Babson College

Graduate Student Handbook

Volume: I

Date of Publication: August 19, 2025

Table of Contents

Introduction 3

Academic Policies 3

Grading 3
Graduation Requirements 4
Academic Standards 6
Orientation 6
Attendance Policy 7
International Student Requirements 8
International Requirement 8
Course Selection and Registration 8
Field Experience (Formerly Known as MCFE) 10
Independent Research Projects 11
Short-Term Programs 11
Study Abroad 11
Concentrations 12
Transfer of Credit 12
Definition of Terms 16
Examinations 17
Recording Classes 17
Learning Goals 17
Transcript Requests 19
Separations from the College 19
Family Educational Rights and Privacy Act (FERPA) 24
Program Transfer and Status Changes 27

Tuition, Fees, Payment Policies, and Financial Aid 28

Tuition and Other Expenses 28
Billing Procedures 28
Payment Methods 29
Financial Aid Programs 29
Late Payment Penalties 29
Refunds of Credit Balances 30
Refund Advances 30
Financial Aid Programs 30
Federal Student Aid 31

Community Standards 32

Community Code of Student Conduct 32

Introduction

The ***Graduate Student Handbook*** is your guide to the academic and financial policies and guidelines you are expected to maintain as a student of the F. W. Olin Graduate School of Business at Babson College. Additionally, the College has set forth behavioral expectations in the ***Babson College Student Code of Ethics***. You should consider these two guides as essential references. You will often refer to these documents as they outline the responsibilities and expectations for each Babson student and community member. Part of these responsibilities is to take the time to become familiar with these documents; they will provide information and answer many questions you may have about the College and the College's behavioral expectations.

You are required to know the policies and procedures set forth in both the *Graduate Student Handbook* and *Babson College Student Code of Ethics.* Babson College reserves the right to change policies, procedures and requirements as deemed necessary, and without notice. All policy updates can be found in the most current versions of the *Graduate Student Handbook* and/or *Babson College Student Code of Ethics*, which can be accessed via the BabsonHub.

Babson College prohibits discrimination on the basis of race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, age, physical or mental disability, and veteran or other protected status. This policy extends to all rights, privileges, programs, and activities, including admission, employment, education, and athletics. In addition, Babson College respects, values, and benefits from diversity in the College community. The College, through the president, vice presidents, and deans, requests that all members of the community support efforts that reinforce the value of diversity throughout the curriculum and all aspects of campus life.

Academic Policies

Grading

Grading System

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

- **A:** 4.00
- **A-**: 3.67
- **B+:** 3.33
- **B:** 3.00
- **B-:** 2.67
- **C+:** 2.33
- **C:** 2.00
- **C-:** 1.67
- **F:** 0.00
- **P:** 0.00

In specific courses pass/fail is the grading basis. The Grade value is 0.00. Students should contact Graduate Academic Services or the Office of Doctoral Studies with questions.

Incomplete Grades

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

An "I" must be cleared (by taking a makeup exam or submitting missing work) before the last class of the next semester in which the student is registered. If the student is not registered in the semester after the "I" is recorded, the student

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

Failing Grades

Students must earn passing grades in all required courses. If a grade of "F" is earned in a required course, that course must be repeated. If a grade of "F" is earned in an elective course, the student must either repeat the course or successfully pass another elective. In any case where a student receives an "F," the original "F" grade and any subsequent passing grade are both factored into the student's cumulative GPA. The original "F" grade will remain on the student's transcript. Makeup of any failed courses will count towards the 110% of total credits students may take in pursuit of their degree. Please see the *Satisfactory Academic Progress* section for more information about additional credits permitted towards a degree.

Certificates

In the certificate program, if a grade of "F" is earned in any course the student will be dismissed from the College and the certificate will not be awarded.

Grade Disputes

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

The following procedure should be followed in a grade dispute:

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

Semester and Module Grades

Course grades are available online on Workday under the Grades section, generally within two weeks of the examination period. Students may not repeat a course for which they earn a passing grade.

Graduation Requirements

Requirements

Please note that the degree will be granted in the semester in which the student has met all academic course requirements and where the student is in good standing in all respects.

To be eligible for a Babson graduate degree, doctoral degree or certificate, 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. The minimum required number of credits earned by each program is as follows:

PROGRAM	CORE	ELECTIVES	TOTAL
Two-Year MBA	15 credits	30 credits	45 credits
One-Year MBA	15 credits	30 credits	45 credits
Part-time MBA	18 credits	27 credits	45 credits
Blended Learning MBA - Miami	46 credits		46 credits
Doctor of Business Administration (DBA)	60 credits		60 credits
Master of Science in Management in Entrepreneurial Leadership (MSEL)	30 credits	0 credits	30 credits
Master of Science in Management in Business Creation (MSBC) (starting Spring 2027)	30 credits	0 credits	30 credits
Master of Science in Business Analytics (MSBA)*	18 credits	12 credits	30 credits
Master of Science in Finance (MSF)*	15 credits	15 credits	30 credits
Certificate of Advanced Management (CAM)	0-15 credits		9-15 credits
Certificate in Core Leadership Essentials (CLE)	10 credits	0 credits	10 credits
Certificate in Applied AI and Analytics (CAAA) (starting Spring 2027)	12 credits	0 credits	12 credits

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

Degree Time Limit

Program	Maximum Number of years allowed to complete program
MBA	8 Years from entry date
DBA	5 Years from entry date
MSBC	4 Years from entry date
MSEL	4 Years from entry date
MSF	4 Years from entry date
MSBA	4 Years from entry date
Certificates	3 Years from entry date

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

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

Latin Honors

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

- Summa Cum Laude: 3.80 to 4.00
- Magna Cum Laude: 3.70 to 3.79
- Cum Laude: 3.60 to 3.69

Honors are determined based on GPAs of all graduates from within the current academic year.

Commencement

The Graduate School Commencement ceremony takes place in May and celebrates students who graduated from a degree program within the academic year.

Commencement Participation Policy for August Degree Candidates

If you are a probable August graduate, you may be eligible to participate in the preceding May Commencement ceremony as an August participant. At the Commencement ceremony, approved August participants will wear the full academic regalia, sit with all graduates, have their name announced, and have their name printed in the Commencement program with the appropriate notations (honors will not be listed).

To be eligible to participate, you must meet the following criteria:

1. Currently enrolled in a Babson degree program.
2. Registered for your remaining degree requirements by March 31 and are expected to graduate this coming August.
3. Maintain a minimum 2.80 cumulative GPA and be eligible in all other respects for graduation.
4. Complete and submit the "Manage My Diploma Name" form in Workday. **Please note—the May deadline of March 31 applies to eligible August degree candidates**. If this is not submitted by this deadline, the name printed in the Commencement program and the name read at the Commencement ceremony will be your legal name on record.
5. Complete the Commencement Clearance Process (CCP). This site opens in April. The CCP is where you RSVP to the Commencement ceremony and complete additional tasks to be eligible to participate.

Certificate students are not eligible to participate in the Commencement ceremony.

Academic Standards

Satisfactory Academic Progress

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

No more than 110 percent of graduate program credits may be taken for any reason. Repeated courses may be taken to replace an F and/or to raise the grade point average and will count in the total number of credits taken. Extra courses up to 110 percent may be taken to attain the minimum grade point average. Therefore, MBA students who complete all course requirements with a GPA below 2.80 may be permitted to take up to 4.5 additional credits to raise it at the discretion of the Academic Standards Committee. MS students who have completed all course requirements with a GPA below 2.80 may be permitted to take up to 3 credits of electives to raise their GPA to 2.80 with the approval of the Academic Standards Committee. If the student fails to raise their GPA to 2.80, the degree will not be awarded.

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

F-1/J-1 International Students

Dismissed 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 International Education must report this action to the U.S. Department of Homeland Security. United States law requires that 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 International Education to discuss the immigration implications of a dismissal.

If the ASC mandates additional course work, a program extension may be needed. The extension must be processed before a student's program end date, as indicated on their immigration document (Form I-20 or Form DS-2019). For full details and the request process visit https://www.babson.edu/glavin-office/isss/maintaining-student-status/program-extension/.

Orientation

All students entering the MBA, DBA, MS, or certificate programs are required to attend and fully participate in all orientation and onboarding activities and tasks. Onboarding and orientation may require either or both online and in-person attendance. The purpose of orientation is to introduce students to Babson's approach to instruction and may

also include required academic pre-work. Students who complete all required tasks are better prepared to begin Babson's rigorous graduate programs. Students who fail to attend orientation, or fail to complete required tasks by their deadline, may be withdrawn from the F.W. Olin Graduate School of Business at the discretion of Graduate Admissions.

Attendance Policy

Class Attendance

Faculty may and often do include class participation as a significant component in calculating a student's course grade. Therefore, students should plan to attend all in-person and/or virtual class sessions according to faculty expectations and the course attendance policy to avoid repercussions up to and including failing the course. It is the student's responsibility to notify the faculty before being absent unless the student is physically unable to do so (e.g. due to extreme illness or accident). Please note that the graduate school does not offer excused absences. Rather, notification of an absence fosters communication and respect between students and faculty. Students are still responsible for any consequences associated with missing class time. Students who may need to miss more than one class session, whether for illness or personal circumstances, are advised to meet with an academic advisor to determine their options which may include taking a Leave of Absence. Please see the Examinations and Grades section for policies related to attendance for final exams.

The Doctor of Business Administration, Blended Learning Miami program, and Blended Learning format courses: Attendance at all Face-to-Face sessions in Blended Learning format courses is required. Students facing unexpected and/or extenuating circumstances may request to miss a Face-to-Face session by contacting the Faculty Director. Students should plan their schedules carefully as conflicts such as having an appointment during class time are not approved absences. Students are further advised that even when approved, absences will often result in significant make-up work as well as a reduced class participation grade as the Face-to-Face session is integral to successful completion of Blended Learning format courses. Students who find themselves needing to miss a Face-to-Face session are strongly advised to seek guidance from an academic advisor prior to requesting to miss a F2F. Not all situations will merit an approved absence and in some cases students may be better served by taking a Leave of Absence.

Religious Observance

Babson College welcomes and values people and their perspectives and respects the interests of all members of the community. Babson recognizes the breadth of religious observance among students, faculty, and staff and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty within two weeks of the course's start of potential conflicts between course requirements and religious observances. In such an event, the instructor will provide reasonable accommodations that do not unduly disadvantage the student.

Massachusetts General Laws Chapter 151C, Section 2B: "Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

Cancellation of Classes

Members of the college's Crisis Response Team have developed a plan to monitor and address potential inclement weather providing for the safety and security of members of the Babson community. With over 85% of our undergraduate students living on campus, the College generally remains open during inclement weather. In rare circumstances, the College determines school closure or delay based on 1. State of Emergency declared by the Governor and/or 2. Severe weather conditions that make it difficult to keep the campus roads and parking lots cleared. Since safety is the College's highest priority, students are advised to exercise their own judgment regarding traveling to

campus during inclement weather and to communicate directly with their professors about specific issues regarding travel. Staff and faculty are also advised to exercise their own judgment regarding traveling to work or remaining at home and some may choose to schedule class through WebEx or other available systems during inclement weather.

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

During inclement weather, members of the Babson community can obtain updates regarding advisories and the status of College operations by accessing the Babson homepage, INFO phone line 781-2394636,the Emergency Preparedness page of the Babson website, and local news and radio channels (WBZ/Channel 4/WBZ 1030 AM, WHDH/Channel 7/ WRKO 680 AM, WCVB/Channel 5, WFXT/Fox 25).

International Student Requirements

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

Change of address: International students in F-1/J-1 immigration status are required to update their off-campus U.S. residential address within 10 days of any change via Workday. Any residential/on-campus addresses will be shared through internal systems.

Employment Authorization: International students in F-1/J-1 immigration status must get authorization prior to engaging in employment in the U.S. Specific work authorization (typically in the form of **Curricular Practical Training [CPT] for F-1 status or Academic Training [AT] for J-1 status)** is required **before** engaging in most internships (even if the position is unpaid). More information can be found at https://www.babson.edu/glavin-office/isss/employment/ .

International Requirement

The International Requirement is required for fulltime MBA students who entered in Fall 2018 or earlier. Two-Year and One-Year MBA students are required to develop a global business perspective through first- hand international experience. Two-Year and One-Year students must fulfill the Foundation MBA International Requirement before graduation by participating in one of the following learning activities: Babson's project- based experiential learning courses or internships providing cross-cultural workplace immersion, the Babson Electives Abroad, the Semester Abroad Program, or by completing an international independent research project that has been approved by the Office of Graduate Academic Services. Two- Year and One-Year students with substantial international experience may be able to waive the International Requirement at the foundation level; such exemptions are determined on a case-by-case basis by the Office of Graduate Academic Services.

Course Selection and Registration

Course Listing

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

Registration

Students, with the exception of DBA, MSEL, and Blended Learning Miami students, register for courses through Workday. All active graduate students receive, via Babson email, registration information and dates to access Workday registration. DBA, MSEL, and Blended Learning Miami students will be enrolled by the Registrar's Office.

- Entering One-Year and Two-Year students will be enrolled in their assigned module sections by the Registrar's Office before the start of their first semester.
- MSBA and MSF students will be enrolled in all their core courses by the Registrar's office.
- Elective registration for all programs will be available online via Workday.

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

Course Changes

Course changes to electives and Part-time MBA core may be made during registration and through the add/drop period. Students may not make course or schedule changes in the DBA, MSEL, MSAEL, the Blended Learning Miami MBA program, the One Year and Two Year MBA core, MSBA, or MSF core. Students in these programs should contact the Office of Graduate Academic Services or Office of Doctoral Studies for additional information on the impacts of schedule changes to their course of study.

Deadlines for Adding or Dropping from Courses

Students may add or drop courses from their schedule without a financial or academic penalty up to the end of the add/drop period with the exception of students in cohort-based programs as noted above. The add/drop period runs for approximately ten days at the start of each semester unless otherwise noted. The specific dates are posted on the Academic Calendar for each semester and session. Students are strongly advised to review the add/drop deadline carefully and are advised to make all schedule changes prior to this deadline. After the end of add/drop students may only withdraw from courses and be subject to academic and/or financial consequences. There are no exceptions to this policy or the deadline.

Deadlines for Withdrawing from Courses

After the end of the add/drop period students may withdraw from a course. Withdrawing from a course will result in a W on the student's transcript. Additionally, some or all tuition will be forfeit. Ceasing to attend class does not constitute an official withdrawal. 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. Students must officially withdraw from a course before the withdrawal date in order to avoid consequences up to and including failing the course. The Academic Calendar lists the withdrawal dates for all first, second, and full session courses.

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

Students with any questions about their status in the F.W. Olin Graduate School of Business should contact the Office of Graduate Academic Services or the Office of Doctoral Studies.

Schedule Confirmation

Students may view their course schedules, grades, or other options by clicking the academic icon in Workday. Schedule confirmations are not mailed to students.

Online Electives

With the exception of residents of the State of Florida, domestic students in the part-time MBA program may choose to complete 100% of their electives online.

International students enrolled in full-time programs are eligible to enroll in up to 3 credits (or 1 course) per semester in an online course. For specific modality allowances review information at https://www.babson.edu/glavin-office/isss/maintaining-student-status/.

Semester Course Load

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

Part-time students may take 1 to 12 credits per semester. The average is 6 credits.

Full-Time students in the One-Year and Two-Year MBA programs take at least 12 credits per semester, with the exception of their final semester when they may take fewer depending upon the total remaining to graduate.

Students who want to take more than a standard full-time course load must obtain written permission from the Office of Graduate Academic Services or Office of Doctoral Studies before registering for the additional course(s). See chart below for program specific credit information:

Program	Number of credits to complete the program	Number of credits per semester to be considered full-time*
Certificate of Advanced Management	9 to 15	9
Certificate in Applied AI and Analytics	12	9
Certificate in Core Leadership Essentials	10	9
Part-time MBA	45	12
Blended Learning MBA - Miami	46	12
One Year MBA	45	12
Two Year MBA	45	12
MSF	30	9
MSEL	30	12
MSBA	30	9
MSBC	30	9
DBA	60	9

Definition of Terms

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

Audit Policy

Babson College does not permit auditing of graduate-level courses.

Field Experience (Formerly Known as MCFE)

The Field Experience (formerly known as MCFE – Management Consulting Field Experience) is an elective course open to students in the Online MBA program. The Field Experience Program is designed to give Babson graduate students practical, hands-on experience working with an organization on a business challenge or opportunity. The assignments take place in a variety of business environments which have included Fortune 500 companies, growth companies, venture capital firms, hedge funds and large and small investment companies. Partner organizations submit an organizational challenge and are selected by students based on their matching interests.

Independent Research Projects

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

To pursue independent research:

- Part-time MBA students must have completed at least 12 credits of core
- One-Year and Two-Year MBA students must have completed their first semester of core
- DBA students are not eligible for independent research elective projects. For rules and regulations about DBA dissertations students should contact the Office of Doctoral Studies.

Short-Term Programs

Immerse yourself in a new culture and broaden your international network through an intensive 8–10 day academic program. Designed to integrate with your MBA coursework, these programs offer hands-on learning in areas such as Entrepreneurship, Design Thinking, Start-Up and International Strategy, and Global Brand Management.

Move beyond the typical tourist experience with faculty-curated cultural excursions, in-depth discussions with global business leaders, collaborative projects with international university students, and meaningful engagement with Babson's global alumni network.

These 3-credit elective courses are offered during winter, spring, or summer breaks and are open to all MBA students who meet the following eligibility criteria:

- One-Year and Two-Year MBA students must have completed their first semester of core
- Part-time MBA students must have completed at least 12 credits of core

International Students: International students in F-1/J-1 immigration status should consult with an international student advisor in the Glavin Office before enrolling in a Babson Electives Abroad course to determine if there are any U.S. immigration implications (i.e. full-time status, program completion date, etc.).

Join your classmates for a transformative academic experience abroad—where learning extends far beyond the classroom.

Study Abroad

At Babson, we offer graduate students the opportunity to spend a semester at one of our distinguished partner institutions in Europe or Asia.

Our programs fit a variety of interests and goals and allow graduate students to diversify their business knowledge base, immerse themselves in a different culture, and build their international professional networks.

When approved, MBA students may pursue a semester abroad. Credit may be granted only for elective courses taken at a Babson partner business school when a grade of "C–" or better has been earned and the Office of Graduate Academic Services has received the official transcript. Note: only credit is transferred, not grades. The student's Babson transcript will record study abroad credit with an asterisk (*). The Babson GPA does not include grades for courses taken during the semester abroad. Therefore, students will have the same GPA when they return from overseas as they had before they left. In addition, with prior approval, students may pursue a semester abroad program at an accredited institution

of their own choosing with the permission of the Office of Graduate Academic Services. Courses taken during a study abroad program not affiliated with a Babson partner business school will follow post-matriculation transfer credit policies.

In all cases, whether through the Semester Abroad program at a partner institution or through Post Matriculation Transfer Credit at a non-partner school, MBA students are limited to one semester (12 credits) of non-residential credit.

Concentrations

MBA Students may declare a concentration once they are registered for the first semester at Babson. If declaring a concentration it must be declared by the stated deadline in the student's final semester. MBA students may declare up to two concentrations but can only double count 3 credits across the two concentrations. Concentrations are not degree requirements and students will not be able to delay their graduation due to outstanding concentration requirements. Concentrations are not printed on diplomas. Concentrations may not be retroactively declared post-graduation. Additional details of the MBA concentrations, including declaration deadlines, can be found on the Student Hub.

Students must declare no later than the deadline in the semester they intend to graduate:

- May graduate = February 1
- August graduate = June 1
- December graduate = September 1

F-1 students interested in STEM concentrations should follow ISSS guidance regarding time constraints due to the Final Rule: End of Duration of Status which goes into effect on September 15, 2026.

Transfer of Credit

Advanced Standing Credit

Advanced Standing Credit (ASC) is credit for courses taken at another institution prior to applying to and being accepted at Babson College. Not all courses will be accepted for ASC. ASC will be reviewed during the application process and students will be notified at the time of acceptance by Graduate Admissions of any course that has been approved for ASC. Students must resolve all questions about advanced standing credit with Graduate Admissions during their first semester at Babson. Should a student's request for advanced standing credit be denied or requested after their first semester, the student will be required to successfully complete the course at Babson. Students cannot take courses for which they have received advanced standing credit without first obtaining approval from the Office of Graduate Academic Services. In those rare cases in which approval is given, the advanced standing credit will be rescinded, whereby the previously granted credit hours are removed from the student's transcript.

Policies for specific programs are outlined below.

Policy for the Part-time MBA Program

The following information on advanced standing credit applies only to the Part-time MBA program. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States, or in a comparable international program, within five years of entering the Part-time MBA program.

Policy for the Full-time MBA Programs

The following information on advanced standing credit applied only the Full-time MBA programs. In rare circumstances, students may request prior academic coursework be applied to the elective requirements of the One Year or Two Year MBA program pending approval from the faculty director and the Office of Graduate Admissions. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States or in a comparable international program within five years of entering the Full-time MBA program. When approved, credit will only be awarded for electives; no credit will be awarded for core requirements which must be completed at Babson College with the entering cohort.

Policy for Master of Science in Business Analytics (MSBA) Program

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

Policy for Master of Science in Finance (MSF) Program

The following information on advanced standing credit applies only to the MSF program.
In rare circumstances, students may request prior academic coursework be applied to the MSF program pending approval from the faculty director and the Office of Graduate Admissions. The maximum amount of advanced standing credit that MSF students may be granted is 6 credits. To receive advanced standing credit, the student must have earned a grade of "B" or better from a nationally or regionally accredited college or university in the United States or in a comparable international program within two years of entering the MSF program.

Policy for Certificate Program

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

Policy for Doctor of Business Administration (DBA) Program

The following information on advanced standing credit applies only to the DBA program. DBA students are not eligible to receive advanced standing credit.

Policy for Master of Science in Management – Business Creation (MSBC) Program

The following information on advanced standing credit applies only to the MSBC program. MSBC students are not eligible to receive advanced standing credit.

Policy for Master of Science in Management – Entrepreneurial Leadership (MSEL) Program

The following information on advanced standing credit applies only to the MSEL program. MSEL students are not eligible to receive advanced standing credit.

Post-Matriculation Transfer Credit

Graduate students are expected to complete all degree requirements in residence at Babson. Transfer credit for courses taken elsewhere after matriculation will be granted only in cases in which a student relocates (making the commuting distance to Babson impossible), or in certain other rare situations deemed appropriate by the Office of Graduate Academic Services at its discretion. Students wishing to apply for PMTC should be sure they have not previously used up their maximum transfer credit via ASC, BEC, TIO, etc. Please note: Please note: **students enrolled in the Doctor of Business Administration, Master of Science in Business Creation, and Certificate Programs are not permitted to transfer in credit post-matriculation.**

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

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

Policy for the Full-time MBA Programs

The maximum post-matriculation transfer credit that may be granted to students in the One-Year and Two- Year MBA programs is 12 elective credits, provided the student has completed the core.

Policy for the Part-time MBA Program

The maximum post-matriculation transfer credit that may be granted to Part-time MBA students is 12 credits, provided the student has met the minimum residency requirement of completing at least half of the total degree requirements of the Part-time MBA program at Babson.

Policy for the MSEL Program

Students in the MSEL Program are not allowed to apply for post-matriculation transfer credit unless approved in advance by the MSEL Faculty Director for courses required to demonstrate academic competency.

Policy for Master of Science in Finance (MSF) Program

The maximum post-matriculation transfer credit that may be granted to MSF students is 6 credits, provided the student has met the minimum residency requirement (MSF Core) of the MSF program. The combination of advanced standing credit and post-matriculation transfer credit may not exceed 6 credits.

Policy for Master of Science in Business Analytics (MSBA) Program

The maximum post-matriculation transfer credit that may be granted to MSBA students is 6 credits, provided the student has met the minimum residency requirement (MSBA Core) of the MSBA program. The combination of advanced standing credit and post-matriculation transfer credit may not exceed 6 credits.

Policy for Doctor of Business Administration (DBA) Program

Students in the DBA program are not eligible for post-matriculation transfer credit.

Waiver Exam Policies

Policy for the Part-time MBA Program

The following information on waiver exams applies only to the Part-time MBA program. Waiver examinations: Students may receive credit for certain core courses by passing a waiver examination. All waiver exams must be completed prior to enrolling in a course for which it is a prerequisite. Waiver exams are pass/fail. Grades are not awarded for passing waiver exams and will not appear on the students'

academic record. Students have one opportunity to sit for a waiver exam. If the student fails the exam they must subsequently complete the course. For more detailed information on the waiver examination process, please visit the Waiver Exams page on the Student Portal.

Waiver exams are offered for the following courses: ACC7800, MKT7800, QTM7800, OIM7800, and FIN7800.

Policy for the Certificate of Advanced Management Program

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

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

If a CAM student passes a waiver exam and later decides to enroll in the Part-time MBA program, the waiver exam credit will be applied towards the Part-time MBA degree. Waiver exam credit is valid for up to 5 years. Waiver exams may be offered for the following courses: ACC7800, MKT7800, QTM7800, OIM7800, and FIN7800.

Second Degree Policy And Babson Earned Credit

Neither enrollment in, nor completion of, a previous Babson credential guarantees admission into a future Babson graduate certificate or degree program. Students who have successfully completed a prior Babson graduate-level credential and are accepted into a second graduate degree program may be granted Babson Earned Credit (BEC) according to the below guidelines. No credit will be given for core requirements in the One Year MBA, Two Year MBA, or Blended Learning Miami MBA programs. Students may not transfer MBA or MS credits to the CAM, however CAM credits may be applied to MBA or MS degrees (see details below).

Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA. The DBA program credits are not eligible to be transferred to a second degree.

In no circumstance may a student apply more than the total credit limit. The credit limits listed below are inclusive of ASC, BEC, TIO, PMTC, and waiver exams as applicable to the specific program.

Credits earned at Babson College may be applied to up to two Babson credentials. For example, a student who completes the Certificate of Advanced Management and earns 9 credits may subsequently apply the credits to the MBA. The student may not then apply those same credits a third time to one of the MS degrees. Students considering a second or third credential are strongly encouraged to discuss their academic plans with the Office of Graduate Academic Services prior to enrollment.

Applying CAM credits to the MSF or MSBA

Students who earn the Certificate of Advanced Management and are accepted into either the MSF or MSBA program may bring in up to 12 Babson Earned Credits to the selected MS degree provided the specific courses apply to the selected degree and the credits have been earned within five years of starting the new degree program. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying CAM credits to the MBA

Students who earn the Certificate of Advanced Management and are accepted into either the One Year, Two Year, or Part-time MBA program may bring in up to 18 Babson Earned Credits to the MBA provided the specific courses apply to the selected degree and the credits have been earned within five years of starting the new degree program. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying CAAA credits to the MSBA

Students who earn the Certificate of Applied AI and Analytics and are accepted into the MSBA program may bring in up to 12 Babson Earned Credits to the selected MS degree provided the specific courses apply to the selected degree and the credits have been earned within five years of starting the new degree program. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying CAAA credits to the MBA

Students who earn the Certificate of Applied AI and Analytics and are accepted into either the One Year, Two Year, or Part-time MBA program may bring in up to 18 Babson Earned Credits to the MBA provided the specific courses apply to the selected degree and the credits have been earned within five years of starting the new degree program. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying CLE credits to the Part-Time MBA

Students who earn the Certificate of Core Leadership Essentials and are accepted into the Part-time MBA program may bring in up to 18 Babson Earned Credits to the Part-Time MBA provided the specific courses apply to the selected degree and the credits have been earned within five years of starting the new degree program. Neither enrollment in nor completion of the Babson graduate certificate guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying MBA credits to the MSF, MSBA, or MSBC

Students who earn a degree in either the One Year, Two Year, or Part-time MBA program and are accepted into either the MSF, MSBA, or MSBC program may bring in up to 15 Babson Earned Credits to the MS degree provided the specific courses apply to the selected degree and that the credits have been earned within seven years of starting the new degree program. Neither enrollment in nor completion of the MBA guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying MSF, MSBA, or MSBC credits to the MBA

Students who earn a degree in either the MSF, MSBA, or MSBC program and are accepted into either the One Year, Two Year, or Part-time MBA program may bring in up to 22.5 Babson Earned Credits to the MBA as elective credit provided that the credits have been earned within seven years of starting the new degree program. Neither enrollment in nor completion of the MSF, MSBA, or MSBC program guarantees admission into a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying Non-Degree credits toward a future degree

Graduate credits completed with a grade of "B" or better in a Babson non-degree course (such as Test It Out/TIO) may be applied as elective credit toward the Part-time MBA, MSBA, MSAEL, or CAM as long as the credits have been earned within the next two program start terms for the new certificate, MS, or MBA program and the course is approved for the specific program. Non-degree credits may not exceed 3 elective credits. Neither enrollment in nor completion of a non-degree course guarantees admission into a future Babson graduate certificate or degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying MSAEL Credits toward a future degree

Graduate credits completed with a passing grade in the Babson MSAEL degree may be applied as elective credit towards a future Babson MBA degree as long as the credits have been earned within seven years of starting the new degree program and the course is approved for the specific program. Neither enrollment in nor completion of the MSAEL program guarantees admission to a future Babson graduate degree program. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Applying graduate credits earned while enrolled as a Babson undergraduate student toward a future credential

Graduate credits completed with a passing grade while the student is enrolled as a Babson undergraduate student may be applied toward a future Babson credential as long as the credits have been earned within seven years of starting the new degree program. Neither enrollment in nor completion of Babson graduate courses guarantees admission into a future Babson credential. Credits will be denoted on the student's transcript with an asterisk and grades from previous credentials will not be calculated into the GPA.

Definition of Terms

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

Examinations

Attendance, Absence, or Conflicts

Instructors will choose if they would like to give a final exam, final project, or other final deliverable. If a final exam is given, it will take place during the last class meeting. Please In cases with extenuating circumstances, students should consult with the Office of Graduate Academic Services or the Office of Doctoral studies prior to the exam, and work directly with the faculty member to determine whether and how an exam excuse will be provided.

Such extenuating circumstances include, but are not limited to:

- serious illness supported by a doctor's certification
- death in the immediate family
- observance of a religious holiday (see *Religious Observance* for more)

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

- oversleeping
- travel
- disabled vehicles
- misunderstanding the schedule

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

Exam Accommodations

To ensure exam accommodations can be arranged in a timely manner, students must discuss exam arrangements with the faculty at the start of each course. If determined that the student will not take the exam with faculty, the student and faculty should work with the Department of Accessibility Services (DAS) to make alternate exam arrangements. Accessibility Services will coordinate exam logistics directly with students and faculty.

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

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

Recording Classes

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

Additional information, as well as policies and procedures, can be found on the BabsonHub, by the Department of Accessibility Services (DAS) at accessibility@babson.edu, or by calling 781-239-4075.

Learning Goals

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

MBA Learning Goals

Babson College prepares graduate students to be entrepreneurial leaders. Our curriculum builds **functional depth with integrative ability through classroom, experiential and project-based learning**. In the classroom, across campus, and in the wider world, our students experience this within our framework of entrepreneurial thought and action. Through increased self-awareness, expanded mindsets, and refined skillsets, graduates will apply what they have learned and developed to address the greatest challenges of business and society today including innovation, growth, integrated sustainability, and globalization. They achieve this by starting new ventures or contributing to established organizations. The Babson student experience is guided by learning goals.

Graduates will be able to do the following:

- **Collaboration**: Collaborate with and learn from others to accomplish a common goal or create an original work.
- **Communication**: Develop and express ideas strategically, through written, oral, and visual formats, to a specific audience for a desired purpose.
- **Leadership**: Lead people to work towards shared goals with consideration of the ethical implications of their actions.
- **Problem-Solving**: Analyze and assess ideas and data to make decisions and recommendations appropriate to situations and stakeholders.

MSEL (MSM in Entrepreneurial Leadership) Learning Goals

- **Entrepreneurial Thinking and Acting**: Babson MSEL graduates create, identify, assess, shape, and act on opportunities in a variety of contexts and organizations.
- **Social, Environmental, and Economic Responsibility**: Babson MSEL graduates make decisions based on an awareness of relevant stakeholders, ethical considerations, and an attempt to create and sustain social, environmental, and economic value.
- **Self and Contextual Awareness**: Babson MSEL graduates understand their sense of purpose, identity, and context, and use this understanding to inform their decisions.
- **Managing in a Global Environment**: Babson MSEL graduates incorporate social, political and economic context and complexities when managing in a global environment.
- **Leadership and Teamwork**: Babson MSEL graduates exercise appropriate leadership, value diverse perspectives and skills, and work collaboratively to accomplish organizational goals in a changing environment.
- **Innovative Problem Solving**: Babson MSEL graduates develop creative solutions to challenging problems, and generate economic and socially valuable outcomes.

MSBC (MS in Business Creation) Learning Goals

- **Creative Design Thinking**: Challenge assumptions and create new venture opportunities through an iterative, human-centered design process.
- **Enhanced Entrepreneurial Mindset and Emotional Intelligence**: Demonstrate a growth mindset and self-awareness to recognize when and how to take action in launching and leading ventures.
- **Managing Uncertainty and Disruption**: Navigate ambiguity by applying an agile, experimental approach to testing, learning, and pivoting new venture ideas.
- **Performance Measurement and Venture Impact**: Use data and storytelling to illustrate venture performance and articulate sustainable, quantifiable financial and stakeholder value.
- **Strategic Opportunity Formulation**: Identify and frame entrepreneurial opportunities, structure analysis, and lay the groundwork for effective venture design and launch.

MSF (MS in Finance) Learning Goals

- **Technical Skills in Finance**: Babson MSF graduates are proficient in applying quantitative methods and financial analysis techniques in a variety of contexts. These include statistical analysis of financial and economic data; valuing corporate investment decisions; valuing firms; and valuing a variety of financial instruments including equities, fixed income, and derivative securities.
- **Complex Financial Problem Solving:** Babson MSF graduates appreciate the ambiguity that surrounds the most interesting business and financial problems. They are adept at extracting salient issues from a complex problem, identifying appropriate analytical techniques, applying judgment, and proposing well-reasoned recommendations.

- **Ethical and Professional Standards:** Babson MSF graduates are prepared to recognize and respond to ethical issues that arise in the financial profession and financial practice. They also understand professional standards in financial fields, and how these may vary.

MSBA (MS in Business Analytics) Learning Goals

- **Enterprise Strategy**: Babson MS in Business Analytics graduates understand the role that advanced analytical techniques can play in the successful achievement of the goals and strategies of an organization. They understand the strengths and limitations of various analytical approaches as well as the social, ethical, environmental, and sustainability consequences of strategic decisions.
- **Tools and Methods**: Babson MS in Business Analytics graduates integrate tools and analytic methods to maximize the value of data in the organizational context. They can select appropriate tools and interpretive methods to ensure that each organizational challenge is addressed using the right approach at the right time.
- **Entrepreneurial Thinking and Acting**: Babson MS in Business Analytics graduates understand and appreciate the complexities of business and social problems. With solid training in technical and communication skills, they are prepared to design and execute innovative and creative solutions based on data analytics in a variety of contexts and organizations.
- **Communication Skills**: Babson MS in Business Analytics graduates are proficient communicators of insights derived from data. They can understand the results from advanced analytical techniques and summarize them appropriately for a variety of different audiences. They can make a logical, clear, and persuasive case for or against the value of using analytics in a particular business situation.
- **Teamwork and Collaboration**: Babson MS in Business Analytics graduates value diverse perspectives and skills within a team and work collaboratively in analytics projects.

DBA (Doctor of Business Analytics) Learning Goals

- **Applied Research**: Develop ability to identify and articulate pertinent business challenges, design and execute practical research projects, and effectively communicate findings.
- **Entrepreneurial Leadership**: Cultivate an entrepreneurial mindset that enlists and inspires others to co-create innovative solutions to complex problems.
- **Learning Facilitation**: Gain expertise in understanding how people learn, designing impactful learning experiences, and measuring learning outcomes.

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

Transcript Requests

The Registrar's Office has partnered with the National Student Clearinghouse to provide an online ordering service for processing transcript requests. The National Student Clearinghouse offers electronic and printed transcripts. Transcripts may be requested on the transcript section of the Registrar's website.

Separations from the College

Leave of Absence

Students are eligible to take a leave of absence for a period of up to two consecutive years. The application for a leave must be submitted to the Office of Graduate Academic Services or Office of Doctoral Studies at least two weeks before the start of the semester in which the leave would begin, except in the event of an emergency that would preclude the giving of such advanced notice. All leaves will carry a specific expiration date. Students who wish to return early must inform the Office of Graduate Academic Services or Office of Doctoral Studies in writing at least four weeks before the desired date of return. Please note: degree time limits remain in effect during a leave.

- Part-Time and Online MBA and MSBC students must have completed at least one course to be eligible for a leave of absence. It is recommended to contact the Office of Graduate Academic Services prior to submitting the request form.
- One-Year and Two-Year MBA students must complete the first semester of core to be eligible for a leave of absence.
- Blended Learning Miami students should contact the Office of Graduate Academic Services for appropriate guidelines for obtaining permission to take a leave of absence.
- Requests for leave of absence for students in the MS programs are considered in rare circumstances on a case-by-case basis by the Office of Graduate Academic Services and, if approved, may require students to extend their program graduation date in order to meet degree requirements.
- DBA students should contact the Office of Doctoral Studies for appropriate guidelines for obtaining permission to take a leave of absence.
- Requests for leave of absence in the certificate programs are considered in rare circumstances on a case-by-case basis by the Office of Graduate Academic Services and may require students to extend their certificate completion date in order to meet program requirements.

To be "reactivated," the student must notify the Office of Graduate Academic Services or Office of Doctoral Studies in writing at least four weeks before the desired date of return. When a student wishes to return from leave, the Office of Graduate Academic Services or Office of Doctoral Studies will review the student's record and notify the student of any changes to course requirements. For example, if a student fails to return after the maximum two-year time limit the Graduate School 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.

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 transferred to inactive status and administratively withdrawn.

International Students

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

Administrative Withdrawal

Any student who has not enrolled in courses in a period of 12 months from the date of last enrollment (i.e. one calendar year from last completed course), is not on an approved Leave of Absence, or is not actively working with their dissertation advising committee (DBA students only) will be administratively withdrawn from the F.W. Olin Graduate School of Business and must petition the Office of Graduate Academic Services or Office of Doctoral Studies in writing for readmission.

Military Activation

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

Voluntary, College-Initiated, and Emergency Interim Medical Withdrawals

Purpose and intent: Babson College ("the College") endeavors to provide a safe and healthy living and learning environment in which all qualified students can participate in the College's programs and activities and successfully pursue their academic, personal, social, and emotional development.

The College recognizes that students may experience medical issues which limit their ability to function safely or successfully as students. The College offers a variety of medical, academic, and administrative resources to assist and support students in such situations and makes reasonable accommodations to allow students with documented disabilities to have equal access to College programs and activities.

When a student's personal well-being may be at risk or when a student experiences a medical issue that may prevent the student from participating in the College's programs and activities regardless of accommodation, the student is encouraged to consider a voluntary medical withdrawal from the College. Although students remain eligible to take other types of leaves in accordance with applicable College policies and procedures, a voluntary medical withdrawal may carry certain advantages, including more flexible withdrawal timelines, less disruption to scholarships and funding, and tuition/housing refunds as determined by appropriate College officials.

When the College becomes aware of a student who is unable to safely participate in the College's programs and activities regardless of accommodation or who presents a high probability of substantial harm to health or safety, the College may also consider the appropriateness of involuntary medical withdrawal from the College and/or emergency interim medical withdrawal according to the standards and procedures described in this Policy.

Student conduct that violates the College's Community Standards remains subject to the Student Conduct Process regardless of whether such conduct violation results from or is exacerbated by a medical condition. Actions taken pursuant to this Policy do not affect the student's obligation to comply with other College policies or, where applicable, sanctions to which the student may be subject as a result of any violation of such policies.

This Policy is designed to ensure that students are given individualized attention, support, care, and consideration in addressing medical issues that may arise or escalate during matriculation. The College will apply this Policy to all students in a nondiscriminatory manner using a flexible and individualized process to facilitate student success. Decision makers acting under the Policy will make determinations on the basis of objective evidence of student behavior and reasonable judgments based on professional assessments and current medical knowledge—not on the knowledge or belief that a student may be an individual with a disability.

Whenever a College official is referenced in this Policy, such reference shall include another official designated to carry out such official's duties in their absence or the person who otherwise assumes such duties.

Voluntary Medical Withdrawal ("VMW")

When a student's personal well-being may be at risk, or when a student experiences a medical issue that may prevent them from participating in the College's programs and activities regardless of accommodation, the student is encouraged to consider a VMW. The VMW process is designed to be reasonable and flexible, and to proceed as quickly as possible to allow a student experiencing difficulties due to a medical condition to receive the care, support, and treatment they need.

Students wishing to initiate a VMW should contact the Director of Health Services and/or the Director of Counseling and Psychological Services (each, an "Appropriate Health Service"). The Appropriate Health Service will meet with the student, if feasible, and review any medical documentation provided. The Appropriate Health Service will then submit a recommendation for a VMW if it determines that the student has a medical issue that prevents the student from participating in the College's programs and activities regardless of accommodation, or otherwise compromises the student's safety, well-being, or academic success. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

The recommendation for a VMW and any relevant supporting documentation will be submitted to the Associate Vice President for Student Success ("AVP") or designee for review. The AVP may consult with the Appropriate Health Service and others as appropriate in evaluating the recommendation and any relevant supporting documentation. Based on an individualized review of the facts and circumstances, the AVP will make a final determination as to whether and for what length the VMW will be granted, and will notify the student in writing. The student will also be notified of specific conditions, if any, that may be required in order to return to the College, based on the nature and individual circumstances of the VMW.

A student may appeal the denial of a request for VMW in accordance with the Appeal Process set forth below.

College-initiated Medical Withdrawal ("CIMW")

The College may initiate a medical withdrawal when it becomes aware of a student who is unable to safely participate in the College's programs and activities or who presents a high probability of substantial harm to health or safety.

The College may initiate a CIMW only under the limited circumstances and only in accordance with the procedures set forth in this Policy. CIMW may only be initiated: (i) after reasonable efforts to obtain student cooperation for a VMW have been attempted, if feasible; (ii) after other available interim measures have been deemed inappropriate, insufficient, or unsuccessful; and (iii) as a non-disciplinary action.

In evaluating whether the College will initiate a medical withdrawal, the AVP will convene a medical withdrawal committee ("Committee"). The Committee will be composed of the AVP and one or more representatives from the Appropriate Health Service, along with other College officials with relevant knowledge and expertise who may have direct insight into the conduct or behavior of concern, such as representatives from the Department of Accessibility Services, Office of Graduate Academic Services, Office of Doctoral Studies and/or various departments within the division of Learner Success and Campus Life.

The Committee will conduct an individualized assessment of the student's present ability to safely participate in its programs and activities based on objective evidence and documentation. The individualized assessment will evaluate whether there is a high probability of substantial harm in light of: (i) the nature, duration, and severity of the risk; (ii) the probability that injury will occur; and (iii) whether reasonable accommodations can sufficiently mitigate the risk. The Committee will exercise reasonable judgments that rely on current medical information and documentation.

If the Committee determines that the student is unable to safely participate in the College's programs and activities or presents a high probability of substantial harm to health or safety, it will submit a recommendation for a College-Initiated Medical Withdrawal ("CIMW"). The recommendation and any relevant supporting documentation will be submitted to the Vice President for Learner Success and Dean of Campus Life ("Vice President") or designee ("AVP") for review. As appropriate, the Appropriate Health Service will make individualized treatment recommendations designed to help the student become academically and personally ready to resume life at the College with or without reasonable accommodation.

Upon receipt of a recommendation for a CIMW, the Vice President will carefully review the recommendation and any relevant supporting documentation. The Vice President may consult with the Appropriate Health Service and others as appropriate in evaluating the recommendation and any relevant supporting documentation. If, based on an individualized review of the facts and circumstances, the Vice President conditionally determines that a CIMW should be granted, the Vice President will notify the student in writing. The student will be afforded three business days to submit a written statement and any other documentation or materials relevant to the conditional CIMW and the student's desired outcome before a final determination is made by the Vice President. If warranted under the circumstances, the Vice President may restrict the student from attending classes, living in college housing, or otherwise accessing campus property or participating in College activities during the conditional CIMW.

Based on an individualized review of the facts and circumstances, the Vice President will make a final determination as to whether and for what length the CIMW will be implemented and will notify the student in writing. The student will also be notified of specific conditions, if any, that may be required in order to return to the College, based on the nature and individual circumstances of the CIMW.

A student placed on CIMW may appeal in accordance with the Appeal process set forth below.

Emergency Interim Medical Withdrawal ("EIMW")

The College may initiate an emergency interim medical withdrawal ("EIMW") when it reasonably determines that a student presents an imminent risk of substantial harm to health or safety. The College may initiate an EIMW only under the limited circumstances and only in accordance with the procedures set forth in this Policy. An EIMW may only be initiated: (i) after reasonable efforts to obtain student cooperation for a VMW have been attempted, if feasible; (ii) after other available interim measures have been deemed inappropriate, insufficient, or unsuccessful; and (iii) as a non-disciplinary action. The Vice President may implement an EIMW after conducting an individualized assessment based on objective evidence and documentation. The individualized assessment will evaluate whether there is an imminent risk of substantial harm in light of: (i) the nature, duration, and severity of the risk; (ii) the probability that injury will occur; and (iii) whether reasonable accommodations can sufficiently mitigate the risk. The Vice President will consult with the Appropriate Health Service and others as appropriate, and will exercise reasonable judgments that rely on current medical information. Circumstances permitting, the Vice President will convene a Committee to assist in the individualized assessment.

The duration of an EIMW will be limited to the period necessary to address the imminent risk of substantial harm to health or safety. While under EIMW, the student is prohibited from attending classes or living in College housing, and may be trespassed from campus or other College facilities and/or prohibited from participating in College activities if warranted under the circumstances.

A student placed on EIMW will be notified in writing by the Vice President as soon as possible. The student will also be notified of the specific conditions that are required in order to return to the College, based on the nature and individual circumstances of the EIMW. A student placed on EIMW may appeal in accordance with the Appeal process set forth below.

The EIMW process is intended to address emergency situations on an interim basis. Where appropriate and in accordance with the terms and conditions of this Policy, an EIMW may be converted to a VMW or a CIMW.

Return from Voluntary, College-initiated, or Emergency Interim Medical Withdrawal

All conditions for returning to the College will be the same for VMW and CIMW. The conditions for returning to the College from an EIMW will be equivalent, except that relevant timelines will be adjusted to account for the interim nature of the withdrawal.

The goal of a medical withdrawal is to ensure that students return with an increased opportunity for academic and personal success. Students are encouraged to take the time necessary to achieve this goal. Students may wish to periodically check in with the Graduate School Dean during their leave, as indefinite leaves will not be permitted.

A student seeking to return to the College from a medical withdrawal should take the following steps to initiate the re-enrollment process:

A. Contact the Appropriate Health Service and provide all required documentation. With the exception of students placed on EIMW, it is requested that students submit all material by December 1 for consideration for the Spring Semester, April 1 for summer sessions, and July 1 for Fall Semester. This will help to ensure that the AVP and the Appropriate Health Service have sufficient time to review the request and facilitate re-enrollment as appropriate. If materials are received after the relevant deadline, the College will make reasonable efforts to review the request in a timely manner.
B. Have the student's treatment provider(s) send a report to the Appropriate Health Service documenting the provider's work with the student, the student's clinical status, and an opinion as to the student's readiness to safely and successfully resume academics and college life. The student's treatment provider may also include any conditions or recommendations for ongoing treatment, or other suggestions to support the student's academic and personal well-being upon returning to the College. The Appropriate Health Service relies heavily on information received from the student's treatment provider. Students will be asked to provide Release of Information Forms so that representatives of the Appropriate Health Service may communicate with treatment providers and others as appropriate regarding the student's return.
C. As required by the AVP depending upon the nature and individual circumstances of the medical withdrawal, provide information to the Appropriate Health Service showing that the student has reasonable capability of day-to-day functioning while a student at the College, with or without accommodation. There are several ways a student might be able to sufficiently demonstrate their day-to-day functioning, and the AVP will discuss appropriate options with the student upon request.

D. As required by the AVP depending upon the nature and individual circumstances of the medical withdrawal, provide a brief written statement describing: (i) the student's experience away from the College including the activities undertaken while away; (ii) the student's current understanding of the factors that led to the medical withdrawal and any insights the student has gained from treatment and time away; and (iii) how the student plans to ensure a successful return to the College and to sustain their academic and personal well-being.

Reasonable effort will be made to respond to a student's request to return from a medical withdrawal within ten business days of receipt of all required materials. Additional time may be required based on extenuating circumstances.

If the information received from a treatment provider requires further explanation or clarification, or when there is a disconnect between the medical information provided and other information in the student's file, the Appropriate Health Service may contact the treatment provider to obtain additional information. In exceptional cases as required by the AVP depending upon the nature and individual circumstances of the medical withdrawal, the student may be asked

to obtain a second, independent evaluation from a licensed medical professional approved by the Appropriate Health Service. The purpose of the independent evaluation is to document the student's clinical status and provide an opinion as to the student's readiness to safely and successfully resume academics and college life.

Upon receipt of all required materials, the AVP and the Appropriate Health Service, in consultation with others as appropriate, will determine if the student appears ready to resume academics and college life. If approved to return, the student will be required to check-in with the Appropriate Health Service to review the student's current safety and plan for sustained health, including recommendations for ongoing treatment and/or other support services as appropriate.

Students with disabilities are eligible for reasonable accommodations. Students are responsible for communicating any requests for accommodation to the Department of Accessibility Services (DAS). Detailed information on the process for requesting accommodations is available at the DAS website: https://intranet.babson.edu/student/welcome-department-accessibility-services-das.

The student will be approved to return to the College when the documentation demonstrates that the student is ready to safely resume studies and be a successful member of the campus community. If approved, the student will be notified in writing and informed of any applicable academic, housing, administrative, or other requirements for return.

If the student is not approved for return from a medical withdrawal, the student will be notified in writing along with recommendations that will enhance the likelihood that a future request to return will be granted. The student may appeal the denial of their request to return from a medical withdrawal in accordance with the Appeal process set forth below.

Appeals Process

A student has a right to file a written appeal ("Appeal") to the Vice President requesting review/reconsideration of: (i) the denial of a request for VMW; (ii) the denial of a request for return from a medical withdrawal; (iii) the implementation of a CIMW; or (iv) the implementation of an EIMW. The Appeal must be submitted to the Vice President within five business days of the date of the notice to the student.

The basis for the Appeal are limited to the following: (i) material information or evidence not considered in the original determination; (ii) new information or evidence that was not available at the time of the original determination; and/or (iii) a material deviation from procedures that was prejudicial to the student and that affected the outcome of the original determination. Appeals made on other grounds will not be considered.

As appropriate, the student should include relevant supporting documentation with the Appeal. The Vice President will carefully consider the Appeal and any supporting documentation and render a final decision based on the best available information and an individualized review of the facts and circumstances.

A final decision on the Appeal of the implementation of an EIMW will be made within three business days of receipt. Final decisions on all other appeals will be made within ten business days of receipt, or the Vice President will notify the student that additional time will be necessary to consider the Appeal. The decision of the Vice President on the Appeal is final and not subject to further review.

Family Educational Rights and Privacy Act (FERPA)

The Federal Family Educational Rights and Privacy Act (FERPA or Act) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational institution."

FERPA affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

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

   Note: *The right to challenge grades and notations about disciplinary decisions does not apply under the Act unless the grade assigned or the disciplinary decision rendered was inaccurately recorded.*
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.

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

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

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

- the student's name
- permanent and local addresses
- telephone listings
- electronic mail addresses
- digitized photographs and images
- date and place of birth
- major field of study
- grade level
- enrollment status
- dates of attendance
- past and present participation in officially recognized activities, organizations and sports
- weight and height of members of athletic teams
- degrees, honors, and awards received
- the most recent previous educational agency or institution attended by the student

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

Upon request, the College also discloses education records to officials of another school in which a student seeks or intends to enroll, or where the student is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

Disclosure without consent also may be made concerning the following: Final results of a disciplinary proceeding in which a student was found to have violated College rules concerning a crime of violence or a non-forcible sex offense. The outcome may be disclosed to the victim regardless of whether a violation was found. Alcohol or drug violations may be disclosed to parents if the student is under age 21. The College reserves the right to disclose information about students to their parents, regardless of the student's age, without the student's written consent in cases involving the student's health and well-being or in the case of a change of student status (including, but not limited to, loss of housing, pending disciplinary proceeding, suspension, expulsion or to comply with a court order or subpoena). For the purposes of this Policy, "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

The term "education records" does not include the following records, and therefore such records are not governed by this Policy:

A. Records of instructional, supervisory and administrative personnel and educational personnel ancillary to those persons, which:
   i. are kept in the sole possession of the maker of the record
   ii. are not accessible or revealed to any other individual, except to an individual who performs on a temporary basis the duties of the individual who made the record
B. College Public Safety Department records which are created and maintained by campus police solely for law enforcement purposes.
C. Employment records, when College employment did not result from and does not depend upon the fact that an individual is a student at the College, provided that the employment records:
   i. relate exclusively to the individual in that individual's capacity as a College employee
   ii. are made and maintained in the normal course of business
   iii. are not available for use for any other purpose

   All records relating to a student who also is an employee of the College are included in the definition of education records, if the student's employment is contingent upon the fact that they are a student. For example, work-study program records are education records.
D. Health records, which:
   i. are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity;
   ii. are created, maintained or used only in connection with the provision of treatment to the student; and
   iii. are not disclosed to anyone except to other than individuals providing the treatment, except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice.

   For the purpose of this definition, "treatment" does not include academic and career advising, tutoring, disability management counseling, or any activities which are part of the program of instruction offered by the College. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule excludes student medical treatment records and other records protected by FERPA.
E. Applicant records of individuals who do not enroll in or register with an academic program of the College. If and when applicants become students, their applicant records become education records, which are then accorded the same privacy rights as any other education records governed by this Policy.
F. Records (i.e., alumni records) about a person containing only information obtained from that person after that person is no longer a student, or relating to that person and obtained from others after that person is no longer a student.

Restricting the Release of Directory Information

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

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

4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of federal law as they pertain to access and disclosure of students' education records.

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

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

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

Additional Resources

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

Family Policy Compliance Office (FPCO)FERPA 20 USC 1232(g)34 CFR PART 99

Location of General Education Records Maintained by the College

Babson College maintains the following general records:

- Admission and current education status records are maintained in the Department of Student Advising & Success. These records are open to students and may be reviewed by appointment. In compliance with FERPA and other applicable state and federal statutes, records may be redacted for the review. Babson students will be provided with copies of Babson transcripts, degree audits, and their original student essays. Should a student require a transcript, they must complete a transcript request online through the Registrar's webpage.
- Security and law enforcement records are retained by the director of public safety. Students may request copies of law enforcement records from the director of public safety. Certain legal restrictions may limit or prohibit the ability to grant such a request. The dean of student affairs and the director of public safety maintain final discretion in the consideration of any such request.
- Medical records are maintained by Health Services. These records also are exempted from the provision of the law and are not normally available to students for inspection.
- Disciplinary records are generally maintained by the Office of Community Standards. Students may review these by appointment. In compliance with FERPA and other applicable state and federal statutes, these records may be redacted for the review.
- Financial aid records are maintained by Student Financial Services. Students may review these by appointment. Students are not permitted to review their parents' financial records, unless the documents were jointly signed and submitted by the parents and the student, or if the parent has given written permission.
- Residence Education maintains residence life records and Student Activities and Leadership maintains student involvement and activities records.
- It is assumed that students want their hometown newspapers notified when they graduate, earn awards, or achieve the Dean's List. Students are to notify College Marketing, if they do not wish to participate in this process.

Program Transfer and Status Changes

All students requesting a change in program status must be in good academic standing. With permission from Graduate Academic Services and under certain conditions, students may transfer from a cohortbased MBA program (Two-Year, One-Year, and Blended Learning Miami MBA) to the Part-time MBA. Students may be subject to loss of earned credits due to the differences in curriculum across programs. Current students in any MBA program wishing to join a cohort-based program are required to apply and be accepted to that program. Additionally, if a current student seeks to transfer from the Part-time MBA into a cohort-based program the student may be required to complete their core courses in the Part-time format. MS students are not allowed to transfer to the MBA program; they must apply. Similarly, students in the MBA must apply for admission to MS programs. Students in degree-granting programs may not transfer to certificate programs.

- One-Year and Two-Year MBA students who wish to change from full-time to part-time status may do so after completing the first semester of core.
- Blended Learning Miami students should contact the Office of Graduate Academic Services for appropriate guidelines on program changes.
- MSEL students are not eligible to change from full-time to part-time status.

- MSF and MSBA students may transfer from full-time to part-time status after completing the core and with the permission of the Office of Graduate Academic Services.
- DBA students should contact the Office of Doctoral Studies for appropriate guidelines on program changes.
- Part-time MBA students who wish to change from part-time to full-time status may do so at any time (when applicable), provided they are in good academic standing and meet all conditions for doing so, including conforming to state immunization requirements and carrying health insurance.

Students can access the electronic form to change their status through the Babson Hub. Subject to policies regarding the time in which degree requirements must be satisfied, students changing their status will have the same degree requirements as when they entered the F.W. Olin Graduate School of Business and will remain in the program in which they were accepted. Students should contact the Office of Graduate Academic Services or Office of Doctoral Studies for more information.

Tuition, Fees, Payment Policies, and Financial Aid

Tuition and Other Expenses

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

Some or all instruction for all or part of the academic year may be delivered remotely or in a blended format. Tuition and fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely or in a blended format for any part of the academic year.

Billing Procedures

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

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

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

Admission enrollment deposits are non-refundable after 3 business days. For information about alumni and corporate tuition reduction programs, please visit https://www.babson.edu/graduate/admissions/tuition-and-financial-aid/

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

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

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

Payment Methods

Online payments can be made through Nelnet, via Workday, from a U.S. checking or savings account or credit card. A non-refundable service fee is assessed on credit card payments. Credit balances resulting from credit card payments will be refunded to the card used for payment.

Payment plans are offered through Nelnet. A Nelnet payment plan allows students to split their academic term costs into convenient monthly payments for a small enrollment fee. Students, and designated Third Parties, can enroll through Workday Finances. Nelnet Payment Plan Fall Term payments are August through November, Spring Term payments are December through March, and Summer Term payments are May through July.

Wire payments can only be initiated at https://www.flywire.com/pay/babson.

With Flywire, you are able to pay in your home, or other, currency (in most cases) and are offered favorable foreign exchange rates, which may enable you to save a significant amount of money compared to traditional banks. Credit Balances / Overpayments resulting from Flywire payments will be refunded through Flywire to the originating account.

Checks and money orders to Student Financial Services. Please make payable to Babson College, and mail to:

Student Financial Services
Babson College
231 Forest Street
Babson Park, MA 02457-0310

Students who receive financial aid from outside sources should submit, by the tuition due date, documentation from the funding organization that details the amount and payment terms of such aid. If you are requesting a disbursement from a 529 plan, please initiate the payment with your 529 provider to allow time for it to be received prior to the payment deadline.

Financial Aid Programs

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

For those who qualify, awards and award amounts are available online on the BabsonHub.

Late Payment Penalties

The agreement provides important information to students about the cost of their education and the financial policies associated with their enrollment at Babson College. It aims to provide clear guidance on financial obligations, payment deadlines, and consequences for non-compliance. All students are required to review and acknowledge this agreement each academic year. For more information on the SFRA, please visit https://www.babson.edu/tuition-and-financial-aid/manage-your-account/student-financial-responsibility-agreement-faqs/

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree if I fail to pay my student account bill or any monies due and owing Babson College by the scheduled due date, Babson College may place a financial hold on and/or assess late fees to my student account, preventing me from registering for future classes, obtaining transcripts and/or receiving my diploma.

Late Payment Charge: I understand and agree if I fail to pay any balance on my student account bill or any monies due and owing to Babson College by the scheduled due date, Babson College may assess late payment as noted at https://www.babson.edu/tuition-and-financial-aid/manage-your-account/ the past-due portion of my student account until my past-due account is paid in full.

Collection Agency Fees and Costs: I understand and agree if I fail to pay any balance on my student account bill or any monies due and owing to Babson College by the scheduled due date and fail to make payment arrangements acceptable to Babson College to bring my account current, Babson College may refer my account to a third party, which may be a debt collection agency or an attorney. I further understand if Babson College refers any portion of my student account balance to a third party for collection, I am responsible for paying all fees and costs (including, but not limited to, collection fees and costs) associated with attempting to collect the monies due and owing. I understand collection fees and costs will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fees and costs will be calculated at the maximum amount permitted by applicable law but will not exceed thirty-three and one third percent (33.33%) of the amount outstanding together with all fees, costs and expenses including reasonable attorneys' fees and expenses, necessary for the collection of my delinquent account. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs and fees Babson College incurs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus in accordance with applicable laws.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank or other payor for any reason, I agree to repay the original amount of the payment plus the returned payment and other similar fees, if any, as noted at https://www.babson.edu/tuition-and-financial-aid/manage-your-account/payment-options/. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with or for the benefit of Babson College may result suspension of my eligibility to register for future classes and/or other Services at Babson College.

Refunds of Credit Balances

A credit balance (which will appear on your student account in parentheses, as a negative number) means you have excess funds on your account. You can leave these funds on your account for the next semester, or request to have them refunded. Refund requests are processed by SFS after the add/drop period has ended, and after financial aid and loan funds have been disbursed onto your account. Prior credit balances are no longer refundable once additional charges are assessed on a student account.

Students who have federal Title IV student aid disbursements in an amount that exceeds the costs of tuition, mandatory semester fees, and any room and board charged by Babson will automatically have the amount of the Title IV credit balance refunded by check to their mailing address.

Refund Advances

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

Financial Aid Programs

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

For those who qualify, awards and award amounts are available online on the BabsonHub.

Federal Student Aid

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

To apply, submit the following documents each academic year:

Free Application for Federal Student Aid (FAFSA), available online at www.fafsa.gov. List Babson College, Babson Park, MA, in the school listing section of the FAFSA. Babson's Title IV School Code is002121. Babson recommends selecting the option to use the IRS Data Retrieval Process.

Additional documents may be requested to complete the verification of the financial aid application. Financial aid deadlines for each degree and certificate program are listed on Babson's website at http://www.babson.edu/admission/tuition-aid/graduate/Pages/deadlines.aspx.

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

The Academic Policies section of this handbook outlines the F.W. Olin Graduate School of Business policies on satisfactory academic requirements. According to federal regulations and Babson College policy, students must be making satisfactory academic progress to be eligible for financial aid. The eligibility depends on making progress toward the degree and maintenance o a satisfactory grade point average.

Students who are not on pace to complete the program within 150 percent of the published timeframe will receive a warning letter. Pace is determined by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

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

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

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

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

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

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

- Federal Direct Unsubsidized Loan
- Federal Direct Graduate Plus Loan

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

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

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

Community Standards

Community Code of Student Conduct

Please note that this version of the Community Code of Student Conduct was updated on August 5th, 2025. For the most up to date version of the code, please visit https://www.babson.edu/media/babson/assets/community-standards/community-code-of-student-conduct.pdf.

Community Code of Student Conduct Preamble

The Babson College *Community Code of Student Conduct*, and all that it comprises, aims to promote a positive living and learning community for students 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 organizations will do their utmost to embrace these core values and subsequent expectations. In doing so, students and student organizations will contribute to the development of Babson as a positive living and learning community.

In your coursework, activities, and life in the residence halls, we challenge you to learn, understand, and reflect on how your decisions impact not only yourself, but also 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 *Community Code of Student Conduct* reflects the kind of campus culture that fosters critical learning and development—an essential element to your success, as Babson students, organizations, and future alumni.

Integrity

Babson students and student organizations are expected to act with integrity. Integrity, derived from the Latin word *integer*, means the state of being whole and undivided. Babson students and student organizations 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.

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 or student organization, 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 connected and strengthened by each member's individual commitment to integrity and ethical decision making in all we do. The following steps are designed to guide you through making decisions 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 Integrity and Inclusive Excellence.
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 to respectfully engage in difficult conversations with other community members.

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

For guidance or questions regarding effectively utilizing these guides, email communitystandards@babson.edu.

Introduction to Student Accountability Processes

Student Accountability 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. 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.

Jurisdiction

Babson College assumes that all students and student organizations 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 organizations 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 organization while off-campus to determine if they/it has acted in compliance with local, state, and federal law and/or College policies. Conduct that adversely impacts the educational mission, reputation, or operations of the College will also be reviewed. The College reserves the right, in its sole discretion, to determine whether an off-campus incident involving one or more students or student organization(s), shall be subject to a review by the College's student accountability 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 role of the Community Standards staff is to interpret the alleged misconduct in order to determine whether the conduct in question is a possible violation of College's regulations or policy, local, state, or federal law; determine if there

is sufficient information to pursue a charge; and identify the specific charge(s) 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.

The College's *Community Code of Student Conduct* applies to a student's conduct from the time of application for admission through the conferring 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. Additionally, all students and student organizations are responsible for the contents of their rooms, cars, or on their person. In the event of a violation committed while still enrolled but unresolved or reported after the responding student or student organization has taken a leave of absence, is withdrawn from the College or has graduated, the College may proceed with the Student Accountability Process. In the case of conduct that could lead to removal or separation from Babson College, the College reserves the right to rescind an admitted student's acceptance or graduated student's degree and/or withhold a degree until a matter is resolved. When the College is investigating a serious violation of policy, as determined by the Director of Community Standards or their designee, the College will place a hold on the student's transcript and request a temporary transcript notation until the matter has been resolved. Should the student request a transcript while the hold is placed on their account official transcript will not be released and the unofficial transcript will reflect the temporary transcript notation regarding the unresolved matter. 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 responding student or student organization.

Glossary of Terms

The following glossary is intended to clarify the meaning of key terms used throughout this document. Questions regarding further details of these terms should be directed to the Office of Community Standards.

Appeals Party: The individual or the Appeals Board that is used to decide either to approve or deny a Responding Student/Student Organizations' appeal.

Classification: Graduate or undergraduate student, faculty, staff, etc.

Chairperson of the Board: The chairperson of the board serves as a nonvoting member and is responsible for running the hearing and facilitating the Board's deliberations.

Educational Conference: A meeting between the responding party(ies) and a staff person (Student Accountability Officer) for the purpose of resolving alleged policy violations.

Hearing Board: A body of students, faculty, and/or staff that hear both academic and non-academic cases.

Impacted Party: An individual who experienced the impacts of the responding student(s) or student organization's behavior.

Invited Party: An individual, student organization, or student group invited to engage in Restorative Resolutions for Interpersonal Harm with a reporting party.

No Contact Order: A College-issued order between a student and a community member(s) restricting verbal and physical contact. This tool is typically offered when a student is seeking assistance from the College in managing an interpersonal issue that is not appropriate or unlikely to be resolved through other resolution methods. As appropriate, Stay Away Provisions may be included in the No Contact Order which restrict a student(s) from accessing a particular College location, activity or organization. No Contact Orders can be issued by Public Safety, Community Standards, Title IX Coordinator, and/or the Dean of Student's Office and can remain in effect through alumni engagement. No Contact/ Stay Away Orders issued before the completion of a student accountability process are not an indication of responsibility.

Not in Good Standing: A student or student organization who has an active Change of Status Sanction in place. Students or student organizations that are not in good standing may have limits on what they can and cannot do and may not be eligible for certain privileges. A student's or student organization's standing with the Office of Community Standards may be reportable information to other entities.

Notice of Alleged Violations: Correspondence in letter form sent from the Office of Community Standards to an official Babson College email account to provide notice that information was received indicating an alleged violation of a College policy or regulation. The letter's purpose is to inform the student of the general nature of the issue(s) and outline next steps in the process.

Outcome Letter: Correspondence in letter form sent to the responding student or student organization(s) via Babson email account from the Office of Community Standards outlining: the formal policies or regulations reviewed, the finding of the Board or Student Accountability 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.
- Note: 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 permanent transcript notation.

Preponderance of Evidence: The notion that it is more likely than not that a policy violation occurred.

Reporting Party (or Reporter): The person who initiated the complaint or resolution request.

Responding Student(s)/Student Organization: A student, students, and/or campus organization(s) whose behavior is alleged to have violated College policy and/or regulations.

Sanctions: 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).

Student Accountability Officer: A trained staff person from the Office of Community Standards, the Office of Residence Life, or the Dean of Students Office who can facilitate the Educational Conference process.

Student Organizations: Recognized student groups including, but not limited to, registered student organizations, varsity athletic teams, club sports, fraternities and sororities, and Special Interest Housing communities.
- Note: At the discretion of the Director of Community Standards, or their designee, Student Organizations may be held accountable either through the Office of Community Standards and/or by the office that advises/supports the group. The officers or the leaders of the student organization or a designee from the student membership are expected to represent the organization during the Student Accountability Process. The College's policies do not preclude holding specific members of an organization accountable for their individual acts committed in the context or in association with the organization's alleged violation of College policy.

Support Person: A member of a student or student organization's community that provides emotional and resource assistance for students and/or student organizations engaged in the student accountability process. The support person does not play an active role in the process but, rather, works to help the student navigate the Community Standards Process.

Witness: An individual who, either in-person or in-writing, can provide the Board or Student Accountability Officer with a firsthand account of the events under review. Students or student organizations are not permitted to provide any character references or testimonials on their behalf for the benefit of the Board or Student Accountability Officer(s).

Student Rights and Responsibilities

Fundamental fairness is paramount when resolving reports regarding alleged violations of Babson College's Community Code of Student Conduct. To provide an orderly procedure for the handling of disciplinary and/or restorative matters that will ensure fairness for all students or student organizations involved, the following safeguards will be afforded to all who participate in the Student Accountability Process.

1. All students and student organizations are responsible for reviewing the College's behavioral expectations in Babson College's Community Code of Student Conduct.
2. 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.

3. Prior to any type of formal Educational Conference or Hearing, the responding student(s) or student organization 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 and securely accessed with the student's login credentials.
4. The responding student(s) or student organization has the right to be heard by an impartial hearing body.
5. It is the responsibility of the responding student(s) or student organization to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The responding student(s) or student organization has the right to request written postponement of a hearing.
6. The responding student(s) or student organization has the right to request that the perspective of witnesses be considered by the hearing body.
7. The responding student(s) or student organization 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 the Student Accountability Process to respect the confidentiality of personal information about members of the College community and to preserve the right of privacy.
9. All students and student organizations have the right to report allegations of retaliation resulting from participation in the Student Accountability Process.
10. The responding student(s) or student organization has the right to appeal a Community Standards decision to an appeal party based on limited grounds, as outlined in these documents.

Student Accountability Policies

Standard of Evidence
In educational conferences, board hearings, and the gender-based misconduct process, the hearing body or Student Accountability Officer uses a preponderance of the evidence standards in determining if the responding student(s) is responsible for the alleged violation(s). A preponderance of evidence means it is more likely than not that a policy violation occurred.

How to Report
Violation of the guidelines and requirements contained in Babson College's Community Code of Student Conduct 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 utilizing the online reporting form. The Director of Community Standards, or their designee, 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 or student organization. When appropriate, certain matters may be referred to Public Safety and/or other applicable law enforcement agencies 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, a rescission of acceptance, or a revocation of degree. 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/video recordings of hearings are used for the appeal process only and are not considered a part of the student conduct file. Educational Conferences may not be recorded by any party.

Prohibited Conduct

The following list of behaviors is intended to represent the types of acts that constitute a violation of Babson College's Community Code of Student Conduct. All community members are responsible for knowing and observing the College's policies and procedures.

Any attempt, successful or not, to violate College policy(ies) may be referred to the Student Accountability Process. Students and student organizations may be held responsible for these actions regardless of the result of the attempt. Students and student organizations 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 the use of alcohol and/or other drugs. Additionally, students and student organizations are responsible for the actions of their guests.

Below is a list of possible policy violations; the violations apply to students and student organizations. The examples listed below each potential policy violation is not exhaustive:

Academic Integrity Policy Violations
See Appendix A for More Information

- Cheating
- Fabrication
- Facilitating Academic Dishonesty
- Plagiarism
- Academically Dishonest Activities
- Unauthorized Collaboration

Abuse of or Interference with the Student Accountability Process
Examples include but are not limited to:

- Disrupting or interfering with the orderly conduct of a student accountability proceeding;
- Falsifying and/or knowingly misrepresenting information to a student accountability officer or hearing body;
- Influencing or attempting to influence another person to commit an abuse of the Student Accountability Process;
- Attempting to discourage an individual's proper participation in, or use of, the Student Accountability Process;
- Attempting to interfere, retaliate, or intimidate any person responsible for addressing incidents and/or administering the Student Accountability Process;
- Submitting a false complaint to the College;
- Failure to comply with the sanction(s) imposed under Babson College's Community Code of Student Conduct.

Aiding in the Violation of Babson College's Community Code of Student Conduct
Any act or action that supports and/or facilitates a violation of the College's Community Code of Student Conduct.

Alcohol Policy Violations
See Appendix C for More Information

- Possession or Consumption of Alcohol by an Underage Individual;
- Overconsumption of Alcohol;
- Providing Alcohol to Underage Individuals;
- Drinking Paraphernalia/Drinking Games;
- Open Container;
- Unauthorized Locations for Alcohol Consumption;
- Central Source (any centralized source where alcohol is kept and easily accessible to the masses, i.e., a keg);
- Excessive Quantities of Alcohol;
- Alcohol Delivery.

Bullying
Repeated or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally. This definition does NOT include speech or conduct otherwise specifically protected by applicable law and/or College policy.

Bias
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 or expression, age, genetics, mental or physical ability status, and veteran or any other protected status. Cases determined to be bias-related violations of Babson College's Community Code of Student Conduct may be assessed for enhanced sanctions. Complaints of bias behavior can be reported to the Office of Community Standards or submitted through the Bias-Related Experience reporting link.

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

Disorderly Conduct Involving a Motor Vehicle
Operating a motor vehicle on or off-campus in a reckless or endangering manner.

Disruptive Behavior
Inappropriate, disorderly, and/or disruptive conduct.
Examples include, but are not limited to:

- Behavior in the classroom or instructional program that interferes with the instructor or presenter's ability to conduct the class or program, or the ability of others to benefit from the instruction;
- Behavior that causes inconvenience, disturbance, or alarm;
- Behavior in the residence halls that hinders the ability of residents to living in a safe, reasonably calm environment;
- Intentional disruption of the administration operations of the College;
- Misconduct deemed unbecoming of a Babson student.

Disruptive Gatherings
Gatherings on or off-campus that become disruptive to the Community at large.
Examples include, but are not limited to:

- Excessive noise;
- Excessive attendance beyond what is safe and/or reasonable (overcrowding);
- Central sources of alcohol;
- Permitting underage drinking;
- Uncooperative residents and/or guests.

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

Drug Policy Violations
See Appendix C for More Information

- Drug Use and/or Possession;
- Drug Paraphernalia;
- Distribution, Sale, or Manufacturing of Drugs;
- Misuse of Prescribed or over-the-counter medication(s).

Endangering Behavior
Conduct, reckless actions, or threats that jeopardize or endanger the general health or safety of any member of the community, including oneself, the community at-large, and/or the operations of the College.

Failure to Comply
Failure or refusal to comply with the reasonable request or directive of a College official (Public Safety officer, residence life staff member, faculty member, or staff member).
Examples include, but are not limited to:

- Failing to produce identification;
- Failing to consent to a room search;
- Fleeing the scene of an incident;
- Failing to adhere to College health and safety guidance.

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

False Information and Misrepresentation

- 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.
- 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.

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

Fire Life and Safety Violation
See Appendix E for More Information

- Possession of Unauthorized Item(s) (hookahs, candles, unauthorized appliances, etc.);
- Hanging items for ceilings, pipes, or lights;
- Failure to evacuate a building during a fire alarm;
- Tampering with fire extinguishers, fire exists, pull boxes, hoses, smoke alarms, heat sensors, or emergency phone/ lighting equipment;
- Obstruction of a fire exit, hallway, or fire/Public Safety personnel in the performance of their duties;
- Smoking in an unauthorized area;
- Causing a fire.

Gambling
Gambling as prohibited by the laws of the Commonwealth of Massachusetts (may include: raffling, lotteries, etc.). See: Massachusetts Gambling Laws

Gender-Based Misconduct:
See Appendix H for More Information

Harassment
Severe, persistent, and/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.

In evaluating the purpose or effect of potentially harassing conduct under this section, the College will consider the perception and/or reaction of a hypothetical reasonable person under like circumstances. 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 responding student or student organization after it was determined that the responding student or student organization did not violate College policy as a violation of the Harassment policy.

Hazing
See Appendix F for More Information
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. This policy applies to student groups, teams, and organizations of any kind whether or not they are registered or recognized by the College (collectively, "Student Group(s)"). Examples of Student Groups include but are not limited to athletic teams, fraternities and sororities, and any other student group or organization. This policy also applies to all members of the College community, including faculty, staff, students, alumni, and other affiliates.

Hazing is prohibited both on- and off-campus, regardless of whether someone consents to participate in hazing activities. The College defines three categories of hazing, but prohibited behaviors can span categories depending upon context, severity, and other factors. A non-exhaustive list of examples of prohibited potential hazing behaviors by category can be found in Appendix F. The three categories as defined by the College are as follows:

- Subtle Hazing: Behaviors that create or build upon a power imbalance between members of a group, team, or organization. Subtle hazing is often taken for granted or viewed as harmless by those doing or being impacted by subtle hazing. Subtle hazing often disrupts one's integrity and mutual respect, oftentimes resulting in humiliation or embarrassment.
- Overt Hazing: Behaviors that may cause physical, emotional, or psychological discomfort or undue stress to oneself or others.
- Potentially Violent Hazing: Behavior that may cause physical, emotional, or psychological harm to oneself or others.

Misuse of College Resources
Demonstrating lack of regard for College Regulations and/or policies.
Examples include but are not limited to:

- Accumulation of an excessive* number of parking tickets;
- Accumulation of an excessive* number of residence hall lockouts;
- Disregard for residence hall key replacement processes;
- Inappropriate use of College forms;
  *Please note that the Departments of Residence Life and Public Safety reserve the right to determine what constitutes an "excessive number" of parking tickets and/or lockouts.

Misuse of Space
See Appendix I for More Information
Utilizing college-owned buildings or private property in a manner outside of its intended use.

Non-compliance with Office of Student Engagement Travel Policies
Failing to adhere, knowingly or unknowingly, to the travel policies as outlined in the Club/Organization Manual, including, but not limited to violating chaperone expectations, college van usage, as well as unapproved travel.

Non-compliance with the Law
Failing to adhere to all federal, state, and local laws.

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.

Public Exposure
Publicly exposing one's intimate body parts. Examples include but are not limited to public urination and public sex acts.

Residence Hall Violations
See Appendix G for More Information

- Unauthorized Furnishings;
- Guests;
- Noise;
- Pets;
- Possession of prohibited item(s);
- Roofs, Windows, and Fire Escapes.

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:

- participating in or otherwise assisting with a College investigatory procedure or law enforcement investigation;
- filing a complaint alleging a College policy violation or a violation of law; or
- filing a complaint about the College's policy for resolving alleged violations of policy.

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

- threats, intimidation, continued harassment or other misconduct;
- discouraging an individual from participation in an investigation or adjudication process;
- 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.

Smoking
Smoking in any College building including but not limited to, tobacco products of any kind (cigarettes, e-cigarettes), vaporizers, or hookahs. and/or failing to maintain a minimum 25 feet distance from a building entrance while smoking or vaping.

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

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.

- Tampering with locks to College buildings and/or private property;
- Unauthorized possession and/or use of College keys and/or Babson OneCard;
- Alteration and/or duplication of College keys and/or Babson OneCard;
- Accessing residence hall rooms without explicit permission from the resident(s) assigned to the space;
- Accessing restricted areas of residence halls or other campus buildings.

Violations of the Computer Code of Conduct
See Appendix D for More Information.
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.

Violation of Published College Policy
Violation of any College policy, rule, or regulation published in hard copy, communicated in writing, or available electronically on the Hub or College Website.

Weapons
Possession of illegal or dangerous weapons on campus. This includes, but is not limited to, guns of any type (including airsoft and BB guns), knives (other than those used solely for cooking), chemical weapons, slingshots, martial arts weapons, and bows/arrows.

Processes for Resolution

Babson College reserves the right to review any matter that it feels may represent a violation of its policies. Students and student organizations 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, or their designee, to determine the appropriate process. Once the process has been determined, the student will be bound by the procedures from the Educational Conference through the appeals process, if applicable to the case.

The Director of Community Standards, or their designee, reserves the right to determine if the incident can be resolved through adaptive means of resolution by mutual consent of the responding party(ies) and the reporting or impacted party(ies). The Student Accountability Officer will suggest the best adaptive resolution based on the matter and the individuals involved.

Students and/or student organizations involved in any of the College's Student Accountability Processes are advised that these proceedings are not a legal process and are not intended to rise to the level of civil or criminal proceedings. Please review the processes and procedures outlined below.

When an incident cannot be assigned to one of the processes due to extraordinary circumstances, the decision regarding the appropriate process will be made by the Director of Community Standards, or their designee. The Director of Community Standards, or their designee, has the sole discretion in determining the process to be followed and/or any appropriate modifications to each process.

All parties involved in any part of resolution procedures are expected to keep in confidence the names of all parties involved, charges alleged, sanctions imposed, appeal status, etc. All hearings and Educational Conferences will be closed to the public and the press.

Alleged violation(s) of Babson College's Community Code of Student Conduct 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 Babson College's Community Code of Student Conduct or such other policy in the sole discretion of the Director of Community Standards in consultation with the Title IX Coordinator.

Interim Restrictions

Under the limited circumstances described below, the Dean of Students 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 Accountability Process or other processes.

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 process, without undue delay, in accordance with the Student Accountability Process and policies. Violations of interim restrictions may result in action up to and including suspension or expulsion from the College. The student may, within five (5) 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 a 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, housing, or meals will be made due to an 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). Requests for alternative course of study related to the imposition of interim action can be submitted in writing to the Dean of Students. Any student who experiences an involuntary interruption in their course of study should immediately contact their Student Success Advisor for academic guidance.

No Contact/Stay Away Orders

Under certain circumstances, it may be necessary for a College administrator to restrict a student's access to a college-owned building and/or individual(s). While these orders are determined on a case-by-case basis, they may be associated with alleged behavior that may need to be addressed through a conduct or other administrative process, or they may be granted as a supportive measure to enhance the comfort of community members. Individuals will be notified of these orders in writing via their Babson College email address. These orders become effective immediately and may be

imposed at any point prior to the final resolution via the Student Accountability Process or other administrative process. Such orders may be implemented by Public Safety, Dean of Students, Community Standards, or Title IX Coordinator. No Contact/Stay Away Orders issued before the completion of a student accountability process are not an indication of responsibility.

Educational Conferences

The Educational Conference is a meeting between a responding student(s), or a student organization representative(s), and a Student Accountability Officer for the purpose of resolving alleged policy violation(s). The Director of Community Standards, or their designee, has discretion to assign a specific Student Accountability Officer to a given matter.

Initiation of Process and Use of the Educational Conference
The responding student(s) or student organization will receive a letter sent to their Babson College email informing them of the incident and alleged violation(s) in question. The letter will include the date, time, and location of the appointment with the Student Accountability Officer to discuss this issue. Failure to attend the meeting(s) by the date in the letter may result in a decision being determined without the benefit of input from the student or student organization. It is the student or student organization'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.

Educational Conference Procedures
At the Educational Conference, the responding student(s) or student organization will be asked to provide their perspective on the incident. The Student Accountability Officer will review the incident report with the student(s) or student organization. The Student Accountability Officer will also ask the responding party to verbally respond to the charges. The responding student(s) or student organization has the right to request that the Student Accountability Officer interview any relevant witnesses. However, witness interviews will be determined and conducted at the sole discretion of the Student Accountability Officer. Additional and relevant information, witness names, etc. can be submitted via the guidance of the Student Accountability Officer assigned to the individual case.

Please note: incident reports and/or any other relevant written documentation will be shared with the student(s) or student organization in the Educational Conference and will not be provided to the responding student(s) or student organization in hard-copy or electronically.

Determining an Outcome
A decision will be made by the Student Accountability Officer(s) to determine if the student or student organization is to be found responsible in whole or in part for the alleged policy violation(s) and behavior. If the student(s) or student organization accepts responsibility or is found responsible, the Student Accountability Officer will impose appropriate sanctions.

Outcome Notification
Notification of the Educational Conference decision will be provided to the responding student(s) or student organization within five (5) business days after the conclusion of the Student Accountability Officer's investigation. A decision letter will be sent to the responding student(s) or student organization representative's Babson email indicating the decision of the Student Accountability Officer. Outcome notifications for responding student organizations will be shared with the Campus Advisor, and, where applicable, the Inter/National Organization.

All responding students or student organizations have the right to file an appeal of the outcome resulting from an Educational Conference based on limited grounds outlined in this document. It is important to note that once imposed, sanctions are enacted immediately. While an appeal is pending, any sanction(s) may or may not be suspended or modified at the discretion of the Director of Community Standards, or their designee, as applicable. If the appeal is denied, the original sanction(s) will remain in place as they were originally, except applicable deadlines may be modified to accommodate the delayed period. If the responding student(s) or student organization has been subject to interim actions, those restrictions may stay in place through the conclusion of this Appeals Process unless otherwise informed in writing by the Director of Community Standards, or their designee. Please see the Appeals Section for details.

The Hearing Board
A Hearing Board may be convened for matters where the Office of Community Standards staff determines that the student(s) and/or student organization may be eligible for a potential separation from the College, which includes removal from housing, suspension, and/or expulsion. A Hearing Board is the typical option for resolution of a matter where the responding student(s) and/or student organization may be eligible for a separation from the College. However, if the responding student(s) and/or student organization wishes to have the matter addressed through an administrative hearing process in lieu of a hearing board, the responding student(s) and/or student organization may request to do so by contacting the Office of Community Standards. Additionally, the Director of Community Standards, or their designee, reserves the right to select an appropriate resolution method in cases where the responding student(s) and/or student organization has not made a selection of a resolution process before the deadline listed in their initial notification letter.

Initiation of Process and Use of a Hearing Board
The responding student(s) and/or student organization will receive a letter sent to their Babson College email informing them of the incident and alleged violation in question. The letter will include (1) the alleged Community Code of Student Conduct violation(s) and (2) that the Office of Community Standards has identified that the alleged violation(s), the incident context, and the student(s) and/or student organization conduct history mean the responding student and/or student organization may be eligible for a potential separation from the College. The letter will provide details about the Hearing Board process, as well as the option to elect to go through an administrative hearing in lieu of a Hearing Board. A member of the Community Standards staff will communicate with the student(s) and/or student organization as to next steps.

Composition
The Hearing Board is composed of members from three Babson constituencies: students, faculty, or staff. The following is a typical composition of the board:

- A chairperson, two student hearing board members, and one faculty or staff member.
  - When possible, the board will be composed of student members who reflect the classification of the responding party.

The Director of Community Standards, or their designee, 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 Hearing Board, or when the composition of the Hearing Board needs to be altered.

Role of the Community Standards Staff
The Director of Community Standards, or their designee, appoints a staff member to serve as the Advisor to the Hearing Board. The Advisor serves as a resource during the hearing. In this capacity, they advise the Board as to proper procedures, institutional policy, and sanction precedent. Upon request from the Board, the Advisor may recommend appropriate sanctions. However, the Hearing Board is not bound to act on the recommendation.

At the discretion of the Advisor, observers may be invited to attend College hearings. This invitation will occur prior to the date of the hearing.

Hearing Board Processes and Procedures
If the responding student or student organization chooses or is required to proceed through the Hearing Board, the following will occur:

- The responding student or student organization will receive a notice informing them of the date, time, and location of the Hearing, as well as a list of Hearing Board members who will be serving during the hearing. The hearing will be scheduled no earlier than five (5) business days from the date the notice was sent.
- It is the responsibility of the responding student or student organization to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The responding student or student organization 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.
- It is the responsibility of the responding student or student organization to promptly inform the Office of Community Standards of any conflict of interest with Hearing Board members serving on their hearing no later than three (3) business days prior to the hearing.

- Prior to the hearing, Board members will be asked if they have a conflict of interest in relation to this hearing. If a Hearing Board member indicates they are unable to remain impartial, they will be replaced with an alternate Hearing Board member, or if the Advisor believes they are unable to do so, the Board member shall be excused. The responding party will be notified accordingly.
- All members of the Hearing Board will be instructed to give no weight to any outside information that they have heard regarding the case. Board members will be asked only to consider information from the hearing itself and the hearing packet.
- A responding or reporting party(ies) who wish to submit relevant documentation in support of verbal statements must send all statements to the Office of Community Standards at least three (3) business days prior to the hearing.
- All responding or reporting parties have the right to receive copies of and review the Hearing Board case packet. This information will be provided at least two (2) business days prior to the hearing. Community Standards Staff will ensure the distribution of materials to the Board as well as all responding and reporting parties.
- In cases where the responding party(ies) and/or reporting party decline participation in the hearing process, the hearing will continue as scheduled and Board members will be instructed not to consider the lack of participation in and of itself as a factor in their deliberations.

In cases involving more than one responding student or student organization, the Director of Community Standards, or their designee, will determine whether the responding students or student organizations 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.

In cases where separate hearings are held, the Board has the discretion to hear all cases before determining the outcome in any one case. Therefore, the time frame for written notification will be extended until all cases have been heard.

All outcomes will be based on the case packet materials and verbal statements presented to the Board.

Previous disciplinary action taken against a responsible responding student or student organization may be considered by the Board solely in the determination of a sanction once a determination of responsibility has been made. The responding student or student organization may voluntarily discuss details of their prior disciplinary history with the Board. Aside from this instance, the Board will not be provided with information regarding any such history until a finding of responsibility has been reached.

The Board's chairperson will prepare a brief written summary and rationale to accompany the outcome determination. This will be made available for review, upon request, to the responding student or student organization after the outcome has been determined and delivered to the responding student or student organization.

The responding student or student organization, witnesses, or support person(s) should keep the case confidential and are requested to refrain from sharing details of the proceedings to protect the integrity of the process and the privacy of those involved.

Support Persons and Witnesses
Both the responding student or student organization and the reporting party have the right to one (1) support person. The support person may be a member of a student or student organization's community who is not involved in the matter. Any parties planning to have a support person at the hearing must notify the Office of Community Standards at least three (3) business days prior to the hearing. *Note: hearings will not be rescheduled based on a support person's availability.

- The support person's role is limited to providing support to a student or student organization 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 privately confer at reasonable times, with their student or student organization.
- The Community Standards Staff may exclude a support person from a hearing or terminate a student or student organization's right to have a support person, for good cause.
- The support person may not act as a witness for the student or student organization, and a current member of the Board may not serve as a support person.
- The chairperson and/or the Advisor to the Board reserves the right to dismiss a student or student organization's support person should they interfere with the hearing in any way.

The responding student or student organization and the reporting parties 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. Witnesses will be invited to participate at their discretion, and the College will not compel any witness to participate. All parties must present a written list of all witnesses to the Community Standards Staff for approval three (3) business days prior to the hearing. *Note: hearings will not be rescheduled based on a witness's availability.

- The responding student or student organization and reporting parties are solely responsible for communicating with their witness(s) about the date, time, and location of the hearing. The list of witnesses will be included in the packet provided to the Hearing Board as well as the responding and reporting parties.
- Witnesses are called into a hearing when needed. They will not sit in on the entire hearing.
- Students or student organizations are not permitted to provide any character references or testimonials on their behalf for the benefit of the Board.

The Hearing
If either the responding student or student organization, or the reporting party fails to appear or chooses not to participate in the hearing, it will be the decision of the Advisor to the Board whether to reschedule the hearing or proceed without the benefit of input from that party. Hearings that take place absent a party or with limited or no input from one of the parties are not considered grounds for an appeal.

At the start of a hearing, the responding student or student organization 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, or responsible. If the responding student or student organization is not present, they automatically enter a response of "not responsible".

The responding student or student organization and the reporting party will each be permitted to speak or present relevant written information on their behalf. Verbal statements may be limited by the Board chairperson or the Board Advisor, should they become repetitious or if they are irrelevant, at their discretion.

The hearing will be recorded by the College. Separate recording by any hearing participant is not permitted. The recording and all correspondence are confidential. The recording may be used if the responding student or student organization files for an appeal (as outlined in the appeal section of this document). The responding student or student organization may listen to/watch the recording in preparation for the appeal process. The recording must be listened to/watched in the Office of

Community Standards and in the presence of a designated staff member. Copies of the recording are not permitted.

Order of the Hearing
The general order of a Hearing:

- Introduction of the case by Board chairperson and reading of the charge(s);
- Statement of responsibility;
    - The responding Student or Student Organization is asked to respond responsible or not responsible to the charges as read.
- Opening statements;
    - Reporting Party(ies)
    - Responding Student or Student Organization
- Questioning of the Responding Student or Student Organization and Reporting Party(ies) by the Board;
- Presentation of witness(es) by the Reporting Party(ies);
    - Questioning by Reporting Party(ies)
    - Questioning by Responding Student or Student Organization
    - Questioning by Board
- Presentation of witness(es) by the Responding Student or Student Organization;
    - Questioning by Responding Student or Student Organization
    - Questioning by Reporting Party(ies)
    - Questioning by Board
- Final Questioning of the Responding Student or Student Organization and Reporting Party(ies) by the Board;
- Summation of the case by the Reporting Party(ies);
- Summation of the case by the Responding Student or Student Organization;

- All parties other than the Board and its Advisor are dismissed. The Responding Student or Student Organization will be notified of next steps;
- The Board determines responsibility for each potential code violation.
- The Board may be provided with additional information if applicable by the Advisor depending on the responsibility determination. The Board then determines sanctioning.
- The Responding Student or Student Organization is notified of the responsibility finding(s) and sanctions, if any, by the Advisor of the Board.

The procedural order may be changed during a hearing, should the Board chairperson deem it beneficial or to expedite the hearing process. The responding and reporting parties will address the Board according to the process outlined above or as otherwise directed by the Board chairperson.

During a hearing, all questions will be directed to the chairperson.

Disruptions of any kind will not be tolerated by the Board. In such circumstances, the Board chairperson may order the removal of the person(s) causing such disruption. Under extreme circumstances, and in consultation with the Advisor, the Board may order the exclusion of that person's statements. Questions regarding procedures during the hearing should be directed to the Board chairperson. The Advisor will provide clarification when appropriate. In the absence of a Reporting Party, the Advisor will present information to the 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.

Outcome of the Hearing
When the hearing is concluded, the Board adjourns with the Board Advisor present to discuss the information that has been presented, and to make a determination. After the discussion is complete, a vote is taken to determine responsibility of the responding student or student organization 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 Babson College's Community Code of Student Conduct, the nature of the violation, and the impact of the violation on the individual(s), 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 the responding student or student organization, including sanctions issued by other Student Accountability Officer(s) and any failure by the student or student organization 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. A list of possible sanctions is available in the Sanction section of this document (the list is not all inclusive). If a student or student organization chooses to appeal, sanctions may or may not be suspended or modified until the exhaustion of the Appeals Process at the discretion of the Director of Community Standards or their designee. Interim actions may stay in place through the conclusion of the Appeals Process.

Notification of an Outcome
When the Board has reached a decision, the Advisor of the Board will attempt to notify the student or student organization via phone. Additionally, the student or student organization will receive official notification in writing within five (5) business days of their hearing. 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 responding students or student organizations have the right to file an appeal of the outcome of a Hearing based on limited grounds outlined in this document. If the appeal is denied, the original sanction(s) will remain in place as they were originally, except applicable deadlines may be modified to accommodate the delayed period. If the responding student or student organization has been subject to Interim actions, those restrictions may stay in place through the conclusion of this Appeals Process unless otherwise informed in writing by the Director of Community Standards, or their designee. Please see the Appeals Section for details.

Administrative Hearing

An Administrative Hearing may be utilized for matters where the Office of Community Standards staff determines that the student and/or student organization may be eligible for a potential separation from the College, which includes removal from housing, suspension, and/or expulsion. An Administrative Hearing is one of two options for resolution of a matter where the responding student and/or student organization may be eligible for a separation from the College.

Initiation of Process and Use of the Administrative Hearing
The responding student(s) and/or student organization will receive a letter sent to their Babson College email informing them of the incident and alleged violation(s) in question. The letter will include (1) the alleged code violation(s) and (2) that the Office of Community Standards has identified that the alleged violation(s), the incident context, and the student and/or student organization conduct history mean the responding student and/or student organization may be eligible for a potential separation from the College. The letter will provide details about the two options for resolution when the alleged is eligible for a separation: an Administrative Hearing or a Hearing Board. The responding student(s) and/or student organization will be provided information on how to select an option for resolution. Additionally, the Director of Community Standards, or their designee, reserves the right to select an appropriate resolution method in cases where the responding student(s) and/or student organization has not made a selection of a resolution process before the deadline listed in their initial notification letter.

If the responding student(s) and/or student organization elects to proceed with an Administrative Hearing, then the case will be heard by a Student Accountability Officer. The Student Accountability Officer will send a letter to the responding student's/students' Babson College email. The letter will include a date, time, and location of the appointment with the Student Accountability Officer to discuss the incident. Failure to attend the meeting(s) by the date in the letter may result in a decision being determined without the benefit of input from the student or student organization. It is the student, or student organization'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.

Administrative Hearing Procedures
At the Administrative Hearing, the responding student(s) or responding student organization will be asked to provide their perspective on the incident. The Student Accountability Officer will review the incident report with the student or student organization. The Student Accountability Officer will also ask the responding party to verbally respond to the charges. The responding student(s) or student organization has the right to request that the Student Accountability Officer interview any relevant witnesses. However, witness interviews will be conducted in a manner at the sole discretion of the Student Accountability Officer. Additional and relevant information, witness names, etc. can be submitted via the guidance of the Student Accountability Officer assigned to the individual case.
The hearing will be recorded by the College. Separate recording by any hearing participant is not permitted. The recording and all correspondence are confidential. The recording may be used if the responding student or student organization files for an appeal (as outlined in the appeal section of this document). The responding student or student organization may listen to/watch the recording in preparation for the appeal process. The recording must be listened to/watched in the Office of Community Standards or online and in the presence of a designated staff member. Copies of the recording are not permitted.

Please note: incident reports and/or any other relevant written documentation will be shared with the student or student organization in the Administrative Hearing and will not be provided to the responding student(s) or student organization in hard-copy or electronically.

Determining an Outcome
A decision will be made by the Student Accountability Officer(s) to determine if the student or student organization is to be held responsible in whole or in part for the alleged policy violation(s) and behavior. If the student or student organization accepts responsibility or is found responsible, the Student Accountability Officer will impose appropriate sanctions. If the sanction includes a removal from housing or separation from the College, the responding student(s) or student organization will have the option to accept the sanction or submit an appeal.

Outcome Notification
Notification of the Administrative Hearing decision will be provided to the responding student(s) or student organization within five (5) business days after the conclusion of the Student Accountability Officer's investigation and

relevant meetings. A decision letter will be sent to the responding student(s) or student organization representative's Babson email indicating the decision of the Student Accountability Officer. Outcome notifications for responding student organizations will be shared with the Campus Advisor, and, where applicable, the Inter/National Organization.

All responding students or student organizations have the right to file an appeal of the outcome resulting from an Administrative Hearing based on limited grounds outlined in this document. It is important to note that once imposed, sanctions are enacted immediately. While an appeal is pending, any sanction(s) may be suspended or modified at the discretion of the Director of Community Standards, or their designee, as applicable. If the appeal is denied, the original sanction(s) will be immediately reinstated except applicable deadlines may be modified to accommodate the delayed period. If the responding student(s) or student organization has been subject to interim actions, those restrictions may stay in place through the conclusion of this Appeals Process unless otherwise informed in writing by the Director of Community Standards, or their designee. Please see the Appeals Section for details.

Restorative Justice and Alternative Resolution Practices

Not all reports of student behavior rise to the level of a potential policy violation and/or require a formal accountability process. As such, the Office of Community Standards offers a variety of services to help students and student organizations 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.

Restorative Justice Practices refer to an array of voluntary processes available to address student behavioral concerns outside of formal processes and with particular emphasis on repairing harm and restoring trust. Within the Student Accountability Process, Restorative Justice Practices 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 Restorative Justice Practices 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. A failure to abide by the agreed-upon resolution may result in the prolonged condition of the dispute which, if left unattended, may result in referral to the Student Accountability Process.

If, upon review of a report, the Director of Community Standards, or their designee, deems that a Restorative Justice Practice is appropriate, the Director will then provide the students or student organization(s) involved with the option of such methods and answer questions. Students and student organizations are encouraged to proactively seek out the Office of Community Standards and do not need to be referred to the Student Accountability Process to participate in these resolution methods. If a member of the community would like to proactively access conflict navigation services or pursue adaptive resolutions, they may do so via the following form: Restorative Practices Request.

Possible Pathways for Restorative Justice
All cases are unique and present distinct needs and circumstances for reparation. As such, the facilitator may 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 involved parties have the option to have support persons with them throughout the process. Depending on how the pathway is 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 Restorative Resolution, but is not encompassing of all possible mechanisms:

Restorative Conversations
Restorative Conversations are a restorative resolution option in which students who are willing to accept responsibility for their potentially harmful behavior engage in reflection and thinking to identify impact on self and community, as well as potential resources and strategies for future change. Restorative Conversations are an option for a student's first

violation of College policy when deemed appropriate by the Office of Community Standards. Matters resolved under a Restorative Conversation will not result in a reportable disciplinary record but may still result in restorative and/or educational outcomes being assigned.

Resolving a situation through a Restorative Conversation requires the cooperation and prompt attention of the student. In order to take advantage of this option to have the matter addressed as a Restorative Conversation instead of as a Student Accountability Process, the student must communicate with the staff person addressing the matter promptly. Should a student(s) fail to communicate with staff or fail to complete the outcomes from their Restorative Conversation, the matter will be referred to the applicable Student Accountability Process which will result in a reportable disciplinary record. Additionally, should a student(s) wish to opt out of the Restorative Conversation process and elect to have the case resolved through the applicable Student Accountability Process instead, students may elect to do so by communicating as such to the staff member addressing the matter.

Conflict Coaching
Conflict coaching is a one-on-one, private, 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.

Note that assigned conflict coaches are committed to student privacy, however, are not confidential resources.

Shuttle Mediation
Shuttle mediation is a process during which a mediator facilitates a negotiation to resolve a dispute between two or more parties without the 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.

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, organizations or teams who are struggling to manage a particular discussion or project on their own, including but not limited to student club meetings, sport 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 or student organizations.

Restorative Resolution for Interpersonal Harm

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

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 an invited party who acknowledges that the reporting party and/or other participants have reported experiencing harm as a result of the responding student or student organization's behavior.

If parties are interested in exploring a Restorative Resolution, 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 is entirely voluntary. Both a reporting party and invited 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 invited party, 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);
- 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 at any time, prior to parties formally agreeing to the terms in the signed outcome agreement and refer the case to an investigation/hearing.

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, the following list represents some possible measures that are available for parties to consider. It should be noted that this list is not all encompassing as each agreement is drafted by the participants of the pathway:

- Amendment of a No Contact Order and/or Stay Away Provision;
- Restriction of one or more parties from participation in specific clubs, organizations, or events;
- Educational or developmental activities;
- One or more parties' referral to the College's Wellness and Prevention Services and/or Counseling & Psychological Services.

Please note, 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 will be documented, signed in-person or via email by the reporting party and invited party, with oversight from the facilitator, and as relevant in coordination with the Title IX Coordinator. Signed resolution outcome agreements that parties enter 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.

Amnesty Policy / "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 and student organizations choose to seek help through appropriate channels and when students choose to bring related serious violations by others to the attention of the College. This process applies to the individual(s) offering assistance, and/or notifying college officials, as well as the individuals in need of assistance. Under the Amnesty Resolution, students will meet with a Student Accountability Officer, and may be referred to Wellness and Prevention Services when and where applicable.

Matters resolved under medical amnesty will not result in a reportable disciplinary record. However, actions related to other Community Code of Student Conduct violations (For example: Property Damage, Harassment, Theft, etc.) may be referred to the Student Accountability Process.

Sanctions

The following is a list of possible sanctions available in the Student Accountability Process involving a responding student or student organization. This list is not exhaustive, and other sanctions may be imposed depending on the case.

Alcohol and Other Drug Sanctions

Wellness and Prevention Services Interventions
The sanctions listed below are designed to offer an opportunity for responding students or student organizations found responsible for Alcohol and Other Drug violations to reflect on their substance use, discuss any adverse impacts of their use, and provide important information promoting safe and healthy choices. These sanctions will be conducted by a confidential member of the Wellness and Prevention Services Staff.

Responding students or student organizations found responsible for Alcohol and Other Drug Violations will be sent a letter to their Babson email containing a Wellness and Prevention Services Intake form. Once this is completed, they may be assigned any of the following by a member of Wellness and Prevention Services:

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 & Prevention Team.

Individual Consultation
Students are required to attend one individual meeting with a member of the Wellness & Prevention 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.

Substance Use Assessment
The student is required to complete a Substance Use Assessment and then attend one or more meetings facilitated by Wellness & Prevention Services staff. The assessment is designed to provide an opportunity for the student 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.

Change of Status Sanctions
Administrative Warning
A period of time, typically no less than one semester, which is intended to foster reflection, responsibility, and improved

decision making. During this period, the student is put on notice that any further violations of the Community Code of Student Conduct may result in harsher sanctions. The student is not in good standing with the College during the specified period. When the Office of Community Standards completes student conduct checks, administrative warnings will be communicated internally within the College as the lowest level of change of status change.

Disciplinary Probation
A period of time, typically no less than one academic year, which is intended to foster reflection, responsibility, and improved decision making. During this period, the student is put on notice that any further violations of the Community Code of Student Conduct may result in harsher sanctions. The student is not in good standing with the College during the specified period.

Deferred Loss of College Housing
Although the responding student or student organization is not being removed from College housing at this time, future violations of College policy may result in the loss of College housing. The student is not in good standing with the College during the specified period.

Deferred Suspension
Although the responding student or student organization is not being suspended from the College at this time, future violations of College policy may result in suspension. The student is not in good standing with the College during the specified period.

Deferred Expulsion
Although the responding student or student organization is not being expelled from the College at this time, future violations of college policy may result in expulsion. The student is not in good standing with the College during the specified period.

Separations
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. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

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. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

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

Other Sanctions
Meeting with Campus Administrator
The Student Accountability Officer may deem it necessary that a student or student organization complete a predetermined number of meetings with another campus administrator.

Parent/Guardian Notification
The Student Accountability Officer or Hearing Board may determine that the student's parent/guardian be notified of the violation and/or the assigned sanctions in accordance with applicable law. This may be assigned in incidents involving alcohol or other drugs, or incidents where a student faces separation from the College (i.e., suspension, expulsion, or removal from housing)

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 their 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 Life. No guarantee of exact or similar housing accommodations can be made for every situation, nor shall it be a requirement.

Re-Entry Meeting
Students or student organizations returning to campus or housing after a temporary removal are required to complete a re-entry meeting with a staff member from the Office of Community Standards or other administrator determined by the Student Accountability Officer. The student or student organization may also be assigned an ongoing support person.

Ongoing Support
If the Student Accountability Officer deems appropriate, the student or student organization will be assigned to meet with an individual to facilitate the student or student organization's reacclimating to campus life. The frequency of these meetings, and whom the support person is, will be determined by the Student Accountability Officer.

Restitution
Students or student organizations found responsible for causing damage to property are monetarily responsible for the cost of repair and/or replacement, and labor.

Other Educational Activity
Students or student organizations may be assigned additional educational activities catered to their developmental needs. These activities may be created and assigned at the discretion of the Student Accountability Officer or Hearing Board and will be reviewed for completion by the Office of Community Standards.

Cyber Bullying Workshop
Students or student organizations may be assigned a workshop designed to prompt reflection on the power of the internet and responsible social media usage. The completion of the sanction is marked by the successful submission of a reflection activity determined by the Student Accountability Officer.

Roommate Agreement
Students may be assigned a roommate agreement designed to create a set of agreed upon expectations for a shared living space between students. Roommates will be assigned a time with a member of the Residence Life or Community Standards team to create the roommate agreement. The completion of the sanction is marked by the successful submission of a completed roommate agreement as determined by the Student Accountability Officer and/or Area Coordinator.

Loss of Privilege(s)
A specified period of time where a student or student organization has been restricted from accessing certain campus resources or participating in specific campus activities and/or leadership roles. Details of the restriction(s) will be provided in the outcome.

Behavioral Conduct Leveling System

Based on the circumstances surrounding an alleged violation of the Community Code of Student Conduct, the allegation will be designated as a Level 1, Level 2, or Level 3 classification. This determination will be made by the Director of Community Standards or their designee. Levels are based upon the seriousness of a violation with successively higher levels indicating that allegations are considered more serious. These levels outline the potential sanctions that a student may be assigned if ultimately found responsible for a violation. This determination does not impact the review process for a case and is only to be referenced when determining appropriate sanctions. If a case is to be addressed in a Hearing Board or Administrative Hearing process, a Community Standards staff member will notify the board or administrator of the alleged violation level in the provided case materials.

Factors that may be considered when determining the level of an alleged violation include but are not limited to the following:

- Impact to the involved student(s);
- Impact to the greater Babson community;
- Level of premeditation involved in the violation;
- Compliance with responding Babson College staff and/or Babson Public Safety;
- Academic year and/or Graduate or Undergraduate student status;
- Any relevant conduct history of the responding student.

Alleged violations of the Community Code of Student Conduct involving students who were previously found responsible for a violation of these policies will result in a case being addressed as Level 2 or Level 3—regardless of the circumstances of the new allegation.

Some examples of behaviors that may constitute violations of different levels include but are not limited to the following:

Level 1:
- Repeated violations of the Residence Life prohibited items policy and/or noise policy;
- First-time alcohol and/or cannabis use/possession policy violations;
- First-time violation of the misuse of College resources policy (e.g., lock outs, campus parking policies)

Level 2:
- First-time tampering with fire safety equipment policy violation;
- First-time smoking within a College building violation;
- Repeated alcohol and/or cannabis use/possession policy violations;
- First-time false information and misrepresentation and/or abuse of or interference with the Student Accountability Process policy violations;
- First-time retaliation policy violations

Level 3:
- First-time causing a fire policy violation;
- First-time physical abuse/violence policy violation;
- First-time driving under the influence policy violation;
- First-time violation of a No Contact or Stay Away Order;
- First-time harassment policy violation;
- First-time weapons policy violation;
- First-time distribution of alcohol and/or other drugs policy violation

If a student is found responsible for a violation of the Community Code of Student Conduct, sanctions will be determined based on the specific circumstances surrounding the incident. Outside extenuating circumstances, the sanctions specified below are minimum sanctions affiliated with a policy violation of each violation level. Students who are found responsible for a violation of the behavioral policies in the Community Code of Student Conduct are typically assigned both Educational and Change of Status sanctions which are included in this matrix. They may receive additional sanctions as deemed appropriate given the specific circumstances of a particular violation.

Violation Level	***Type of Violations***	***Educational Sanctions****	***Change of Status Sanction***	***Additional Sanction(s)***
Level 1	*This level is for minor violations of campus policies and/or students with no prior violations.*	*Reflective Assignment, Educational Flyer, Roommate Agreement, Referral to another Campus Partner(s).*	*Administrative Warning* **through** *Disciplinary Probation*	*Upon a finding of responsibility, violations may be assessed for additional sanctions which may/may not include fines and restitution payments.*
Level 2	*This level is for more serious violations of campus policies and/or students with previous policy violations.*	*Required Community Standards follow-up, Workshops, Parent/Guardian Notification.*	*Disciplinary Probation* **through** *Suspension***	*Upon a finding of responsibility, violations may be assessed for additional sanctions which may/may not include fines and restitution payments and/or Loss of Privileges.*
Level 3	*This level is for the most serious violations of campus policies and/or students with previous policy violations.*	*Ongoing follow-up meetings with Community Standards*	*Deferred Suspension* **through** *Expulsion***	*Upon a finding of responsibility, violations may be assessed for additional sanctions which may/may not include fines and restitution payments and/or Loss of Privileges;*

*Educational Sanctions may include, but are not limited to, the above mentioned.
**This range includes Reassignment of and/or Loss of Campus Housing.

Appeals 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 new 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 Appeals Party only when remanding for reconsideration or granting a new hearing would be insufficient, impractical, or unnecessary. Sanctions should be revised by the Appeals Party only if there is a compelling justification to do so. Similarly, the level of an Academic Integrity case should be revised by the Appeals Party only if there is a compelling justification to do so.

Appeal Grounds
An appeal of an Educational Conference or Hearing Board decision may be made solely on the following grounds:

- 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 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
- The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

An Educational Conference or Hearing Board that takes place in the absence of a party or with limited and/or no input from one of the parties is not considered grounds for an appeal.

Appeal Requests
An appeal request must be submitted within five (5) business days after the decision letter is delivered to the student's Babson email account. Any appeal submitted after five (5) business days may be rejected by the Director of Community Standards, or their designee.

Please note: If new information that may materially affect the outcome of the case comes to light after five (5) business days has passed, a student or student organization should contact the Office of Community Standards to inquire about the potential to submit an appeal after this deadline.

The appeal must be made in writing to the Office of Community Standards utilizing the Appeal Form and must clearly and succinctly outline and explain how the specific appeal grounds described within the Community Code of Student Conduct have been met. The responding student or student organization submitting the appeal has the burden of demonstrating how the above grounds have been met.

Sanction(s) Enactment Pending an Appeal
It is important to note that once imposed, sanctions are enacted immediately. While an appeal is pending, the student and/or student organization may request that any sanction(s) be suspended or modified. The decision to suspend or modify sanction enactment is at the discretion of the Director of Community Standards, or their designee.

If the appeal is denied, the original sanction(s) will remain in place as they were originally determined. Applicable deadlines may be modified to accommodate the appeal period. If the responding student and/or student organization has been subject to Interim actions, those restrictions may stay in place through the conclusion of this Appeals Process unless otherwise informed in writing by the Director of Community Standards, or their designee.

Appeal Review Processes
Appeals may be heard by either an alternative Student Accountability Officer or an Appeals Board. The Director of Community Standards, or their designee, has the authority to determine the best course of action for an appeal to be

resolved. While appeals will be heard in a timely manner, appeals may take a variable amount of time to resolve depending upon the process for resolution and the capacity and schedules of the individuals involved in reviewing the appeal. For updates on an appeal review, students should contact the Office of Community Standards.

Appeal of a Non-Separation Decision
Appeals of an Educational Conference decision that does not result in a separation may be heard by either an alternative Student Accountability Officer or an Appeals Board. In both cases, the original decision maker will have the opportunity to provide a written response to the appeal.

Alternative Student Accountability Officer Review Process
The Office of Community Standards will assign the appeal to an alternative Student Accountability Officer who will conduct the appeal review individually in accordance with the appeal review process.

Appeals Board Review Process
The Director of Community Standards, or their designee, shall act as the Advisor for the Appeals Board and assemble the Appeals Board members. The Appeals Board is composed of members from three Babson constituencies: students, faculty, or staff. The following is a typical composition of the board:

- A chairperson, two student hearing board members, and one faculty or staff member.
  - When possible, the board will be composed of student members who reflect the classification of the responding party.

The appeals board will conduct the appeal review in accordance with the appeal review process.

Appeal of a Separation Level Decision
Appeals of a separation level decision will be heard individually by an upper-level administrator. The Vice President & Dean of Campus Life or their designee shall act as the appeal party for non-academic appeals. The Associate Dean of Teaching or their designee shall act as the appeal party for academic appeals. The appeal will be reviewed in accordance with the appeal review process.

Appeal Review Process Outline
The Appeals Party will review the following:

- the written appeal(s);
- written statement(s) from the responding student or student organization;
- written statement(s) from the Student Accountability Officer or the Advisor to the Board (when applicable);
- relevant case files.

Once assessed, the Appeals Party will take one of the following actions:

- Reject the appeal as improper based on the grounds articulated above;
- Uphold the original decision and/or sanction(s);
- Grant the appeal and:
  - Remand the case to be readdressed by a new Student Accountability Officer or hearing body; or
  - Modify the sanction(s) by reducing the sanction. A rationale will be provided by the appeal officer when a sanction is modified.

Appeal Decisions
Once an appeal outcome has been decided by the appropriate Appeals Party, the responding student or student organization will be notified of the decision within five (5) business days to their Babson email address. Appeal decisions are final and not subject to further consideration.

If an appeal involves a separation from the College and the sanctions were suspended pending an appeal, the student should be prepared to vacate the College property within 48 hours of the decision notification.

Appendix A: Academic Integrity

Undergraduate and Graduate students are expected to abide by the expectations of Academic Integrity set forth by the Babson College Community Code of Student Conduct.

Students will not be permitted to withdraw from a course while they have a pending academic integrity complaint. Attempting to withdraw from a course while being involved a pending academic integrity complaint may result in a student being charged with abuse of or interference with the Student Accountability Process.

Violations
The following behaviors may constitute a violation of the College's Academic Integrity Policies. Violations of academic integrity can occur either intentionally or unintentionally; it is the responsibility of all Babson students to read and understand these policies in their entirety. Ignorance of academic policies is not an accepted rationale for a violation.

Cheating
Using, attempting to use, or possessing unauthorized materials, testing resources, computing materials, information, or study aids in relation to 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;
- Accessing an assignment's content before it is administered or provided by the professor;
- Accessing an assignment's content from an unapproved location or by unapproved means;
- Unauthorized use or possession of a phone, laptop, calculator, and/or other hand-held or wearable device capable of storing, concealing, transmitting, or accessing notes and/or exam material;
- Receiving assistance/help on an academic exercise from another person/resource without the permission of the instructor;
- Unauthorized use of Artificial Intelligence in any academic exercise.

Fabrication
Falsification, misrepresentation, or invention of any information, data, or citation in relation to 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;
- Citing a source that does not exist;
- Stating an opinion as a scientifically proven fact.

Facilitating Academic Dishonesty
Helping or attempting to help another student(s) to violate any provision of Babson College's academic integrity policies. 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;
- Allowing another individual unrestricted access to one's original work
- Sharing a take-home examination, homework assignment, case write-up, lab report, etc., with another without the expressed permission of the instructor;
- Taking an examination or writing a paper for another student.

Plagiarism
Representing the words or ideas of another as one's own in any academic exercise by way of failing to provide proper

citation or by intentional misrepresentation. Students are also responsible for appropriately citing work they've previously created and submitted for any past academic exercise. Examples of sources that demand documentation include but are not limited to the following:

- 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;
- Facts not apt to be found in many places;
- Information obtained from any external sources;
- Radio and television programs, interviews, and telephone conversations.

Participation in Academically Dishonest Activities:
Creating or seeking to create an unfair academic advantage or disadvantage for any student—including oneself or others. 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 or internet service or through generative or other artificial intelligence;
- 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;
- Destruction of 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 the participation of another student;
- Intentional misrepresentation of academic information on a resume or job application. Including: grade point average (GPA), coursework, rank, grades earned, and honors received;
- Sharing group work with outside parties (including, but not limited to, recruiters and employers) without the written consent of all contributing individuals;
- Distributing a professor's course content or other proprietary information online or otherwise with external sources without prior authorization;
- Refusing to participate intentionally and/or in a manner that impairs or disrupts the group's activities.

Unauthorized Collaboration
Instances when students who all claim sole authorship submit or attempt to submit separate deliverables that are substantially alike.

Academic Integrity Resolutions
Oversight of the resolution of academic integrity concerns is shared between the Director of Community Standards, the Associate Director of Community Standards, Vice President & Dean of Campus Life, and academic leadership of the College. Reports of academic integrity violations from community members should be reported to the applicable faculty member relative to the course and/or the Office of Community Standards directly.

Faculty are instructed to refer their observations, as well as any relevant information and documentation via the Academic Integrity Concern Report Form. 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 impacting the student's grade may be assigned. If it is determined that a student is not responsible for committing a violation, they will be given a grade on the work in question without receiving an academic penalty.

Academic Integrity Resolution Process
Following the receipt of an Academic Integrity Report form, the Director of Community Standards, the Associate Director of Community Standards, or their designee, will begin a review of all submitted materials. During the course of the review, additional information may be gathered. At the conclusion of the review, if sufficient information exists to support a charge of a policy violation, the incident will then be reviewed per the resolution procedures outlined within the Community Code of Student Conduct. In cases where there is insufficient information to charge a student with a policy violation, the faculty member reporting the alleged violation will be notified.

Academic Integrity Sanctions

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

Administrative Warning
A period of time, typically no less than one semester, which is intended to foster reflection, responsibility, and improved decision making. During this period, the student is put on notice that any further violations of the Community Code of Student Conduct may result in harsher sanctions. The student is not in good standing with the College during the specified period. When the Office of Community Standards completes student conduct checks, administrative warnings will be communicated internally within the College as the lowest level of change of status change.

Disciplinary Probation
A period of time, typically no less than one academic year, which is intended to foster reflection, responsibility, and improved decision making. During this period, the student is put on notice that any further violations of the Community Code of Student Conduct may result in harsher sanctions. The student is not in good standing with the College during the specified period.

Internal Academic Integrity Seminar
A seminar intended to facilitate a student's reflection upon the value of integrity both inside and outside of higher education. This seminar is created, managed, and facilitated by the Associate Director of Community Standards or their designee.

External 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 and is facilitated by an external organization. The student is responsible for any costs associated with this seminar.

Academic Integrity Violation Transcript Notation
Students found responsible for a serious or repeated academic integrity violation may have a permanent transcript notation designated to the class in which the academic integrity violation occurred.

Course Grade Reduction
The student will receive a grade or percentage reduction on the overall course grade for an academic integrity violation.

Grade Reduction on Course Component
The student will receive a grade or percentage reduction on the course component(s) in question . This may require the student to re-submit the course component(s) in question or complete an alternate academic activity for partial credit.

Failure on the Course Component
The student will receive a "0" (zero) grade on the paper, project, examination, or relevant course component(s).

Failure in a Course
The student will fail the course, without reimbursement, for an academic integrity violation. The student's official transcript will reflect the letter grade of "F."

Other Educational Activity
The student may be assigned additional educational activities catered to their developmental needs. These activities may be created and assigned at the discretion of the reviewing Student Accountability Officer or Hearing Board and will be evaluated for completion by the Office of Community Standards.

Deferred Suspension
Although the responding student or student organization is not being suspended from the College at this time, future violations of College policy may result in suspension. The student is not in good standing with the College during the specified period.

Deferred Expulsion
Although the responding student or student organization is not being expelled from the College at this time, future violations of college policy may result in expulsion. The student is not in good standing with the College during the specified period.

Loss of Privilege(s)
A specified period of time where a student has been restricted from accessing certain campus resources or participating in specific campus activities and/or leadership roles. Specific details of the restriction(s) will be provided in the outcome.

Separations
Suspension
Removal from Babson College for a specified period of time. During a suspension, a student may not register for or attend classes at Babson College, will not be permitted to transfer credits from another institution taken during the separation. They also may not 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. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

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

Academic Integrity Leveling System

Based on the circumstances surrounding an alleged violation of academic integrity, the allegation will be designated as a Level 1, Level 2, or Level 3 classification. This determination will be made by the Director of Community Standards or their designee. Levels are based upon the seriousness of a violation with successively higher levels indicating that allegations are considered more egregious. These levels outline the potential sanctions that a student may be assigned if ultimately found responsible for a violation. This determination does not impact the review process for a case and is only to be referenced when determining appropriate sanctions. If a case is to be addressed in a Hearing Board process, a staff member of Community Standards will notify the board or advisor of the alleged violation level in the provided case materials.

Factors that may be considered when determining the level of an alleged violation include but are not limited to the following:

- Impact of a course component in question on the final grade of course;
- Level of premeditation involved in the violation;
- Potential harm to classmates or Babson community members as a result of the alleged behavior;
- Academic experience of the responding student;
- Graduate or Undergraduate status of the responding student;
- The responding student's relevant history of academic integrity violations.

Any allegations of academic violations involving students who were previously found responsible for a violation of these policies will result in a case being addressed as Level 2 or Level 3—regardless of the circumstances of the new allegation.

Some examples of behaviors that may constitute violations of different levels include but are not limited to the following:
Level 1:
- First-time plagiarism or cheating on a minor course assignment;

- A spontaneous decision to access prohibited material during a quiz or assignment.

Level 2:
- First-time plagiarism or cheating on a major course assignment;
- Repeated plagiarism on minor course assignment(s);
- A premeditated decision to access prohibited material;
- A coordinated plan to provide or receive prohibited assistance;
- Fabricating sources or data that does not exist;
- An alleged repeated violation.

Level 3:
- Rendering payment for completion of one's academic exercises;
- Repeated plagiarism on a major course assignment;
- Stealing exam materials from a professor;
- Sabotaging another student's project;
- Selling completed academic exercises to other students.

If a student is found responsible for a violation of Babson College's academic integrity policies, sanctions will be determined based on the specific circumstances surrounding the incident. Outside extenuating circumstances, the sanctions specified below are minimum sanctions affiliated with a policy violation of each violation level.

Students who are found responsible for a violation of academic integrity are typically assigned sanctions from each of the three categories included in this matrix. They may receive additional or fewer sanctions as deemed appropriate given the specific circumstances of a particular violation. When determining an appropriate Academic Sanction for a violation, input provided by the course instructor may be considered by the sanctioning body or individual.

Violation Level	***Academic Sanction***	***Educational Sanction***	***Change of Status Sanctions***
Level 1	*Reduced Grade on the Course Component(s)* **through** *Failure in the Course*	*Academic Integrity Seminar*	*Administrative Warning* **through** *Disciplinary Probations*
Level 2	*Reduced Grade on the Course Components(s) in question* **through** *Failure in the Coursew/ Transcript Notation*	*Academic Integrity Seminar and/or Additional Educational Sanction*	*Administrative Warning* **through** *Suspension*
Level 3	*Failure in the Course* **through** *Failure in the Course w/ Transcript Notation*	*Academic Integrity Seminar and/or Additional Educational Sanction*	*Disciplinary Probation* **through** *Expulsion*

Appendix B: Student Organizational Conduct

At Babson College, student organizations play a vital role in shaping a vibrant, inclusive, and engaged campus community. These groups foster leadership, collaboration, and personal growth while advancing the College's mission of entrepreneurial thought and action. As such, student organizations are expected to uphold the highest standards of integrity, respect, and responsibility in all their activities.

This section outlines the expectations, responsibilities, and accountability measures for student organizations and their members. It ensures that all student-led groups operate in alignment with Babson's values, contribute positively to the campus environment, and respect the rights and dignity of all individuals. By adhering to these standards, student organizations help cultivate a community where innovation, belonging, and ethical leadership thrive.

Please note that in some cases both the student organization and individual members of the organization may be charged with policy violations based on the circumstances of the incident. The Director of Community Standards or their designee has the authority to determine if it is appropriate to charge both an organization and individual(s).

Student Organization Accountability Process
When a student organization is alleged to have violated the Community Code of Student Conduct, the matter will be addressed through a process that closely mirrors the procedures used for individual students, with adjustments made to reflect the collective nature of student organizations.

Upon receipt of a report involving a student organization, the Office of Community Standards will initiate a preliminary review to assess the nature and scope of the alleged conduct. This review will include assessing whether the alleged violations are individual or organization based. As part of this process, the organization's Student Life Staff Advisor or designated advisor or coach to the organization will be notified, along with appropriate staff members in the Office of Student Engagement. This ensures that all relevant parties are informed and can provide support and guidance throughout the process.

The organization may then be invited to participate in an Educational Conference or Hearing Board. This meeting or hearing serves as an opportunity to review the details of the report, explain the conduct process, and allow the organization to respond to the concerns raised. The student accountability process for student organizations is designed to be a constructive and educational dialogue, rather than a punitive proceeding. However, as is reflected in our general student accountability process, appropriate sanctions may still be assigned.

To ensure appropriate representation and accountability, the organization must designate two members of its leadership team to attend the Educational Conference or Hearing. One of these individuals must be the President or their designee. The second representative should be a senior member of the Executive Board, ideally someone whose role is most relevant to the nature of the incident – such as a Risk Manager, Treasurer, or Events Chair. Other members of the organization may be invited to participate in the process as witnesses when relevant as determined by the Office of Community Standards. This approach ensures that those most familiar with the organization's operations and responsibilities are present to engage in the process.

The student organization accountability process will proceed in accordance with the institution's commitment to fairness, education, and accountability. Outcomes may include educational sanctions, reflective exercises, or other measures designed to promote organizational growth and reinforce community standards. This process is intended to support student organizations in maintaining a responsible and positive presence on campus, while upholding the values and expectations of the broader College community.

Should the Organization wish to appeal the decision made by the Board or their Student Accountability Officer, refer to the appeals section of the Community Code of Student Conduct.

Organization Specific Violations
Possible violations specific to student organizations in addition to the above list of possible policy violations. The examples provided for each potential policy violation are illustrative and not exhaustive.

Financial Misconduct
The use of or accounting of student organization funds in violation of college financial and accounting procedures. Violations include, but are not limited to:

- Breaching contractual obligations;
- Using student organization funds and/or members gathering funds for an activity which violates the Community Code of Student Conduct;
- Using student organization funds for purposes not authorized by the student organization and/or not in accordance with College policy;
- Failing to provide accounting of all contributions and reporting said contributions to the proper College department (i.e., Membership Dues, Fundraising, etc.);
- Failing to abide by established College policy regarding fundraising initiatives;
- Maintaining an off-campus bank account without explicitly permission from the Office of Student Engagement for student organization use;
- Failing to abide by Student Government PCard and Office of Student Engagement expectations during usage.

Non-compliance with Office of Student Engagement Travel Policies

Failing to adhere, knowingly or unknowingly, to the travel policies as outlined in the Club/Org Manual, including, but not limited to violating chaperone expectations, college van usage, as well
as unapproved travel.

Non-compliance with the Law
Failing to adhere to all federal, state, and local laws.

Guest Responsibility
College-Recognized Organizations are responsible for the actions of their guests (i.e., fans, performers, non-Babson attendees, and alumni).

Violation of the College-Recognized Organization Constitution and/or governing documents
The disregard for, knowingly or unknowingly, the written documentation which governs the student organization, including the Student Government Association. These documents can be local, regional, or national.

Violation of Special Interest Housing Agreement
Special Interest Housing organizations are responsible for the terms of their housing agreement as outlined by the Office of Residence Life, including but not limited to roster management, space maintenance, common space modification, and storage.

Organization Specific Sanctions
Possible sanctions specific to student organizations in addition to the above list of possible sanctions violations. The examples listed below each are potential sanctions and are not exhaustive:

Inability to Access College Funds
Rendering a student organization account inactive so as to prevent access to funds or services being granted or disbursed. This includes both generated revenue and Student Government Association funding. This sanction is typically imposed when there are concerns regarding the appropriate use of funds by the student organization.

Loss of Special Interest Housing
The loss of the privilege to reside on-campus permanently or for a designated period of time. This sanction may include 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 selection process.

Organizational Loss of Privileges
Restricting a College-Recognized Organization's ability to access College controlled benefits and resources (e.g., temporary loss of access to College and/or SGA funds, College space, Special Interest Housing Eligibility). The specific loss of privileges will be determined in collaboration with the Office of Student Engagement.

Organization Development Plan
The student organization will work closely with their advisor(s) and/or coach to complete a reflection and development assessment to prepare the organization to achieve their goals and engage in positive community development.

Organizational Administrative Warning
A period of time, typically no less than one semester, which is intended to foster reflection, responsibility, and improved decision making. During this period, the organization is not prohibited from functioning fully, but they are put on notice that any further violations of the Community Code of Student Conduct may result in harsher sanctions. The organization is not in good standing with the College and their actions will be considered with prejudice during the specified period.

Organizational Disciplinary Probation
A period of time, approximately no less than one academic year, where the organization's actions are subject to close examination. Probation is a notice to a student organization that their actions are of such serious nature that they may jeopardize their status as a student organization. The College shall refrain from suspending the student organization at this time as long as the student organization meets all requirements during the probationary period. During this period, the student organization is not prohibited from functioning fully, but they are placed on notice that any further violations of the Community Code of Student Conduct may result in more severe sanctions. The organization is not in good standing with the College and their actions will be considered with prejudice during the specified period.

Deferred Organization Suspension
A Deferred Suspension stipulates the period of suspension when the student organization loses specific privileges associated with being a College-Recognized Organization and may be restricted in their operations. Deferred Suspension requires that the student organization complete assigned sanctions and meet certain requirements before they can fully return to good standing with the College. The purpose of the Deferred Suspension is to provide the student organization the opportunity to partner with the College to correct behavior that led to the suspension, and to realign the student organization's objectives with the college.

The Deferred Suspension shall continue until the term of the suspension is complete and all conditions, as outlined in the sanction notification, are met.

Organizational Separations

Term Suspension
A term suspension stipulates the period of suspension when the student organization loses all privileges associated with being a College-Recognized Organization and may not operate in any fashion. The student organization does not need to re-apply for recognition. When the term is complete and all conditions, as outlined in the sanction notification, are met, the student organization's recognition will be reinstated, and they may return to the College community.
Organizational Suspension
Removal from Babson College for a specified period of time. During the period of suspension, the organization, and its members and/or supporters are prohibited from conducting any activity on-campus or at off-campus College associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization. The College may specify additional conditions for readmission after a suspension.

Temporary Removal
Temporary separation of a student organization from the College for a designated period. These student organizations are permitted to re-apply for College recognition at the time designated in their sanction notification. The reapplication process may differ based on the type of College-Recognized Organization as outlined by the Office of Student Engagement.

Permanent Removal
Permanent separation of a student organization from the College. Student organizations that are permanently removed are not eligible to apply for recognition. Any change to this status must be approved by the Vice President of Learner Success and Dean of Campus Life or their designee.

**A Suspension or Removal of a College-Recognized Organization does not prohibit alumni groups derived from the student organization from functioning. However, alumni groups may not promote the organization to enrolled students or recruit enrolled students for membership during the term of the Suspension or Removal.

Appendix C: Alcohol and Other Drugs

Alcohol Policies
Babson College is committed to educating students on responsible decision making, including decisions relating to consumption of alcohol. In accordance with the College's liquor license and Massachusetts state law, alcohol and open containers are restricted throughout all Babson College facilities and residence halls on Babson's Campus, with the exception of inside Roger's Pub during bar service hours or at an event authorized by the town of Wellesley to provide alcohol in conjunction with approved catering services. No outside alcohol is permitted inside Roger's Pub at any time. All students may be asked to present two forms of identification in order to obtain a 21+ wristband from Babson College Dining Services at Roger's Pub. Students under the age of 21 will be permitted inside Roger's Pub before 9pm. After that time, Roger's is 21+ only and underaged individuals will be escorted out by Public Safety Officers.

Alcohol-related Policy Definitions
Possession or Consumption of Alcohol by an Underaged Individual

The Possession, consumption and/or transport of alcohol by individuals under the age of 21, the Massachusetts legal drinking age. If a student over the age of 21 lives with underage students in a Babson College residence hall, alcohol cannot be stored within the belongings of the underaged individual.

Overconsumption of Alcohol
Intoxication requiring medical and/or staff attention, regardless of age and not protected under the College's Amnesty/ "I Call Because I Care" Policy. See pg. 37 for more information about Babson's "I Call Because I Care" Policy.

Providing Alcohol to Underaged Individuals
Providing alcohol to individuals under the Massachusetts legal age of 21. Including, allowing underage students to consume alcohol in an on or off-campus residence.

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 tabletops used in conjunction with drinking games. The College reserves the right to immediately and permanently confiscate all drinking paraphernalia. Including, shot glasses and empty alcohol bottles. This policy applies to individuals of the legal drinking age, as well as underaged individuals.

Public Intoxication
Being openly under the influence of alcohol and/or other drugs as demonstrated through one's actions or behaviors in any public space on- or off-campus regardless of age.

Open Container
Possession or consumption of alcohol in outdoor areas of the College and/or in-residence hall hallways. Exceptions may apply for college-approved events.

Unauthorized Locations/Events for Alcohol Consumption
Possession or consumption of alcohol in unauthorized locations or events including, but not limited to, at athletic events, in Trim Dining Hall, or in the Reynolds Campus Center.

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.

Excessive Quantities of Alcohol
Personal possession of alcoholic beverages in excess of the following, whether or not the student is under the age of 21:

- One 12-pack of beer/hard seltzer or equivalent by alcohol volume (144 ounces/4.26 liters); OR
- One-half gallon of wine or equivalent by alcohol volume (64 ounces/1.89 liters); OR
- One pint of hard liquor or equivalent by alcohol volume (16 ounces/470 milliliters).

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 excessive quantities.

Alcohol Delivery
The commercial delivery of alcohol to Babson College, to individual students and/or student organizations. This includes but is not limited to College residence halls and/other College buildings.

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 Policies
The possession and use of cannabis remains illegal under federal law. Although Massachusetts state law permits the use of cannabis, Babson College must comply with state and federal laws regarding the use of nonprescription drugs. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989, the use and/or possession of cannabis continues to be prohibited by Babson College.

Students who obtain a medical registration card from the Massachusetts Department of Public Health for medical cannabis should contact the Associate Vice President for Student Success for information regarding College policies and resources.

Drug-Related Policy Definitions
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; or misuse of inhalants. The use and/or possession of cannabis, even for medical use, is also prohibited.

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

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.

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
- Ulcers
- Irritability
- Cirrhosis of the liver
- Malnutrition

- Respiratory arrest
- Delirium tremens
- Meningitis
- Sleep problems
- Fluctuating moods and emotions
- Pancreatitis
- Pregnancy complications
- Cancer of the esophagus
- Relationship Problems

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, please visit the Student Resources page.

Outside any extenuating circumstances, the sanctions specified below are minimum sanctions imposed by policy violation of each type. Students or student organizations may receive sanctions from one or more of the categories below, corresponding to the assigned violation. They may receive additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Repeat and/or egregious violations may incur harsher sanctions.

Appendix D: Policy on Acceptable Use

I. Purpose

Babson College provides access to and use of its Information Technology Resources and Assets to authorized Users to support its educational and administrative activities. This Acceptable Use Policy (AUP) describes the terms and conditions of such access and use by authorized Users, whether through Information Technology Resources and Assets or through Personal Devices using any Information Technology Resources and Assets.

II. Definitions

- Acceptable Use refers to the access and/or use of Babson's Information Technology Resources and Assets by a User as authorized by, and in accordance with, the terms of this AUP.
- Information Technology (IT) Resources and Assets includes all systems, resources, services, equipment, devices, networks, data, content, and media that is owned, contracted and/or controlled by or on behalf of the College, including but not limited to all operating systems, digital resources, hardware, software, telecommunications and other equipment, apps, databases, storage facilities, computers, IT security tools, and other technologies.
- User means all faculty, staff, students, alumni, affiliates, volunteers, providers, suppliers, vendors, contractors, consultants, visitors, guests and others whom the College authorizes to access or use any IT Resources and Assets in accordance with the role and/or responsibilities of the User.
- Personal Devices means all equipment or devices that are privately owned or provided by a third party neither under contract with, nor controlled by or on behalf of the College.

III. Policy

A. Statement of Acceptable Use Policy

This AUP applies to all Users whom the College authorizes to access or use any IT Resources and Assets. Access to and use of IT Resources and Assets is a privilege extended to Users to allow them to perform functions and activities in furtherance of the College's non-profit mission, including educational and administrative activities. Only Users may access or use IT Resources and Assets, and only to the extent of the User's authorization. In addition, all Users must act efficiently, responsibly, ethically and remain in compliance with the terms of this AUP, the scope of their authorization, applicable law, and other applicable College policies and procedures. By using or accessing any of Babson's IT Resources and Assets, Users agree to comply with, and be subject to, the terms of this AUP.

Users are prohibited from accessing or using IT Resources and Assets to engage in any activity that could adversely

affect the security, performance, operations, or availability of IT Resources and Assets, that is inconsistent with or conflicts with the College's tax-exempt status, or that would subject the College to liability. Failure to comply with this AUP may result in legal action, contract termination, and/or disciplinary action up to and including the limitation or denial of access to IT Resources and Assets, dismissal from the College, and/or termination of employment or other recognized status.

B. Additional Obligations

Users must additionally comply with the following obligations:

- Users must protect IT Resources and Assets, including data (regardless of where it is stored or accessed), in accordance with applicable College policies and procedures, including but not limited to Babson's Policy on Data Classification & Handling;
- Users must always protect their credentials (username/password). See the Authentication and System Access section below for more details;
- Users must abide by all pertinent licensing and contractual obligations. Information resources licensed by the College for the use of its students, faculty, or staff may only be distributed as permitted by the applicable license;
- Users may not use IT Resources and Assets in furtherance of an independent business or commercial activity except as part of an approved College program or sanctioned campus organization or activity in accordance with applicable College policies and procedures. The College reserves the right to remove, without warning, any unapproved commercial activities on any IT Resources and Assets;
- Users should promptly report any known or suspected security incidents or breaches, any lost or stolen IT Resources and Assets, any known or suspected security policy violations or compromises, or any suspicious activity to the Information Security team at informationsecurity@babson.edu;
- IT Resources and Assets are made available to faculty and staff for College activities and business purposes. Faculty and staff may make limited and incidental personal use of certain IT Resources and Assets, provided such use is in accordance with applicable College policies and procedures and at a level that is determined by the College to be reasonable; and
- Users may not use shared IT Resources and Assets in any manner that unreasonably inhibits or interferes with the use of such IT Resources and Assets by other Users.

C. Additional Prohibited Use of IT Resources and Assets

Users are additionally prohibited from engaging in any of the following while accessing or using any IT Resources and Assets:

- Acting in violation of any College policy, including but not limited to its Employment Guidelines, Faculty Handbook, and Community Code of Student Conduct;
- Engaging in prohibited harassment or discrimination in any form, including but not limited to harassment or discrimination on the basis of any characteristic protected by law and/or College policy;
- Promoting and/or facilitating any illegal activity, including but not limited to identity theft, hacking, or fraud;
- Unlawfully distributing, redistributing, downloading or attempting to download copyrighted materials without the permission of the copyright owner;
- Engaging in the unauthorized access, use, disclosure, duplication, alteration, modification, or destruction of data, content, systems, configurations, or IT Resources and Assets;
- Tampering with or changing anti-virus, firewall, or other security-related computer settings;
- Installing prohibited software;
- Deliberately introducing any malicious program onto or into any IT Resources and Assets (e.g., virus, worm, keystroke logger);
- Causing or contributing to security breaches or disruptions of network activities or communications, including but not limited to any of the following:
    - Excessively using systems or network capacity for personal gain/benefit;
    - Accessing data without authorization;
    - Attempting or logging into a server or account without authorization;
    - Interfering with or denying service to any other user host or Babson system;
    - Using a program, script, or command or sending messages with the intention of interfering with or disabling a User's session locally or via the IT Resources and Assets;

- Making misleading or fraudulent offers of products, items, or services;
- Exporting software, technical information, encryption software, or technology that may violate export control laws; and
- Engaging, or attempting to engage in, any other conduct or action which the College determines to be inconsistent with or contrary to the terms of this AUP.

D. Authentication and System Access

Authorized Users must use College-issued credentials (ID and password) to access certain IT Resources and Assets. Users are additionally subject to and must comply with the following requirements applicable to individual system and application credentials:

- Users must keep their College-issued credentials secure and confidential. Sharing credentials is prohibited;
- Users are accountable for all activities associated with their College-issued credentials;
- Users should not use their College-issued credentials with non-Babson applications and/or websites (e.g., @babson.edu email address and/or network password on a personal shopping or banking website);
- Users must change their passwords upon initial login and/or when required (e.g., upon expiration or password reset by IT Staff);
- Users must change their passwords if they suspect a compromise (e.g., shoulder surfing, phishing);
- Users may be requested to change their password by an IT Staff member if there is an indication that credentials may have been compromised;
- IT Staff may force a password reset or deactivate a User's access or account with or without the consent of the User to the extent necessary to limit potential damage or loss, or to protect the operations or integrity of IT Resources and Assets, e.g., in the event of a compromise or active threat;
- Users are prohibited from attempting to circumvent the authentication and/or security of any computer, host, network, or application account; and
- Strong passphrases are highly recommended (See Password Reset Policy). Multi-factor authentication is required for some College services.
- Emails from IT or Information Security will always have a banner and come from the IT Support Center or Information Security account.
- We will NEVER ask you to enter credentials over email.

E. Email Use

Users who are provided access to an email address issued, sponsored, or supported by the College must additionally comply with the following with respect to such email account:

- User emails relating to College activities or business are considered College records subject to applicable records retention and security requirements. See Records Retention Policy;
- Users must use College-provided email accounts rather than personal ones while conducting College business;
- The College may elect to issue, sponsor, or support email accounts as a courtesy for its alumni. Any such email account is a privilege that may be revoked, modified, or removed by the College at any time, with or without notice, in its sole discretion. See Babson's Alumni Email Policy; and
- Email distribution lists are College property and may not be accessed for personal use or provided to any third party without the prior approval of the applicable Data Steward in accordance with Babson's Policy on Data Classification & Handling.

Users are additionally prohibited from engaging in any of the following activities using an email address issued, sponsored, or supported by the College:

- Accessing or attempting to access the contents of another User's email account except in accordance with the Email Access Policy;
- Soliciting for political or religious activities;
- Soliciting for business or commercial activities not directly connected to College business or activities;
- Sending an email under another individual's name or email address, except when authorized to do so for College business or activities by the owner of the email account;

- Attempting to disguise the identification or origin of an email;
- Sending or forwarding any email that the User suspects contains malware; and
- Sending unwanted/uninvited spam emails and email chain messages (i.e., those sent with the expectation that the recipient will forward the message to a group of people) or other similar messages unrelated to College business or activities.

F. Internet Use

Users who access the internet by or through IT Resources and Assets must additionally do so in a manner that supports College business or activities. With approval of the CIO, CISO, CTO, or their respective designees, the College may block or restrict access to internet websites and protocols to the extent necessary to address or prevent a security threat, data breach, or related risk to the College (e.g., phishing, malware, or other virus or malicious attack).

G. Remote Access

The College makes available secure remote access technologies (e.g., VPN) on College-issued devices and equipment and/or otherwise permits authorized Users to access IT Resources and Assets. VPN is required for privileged accounts and for accessing non-web applications. All remote access to IT Resources and Assets must be accomplished using a remote access method approved by the College.

H. Personal Devices

When accessing or using IT Resources and Assets through Personal Devices, Users must additionally comply with the following requirements:

- Ensure that Personal Devices meet any system requirements that may be issued by Information Technology, including but not limited to:
    - Password protection;
    - Up-to-date anti-virus protection;
    - Supported web browsers and operating systems; and
    - Multi-factor authentication, wherever possible.
    - Avoid downloading and/or storing Regulated Use Data or Restricted Data on Personal Devices. See Babson's Policy on Data Classification & Handling;
- Avoid merging College data or content with the User's personal data;
- Avoid disclosing or permitting access to College data or content by any unauthorized individual;
- Transfer any College data created and/or stored on Personal Devices to College equipment or devices soon as feasible; and
- Promptly delete or return to the College all College data on Personal Devices upon separation or termination of employment or other designated status with the College (e.g., volunteer status).

I. Access and Privacy

IT Resources and Assets belong to the College, and Users should not consider any data, content, or materials on any IT Resources and Assets to be private. To the extent that Users wish for their private activities to remain private, they should avoid making personal use of IT Resources and Assets.

The College may access User email and email accounts only in accordance with the Email Access Policy. The College does not routinely monitor documents or information stored on or transmitted through IT Resources and Assets but otherwise reserves the right to access, inspect, monitor, block, review, record, restrict, remove, copy, disclose, and preserve all documents and/or information stored on or transmitted through IT Resources and Assets at any time, with or without notice, when it determines in its sole discretion that it has a legitimate need to do so. Legitimate needs for such action may include, but are not limited to, protecting the College from liability; complying with requirements of the law, regulations, or College policy; protecting the integrity, security or proper functioning of IT Resources and Assets; investigating violations of the law, regulations, or College policy; and/or enforcing College policy and investigating or adjudicating potential offenses. Any such action: (i) relating to the integrity, security or proper functioning of IT Resources and Assets shall be taken in consultation with the CIO or CISO, or their respective designees; and (ii) in all other cases shall be taken in consultation with the CIO or CISO, or their respective designees, and the General Counsel.

IV. Additional Information

The College additionally reserves the right to periodically inspect IT Resources and Assets and take any other actions necessary to protect the same.

V. Responsible Office/Department
ITSD, under the direction of the CISO, is responsible for reviewing this AUP and updating as needed in accordance with the College's policies and practices for the same.

VI. Contact Information
Michael Gioia Chief Information Security Officer mgioia@babson.edu

VII. Related Policies

- Employment Guidelines
- Faculty Handbook
- Community Code of Student Conduct
- Policy on Data Classification & Handling
- Information Security Policy
- Records Retention Policy
- Electronic Social Media Policy
- Password Reset Policy
- Email Access Policy
- Alumni Email Policy

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 a 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 E: Fire and Life Safety

The residence halls are equipped with automated fire protection systems that are monitored 24 hours a day by Babson Public Safety. Each room has an early detection smoke alarm, and the hallways are equipped with smoke detector units. Additionally, there are emergency pull stations in every hallway and fire extinguishers in the hallways and in every kitchen area. Babson also permits students to have an ABC fire extinguisher. Training for fire extinguisher use is available through Babson Public Safety. All Babson community members shall immediately exit the building in a safe and orderly manner during a fire alarm.

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 or activate the nearest emergency pull station. These are linked automatically with the Wellesley Fire Department and Public Safety.
- Use fire extinguishers only on small fires that are not spreading and never attempt to extinguish the fire if you are in jeopardy or feel uncomfortable doing so.
- When possible, shut windows, unlock and close doors, and leave the lights on.
- Alert other occupants on the way out, if possible.
- 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 and only use laboratory tested appliances (UL listed). Replace damaged wires.
- 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.
- Storage of bicycles, chairs, desks, and other combustible items is prohibited in all exit ways. Blocked exits have caused "chain reaction" pile ups of fallen people during emergencies.
- Storage of E-bikes or other lithium-ion battery powered scooters are prohibited within residence halls.
- 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's Student Accountability Process. It also may constitute a crime. Students should contact Public Safety if they observe unauthorized people in a residence hall. Please refer to MA state law if you have any questions.

Prohibited Items
Due to the serious risk of potential injury to persons and property and to minimize fire and safety hazards within the residence halls, the following items including, but not limited to, are prohibited in the residence halls:

- Air conditioner units – window and/or portable;
- Appliances and/or household items without an automatic shutoff and/or a timer;
- Coffee pots/makers with exposed elements;
- Cut trees, branches or greens;
- Extension cords and power strips without a surge protector;
- Fireworks;
- Fog, Smoke or Foam machines;
- Grills (gas, charcoal, or electric) that are not college supplied;
- Halogen, Lava and/or any heat emitting and flammable lamps;
- Hoverboards, E-Bikes and other lithium ion battery powered scooters;
- Incense, Incense burners, Candles and/or other types of open flames;
- Inhalants;
- Kegerators;
- LED strip lights with adhesive backing;
- Microwaves larger than .8 cubic feet/700 watts;
- Non-LED string lights;
- Refrigerators larger than 5.0 cubic feet;
- Space heaters.

Items found which violate this policy will be confiscated and students found to be in possession of those items will be referred to the Student Accountability Process. In the event Public Safety, Residence Life, or other campus officials identify 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 Residence Life.

The setting of fires is strictly prohibited. Violators are subject to immediate referral to the College's Student Accountability 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 may be referred to the College's Student Accountability Process.

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 unintentional 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 $250 College fine for each alarm.

Outside any extenuating circumstances, the sanctions specified below are minimum sanctions imposed by policy violation of each type. Students or student organizations may receive sanctions from one or more of the categories below, corresponding to the assigned violation. They may receive additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident. Repeat and/or egregious violations may incur harsher sanctions. See complete definitions of violations above.

Charges	Fines	Change of Status Sanctions

Tampering with fire extinguishers, fire exits,pull boxes, hoses, smokealarms, heat sensors, or emergency phone/lighting equipment. This includes the act of covering a smoke detector; Obstruction of a fire exit, hallway, or fire/Public Safety personnel in the performance of their duty.	$250	Disciplinary probation through suspension, and/or deferred/loss of College housing; Restitution for any damage
Causing a fire	$500	Loss of College housing and suspension throughexpulsion from the College; Restitution for any damage

Appendix F: Hazing

Hazing is strictly prohibited and will not be tolerated at Babson College. This policy addresses hazing involving student groups, teams, and organizations of any kind whether or not they are registered or recognized by the College (collectively, "Student Group(s)"). Examples of Student Groups include but are not limited to athletic teams, fraternities and sororities, and any other student group or organization. This policy applies to all members of the College community, including faculty, staff, students, alumni, and other affiliates. Hazing is prohibited both on-and off-campus, regardless of whether someone consents to participate in hazing activities.

1. Hazing Under Massachusetts Law

The Commonwealth of Massachusetts passed legislation in November 1985 regarding the issue of hazing. The College is required by this statute to issue a copy of the law to designated Student Groups. The Office of Student Engagement will require all registered groups to sign an acknowledgement of this law and attend a seminar about the dangers and illegality of hazing.

Hazing is a crime defined under Massachusetts 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 Massachusetts 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 [themselves] or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable." Failure to report hazing is not a neutral behavior and constitutes a potential violation of this policy.

2. Hazing Under Federal Law

A federal act named the Stop Campus Hazing Act was signed into law in December 2024. This federal law requires the College to compile and disclose statistics on hazing incidents in its Annual Security Report, to publish information related to hazing incidents involving student organizations in a Campus Hazing Transparency Report, and to publish specified information related to anti-hazing policies and hazing prevention and awareness programs. The College fully complies with the federal Stop Campus Hazing Act.

3. College Hazing Policy

Hazing is strictly prohibited by the College. Suspected or reported violations of this policy will be investigated and addressed by the College in accordance with applicable College policy and may result in disciplinary action up to and including expulsion for students, termination of employment for College employees, and/or termination of all benefits of affiliation with the College for all other members of the College community.

For purposes of this policy, hazing means 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, pre-initiation, initiation, or admission into or affiliation with any organization. Hazing includes, but is not limited to, the following examples below. These examples can also span categories depending upon context, severity, and other factors:

- **Subtle Hazing:** Behaviors that create or build upon a power imbalance between members of a group, team, or organization. Subtle hazing is often taken for granted or viewed as harmless by those doing or being impacted by subtle hazing. Subtle hazing often disrupts one's integrity and mutual respect, oftentimes resulting in humiliation or embarrassment.
    - Deprivation of privileges granted to other members;
    - Requirement to engage in activities or service based on new member status;
    - Drills/tests on trivial or noneducational information unrelated to club/organization purposes, often with consequences for failure to produce the correct answers;
    - Expecting certain items to always be in one's possession;
    - Name calling or requiring members to refer to other members with formal titles; and/or
    - Requiring members to wear humiliating attire or carry humiliating items.
- **Overt Hazing:** Behaviors that may cause physical, emotional, or psychological discomfort or undue stress to oneself or others.
    - Forced engagement in stunts or otherwise embarrassing behaviors;
    - Yelling, using derogatory language, insulting, and/or other verbal actions intended to induce fear, discomfort, or stress;
    - Threats or implied threats;
    - Expecting members to harass others;
    - Encouraged engagement in behaviors based upon a points or ranking systems;
    - Encouraged consumption of food, liquid, alcohol, drugs, or other substances; and/or
    - Forced engagement in law-breaking behaviors that causes stress or discomfort.
- **Potentially Violent Hazing:** Behavior that may cause physical, emotional, or psychological harm to oneself or others.
    - Whipping, beating, branding, or other corporal punishment;
    - Exposure to the elements or adverse conditions;
    - Forced consumption of food, liquid, alcohol, drugs, or other substances;
    - Forced physical activity to the point of harm, including engagement in calisthenics or sleep deprivation;
    - Forced behaviors that cause extreme emotional distress, such as social isolation, forced embarrassing behavior, etc.;
    - Forced engagement in law-breaking behaviors that lead to harm;
    - Abduction / kidnapping;
    - Public nudity; and/or
    - Expecting or requiring members to inflict harm upon others.

New member initiation processes must be conducted in a manner and environment that respects the dignity, integrity, wellbeing, and autonomy of all parties involved. If students are unsure that a behavior or activity would constitute hazing, they should consult the following resources:

- The Office of Community Standards, communitystandards@babson.edu;
- The Office of Student Engagement, ose@babson.edu

4. College Procedures to Report, Investigate, and Address Hazing

Any person having knowledge of any conduct which may constitute hazing, should report said behavior to the College immediately. Information regarding potential hazing may be reported to the College using the hazing experience reporting form or by contacting the following resources:

Resource	Email	Telephone
The Officeof Community Standards	Communitystandards@babson.edu	781-239-6344
The Office of Student Engagement	Ose@babson.edu	781-239-4500
Vice President of Learner Success andDean of Campus Life	deanofcampuslife@babson.edu	781-239-5028
Dean of Students	deanofstudents@babson.edu	781-239-4084
Public Safety	Publicsafety@babson.edu	781-239-5555 (Emergency);

		781-239-4555 (Non- Emergency); 781-237-8164 (Anonymous Tipline)
Office of Human Resources (for hazing matters involving College employees or volunteers)	Hr@babson.edu	781-239-5497

The College will investigate and address suspected or reported violations of this policy as follows:

- Suspected or reported hazing involving students will be investigated and addressed in accordance with the Student Accountability Process as described in the Community Code of Student Conduct and/or other applicable policies and procedures. Students who fail to comply with this policy and/or applicable hazing laws will be subject to disciplinary action in accordance with the same, which may result in action including immediate suspension from College housing, suspension or expulsion from the College, loss of organizational recognition, and other sanctions.
- Suspected or reported hazing involving College employees will be investigated and addressed in accordance with the Employment Guidelines and/or other applicable policies and procedures. Employees who fail to comply with this policy and/or applicable hazing laws will be subject to disciplinary action in accordance with the same, which may result in action up to and including termination of employment.
- Suspected or reported hazing involving members of the College community other than students or employees will be investigated and addressed in accordance with applicable College policies and procedures depending on their status, role, and/or affiliation with the College. Members of the College community other than students and employees who fail to comply with this policy and/or hazing laws will be subject to disciplinary action in accordance with the same, which may result in action including removal from College property, suspension of privileges, and/or termination of all benefits of affiliation with the College.

The actions described above are in addition to any fines and/or other civil or criminal penalties that may result under applicable law. Alleged violations of the hazing laws may be referred to Babson Public Safety and/or other appropriate law enforcement authorities and may be addressed under applicable legal procedures. Reports of potential hazing received by Babson Public Safety will be assessed in accordance with timely warning, emergency warning, daily crime log, and other applicable requirements.

5. Anti-Hazing Prevention and Awareness
The College maintains an anti-hazing prevention and awareness program which includes a number of prevention strategies intended to stop hazing before it occurs. Details regarding the prevention and awareness program are available on the Annual Security Report.

Appendix G: Residence Hall Expectations

Students who choose to live in the College's on and off-campus residences must abide by the expectations put forth by The Office of Residence Life. Students are expected to be aware of the following Residence Hall Expectations and follow them. Please contact The Office of Residence Life if you have any questions.

General Policies
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 the Medical Housing Accommodation request form through Accessibility Services 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 cinder blocks 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 Life, or the Office of Residence Life may result in their being asked to leave the campus.
- A guest's or host's failure to leave the campus when ordered to do so by College authorities may result in the issuance of a Trespass Order. A violation of a Trespass Order may result in an arrest.
- The right of a student to live in reasonable privacy takes priority over the right of 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. Note, all overnight guests are permitted to stay no more than three consecutive nights.
- Guests who are non-Babson students and plan to park a vehicle on campus must obtain a visitor's parking pass from the Office of Public Safety. Failure to obtain a visitor's parking pass may result in the issuance of a fine (for which the host would be responsible, and/or removal of the vehicle from campus at the host's expense). It is expected that guests will abide by all parking regulations while on campus.

Health and Safety Inspections
The College may conduct health and safety inspections of campus housing during school breaks and periodically 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. In the event that a prohibited item, such as a candle, is seized from a room, it will remain in the Area Coordinator's possession until the end of the semester. If an item seized is also in violation of the College's Alcohol and Other Drug Policy (i.e. alcohol bottles, drugs, and drug paraphernalia: bongs, grinders, water pipes, etc.), the items in question will be retained by Public Safety and destroyed.

Residence Life Policy Violations
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 Accountability 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 and 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.

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 Life 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.

It is expected that residents and their guests will be respectful of others' need for quiet, specifically between the designated quiet hours of 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.

In the event that a conflict arises between two or more parties, each party should seek out the assistance of their Resident Assistant (RA) and/or Area Coordinator. 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, student apartment buildings, or other campus buildings. 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 The Office of Residence Life 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 Life. 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 content 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 and Babson Executive Conference Center Expectations
Woodside is a community of undergraduate students living in a wing comprised of four floors connected to the Babson Executive Conference Center (BECC). In some circumstances the College may also utilize additional rooms located in the BECC for student housing located in the main hotel. 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. Students are expected to comply with posted guidance regarding specific access to outdoor spaces.

Appendix H: Gender-Based Misconduct

Conduct prohibited by Babson's Title IX and Gender-Based Misconduct Policies fall under the purview of the College's Title IX Coordinator, Betsy Rauch. A list of support resources, reporting options and policies can be found on the Title IX Website.

Appendix I: Campus Utilization Policies

Statement Regarding Campus Utilization
All Babson College campus spaces associated with the Wellesley, MA, Boston, MA, and Miami, FL properties, indoors and outside, are managed at the discretion of the College in accordance with these or any other campus policy, other appliable College policies, guidelines, and procedures, and applicable state and federal laws.
Space reservations by faculty, staff, and/or students for College-related purposes must be reserved through the Events Management System (EMS) to ensure appropriate utilization. Individuals or organizations wishing to utilize Babson campus space in conjunction with an outside entity may request space through the Campus and Community Events Office and/or Summer Programs Office to initiate a utilization agreement between the requestor and the College, typically for a fee.

Solicitation, Vending, Distribution of Publications
At Babson, we are committed to a campus environment that prioritizes the academic experience. As such, we prohibit solicitation efforts that do not relate to Babson College's business or interests. Community members may not sell, solicit, and/or distribute any non-College-related materials on Babson owned property or through Babson operated email and/or online platforms. Approved student organizations or businesses wishing to promote a non-College related opportunity, experience, or business may in a limited capacity reserve a designated vendor table through the Events Management System (EMS) located in either Trim Dining Hall, Olin Hall, Len Green Recreation and Athletics Complex, or the Reynolds Campus Center for such efforts. An associated fee may apply, and reservations are subject to approval in accordance with applicable policies and procedures.

Displays – Posters, Banners, Chalking and Graffiti
A. Flyers, Posters and Banners
Flyers, posters and banners may only be displayed inside campus buildings in designated posting areas in accordance with policies of the specific campus location. No flyers, posters, or banners may be displayed on the exterior of campus buildings, unless associated with an approved College program or event, e.g., Orientation, Back To Babson, NCAA Championships. Projections on campus-buildings is prohibited with exceptions made only for events or initiatives approved by College Marketing.

Community members are expected to utilize designated posting areas respectfully. The following conditions must be followed. Failure to abide by these conditions may result in removal of posted materials and other action in accordance with applicable policy:

- Avoid posting over other materials that are relevant to current opportunities or events on campus;
- Limit postings to a reasonable number of materials per location;
- Materials must be promptly removed by the student organization or individual student who posted them once the event or opportunity has concluded. If there is no specific date associated with the posting, postings must to be removed within two weeks to allow space for other materials;
- Posting on doors or windows is prohibited unless identified as a designated posting area;
- Materials posted may not promote content or include language or text that violates College policy, including the Community Code of Student Conduct;
- Babson College Marketing brand guidelines must be used as applicable;
- The name of the group or organization responsible for the promotional material must be clearly displayed on the flyer, poster, or banner;
- Promotional materials of others may not be removed, vandalized, or altered. Concerns with posted materials can be referred for review to the campus space owner where the posting occurred.

Note: Banners can be displayed in the Reynolds Campus Center, Trim Dining Hall, Len Green Recreation and Athletics Complex, the Main Entrance Gate, West Gate Entrance, Olin Hall (institutional events only), and College Drive lamp posts (institutional events only). To reserve a banner location please do so through EMS and in coordination with associated space owners.

B. Chalking
Chalking is only permitted in designated areas of campus to promote approved campus events and initiatives. The individual or group chalking is responsible for ensuring that the sponsoring organization is identified or clearly

recognizable from the contents of the chalking. Under no circumstance may chalking occur on any building, wall, or landscape feature. Chalking in any non-designated location and chalking that includes language or images that violate College policy may be removed by the College.

Designated areas include:

- the sidewalk between (including the side of) the Sorenson Theater and Babson Commons along College Drive;
- the blacktop under the Sorenson/Reynolds Skybridge;
- The blacktop of Webster lower entrance (other areas surrounding athletics complex and fields may be requested for specific events with approval from recreation and wellness team);
- the blacktop sidewalk in front of the Olin Hall patio;
- the blacktop sidewalk between Olin Hall and Knight Auditorium (on the Olin Hall side of College Drive only);
- any other area that may be designated by the College.

C. Graffiti

Any kind of graffiti, permanent or temporary, is prohibited. This includes window painting. Graffiti of any kind will be considered as damage and/or misuse of space under the Community Code of Student Conduct and may additionally be referred to Babson Public Safety.

Displays, Exhibits, and Temporary Structures

Campus buildings and exterior campus spaces may only be used for displays, exhibits, and/or temporary structures with the prior explicit permission by the Office of Student Engagement, Office of Graduate Student Life and Leadership, and/or the Dean of Students Office and in coordination with space owners. Displays or exhibits of any kind will not be approved during the reading period, exams, or outside of any academic session. The timing and location for approved displays, exhibits, and/or temporary structures is at the discretion of the Office of Student Engagement, Office of Graduate Student Life and Leadership, the Dean of Students, and in coordination with space owners. Displays, exhibits, and/or temporary structures must be removed by the organizers within one calendar week from the first day approved to set-up. Any exterior display, exhibit, and/or temporary structures will also require approval from Facilities Management and Planning and Public Safety to ensure there is no disruption to maintenance operations or community safety. All locations for approved display, exhibit, and/or temporary structures must be reserved in EMS.

Student organizations, and/or individuals sponsoring an approved display, exhibit, and/or temporary structure are required to include the following statement (or such other statement as approved by the Office of Student Engagement, Graduate Student Life and Leadership, and/or Dean of Students Office:

The ability for a student or student group to display their personal views, beliefs, and/or opinions on Babson College property in no way implies that Babson College supports or endorses the views, beliefs, and/or opinions represented in said display(s).

Students wishing to voice their personal views, beliefs, and/or opinions are encouraged to email the Dean of Students Office (deanofstudents@babson.edu) for support and guidance.

Where applicable: Please note that tampering with or destroying these displays is a violation of College policy. This area may subject to video surveillance.

Note: In an effort to maintain a community of respect and promote civil discourse, the Dean of Students Office, Office of Student Engagement, and Office of Graduate Student Life and Leadership are available to guide students through the logistical requirements of the planning process.

Additional guidance for events, displays, exhibits, demonstrations, etc. can be found on the Hub.