Babson College

Undergraduate Student Handbook

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Introduction

The ***Undergraduate Student Handbook*** is your guide to the academic and financial policies and guidelines you are expected to maintain as a student at Babson College. Additionally, the College has set forth behavioral expectations in *The Community Code of Conduct for Students.* You should consider these two guides as essential references. You will often be referred 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 *Undergraduate Student Handbook* and *Babson College's Community Code of Conduct for Students.* 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 *Undergraduate Student Handbook* and/or *Babson College's Community Code of Conduct for Students*, which can be accessed via the BabsonHub.

This handbook was last updated on August 21st, 2026.

Babson College prohibits discrimination on the basis of race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity, gender expression, age, genetics, physical or mental disability, and veteran or other protected status. 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 Information

Learning Competencies

Babson College prepares undergraduates to be entrepreneurial leaders. Our curriculum is an integration of coursework in business and liberal arts. In the classroom, across campus, and in the wider world, our students experience this within our framework of entrepreneurial thought and action.

Our graduates will apply this framework to address the greatest challenges of business and society today such as sustainability, inequality, and globalization. They achieve this by starting new ventures or contributing to established organizations. The Babson 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.
- **Entrepreneurial Leadership -** Lead people to recognize and act on opportunities with consideration of context.
- **Ethics** – Identify, analyze and resolve ethical issues arising in a professional context.
- **Integrated Sustainability** – Recognize and apply integrated systems approaches to simultaneously address social responsibility, ecological integrity, and value creation in decision making processes.
- **Problem- Solving -** Analyze and assess ideas and data to make decisions and recommendations appropriate to situations and stakeholders.

Class Year Standing

For students who matriculated prior to Fall 2021, students' class year standing is defined as follows:

- 0-31.99 earned credits: First Year

- 32-65.99 earned credits: Sophomore
- 66-97.99 earned credits: Junior
- 98 earned credits and above: Senior

For students who matriculate Fall 2021 and thereafter, students' class year standing is defined as follows:

- 0-31.99 earned credits: First Year
- 32-63.99 earned credits: Sophomore
- 64-95.99 earned credits: Junior
- 96 earned credits and above: Senior

Class standing is used in processes such as course registration and on-campus housing selection. A student's class standing, as defined above, may differ from the year in which they intend to graduate, as students may choose to take more or fewer credits than a standard course load, thus impacting the total number of semesters necessary to complete their degree. Adding, dropping and/or withdrawing from courses during a semester may impact class standing and registration group assignments. To learn more about registration group assignments, please refer to the Registrar's "Undergraduate Registration Groupings" document.

Concentrations

Students may elect to pursue a specific concentration to provide an additional focus of study within the Babson curriculum. Students who formally declare and successfully complete the requirements of a concentration will have that concentration noted on their final transcript. Specific concentrations have been developed by the College's academic divisions and offices in order to assist students in choosing a coherent set of courses for their academic development and external recognition. Concentrations are optional.

Students who have questions about whether or not they would like to pursue a concentration should speak with their Student Success Advisor and staff in the Center for Career Development. The list of concentrations is available on Babson's concentration page.

The following policies apply to concentrations:

- Concentrations are four courses totaling 14-16 credits
- Students may formally declare a maximum of two concentrations that will be noted on their official transcript
- One course may overlap to count for two concentrations
- 1-2 courses taken abroad *may* apply towards a concentration with faculty contact approval

Students who choose to concentrate must declare their concentration in Workday via their Overview page found in the Academics application.

The deadlines to formally declare concentrations are as follows:

- For December graduates: September 30 of their graduation year
- For May graduates: February 15 of their graduation year
- For August graduates: May 15 of their graduation year

Courses Abroad

Courses taken while participating in approved summer, semester or academic year education abroad programs through the Glavin Office of International Education (Glavin Office) will be evaluated through a process outlined by the education abroad advisors. Please check the Glavin Office website for more information on the course evaluation process. Unlike off-campus courses that must be evaluated to ensure no overlap with Babson courses, approved education abroad courses taken at a host institution/program may be similar or equivalent to active Babson courses. Core Babson courses, denoted by a full Babson course code (e.g., ACC1000), must be completed at Babson College.

Students participating in summer, semester or academic year education abroad programs (with the exception of Babson-sponsored programs like short-term, faculty-led) must earn a Babson grade equivalent of C or higher in order to

earn academic credit. Grades earned on summer, semester and academic year education abroad programs do not factor into a student's cumulative Babson GPA. Grades earned on Babson-sponsored programs (short-term, faculty-led programs, etc.) do factor into a student's cumulative Babson GPA.

Course Selection and Registration

Once matriculated, students must take all courses on campus or through a Babson-approved program (e.g. cross-registration programs, approved institutions abroad, approved off-campus course work). Students who wish to accelerate their program of study should take coursework at Babson during the summer or winter sessions or take approved course overloads.

Course registration takes place in the fall term for spring courses and in the spring term for fall courses. Registration for winter and summer courses occurs before the start of those terms. Students may register online if they were registered in the previous semester and are continuing their coursework in the next term. Students who have been on an approved Leave of Absence with an Expected to Return date of the coming semester can also register online for the semester they are returning. Registration opens by groups, which are assigned by the Registrar's Office based on students' progress toward graduation and computed total credits (earned credits plus enrolled credits). Earned credits include AP, IB, transfer, and other advanced standing credits. Students can find their registration group and corresponding registration date on the Registrar's website.

Failure to take courses in sequence may cause a delay in normal academic progress and achievement. Some courses at Babson College have prerequisites (required courses that must be completed before taking another course). Students may look up prerequisites by course through the Course Listing in Workday.

Course Listing

Students can find current course offerings online through Workday.

Note: *Babson College reserves the right to make changes and updates to the courses offered and to cancel or reschedule any class where low enrollment or other considerations warrant. Babson does not offer every course every semester.*

Registration

Once matriculated, students must take all courses on campus or through a Babson-approved program (e.g. cross-registration programs, approved institutions abroad, approved off-campus course work). Students who wish to accelerate their program of study should take coursework at Babson during the summer or winter sessions or take approved course overloads. Course registration takes place in the fall term for spring courses and in the spring term for fall courses. Registration for winter and summer courses occurs before the start of those terms. Students may register online if they were registered in the previous semester and are continuing their coursework in the next term. Students who have been on an approved Leave of Absence with an Expected to Return date of the coming semester can also register online for the semester they are returning. Registration opens by groups, which are assigned by the Registrar's Office based on students' progress toward graduation and computed total credits (earned credits plus enrolled credits). Earned credits include AP, IB, transfer, and other advanced standing credits. Students can find their registration group and corresponding registration date on the Registrar's webpage. Failure to take courses in sequence may cause a delay in normal academic progress and achievement. Some courses at Babson College have prerequisites (required courses that must be completed before taking another course). Students may look up prerequisites by course through the Course Listing in Workday.

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.

Course Changes: Add, Drop, or Withdrawal

All students may make adjustments to their schedule during the add/drop period. Please view the Academic Calendar for specific add/drop deadlines for a given semester or term. Students adding courses during this period will be reasonably accommodated with regard to any assignments, examinations, or other deliverables assigned prior to their

registration in a manner that does not unreasonably disadvantage them. It is the responsibility of the student to approach the instructor as to this matter. If students add a course during the add/drop period that requires additional tuition, the additional tuition cost must be paid prior to registering.

Following the conclusion of the add/drop period, students may withdraw from individual courses up to the withdrawal deadline. The withdrawal deadline is determined by the Registrar's Office each semester/term. Please visit the Registrar's website for the specific dates, which are listed on the Academic Calendar. No withdrawals will be approved and no tuition will be refunded after the 60 percent point of the academic period. There are not prorated tuition refunds for individual course drops or withdrawals after the add/drop period. For information on the financial implications of withdrawing from the College, please refer to the Tuition Policies section of the handbook.

Students who wish to withdraw from a course must first obtain the approval of a Student Success Advisor. Students who withdraw from a course after the add/drop period and no later than the withdrawal deadline will receive a W on their transcript for that course. Students who do not formally withdraw from a course by the withdrawal deadline will receive a grade in that course. Final grades will be accepted only for students listed on the official class roster. Students seeking to withdraw below 12 credits must seek approval from the Reduced Courseload Committee. Please see instructions in the "*Reduced Course Load – Fewer Than 12 Credits After the Add/Drop Deadline*" section below.

For 2-credit courses that start in the middle of the semester, students may add or drop the course before the start of the second class meeting. Students have the opportunity to withdraw from these courses prior to 60 percent of the course being completed.

For courses that are taught entirely online or via Web-Ex, dropping the course before the start of the second online class meeting carries no academic or financial penalty. After that, if the course withdrawal occurs between the start of the second online class meeting and the 60 percent point of the academic period, the student will receive a grade of "W" for the course in progress at the time of withdrawal. For course withdrawals from summer or winter term courses, tuition and fees will be refunded on a prorated scale based upon the date of the withdrawal, with no refund to be awarded after the 60 percent point in the academic period. Prorated tuition refunds are not applicable for individual course withdrawals during the fall or spring semesters.

Students wishing to drop all of their courses are regarded as withdrawing from the semester and must complete a Separation form, which is available online through the Babson Hub. In addition, students who drop or withdraw from all courses are required to vacate College housing. Under such a status, students are not eligible to participate in any College activities including athletics, student clubs and organizations, student business development space, or student employment. For students who drop all of their courses, failure to complete the Separation form may result in a status change to Administrative Withdrawal.

The minimum credit threshold during a fall or spring semester to be considered a full-time student is 12 credits. The undergraduate program at Babson is a full-time program, and students seeking to enroll in less than a full time credit load after add/drop must seek permission from the College by following the steps of the Course Load Policy below.

Semester Course Load

The minimum credit threshold during a fall or spring semester to be considered a full-time student is 12 credits. The undergraduate program at Babson is a full-time program, and students seeking to enroll in less than a full time credit load must seek permission from the College.

Course Load Policy

Normal progression through the curriculum is defined as 16 credits per Fall and Spring semester. It may be appropriate for students to deviate from a full course load in certain circumstances. Requests may require supporting documentation and additional approvals depending on timing and student status.

Reduced Course Load - Fewer than 12 credits

Enrollment Changes Prior to the Add/Drop Deadline

Students may adjust their enrollment during the published add/drop period, including reducing their course load below full-time status (12 credits), without submitting a Reduced Course Load Request.

Students considering a reduction in enrollment below 12 credits are strongly encouraged to consult with their Student Success Advisor to understand the academic implications of their decision. Depending on their circumstances, students should also consult Student Financial Services, Residence Life, International Student & Scholar Services (for international students), and other applicable campus offices.

Reduced Course Load – Fewer Than 12 Credits After the Add/Drop Deadline

Students who wish to reduce their enrollment below 12 credits after the add/drop deadline must request approval for a reduced course load. Requests will be considered only under eligible circumstances outlined by the policy and may require supporting documentation.

Students must email studentadvising@babson.edu to begin the request process. The review can take up to two weeks.

Eligibility and Criteria – Course Load Adjustment Request

Students who wish to amend their enrollment to **fewer than 12 credits in a Fall or Spring semester** must request approval for a reduced course load in one of the following circumstances:

- A documented disability necessitates enrollment in less than a full course load
- A documented medical condition necessitates enrollment in less than a full course load
- Consistent with applicable leave policies, a student requires a reduced course load:
    - To care for a child within one year of birth, adoption, or the initiation of foster care; and/or
    - To care for a child, spouse, partner, or parent with a serious health condition.
- Significant personal circumstances, such as family or work obligations, that substantially affect a student's ability to maintain a full course load

Requests Submitted After the Withdraw Deadline

Requests submitted after the published withdrawal deadline will be considered only when supported by documentation demonstrating exceptional circumstances that arose or worsened after the deadline or prevented the student from withdrawing from a course by the deadline.

Review Committee

Requests will be evaluated by the Reduced Courseload Committee that may include representatives from:

- Academic Affairs
- Accessibility Services
- Babson CARES
- Student Advising & Success
- Student Financial Services
- Counseling & Psychological Services, Health Services, and/or Wellness & Prevention (when applicable)
- International Student & Scholar Services (for international students, when applicable)

The Committee may consult other campus offices as needed to assess the request and its implications.

Implications of a Reduced Course Load

Before requesting a reduced course load, students should understand the potential impact on their academic progression and student status.

International Students

Students in F-1 or J-1 immigration status are generally required to maintain enrollment in at least 12 credits each semester to comply with federal immigration regulations. Limited exceptions may apply, including a student's final semester if fewer credits are needed to complete degree requirements.

International students must consult with an International Student Advisor in the Glavin Office before applying to reduce their enrollment below 12 credits.

Financial Aid

A reduced course load may affect eligibility for federal, state, institutional, and private financial aid programs. Students are responsible for consulting Student Financial Services prior to reducing their course load to understand any impact on aid eligibility, satisfactory academic progress requirements, or future funding.

Billing and Tuition

- Students enrolled in 12 credits will be charged at the per-credit tuition rate.
- Students enrolled in more than 12 credits and up to 18 credits will be charged the flat-rate tuition amount.

Students should consult Student Financial Services for the most current tuition and fee information.

Housing and Other Campus Services

Students residing in campus housing should be aware that a reduced course load may affect eligibility for housing, student employment, health insurance requirements, athletic participation, and other campus services. Students are encouraged to consult the appropriate campus offices before applying to reduce their enrollment.

Appeals

Students may appeal a denial of a Course Load Adjustment Request.

Grounds for Appeal

Appeals will be considered only when one or more of the following conditions exist:

- New information or documentation that was unavailable during the original review
- A procedural error that materially affected the outcome of the decision
- Evidence that the policy was applied inconsistently

Disagreement with the decision alone is not sufficient grounds for appeal.

Appeal Process

1. Submit a written appeal via email within ten business days of receiving the decision to Dr. Ryan Travia, Associate Vice President of Student Success.
2. Include a detailed explanation of the basis for the appeal and any supporting documentation

The outcome of the appeal will be communicated in writing and will be considered final.

Reduced Courseload - Enrollment Between 12 and 15 Credits

Students who wish to take fewer than the standard 16-credit load but remain enrolled in at least 12 credits are not required to submit a Course Load Adjustment Request Form. However, students are strongly encouraged to discuss the academic implications of this decision with their Student Success Advisor.

Audit Policy

Babson College students may not audit a course. Babson offers this option only to senior citizens from Wellesley and Needham and to Babson alumni who are 65 years or older.

Cross Registration

Babson has a cooperative cross-registration program with Franklin W. Olin College of Engineering, Wellesley College, Brandeis University, and Regis College. Students may cross-register for a maximum of one course each semester, subject to availability. Students may not cross-register during the winter or summer sessions, nor may they cross-register during their first semester of enrollment in Babson's undergraduate program. To initiate the cross-registration process, students must complete the Cross-Registration form available through the Babson Hub. This form contains

further information regarding the cross-registration process. When enrolling in cross-registered courses, Babson students must meet the host institution's prerequisites for that course, or gain permission to waive the prerequisites by the course's instructor. Students must follow the add/drop deadline of the host institution. The final grade for a cross registered course is posted on a student's Babson transcript. The final grade is calculated into the grade point average except for a neutral "P" passing grade.

Degree Requirements

For students who matriculated prior to Fall 2021, the following degree requirements and policies apply:

To be eligible for the Bachelor of Science degree, a student must meet the following criteria:

- Satisfactorily complete a minimum of 130 credit hours of work;
- Earn a cumulative GPA of at least 2.0;
- Complete the content of 65 credits in liberal arts;
- Satisfactorily complete all specific degree requirements; and
- Not have any missing or incomplete grades.

Transfer students will follow the curriculum into which they were admitted, regardless of matriculation date. Students take both management and liberal arts courses at the foundation, intermediate and advanced levels. The **foundation program** consists of 40 credits*:

- 25 foundation liberal arts credits and 15 foundation management credits*

The **intermediate program** consists of 42 credits:

- 24 intermediate liberal arts credits and 18 core management credits

The **advanced program** consists of 48 credits:

- 16 advanced liberal arts credits, 16 credits of further advanced-level work, 12 credits of free elective, and a 4 credit capstone course, ASM3300

Note: *Up to 8 credits of intermediate liberal arts coursework beyond the required 24 credits may count toward the advanced liberal arts requirement. The total number of credits of intermediate liberal arts coursework designated as advanced liberal arts must be equal to, or fewer than, 8 credits. For example, if a student took three 4-credit intermediate liberal arts courses beyond the required 24 credits, only two of those courses [8 credits] could count toward the advanced liberal arts requirement.*

**Students who matriculate into the undergraduate program in the 2020-2021 academic year will earn an additional foundation management credit through the FME1000 course that may be applied toward the Free Elective credit requirement.*

Normal progression through the curriculum is defined as 16–18 credits per Fall or Spring semester. However, Babson students in good academic standing are permitted to enroll in up to 20 credits at Babson's standard flat tuition rate. Students can take a maximum of 12 credits in the Summer semester.

Please see the Course Underloads and Overloads section of this handbook for more information on this policy.

To be considered a full-time student, the minimum credit threshold during a fall or spring semester is 12 credits.

Though required to take a minimum of 130 credits to graduate, students may take up to 156 credits. Students may earn those credits through classes at Babson College or through cross-registration, Babson-approved education abroad, and/or off-campus course work (up to 12 approved credits). The maximum credit total does not count coursework taken prior to enrolling at Babson (including AP/IB and transfer credit). Once students enroll at Babson (signified by the submission of an enrollment deposit), students must take all courses at Babson or through a Babson-approved program or approved off-campus course work.

Students may transfer a maximum of 65 credits toward their Babson degree. While enrolled at Babson, transfer students may take as many credits as are needed to complete the requirements of the Babson curriculum.

Incoming transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding their initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and in the calculation of a student's grade point average. A student's matriculation date will not change regardless of enrollment in summer or winter session courses

Students have full responsibility for knowing and understanding all degree requirements and enrolling in the correct classes in order to progress through the curriculum. Students can find a list of curriculum and degree requirements on the Academic Progress tab in the Academics section of their profile in Workday.

International students with F-1/J-1 immigration status who wish to enroll in course work at a school other than Babson College (except during the annual summer vacation) should consult with an international student adviser in the Glavin Office to review eligibility for concurrent enrollment.

Any interruption in a student's tenure may result in limited availability of required courses or in those courses no longer being offered. If Babson no longer offers a required course, the College will make reasonable accommodations to provide a substitution. Reasonable accommodations may include course substitution, independent study opportunities, and/or permission to take the course off-campus for credit at the student's expense. Any students who experience a voluntary or involuntary interruption in their tenure at Babson should make immediate contact with their Student Success Advisor to ensure proper planning.

Students have three years from the originally expected graduation date to complete their Babson degree (typically, a total of 7 years from matriculation to graduation). Exceptions to this time frame must be approved by the Associate Dean of Academic Programs, Undergraduate School, or his/her designee, and are typically granted only for compelling circumstances or situations outside of the student's control.

For students who matriculate Fall 2021 and thereafter, the following degree requirements and policies apply:

To be eligible for the Bachelor of Science degree, a student must meet the following criteria:

- Satisfactorily complete a minimum of 128 credit hours of work;
- Earn a cumulative GPA of at least 2.0;
- Satisfactorily complete all specific degree requirements; and
- Not have any missing or incomplete grades.

Transfer students will follow the curriculum into which they were admitted, regardless of matriculation date.

Note: Up to 8 additional credits of intermediate liberal arts coursework (defined as HSS20xx, CSP20xx, LTA20xx courses) may count toward the advanced liberal arts requirement. The total number of credits of intermediate liberal arts coursework designated as advanced liberal arts must be equal to, or fewer than, 8 credits. For example, if a student took three 4-credit intermediate liberal arts courses beyond the required 12 credits of HSS, LVA, and CVA coursework, only two of those courses [8 credits] could count toward the advanced liberal arts requirement.

Normal progression through the curriculum is defined as 16–18 credits per Fall and Spring semester.

However, Babson students in good academic standing are permitted to enroll in up to 20 credits (students will be charged tuition on a per credit basis when they are enrolled above 18 credits). Students can take a maximum of 12 credits in the summer session. *Please see the Tuition Policies section of this handbook for more information on this policy.* To be considered a full-time student, the minimum credit threshold during a fall or spring semester is 12 credits. The undergraduate program at Babson is a full-time program, and students seeking to enroll in less than a full-time credit load must seek permission from the College.

Though required to take a minimum of 128 credits to graduate, students may take up to 154 credits. Students may earn those credits through classes at Babson College or through cross-registration, Babson-approved education abroad, and/or off-campus course work (up to 16 approved credits). The maximum credit total does not count coursework taken prior to enrolling at Babson (including AP/IB and transfer credit). Once students enroll at Babson (signified by the submission of an enrollment deposit), students must take all courses at Babson or through a Babson-approved program or approved off-campus course work.

Students may transfer a maximum of 64 credits toward their Babson degree. While enrolled at Babson, transfer students may take as many credits as are needed to complete the requirements of the Babson curriculum. Incoming transfer students may elect to enroll in classes at Babson during the summer or winter session immediately preceding their initial semester. Credits and grades for courses taken in a Babson summer or winter session will count toward degree requirements and in the calculation of a student's grade point average. A student's matriculation date will not change regardless of enrollment in summer or winter session courses.

Students have full responsibility for knowing and understanding all degree requirements and enrolling in the correct classes in order to progress through the curriculum. Students can find a list of curriculum and degree requirements on the Academic Progress tab in the Academics section of their profile in Workday.

Any interruption in a student's tenure may result in limited availability of required courses or in those courses no longer being offered. If Babson no longer offers a required course, the College will make reasonable accommodations to provide a substitution. Reasonable accommodations may include course substitution, independent study opportunities, and/or permission to take the course off-campus for credit at the student's expense. Any students who experience a voluntary or involuntary interruption in their tenure at Babson should make immediate contact with their Student Success Advisor to ensure proper planning.

Students have three years from the originally expected graduation date to complete their Babson degree (typically, a total of 7 years from matriculation to graduation). Exceptions to this time frame must be approved by the Associate Dean of Academic Programs, Undergraduate School, or his/her designee, and are typically granted only for compelling circumstances or situations outside of the student's control.

Accessibility Services

Babson College welcomes students with disabilities to participate fully in all aspects of their college experience. Babson College is prepared to modify policies, practices, and procedures, as necessary, to assure that students with disabilities have full access to all programs, services, and benefits of the institution. This includes, but is not limited to, classroom and exam accommodations; housing and dining accommodations; modifications of policies that might have a differential impact on students because of disability; temporary medical condition accommodations; environmental adjustments such as the removal of architectural, communication, or transportation barriers; and auxiliary aids and services.

Babson students requesting accommodation must register with the Department of Accessibility Services (DAS) and participate in an intake interview. Accessibility Services staff utilize an interactive review process to determine necessary accommodation. To register, students may submit an application via the Accessible Information Management (AIM) portal, along with appropriate documentation. Babson College is not responsible for ensuring academic accommodations for students who identify themselves only to faculty or staff, and not directly to Accessibility Services; nor are they responsible for those who identify themselves after the completion of academic requirements or projects.

Recording Policy

Babson College prohibits students to record class lectures or other college events by any means absent the express consent of the professor. Students who record class lectures without express permission may be subject to disciplinary action. Unless otherwise expressly permitted by the professor, permission to record a class applies exclusively to the student who received permission from the professor and may not be accessed or utilized by any other individual or replicated without the express permission of the professor. Students requesting recording of courses under the Americans with Disabilities Act must contact the Department of Accessibility Services (DAS). **Per the above policy, all students should be aware that any class and discussions held therein may be subject to recording.**

Please visit the Babson Student Portal to learn more about our policies and procedures. We are in Hollister Hall, Suite 220, from 8:30 AM to 4:30 PM, Monday through Friday. Email: Accessibility Services Phone: 781-239-4075

Honors Program

The Honors Program offers academically accomplished students enhanced curricular and co-curricular opportunities. Honors students are accepted into the Honors Program during the first semester of their second year through a process including an application, interview, and a review of the student's academic achievement during the first year. Honors

Program students enroll in two honors seminar courses, participate in an education abroad experience, and create an 8-credit honors project on a topic of their choosing, working one-on-one with a faculty adviser. The Honors Program also aims to create a community for its students by scheduling social and cultural events including dinners, study breaks, visits to Babson alumni, and an off-campus retreat. For additional information on the Honors Program, contact the Associate Director of the Honors Program or visit the website.

Independent Research

Students interested in learning more about a given topic may choose to complete an independent research project (IR) for credit. Interested students should identify a supervising faculty member and work with him or her to draft a proposal for the IR, then complete the Independent Research form on the Babson Hub to request approval for the IR from their supervising faculty member, Division Chair, and Student Success Advisor. IRs must be approved by all parties before add/drop ends for the semester in which the IR will occur. Independent research projects are letter-graded courses that appear on a student's transcript and are treated as any other course in which the student is enrolled for the semester. The following guidelines apply to independent research projects:

- The supervising faculty member must come from the area from which the student seeks credit; i.e. to receive liberal arts credit, the supervising faculty member must be from a division that awards liberal arts credit.
- Only one independent research project may be undertaken per semester, and students must complete all work by the last day of classes of the semester for which the project is approved.
- Up to 4 credit hours per project in a semester may be granted for an approved independent research project.
- Students may complete no more than two independent research projects over the course of their enrollment in the undergraduate program at Babson, and no more than one in any given semester. Babson does not consider Honors Program projects as independent research projects as it relates to the two IR maximum.
- A student may not pursue an independent research project and an Honors Program project during the same semester.

Babson College Community Code Of Conduct For Students

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.

Academic Policies & Procedures

Academic Standards

All undergraduate students at Babson College are expected to maintain a minimum 2.0 GPA to be in good academic standing. Exceptions to this include:

1. First-year students, who are expected to maintain a minimum 1.8 cumulative GPA at the end of both of their first two semesters at Babson; and
2. Transfer students, who are expected to maintain a minimum 1.8 GPA for their first semester at Babson.

The Academic Standards Review Process will be initiated for students who meet any of the following criteria:

- The cumulative GPA falls below the benchmarks indicated above.
- They have earned a failing grade (F) in two or more classes in a single semester.
- Students who are near their benchmark who have received an Incomplete (I) grade in any class. The Committee may, at its discretion, consider any Incomplete (I) as an 'F'.

There is a standing Academic Standards Committee that reviews all student cases and the results of these reviews may include the following (students should note that **any**of the following sanctions are possible if you are reviewed by the committee):

- The student may be placed on academic probation;
- The student may be placed on continued probation;
- The student may be suspended from Babson College for up to one year*;
- The student may be academically dismissed from Babson College and not permitted to return.

**Students may only be academically suspended from the College once. Should a student earn a cumulative*

GPA below the benchmark for good academic standing again, at any time following their return from an academic suspension, the subsequent review by the Committee may only result in either academic probation or academic dismissal from Babson.

The College holds students responsible for knowing and understanding all policies and procedures with regard to academic standards. If students have questions or concerns during this process, they should contact the Department of Student Advising & Success for clarification on these policies and procedures. Student Success Advisors will notify students being reviewed by the Academic Standards Committee. It is in the best interest of the student to submit a letter of explanation to the Committee. This letter must be submitted prior to the review meeting. The letter provides students the opportunity to inform the Committee of any extenuating circumstances that contributed to their performance in the prior semester, and is the only such opportunity to share this information with the Committee.

Members of the Academic Standards Committee include the Director of Undergraduate Administration, the Director of Student Advising and Success, the Associate Vice President for Student Success, a Student Affairs representative, and four faculty members. The Committee convenes after the close of the fall, spring, and summer terms. In certain circumstances it may be necessary to convene a smaller, representative group of the Academic Standards Committee and/or college officials to determine a student's academic status.

The Undergraduate Deans' Office will send the results of the Committee's decision to students' Babson email address and physical address of record. The Committee will make every effort to deliver timely notification of decisions. Responsibility lies with the student to read the electronically delivered notification letter. In the case of an academic suspension, Babson College will send a copy of the suspension notification to the student's parents' or guardians' address as posted in Workday. Failure to receive timely notification due to an inaccurate or outdated address, or other situation that inhibits the delivery of the notification letter by the delivery service, is not the responsibility of the Committee.

Students have a right to appeal the decision of the Academic Standards Committee to the Dean of the Undergraduate School. The notification letter will include a deadline for an appeal which is typically 3-4 business days after notification. Grounds for an appeal are limited to the following:

1. An error or misapplication of the policy (e.g., substantiated bias, material deviation from established procedures, etc.)
2. New information that could not have been considered by the committee at the time of review.

Please note that dissatisfaction with the original committee decision and/or a failure to produce full context through a letter of explanation to the committee prior to the deadline are not grounds for an appeal.

Given the short time period between the fall and spring semesters as well as between the summer term and fall semester, students whose cumulative GPA falls below the minimum benchmark necessary to remain in good academic standing should be prepared for a decision that would require removal from the upcoming semester's courses as well as an immediate vacancy from Babson housing.

Probation

Students placed on academic probation must complete an academic contract with their Student Success Advisor. Failure to complete this contract may result in further review by the Academic Standards Committee.

Suspension

Students on academic suspension from Babson College must notify their Student Success Advisor, in writing, of their desire to return to Babson following their suspension, and must address how they resolved any issues that led to their suspension as well as how they plan to succeed moving forward. Students should send written communication to the address below, or email their Student Success Advisor directly:

Student Advising & Success, Hollister Hall Babson College
Babson Park, MA 02457

In order to qualify for registration, housing, and financial aid, students must submit the request to return to campus to Student Advising & Success by the following dates:

- **March 1** for fall re-entry
- **October 1** for spring re-entry

Students must meet these deadlines in order to ensure qualification for the registration process for the semester in question. Students may return to Babson after missing such deadlines, however Babson College does not guarantee course selection or housing for students returning from an academic suspension.

F-1/J-1 International Students

Suspended international students with F-1/J-1 immigration status lose their permission to remain in the United States on the Babson College Form I-20/DS-2019. The Glavin Office of International Education must report this suspension 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 suspension before taking any action.*

Transfer of Credit

Advanced Standing Credit

Entering new students may receive credits and/or advanced course placement for the successful completion of the Advanced Placement (AP) examination given by the Educational Testing Service of the College Entrance Examination Board, the International Baccalaureate (IB), the French Baccalaureate, the Swiss Maturité, or the completion of coursework at an accredited college or university. Babson does not award credit for A-Level Exam results.

For students who matriculated as new first-year students in Fall 2018 and thereafter, the following policies are in effect for all advanced credits:

- Students may bring in a maximum of 16 credits (equivalent to one full semester) of advanced credit, which includes credits earned from AP/IB/French Bacc/Swiss Maturité and coursework taken at other colleges or universities.
- Students may bring in no more than 8 total credits from AP/IB/French Bacc/Swiss Maturité in the Intermediate Liberal Arts portion of the curriculum, specifically from the Cultural Studies and Philosophy (CSP), History and Society (HSS), and Literature and the Arts (LTA) categories.
- Credit for AP, IB, French Baccalaureate, and Swiss Maturité will only be awarded if there is an equivalent course in the Babson curriculum.

For students who matriculated as new transfer students in Fall 2018 and thereafter, the above policies apply with respect to all AP, IB, French Baccalaureate, and Swiss Maturité credit. Transfer credit from coursework taken at prior institutions is not restricted to the 16 credit maximum.

For specific information about course equivalents, including those for students who matriculated earlier than Fall 2018, please see the Advanced Credit page on the Student Hub. Course equivalents for Advanced Placement, International Baccalaureate, French Baccalaureate, and Swiss Maturité may be reviewed annually by the Department of Student Advising & Success and individual academic divisions.

Advanced Standing Score/Grade Requirements:

AP- Credit and/or advanced placement is awarded for AP exam scores of 4 or 5.

IB- Credit and/or advanced placement is awarded for higher-level IB courses with exam scores of 5 or higher.

French Baccalaureate- French Baccalaureate credit and/or advanced course placement is awarded for a coefficient of 5 or higher with a score of 14 or above. Credit will be given for Economics, History and Geography, Mathematics, Philosophy, Language and Literature. An Official Transcript is required to receive credit for French Baccalaureate.

Swiss Maturité - Credit and/or advanced placement is awarded for a grade of 4 or better.

Transfer- The Director of Undergraduate Administration and the Babson faculty review course work taken at another institution based on the course's depth and scope, which must compare to the Babson curriculum. Once courses are approved, students will receive credit for those in which they earned a grade of C or higher. Courses graded pass/fail will not transfer to Babson College. To receive transfer credit, students must submit their official transcript from their previous institution. The Director of Undergraduate Administration awards credits per course based on the credit hours earned in the course at the previous institution. If the institution from which the credit is being transferred operates on a trimester or quarter system, or a foreign system (e.g. ECTS), those credit hours will be calculated in U.S. semester hours before credit is transferred to Babson.

Babson College will consider awarding credit for coursework taken at a college or university while the student was in high school if ***all*** of the following conditions are met:

- the institution at which the course was taken is an accredited college or university,
- the course was taught by a member of that institution's faculty,
- the course was taught on the institution's campus or via an online platform operated by the institution
  and
- the student did not receive high school credit for the course
- The course is not part of a dual enrollment program.

Students are recommended to submit all AP, IB, French Baccalaureate, and Swiss Maturité scores as well as transfer and/or pre-matriculation off-campus transcripts to Student Advising & Success by the end of their first semester of enrollment at Babson College. Failure to do the aforementioned may result in an inability to make progress in the curriculum, particularly when the pre-matriculation credit serves as a prerequisite course.

Waivers will not be placed on students' records to allow them to take coursework without completion of the appropriate pre-requisite. To ensure that students enroll in the correct courses their first semester on campus and do not repeat courses for which they may be eligible to earn credit through pre-matriculation coursework, students are encouraged to submit all AP, IB, French Baccalaureate, Swiss Maturité courses, and/or transfer transcripts prior to their first semester on campus. Students are responsible for ensuring that pre-matriculation credit has been posted to their record by checking their unofficial transcript in Workday. Students must complete one-half of the total credits required for graduation at Babson or through a Babson-affiliated program regardless of the number of credits accepted from other sources.

Off-Campus Course Policy/Post-Matriculation Transfer Credit

Students who matriculated prior to Fall 2021 may request permission to take a maximum of 12 credits at another institution, exclusive of official cross-registration or Babson-approved study abroad/away programs. Students who matriculate in Fall 2021 and thereafter may request permission to take a maximum of 16 credits at another institution, exclusive of official cross-registration or Babson-approved study abroad/away programs.

Students may take those off-campus credits over winter or summer sessions, during a formally declared Leave of Absence from the College, or enroll in up to 4 credits per semester during fall and spring semesters when also enrolled at Babson. Additionally, students may take up to 4 of those 12 credits following the final period of enrollment at Babson or in a Babson-approved program. Please note that if a student is already overloaded to 20 credits at Babson during a fall or spring semester, an approval for an off-campus course during that same semester is unlikely. Similarly, since students are limited to 4 credits during a winter session at Babson, typically only 4 credits of off-campus course work will be considered for approval during the winter term.

Students interested in taking off-campus courses must submit an off-campus request e-form, available on the Babson Hub, along with a course description, syllabus, and rationale for their interest in taking the proposed course. Students should wait to enroll in the course until they receive approval from the Department of Student Advising & Success. The Department of Student Advising & Success evaluates requests to take courses off-campus based on the rigor of the course and the rationale of the student submitting the request. Only courses from accredited, degree-granting colleges and universities will be considered. Additionally, the Department of Student Advising & Success will only approve courses that do not overlap with or closely resemble any courses offered at Babson. Course approval for one student does not constitute approval for every student. If approved, off-campus courses are typically awarded Free Elective/ General Elective credit at Babson. Thus, students should plan ahead to take their required business and liberal arts courses at Babson College and not off-campus. A student must have unsatisfied Free Elective/General Elective credit available in his or her degree in order to apply for off-campus credit. For example, if a student has already satisfied some of the required Free Elective credits, but still has 8 credits of Free Elective credit yet to be satisfied, then only up to the remaining 8 credits may be taken off- campus. For students who matriculated prior to Fall 2021, the maximum number of credits that may be taken off-campus is 12. For students who matriculate in Fall 2021 or thereafter, the maximum number of credits that may be taken off-campus is 16.

Once approved, students must earn a grade of C or higher in the approved course in order for the credits to transfer to Babson. Students' grades from off-campus courses will not transfer to Babson College or factor into students' cumulative GPA; rather, students' Babson transcript will simply reflect the credits earned for the course. To receive course credit, students must submit an official transcript sent directly from the college or university attended to the Department of Student Advising & Success, Babson College, Babson Park, MA 02457, or have an official transcript sent electronically through an encrypted service offered by the other school's registrar.

Babson College's tuition does not cover the costs of off-campus courses. Any financial obligation incurred for an off-campus course is the responsibility of the student.

Courses Taken Elsewhere in Your Final Semester

Students who take courses elsewhere in their final semester should be aware of the deadlines for grades to be submitted to the Babson College Registrar in order to meet Commencement requirements. Babson College must receive spring

semester grades from other institutions by 4:30 pm on the Tuesday before Commencement. If grades are not received by that time, Babson will list these students in the Commencement program with May graduates, but graduation honors will not be designated, and students will receive an empty diploma case at the ceremony. After Commencement, students will receive a diploma upon completion of all degree requirements, will be ranked with all graduates once all grades are in the system, and will be awarded honors, if applicable.

F-1/J-1 international students who plan to take their final credits off-campus should first consult with an international student advisor in the Glavin Office of International Education to learn how this may affect their U.S. immigration status.

Attendance and Absence From Classes

Individual course attendance policies are at the discretion of each individual instructor and may be a component of students' final grades. The Department of Student Advising & Success cannot issue formal excuses for missed classes.

With regard to absence due to religious observance, Babson College welcomes and values people's religions and perspectives and respects the interests of all members of our community. Babson recognizes the breadth of religious observance among students, faculty, and staff, and the potential for conflict with scheduled components of the academic experience. Students are expected to review their syllabi and notify faculty members as early in the semester as is possible about conflicts between course requirements and religious observances. In such an event, consistent with Massachusetts law set forth below, instructors will provide reasonable accommodations that do not unduly disadvantage students.

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

–Massachusetts General Laws Chapter 151c, Section 2b

The Athletics Department has an early-notification system for students involved in scheduled intercollegiate athletic competitions. Students involved in Babson's intercollegiate athletic program receive the dates of scheduled games/competitions as early as possible in the semester (ideally within the first week or 10 days of the term). Student-athletes must then notify their professors of any conflicts between scheduled classes or major class events (presentations, etc.) and athletic contests. Babson College strongly urges faculty members to exercise a reasonable degree of flexibility and understanding in providing excused absences based upon these conflicts (for those students who have provided the necessary conflict information early in the semester). Through early notification and flexibility, Babson College hopes to provide students with the opportunity to fully participate in both the College's academic program and its intercollegiate athletic programs.

Babson's class attendance policy in cases of religious observance or intercollegiate athletic competitions in no way excuses students from meeting the academic demands of the course. Professors will determine the work and time frame that will most fairly makeup for the missed class time and assignments.

Commencement Walker Policy

Probable August graduates may participate in the preceding May Commencement ceremony as a walker. At the Commencement ceremony, walkers will wear the full academic regalia, sit with all graduates, have their name announced, have their name printed in the Commencement program with the appropriate notations (honors will not be listed), and receive an empty diploma case on stage. To participate, a student must:

1. Verify your expected completion date is listed as 8/31/25 in Workday. To verify this date, click on your photo in the upper right corner of your Workday account and choose View Profile. Under your name on the left, you will see a

menu of options. Choose Academics. This will bring you to an Overview page. Click Overview. Confirm the date listed in the Expected Completion column is 8/31/25. If this column does not show 8/31/25, please contact your student success advisor. They can assist you with updating this date. The deadline to update your expected completion date is April 14th, 2025. Any student who joins the August 25' graduating list after this date will not be able to participate in the Commencement ceremony.

2. Register for and plan to complete all remaining degree requirements over the summer session. Students must be within 16 credits of completing their degree to participate in commencement. Students must register for their remaining degree requirements by April 14th, 2025.
3. Complete an Application for Degree. If this direct link doesn't work, please see the "Application for Degree" section on the Registrar's Office Student Portal page.
4. Complete the Commencement Clearance Process (CCP). The CCP is an application site that allows you to view and complete the requirements necessary to participate in the Commencement ceremony. This site opens in April.

Dean's List

The Dean's List recognizes outstanding scholarship among those students enrolled in the undergraduate program. Eligible students must have a semester average of at least 3.30 based on a minimum of 12 semester-credits taken at Babson or through cross-enrollment. The grades may not include Incompletes or "P" passing grades. Babson College bases Dean's List eligibility upon a student's semester GPA as of five weeks following the conclusion of final exams in the given semester.

Grading

Grading System

A single final grade will be entered for each course on a student's permanent record. Grades are indicated by one of five letters, representing the student's overall success in that course: A: excellent; B: above satisfactory; C: satisfactory; D: below satisfactory; and F: failing. The undergraduate school does not issue a grade of A+.

Babson College undergraduate courses are graded using the following letter grading scale:

- **A:** 4.00
- **A-**: 3.67
- **B+:** 3.33
- **B:** 3.00
- **B-:** 2.67
- **C+:** 2.33
- **C:** 2.00
- **C-:** 1.67
- **D+:** 1.33
- **D:** 1.00
- **D-:** 0.67
- **F:** 0.00

For certain advanced level courses, a pass/fail grading option is available. Students are limited to two pass/fail courses during their undergraduate career. Students can select the pass/fail grading option up until the course withdrawal deadline. To earn a P (passing) grade, students must earn the equivalent of a C or higher in the course. P grades do not contribute to a student's GPA.

Students can compute their cumulative GPA by multiplying the number of credits from each specific course by the points associated with the grade received in the given course, adding those numbers for the period they wish to compute, then dividing the total by the total number of letter-graded credits taken in that same period. Grade point averages are rounded to the hundredths place.

Grades are available online in Workday. No formal grade report will be sent at the midterm or end-of- term. At the discretion of the individual faculty member, instructors may notify the Registrar of those students who are at or below the grade of C- around the midpoint of each fall and spring semester. At that time, the Registrar's Office will notify students via their Babson email account that they received a mid- semester warning, along with any comments the

faculty member provided. The Registrar's Office issues these warnings approximately one week before the end of the course withdrawal period. Students who receive warnings should make an appointment with their faculty member to discuss their academic standing and ways to improve in the course. The Department of Student Advising & Success also encourages students to take advantage of Peer Tutoring, the Math Resource Center, Speech Center, Writing Center, and/or meeting with their Student Success Advisor for additional resources and support.

Instructors will retain final examinations for one complete semester immediately following the final examination. Students have until the last day of classes of the fall or spring semester immediately following the semester in which a grade was earned to request a review of specific grades. This policy applies to all students regardless of the student's status in the following semester. Students who have questions about, or a disagreement regarding, a final course grade or any other coursework grade (quizzes, papers, exams, etc.) should first make an appointment to discuss the matter with the instructor(s) involved as a review meeting to check the accuracy of the process and to learn about inadequacies or strong points. This procedure does not require instructors and students to agree upon the final result. The obligation is simply to help the student understand the process the instructor(s) used in determining the grade. If, after such an appointment, students disagree with the grade they received, they should appeal to the appropriate Division Chair. Further appeal, after these steps, should be directed to the Associate Dean of Undergraduate Programs.

Incomplete Grades

Incomplete, denoted by the letter 'I' on a student's transcript, is not a grade; rather, it indicates a status wherein the grade will be determined later. Students must make the necessary arrangements with their instructor to resolve an incomplete grade. An incomplete is meant to be an agreement between the student and the faculty member that the outstanding work will be completed. Incompletes should not be given if the student did not attend class or does not have any intention of making up the missing work.

Undergraduate students must resolve the Incomplete by making up the necessary work or taking needed examinations in the timeline agreed upon with the instructors, with a deadline of no later than the end of the add/drop period of the following semester. Requests for exceptions to this timeline must be submitted in writing to the instructor(s) with a copy sent to the student's Student Success Advisor and Registrar by the end of add/drop. Instructors will make a determination on the exception.

All Incompletes will be changed to a grade following the end of the next semester's add/drop period. In the case of students who do not make up the work within this period, instructors will award the grade based upon the normal requirements for the course. In effect, instructors will award a grade of 0.00 for the work not made up, then calculate the final course grade. The Academic Standards Committee may, at its discretion, consider any listed Incomplete on a student's transcript as a failed grade.

Incomplete courses that are required as prerequisites for the following semester must be completed 72 hours before the end of the add/drop period. This earlier deadline provides instructors 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.

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 Failed Courses

Students who receive an F in a required Babson course must repeat the course at Babson. Students who receive an F in an elective Babson course must make up the credits if needed, but may choose to take a different course. Any failing grade for a Babson course remains on the Babson transcript permanently and will be calculated into the overall grade point average.

Students have three opportunities to earn a passing grade in required course (excluding withdrawals). Students who receive a grade of F for the same required course three times or for three courses that would all satisfy the same academic requirement will be academically dismissed and may not return to Babson College.

Students may not repeat a course for which they received a passing grade.

Grade Disputes

Students have until the last day of classes of the fall or spring semester immediately following the semester in which a grade was earned to request a review of specific grades. This policy applies to all students regardless of the student's status in the following semester. Students who have questions about, or a disagreement regarding, a final course grade or any other coursework grade (quizzes, papers, exams, etc.) should first make an appointment to discuss the matter with the instructor(s) involved as a review meeting to check the accuracy of the process and to learn about inadequacies or strong points. This procedure does not require instructors and students to agree upon the final result. The obligation is simply to help the student understand the process the instructor(s) used in determining the grade. If, after such an appointment, students disagree with the grade they received, they should appeal to the appropriate Division Chair. Further appeal, after these steps, should be directed to the Associate Dean of Undergraduate Programs.

Graduation Honors

Graduation Honors are awarded to students who have achieved distinction in their undergraduate work as evidenced by their final cumulative Babson College GPA. Cumulative grade point average is calculated upon completion of all degree requirements.

Honor requirements:

- **Cum laude** 3.30 to 3.49 cumulative grade point average
- **Magna cum laude** 3.50 to 3.74 cumulative grade point average
- **Summa cum laude** 3.75 to 4.0 cumulative grade point average

Students who successfully complete the Honors Program will have that designation noted on their diploma. The Honors Program designation is separate from any graduation honors a student may earn. To be eligible to be the valedictorian, students must have at least 80 credits of graded courses at Babson.

Separations from the College

Leave of Absence

Students may take a Leave of Absence (LOA) for a specified period not in excess of two consecutive semesters. Voluntary Medical Withdrawals do not count toward the two consecutive semester rule. To take an LOA, students should talk with their Student Success Advisor, Housing (if they live on campus), and Student Financial Services to understand the implications of taking time off, and must receive approval for the Leave via a Separation form, available on the Babson Hub. Students who submit a completed Separation form prior to the end of the drop period for the semester in which they are requesting the Leave will not incur academic or tuition penalties. If a student separates from the College after the end of add/drop, the College considers the student to be withdrawn from the semester. Students who intend to separate from the

College after the end of add/drop are advised to work with their Student Success Advisor and with Student Financial Services to ensure that they understand the academic and financial ramifications of doing so. The student's return date and future status will be determined by the College based on the circumstances surrounding the separation.

All LOAs carry a specific expiration date. Babson College is not required to remind students of the expiration date. If students return at the start of the semester immediately following the expiration date of the LOA, they resume all normal rights and privileges of Babson students, provided they meet all required notification dates and financial and registration procedures. Students taking an LOA must still complete their Babson degree within three years of their initially expected graduation date (traditionally, a seven- year time frame from matriculation to graduation).

Note: *If a student does not return from an LOA, their status will change to Administrative Withdrawal.*

International Students

Before discontinuing studies, international students in F-1/J-1 immigration status considering an LOA must notify an international student advisor in the Glavin Office of International Education to discuss the immigration implications of

the LOA. International students in F-1/J-1 immigration status who take an LOA from Babson College may lose their eligibility to remain in the United States. Students' records in the Student & Exchange Visitor Information System (SEVIS) also may be terminated. If the student decides to return to Babson in the future, a new Form I-20/DS-2019 and F-1/J-1 visa may be required in order to resume studies in valid F-1/J-1 status. For further information, contact an international student advisor in the Glavin Office.

Administrative Withdrawal

Any student who is not enrolled in courses and who does not have an approved temporary separation from the College, such as a Leave of Absence, will be subject to Administrative Withdrawal.

Non-Medical Withdrawal

Students may choose to or need to separate from Babson College for longer than one year and/or with no anticipated return date. To withdraw from the College, students must receive approval for the withdrawal via a Separation form, available through Academic eForms on the Babson Hub. Students who submit a completed Separation form prior to the end of the add/drop period for the semester in which they are requesting the withdrawal will not incur academic or tuition penalties. If a student separates from the College after the end of the drop period, the College considers the student to be withdrawn from the semester. Students who intend to separate from the College after the end of add/drop are advised to work with their Student Success Advisor and with Student Financial Services to ensure that they understand the academic and financial ramifications of doing so. The student's return date and future status will be determined by the College based on the circumstances surrounding the separation.

Students who have withdrawn from the College must go through the application for readmission process if they wish to return to Babson following the withdrawal. This readmission process consists of a letter of request, submitted to the Department of Student Advising & Success. In this letter the student must address his or her reasons for wanting to return, how the student addressed any issues that resulted in the withdrawal, how the student will use on- or off-campus resources to aid in their academic performance and/or other concerns while back on campus, if necessary, and what the student's plan is for completing the degree. In order to qualify for registration, housing, and financial aid, students must submit the written request to Student Advising & Success (studentadvising@babson.edu) by the following dates:

March 1 for fall re-entry
October 1 for spring re-entry

Meeting the above dates ensures participation in the registration process for the upcoming semester.

Babson College does not guarantee housing for students returning from a withdrawal. Upon returning to campus, students have three years from their originally expected graduation date to complete their degree (traditionally, a 7-year time-frame from matriculation to graduation).

F-1/J-1 International Students

International students in F-1/J-1 immigration status who plan to withdraw from Babson College must notify an international student advisor in the Glavin Office of International Education (Glavin Office) before separation from Babson. The student's record in the Student & Exchange Visitor Information System (SEVIS) may be terminated upon separation, and the student may lose their eligibility to remain in the United States.

For information on the financial implications of withdrawing from the College, please refer to the Tuition Policies section of the handbook.

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

1. 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 leave in accordance with applicable College policies and procedures, a voluntary medical withdrawal may carry certain advantages, including more flexible withdrawal timelines and less disruption to scholarships and funding. Any tuition, housing, and meal refunds will be calculated by appropriate College officials using the determined date of withdrawal and if applicable, the student's date of departure from campus housing. A voluntary medical withdrawal will be noted as a 'W' on the student's transcript.

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 Student Code of Ethics 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.

2. 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 that they need.

Students wishing to initiate a VMW should contact the Director of Health Services and/or the Director of Counseling and Psychological Services or their designee (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 to the Associate Vice President for Student Success ("AVP") if it is determined 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 may 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 AVP 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 period of time the VMW will be granted, generally not to exceed one year, and will so notify the student in writing. At the AVP's discretion, a VMW may be extended beyond one year, typically for an additional semester. Students who do not return from VMW after being on leave from the College for three consecutive semesters may be administratively withdrawn from the College. Students who reside in on-campus housing are required to remove their belongings from their residence hall by a time specified by the AVP and return their room key prior to departing campus for a VMW. In consultation with appropriate campus partners, the AVP will determine if and how much prorated tuition, room, and board can be reimbursed to the student. Students are also required to return their Babson-issued laptop computer to ITSD. 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.

Under certain circumstances, a student may request a medical-reduced course load (MRCL) as an accommodation, which would enable the student to continue their studies, though in fewer credits, while pursuing treatment. While requests for MRCL may require appropriate supporting medical documentation, students approved for MRCL will remain enrolled at Babson. Students studying on an F-1 visa who are approved for an MRCL and drop below 12 credits will accrue time away toward their total allocated medical leave per immigration regulations.

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

3. 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 consult with a medical withdrawal committee ("Committee"). The Committee will be comprised 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.

In consultation with the Committee, the AVP will conduct an individualized assessment of the student's present ability to safely participate in its programs and activities. The individualized assessment will be based on objective evidence and, whenever feasible, on current medical information 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.

If, based on an individualized review of the facts and circumstances, the AVP conditionally determines that a CIMW should be granted, the AVP will so 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 AVP. If warranted under the circumstances, the AVP 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 AVP will make a final determination as to whether and for what length the CIMW will be implemented and will so 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. As appropriate, the Appropriate Health Service may 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.

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

4. 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 for Learner Success and Dean of Campus Life ("Vice President") or their designee 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 or designee 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 or designee will consult with 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 or designee 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.

5. 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 should periodically check in with the AVP and/or the Appropriate Health Service 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 reenrollment process:

a. Contact the Appropriate Health Service and provide the required documentation described below. 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 reenrollment as appropriate. Exceptions to these deadlines may be made at the sole discretion of the AVP. 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 should also include any conditions or recommendations for ongoing treatment, or other suggestions to support the student's academic and personal well-being upon return to the College. The Appropriate Health Service relies heavily on information received from the student's treatment provider. Students will be expected to sign releases or other forms necessary to authorize their treatment providers to communicate with the Appropriate Health Service 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 discrepancy 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 AVP and/or 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 may also be required to meet with the Dean of Students if there were prior community impacts that contributed to the need for a medical withdrawal. The nature and timing of these meetings will be determined by the AVP, DOS and/or Appropriate Health Service, and will generally take place before the end of the first week of classes following a student's return to campus. Students may also be required to sign a behavioral agreement with the College indicating that they agree to comply with specific treatment recommendations outlined by their provider(s) and/or the Appropriate Health Service.

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:
http://www.babson.edu/health-and-wellness/advising-and-support/accessibility-services/.

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 by the AVP. Prior to petitioning to return to Babson, students are encouraged to reach out to Residential Life to request information about returning to campus housing, should they be approved to return. Students remain responsible for meeting all applicable housing deadlines.

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.

6. 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 bases 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.

International students in F-1 status should initiate the reenrollment process (International Student and Scholar Services) at least three months prior to their return; additional time may be needed when requesting immigration documents and applying for a student visa.

Students with disabilities are eligible for reasonable accommodations. Students are responsible for communicating any requests for accommodation to the Department of Accessibility Services. Detailed information on the process for requesting accommodations is available at the Department of Accessibility Services website.

Off-Campus Course Policy

Students who matriculated prior to Fall 2021 may request permission to take a maximum of 12 credits at another institution, exclusive of official cross-registration or Babson-approved study abroad/away programs.

Students who matriculate in Fall 2021 and thereafter may request permission to take a maximum of 16 credits at another institution, exclusive of official cross-registration or Babson-approved study abroad/away programs. Students may take those off-campus credits over winter or summer sessions, during a formally declared Leave of Absence from the College, or enroll in up to 4 credits per semester during fall and spring semesters when also enrolled at Babson. Additionally, students may take up to 4 of those 12 credits following the final period of enrollment at Babson or in a Babson-approved program. Please note that if a student is already overloaded to 20 credits at Babson during a fall or spring semester, an approval for an off-campus course during that same semester is unlikely. Similarly, since students are limited to 4 credits during a winter session at Babson, typically only 4 credits of off-campus course work will be considered for approval during the winter term.F1/J-1 international students who plan to take their final credits off-campus should first consult with an international student advisor in the Glavin Office of International Education to learn how this may affect their U.S. immigration status.

Students interested in taking off-campus courses must submit an off-campus request e-form, available on the Babson Hub, along with a course description, syllabus, and rationale for their interest in taking the proposed course. Students should wait to enroll in the course until they receive approval from the Department of Student Advising & Success. The Department of Student Advising & Success evaluates requests to take courses off- campus based on the rigor of the course and the rationale of the student submitting the request. Only courses from accredited, degree-granting colleges and universities will be considered. Additionally, the Department of Student Advising & Success will only approve courses that do not overlap with or closely resemble any courses offered at Babson. Course approval for one student does not constitute approval for every student. If approved, off-campus courses are typically awarded Free Elective/ General Elective credit at Babson. Thus, students should plan ahead to take their required business and liberal arts courses at Babson College and not off-campus. A student must have unsatisfied Free Elective/General Elective credit available in his or her degree in order to apply for off-campus credit. For example, if a student has already satisfied some of the required Free Elective credits, but still has 8 credits of Free Elective credit yet to be satisfied, then only up to the

remaining 8 credits may be taken off-campus. For students who matriculated prior to Fall 2021, the maximum number of credits that may be taken off-campus is 12. For students who matriculate in Fall 2021 or thereafter, the maximum number of credits that may be taken off-campus is 16.

Once approved, students must earn a grade of C or higher in the approved course in order for the credits to transfer to Babson. Students' grades from off-campus courses will not transfer to Babson College or factor into students' cumulative GPA; rather, students' Babson transcript will simply reflect the credits earned for the course. To receive course credit, students must submit an official transcript sent directly from the college or university attended to the Department of Student Advising & Success, Babson College, Babson Park, MA 02457, or have an official transcript sent electronically through an encrypted service offered by the other school's registrar.

Babson College's tuition does not cover the costs of off-campus courses. Any financial obligation incurred for an off-campus course is the responsibility of the student.

Petition for Exception to Select Academic Policies

Undergraduate Students can, through their Student Success Advisors, petition for an exception to be made in extenuating circumstances to select academic policies. Petitions for Exception are reviewed and decided upon by the Petition for Exception Committee.

This Petition for Exception process applies primarily for these academic policies:

- Cross-Registration
- Independent Research
- Course Add, Drop and Withdrawal
- Course Underloads and Overloads

For academic policies not listed above, please meet with your Student Success Advisors to discuss if and how to pursue an exception.

It is recommended that a student meet with their Student Success Advisor before submitting any petition for exception. A student's petition for exception needs to be a statement 1- 2 paragraphs in length that includes:

- Acknowledgement of the policy they are seeking an exception to
- Explanation of the extenuating circumstances
- Compelling reason for why an exception ought to be made
- Supporting documentation as appropriate.

A student can email this petition to the Department of Student Advising & Success (studentadvising@babson.edu). The Department of Student Advising & Success will notify the student via email of the decision; a typical review and response time is two weeks.

Examinations (Scheduled)

Attendance, Absence, or Conflicts

Students may be excused from taking an examination at its regularly scheduled time in certain extenuating circumstances as outlined below. For midterm exams, students must work out the conflict with their professor directly or submit a " Request for Exam Excuse" form found on the Babson Student Portal under Academic eForms. This form must be filled out prior to the examination. In cases in which a student will miss a final examination because of a clear and unavoidable absence as defined below, the Department of Student Advising & Success will grant approval through this form, and the faculty member teaching the course will be notified of the approval. This does not excuse students from meeting the academic demands of the course; it is only verification that students will be absent from the exam because of circumstances outside of their control. Students must work with their professors to make up examinations in a timeline and format determined by the faculty member. Students who fail to take a scheduled examination and have not received an excuse from Student Advising & Success may attempt to work out the situation after the fact with their faculty member, though neither the faculty member nor the Student Success Advisor is required to provide an excuse or

makeup opportunity at that time. Please note, Student Success Advisors cannot excuse students from take-home exams, presentations, projects, papers, quizzes, or regular class meetings. The Exam Excuse Policy pertains strictly to scheduled examinations. The following situations warrant a formal exam excuse:

1. **Conflict with Final Examinations:** Students are considered to have a conflict if two final examinations are scheduled for the same time. If a student has three or more final exams on an exam day and wishes to discuss the possibility of moving one of the exams to another date, they may contact the Registrar's Office to discuss their options. Students should report such a conflict to the Registrar's Office by completing the Final Exam Conflict Form as soon as they notice it and no later than the week before the end of classes. The Final Exam Conflict Form is available in the Final Exams section of the Registrar's website. A delay in reporting examination conflicts lessens the likelihood of alternative accommodations. The Registrar's Office will notify those students who reported examination conflicts of alternate scheduling. Exam excuses are unable to be applied retroactively if you have already taken the exam.
2. **Extenuating Circumstance:** The Department of Student Advising & Success may excuse students from an examination when one of the following extenuating circumstances presents itself and the student provides appropriate documentation:
    - Illness: If a student is seriously ill and will miss an examination they must:
        - Complete the Exam Excuse form before the exam, unless hospitalized, in which case the form should be filled out as soon as the student is medically able
        - Provide verification of the illness to his or her Student Success Advisor. The student must either be seen by Babson College Health Services within 24 hours of the missed exam or provide written verification of the illness with the recommendation that the student not attend the exam from a licensed physician or other licensed medical professional
    - For seniors only, a final job interview off campus. All such interviews will require appropriate verification from the organization conducting the interview
    - Observance of a religious holiday
        - For those religious observances that include food and/or work restrictions, an exam excuse may be granted for scheduled exam times that overlap with these restrictions.
    - Family emergency
    - Participation in significant family events
    - Intercollegiate athletic contest sponsored by Babson College's Athletics Department Official College functions
    - Jury duty or other mandatory court appearances
    - If an examination is scheduled at the same time as another course in which the student is enrolled

Student Success Advisors may provide exam excuses only for the aforementioned reasons. Students may not receive formal exam excuses for any of the following reasons: missed study time, travel, oversleeping, work commitments, forgetting the exam schedule, not reading the examination instructions clearly, disabled vehicles, etc.

Accommodations

Babson College welcomes students with disabilities to participate fully in all aspects of their college experience. Babson College is prepared to modify policies, practices, and procedures, as necessary, to assure that students with disabilities have full access to all programs, services, and benefits of the institution. This includes, but is not limited to, classroom and exam accommodations; housing and dining accommodations; modifications of policies that might have a differential impact on students because of disability; temporary medical condition accommodations; environmental adjustments such as the removal of architectural, communication, or transportation barriers; and auxiliary aids and services.

Babson students requesting accommodations must register with the Department of Accessibility Services (DAS) and participate in an intake interview. Accessibility Services staff utilize an interactive review process to determine necessary accommodations. To register, students may submit an application via the Accessible Information Management (AIM) portal, along with appropriate documentation. Babson College is not responsible for ensuring academic accommodations for students who identify themselves only to faculty or staff, and not directly to Accessibility Services; nor are they responsible for those who identify themselves after the completion of academic requirements or projects.

Please visit the Babson Student Portal to learn more about our policies and procedures. We are in Hollister Hall, Suite 220, from 8:30 AM to 4:30 PM, Monday through Friday. Email: Accessibility Services Phone: 781-239-4075

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.

Financial Information & Policies

Questions about tuition policies, payment policies, and financial aid should be directed to Student Financial Services (SFS) at sfs@babson.edu or (781)-239 4219. Individual student account and financial aid information is available online through Workday. Students may authorize parents, guardians, or other third-parties access to their online financial information by assigning a Third Party User Hyperlink

Tuition and Fees

Below is our tuition and other expected expenses for the 2026–2027 academic year, including the average costs for housing and food/meal plans, and books and other supplies. Undergraduate tuition, housing and food/meal plan rates are set annually by Babson College's Board of Trustees.

Item	Cost
Tuition (includes the use of a Babson-issued laptop computer)	$60,288
Housing (median)	$14,984
Food/Meal Plan (average)	$8,244
Books and Supplies (average)	$1,300
Personal (average)	$2,100
Federal Direct Loan Fees (average)	$50
Total Estimated Cost of Attendance	$86,966

Policies

Tuition and fee rates are set by the Babson College Board of Trustees for each academic year.

For students who matriculated prior to Fall 2021, tuition is charged on a flat-rate basis for credit loads up to and including 20 credits each semester. Additional tuition will be charged on a per-credit basis for overloads.

For students who matriculated Fall 2021 and after, tuition is charged on a flat-rate basis for credit loads of over 12 credits (13-18 credits each semester). Students will be charged on a per-credit basis for credit loads 12 or under and for overloads above 18 credits.

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.

Babson College expects students to be enrolled in a full course load, defined as 16–18 credits per semester. Requests for an adjustment from the flat-rate tuition charge must be made by submitting the online Tuition Adjustment Request form found on the Babson Hub for approval 24 hours before the end of the add/drop period (*see section on Reduced Course-load Tuition Adjustment in the Academic Policies and Procedures section).* Students electing to participate in a semester or academic year abroad program will be enrolled in a 17-credit placeholder course and must enroll in a full course load (15-18 credits) while abroad. Students studying abroad cannot request a tuition reduction.

Additional Charges

Financial situations and payment needs beyond the standard items may arise. Below is a cost breakdown of some of the most common miscellaneous examples. Other miscellaneous charges may include vehicle registration, parking violations, dorm damage fees, library fines, laptop repairs, pharmacy charges, and replacement athletic equipment. Miscellaneous charges are due two weeks atter the charge was assessed.

Item	Pay Period	Cost
Health Insurance (further information below)	8/10/26-8/9/27	$2,097

Item	Pay Period	Cost
Per-credit tuition rate 2026-2027	Each credit	$1,884
Summer 2026	Each credit	$1,830
Winter Session 2027	Each credit	$1,884
Summer 2027	Each credit	$1,884
Returned check fee		$50
Late payment fee		$200
Babson OneCard replacement		$20
Senior year deposit (Refunded after Commencement, assuming account is settled)		$200

Babson Student Health Insurance Information

Students enrolled in nine or more credits are required by Massachusetts law to carry health insurance. The College contracts with University Health Plans to provide coverage through Blue Cross Blue Shield. Optional dental insurance and vision insurance also are available. Students who have health insurance coverage through a parent's plan that can be used in Massachusetts may waive participation in the Babson College Plan. Students with coverage from insurance carriers outside the United States or coverage by non-U.S. national health service programs may not waive participation.

Billing and Payments

Billing Procedures

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

With Flywire, you are able to pay in your home 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. Wire payments can be initiated directly thought Flywire. Credit Balances / Overpayments resulting from Flywire payments will be refunded through Flywire to the originating bank.

The College recognizes that most students receive financial assistance from parents and/or various sources of financial aid. Nevertheless, the ultimate responsibility for satisfying all financial obligations rests with the student.

All balances are due by the date indicated on the Student Financial Services' website. Fall semester payments typically are due the first week of August, and spring semester payments the first week of January. Miscellaneous term charges typically are due within 14 days if not otherwise specified. Students are notified via email in advance of the major payment deadlines. Student account information and balances due are available online through Workday. Failure to receive a billing notification email does not eliminate payment obligations or prevent the assessment of late payment penalties.

If there has been a change in room or meal plan, or some other change that affects the balance, the student should confirm with the appropriate department that the change will be approved, and submit payment for the adjusted balance due by the due date in order to avoid any late payment penalties. 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.

Questions about any of the following specific charges should be directed to the following departments:

- Room damage charges: Residence Life
- Laptop services: ITSD
- Lock-outs: Residence Life
- Meal plan charges: Student Financial Services
- Motor vehicle registration and parking violations: Public Safety

- Prescription/lab charges; health insurance: Health Services
- OneCard charges: Public Safety
- Registration/enrollment: Registrar
- Room charges: Housing
- Tuition charges: Student Financial Services
- Unreturned athletic equipment charges: Athletics
- Unreturned booked charges: Horn Library

Deadlines

There is a specific payment deadline for each semester. Make sure to mark down these financial aid dates for the upcoming school year.

Date	Semester
May 1	Summer 2026 Semester
August 3	Fall 2026 Semester
January 5	Spring 2027 Semester

Payment Options

All student account information is online only; paper bills are not mailed.

Students receive billing notification via e-mail to their Babson e-mail address. Students may view their accounts online, and print a PDF version of their statement, in Workday under the finances icon.

By Mail

You can send checks and money orders to Student Financial Services. Please make payable to Babson College, and mail to:

Babson College
Student Financial Services
231 Forest Street
Wellesley Hills, MA 02481

Pay Online

Pay online in Workday Finances using a U.S. checking/savings account or credit card. Students may pay with MasterCard, Amex, Visa or Discover through Nelnet, and will be assessed a convenience fee.

In Person

We accept checks and money orders in person at Student Financial Services.

Monthly Payment Plan

Nelnet 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 term payments take place during:

Semester	Dates
Fall	August–November
Spring	December–March
Summer	May–July

Third-Party Payments

Any third party who will guarantee payment direct to Babson College upon receipt of invoice and without any conditions (such as a minimum grade requirement), should submit a new purchase order or authorization to Babson in lieu of payment by each semester's payment deadline.

Wire Transfers

Babson College has partnered with Flywire to streamline the tuition payment process for our students. With Flywire, you are able to pay in your home 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.

Returned Payments

A non-waivable service fee of $50 will be charged to a student's account for each check or e-check returned by the bank for any reason. You will receive an e-mail notice regarding the returned payment. The e-mail will include instructions for clearing the returned payment. Babson College reserves the right to require that all future payments be made by certified check or bank check.

Extended Payment Plan for Company-sponsored Students

(available to students enrolled in the Part-Time Online MBA, Part-Time Flex MBA, or Certificate in Advanced Management programs)

This plan is designed for Part-Time Online MBA, Part-Time Flex MBA, and Certificate in Advanced Management students whose companies reimburse the student directly once the course work is completed. Students can defer two-thirds of the tuition payment until after the end of the semester, provided they guarantee the extended payment amount with either Visa or MasterCard. Please note that one-third of the balance is due on the payment due date as well as a per-semester application fee of $45. Students need to enroll in the Company Sponsored Extended Payment plan each semester through the Workday Finances Icon, then click on "set up a Payment Plan."

Late Payment Penalties

Students who have not settled their accounts by the semester payment due date will be assessed a $200 late fee and be denied course registration and add/drop privileges. Students may also be withdrawn from courses and may lose College housing for the period of their housing contract.

Students who fail to meet their financial obligations to the College are not entitled to receive a diploma or official transcript, and are not entitled to the use of academic, administrative, and auxiliary services and facilities. Unpaid accounts will be referred for collection action, with the fees of any collection agency - which may be based on a percentage at a maximum of 33 1/3 percent of the debt - and all costs and expenses, including reasonable attorneys' fees, to be borne by the student.

Late payment penalty appeals should be directed via email to Student Financial Services at within 10 days of notification that the penalty has been imposed.

Returned Checks / ePayments

A non-waivable service fee of $50 will be charged to a student's account for each payment returned by the bank due to insufficient funds. When notified of a returned check, students have three business days to submit to Student Financial Services a certified check or bank check in the amount due, including the service fee. In a case where there are returned checks, the College reserves the right to require that all future payments be made by certified check or bank check.

Manage Your Account

You can use Workday to complete many account management tasks.

Under the Finances icon you can:

- View your student account online
- Submit payment or set up a payment plan
- Complete the required enrollment (or waiver) of Student Health Insurance.

- Request a refund

Setting up a Third Party Proxy

In the Student Profile you can:

- Set up a Third Party Proxy - A Third Party Proxy is a parent, guardian, or anyone else that the student designates to have online access to their Student Financial Services (SFS) information and make payments.

Avoiding Late Payment Penalties

Students who have not settled their accounts by the semester payment due date will be charged a $200 late fee, denied course registration and add/drop privileges, and may be withdrawn from courses and lose college housing for the period of the housing contract. More detail about late payment penalties can be found in the Undergraduate Student Handbook and Graduate Student Handbook, including information about account holds and fees on accounts referred for collection. While Babson recognizes that many students receive financial aid or monetary assistance from third parties, the ultimate responsibility for satisfying all financial obligations rests with the student.

Changing Your Meal Plan

You may change your meal plan online through the end of the add/drop period through Housing Self-Service. After the end of the add/drop period, you may increase your meal plan online through Housing Self-Service. No decreases are accepted after the end of the add/drop period.

Requesting a Refund

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. 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.

Book Voucher

If you have financial aid or loans that exceed billed charges at Babson, you may use these funds to purchase your course materials for the semester. At the Babson Campus Store online checkout, select Financial Aid/Scholarship under Alternate Forms of Payment, and enter your Babson College Student ID for the Account Number.

Setting up a Payment Plan

If it would work better for you to spread the payments out over a number of months rather than making a single lump sum payment each semester, go to Workday Finances to set up a payment plan.

Claiming Education Tax Credits

Students who have paid qualified tuition/fees for higher education may be eligible for certain tax benefits under the U.S. tax code. Babson reports the qualified tuition/fees that have been billed to U.S. citizens/permanent residents to the IRS each calendar year, and on 1098-T forms that are sent to students by the end of January each year. Your Social Security Number (or Tax Identification Number) is required for this process; if you have not already provided your Social Security Number to Babson please do so by submitting the information to Student Financial Services using IRS Form W9S.

If you are an international student who would like a 1098-T issued to you, please make sure Student Financial Services has your Social Security Number on file.

The best information about the tax benefits, including who qualifies and how to claim the benefits, is available in the IRS Publication 970: Tax Benefits for Higher Education. The IRS form needed to claim the American Opportunity (Hope)/Lifetime Learning Tax Credits is Form 8863: Education Credits.

Understanding California STRF

California residents who pay for tuition in a California-based program are required to be assessed a state fee for the California Student Tuition Recovery Fund (STRF). For Babson students, the STRF applies to California residents enrolling in the San Francisco Blended Learning MBA Program and those attending the San Francisco Babson Undergraduate Semester.

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

For more information about the California STRF, including how to file a claim in the event of school closure, go to the California Bureau for Private Postsecondary Education Student Tuition Recovery Fund page.

Refund Policies

Refund of Semester Charges

If you are planning to withdraw from Babson, we encourage you to schedule an appointment with your Student Financial Services (SFS) counselor to discuss the financial implications of your decision. The withdrawal must be approved by the Department of Student Advising & Success.

Withdrawal from College

The following refund policy applies to any student who withdraws from the College. Please note that there is no refund in the case of withdrawal from individual courses.

If the approved date of withdrawal is before or during the official drop period, the student will receive a full refund of tuition, fees, and any other semester-based charges. Housing and dining charges will be prorated based on the date of departure. If the approved date of withdrawal is after the last day of the official drop/add period, and on or before the 60 percent point in the semester, the student's tuition will be calculated on a pro rata basis, equal to the percentage of the semester that was completed before the student withdrew. Housing and meal plan charges will be prorated based on the student's checkout date. Enrollment deposits, housing deposits, and miscellaneous fees are nonrefundable. The pro-rata calculation will determine the unearned, or refundable, portion of the tuition, housing, and food that is equivalent to the period of enrollment that remains in the semester. That amount will be refunded to the student, less any unpaid charges owed by the student, less any non-refundable deposits and fees, and less any amounts that must be returned to federal, state, or college financial aid programs.

If the approved date of withdrawal is after the 60 percent point in the semester, there is no refund; the student is considered to have incurred 100 percent of the tuition, housing, and food charges for the semester.

In the event of a military reservist being called to active duty and not being able to complete a semester, the student will be entitled to a full refund of tuition and fees, and a pro-rata refund of housing and food charges.

In the event a student is suspended or dismissed from the College and/or from college housing as a result of disciplinary action or violation of local, state, or federal law, the semester's housing and food charges will not be refunded, and the student may lose lottery privileges for room selection the following year. Tuition and board charges will be calculated on a pro-rata basis in the manner described above for students withdrawing from the College.

Financial Aid

Application Procedures

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

Incoming Student Application Procedures

Incoming students should follow these steps to apply for financial aid.

Be sure to meet Babson's deadlines in order to receive full consideration for financial aid.

STEP 1

Complete the CSS PROFILE at www.cssprofile.org to apply for Babson's need-based grants and scholarships. Babson's CSS PROFILE deadline is **11/15** for Early Decision and Early Action candidates and **2/1** for Regular Decision candidates.

- Be sure to include Babson College (#3075) on your list of schools.
- **For students whose parents are self-employed or own a business or farm:** You will be asked about the income, expenses, assets, and liabilities of your business. After submitting the CSS PROFILE, please upload a copy of the most recent year's business tax return to the College Board's Image and Documentation Service (IDOC) - see step 4.
- **For students whose parents are separated or divorced:** You and your custodial parent (referred to as "Household A") should complete the CSS PROFILE. Under "Additional Parent Application," please provide an email address for your noncustodial parent (referred to as "Household B"), and the College Board will forward information on how your noncustodial parent should complete his/her section of the CSS PROFILE. If you have already submitted the CSS PROFILE and need to add another parent, you can also add this information on the applicant's dashboard. Babson College believes that the primary responsibility for paying for college lies with the student and family. In the case of divorced or separated parents, we expect each parent to complete the CSS PROFILE. However, if there are extenuating circumstances related to your family, you may submit a **CSS Profile Waiver Request for the Noncustodial Parent (pdf)**. Submission of the waiver request does not guarantee that it will be approved. Review the instructions on page one and submit the waiver and any supporting documentation directly to the **College Board's Institutional Documentation Service** (IDOC) . Upon receipt, we will review the information provided and follow up with you via email.

STEP 2

Complete the FAFSA at www.fafsa.gov

- Citizens and permanent residents of the U.S. must complete the Free Application for Federal Student Aid (FAFSA) to apply for federal aid.
- You must create a Federal Student Aid ID (FSA ID), made up of a username and password. Your FSA ID identifies you as someone who has the right to access your own personal information on the Department of Education websites, such as the **FAFSA** and **Federal Student Aid** sites. Parents of dependent students will also need to create their own FSA IDs in order to electronically sign the FAFSA. Find more information about the FSA ID at **studentaid.gov**.
- Be sure to list Babson College (#002121).

STEP 3

Review the list of scholarships at Babson that have additional application requirements and decide if you wish to apply.

STEP 4

In order to finalize your financial aid package, upload all verification documents to the College Board's Institutional Documentation Service (IDOC) at https://cssprofile.collegeboard.org/idoc as soon as possible, but no later than **4/1**. For issues or assistance with IDOC, please contact the College Board at (866) 897-9881.

- 2024 Signed Parent Federal Tax Return and schedules
- 2024 Parent W-2s or 1099 forms
- 2024 Signed Student Federal Tax Return and schedules
- 2024 Student W-2s or 1099 forms
- **2026-27 Verification Statement - Dependent Student** (available for download from the **college board**)

Incoming Undergraduate Financial Aid Application Deadlines

Applicant Type	CSS PROFILE and FAFSA deadlines	Notification of financial aid decision
Early Decision I candidates *	11/15	12/15
Early Action candidates *	11/15	1/15
Early Decision II and Regular Decision candidates	2/1	4/1
Transfer applicants for Fall	4/1	5/15
Transfer applicants for Spring	11/1	12/1

Returning Student Application Procedures

Returning students should follow these financial aid renewal instructions.

Renewal financial aid packages are available the first week of July each year.

Step 1

Complete the **FAFSA** by **4/15**.

U.S. citizens and permanent residents should complete the Free Application for Federal Student Aid (FAFSA) and be sure to list Babson College.

If you have not already done so, you must create a Federal Student ID (FSA ID), made up of a username and password. Your FSA ID identifies you as someone who has the right to access your own personal information on the Department of Education websites, such as the **FAFSA** and **Federal Student Aid** sites. Parents of dependents students must also create their own FSA IDs in order to electronically sign the FAFSA. Find more information about the FSA ID at **studentaid.ed.gov**.

Step 2

Submit all verification documents to IDOC by **4/15**.

Once we receive your FAFSA, we will initiate an email request from the College Board Imaging and Documentation Service (IDOC) for the following documents. If you no longer have access to the email request, you can also access the information online at https://cssprofile.collegeboard.org/idoc

- 2024 Signed Parent Federal Tax Return and schedules
- 2024 Parent W-2s or 1099 forms
- 2024 Signed Student Federal Tax Return and schedules
- 2024 Student W-2s or 1099 forms
- **2026-27 Verification Statement - Dependent Student** (available for download from the **college board**)

Returning Undergraduate Financial Aid Application Deadlines

Applicant Type	Filing FAFSA online	Submitting verification documents to IDOC	Babson sends renewal financial aid package
Renewal candidates (returning students)	4/15	4/15	7/1

Deadlines

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

Calendar

Action	Deadline for Filing PROFILE with CSS	FAFSA filing deadline
Early Decision I/Early Action Admission Applicants	11/15	11/15
Early Decision II/Regular Decision Admission Applicants	2/1	2/1
Transfer Admission Fall	4/1	4/1
Transfer Admission Spring	11/1	11/1
Returning Undergraduates	Not Required	4/15

Awards

Program Name	Award Amount Per Year	CSS PROFILE and FAFSA required to be considered?	Selection Criteria	Are International Students Considered?	Additional Application Procedures
Arthur M. Blank School for Entrepreneurial Leadership Scholarship	Full Tuition	Yes	Need and merit/Entrepreneurial potential	No	
Babson Grant	Varies based on need	Yes	Need	No	
Babson Grant Merit Step	$1,500, starting in 2017-2018	Yes	Need/Babson sophomores, juniors, and seniors with a cumulative GPA of 3.2 or better at the end of the prior academic year	No	
Blank Scholarship	$7,000	Yes	Need/entrepreneurial potential	No	500-word essay about entrepreneurial experiences and aspirations, submitted through applicant status page
Canadian Scholarship	Varies based on need	CSS PROFILE only	Need/Canadian citizens	Yes, Canadians	
Women's Leadership Scholarship	Quarter tuition	No	Merit	Yes	
Class of '49 Scholarship	$5,000	Yes	Need and merit/Babson sophomores, juniors, and seniors	No	
Davis United World College Scholarship	$20,000	CSS Profile	Need and a graduate of a UWC school	Yes	
Dean's Scholarship	$5,000	No	Merit/recipients selected after first year based on excellence in the classroom and on campus	Yes	

Program Name	Award Amount Per Year	CSS PROFILE and FAFSA required to be considered?	Selection Criteria	Are International Students Considered?	Additional Application Procedures
DECA Scholarship	$5,000	No	Merit	Yes, if attending high school in the US	Special application and essay.
Diversity Leadership Award	Full tuition	Yes	Need and merit	No	
Education Abroad Grant	$2,500 for semester-abroad program or elective abroad	Yes	Need/participation in a Babson-sponsored study-abroad program	No	
Enrico Dallas Scholarship	Full tuition	Yes	Need and merit/Dallas residents	No	
Federal Pell Grant	Up to $7,395	FAFSA only	Need	No	
Federal Supplemental Educational Opportunity Grant	Typically $1,000	FAFSA only	Need	No	
Gilbert Grant	Typically $2,000	Yes	Need/residents of Massachusetts	No	
Global Scholarship	Full tuition	CSS PROFILE only	Need/citizenship or permanent resident status from countries other than the U.S. or Canada	Yes	
Honors Scholarship	$3,000	No	Acceptance to and participation in Honors Program (Presidential and Weissman Scholars are not eligible for this Scholarship)	Yes	
Junior Achievement Scholarship	$20,000	No	Merit/participants in Junior Achievement USA	No	500-word essay about JA experience, submitted through applicant status page
Mass Grant and other State Scholarships	Up to $1,600	FAFSA only	Need/residents of Massachusetts residents or of states with reciprocal arrangements	No	
Michael J. Conlon '96 and Michelle J. Conlon '94 Memorial Scholarship Award	Amount varies	Yes	Need and merit/Babson juniors	No	Application and essay to Student Financial Services in mid-September of junior year
Needham Town Scholarship	Varies based on need	Yes	Need/residents of Needham, Massachusetts or Needham High School graduates	No	Application to Needham Town Hall
NFTE Scholarship	Full tuition	Yes	Need/participants in Network for Teaching Entrepreneurship	No	500-word essay about NFTE experience, submitted through applicant status page
Posse Scholarship	Full tuition	No	Merit/New York City Posse Foundation Scholars	No	Application to Posse Foundation
Presidential Scholarship	Half tuition	No	Merit	Yes	
Sorenson Arts Scholarship	$5,000	Yes	Need/artistic ability	No	500-word essay about your identity as an artist and your artistic goals, submitted through applicant status page. Submit a sample or representation of your artistry.
Weissman Scholarship	Full tuition plus additional seed money	No	Merit	Yes	Special application and essay.
Wellesley Town Scholarship	Varies based on need	Yes	Need/residents of Wellesley, Massachusetts or Wellesley High School graduates	No	List "Wellesley Scholarship Foundation" when filing CSS PROFILE
Yellow Ribbon Scholarship	Varies based on eligibility	No	Post-9/11 GIs® or their dependents	No	Post-9/11 Certificate of Eligibility from VA

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

Loans

Loan Program

Babson participates in the federal student loan programs, and we strongly recommend that all U.S. citizens and permanent residents of the U.S. apply for federal student loans before pursuing any other loan option.

Follow the instructions for applying for financial aid to be considered for the federal and state student loans listed in this section. In addition, please read the Babson Loan Policy Statement.

Federal Direct Loan

- The Federal Direct Loan is the most widely available student loan for U.S. citizens and permanent residents.
- Students are eligible to borrow up to the following amounts through the Federal Direct Loan program:

Year	Maximum loan amount	Maximum portion that can be subsidized
First Year	$5,500	$3,500
Second Year	$6,500	$4,500
Third Year	$7,500	$5,500
Fourth Year	$7,500	$5,500

- Effective 7/1/26 loan amounts must be prorated for less than full time attendance
- Independent students can borrow additional amounts through the Direct Unsubsidized Loan program.
- For students who qualify for the Direct Subsidized Loan, the interest is paid by the federal government while students are in school at least half-time.
- For students who don't qualify for the subsidy, interest begins accruing at the time of the loan disbursement. Students can elect to pay the interest while in school or have it capitalized into a repayment schedule that starts six months after the student leaves school.
- Borrowers are required to sign a Master Promissory Note and to complete entrance and exit loan counseling.
- Loan funds are issued in two disbursements each year, typically timed to coincide with the start of each semester. Students are notified via email each time Federal Direct Loan funds are credited to their accounts.
- You can find details about interest rates and federal loan fees here.

Mass No Interest Loan

- For Massachusetts residents with the greatest financial need.
- No fees, and interest rate is fixed at 0%.
- Repayment begins 6 months after the student leaves school.
- Limited funds are available.

Additional Loan Options

For students and parents who need financing beyond what is available through the federal student loan programs, we offer a list of recommended loans and lenders:

Student and Parent Alternative Loan Options

A co-signer with a strong credit history will increase a student's chances of being approved for an alternative/ supplemental loan. If you are an undergraduate who is planning to ask a parent to serve as a co-signer, you should also consider the parent loan options to ensure that, as a family, you are getting the best rates available to you. We use the following criteria in developing our list of recommended loans and lenders:

- Loan terms and cost to borrower
- Borrower benefits
- Differentiated options (fixed rate vs. variable rate loans, for-profit vs. non-profit organizations, regional vs. national lenders)

You are in no way limited to loans/lenders on our list of options. Babson will process a loan from any lender, and it is your right to apply for loans through the lender of your choice.

Federal Direct Parent PLUS Loan Program

- Effective 7/1/26 new borrowers are limited to $20,000 per year up to a mximum of $65,000
- Parents who wish to borrow through the Federal Direct Parent PLUS Loan should complete the application, Master Promissory Note, and entrance counseling.
- You can find details about interest rates and federal loan fees here.

Veterans Benefits and Transition Act of 2018

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, the following policies apply to any individual ("covered individual") who is entitled to educational assistance under Chapter 31, Veteran Readiness and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

- The College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the College a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:
    - The date on which payment from VA is made to the College.
    - 90 days after the date the College certified tuition and fees following the receipt of the certificate of eligibility.
- The College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the College due to the delayed disbursement funding from VA under Chapter 31 or 33.
- The College may request or require Chapter 31 and Chapter 33 students to take the following actions:
    1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
    2. Submit a written request to use such entitlement.
    3. Provide additional information necessary to the proper certification of enrollment by the College.
    4. Additional payment may be required or a fee may be imposed for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill."

Residence Hall Expectations

Refer to *Babson College's Student Code of Ethics* for all Residence Life Policies.

Babson Onecard and Room Key Policies

Each resident is issued a key to their room and a key to their suite (where applicable), and a Babson OneCard, which serves as the key to the exterior residence hall doors. Students are expected and required to pick up their room key at designated check-in location, date, and time. Failure to pick up a new key by the assigned deadline may be referred to the student conduct process.

All residential students have access to the residence halls Monday to Sunday, noon to 9pm. After these hours, students visiting friends in other residence halls will be expected to work with their friend (host) to let them in and escort them through the building. Remember, in addition to all of its current functions, the OneCard is the key to your residence hall, so it should be in your possession at all times. Keys and OneCards can be possessed only by the person to whom the key/card was issued. Students should at no time give their keys or OneCard to anyone, nor should they be in possession of an ID or key that was not expressly issued to them by the College. The following guidelines concerning room keys are in place:

1. Lockout services are provided by Public Safety. Call 781-239-5555 if you are locked out of your exterior residence hall doors, of your room or any room in which you have been issued a key to. Your Babson OneCard must be presented to the responding staff member before they open the door to your room or immediately thereafter if your OneCard is locked in your room. There is a charge for a lockout service. For the first lockout of the academic year will be charged $35. The second lockout of the academic year will be charged $60. The third lockout of the academic year will be charged $85. Any lockouts beyond the third within an academic year will be charged $110. Lockout charges cannot be appealed. If it is determined by Public Safety and/or Residence Life that a student(s) is

abusing the lockout service (i.e. excessive number of lockout calls during a specified period of time), the student may be referred to the student conduct process. Please note that if both the caller and their roommate(s) are locked out at the same time each student present will be billed for the lockout.
2. Whenever a key is lost, report it as soon as possible to Facilities via the work order system. Keys for the same lock will not be issued; a new lock core will be installed and new keys will be issued. The cost for a lock change is $150. If the original key is found after the lock change is processed, the student will still be responsible for the lock charge and should return the old key to the lock shop.
3. Keys will be given only to students who show proper identification and are officially assigned to the room by Residence Life. The same policy applies for lockout services.
4. Only Facilities is allowed to duplicate a key. Possession of an unauthorized key duplicate will subject individual students to a fine of not less than $150 and/or other disciplinary action. These penalties do not discharge or preclude the imposition of civil liability or criminal sanctions.

Drug Policy

In accordance with Babson's Drug Policy (outlined by Community Standards), each student who resides on the Babson campus is responsible for the contents of their room/suite and the actions of those present in the room or suite. The use, possession, sale, or distribution of drugs and/or drug paraphernalia is strictly prohibited and could result in removal from housing, separation from the College, other sanctions as deemed appropriate, and referral for criminal prosecution. Please note that while the use of marijuana has been legalized in Massachusetts for those 21 years of age and older, it is nonetheless a violation of Babson College policy to be in possession of any amount of marijuana. In addition, the possession, use, or distribution of prescription drugs by a student for whom the medication was not prescribed is prohibited and will result in disciplinary action. Finally, although Massachusetts state law permits the use of medical marijuana for certain medical conditions, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Drug-Free Schools and Communities Act of 1989, the use and/or possession of marijuana continues to be prohibited by Babson College. Thus, use and/or possession of marijuana, even for medical use, is considered to be a violation of Babson College policy.

Students who obtain a registration card from the Massachusetts Department of Public Health for medical marijuana use should contact the Associate Vice President for Student Success for more information regarding College policies and resources. To request a medical housing accommodation for a documented disability, students should contact the Director of Accessibility Services.

Televisions

Students can bring televisions for their residence hall room and/or suite common room. However, televisions may not be mounted to room or suite walls.

Housing Eligibility

All first-year students (freshmen) entering Babson are guaranteed housing if they meet all stated deadlines.

Note: *Students who fail to occupy their assigned room by 5 pm on the first day of classes and who have not notified Residence Life of their intended late arrival may be reassigned or have their residence hall license canceled at the discretion of Residence Life .*

Insurance (Students' Personal/Auto)

The College assumes no responsibility for items lost, damaged, or stolen from students at any time, including students' cars. It is the student's responsibility to maintain adequate insurance coverage for personal belongings and automobile insurance. Students may elect to purchase insurance coverage for their personal belongings through their parents' homeowner's policy. It is strongly recommended that students carry appropriate insurance to cover all of their personal property. **The College assumes no responsibility for damage to student property due to fire, theft, water, vandalism, or other damages that occur in the student's room or elsewhere on campus.** At the end of the College year, residents

must remove all personal possessions from their assigned room/building. This includes personal furniture, carpets, pictures, decorations, articles of clothing, and equipment. Anything found in a vacated room or public area is considered discarded, and the College is not responsible for personal effects left in rooms, hallways, lounges, laundry rooms, etc.

Meal Plans

In accordance with the Housing License and Meal Plan Agreement, except as specifically outlined below, a meal plan is required for all students who live in a residence hall. Returning students have the option to select a meal plan exempt residence on campus during the room selection process, if available. Meal plan exempt residences on campus include Woodland Hill 1, Woodland Hill 2, Woodland Hill 2a, Woodland Hill 6, Woodland Hill 9, Woodland Hill 10, and select rooms in Bryant (107, 108, 109, 208, 209, 210). There are no other exceptions to this policy.

Repairs

Facilities Management and Planning maintains all buildings and grounds. Student requests for repairs must be made to Facilities via the Babson Hub. Go to Forms, Work Orders, Facilities Maintenance Request (Work Order), and follow the instructions. Please provide as much information as possible, building, room number, etc. Facilities trade employees work Monday to Friday, from 7am to 11 pm. During regular business hours (7 AM-5 PM), emergency calls to Facilities should be made by calling x4444. Off-hours emergency work order requests should be reported immediately to the Office of Public Safety at x5555.

Room Changes

Students may not change residence hall rooms without prior written authorization from Residence Life. Students who make an unauthorized room change will face disciplinary action and/or a $100 fine. The first step is to speak with your Area Coordinator. There is a room change process that must be followed prior to a room change taking place, and the Area Coordinator will work with students on those procedures. A room freeze is in effect for the first two weeks of each semester. Those who request and are approved for a room change at the end of the first semester must complete all procedures, including moving possessions, before they leave for break.

Consolidation

At any point Residence Life may enter a period of consolidation of students to ensure consistent and fair housing utilization. It is not always an option for a student to stay in his or her original room; rather, a consolidated student may be re-assigned or required to relocate.

Occupancy Restrictions

Only those students who have a current housing contract are permitted to reside in College housing. If anyone is found in College housing illegally, they, along with the resident(s) who have permitted them to stay in their room/suite/apartment will be subject to conduct proceedings up to and including fines, removal from housing, and payment of the full cost of the space.

Room Decorating

Students are not permitted to wallpaper or paint their rooms. Hanging pictures and posters is permitted, but students are liable for damage from nails, hooks, and/or adhesive. Drilling curtain rods into the wall is not allowed.

Covering more than approximately 20% of room walls with any kind of decoration, wrapping or covering is prohibited. This could include but is not limited to flyers, decorative wrapping paper, posters, pictures, signage, tapestries, or flags. Nothing is permitted to be hung on the ceilings, or covering lights or fire safety equipment.

Residence Hall Cleaning

The College provides a clean and comfortable living environment. As members of the Babson community, students are expected to treat all College property and the property of other parties with respect. Housekeeping services are provided for public areas, but residents maintain individual rooms and suites.

Residents living in Pietz, McCullough, Keith, Canfield, and Mandell Family Hall will have their suite bathroom cleaned once a week at a designated date and time, as posted outside of the suite bathroom door. Residents will be responsible for preparing the bathroom and hallway to be cleaned. Residents are responsible for the cleaning and maintaining their common living room. Facilities does not regularly clean kitchens in these suites. Twice per year, summer and winter break, Facilities will deep clean the suite kitchens. Residents should prepare these areas for cleaning before breaks. A checklist is located outside the suite bathroom door informing residents of what they should do each week prior to Facilities staff coming in to clean (i.e. make sure items are off the floor, take items off the shower, etc.). Residents who do not prepare the bathroom will not have it cleaned that week and may be fined for additional cleaning if needed. In addition, bathrooms will be cleaned by Facilities at the beginning of the semester, during winter break, and at the end of the academic year. Facilities reserves the right to inspect all bathrooms. If bathroom conditions are found to be unacceptable, Facilities will clean them and bill the occupants. The cost of extra cleaning will be $250-$500 depending on conditions (divided among all residents).

Residents of Bryant studios, Woodland Hill 1, Woodland Hill 2, Woodland Hill 2A, Woodland Hill 6, Woodland Hill 9, Woodland Hill 10 and Woodside will be responsible for the cleaning of their bathroom spaces. Paper Products are not supplied in these spaces.

Trash and Recycling

Students are responsible for managing their own trash and recycling. This includes properly sorting trash and recycling and regularly removing trash and recycling from their residence hall room to a designated trash and recycling room or area. Trash and recyclables must be placed in the larger bins located in these areas. Items may not be stored in these areas; all items in the trash rooms or designated trash areas will be disposed of by Facilities.

Students are expected to participate in the College's ongoing sustainability efforts. This includes utilizing Babson's extensive recycling program. Blue or green mixed recycling containers are provided in each residence hall room. In addition to mixed recycling, the College separately recycles clothing, furniture, books, batteries, electronics, and other items. Contact the Sustainability Office or Facilities Management and Planning for more information.

Room Occupancy - Arrival and Departure

Residence halls open and close on the dates posted on the academic calendar. Students are not permitted to arrive early. Students are expected to pick up their room key at identified check-in date and location. Students are expected to vacate their rooms by the scheduled date and time, and leave them in clean condition, with debris placed in proper receptacles. When making travel arrangements for the end of the semester, remember that rooms must be vacated 24 hours following a student's last final exam, or by the posted closing time, whichever comes first. It is each student's responsibility to find alternative housing for the times the residence halls are closed. Students must check out with a Resident Assistant and follow all communicated closing/checkout procedures.

Failure to complete a proper checkout with a staff member will result in a $200 improper checkout fine and a $100 charge for a lock change. In addition, the student is responsible for the costs of removing belongings left in rooms, hallways and lounges. All such charges will be added to the student's account. If a student chooses to complete an express check out they waive their rights to contest to any room charges.

Room Selection for the Following Year

Housing Selection is conducted each spring semester to determine assignments for the following academic year.

At the beginning of the second semester, you will be notified about the room selection process. Students who want to live on campus the following year must complete and submit the Returning Student Housing Application by the stated deadline to be eligible to select a room. Missing any selection-related deadline will result in your ability to request to be on the housing waitlist.

Storage

There is no storage space on campus for personal student belongings or College provided furniture. The College assumes no liability for personal student belongings and students must take all personal property with them when moving out of the residence hall. Items left in public spaces (Lounges, hallways, stairwells, etc.) will be considered abandoned by students and will be disposed of. There is no storage on campus for special interest housing groups.

Vandalism and Damage Policy

All buildings/rooms/apartments/suites will be inspected by Facilities Management and Planning prior to a student's arrival. Students will only be allowed to check into rooms/suites deemed by Facilities Management and Planning to be in move-in condition and with all College furniture present. Within 72 hours of your arrival, residents have the obligation to conduct a thorough room/suite inspection and report any concerns (condition of the room/suite, furniture, maintenance needs, repairs needed) to Facilities Management and Planning via the Work Order System. Additionally, submitting a Work Order within 72 hours of your move-in date makes you eligible for the damage appeals process at the conclusion of your stay. If a Work Order is not submitted, it is understood that the room was in move-in condition upon your arrival and all furniture was present. The condition of rooms and suites is the residents' collective responsibility.

All rooms/apartments/suites will again be inspected after your departure. Any damages found in the room, intentional or accidental, beyond normal wear and tear and/or missing furniture or trash and recycle bins, will be the responsibility of the resident/suitemates along with the corresponding damage charges.

Public areas/common rooms (halls, stairways, lounges, laundry rooms, lobbies, bathrooms, kitchens, etc.) are the collective responsibility of residents of that hall, floor, room, or suite. Babson College makes every attempt to attribute damage and vandalism charges to the individual(s) responsible, but when those responsible cannot be found, all members of a suite, room, floor or building may be charged equally for damages. It is our hope that affected residents will cooperate to ensure that those responsible are held accountable.

Student Mail & Package Center

The mission of the Student Mail Room and Package Center is to provide a high level of customer service to our students and community by effectively receiving, distributing, and sending student mail and packages.

Student Mailing Address and Notification

All mail and packages should be addressed to students as follows:

Student Name (proper name)
Babson College
21 Babson College Drive, Unit xxxx (your virtual mailbox number)
Wellesley Hills, MA 02481

Students should share this address with family, friends, businesses, and mail order companies. All mail must be addressed in this format. You must use your UNIT number. Do not call it a Mailbox or PO Box #. UPS, FedEx, DHL, etc. will NOT deliver to a P.O. Box. However, they deliver to the above-addressed UNIT number. *Your UNIT number is your virtual mailbox number.*

Students are notified by email that they have received U.S. letter mail or a package. There are two separate pickup windows. Please promptly pick up your mail at the appropriate Reynolds Mail and Package Center. *Students do not have a physical mailbox, and must pick up mail and packages at the window.*

Student Mail Policies and Practices

Unit Number Assignment Policy

1. **Resident Students:** All Babson College undergraduate, graduate students, and visiting students residing on campus qualify to have mail and packages sent to their Reynolds Campus Student Mail and Package Center campus UNIT number, which is a student's virtual mailbox number. All qualified new students living on campus are assigned a virtual mailbox-unit number prior to the start of classes. The UNIT number remains the same for a student's tenure at Babson College.
2. **Commuter Students:** Students electing to live off-campus after their first year (Commuter Students) do not qualify to retain the continued use of the Reynolds Campus Center Student Mail and Package Center. However, students may submit a request to the Student Mail and Package Center coordinator asking for the privilege to retain their mailbox-unit number. Under certain circumstances, the coordinator will grant students permission to retain their mailbox-unit number. The coordinator has the option to rescind this privilege if mail and packages are not picked up in a timely fashion.
3. **Exchange and Transfer Students**: Exchange and Transfer students living on campus will be issued a mailbox-unit number upon arrival. Exchange students are especially encouraged to set up "paperless" accounts to avoid future issues.

Package and USPS Mail Pickup Policies

1. **Packages:** Students are responsible to pick up their packages within one month (30 days) from the date of notification that the college has received a package in their name. Students are notified via email that the college has received a package in their name. Extensions can be granted under certain circumstances. A request for an extension must be made via email to the Coordinator of the Student Mail and Package Center. All packages that have not been retrieved within one month (30 days) from the initial notification of receipt may be RETURNED TO THE SENDER.
2. **USPS Letter/Flat Mail:** Students are responsible to pick up their letters/flats within one month (30 days) from the date of notification that the college has received a letter/flat in their name. Students are notified via email that the college has received a USPS letter/flat in their name. Extensions can be granted under certain circumstances. A request for an extension must be made via email to the Coordinator of the Student Mail and Package Center. All letters/flats that have not been retrieved within one month (30 days) from the initial notification of receipt may be RETURNED TO THE SENDER. Interoffice mail will be returned to the sender after one month (30 days).
3. **Refrigerated food:** The Student Mail and Package Center is not responsible for incoming packages requiring refrigeration. Perishable food packages must be picked up by the end of the day following receipt notification or the package will be disposed of.
4. **Refrigerated medicine:** Students who will be receiving medicine that requires refrigeration are required to contact the Mail and Package Center in advance to arrange for pickup. Please pick it up the day it arrives. The Babson Public Safety Office may be contacted at 781-239-5555 regarding emergency after-hours access.

Forwarding policies

1. Recent Graduates Forwarding Policy

- **Packages (USPS, UPS, FedEx, Amazon, others):** Packages cannot be forwarded or forwarded for a fee. Please update your shipping address with your online retailers. All packages will be either REFUSED OR RETURNED TO THE SENDER.
- **Letter Mail – United States Post Office:** Graduating students will have their "forwardable USPS mail" forwarded to a domestic address for three months (until August 15) following their departure from Babson College. Students are responsible to update their forwarding address online by entering their new address on the Babson Hub. Note: Mail will not be forwarded to international addresses. Students who do not provide a forwarding address will have their mail forwarded to their home address. The list below clarifies what mail is and is not forwardable.
    - *First Class Mail*
        - Domestic addresses: Mail will be forwarded to the address on record.
        - International addresses: Mail is NOT forwarded to international addresses.
    - *Nonprofit Mail*
        - Mail is NOT forwarded and returned to the sender stating that you are no longer enrolled.
    - *Standard Mail – Magazines, Newspapers, Catalogs, flyers, etc.*
        - Standard Mail can NOT be forwarded or returned to the sender. Standard mail will be recycled.

2. Student Studying Abroad/Away Policy

- Mail will be forwarded to the domestic forwarding/home addresses on record
- Packages will be returned to the sender.
- Mail and packages will not be forwarded to international addresses.

International students may consider having their mail sent to a friend or a family member's domestic forwarding address. If no domestic forwarding address is available, First Class and nonprofit mail will be held in mail services until the student's return to Babson.

"Going paperless" with your business partners - such as banks - resolves much of this issue.

3. Students on Leave of Absence or Withdrawn Policy

Students are requested to pick up their mail before they leave, and to update their forwarding address. Any packages still on hand or received will be either refused or returned to the sender. Students "forwardable USPS mail" will be forwarded to their home address for three months following their departure from Babson.

End-of-semester Policies

Students are required to retrieve all mail and packages that are in the Babson Mail and Package Center by the end of each semester. Student Mail Services retains the option to return to the sender all mail and packages left in the Student Mail Center after the end of Fall and Spring semester, with the exception of students participating in Summer School and/or working and living on campus.

Winter Break: Students are asked not to have any packages shipped to Babson during winter break until they return to campus for the start of the spring semester. U.S. Mail will be received and held during the break. Students are asked to pick up mail upon their return to campus.

Summer Break/Summer School: Mail and Package Service will be provided to:
Summer School Students
Students working and living on campus

Students are asked to pick up all their mail and packages upon the end of their summer stay on campus. All other student mail will be forwarded their new incoming mail, if possible, throughout the summer up until August 10. Upon your return to campus, please pick up all mail that was not forwarded over the summer or has just recently arrived.

Bulk Mailings

Babson College mailings: All proposed College or College partners' bulk mail distributions need to receive prior approval by the Student Mail and Package Center supervisor.

External commercial mailings: The Student Mail and Package Center does not accept commercial mailings for distribution.

Sustainability Policy

Students are encouraged to "go paperless" whenever possible to support the college's solid waste goals and for these additional reasons:

- 24/7 access, and while on winter and summer breaks
- Security reasons, reduce name and account theft opportunities from discarded paper documents
- Environmental and sustainability reasons – reduce solid waste and the energy footprint
- No need to retrieve mail from the Mail and Package Center
- Opportunity to save and monthly statement fees
- Mail is not forwarded to international addresses