

Schedule A Catalog Checklist

Catalog Checklist - Babson College Graduate School and Undergraduate School

1. N/A

2. Provide a separate statement indicating how often the catalog is updated.

The Undergraduate and Graduate Students Handbooks are updated prior the start of each academic year. The Graduate Student Handbook is a resource to assist graduate students in getting to know the Babson community. The faculty and staff of Babson College and the F.W. Olin Graduate School of Business at Babson College are committed to helping students make the most of their educational experience and investment in Babson. Please note that the Graduate Student Handbook is written for graduate students in all graduate programs. All Babson students are required to know and comply with the policies, procedures, guidelines, and information in their respective handbook so that they can live and study in an environment where everyone in the community respects individual rights. The College reserves the right to change its policies and procedures, the courses it offers, its tuition and fees, and the requirements for graduation from time to time without notice. The College will endeavor to circulate such changes in advance, but any failure to do so shall not alter their impact. The Undergraduate and Graduate Student Handbooks are not intended to nor do they create any contractual rights for students or other members of the College or Graduate School community. Additional policies and procedures not set forth in the handbooks have been and are adopted from time to time by the College.

- Graduate Student Handbook:
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
- Undergraduate Student Handbook:
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

The Undergraduate and Graduate Course Catalogs includes course descriptions of all courses offered by Babson College.

- Graduate Course Catalog:
<http://www.babson.edu/Academics/graduate/Pages/course-catalog.aspx>
- Undergraduate Course Catalog:
<http://www.babson.edu/Academics/undergraduate/Pages/course-catalog.aspx>

For descriptions of the courses offered in the current or upcoming semesters, graduate and undergraduate students use the online Course Listing:

- <https://fusionmx.babson.edu/CourseListing/?blnShowHeader=true>

3. Babson's school catalog is provided to prospective students and the general public when requested via the web pages listed below:

- Graduate Student Materials:

<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

<http://www.babson.edu/Academics/graduate/Pages/course-catalog.aspx>

<https://fusionmx.babson.edu/CourseListing/?bInShowHeader=true>

- Undergraduate Student Materials:

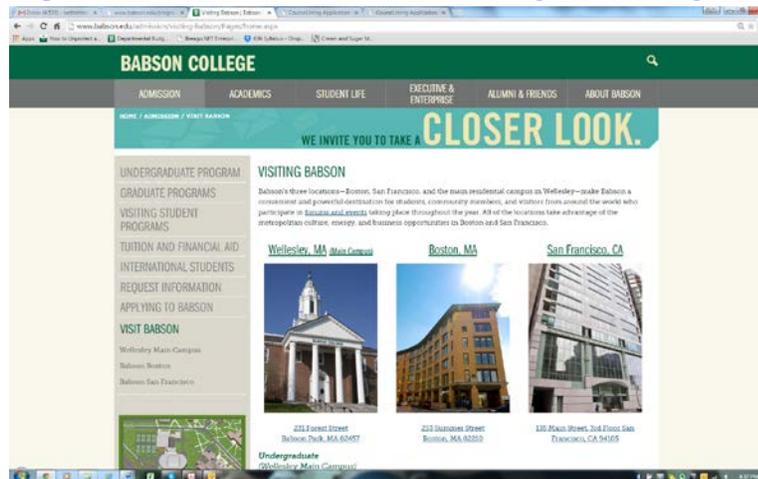
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

<http://www.babson.edu/Academics/undergraduate/Pages/course-catalog.aspx>

<https://fusionmx.babson.edu/CourseListing/?bInShowHeader=true>

4. The College webpage contains the name, address and telephone number.

- <http://www.babson.edu/admission/visiting-babson/Pages/home.aspx>



5. The online Course Catalog contains the address or addresses where class sessions will be held for graduate and undergraduate students (see example below).

- Graduate Course Catalog:

<http://www.babson.edu/Academics/graduate/Pages/course-catalog.aspx>

- Undergraduate Course Catalog:

<http://www.babson.edu/Academics/undergraduate/Pages/course-catalog.aspx>

The screenshot shows the Babson Course Listing application. At the top, there is a navigation bar with the Babson logo and the text "BABSON". Below this, there are filters for "Program" (Graduate), "Semester" (All Semesters), and "Sort By" (Location). A "Display Courses" button is visible. The main content area is divided into two sections: "Summer 2015" and "Spring 2015". The "Spring 2015" section contains a table with the following data:

Course No.	Title	Days Time(s)	Instructor(s)	Location	Enroll/Cap	Credits	Session	TrackIt
MOB7202-65	SF STRATEGY	2:05AM- 2:05AM	Rivera, Miguel	135 Main Street, San Francisco, CA	34 of 0	2.00	Full Session	
QTH7200-65	SF DATA, MODELS AND DECISIONS	2:04AM- 2:05AM	Mathai, Dennis F	135 Main Street, San Francisco, CA	34 of 0	2.00	Full Session	

6. The online Course Catalog contains specific beginning and ending dates for undergraduate and graduate courses defining the time period covered by the catalog (see example below).

- Graduate Course Catalog:
<http://www.babson.edu/Academics/graduate/Pages/course-catalog.aspx>
- Undergraduate Course Catalog:
<http://www.babson.edu/Academics/undergraduate/Pages/course-catalog.aspx>

The screenshot shows the Babson Course Listing application displaying detailed information for the "SF STRATEGY" course. The course details are as follows:

Term:	Spring	Year:	2015	Division:	Management
Course No:	MOB7202	Section:	65	Course Level:	Core Blended LearningProgram
Instructor(s):	Rivera, Miguel	Program:	Graduate	Credits:	2.00
Days:		Times:	2:03AM- 2:05AM	Location:	135 Main Street, San Francisco, CA
Start Date:	Mar 22, 2015	End Date:	May 9, 2015	Session:	Full Session
Capacity:	0	Enrolled:	34		BUY TEXTBOOKS

Description: Face-to-Face Dates: April 24- 25th
MOB7202 | STRATEGY
2 credits
This course focuses on strategic and competitive analysis to enable entrepreneurial action. How should we position our business strategically to compete effectively? What sources of competitive advantage can we create, exploit and sustain? What capabilities do we need to launch the business, grow the business, and adapt successfully to changes in the environment? Students will need to demonstrate that they can write coherently about strategic developments and options.

7. A statement that the institution is a private institution and that it is approved to operate by the bureau for the graduate and undergraduate programs:

<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>

8. Regarding relevancy of a bankruptcy petition for the graduate and undergraduate programs:

<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>

9. Language encouraging students to review relevant documents prior to signing the enrollment agreement for the graduate and undergraduate programs:

<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>

10. The student learning goals for Babson's Graduate MBA program and Babson's Undergraduate program are consistent with the College mission to educate entrepreneurial leaders who create great economic and social value everywhere. Babson regularly assesses these learning goals as part of its commitment to continuous program improvement.

- <http://www.babson.edu/Academics/undergraduate/Pages/learning-goals.aspx>
- <http://www.babson.edu/Academics/graduate/mba/Pages/learning-goals.aspx>

11. Facility & Equipment

- San Francisco Campus Facilities & Equipment:
<http://www.babson.edu/admission/visiting-babson/san-francisco/Pages/Campus-Directions.aspx>
- Graduate:
<http://www.babson.edu/admission/graduate/Pages/blended-learning-program.aspx>
- Undergraduate:
<http://www.babson.edu/Academics/undergraduate/academic-programs/Pages/Semester-in-San-Francisco.aspx>

12. The College's library, located at the main campus in Wellesley, provides remote access to a wide range of business applications and extensive web-based academic information resources. To date, over 90 percent of the more than 160 information resources available to the Babson community are accessible off campus. The Horn Library features a unique business collection of print, media, and electronic information resources and a staff of highly trained information professionals who offer a wide range of services to the College community. The library's website, library.babson.edu, contains detailed information about the library. For assistance, students may stop by or contact the Information Desk 1 at Ext. 4596 or email research@babson.edu. Library information is available to students on page 24 of the Graduate Student Handbook, and on pages 45-46 of the Undergraduate Student Handbook.

- Graduate Student Handbook (page 24):
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
- Undergraduate Student Handbook (pages 45-46):
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

13. Regarding language directing students to the Bureau for unanswered questions for the graduate and undergraduate programs:

<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>

14. Language referring individuals about the process for filing a complaint to the Bureau.
<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>

15. Regarding the transferability of credits and credentials.

Graduate Programs:

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

- The maximum post-matriculation transfer credit that may be granted to students in the Blended Learning MBA program is 6 elective credits (or by exception as endorsed by the College through academically accredited partnerships), provided the student has completed all of the core courses with the exception of the capstone. The 6-credit maximum includes advanced standing credit and post-matriculation transfer credit.
- All requests for approval to undertake coursework for post-matriculation transfer credit must be submitted to the Office of Graduate Programs and approved in writing before registering at another institution. Post-matriculation transfer credit for elective courses may be granted only for those offered in a degree granting program comparable to AACSB-accredited or EQUIS-accredited schools, where the courses are substantially dissimilar in content to Babson elective courses, when a grade of “B” or better has been earned, and the Office of Graduate Programs has received the official transcript. The Office of Graduate Programs will coordinate with the appropriate division to determine approval of post-matriculation transfer credit requests. Exceptions to this policy may be made in rare circumstances by appeal to the associate dean.
- Information pertaining to post-matriculation transfer credit is available to graduate students on page 8 of the Graduate Student Handbook:
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

Undergraduate Program:

Advance Standing and Credit: Entering new undergraduate students may receive credits and/or advanced course placement for the successful completion of the Advanced Placement (AP) examination given by the Educational Testing Service of the College Entrance Examination Board, the International Baccalaureate (IB), the French Baccalaureate, or the Swiss Matura.

- Babson College will consider coursework taken at an accredited college or university while in high school if a member of an accredited college faculty taught the class, the student did not receive high school credit for the course, and

either the class consisted mostly of matriculated college students or the class took place in a college environment.

- Students must submit all AP, IB, French Baccalaureate, and Swiss Matura scores and transfer transcripts to 10 Academic Services by October 1 or March 1, whichever date occurs in the student's first term at Babson College. Meeting these dates ensures that the student will receive any applicable credits and take appropriate courses toward his or her degree completion. Students must complete one half of the total credits required for graduation at Babson or through a Babson-affiliated program regardless of the number of credits accepted from other sources.
 - AP — Credit and/or advanced placement is awarded for AP exam scores of 4 or 5.
 - IB — Students must have earned a grade of 5 or better in a higher-level IB course to receive credit and/or advanced placement. French Baccalaureate — Credit will be awarded for a coefficient of 4 or higher with a score of 12 or better.
 - Swiss Matura — Students must have earned a grade of 4 or better to be considered for credit and/or advanced placement.
 - Transfer — The Office of Academic Services and the faculty review course work taken at another institution for credit based on the courses' depth and scope, which must be comparable to the Babson curriculum. Once the courses are approved, students will only receive credits for courses in which they earned a grade of "C" or higher. To receive this credit, students must submit their official transcript from the previous institution.
- Information pertaining to advanced standing and credit is available to undergraduate students on pages 9 and 10 of the Undergraduate Student Handbook Student Handbook:
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

16. N/A

17. Regarding admission policies, etc.

Graduate Programs:

- General admission information for the graduate programs can be found on the following website: <http://www.babson.edu/admission/graduate/Pages/default.aspx>
- A program comparison of all the graduate programs and the admission criteria is located on the following webpage:
<http://www.babson.edu/admission/graduate/Pages/program-comparison.aspx>
- Babson has not entered into any articulation or transfer agreements with any other college or university at the graduate program level.

Undergraduate Program:

- General admission information for the undergraduate program can be found on the following website:
<http://www.babson.edu/admission/undergraduate/applying-to-babson/Pages/home.aspx>
- Information regarding advanced credits can be found on the following website:
<http://www.babson.edu/admission/undergraduate/applying-to-babson/Pages/advanced-credits.aspx>
- Information pertaining to the admission requirements for homeschooled students is located on the following website:
<http://www.babson.edu/admission/undergraduate/applying-to-babson/Pages/home-schooled.aspx>
- Babson does not have any current and formalized articulation or transfer agreements with any other college or university at the undergraduate program level.

18. N/A We do not award credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay, at either the graduate or undergraduate program level.

19. Babson College provides immigration documentation for students who are admitted into a full-time graduate or undergraduate program. As the Blended Learning program is considered to be a part-time program, international applicants are not eligible for F-1 or J-1 student immigrant status. International students who are in the U.S. in another immigration status which permits part-time study may be eligible to enroll in the Blended Learning program.

- International Student and Scholar Services: As part of the Glavin Office of Multicultural & International Education (Glavin Office), International Student & Scholar Services (ISSS) provides comprehensive advisory and support services and collaborates with various campus departments to ensure a smooth transition and a successful experience for international students and scholars at Babson College. ISSS is responsible for issuing the Form I-20/Form DS-2019 (Certificates of Eligibility for F-1/J-1 student or exchange visitor immigration status), providing guidance on the visa application process, and facilitating orientation and information sessions on maintaining lawful F-1/J-1 immigration status while in the United States. ISSS also guides international students and scholars on employment regulations as well as academic, social, and cultural adjustment; supports intercultural student organizations; and promotes cross-cultural awareness and global leadership on campus. For further information, contact the Glavin Office by phone at 781-239-4565 or email iss@babson.edu. The Glavin Office provides Babson and visiting students with innovative, high-quality educational programs, services, and information that will assist in

achieving an international and multicultural understanding, in addition to developing their professional objectives. These opportunities include international consulting experiences, international academic experiences, both short-term and semester long, resources for underrepresented students, as well as resources for international students. During the academic year, office hours are Monday to Friday, 8:30 a.m. to 4:30 p.m. For more information, call the Glavin Office at Ext. 4565 or email glavinoffice@babson.edu.

- Information on International Student and Scholar Services is available to students on page 26 of the Graduate Student Handbook, and on page 41 of the Undergraduate Student Handbook.
- Graduate Student Handbook (page 26):
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
- Undergraduate Student Handbook (page 41): <http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>
- Babson College does not provide English as a second language (ESL) instruction. Thus, undergraduate applicants whose native language is not English must prove sufficient English proficiency by submitting results of either the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing Service) examination. The admission committee will look at these examinations when assessing your SAT or ACT scores to best understand your level of proficiency. We recommend a minimum score of 600/100 (paper/Internet-based) on the TOEFL exam and require a minimum IELTS score of 7 to be considered for admission to Babson. While we typically do not waive this requirement, we will do so for students who have earned a score of 600 or higher on the Critical Reading portion of the SAT (27 or higher on the English portion of the ACT). Institutional TOEFL results, while helpful, do not satisfy the Babson requirement. The admission office must receive standardized test scores directly from the Educational Testing Service (ETS) and TOEFL to be considered official. Babson's reporting code is 3075. This information is available to students on the admission criteria webpage at:
<http://www.babson.edu/admission/undergraduate/applying-to-babson/Pages/standardized-testing.aspx>
- All courses at Babson are taught in English, with the exception of foreign language classes that are only offered at the Undergraduate School.

20. Regarding degree requirements for programs.

Graduate Programs:

- Pages 3, 9, 18 and 20 in the Graduate Student Handbook describe the Blended Learning MBA degree requirements:

<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

- Please see Schedule B for the Babson Blended Learning Graduate MBA Program
 - Blended Learning Curriculum - 21 Months, 46 Credits
 - Babson MBA Blended Learning Program Calendar - 2015-2017
<http://www.babson.edu/admission/graduate/Pages/blended-learning-program.aspx>
 - Babson MBA Blended Learning Program - Curriculum Information
<http://www.babson.edu/program/graduate/Documents/gradadmissions/babson-mba-blended-learning-program-curriculum.pdf>

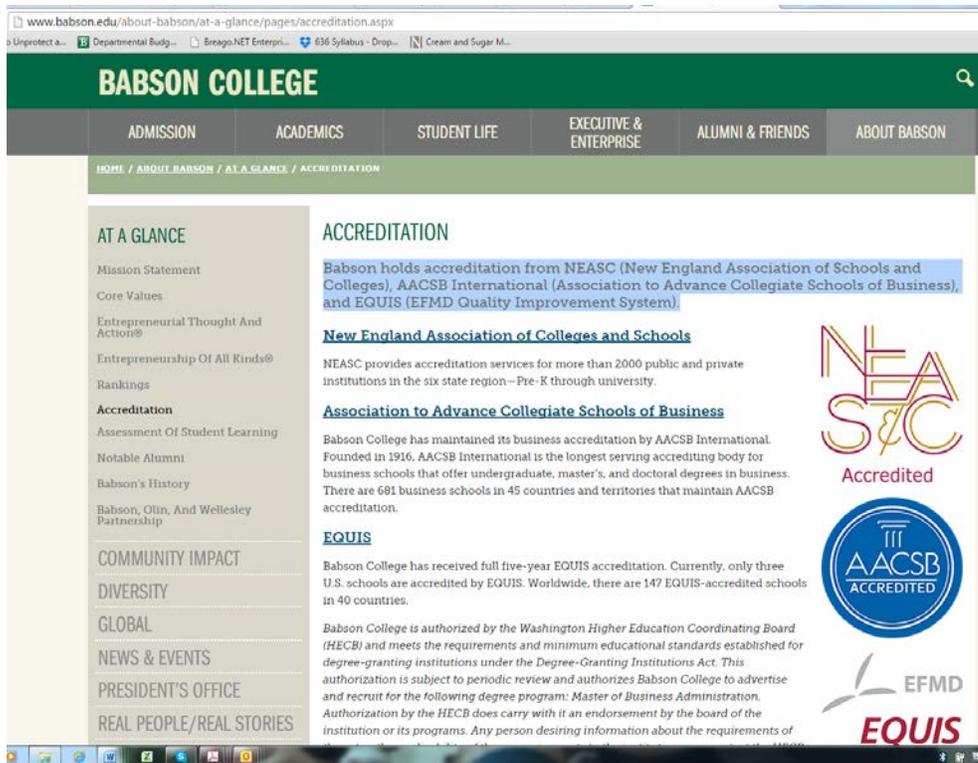
Undergraduate Student Programs:

- Information about the undergraduate curriculum, prerequisites, degree requirements, etc. is available in on pages 5-8 in the Undergraduate School Handbook:
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>
- Please see Schedule B curriculum documents for the Babson Undergraduate Curriculum
 - The Undergraduate Curriculum - At a Glance
 - Babson Undergraduate Curriculum - By Course
 - Babson Undergraduate Curriculum - Sample Course Guide

21. N/A for both the graduate and undergraduate programs.

22. Babson holds accreditation from NEASC (New England Association of Schools and Colleges), AACSB International (Association to Advance Collegiate Schools of Business), and EQUIS (EFMD Quality Improvement System). The following webpage contains this information

- <http://www.babson.edu/about-babson/at-a-glance/pages/accreditation.aspx>



22 cont. A, B and C. N/A

23. The catalog shall contain the schedule of total charges for a period of attendance AND an estimated schedule of total charges for the entire educational program.

Undergraduate Program:

- Babson's website <http://www.babson.edu/admission/tuition-aid/undergraduate/Pages/tuition-and-other-expenses.aspx>

Graduate Programs:

- Babson's website <http://www.babson.edu/admission/tuition-aid/graduate/Pages/tuition-and-other-expenses.aspx>

24. The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF. The catalog shall contain the specific required language related to the Student Tuition Recovery Fund (STRF).

- Babson's website <http://www.babson.edu/admission/tuition-aid/manage-your-account/Pages/home.aspx> (excerpted below)

California residents who pay for tuition in a California-based program are required to be assessed a state fee for the California Student Tuition Recovery Fund (STRF). For

Babson students, the STRF applies to California residents enrolling in the San Francisco Blended Learning MBA Program, and those attending the San Francisco Babson Undergraduate Semester.

The purpose of STRF is to relieve or mitigate economic losses suffered by California residents enrolled in California-based educational programs in the event of a school closure. Effective January 1, 2015, the STRF assessment rate is zero (\$0) per \$1,000. The STRF rate is subject to change based upon the balance in the State of California Student Tuition Recovery Fund. If and when the assessment rate increases, Babson will charge and collect the assessment from qualifying students for each period of enrollment.

For more information about the California STRF, including how to file a claim in the event of school closure, go to the California Bureau for Private Postsecondary Education website <http://www.bppe.ca.gov/students/strf.shtml>.

25. The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Undergraduate:

- Undergraduate Student Handbook – page 11 (excerpted below)

<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

ADD, DROP, OR WITHDRAW FROM COURSES All students may make adjustments to their schedule during the add/drop period. Please visit the Registrar's Office for specific add/drop deadlines. Students adding courses during this period will be reasonably accommodated with regard to any assignments, examinations, or other deliverables assigned prior to their registration in a manner that does not unreasonably disadvantage the students. It is the responsibility of the students to approach the instructor as to this matter. For 2-credit courses that start in the middle of the semester, students have up to the second class meeting to add or drop the course. Students have the opportunity to withdraw prior to 60 percent of the course's being completed. If students add a course during the add/drop period that requires additional tuition, the additional tuition cost 12 must be paid prior to registering as outlined under Tuition Policies. The undergraduate program is a full-time program, and part-time student status is not recognized. Students wishing to drop all their courses are regarded as withdrawing from Babson College and must complete a Petition for Separation with their class dean. In addition, students are required to vacate College housing. Under such a status, a student is not eligible to participate in any College activities, including athletics, student clubs and organizations, student hatchery space, or student employment. Separation forms are available online from the Babson Hub. Failure by the student to complete the separation form may result in a status change to Administrative Withdrawal. The withdrawal deadline is determined by the Registrar's Office. Please visit the registrar's website

for the specific dates at www.babson.edu/offices-services/registrar/academic-calendar. Students who wish to withdraw from a course must first obtain the approval of a class dean. Students will receive a W for withdrawing from a course after the add/drop period. Students who do not withdraw officially from a course will receive a grade in that course. Final grades will be accepted only for students listed on the official class roster.

- Undergraduate Student Handbook – page 28 (excerpted below)

<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

WITHDRAWAL FROM THE COLLEGE The following refund policy applies to any student who withdraws from the College. Please note that there is no refund in the case of withdrawal from individual courses. If the approved date of withdrawal is before or during the official drop/add period, the student will receive a full refund of tuition, fees, room, board, and any other semester-based charges. If the approved date of withdrawal is after the last day of the official drop/add period, and on or before the 60 percent point in the semester, the student's tuition, room, and board will be calculated on a pro rata basis, equal to the percentage of the semester that was completed before the student withdrew. Enrollment deposits, housing deposits, and miscellaneous fees are nonrefundable. The pro rata calculation will determine the unearned, or refundable, portion of the tuition, room, and board that is equivalent to the period of enrollment that remains in the semester. That amount will be refunded to the student, less any unpaid charges owed by the student, less any nonrefundable deposits and fees, and less any amounts that must be returned to federal, state, or college financial aid programs. If the approved date of withdrawal is after the 60 percent point in the semester, there is no refund; the student is considered to have incurred 100 percent of the tuition, room, and board charges for the semester. In the event of a military reservist being called to active duty and not being able to complete a semester, the student will be entitled to a full refund of tuition and fees, and a pro rata refund of room and board charges. In the event a student is suspended or dismissed from the College and/or from college housing as a result of disciplinary action or violation of local, state, or federal law, the semester's housing charge will not be refunded, and the student may lose lottery privileges for room selection the following year. Tuition and board charges will be calculated on a pro rata basis in the manner described above for students withdrawing from the College.

Graduate:

- Graduate Student Handbook – page 19 (excerpted below)

<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

Deadlines for Dropping or Withdrawing from Courses

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

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

Day Courses That Meet Twice a Week

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

Day and Evening Courses That Meet Once a Week

For classes that have not met before the end of online registration, contact the Registrar’s Office for specific drop deadlines. Students may drop a course without academic or financial penalty on or before the sixth business day of the semester, which coincides with the end of online registration for the term. After the sixth business day of the semester, however, and not later than the start time of the fourth class meeting, one third of tuition becomes nonrefundable and a grade of “W” is posted for withdrawals that occur during this time. After the fourth class meeting, tuition becomes nonrefundable and a grade of “W” is given for the course withdrawn. No withdrawals may be made after the 10th week of the semester.

Half-Semester Courses

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

Summer Session Courses

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

First-Year Core in the Two-Year Program

- Dropping: Constitutes withdrawal from the Two-Year program Drops in the first week of classes (first five class days) carry no academic or financial penalty.

- **Withdrawing:** Constitutes withdrawal from the Two-Year program For withdrawals between the end of week 1 through the end of week 19, tuition and fees will be prorated on a daily basis. Students will receive a “W” grade for the module in progress at the time of withdrawal. The student will be dropped from all future modules with no grade.

Summer Core in the One-Year Program

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

MSM Program

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

Blended Learning MBA Courses

Drops in the first week of a module or course (first five class days whether the course starts online or face-to-face) carry no academic or financial penalty. If the approved date of the withdrawal occurs between the end of the first week and the 60 percent point of the academic period, tuition and fees will be prorated and the student will receive a grade of “W” for the course in progress at the time of withdrawal. No withdrawals will be approved and no tuition will be refunded after the 60 percent point of the academic period. Dropping or withdrawing from a core course constitutes withdrawal from the Blended Learning MBA program, except for an approved leave of absence request.

Intensive Electives

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

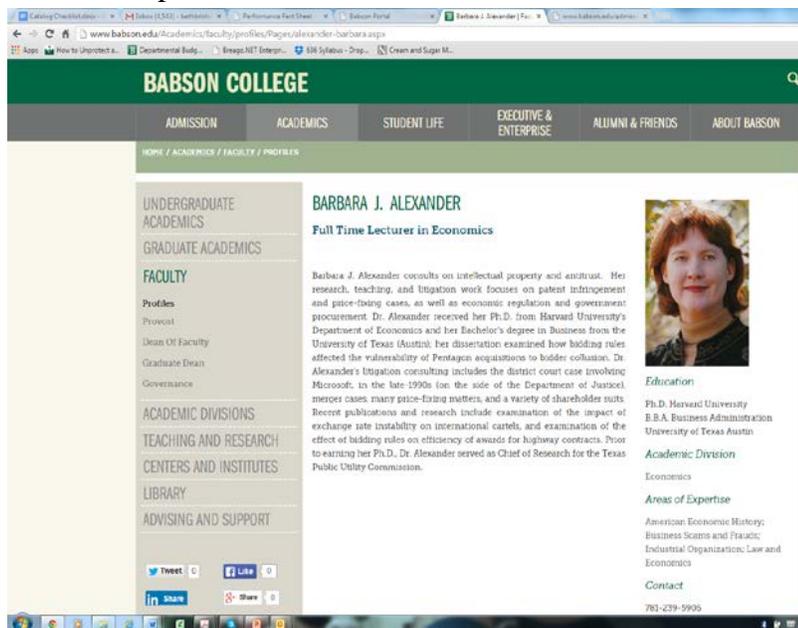
Blended Delivery Courses (Non-Blended Learning MBA Program) (courses offered online combined with face-to-face meetings). Drops in the first week of a course (first five class days whether the course starts online or face-to-face) carry no academic or financial penalty. After that, if the withdrawal occurs between the sixth class day and the 60 percent point of the academic period, tuition and fees will be prorated and the student will receive a grade of “W” for the course in progress at the time of withdrawal. No withdrawals will be approved and no tuition

will be refunded after the 60 percent point of the academic period. Students with any questions about their status in the F.W. Olin Graduate School of Business should contact the Office of Graduate Programs, Ext. 4474.

26. The following webpage contains all information regarding the faculty and their qualifications alphabetically for faculty teaching in both the graduate and undergraduate programs:

<http://www.babson.edu/Academics/faculty/profiles/Pages/default.aspx>

- Screenshot example:



27. The catalog shall contain a statement reporting whether the institution participates in federal and state financial aid programs, and, if so, all consumer information that is required to be disclosed to the student pursuant to the federal and state financial aid programs.

UNDERGRADUATE

- Babson's website <http://www.babson.edu/admission/tuition-aid/undergraduate/Pages/home.aspx>
- Understanding Your Undergraduate Financial Aid Award (brochure enclosed in packet)
- Babson Loan promissory note and disclosure statements (enclosed in packet)
- Undergraduate Student Handbook – page 29 (excerpted below)
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

FINANCIAL AID

Babson College is committed to educating highly qualified students from diverse backgrounds, and we encourage students to apply for financial aid. Financial aid is awarded primarily on the basis of financial need, and comes in the form of grants, student loans, and work-study. A student who applies for assistance will be considered for all available financial aid programs

from federal, state, and institutional sources depending on eligibility and citizenship. Merit-based scholarships are offered at the point of admission. Babson also offers financing options, including parent loans and a payment plan, to help cover all or a portion of education costs. Most families draw on a combination of programs to meet college expenses. Information concerning financial aid programs, the application process, and financing options is available at <http://www.babson.edu/admission/tuition-aid/undergraduate/Pages/home.aspx>.

FINANCIAL AID APPLICATION PROCEDURES AND DEADLINES

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

FINANCIAL AID CALENDAR

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

GRADUATE

- Babson's website <http://www.babson.edu/admission/tuition-aid/graduate/Pages/home.aspx>
- Babson Loan promissory note and disclosure statements (enclosed in packet)
- Babson Graduate Assistantship Agreement (enclosed in packet)
- Graduate Student Handbook – page 35 (excerpted below)
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

FINANCIAL AID

The F.W. Olin Graduate School of Business offers a variety of financial aid programs and financing options to graduate students. Approximately one half of all full-time students receive some form of assistance. The Student Financial Services staff works with students to review

options, determine eligibility for specific programs, and help select the best possible means for financing their graduate degree at Babson.

Application Procedures

United States citizens and Permanent Residents of the United States are encouraged to apply for federal financial aid. To apply, submit the following documents each academic year: Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov. List Babson College, Babson Park, MA, in the school listing section of the FAFSA. Babson's Title IV School Code is 002121. Babson recommends selecting the option to use the IRS Data Retrieval Process if federal tax returns have been submitted for the prior calendar year. Additional documents may be requested to complete the verification of the financial aid application. Canadian citizens may apply for need-based aid by completing the College Scholarship Services (CSS) Profile online at www.collegeboard.com. Students may check their financial aid application status online at View of Financial Aid on the Babson Hub.

Recommended Filing Dates

Returning students for next academic year: April 15

Prospective students for next academic year: Concurrent with admission application deadline

Students enrolled in the full-time MBA and MS programs who apply for financial aid will be considered for the programs listed below. Blended Learning and Evening MBA students will be considered for the Federal Direct Loan only. Evening students must remain enrolled at least half time (6 credits) each semester to maintain eligibility for federal aid. Blended Learning students who progress on schedule with their cohort are considered half-time. Blended Learning and Evening students enrolled less than half time may borrow through alternative education loan programs. The Academic Policies section of this handbook outlines the F.W. Olin Graduate School of Business policies on satisfactory academic requirements. According to federal regulations and Babson College policy, students must be making satisfactory academic progress to be eligible for financial aid. If the cumulative grade point average (GPA) falls below the required minimum, the student will be placed on financial aid warning status for the following semester. If the GPA is not brought up to the required level by the end of the warning semester, the student may lose funding in future semesters.

Federal Direct Loan

Graduate students may apply to borrow up to \$20,500 per academic year through the Federal Direct Unsubsidized Loan Program. An online entrance interview is required before receiving the Federal Direct Loan, and an exit interview before graduation.

Federal Perkins Loan

Full-time students with exceptional financial need will be selected to receive a Federal Perkins Loan, depending on the availability of funds. The federal government pays the interest on the Perkins Loan while students are in school, for nine months after graduation, and during

deferment periods. An online entrance interview is required before receiving the Federal Perkins Loan, and an exit interview before graduation.

Federal Work-Study

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

Canadian Scholarship

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

Needham/Wellesley Town Scholarships

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

MERIT-BASED PROGRAMS

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

OTHER FINANCING OPTIONS

Yellow Ribbon Scholarship

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

Paul D. Coverdell Fellows Program

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

City Year Scholarship

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

Supplemental Loan Programs

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

Resident Directors

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

Emergency Loans and Advances

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

Student Employment Listings

The Human Resources Student Employment Office maintains online listings of student jobs available on campus. For off-campus opportunities in the surrounding communities, listings are online at www.collegehelpers.com.

28. The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

- Loan repayment requirements are detailed to prospective student borrowers in loan disclosures, promissory notes, and entrance interview protocols (pursuant to Title IV regulations for federal student loans, and Truth in Lending Act requirements for other loans)
- Babson Loan promissory note and disclosure statements (enclosed in packet)

29. The catalog shall contain the institution's policies and practices, including required disclosures, regarding any form of financial aid. Refer to sections above for various sources of policies/practices/disclosures.

30. Academic Standards

- Graduate Student Handbook:
Page 3 <http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
ACADEMIC REQUIREMENTS To be eligible for the MBA or MS degree, students must attain a minimum 2.80 cumulative grade point average (GPA), based on a 4.00 scale, on all credits earned in the F.W. Olin Graduate School of Business.
- Undergraduate Student Handbook:
Page 9
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>
ACADEMIC STANDARDS All undergraduate students at Babson College are expected to maintain at least a 2.0 GPA to be in good academic standing. Exceptions are a) first-year students are expected to maintain at least a cumulative 1.8 GPA at the end of both of their first two semesters at Babson; b) transfer students are expected to maintain at least a 1.8 GPA for their first semester at Babson

31. Class Attendance

- Graduate Student Handbook:
Page 9
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
CLASS ATTENDANCE The Graduate Program does not require class attendance with the exception of students in the core of the Blended Learning Program. Although attendance in class is not mandatory, faculty members may and often do include class participation as a significant component in calculating a student's course grade. It is the student's responsibility to notify the faculty members before being absent unless the student is unable to do so. Please see the Examinations and Grades section for policies related to attendance for final exams. With regard to absence due to religious observance, Babson College welcomes and values people and their perspectives and respects the interests of all members of the community. Babson recognizes the breadth of religious observance among students, faculty, and staff and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty within two weeks of the start of the course of potential conflicts between course requirements and religious observances. In such an event, the instructor will provide reasonable accommodations that do not unduly disadvantage the student. Blended Learning MBA Program: Attendance at Face-to-Face sessions in the core is required. Students in the Blended Learning MBA Program may seek permission to miss a Face-to-Face session in cases with

extenuating circumstances by contacting their Program Advisor in the Office of Graduate Programs.

- Undergraduate Student Handbook:

Page 10

<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

ATTENDANCE AND ABSENCE FROM CLASSES Class attendance policy is at the instructor's discretion and may be a component of students' final grades. The Office of Academic Services cannot issue excuses for missed classes. With regard to absence due to religious observance, Babson College welcomes and values people's religions and perspectives and respects the interests of all members of our community. Babson recognizes the breadth of religious observance among students, faculty, and staff, and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty members as far in advance as possible of potential conflicts between course requirements and religious observances. Any student who faces a conflict between the requirements of a course and the observance of his or her religious faith should contact the instructor as early in the semester as possible. In such an event, consistent with Massachusetts law set forth below, instructors will provide reasonable accommodations that do not unduly disadvantage students. "Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section." – Massachusetts General Laws Chapter 151c, Section 2b The Athletics Department has an early-notification system for students involved in scheduled intercollegiate athletic competitions. Students involved in Babson's intercollegiate athletic program receive the dates of scheduled games/competitions as early as possible in the semester (ideally within the first week or 10 days of the term). Student-athletes must then notify their professors of any conflicts between scheduled major class events (presentations, etc.) and athletic contests. Babson College strongly urges faculty members to exercise a reasonable degree of flexibility and

understanding in providing excused absences based upon these conflicts (for those students who have provided the necessary conflict information early in the semester). Through early notification and flexibility, Babson College hopes to provide students with the opportunity to fully participate in the College's intercollegiate athletic programs. Babson's class attendance policy in cases of religious observance or intercollegiate athletic competitions in 11 no way excuses students from meeting the academic demands of the course. Professors may determine what work and time frame would fairly make up for the missed class time and assignments.

32. Dismissal Policy

- Graduate Student Handbook:

Page 7 <http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

Dismissal Policy: The decision to dismiss a student can occur at any time in the course of his or her studies if it is the consensus of the ASC in its discretion that continued study is not advisable. Students have the right to appeal the dismissal decision of the ASC to the Graduate School dean, whose decision is final. Contact the appropriate program manager in the Office of Graduate Programs for details. Members of the ASC for the 2014–2015 academic year are the associate and assistant deans of the F.W. Olin Graduate School of Business, the director and senior associate director of the Office of Graduate Programs, and the program adviser of the MBA or MS program. As appropriate, the faculty director of the Blended Learning MBA, MSM or MSA program also will join the committee.

- Undergraduate Student Handbook:

Pages 8 and 9

<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

ACADEMIC STANDARDS All undergraduate students at Babson College are expected to maintain at least a 2.0 GPA to be in good academic standing.

Exceptions are a) first-year students are expected to maintain at least a cumulative 1.8 GPA at the end of both of their first two semesters at Babson; b) transfer students are expected to maintain at least a 1.8 GPA for their first semester at Babson. Students can compute their cumulative GPA if they take the credits from each of their courses multiplied by the grade received, then divide the total by the total course credits. Students should round the number after carrying the figures to the third decimal place. The Academic Standards Committee will review students below this benchmark and students near the benchmark who have received an Incomplete in any class. The result of this review may be the following:

- The student may be placed on academic probation.
- The student may be placed on continued probation.

- The student may be suspended from Babson College for up to one year.
- The student may be issued a final suspension and not be permitted to return to campus.

The College holds students responsible for knowing and understanding all policies and procedures with regard to academic standards. Class deans will notify students being reviewed by the Academic Standards Committee. Students reviewed should submit a letter of explanation to the Academic Standards Committee before the review meeting. The letter provides students the opportunity to inform the Committee of any extenuating circumstances that contributed to their performance in the prior semester. Students placed on academic probation must complete an academic contract with their class dean. Failure to complete this contract may result in a review by the Academic Standards Committee. If students have questions or concerns during this process, they should contact the Office of Academic Services for clarification on the policies and the procedures of academic standards. Students on academic suspension from Babson College must notify their class dean at Babson College in writing of their desire to return and address how they resolved any issues that led to their suspension and how they plan to succeed moving forward. Students should send written communication to Academic Services, Hollister Hall, Babson Park, MA 02457. In order to qualify for registration, housing, and financial aid, students must submit the request to return to campus to Academic Services by the following dates: For fall reentry, March 1. For spring reentry, October 1. Meeting these dates will ensure participation in the registration process for the semester in question. Students may return to Babson after missing such deadlines; however, Babson College does not guarantee course selection or housing for students returning from an academic suspension. Suspended international students with F-1/J-1 immigration status lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Glavin Office of Multicultural & International Education must report this suspension to the U.S. Department of Homeland Security. International students must transfer immediately to another U.S. institution, apply for a change of immigration status, or leave the United States immediately. International students must consult with an international student adviser in the Glavin Office of Multicultural & International Education to discuss the immigration implications of a suspension before any action is taken. Members of the Academic Standards Committee include the Undergraduate School dean, the director of Academic Services, a Student Affairs representative, and four faculty members. The Committee convenes after the close of the fall, spring, and summer semesters. The Committee may, at its discretion, consider any Incomplete (I) as an F. The undergraduate dean's office and/or the Office of Academic Services will send the results of the Committee's decision to students'

Babson email address and physical address of record. The Committee will make every effort to deliver timely notification of decisions. Responsibility lies with the students to read the electronically delivered notification letter. In the case of an academic suspension, Babson College will send a copy of suspension notification to the students' parents' or guardians' address as posted on the Babson Hub. Failure to receive timely notification due to an inaccurate, outdated address, or other situation that inhibits the delivery of the notification letter by the delivery service, is not the responsibility of the Committee. Given the short time between fall and spring semesters, students whose cumulative GPA falls below the minimum necessary to remain in good academic standing should prepare for a decision that would require a quick vacancy from Babson housing.

33. Leave of Absence Policy

- Graduate Student Handbook:

Page 13 <http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

LEAVE OF ABSENCE Students are eligible to take a leave of absence for a period of up to two consecutive years. Requests for Leave of Absence for students in the MSM program are considered in rare circumstances on a case-by-case basis by the MSM Faculty Director and, if approved, will require students to extend their program graduation date in order to meet degree requirements. The application for a leave must be submitted to the Office of Graduate Programs, at least eight weeks before the start of the semester in which the leave would begin, except in the event of an emergency that would preclude the giving of such advance notice. All leaves will carry a specific expiration date. Students who return on or before the expiration date will be subject to all academic and graduate policies accorded a Babson graduate student as of the date of his or her initial enrollment. Students who wish to return early must inform the Registrar's Office in writing at least four weeks before the desired date of return. Any student on leave who does not return on the specified date or is not registered for courses and is not on an approved leave of absence will be removed from all mailing lists. To be "reactivated," the student must notify the Office of Graduate Programs in writing at least four weeks before the desired date of return. Any student who has not enrolled in courses for more than two consecutive years will be withdrawn from the F.W. Olin Graduate School of Business and must petition the Office of Graduate Programs in writing for readmission. When a student wishes to return from leave, the Office of Graduate Programs will review the student's record and notify the student 14 of any changes to course requirements. For example, if a leave of absence is substantially longer than two years, the Office of Graduate Programs may rescind advanced-standing credit previously granted and/or any

credit earned at Babson toward the MBA or MS degree. Students may be subject to any new policies instituted during their leave. Two-Year students must complete the first year to be eligible for a leave of absence. One-Year students must complete the summer core to be eligible for a leave of absence. MSA, MSM and Blended Learning MBA students should contact their program advisors for appropriate guidelines for obtaining permission to take a leave of absence.

- Undergraduate Student Handbook:

Page 12

<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

LEAVE OF ABSENCE Students may take a leave of absence (LOA) for a specified period not in excess of one continuous academic year. To take an LOA, students should talk with their class dean and Residence Life (if they live on campus) to understand the implications of taking time off. To take an LOA, students must complete and receive approval for a Petition for Separation, available through the Babson Hub. If students separate from the College after the end of add/drop, the College considers this a “withdrawal from the College” (see Withdrawal from the College). All LOAs carry a specific expiration date. Babson College is not required to remind students of the expiration date. If students return on or before the specified date, they automatically resume all normal rights and privileges of Babson students, provided they met all required notification dates and financial and registration procedures. Students returning from an LOA must still complete their Babson degree within three years of their initial expected graduation date (traditionally a seven-year time frame). Before discontinuing studies, international students in F-1/J-1 immigration status considering an LOA must notify an international student adviser in the Glavin Office of Multicultural & International Education (Glavin Office) to discuss the immigration implications of the LOA. International students in F-1/J-1 immigration status who take an LOA from Babson College may lose their eligibility to remain in the United States. Students’ records in the Student & Exchange Visitor Information System (SEVIS) also may be terminated. If the student decides to return to Babson in the future, a new Form I-20/DS-2019 and F-1/J-1 visa may be required in order to resume studies in valid F-1/J-1 status. For further information, contact an international student adviser in the Glavin Office by phone at 781-239-4565 or email iss@babson.edu. If students do not return from an LOA, their status will change to Administrative Withdrawal.

34. HOW TO REPORT Violation of the guidelines and requirements contained in this handbook and other College policies and pronouncements constitutes grounds for a valid complaint by any member of the Babson community. Reports of alleged violations of these standards can be submitted in writing to the assistant dean of Community Standards or to the Office of Public

Safety by any member of the Babson community. A standard student conduct incident report, Office of Public Safety report, or a personal letter are all appropriate means by which referrals are made. The dean of student affairs, or his or her designee, reviews the alleged misconduct in order to determine whether the conduct in question is a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student. If appropriate, the dean of student affairs, or his or her designee, may refer certain matters to the Office of Public Safety for further disposition. The Guide to the Student Conduct Process details this process.

- Graduate Student Handbook:
Page 36 – 59 <http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
- Undergraduate Student Handbook:
Pages 64 - 107 <http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

35. Student Services

Graduate Student Handbook:

Pages 21 – 32 <http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>

Undergraduate Student Handbook:

Pages 29 - 63 <http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>

36. Babson College does not provide placement services for either the graduate or undergraduate student populations. However, the Undergraduate and Graduate Centers for Career Development provide educational support and guidance to help students successfully navigate their job search. <http://www.babson.edu/student-life/career-development/Pages/default.aspx>

37. Housing

Undergraduate Program Housing

(A & B) Information on residential facilities:

- Academic year 2014-15: Housing was provided by the College, approximately 1 mile from the Babson campus, at the Dakota Hotel, 606 Post Street, San Francisco, CA 94019.
- Academic year 2015-16: We are in contract negotiations with the Spaulding Hotel (managed by Paramount Student Housing), less than a mile from the Babson campus, at 240 O'Farrell Street, San Francisco, CA 94012.
- Housing costs for San Francisco are equivalent to the Babson undergraduate double occupancy room rate. For 2015-16, the rate is XXX.

- Specific program details included here:
<http://www.babson.edu/Academics/undergraduate/academic-programs/Pages/Semester-in-San-Francisco.aspx>;
http://educationabroad.babson.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10188

(C) N/A - The undergraduate program provides housing for students participating in the UG Semester in SF Program.

Graduate Housing

The Blended Learning MBA program is a part-time program which combines online classes and face-to-face sessions. Given the part-time nature of the program and the limited time the students spend in the Babson facility, Babson does not provide housing.

38. Babson College follows the AACRAO's (American Association of Collegiate Registrars and Admissions Officers) guidelines regarding the retention and disposal of student records. See enclosed Record Retention Policy. Information pertaining to the retention and disposal of student records can be found on the Registrar's website: <http://www.babson.edu/offices-services/registrar/Pages/home.aspx>

39. N/A

40. Babson College internet web pages:

(1) The School Catalog

- Graduate Student Handbook:
<http://www.babson.edu/program/graduate/documents/graduate-student-handbook.pdf>
- Undergraduate Student Handbook:
<http://www.babson.edu/student-life/Documents/undergraduate-handbook.pdf>
- Graduate Course Catalog:
<http://www.babson.edu/Academics/graduate/Pages/course-catalog.aspx>
- Undergraduate Course Catalog:
<http://www.babson.edu/Academics/undergraduate/Pages/course-catalog.aspx>
- Graduate and Undergraduate Online Course Listing:
<http://fusionmx.babson.edu/CourseListing/?bInShowHeader=true>

(2) School Performance Fact Sheet - please see Schedule C Graduate and Undergraduate School Performance Fact Sheets attached.

- (3) Student Brochures offered by the Institution –please see Schedule D
- (4) A link to the Bureau’s internet website is available through the following webpage:
<http://www.babson.edu/about-babson/at-a-glance/acccreditation/Pages/california-bureau.aspx>
- (5) N/A - Not yet due