complaints alleging non-consensual penetration or non-consensual sexual contact will be addressed under Babson’s Title IX Policy if the alleged incident falls within the jurisdiction and scope of Title IX. However, complaints alleging that Babson students engaged in non-consensual sexual penetration or non-consensual sexual contact will be addressed under this Policy if there is no Title IX jurisdiction (e.g. the reported victim does not have standing to be a complainant under Title IX or the incident occurred off campus and not in connection with College controlled programs or activities).

**Gender-Based Misconduct**

Gender-based misconduct is a broad term which encompasses unwelcome conduct of a sexual nature that is prohibited by the College. The term gender-based misconduct includes, but is not limited to, gender-related harassment, sexual assault, sex discrimination, sexual violence, rape, intimate partner abuse, domestic violence, and stalking that does not fall within the scope or jurisdiction of Babson’s Title IX Policy.

**Sexual Harassment**

Any unwelcome sexual, sex-based, and/or gender-based verbal, written, online, and/or physical conduct which also falls within the definition of hostile environment harassment and/or quid pro quo sexual harassment.

- Hostile environment sexual harassment exists where harassment is sufficiently severe, persistent, or pervasive, and is objectively offensive such that it unreasonably interferes with, limits or denies someone’s ability to participate in or benefit from the College’s educational, employment, social, residential, or other programs or activities. In assessing whether conduct is hostile environment sexual harassment, the totality of the circumstances will be considered.

- 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
consequences. Quid pro quo harassment may also exist when an explicit or implicit threat of adverse action or a promise of a benefit is 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 Penetration** – Any sexual penetration (anal, oral, or vaginal), however slight, with any part of one’s body or with any object, upon another person, without Effective Consent. Non-consensual penetration includes both situations where a person's body is penetrated without Effective Consent and situations where a person is forced, caused or made, without their Effective Consent, to penetrate another person's body.

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

- **Sexual Exploitation** – Taking sexual advantage of another person without their Effective Consent, either for one’s own advantage or benefit, or for the advantage or benefit of any third person. Examples include but are not limited to:
  - Causing or attempting to cause the incapacitation of another person to effect Sexual Misconduct through ingestion or use of drugs or alcohol or otherwise;
  - Exposing one’s genitals or other intimate body parts to a particular person and/or to the general public;
  - Electronically recording (digital, video or audio), photographing, or transmitting another person’s intimate or sexual utterances or sounds, or images of another person in any state of undress or nudity or engaging in sexual activity, without their Effective Consent;
  - Allowing third parties to observe consensual or non-consensual sexual acts without the Effective Consent of each person being observed;
  - Engaging in voyeurism (i.e. observing people engaging in private or intimate acts without their Effective Consent);
  - Distributing intimate or sexual information about another person without their Effective Consent;
  - Prostituting or soliciting another person or causing the prostitution of another person; and/or
  - Knowingly exposing another person to a sexually transmitted infection or disease, including HIV.
**Stalking**

Pursuing, following, harassing, and/or otherwise unreasonably interfering with the peace and/or safety of another, by conduct occurring typically on more than one occasion, that instills fear and/or threatens the 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 (e.g., face-to-face communication, telephone calls, voice messages, text messages, email messages, communication via social media networks, written letters, gifts, or any other communication that a reasonable person should have known was unwanted)
- Threatening or obscene gestures;
- Surveillance, trespassing or pursuing; and/or
- Waiting, or showing up uninvited at a place of residence, classroom, workplace, etc.

**Intimate Partner Abuse**

Any abusive behavior between those who are in or have been in an intimate or romantic relationship with each other. Abusive behavior may be emotional, psychological, physical and/or sexual, including any behavior that one person in an intimate or romantic relationship uses in order to control the other. Intimate partner abuse or violence may be a single act or a pattern of behavior in relationships. Examples include but are not limited to:

- Threats to cause another physical, emotional, or other harm;
- Demeaning or derogatory communications that amount to abusive behavior;
- Preventing contact with family or friends; and/or
- Actual or threatened physical harm.

**Retaliation**

An intentional adverse action taken against another person on the basis of their participation in a protected activity under this Policy. Retaliation can include intentional action taken by a party or allied third party as reprisal for participating in a protected activity or for supporting someone who engages in protected activity under this Policy. If the College receives a complaint alleging that any student or other community member engaged in prohibited retaliation relating to someone engaging in protected activity under this Policy, the College may in its discretion adjudicate that alleged retaliation under either this Policy, the Student Code of Ethics, or another applicable College policy.

Examples of protected activity include but are not limited to:

- Participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation; and/or
- Filing a complaint alleging a College policy violation or a violation of law.

Examples of adverse action include, but are not limited to:

- Threats, intimidation, continued harassment or other misconduct;
- Discouraging an individual from participation in an investigation or adjudication process; and/or
- Adverse educational or employment consequences.
Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious policy violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to reports of potential retaliation and will address reported retaliation as appropriate, including but not limited to issuing interim measures or disciplinary suspension from the College.

Retaliation should be promptly reported to the Title IX Coordinator and/or Deputy Title IX Coordinator.

V. RESOURCES AND SUPPORTIVE MEASURES

Individuals who have experienced or have been impacted by gender-based misconduct have options and resources available to support them whether or not they are members of the Babson community and whether or not they choose to participate in either a College or criminal investigation.

The College encourages all individuals who have experienced sexual assault to promptly seek appropriate medical attention and to preserve any evidence. Confidential medical care is available whether or not an individual chooses to report the incident to the College or to an external law enforcement agency (e.g., the Wellesley Police Department). Information about confidential resources that the College provides for Babson students, as well as free and confidential community resources available to assist anyone in obtaining medical care and preserving evidence, can be found here.

Babson’s Title IX Coordinator and Babson’s Director of Wellness and Prevention Services can provide the following assistance and support to Babson students who have experienced gender-based misconduct by:

● informing them of, and connecting them to, available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
● issuing a preventative safety order (if the person with whom a student wishes to avoid contact is affiliated with the College);
● helping arrange a change to a student’s on-campus housing, working arrangements or course schedules or adjustments for assignments or tests;
● informing the student of their right to report a crime to campus or local law enforcement and to seek protective orders through the courts – and providing the student with assistance if the student wishes to do so.

For more information on available assistance, see the Sexual Assault Prevention & Response Services website.

Supportive measures may be provided if requested by a student who experienced gender-based misconduct irrespective of when the misconduct occurred, whether it involved another Babson community member, or whether the student requesting supportive measures reports a crime to law enforcement or files a formal complaint with the College. If confidentiality is requested, supportive measures will be implemented as feasible while preserving the privacy of the impacted party as much as is possible.

Students may also choose to take advantage of off-campus resources, and examples of off-campus resources in the Boston area are listed here. Off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with the College unless the individual requests the disclosure and signs a consent or waiver form.
While off-campus counselors and advocates may maintain an individual’s confidentiality by not informing the College, they may have reporting or other obligations under applicable law. These may 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 or court order; or where the individual is at risk of imminent harm to self or others.

VI. INTERIM RESTRICTIONS

When the College is made aware of an alleged violation of this Policy, it will promptly take steps to ensure equal access to its programs and activities and protect the safety and well-being of affected individuals.

If Babson receives a report of gender based misconduct that falls within the scope and jurisdiction of Babson’s Title IX Policy, and the Title IX Coordinator after conducting an individualized safety and risk analysis, in consultation as appropriate with other College employees, determines that any member of the Babson community poses an immediate threat to the physical health or safety of any other member of the Babson community, the College may, in rare instances, restrict a respondent’s access to college property or activities on an interim basis, pursuant to the Emergency Removal Provisions of Babson’s Title IX Policy.

If Babson receives a report of gender-based misconduct that does not fall within the scope and jurisdiction of Babson’s Title IX Policy, the College may put in place interim restrictions pursuant to the Interim Restriction section of the Student Code of Ethics to stop the alleged harassment or discrimination, and to protect the safety and well-being of an individual and/or the College community. These actions may include, but are not limited to, College housing suspensions, campus access restrictions, and College suspensions in accordance with applicable policies and procedures. Interim action is preliminary, and shall remain in effect no longer than until the gender-based misconduct process is complete and a decision is rendered by the College. The specific interim restrictions implemented and the process for implementation will vary depending on the facts and circumstances. To the extent possible, interim restrictions will be imposed in a way that minimizes the burden on the complainant while balancing the rights of the respondent.

When an interim restriction decision has been made relating to an alleged violation of the Gender-Based Misconduct Policy, the respondent will be informed of their right to appeal or request a modification of any such interim restrictions. The College will likewise provide complainants with an opportunity to petition for modifications of such interim restrictions to the extent the College determines the restrictions directly relate to or impact the complainant(s).
VII. REPORTING OPTIONS AND CONFIDENTIALITY OF INFORMATION

The College encourages individuals who have experienced gender-based misconduct to promptly talk to someone about what happened, so that they can get the support they need and the College can respond appropriately. The College will take seriously every report of gender-based misconduct, offering appropriate support and allowing individuals to maintain as much control as possible over their situation. When considering who to speak with about something that happened, it is important to understand the difference between confidential and non-confidential resources.

A. CONFIDENTIAL RESOURCES

Babson encourages community members who have experienced any potential gender-based misconduct to inform Babson’s Title IX Coordinator, so that the Title IX Coordinator can offer appropriate supportive measures and information regarding available reporting options under applicable policies. However, the College also wants community members to be able to seek support from other persons who are trusted to them and in an environment that feels safe to them. Recognizing that some individuals may wish to share their experiences with another person at the College without having those experiences reported to Babson’s Title IX Coordinator or other administrators, the College has designated a limited number of College employees as “confidential resources” who can assist Babson students while keeping the student’s experiences confidential. Babson designated confidential resources for students are listed on Babson’s Title IX webpage.

When a Babson designated confidential resource learns of potential Title IX Prohibited Conduct or other gender-based misconduct in the course of performing their duties as a confidential resource, they will not share any identifiable information that was disclosed to them with the College or any other person, without that person’s permission, unless:

- sharing information is necessary to address imminent risk of harm the person they are supporting, or to protect the safety of others who are at risk of imminent harm;
- they learn information involving abuse of minors, persons with disabilities and the elderly which they are legally required to report to government authorities; or
- if required by a valid subpoena or court order to provide testimony.

An individual who speaks with confidential resources about gender-based misconduct that they have experienced must understand that, if they want to maintain confidentiality and/or privacy, the College may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the respondent. Accordingly, the scope of the available remedies, including interim measures may be limited. Nevertheless, confidential resources may still assist the individual in receiving other necessary protection and support, such as victim advocacy, academic support, disability accommodations, health or mental health services, and changes to living, working or course schedules.

An individual 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.

B. NON-CONFIDENTIAL BABSON RESOURCES

Babson staff and faculty employees who are not designated confidential resources for students are expected to notify Babson’s Title IX Coordinator if they learn that any Babson student or other member of the Babson community has experienced or engaged in gender-based misconduct, so that the Title IX Coordinator can take appropriate steps to enhance community safety and offer support.
and reporting options to impacted parties. However, beyond notifying the Title IX Coordinator, such employees should keep such information as private as possible. Students who are Babson Resident Assistants or Peer Mentors are also expected as a condition of their employment to report to the Title IX Coordinator if they learn that any Babson student may have been impacted by or engaged in gender-based misconduct, but to otherwise keep such information as private as possible.

College employees who are not-designated confidential resources for students are expected to promptly report to the Title IX Coordinator all relevant details they learn from any source about alleged gender-based misconduct committed by or impacting any community member. The College will then take steps to provide the reported victim/survivor with rights and resource information. These employees are expected to tell the Title IX Coordinator all information they know relating to a report of potential gender-based misconduct – including the names of the victim and accused (if known), 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 Babson employee about gender-based misconduct should be shared only with the College’s Title IX Coordinator, who will in turn share such information only with those responsible for handling the College’s response to the report. Employees who learn about possible gender-based misconduct should not share information with law enforcement without the impacted party’s consent, or unless the impacted party has also reported the incident to law enforcement or the employee is otherwise required by law to do so.

Before someone reports potential gender-based misconduct to a Babson employee, the employee should, if possible, seek to ensure that the individual making the disclosure understands the employee’s reporting expectations. If the disclosing party wants to maintain confidentiality, the employee should direct the individual to designated confidential resources.

If anyone tells a Babson employee that they or another community member has experienced or engaged in gender-based misconduct, but requests that the employee maintain confidentiality, the employee should tell the reporting party 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 employee should also inform the Title IX Coordinator of the reporting party’s request for confidentiality.

Babson employees should not pressure an impacted person to make a full or formal report if the impacted person is not willing to do so. The College will seek to honor and support the impacted party’s wishes.

C. Formal Reporting Options

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

Complaints that any Babson community member (students, student groups, faculty, staff, third parties, visitors, etc.), engaged in gender-based misconduct can be made to the College’s Title IX Coordinator:

Betsy Rauch, Title IX Coordinator  
Horn Library, Office # 329  
231 Forest Street  
Babson Park, MA 02457-0310  
Brauch1@babson.edu  
781-239-5501

Complaints against students and student groups, may also be reported to:

Caitlin Capozzi, Dean of Students and Deputy Title IX Coordinator for Student Affairs  
Reynolds Campus Center, Suite 211  
231 Forest Street  
Babson Park, MA 02457-0310  
ccapozzi@babson.edu  
781-239-4582

Complaints against faculty and staff, may also be reported to:

Kate O’Leary, Deputy Title IX Coordinator for Human Resources  
Nichols Hall  
231 Forest Street  
Babson Park, MA 02457-0310  
koleary@babson.edu  
781-239-4209

**Anonymous Reporting**

Any individual may make an anonymous report to the College, without disclosing their name, identifying the respondent, or requesting any action, concerning an act of gender-based misconduct committed by a member of the College community. If the College receives an anonymous report, depending on the level of information provided to the Title IX Coordinator about the alleged incident or the individual(s) involved, the College’s ability to respond to an anonymous report may be limited. As described in this Policy, the College may have an obligation to respond to the information provided and/or other available information.

2. **Reporting to law enforcement:**

The College strongly encourages prompt reporting to law enforcement. Reporting is best done as soon as possible after an incident, but may be done at any time.

An individual may report an incident to law enforcement by contacting Babson College Public Safety, which can be reached at all times (24/7/365) at 781-239-5555. Babson Public Safety has full police powers and jurisdiction for matters that occur on campus. If an incident occurred off-campus,
Babson Public Safety can assist a complainant with identifying the appropriate local law enforcement agency and with the filing of a report with that agency.

Following is a list of other law enforcement reporting options:

- Wellesley Police Department: 781-235-1212
- Needham Police Department: 781-455-7570
- Massachusetts State Police: 1-508-872-8713
- Norfolk County District Attorney Office - Brookline: 617-738-5072
- Norfolk Superior Court: 781-326-1600
- Dedham District Court: 781-329-4777

Law enforcement agencies, including Babson College Public Safety, are generally required to investigate reports of a criminal nature to the extent they are able. However, filing a complaint with law enforcement does not require the complainant to participate in a criminal process if the complainant chooses not to do so.

D. Requesting Confidentiality from the College: How the College Will Weigh the Request and Respond

If an impacted party discloses an incident to a non-confidential College 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 impacted party.

If the College honors the request for confidentiality, an impacted party 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 impacted party may be limited as well.

There are times when the College may not be able to honor an impacted party’s request for confidentiality in order to provide a safe, non-discriminatory environment for all students and employees. The College has designated any one or more of the following individuals to evaluate requests for confidentiality once the College is placed on notice of alleged gender-based misconduct:

- Title IX Coordinator
- Deputy Title IX Coordinator for Student Affairs
- Vice President for Learner Success and Dean of Campus Life

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

- The increased risk that the respondent will commit additional acts of gender-based misconduct or other violence, such as:
  - whether there have been other gender-based misconduct complaints about the same respondent;
  - whether the respondent has a history of violence;
  - whether the respondent holds a position with supervisory responsibility and/or authority or control over complainant or other community members;
  - whether the respondent threatened further gender-based or other violence against the complainant or others;
○ whether the gender-based misconduct was committed by multiple perpetrators;
○ whether the gender-based misconduct was perpetrated with a weapon; and
○ whether the complainant is a minor

- Whether the College possesses other means (e.g., security cameras, witnesses, or physical evidence) to obtain relevant evidence of the gender-based misconduct; or
- Whether the report or other documentation reveals a potential pattern of perpetration at a given location or by a particular individual or group (e.g., by intentionally incapacitating an individual without their knowledge via the use of drugs).

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

If the College determines that it cannot maintain an impacted party’s confidentiality, the College will inform them prior to an investigation and, to the extent possible, share information relating to them only with those responsible for handling the College’s response.

The College will remain mindful of the well-being of those who report having been impacted by gender-based misconduct and take ongoing steps to protect them from retaliation or harm. Retaliation against anyone who reports misconduct, or participates in an investigation, whether by students or College employees, will not be tolerated.

The College will not require a student 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.

VIII. INVESTIGATION/RESOLUTION PROCESS

The Title IX Coordinator is responsible for the oversight of investigations of gender-based misconduct complaints under this Policy. Formal rules of process and evidence such as those applied in criminal or civil courts are not applicable in these investigations or in the resolution process.

When a complaint is filed concerning a potential violation of the Gender-Based Misconduct Policy, the Title IX Coordinator will open and conduct a preliminary investigation. The preliminary investigation under this Policy will be conducted as soon as practicable, depending on the circumstances, including the availability of witnesses and preliminary evidence.
**PRELIMINARY INVESTIGATION**

After reviewing the information received, the Title IX Coordinator will:

1. Work to determine the identity and contact information of the complainant;
2. Obtain a statement from the complainant (when possible);
3. Identify what, if any, portion(s) of Babson’s Title IX and/or Gender-Based Misconduct Policies were allegedly violated;
4. Meet the complainant, if feasible, to inquire about and finalize the complaint;
5. Determine if there is cause to proceed with a formal investigation.

If the Title IX Coordinator determines that there is no reasonable cause to pursue a complaint (e.g., if the information received does not present any potential violation of Babson’s Gender-Based Misconduct Policy, or if it is so vague or incomplete that no further investigation is possible), the matter will be closed with no further action and that decision will be communicated to the reporting party.

**FORMAL INVESTIGATION**

If the Title IX Coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated and the Title IX Coordinator will appoint one or more trained investigators to conduct the investigation. The formal investigation under this Policy will be conducted as promptly and equitably as possible without compromising thoroughness.

At the initiation of the formal investigation, the Title IX Coordinator will provide the parties with written notice that includes:

1. an explanation of the investigation process including their rights in the process and a link to or copy of the process and procedures;
2. all known charges to be investigated, listing the specific portion(s) of the Gender-Based Misconduct Policy and Student Code of Ethics alleged to have been violated;
3. a statement that charges are allegations and do not reflect any presumption of responsibility and a determination regarding responsibility will be made after the conclusion of the investigation process;
4. Notice that parties each may have one advisor of their choice, who may be but is not required to be an attorney, to provide emotional support and advice to them throughout the process; and
5. Notice of Babson’s prohibition against retaliation; and
6. Notice to the parties of the duty of honesty (below).

After the Title IX Coordinator identifies who will be appointed to investigate the charges, the Title IX Coordinator will also inform the parties in writing who has been appointed to conduct the investigation. If any party believes an appointed investigator is biased or conflicted from fairly investigating the matter, they must timely notify the Title IX Coordinator within three (3) days after being informed by the College of the investigator’s identity. Babson’s Title IX Coordinator will consider the concerns and appoint different investigators if the Title IX Coordinator deems necessary. The Title IX Coordinator may, in their discretion consult with other College staff, but the Title IX Coordinator’s ultimate decision regarding the assignment of investigators is final.

The appointed investigators will:

1. Commence a thorough and impartial investigation by developing an investigation plan, including a witness list, intended investigation timeframe, and order of interviews for all witnesses and the respondent;
2. Provide regular updates on the investigation to the Title IX Coordinator or Deputy Coordinator;
3. Determine whether or not one or more specific portions of Babson’s Gender-Based Misconduct Policy were violated based on the preponderance of the evidence. Under this standard, the respondent is presumed not to have violated the Gender-Based Misconduct Policy unless a preponderance of the evidence supports a finding that a violation occurred. A preponderance of the evidence indicates that it is more likely than not that the identified portion of the Policy was violated by the respondent.

**Investigations shall proceed generally as follows:**

1. The investigators will seek to conduct interviews with the complainant, respondent and any witnesses deemed appropriate by the investigators.
   a. Both the complainant and respondent will be invited to participate in an interview and will be asked to provide names of relevant witnesses. Even if a party declines to themselves be interviewed, all parties are asked to notify the investigators in writing, as soon as possible, of any witnesses known to the party whose account or information they wish for the investigators to consider. The investigators will, in their sole discretion, determine which witnesses to interview. Witnesses are typically limited to people with firsthand knowledge of the issues or events being reviewed, or individuals with whom the parties discussed the events under review. Character witnesses and character statements are not permitted.
   b. During parties’ interviews and other meetings that are part of the investigative process, a party’s advisor may ask clarifying questions about process, but may not otherwise speak on behalf of the party. An advisor may ask to suspend a meeting or interview to briefly consult with the party they are supporting.

2. All interviewed parties and witnesses will be asked to submit relevant documentary evidence (e.g., photographs, video recordings, text messages, reports, phone records, etc.) to the investigators. The investigators will gather and review available documents, materials, or other identified evidence relevant to the investigation.

3. The investigators will not request from any party or witness any information that is protected by a legal, medical, or other recognized privilege, unless the person who has the rights to that privilege provides written consent to provide such information to the investigators.

4. After each witness (non-party) interview, the investigators will provide the witness with a written interview summary. The interviewed witness will then be afforded a reasonable opportunity to review the summary to confirm its accuracy or to provide written clarifications, comments, and/or corrections. The investigators shall review any written clarifications or comments that are submitted and incorporate those deemed relevant and appropriate into the interview summary. Comments that conflict significantly with information previously submitted by the interviewed party will be noted.

5. During the investigation, the investigators will afford the complainant and respondent an opportunity to respond to information provided by other parties, including witnesses. This information will typically be shared verbally during the interview. Either party may also request an opportunity to review written interview summaries and/or documentary information prior to the parties’ case file review (described below). Such requests may be granted if deemed appropriate in the sole discretion of the investigators.

6. At the conclusion of the investigation, but before any determinations are made by the investigators, the investigators will offer the parties and no more than one advisor per party an opportunity to review the information included in a case file which includes all written interview summaries and documentary evidence deemed potentially relevant by the investigators. The investigators, in consultation with the Title IX Coordinator, will use their discretion about what evidence and information will be included in the case file. Redactions may be made as deemed necessary in the sole discretion of the investigators. However, the case file shall include all information collected by the investigators that is relevant to the
allegations raised, regardless of whether the College will consider such information in reaching a determination of responsibility.

7. Parties who review the case file at this point in time will be afforded ten (10) calendar days after being provided access to the case file to submit to the Investigators a written response to the evidence gathered, including but not limited to any corrections or clarifications to the summaries of their own interviews. The parties’ written responses to the case file may identify additional relevant information or documentation, and/or suggest new witnesses who possess material information.
   a. Parties may, but are not required to submit a written response to the case file, but any responses timely filed by either party will be considered by the Investigators before they complete an investigation report. The Investigators may determine that additional investigation is necessary based on the parties’ written submissions, or that no additional investigation is needed.
   b. Parties’ written responses to the case file will be added to and included in the case file, and if either party identifies additional relevant evidence, that evidence shall be gathered by the investigators to the extent reasonably possible and will also be included in the case file. Depending on the nature of the new evidence, it may be shared with the other party in the investigation for their review and comment before the investigators complete their written investigative report.

8. The investigators will complete the case file to include all relevant evidence obtained during the investigation.

9. The investigators will review the case file and reach written conclusions as to whether or not the respondent violated the Gender-Based Misconduct Policy based on a preponderance of the evidence standard.

10. The investigators will send the case file and their written conclusions to the Title IX Coordinator for review, who shall review the case file and written conclusions to ensure the following:
    a. The investigation was thorough, reliable, and impartial;
    b. The conclusions were based on the evidence collected;
    c. The conclusions were based on the preponderance of the evidence; and
    d. The Policy was applied appropriately.

If the Title IX Coordinator determines that any further steps are necessary to meet any of these requirements, they will so inform the investigators who will take the necessary steps and return the case file to the Title IX Coordinator for further review.

Please note: regardless of the investigative findings, the Title IX Coordinator and Deputy Coordinator will assess what, if any, remedies are necessary for the complainant and/or community, to address the incident.

11. Upon approval of the case file, the Title IX Coordinator will attempt to meet separately with both the complainant and the respondent to deliver the investigators’ findings; if either party declines to meet to receive the findings, the findings may instead be delivered in writing. Investigative findings will be delivered to the parties as contemporaneously as possible. When notifying parties of the investigative findings, the Title IX Coordinator will:
    a. Make the final report available to both parties for their review (in cases involving multiple complainants or respondents, necessary redactions may be made in the discretion of the Title IX Coordinator to only share with parties information relating to charges involving them); and
    b. Explain the next steps in the process:
       a. Sanction process if the finding is responsible (see section IX below)
b. Appeal process if the finding is not responsible (see section X below)

IX. SANCTIONS PROCESS

1. If the investigators determine that respondent violated Babson’s Gender-Based Misconduct Policy, after reviewing both the case file and the investigators’ Final Report, the Deputy Title IX Coordinator for Student Affairs will determine whether to meet with the complainant and/or respondent to discuss potential sanctions either instead of, or in addition to, the parties’ option to submit a written impact statement. Neither sanction meetings nor impact statements are an opportunity for parties to challenge or contest the findings of the investigation. If the Deputy Title IX Coordinator invites parties to submit written impact statements, each party shall have two (2) days from the date of the delivery of the Investigators’ findings to submit such a written impact statement to the Deputy Title IX Coordinator. The written impact statement is intended to inform the Deputy Title IX Coordinator of relevant information in determining the appropriate sanctions, including, but not limited to, how the incident has affected the impacted party, and whether they believe any mitigating or aggravating facts and circumstances warrant leniency or enhanced sanctions.

2. The Deputy Title IX Coordinator will confer with the Title IX Coordinator regarding potential sanctions and remedies. The Deputy Title IX Coordinator also reserves the right to meet with other relevant parties, including but not limited to the investigators or witnesses, if the Deputy Title IX Coordinator believes it will assist in determining the appropriate sanctions.

3. Before determining sanctions, the Deputy Title IX Coordinator will consider: i) the case file and investigators’ conclusions, ii) the respondent’s prior disciplinary record, if any, and iii) any impact statements or content from impact meetings with either party.

4. The Deputy Coordinator has five (5) days from the last meeting with a relevant party, and after the deadline for the parties’ submission of impact statements, to issue a written sanction decision letter with rationale to both parties. Sanction decision letters will be sent via email.
   a. All sanctions are enacted immediately (unless otherwise stated) regardless of the status of the appeal.
   b. 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.
   c. Sanction Guidelines: The standard sanction for any student found to responsible for non-consensual sexual penetration is suspension or expulsion.* Any student found responsible for violating other provisions of this Policy will receive a sanction up to and including expulsion, determined in the discretion of the sanctioning officer to appropriately address the severity of the incident and taking into account any previous disciplinary history.

   *The decision-maker reserves the right to deviate from this range of recommended standard sanctions in the case of serious mitigating or aggravating circumstances. However, neither the initial decision-maker nor the appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

X. APPEAL PROCESS

Both complainants and respondents have the opportunity to submit an appeal based on the finding of the investigation and/or sanction as set forth below.
Guiding principles of the appeal process:

- Appeals are confined to a review of the case file and any other information deemed relevant by the appeal officer based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a de novo review of the investigation.
- Absent clear and material error, appeals determinations are intended to be deferential to the original decision-maker. Findings should be revised by the appeal officer only when remanding for further investigation or granting a new investigation would be insufficient, impractical or unnecessary. Sanctions should be revised by the appeal officer only if there is a compelling justification to do so.

An appeal of any findings relating to charges under this Gender-Based Misconduct Policy must be submitted within three (3) days after the decision letter is delivered to the party’s Babson email account (or non-Babson email account for parties who are non-Babson students). Appeals are permitted only on the following four grounds:

1. Babson’s failure to follow the procedures in this Policy, which materially affected the outcome of the matter;
2. New information or evidence that has become available, and that was not reasonably available before the conclusion of the investigation or sanction meeting through the exercise of reasonable diligence, and that could materially change the outcome of the matter. A summary of this new evidence and its potential impact must be included in the written appeal;
3. The Title IX Coordinator, investigators or sanctioning officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant(s) or respondent(s), that materially affected the outcome of the matter; or
4. Sanctions imposed fall outside the College’s range of sanction guidelines and/or are grossly disproportionate to the violation(s) determined to have been committed.

Babson’s Vice President of Learner Success and Dean of Campus Life shall act as the appeal officer. The appeal must be made in writing to the appeal officer and must clearly and succinctly outline and explain how the specific grounds described above have been met. The party submitting the appeal has the burden of demonstrating how the above grounds have been met.

If any party submits a timely appeal that on its face articulates a potentially valid basis for appeal, the appellate officer will notify the other parties that an appeal was filed and will provide them with a copy of such appeal(s). Each party will be given the opportunity to submit a written statement responding to any appeal filed by another party within three (3) days of when they were notified of the appeal. Appeals are intended to determine whether sufficient information is presented to warrant reconsideration of the decision being appealed.

The appellate officer considering any appeal that was timely filed will typically consider only the written appeal(s), written statement(s), and associated case file and investigative report. In limited circumstances, if a question raised in an appeal is unclear based on the written record, the appeals officer has the discretion to pose specific, relevant questions in writing of any person playing a role in the process, e.g., the original decision-maker or the investigators. The appeals officer should avoid posing questions to any witness or party absent extenuating circumstances. However, if such a situation is deemed appropriate, the appeals officer should make this request—and any other request for further questions—to the Title IX Coordinator to ensure that a fair process is conducted for both parties.
After considering any appeal(s), the appellate officer will take one of the following actions:
1. Reject the appeal as untimely or improper based on the grounds articulated above.
2. Uphold the original decision and/or sanction.
3. Grant the appeal and:
   - Remand the case with specific instructions to the Deputy Title IX Coordinator for further consideration with respect to sanctioning or, in the rare circumstances in which it would be impractical, improper, or infeasible to remand the case, grant a new investigation.
     - If remanded for further investigation, any resulting sanction may be appealed.
     - If the appeal officer remands to the Deputy Title IX Coordinator for review of the sanction, the reconsideration of the Deputy Title IX Coordinator is final.
   - Modify the sanction(s) by reducing or enhancing the sanction(s). A rationale will be provided by the appeal officer when a sanction is modified.
   - In rare circumstances, revise the finding of the investigation from a “not responsible” to a “responsible” finding, or from a “responsible” to a “not responsible” finding.
     - If the finding of the investigation is revised from a “not responsible” to a “responsible” finding, the appeal officer will either determine the final sanction(s) or remand the case to the Deputy Title IX Coordinator to determine the sanction(s). If remanded to the Deputy Title IX Coordinator, the resulting sanction(s) may be appealed.

The complainant and the respondent will receive contemporaneous written notification of the appeal officer’s decision regarding the appeal(s) at their Babson email accounts (or non-Babson email account for complainants who are non-Babson students). Except where the case is remanded or a new investigation is granted, the decision of the appeal officer is final and not subject to further review.

XI. ALTERNATIVE RESTORATIVE RESOLUTION PROCESS

At any point either before or after a complainant files a formal complaint alleging that a student respondent has violated Babson’s Gender-Based Misconduct Policy, and before charges are resolved by the College following the conclusion of any formal investigatory or grievance process, either party may ask the Title IX Coordinator to suspend a formal investigation process and allow the parties to instead attempt to utilize Babson’s restorative resolution processes to reach a non-disciplinary resolution agreement between or among the parties. Upon receiving any party’s request for informal resolution, the Title IX Coordinator will notify the other party of the request and ask if they also wish to attempt an informal resolution. Alternative resolution options will only be utilized when both parties consent in writing to the option. If both parties wish to suspend a formal investigative process, the Title IX Coordinator will issue written notification informing the parties of the following:

- The allegations;
- The initiation of an informal resolution process;
- The right of each party to withdraw from the informal process and commence or resume a formal investigation process at any time;
- The right of each party to be supported by an advisor during the informal process;
- The inability to initiate or resume a formal College disciplinary process regarding the exact same allegations if the parties reach an agreed upon successful resolution through the informal process;
• Information regarding the records that will be retained after an information resolution process is complete; and
• That the parties have five (5) calendar days after issuance of the notification to provide written notice if they consent and wish to engage in the alternative Restorative Resolution Process.

Further information about Babson’s Restorative Resolution Process for students can be found in the Adaptive Resolution section of the Babson’s Student Code of Ethics.

XII. OTHER PROVISIONS

AMNESTY FOR MINOR VIOLATIONS
In order to encourage students to refer incidents involving possible discrimination or safety concerns to the College, the College generally 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 cooperation with an investigation. When amnesty is granted for minor violations of policy, the College may refer students to resources such as alcohol and/or drug education, but there will be no disciplinary record or sanction regarding 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 may be extended to all parties involved in the case, including but not limited to, complainant(s), respondent(s) and witnesses.

ATTENDANCE
To enable the most accurate and fair review of the facts, parties are encouraged to attend and participate in meetings during the course of an investigation under this Policy. If an individual chooses not to attend one or more meetings, the charges will be reviewed on the basis of the information and evidence available, and a decision will be made. Although no inference may be drawn against a student for failing to attend a meeting or remaining silent, the process will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the respondent to attend one or more meetings, to participate in such meeting(s), or to answer the charges.

BURDEN OF GATHERING EVIDENCE
The College, and not the parties, maintains the obligation to collect relevance evidence under this Policy. Notwithstanding this burden, the parties are strongly encouraged to provide the investigator with the identities of potential witnesses and with documentation or other evidence they wish to be considered in the investigation.

COORDINATION OF RESPONSE TO ALLEGED MISCONDUCT
When a complaint alleges that a respondent both engaged in conduct that potentially violates both this Policy and other college policies, the Title IX Coordinator will coordinate Babson’s response to the allegations with community partners and the College may in its discretion resolve only some or all of the charges pursuant to the process in this Policy.

DELAYS OR EXTENSIONS
For all timeframes listed in this Policy, unless otherwise specified, days shall refer to business days. If a deadline occurs on a date when the College’s administrative offices are closed for weather or other emergency, the deadline will be considered to be the following normal business day.
The College will make a good faith effort to resolve all formal complaints in a timely manner. Temporary delays of this process are permitted in the discretion of the Title IX Coordinator for good cause, such as: law enforcement activity; the absence or unavailability of a party, a party’s advisor, or a witness, the need for language assistance or accommodation of disabilities, or the parties’ request to suspend the process while they attempt to resolve issues in dispute through an alternative restorative resolution process. Although meetings are not generally delayed or rescheduled due to an adviser’s schedule or availability, Babson’s Title IX Coordinator or Deputy Coordinator will consider a party’s request to delay or reschedule a meeting and will make the final determination in their sole discretion.

DESIGNEES
Any individual identified in this Policy as responsible for fulfilling a particular function or role may be substituted at the College’s discretion by a similarly trained individual. For example, steps required to be taken by the Title IX Coordinator in this Policy may instead be taken by a Deputy Title IX Coordinator or other designee, given their training and familiarity with the process. If such designations are made, the parties will be notified of the designation.

DISABILITY ACCOMMODATIONS
Reasonable accommodations will be provided to individuals with disabilities who participate in any process under this Policy, in accordance with applicable law.

Any Babson student with a disability who requires an accommodation to participate in any part of the process under this Policy must request an accommodation through the Office of Accessibility Resources, located in the Learning Center, Hollister Hall, Suite 122. The Office of Accessibility Resources will make a determination regarding the request and notify the Title IX Coordinator, who will then notify the party seeking the accommodations and other parties as relevant and necessary to facilitate the required accommodations. For example, if a student requires additional flexibility in the process to accommodate a disability, the other party may be informed to ensure parity of process. A student will not be considered to have a disability unless the student registers with the Office of Accessibility Resources. For more information, contact the Office of Accessibility Resources at 781-239-5509 or learningcenter@babson.edu.

Any Babson employee with a disability who needs an accommodation to participate in any part of the process under this Policy must request an accommodation by contacting Babson’s Human Resources Department at accommodations@babson.edu.

Any person with a disability who is neither a Babson student nor Babson employee, and who seeks an accommodation to participate in any part of the process under this Policy, must submit a written request for any needed accommodations to the attention of Babson’s Title IX Coordinator, for the College’s consideration.

Any requests for accommodation should be submitted as soon as possible and before the accommodation is needed as accommodations cannot be retroactively granted.

While a disability may entitle a party to an accommodation, it is not typically an excuse or defense to an allegation of misconduct.

EFFECT OF CRIMINAL PROCEEDINGS
Because the standards for determining a violation of criminal law are different from the standards for determining a violation of this Policy, criminal investigations, reports, or outcomes are not
determinative of whether gender-based misconduct has occurred for purposes of this Policy. In other words, conduct may constitute gender-based misconduct under this Policy even if there is insufficient evidence of a crime or if law enforcement agencies 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 await the conclusion of any criminal investigation or proceedings to: (i) commence its own investigation; (ii) issue interim restrictions to protect the complainant and the College community, if necessary; and/or (iii) implement disciplinary proceedings without regard to any pending criminal proceedings.

**HONESTY/FALSE COMPLAINT/FALSE INFORMATION**
Any Babson community member who participates in an investigation under this Policy, either as a party or a witness, is obligated to be completely honest during the course of the process. Any Babson community member who chooses to participate in the process and knowingly makes a false statement—either explicitly or by omission—in connection with the process may be subject to separate College disciplinary action.

The College will not tolerate false reporting and reserves the right to discipline members of the College community who knowingly bring false complaints of gender-based misconduct or provide false information during an investigation. No complaint will be considered “false”, however, solely because it cannot be corroborated. If either party is determined to have knowingly provided false information during the investigation or sanctioning process, they may be charged with “false information and misrepresentation.”

**PRIVACY**
The College values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to this Policy, as well as the sensitive nature of matters typically falling under this Policy. The College will maintain privacy regarding proceedings under this Policy, to the extent possible while meeting its legal and other obligations, including maintaining a safe environment for all members of the College community.

Participants in an investigation are allowed to speak with others about their experiences, but they are asked to similarly maintain privacy regarding any information learned through the investigation process under this Policy. Please keep in mind that information learned through this process may separately implicate privacy statutes around educational records, medical records, and other records requiring consent prior to review and distribution.

**PREPONDERANCE OF EVIDENCE STANDARD**
The standard of evidence that Babson College uses to determine responsibility for violating this Policy, as well as any other allegations of misconduct, including but not limited to claims of discrimination or harassment, is the preponderance of the evidence. In this context, this means that the College considers the totality of the evidence and determines whether the individual is more likely than not to have been responsible for a violation of the Policy.

**RECORDING**
It is prohibited for participants in any interview or meeting under this Policy to make or disseminate video, audio, or other electronic, photographic, or digital recordings of meetings, documentation, or other evidence shared with them as part of the investigative process.

**SPECIAL SITUATIONS**
In unusual circumstances, certain aspects of this Policy may be difficult or impossible to execute because of the facts and circumstances at issue. In such situations, the College will notify the
parties of any material departure from this process and describe the process to be used in its place. It will provide this information in a timely fashion and with a careful eye towards parity of process.

XIII. **PREVENTION, EDUCATION, AND TRAINING**

The College engages in a comprehensive and educational approach to programming that addresses the multiple levels of influence around violence and victimization being mindful of the individual, their relationships, and their community and cultural environments. By building relationship skills, discussing policy, procedure, and practice, addressing social norms, and promoting bystander intervention, Babson seeks to change behavior and reduce harm. Educational programming consists of primary prevention and awareness programs – including policy literacy, consent education, and bystander intervention for all incoming students as well as ongoing prevention and awareness campaigns for all students and the campus community in its entirety aimed at promoting healthy relationships and preventing sexual assault, sexual harassment, intimate partner abuse and stalking.

The College has developed an educational curriculum consisting of presentations to the following populations (including but not limited to); new and returning students; student leaders who have reporting expectations under this Policy; on-call and first line access staff; and Public Safety. Specific considerations in regards to education and programming are made in an effort to be culturally competent in practice and approach. The educational curriculum includes programs such as:

- Gender-Based Misconduct Policy Literacy/Procedure Overview & Reporting
- Bystander Intervention
- Positive Consent
- Healthy Relationships & Boundary Setting
- Trauma-Informed Practice & Crisis Response
- Secondary Trauma
- Responding to Disclosure & Empathetic Listening
- Survivor Inclusive Organizations
XIV. **STATE AND FEDERAL AGENCY CONTACT INFORMATION**

Individuals who believe that they have been subjected to unlawful discrimination, harassment or retaliation, may file formal complaints with:

- **U.S. Department of Education, Office for Civil Rights ("OCR")**
  5 Post Office Square, 8th Floor
  Boston, MA 02109-3921
  Telephone number (617.289.0111)
  TTY (800.877.8339)

  Complaints filed with OCR generally must be filed within 180 days of the incident giving rise to the claim.

- **U.S. Equal Employment Opportunity Commission ("EEOC")**
  John F. Kennedy Federal Building
  15 New Sudbury Street, Room 475
  Boston, MA 02203-0506
  Telephone number (800.669.4000)
  TTY (800.669.6820)

  Complaints filed with the EEOC generally must be filed within 300 days of the incident giving rise to the claim.

- **Massachusetts Commission Against Discrimination ("MCAD")**
  One Ashburton Place, Suite 601
  Boston, MA 02108
  Telephone number (617.994.6000)
  TTY (617.994.6196)
  Language assistance (617.994.6071)

  Complaints filed with the MCAD generally must be filed within 300 days of the incident giving rise to the claim.