



**BABSON COLLEGE'S  
STUDENT  
CODE OF ETHICS**

**2021-2022**

# Babson College Student Code of Ethics

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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](mailto: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 who participate in any process under the Student Code of Ethics, in accordance with applicable law. Any Babson student requesting accommodations for a student conduct-related meeting or proceeding must register with the Department of Accessibility Services (DAS) and participate in an intake interview. Students may contact Accessibility Services at [accessibility@babson.edu](mailto:accessibility@babson.edu) or by phone at 781-239-5509. For further information about the policies and procedures, visit the Babson Hub. Accessibility Services, located in Hollister Hall, Suite 220, is open from 8:30 AM to 4:30 PM Monday through Friday. Any requests for accommodation should be submitted as soon as possible and before the accommodation is needed, as accommodations cannot be retroactively granted.

## **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.

## 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.

**Impacted Party:** An individual who experienced the impacts of the respondent's behavior.

**Notice of Alleged Violations:** 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.

**Outcome 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/Interventions:** Outcome(s) that result from a student being found responsible or having accepted responsibility for the 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 [Appendix F: Academic Integrity](#)

- 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 for 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.

**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.

*Examples include, but are not limited to:*

- a. Causing, inciting, or participating in a riot/disturbance that presents a danger to self or others

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

**22. Gender-Based Misconduct Violation:** [See Appendix G 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](#)

**23. 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

**24. Hazing:** [See Appendix D for More Information](#)

**25. 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

**26. 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.

- 27. 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.*
- 28. Public Exposure:** Publicly exposing one's intimate body parts. *Examples include, but are not limited to public urination and public sex acts*
- 29. 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.
- 30. Theft:** Actual or attempted theft of personal property, College property, public/private property or identity and/or the possession of stolen property.
- 31. Unauthorized Presence:** unauthorized presence in College-owned buildings and/or private property. *Instances where force is used to gain access may be assessed for enhanced sanctions*
- 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.
- 32. 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.
- 33. Violations of the Computer Code of Ethics:** [See Appendix B for More Information](#)
- 34. 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.

Alleged violation(s) of the Student Code of Ethics arising in the context of alleged gender-based misconduct subject either to the [Gender-Based Misconduct Policy](#) or the [Title IX Policy](#) may be addressed under the Student Code of Ethics or such other policy in the sole discretion of the Director of Community Standards in consult with the Title IX Coordinator.

## 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 one on one meeting between a student and a staff person for the purpose of resolving alleged policy violations. During this meeting, the student is the respondent role, as they are responding to alleged Code of Ethics violation(s); similarly, the staff person in this meeting, is the hearing officer, as it is their responsibility to determine an outcome. 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 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 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 hearing officer will then review the incident report with the student. The hearing officer 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 interview any relevant witnesses. However, witness interviews will be conducted in a manner at the sole discretion of the hearing officer. All information relevant to the incident must be presented by the student or student group to the hearing officer 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 will impose appropriate sanctions. The sanction range incorporates those included in [the Sanctions/Interventions 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. All students have the right to file an appeal of the outcome of an Administrative Hearing. Please see [the Appeal Section](#) for details.



## 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.

### 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:** Undergraduate student chairperson, two undergraduate students, and one faculty/administrator/staff member. **For Graduate Students:** Graduate 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 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(es) 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.*
  - 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.
  - 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.
  - 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.
  - 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.
  - 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/INTERVENTION 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 / "I Call Because I 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 students to seek help through appropriate channels by contacting Public Safety at 781-239-5555 and to stay with the individual until help arrives.

The Amnesty resolution method will be utilized when students choose to seek help through appropriate channels; 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.

## ***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.

## ***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 investigative 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 or interventions 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 employment/leadership positions or receive certain awards/honors, including but not limited to Resident Assistant, Peer Mentor, etc.

**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 cancellation of room and board. Associated costs will be assessed in accordance with the cancellation policy as outlined on [the Hub](#). This sanction may also 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 guardian 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 hall 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

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

*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 Vice President for Student Success](#) for more information regarding College policies and resources.



## Drug Policy Definitions

- 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

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

*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:

- sale or delivery of alcohol to anyone under 21 years of age;
- possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age;
- misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver's license, Massachusetts Liquor Identification card, passport, or Military Identification card indicating that 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:

Aggressive behavior Heart attack Physical dependence Brain damage Hepatitis Pneumonia Bronchitis Impotence Pregnancy complications Ulcers Cancer of the esophagus	Irritability Relationship problems Cirrhosis of the liver Malnutrition Respiratory arrest Delirium tremens Meningitis Sleep problems Fluctuating moods and emotions Pancreatitis
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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](mailto: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:

<ul style="list-style-type: none"> <li>• Air Conditioner</li> <li>• Coffee Maker (Keurig/One Cup machines are permitted)</li> <li>• Coffee Mug Electric Warmers</li> <li>• Coil Immersion Heaters for Cooking</li> <li>• Covered Smoke Detector or Sprinkler Head</li> <li>• Cut Trees, Branches or Greens</li> <li>• Deep Fat Fryer</li> <li>• Dishwasher</li> <li>• Electric Blankets</li> <li>• Electric Frying Pan or Skillet</li> <li>• Extension cords (must be grounded three prong surge protector with an off/on switch)</li> <li>• Fire Pit</li> <li>• Fireplaces</li> <li>• Fireworks</li> <li>• Flag, Banner or Satellite Dish out of window</li> <li>• Flammable Liquid Fog, Smoke or Foam Machines</li> <li>• Fondue Pot</li> <li>• George Foreman Grill</li> <li>• Grill (gas, charcoal, electric) not college supplied</li> <li>• Halogen Lamp</li> <li>• Hanging items from pipes or ceiling</li> <li>• Heating Pads without Automatic Shutoff</li> </ul>	<ul style="list-style-type: none"> <li>• Hookahs</li> <li>• Hot plates</li> <li>• Hot Pots</li> <li>• Hoverboards</li> <li>• Incense, Incense Burners, Candles, other types of open flame devices</li> <li>• Irons without Automatic Shutoff</li> <li>• Lava Lamp</li> <li>• Microwaves larger than .8 cubic feet/700 watts (permitted microwaves must be kept properly cleaned and maintained)</li> <li>• Oil Lamp</li> <li>• Paper Lanterns with Bulb</li> <li>• Personally Owned Space Heaters</li> <li>• Popcorn Popper</li> <li>• Propane Tank</li> <li>• Refrigerators larger than 5.0 cubic feet</li> <li>• Rice Cooker</li> <li>• Sandwich Maker</li> <li>• Slow Cookers</li> <li>• Smoking Cigarettes/E-cigarettes</li> <li>• Non-Led String Lights</li> <li>• Sun-Lamps</li> <li>• Toaster Oven/Toaster</li> <li>• Waffle Iron</li> <li>• Water boiler without an automatic shut off feature</li> </ul>
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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).

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

*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 Student Engagement
- 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:
  - any or all participants consented;
  - the conduct was not part of an official organizational event or otherwise sanctioned or approved by the student group; and/or
  - 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:
  - How many members were present when the alleged violation occurred?
  - How many members had knowledge of the alleged violation?
  - What knowledge did the appropriate student group leadership and/or coaches/advisors have of the alleged violation?
  - What action did the group's leadership take to prevent or address the alleged violation?
  - Did the violation occur at a group sponsored, financed, or endorsed event?
  - 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.
- This policy is subject to modification in accordance with COVID-19 mitigation efforts. For the most up to date information, refer to the [campus safety protocols](#).

## 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 out 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.

## APPENDIX F: ACADEMIC INTEGRITY

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 course work 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 applicable faculty member and/or to the Directors of Community Standards and Academic Affairs. The allegation will be reviewed as outlined below. 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:**

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:**

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:**

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:**

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

Oversight of the resolution of academic integrity concerns is shared between the Director of Community Standards and the Director of Academic Affairs (or their designee). Reports of academic integrity violations from community members should be reported to the applicable faculty member relative to the course in which the alleged behavior occurred. Faculty are instructed to refer their observations, as well as any relevant information and documentation to the Directors for an Administrative Review. 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, academic sanctions listed below will be assigned. If and when it is determined that a student is not responsible, they will be given a grade on the work in question.

### Administrative Review

Following the receipt of a referral form completed by the faculty of the course, the Directors or their designees will begin their review of all submitted materials. During the course of their Administrative Review, the Directors may gather additional information and may request to meet with the respondent, the reporting party, and/or other involved parties. At the conclusion of their Administrative Review, the Directors will communicate their findings to the respondent(s) and to the reporting faculty member in writing. An Administrative Review Outcome will include a determination and rationale relative to the alleged policy violations as well as any grade implications and/or required interventions.

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 students participating in an Administrative Review:

- The respondent will receive a letter of notice informing them of the alleged violation, the process for the Administrative Review, as well as the date and time to submit documentation on their behalf, which may include a statement of their contesting or accepting of the allegations.
- The respondent has the right to be provided a copy of the documentation submitted by the reporting party.
- Written notification of the allegations, deadlines for submitting documentation, and outcomes 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.
- Upon receipt of an Administrative Review Outcome, the respondent has the right to submit an appeal of the violation. The appellate body for an Administrative Review Outcome shall be the Hearing Board if adequate grounds are articulated.
- Appeals can be made solely on the grounds of:
  - 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.),
  - New information that could not have been discovered prior to the original review 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
  - The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

- All outcomes determined by the Hearing Board based on an appeal of an Administrative Review Outcome are final. Except as specifically modified in this section, the Hearing Board shall follow the policies and procedures for appeals as listed in [the Appeal Section](#) when serving as the appellate body for an Administrative Review Outcome.

### **Hearing Panel Review**

The Directors have the discretionary authority to immediately, or at any point in the Administrative Review process, refer a case to the Hearing Board for a Hearing Panel Review. When a case is referred to the Hearing Board for a Hearing Panel Review, the Hearing Board shall follow the hearing policies and procedures as listed in [the Appeal Section](#). All appeals in response to the outcomes of a Hearing Panel Review are referred to the Vice President of Learner Success and Dean of Campus Life in consultation with the Dean of the College or their designee(s).

## 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.

## APPENDIX G: GENDER-BASED MISCONDUCT

Behavior that is gendered and/or sexual in nature falls under the purview of the College's Title IX Coordinator, Betsy Rauch. As such, the Gender Based Misconduct Policy, which includes support resources and reporting options can be found [on the Title IX Coordinator's website](#).