

Babson College

Undergraduate Catalog 2024-2025

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The Babson College Catalog is an annual publication that includes information about the College, academic programs offered, academic and financial policies, and student services and resources. Babson College reserves the right to make changes to information included in the College Catalog as deemed necessary and without notice. The information included in this catalog is effective the date of publication.

About Babson

Overview

As the worldwide leader in entrepreneurship, Babson is the creator of entrepreneurship education and convenor of entrepreneurial leaders.

We were the first to understand that thinking and acting entrepreneurially is more than just an inclination—it can be taught. And, for more than 100 years, we’ve been teaching it better than anyone.

At Babson, we believe that entrepreneurship can be a powerful force within organizations of all types and sizes, in established businesses as well as new ventures. In any industry, in any position, it takes entrepreneurial leaders to solve problems and make an impact.

Since Roger Babson founded the College in 1919, the curriculum has focused more on practical experience and less on lectures to better prepare students for the realities of the business world.

Today in our collaborative community, students gain the fundamental business skills and liberal arts knowledge necessary to cultivate an entrepreneurial mindset. They then use that mindset to navigate real business situations, putting what they learn into practice and becoming leaders equipped to make a difference on campus and around the world.

Mission Statement

Babson College prepares and empowers entrepreneurial leaders who create, grow and steward sustainable economic and social value—everywhere.

Administration and Governance

President's Council

Stephen Spinelli Jr. MBA'92, PhD
President

Ariel Armony, PhD
Provost and Executive Vice President

Donna Bonaparte
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Chief Diversity & Inclusion Officer

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Vice President, Learner Success & Dean of Campus Life

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Executive Vice President, Administration & Finance

Michael Layish
Vice President and General Counsel

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Chief Executive Officer, The Arthur M. Blank School for Entrepreneurial Leadership

Kelly Lynch
Executive Vice President

Ruthanne Madsen, EdD
Vice President, Enrollment Management & Financial Aid

Colleen Meader
Executive Assistant to the President

Kerry Salerno
Vice President & Chief Marketing & Communications Officer

Donna Stoddard, DBA
Dean of Faculty

D.R. Widder MBA'99
Vice President of Innovation

Board of Trustees

Representing the highest level of service to Babson College, the Board of Trustees is comprised of dedicated alumni, parents, and friends, who meet formally as a group three times per year with regular communication between board meetings.

The Board of Trustees is the governing body for Babson College. The Board is primarily responsible for appointing the President, who leads and manages the institution; approving the College's mission and purpose, institutional policies, and changes in academic programs; and overseeing the College's finances and assets to ensure Babson's continuing vitality and its ability to fulfill its mission now and for future generations.

Chair of the Board

Jeffery S. Perry '87, P'23

Board of Trustees

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Corey N. O'Neill '22

Kenneth G. Romanzi '82

James A. Rullo MBA'85

Somia Farid Silber '15

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President - Babson College

Amanda G. Strong '87

Davide Visco '95

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Anthony C. Woodruff '65

*posthumously

Global Advisory Board

The Global Advisory Board (GAB) focuses on one of the College's top priorities—extending Babson's global reach.

The GAB takes Babson to the world and the world to Babson. Board members serve as ambassadors for the College represent Babson in their countries and communities counsel the President, Trustees, and the Babson Community by providing a global perspective assist students on professional matters and provide meaningful philanthropic support.

Chair

Cyril C. Camus '91, P'26

Members

Steven I. Bandel P'16

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Eduardo Barco '83, P'18'20

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Soha Ehsani '09

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Pimjai Leeissaranukul P'13

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Jonathan D. Sieff P'18

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Vaibhav Vohra '08

Scott Voss MBA'99

Founder Emeritus

Dr. Jean-Pierre Jeannet

College Advisory Board

The College Advisory Board of Babson College serves as an important link to the College community. As its

ambassadors, the CAB members support the reputation of the College and advances its mission through service and promotion of the College to all constituencies.

Chair of the Board

Christopher Malone '00 MBA'07

Vice Chair of the Board

Matthew D. Consigli MBA'08

College Advisory Board

Brian James Anderson '96 MBA'04

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Gautam Gupta '07

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Martin Restrepo '17

Jay Rivera '99

John D. Rogol '77

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Karen Snow '93

Joseph M. Spinelli '98

Lisa Spadafora Thompson MBA'96

Jack Waterstreet '04

Rebecca Webb '95

Jordann Weingartner '02

Jancy Yang '09 P'26

Accreditation

Babson holds accreditation from NECHE (New England Commission of Higher Education), AACSB International (Association to Advance Collegiate Schools of Business), and EQUIS (EFMD Quality Improvement System).





Academic Calendar

Academic Calendar 2024-2025

All dates subject to change. Incoming graduate students should confirm their cohort's specific calendar for Orientation dates and times.

Fall 2024

Day	Date	Event
R	8/22	Residence Halls Open for First years , Exchange, and Transfer Students
R-Su	8/22-8/25	Undergraduate Orientation for First Years, Transfer, and Exchange Students
Sa	8/24	Residence Halls Open for Returning Students
M	8/26	Undergraduate Classes begin
M	8/26	Graduate Programs - New Student Orientations Begin
M	8/26	Graduate Blended MBA - Miami begins
F	8/30	Undergraduate Add/Drop Ends 4:30 p.m. Eastern Time
M	9/2	Labor Day: no classes
T	9/3	Graduate Classes begin
F	9/13	Graduate First "A" and Full Session Add/Drop Ends 4:30 p.m. Eastern Time
Th	9/19	Undergraduate Pass/Fail Selection Deadline for Designated First Session "A" Half Semester Courses 4:30 PM Eastern Time
Tu	10/1	Last Day to withdraw from a Graduate First Session "A" Course 4:30 p.m. Eastern Time
M	10/14	Indigenous Peoples' Day: no day or evening classes
Tu	10/15	Undergraduate Fall Break Day: no UG classes
Tu	10/15	Babson Monday for Grad classes, no Tuesday class meeting
F	10/18	Undergraduate Mid-Semester Warnings due from faculty
Tu	10/22	Undergraduate Mid-Semester Warnings sent to students
Tu	10/22	Graduate Elective "A" Session courses end
W	10/23	Graduate Elective "B" Session courses begin

Day	Date	Event
Tu	10/29	Undergraduate Pass/Fail Selection Deadline for Designated Second Session "B" Half Semester Courses 4:30 PM Eastern Time
Tu	10/29	Undergraduate Pass/Fail Selection Deadline for Designated Full Session Courses 4:30 PM Eastern Time
Tu	10/29	Last day to withdraw from an Undergraduate course 4:30 p.m. Eastern Time
Th	10/31	Last Day to withdraw from a Graduate Full Session course 4:30 p.m. Eastern Time
Tu	11/5	Graduate Second Session "B" Add/Drop ends 4:30 p.m. Eastern Time
R	11/21	Last Day to Withdraw from a Graduate Second Session "B" course 4:30 p.m. Eastern Time
W-F	11/27-11/29	Undergraduate and Graduate Thanksgiving Break (3 days)
M	12/2	Last Undergraduate class (24 Hour Quiet Time begins on campus at 8 p.m.)
Tu-W	12/3-12/4	Undergraduate Reading Days
Th-Th	12/5-12/12	Undergraduate Exams (no exams on Saturday or Sunday)
Th	12/12	End of Semester for Undergraduate Students
Sa	12/14	Last meeting for Graduate classes including Final Exams if Applicable and End of the Semester for Graduate Students
Sa	12/14	Residence Halls close for Winter Break

Spring 2025

Day	Date	Event
F	1/17	Residence Halls open for Transfer, Exchange, and January Admits. Undergraduate Orientation begins
F-Su	1/17-1/19	Undergraduate Orientation for Transfer, Exchange, and January Admits
Su	1/19	Residence Halls open for Returning Undergraduate Students
M	1/20	Martin Luther King Holiday - no day or evening classes
Tu	1/21	Graduate and Undergraduate classes begin
Sa	1/25	Graduate Blended MBA - Miami begins
M	1/27	Undergraduate Add/Drop ends 4:30 p.m. Eastern Time
F	1/31	Graduate First "A" and Full Session Add/Drop ends 4:30 p.m. Eastern Time
Th	2/13	Undergraduate Pass/Fail Selection Deadline for Designated First Session "A" Half Semester Courses 4:30 PM Eastern Time
M	2/17	Presidents Day Holiday: no day or evening classes
Tu	2/18	Babson Monday: follow Monday class schedule, no Tuesday classes
Th	2/20	Last Day to withdraw from a Graduate First Session "A" Course 4:30 p.m. Eastern Time
Sat	3/15	Graduate "A" Session courses end

Day	Date	Event
M-F	3/17-3/21	Spring Break Graduate and Undergraduate (5 days)
F	3/21	Undergraduate Mid-Semester Warnings due from faculty
Su	3/23	Graduate "B" Session Begins
Tu	3/25	Undergraduate Mid-Semester Warnings sent to students
M	3/31	Last Day to withdraw from a Graduate Full Session course 4:30 p.m. Eastern Time
Tu	4/1	Last day to withdraw from an Undergraduate course 4:30 p.m. Eastern Time
Tu	4/1	Undergraduate Pass/Fail Selection Deadline for Designated Second Session "B" Half Semester Courses 4:30 PM Eastern Time
Tu	4/1	Undergraduate Pass/Fail Selection Deadline for Designated Full Session Courses 4:30 PM Eastern Time
F	4/4	Graduate Second "B" Session Add/Drop ends 4:30 p.m. Eastern Time
M	4/21	Patriot's Day Holiday: no day or evening classes
T	4/22	Last Day to Withdraw from a Graduate Second Session "B" Course 4:30 p.m. Eastern Time
W	4/23	Undergraduate School Babson Monday: follow Monday class schedule, no Wednesday classes – UG only
F	4/25	Graduate School: Babson Monday: follow Monday class schedule - Grad only
W	4/30	Last meeting for Undergraduate classes (24 Hour Quiet Time begins on campus at 8 p.m.)
Th	5/1	Reading Day
F	5/2	Undergraduate Final Exams
Sa-Su	5/3-5/4	Reading Days
M-F	5/5-5/9	Undergraduate Final Exams
F	5/9	End of the Semester for Undergraduate Students
Sa	5/10	Last meeting for Graduate classes including Final Exams if Applicable and End of the Semester for Graduate Students
Sa	5/10	Undergraduate Residence Halls Close (for students not scheduled to graduate)
Sa	5/17	Commencement: UG & Grad Ceremony

Summer 2025

Day	Date	Event
Su	5/18	Residence Halls open
Su	5/18	Graduate Summer First Session begin
M	5/19	UG Full Summer classes begin
F	5/23	Undergraduate Add/Drop Ends 4:30 p.m. Eastern Time
M	5/26	Memorial Day: no day or evening classes
F	5/30	Graduate First Session Add/Drop Deadline 4:30 p.m. Eastern Time
F	5/30	Babson Monday (Grad School Only) school follow Monday class schedule, make up for 5/26, regularly scheduled Friday classes will also be meeting
M	6/16	Last Day to withdraw from a Summer First Session Graduate course 4:30 p.m. Eastern Time

Day	Date	Event
R	6/19	Juneteenth Holiday observed: no classes
F	6/20	Babson Thursday (Undergraduate and Graduate School): follow Thurs class schedule, make up for Thurs 6/19, regularly scheduled Friday classes will also be meeting
F	6/27	Last day to withdraw from an Undergraduate course 4:30 p.m. Eastern Time
F	6/27	Undergraduate Pass/Fail selection deadline for designated Full session courses 4:30 p.m. Eastern Time
R	7/3	Last Summer First Session Graduate class including Final Exams if applicable
F	7/4	Independence Day Holiday: no classes
Su	7/6	Graduate Summer Second Session courses begin
F	7/18	Graduate Second Session Add/Drop Deadline 4:30 p.m. Eastern Time
W	7/23	Last Undergraduate class
R-F	7/24-7/25	Undergraduate Finals
F	7/25	End of the Semester for Undergraduate Students
F	7/25	UG Residence Halls close
T	8/5	Last day to withdraw from a Summer Second Session Graduate course 4:30 p.m. Eastern Time
Sa	8/23	Last meeting for all Graduate Classes including Final Exams if Applicable. End of the semester

Campuses

Wellesley Campus

The Babson College main and residential campus is situated on 375 acres in Wellesley, Massachusetts. Engage with our entrepreneurial global community at popular hotspots of activity such as the Reynolds Campus Center, Horn Library, Carling-Sorenson Theater, Webster Athletics Center, Glavin Family Chapel, and the Babson Executive Conference Center. Babson has the look of a classic New England college, but here on our picturesque campus you'll find a bustling hub of action filled with diverse perspectives and groundbreaking ideas.

The College is comprised of academic and administrative buildings, dining spaces, residence halls, athletic and recreation facilities, and other community spaces including a Babson Executive Conference Center, Knight Auditorium, USPS Post Office, and Sorenson Center for the Arts. Academic buildings consist primarily of classrooms, resource centers, conference rooms, learning spaces, work areas, and faculty offices. Administrative buildings consist primarily of administrative and student services offices and conference rooms. Many buildings and facilities on campus are mixed-use.

Address:
Babson College
231 Forest Street
Babson Park
Wellesley, MA 02457



BABSON CAMPUS MAP

BUILDINGS		
48 Arthur M. Blank Center for Entrepreneurship	48 Institute for Social Innovation	26 Somers Center for the Arts
33 Babson Executive Conference Center (BECC)	11 Keith Hall	5 Sullivan Building
21 Babson Hall	46 Kerry Murphy Healy Center for Health Innovation and Entrepreneurship (HMH Center)	46 Tancig Fand Franchise Institute
68 Babson Skating Center	16 Kerry Murphy Healy Hall	51 Tamasco Hall
48 Bartlett Institute for Family Entrepreneurship	44 Knight Auditorium	7 Tim Dining Hall, Roger's Pub, & Somers Visual Arts Center
19 Boston Sports Club	24 Keeler Hall	18 Van Winkle Hall
39 Bryant Hall	38 Len Green Recreational and Athletics Complex / Webster Center	84 Weissman Foundry
10 Canfield Hall	47 Lukac Hall	40 Westgate Hall
4 Central Services	50 Lunder Undergraduate Admission Center at Mustard Hall	70 Woodland Hill 1
15 Coleman Hall	45 Malley Hall	71 Woodland Hill 2
59 Crickshank Alumni Hall	81 Mandell Family Hall	72 Woodland Hill 2A
2 Forest Hall	13 McCullough Hall	73 Woodland Hill 3
3 Forest Hall Annex	57 Milnes Hall	74 Woodland Hill 4
48 Frank & Elvyn Center for Women's Entrepreneurial Leadership	60 Nichols Building	75 Woodland Hill 5
46 Franklin W. Olin Graduate School of Business (Graduate Admission Center)	54 Park Manor Central	76 Woodland Hill 6
23 Genter Hall	53 Park Manor North	77 Woodland Hill 7
27 Gavin Family Chapel	82 Park Manor West & Leonard A. Schindler Innovation Center	78 Woodland Hill 8
33 Herring Family Entrepreneurial Leadership Village	14 Platz Hall	79 Woodland Hill 9
8 Halliter Building	58 Post Office	80 Woodland Hill 10
28 Horn Computer Center	6 Public Safety Building	81 Lunder Hall
28 Horn Library, Babson Commons, & Stephen D. Cutler Center for Investments and Finance	56 Publishers Hall	
	12 Pinsky Hall	
	25 Reynolds Campus Center	

ATHLETIC FIELDS

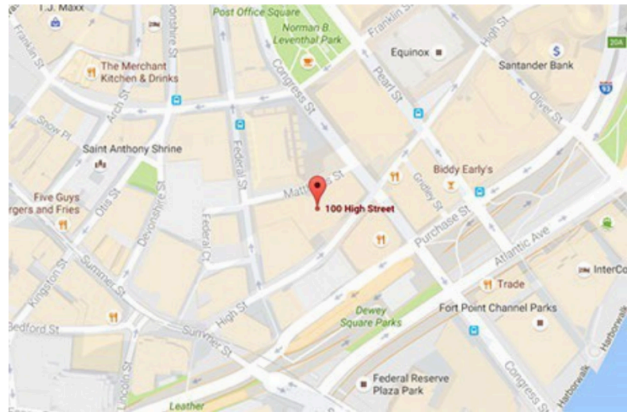
- A MacDowell Field
- B Iordanthan Practice Field
- C Horwell-Rogers Field
- D Alumni Softball Field
- E Harrington Rugby Pitch
- F Govoni Baseball Field
- G Tennis Courts
- H Baseball Park
- I Lunder Park

Entrances (Westgate and Main)
Handicap Access

PARKING LOTS

- 8 Parking Lot T - Tim
- 17 Parking Lot C - Coleman
- 22 Parking Deck
- 34 Parking Lot E - Herring Family ELV & BECC
- 43 Parking Lot K - Knight
- 81 Parking Lot N - Nichols
- 82 Parking Lot F - Forest
- 83 Parking Lot H - Hollister
- 84 Parking Lot P - Green/Woodland Athletics
- 85 Parking Lot S - Sullivan
- 86 Parking Lot W - Woodland Hills
- 87 Parking Lot Y - Bryant
- 88 Parking Lot L - Lunder Admission

100 High Street
First and 12th floors
Boston, MA 02110



1st Floor Plan



12th Floor Plan



Square Footage:
First Floor: 2214
Twelfth Floor: 7188

Boston Campus

Located at 100 High Street, the classroom and convening spaces are in-city complements to the main residential Babson campus in Wellesley, extending the ways in which our community can both strengthen and leverage the entrepreneurial ecosystem that is flourishing in the city of Boston. Our drop-in coworking space provides alumni with a place to network, brainstorm, and collaborate right in the heart of the financial district.

Babson Boston provides opportunities for students, alumni, faculty, staff, as well as corporate and nonprofit partners, to learn, gather, collaborate, and innovate through graduate-level courses, special programming, and networking events.

Address:
Babson College

Miami Campus

Discover Babson's world-renowned entrepreneurial education in the heart of downtown Miami, where success depends on your ability to think like an entrepreneur—whether you're launching a new venture, changing industries, or taking your organization to the next level.

Babson College's Miami location ("Babson Miami") is located at 1200 Brickell Avenue, Suite 300, in Brickell at the BB&T building. Babson occupies 5,424 square feet. This location provides Babson students and alumni with an ADA compliant, exclusive space that includes an auditorium-style classroom, a flexible space that converts into a flat classroom, the Babson Student Resource room, three conference rooms and a common area with a kitchen and coffee bar, providing students with a standardized experience in comparison to our other hub in Boston.

In terms of the student experience, Babson Miami allows access and amenities for our Blended MBA and Certificate in Advanced Management (CAM) students throughout the week and weekends. Students registered for Babson classes can use Babson Miami's space seven days a week, from 8:00 a.m. to midnight, through keycard access. Students can use the kitchen that is equipped with microwave, small refrigerator, and tables and chairs for informal dining or meetings. Students will also benefit from building amenities, such as 24/7 concierge, security, valet parking, parking garage and a café on the lobby level. Not to mention the proximity with the metro mover (station within a block), hotels (discounted rate with the East Hotel at Brickell City Center), banks and restaurants located in the Brickell area. The Babson Student Resource Room houses various texts that align with the Blended Learning MBA and Certificate in Advanced Management curriculum. Additionally, students will have access to a work station that houses a computer and telephone where students can connect directly to various staff at the Babson Wellesley campus for questions pertaining to Academic Advising, Student Financial Services, and the Center for Career Development.

Babson's administrative team is located at Babson Miami, occupying an office suite area that houses our Babson Miami Director, Admissions Specialist, and Administrative Assistant. Babson Miami is used during all of Babson's face to face class sessions in Miami.

Address:

1200 Brickell Ave.
Suite 300
Miami, FL 33131

Student Experience

Offices and Services

Glavin Office of International Education

Innovative international learning and professional development programs, services, and information for Babson students, faculty, and staff.

Located in Hollister Hall

Health Services

On-campus health care, health promotion, and wellness services for Babson students, covering both physical and emotional health issues.

Located in Hollister Hall

Horn Library

The Horn Library is a creative partner in the development and dissemination of knowledge that serves to connect ideas, people, and information across the Babson Community.

Located in Horn Library

Information Technology Services Department

ITSD delivers customized support of Babson's educational programs through support services, media services, project management, development, quality assurance, operations and security, blended and online learning and library support services.

Located in Horn Library

International Student and Scholar Services

A central resource for international students and scholars advising individuals and the institution on F & J immigration regulations; providing support during the U.S. academic, social, and cultural adjustment process; and facilitating intercultural learning across campus.

Located in Hollister Hall

Office of Belonging and Inclusion

The Office of Belonging & Inclusion seeks to enhance support, advocacy, education, and celebration of our intentionally diverse and increasingly intersectional student community.

Located in Glavin Chapel

Office of Undergraduate Student Engagement

Fosters and develops educational, social and leadership opportunities for the undergraduate student population.

Located in Reynolds Campus Center

OneCard Office

The OneCard is your primary ID while on campus. It is also used for door access, meal plans, and as a debit card.

Located in Reynolds Campus Center

Public Safety

Providing full police, EMT, and emergency support, as well as parking and traffic services, 24/7/365.

Located in Public Safety Building

Registrar

Management of undergraduate and graduate records, registration, and certification processes, as well as transcript requests and other services.

Located in Hollister Hall

Residence Education

The mission of Residence Education is to develop safe and inclusive undergraduate residential campus communities.

Located in Reynolds Campus Center

Student Advising and Success

Policies and resources for undergraduate students and faculty pertaining to the academic experience at Babson.

The Department of Student Advising & Success is the center for the advising and support for Babson's undergraduate students.

Hollister Hall

Student Financial Services

Tuition and Financial aid, assistance with student accounts and payment options, loan/debt counseling, recommendations about financing options, and more.

Located in Hollister Hall

Student Mail and Package Center

In-bound and out-bound student mail services.

Located in Reynolds Campus Center

Title IX Office

Babson's Title IX Coordinator and campus partners provide students, staff and faculty with information, support, and options for responding to discrimination or harassment based on sex, gender, gender-identity or expression or sexual orientation.

Located in Horn Library

Undergraduate Admission

Interface between talented high school students and a Babson College undergraduate education.

Located in Lunder Admission Center

Undergraduate Career Development

The Hoffman Family Undergraduate Center for Career Development: Integrated career planning and recruitment services for undergraduate students and alumni of Babson College.

Located in Hollister Hall

Academic Support Centers

Accessibility Services

The mission of Accessibility Services is to collaborate and empower students with disabilities to coordinate support services and programs that enable equal access to an education and college life.

Accessibility Services is responsible for evaluating and coordinating services for students with disabilities. Reasonable accommodations are determined after consultation with the student and thorough review of the student's medical documentation. 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.

For enrolled Babson College students, more information can be found regarding Accessibility Services policies and procedures on the Student Portal.

Located in Park Manor West

Math Resource Center

The Mathematics Resource Center promotes the development and enhancement of concepts and skills that are essential for an understanding of quantitative applications in business. The MRC provides assistance in the mathematics and the technologies that are an integral part of required QTM courses QTM1000 and QTM1010.

Located in Babson Hall

Speech Center

The Speech Center provides communication skills training for the Babson community, helping undergraduate students, graduate students, faculty and staff develop effective communication skills. The Speech Center's professional speech consultants work one-on-one for 45 minute sessions and work with teams for 90 minute sessions, to help with harnessing nervous energy, developing confidence, and becoming skilled persuasive speakers. The Speech Center can work with class presentations (FME, BCAP, MCFE), TedTalks, and business pitches. Schedule an appointment to get started.

Located in Horn Computer Center

Peer Tutoring

Peer Tutoring is designed to offer students free access to trained peer tutors. Peer tutors review and help with understanding of missed items on completed homework and quizzes.

Writing Center

Staffed by experienced faculty and highly trained peer consultants, the Writing Center assists you in becoming a better, more confident writer, helping you find ways to improve everything from business plans and essays to graduate school applications and your résumé.

Located in Horn Computer Center

Activities

Clubs and Organizations

Beyond honing leadership skills and the ability to work collaboratively on a common goal, clubs and

organizations at Babson are just plain fun. You can find out about all clubs during the annual Student Organization Fair.

Athletics

The Babson College Department of Athletics and Recreation sponsors sport-related activities at the varsity, club, and intramural level.

Babson College Athletics offers 23 varsity programs at the NCAA Division III level, with most of its teams competing in the New England Women's and Men's Athletic Conference (NEWMAC).

Choose from over 15 club sports across three club tiers, ranging from highly competitive to more casual competition.

Intramural sports let you play sports and other games on a more recreational basis.

Fitness and Recreation

There are so many ways to stay active, including going for a run or walk around campus. Plus, you have free access to exercise, dance, martial arts classes, and more.

The Len Green Recreation and Athletics Complex is where you'll find the Staae Gymnasium with two full basketball courts and Lunder Fitness Center with all the free weights and machines you need to get in a good workout. If you prefer getting in your workouts in the water, Morse Swimming Center has free swim hours.

The Babson campus is also home to a variety of facilities, including eight hard tennis courts with lighting, softball field, rugby pitch, soccer field, baseball field, a turf field for lacrosse and field hockey, and a practice field.

Home to the Babson College hockey team, the Babson Skating Center offers skating classes, as well as public skate hours. Babson students skate free with their college ID. It's the ultimate spot to embrace winter weather or to cool down on a warm spring day.

Arts

BabsonARTS offers a mix of performances, exhibitions, films, conversations, and more, allowing you to fuel your creative spirit and add your own voice to the conversation via the medium of your choice.

Community

Through the Community Action Program (CAP), work-study-eligible students can do up to 20 hours of community service per week and get paid for it through Federal and Babson work-study funding. The purpose is

to provide Babson students with opportunities to engage in intensive service experiences with communities in need and through reflective activities, promote community engagement, leadership development, and appreciation of diversity. The program challenges students to participate in an extended and intensive service experience.

Campus Life

Housing

From traditional residence halls to suite-style accommodations, the undergraduate housing options at Babson range in layout, but all offer a safe, comfortable, supportive, and engaging community ready to help fuel your personal growth and academic success.

Dining

From sit-down meals to grab-and-go options, dining at Babson is about ensuring you get food that tastes good, is good for you, and works with your schedule. Dining facilities include: Trim Dining Hall, Reynolds Campus Center, Roger's Pub & Grille, Centennial Café, and Olin Café.

Student Spaces

Reynolds Campus Center: The Donald W. Reynolds Campus Center is home to the Campus Store, Sustainability Office, Student Government Association (SGA), and Campus Activities Board (CAB) offices, mail services, Crossroads Cafe, ATMs, and dining options.

The Weissman Foundry: A space for Babson, F.W. Olin College of Engineering, and Wellesley College students to create and collaborate, the Foundry is home to a woodshop, digital fabrication studio, printing studio, and a textile and electronics studio. This is where you can prototype a product or use studio space or the social kitchen to collaborate on your next big idea. You also can attend workshops to learn new skills.

Horn Library & Babson Commons: More than just a study space, Babson Commons at Horn Library has collaborative work spaces, information gathering areas, and a cafe for refueling. The entire third floor of the library is reserved for quiet study.

Len Green Recreation and Athletics Complex: Open 94+ hours per week during the academic year, the Len Green Recreation and Athletics Complex houses the Lunder Fitness Center with cardiovascular machines and free weights, a 200-meter indoor track, and squash and racquetball courts. Plus, as a student, you have free access to exercise, dance, and martial arts classes and more. It is also home to Staake Gymnasium with two

full basketball courts, Morse Swimming Center with a six-lane, 25-yard pool (with free swim hours!), and PepsiCo Pavilion with four basketball hoops, retractable batting cage, and inserts for tennis nets. However you want to work out, you'll find what you need to do it.

Kerry Murphy Healey Park: There are a lot of hidden gems on the Babson campus but arguably none as fascinating as the giant Babson World Globe. At 28-feet wide, the rotating earth is surrounded by 100 flags representing the countries of Babson students.

Health and Wellness

Religious and Spiritual Life

The Office of Religious & Spiritual Life (ORSL) fosters a community of belonging, learning and life formation at Babson and beyond. We empower students to cultivate and explore their religious and spiritual identities, while simultaneously sustaining their faith traditions.

Understanding the unique culture at Babson, we believe that a deep sense of self, a commitment to social responsibility, and interfaith and intercultural exchanges are imperative to students' success and spiritual well-being. Therefore we offer several weekly programs, connect with students one on one and partner with other offices to provide a well-rounded student experience.

ORSL thrives by meeting students wherever they are in their spiritual journeys and religious beliefs and encourages them to explore life's big questions. We also provide Chaplain care and support, and partner with several offices and departments to assist students to take advantage of religious meal plan accommodations.

Located in Galvin Family Chapel

Counseling and Psychological Service (CAPS)

Counseling and Psychological Services (CAPS) offers free consultations, assessments, short-term biweekly counseling, and referrals for long-term counseling, all designed to empower you to thrive at Babson and beyond.

For the quickest way to help you book an appointment, please call 781-239-6200, option 1.

Active full-time Babson students are eligible. Students who are enrolled less than full-time are eligible for crisis and referral services. Due to professional licensing requirements, regular clinical services may be provided to students who are located in the state of Massachusetts at the time of service.

For students seeking weekly, more specialized, and/or intensive clinical services, off-campus referrals may be provided.

Your interactions with CAPS are confidential and not shared with anyone unless you provide written authorization, with some exceptions. Speak with a CAPS staff member to learn more.

Located in Park Manor South Annex

Wellness and Prevention Services

Wellness & Prevention Services supports population-level health, wellbeing, and safety through an evidence-based, environmental, community-oriented, strategic prevention portfolio that is grounded in harm reduction, health promotion, peer education, and direct services.

Located in Hollister Hall

Admission

Evaluation Criteria

At Babson, we look for students who will succeed in our rigorous academic environment, while nurturing and pursuing their passions outside the classroom.

All applicants are considered in a contextual and holistic way. While the greatest focus is placed on your four-year performance, we also look at your, optional standardized test scores, and leadership, creativity, and enthusiasm. Other factors include:

Academic Motivation

Interest in learning and a willingness to challenge oneself

Academic Performance

On average, admitted students had high school grades between A- and B+

Extracurriculars

Involvement in activities and/or work experience

Rigor of Coursework

Successful completion of accelerated coursework, honors, or AP/International Baccalaureate credit

Additional Evaluation Criteria Information

If you are applying to Babson, you are among top-notch students and driven peers. You have carried four to five

courses per year in English, mathematics, social science, laboratory science, and foreign language. And you have taken mathematics through pre-calculus.

Students who attend Babson will be required to submit a final high school transcript, GED, or equivalent, indicating successful completion of high school in good academic standing. Babson College reserves the right to rescind an offer of admission.

Required Writing Supplements

As part of our application process, we require applicants to submit responses to two writing supplement questions. Through these submissions we are able to learn more about each applicant, their interests and aspirations, and their perspectives and experiences.

When applying you will be asked to submit two writing supplements in response to the following prompts:

The Babson education prepares students for all types of careers across business, entrepreneurship, social innovation, and more. Tell us about your interest in this area of study and in Babson specifically.

You are invited to respond with either a traditional essay (500 words maximum) OR a one-minute video. Whichever you choose, no preference is given to either format in admission decisions.

A defining element of the Babson experience is learning and thriving in an equitable and inclusive community with a wide range of perspectives and interests. Please share something about your background, lived experiences, or viewpoint(s) that speaks to how you will contribute to and learn from Babson's collaborative community.

Please respond to this prompt with an essay (250 words maximum).

Application Process and Requirements

Babson's evaluation criteria ensures that all applicants are considered in a contextual and holistic way. While the greatest focus is placed on your four-year performance, we also look at your writing ability, standardized test scores, and leadership, creativity, and enthusiasm.

Admission Process

The admission process at Babson is highly competitive. For the Class of 2027, we received close to 8,000 applications. On average, admitted students had high

school grades between A- and B+ and earned SAT scores from 1430-1510 (this range represents the middle 50% of admitted students' averages).

Holistic Approach

At Babson, we take pride in our extensive and holistic evaluation of all applications for admission. While the greatest focus is placed on a student's four-year performance at the secondary level, the following factors are carefully considered in our evaluation process:

- Academic Performance
- Rigor of coursework (accelerated, honors, AP/ International Baccalaureate, etc.)
- Academic motivation, including interest in learning and a willingness to challenge oneself
- Performance on standardized tests (SAT I or ACT; TOEFL/IELTS for non-native English speakers); Babson has adopted a Test-Optional Policy for first-year applicants
- Writing ability (two writing supplement questions)
- Involvement in activities and/or work experience
- Leadership, creativity, and enthusiasm
- Interviews with an admission counselor or student admission intern are available but not required; interviews are evaluative and candidates' written evaluations will be added to their files for use in the selection process.

Rigorous Academics

The academic environment at Babson is a rigorous one, and we look for students who have best prepared themselves for success at the college level. Most admitted students have carried four to five courses per year in the five major academic subject areas: English, mathematics, social science, laboratory science, and foreign language.

Additionally, we highly recommend pursuing mathematics through pre-calculus at a minimum.

Students who matriculate to Babson will be required to submit a final high school transcript, GED, or equivalent indicating successful completion of high school in good academic standing.

Application Checklist

As you prepare to submit your Babson application, use this checklist to make sure you have all required materials to complete your application.

- Application: Submit the Common Application.
- Application Fee: \$75 submitted online when you submit your Common Application. *If the application fee presents a financial burden, students may apply for a fee waiver by contacting Undergraduate Admissions.*

- Standardized Testing: Babson has adopted a Test Optional Policy for first-year applicants for the next three academic years: 2022-23, 2023-24, and 2024-25. If you choose to provide the SAT or ACT, you may provide self-reported test scores. Once admitted, students who provided testing will need to submit their official test scores. Babson's reporting code is 3075. TOEFL and IELTS scores must be received as official at the time of application.
 - SAT or ACT (if applicable)
 - TOEFL, IELTS, or Duolingo *Required only for international students for whom English is not the native language*
- Secondary School Report: Submitted by your college or guidance counselor.
- Official High School Transcript: Submitted by your college or guidance counselor.
- Senior grades: Submitted by your college or guidance counselor.
 - First quarter grades for Early Decision & Early Action applicants.
 - Midyear grades for Regular Decision applicants when available.
- Essays: Applicants will submit the personal essay using one of the Common Application prompts and submit the Babson College specific supplemental essay.
- Letters of Recommendation: One counselor recommendation and one teacher recommendation.
- Interview (optional): Interviews with an admission counselor or student admission fellow are available but not required. Virtual interviews with the Office of Undergraduate Admission are available from March 15 of a student's junior year through November 1 of senior year.

Application Dates and Deadlines

November 1

- Early Decision I
- Early Action

November 15

- Financial Aid
- For students applying Early Decision I or Early Action

January 2

- Early Decision II
- Regular Decision

February 1

- Financial Aid
- For students applying Early Decision II or Regular Decision

Early Decision

The binding Early Decision plans offered are for students who have decided that Babson is their first choice. If accepted, students agree to enroll at Babson and withdraw all other applications. The notification dates for Early Decision I (ED I) and Early Decision II (ED II) are well in advance of Babson's Regular Decision notification dates. Students applying Early Decision to Babson are eligible to apply to other colleges' nonbinding early admission programs. Because of the strength of our ED pools, some qualified students not admitted through the ED plans may be deferred to the Regular Decision (RD) round; however, students denied during the ED processes are not eligible to reapply.

- Application Deadline: ED I November 1*, ED II January 2
- Notification: ED I by mid-December, ED II by mid-February
- Deposit due: ED I January 15, EDII March 15

*Early Decision candidates who have not completed the Common Application Early Decision Agreement are required to complete the Early Decision Agreement.

Early Action

Babson's nonbinding Early Action (EA) plan is designed for applicants who view Babson as one of their top choices. Students admitted through EA can enjoy the remainder of their senior year exploring Babson more in depth and have until May 1 to make their college choice. EA applicants are eligible to apply to other colleges' early admission programs. Qualified students not admitted to Babson through the EA plan may be deferred to the Regular Decision round for reconsideration; however, students denied during the EA process are not eligible to reapply.

- Application Deadline: November 1
- Notification: By January 15
- Deposit due: May 1

Regular Decision

Regular Decision gives applicants more time both to complete their application, as well as strengthen their application with senior-year extracurricular achievements or improved academic performance. Admitted students learn of their decisions by mid-March and have until May 1 to make their decision.

- Application Deadline: January 2
- Notification: By mid-March
- Deposit due: May 1

Standardized Testing Requirements and Test Optional Policy

Standardized Testing Requirements and Test-Optional Policy

Babson has adopted a Test-Optional Policy. Non-native English speakers will still be required to submit English language exam scores or request a waiver. Students who do not submit test scores will not be penalized in the review process. All of our applicants will be considered in a contextual and holistic way. Additionally, all first-year applicants will be reviewed for merit scholarships regardless of test score submission.

SAT or ACT Testing Requirements

Babson is test-optional.

If you choose to provide the SAT or ACT, you may provide self-reported test scores. Once admitted, students who enroll at Babson must submit official scores.

If you have taken the SAT or ACT more than once, Babson will superscore (use the best individual section scores) in reviewing your application. Babson College does not require the optional writing section on either the SAT or ACT.

SAT reporting code 3075. ACT reporting code 1780.

English Testing Requirements

Applicants whose native language is not English must prove sufficient English proficiency by submitting an official standardized test result for English proficiency from one of the following:

- TOEFL (Test of English as a Foreign Language)
- IELTS (International English Language Testing Service) examination
- The Duolingo English Test or the Cambridge Assessment English Qualifications—C1 Advanced, C2 Proficiency or C1 Business Higher accepted

The admission committee will look at these examinations when assessing your SAT or ACT scores, if provided, to best understand your level of proficiency. We do offer waivers for students who have demonstrated high proficiency in reading, writing, and English.

Advanced Placement

Entering students may be granted 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, the Swiss Matura, or the completion of coursework at an accredited college or university.

Advanced Credits

Entering students may be granted 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, the Swiss Matura, or the completion of coursework at an accredited college or university.

For the Class of 2024 (entering Fall 2020) and beyond, 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 Culture and Values (CSP), History and Society (HSS), and Literature and Visual 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 matriculate as new transfer students in Fall 2020 and beyond, 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.

Types of Advanced Credits

Advanced Placement Credit

AP credit and/or advanced course placement is awarded for AP exam scores of 4 or 5.

International Baccalaureate Credit (IB Credit)

IB credit and/or advanced course placement is awarded for scores of 5 or better in Higher Level IB courses.

French Baccalaureate Credit

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

Swiss Maturité credit and/or advanced course placement is awarded for scores of 4 or better.

College Courses

College coursework completed while in high school will be considered for credit if the course(s) was offered by an accredited college or university, taught by a college professor at the institution of higher learning which can include online courses, and the credits for the course(s) were not counted toward the student's high school diploma and do not appear on the high school transcript.

Coursework Taken Elsewhere after Enrollment

Once students enroll at Babson (by the May 1 Candidate's Reply Date) they must take all of their coursework on campus with limited exceptions such as: cross-enrollment programs or approved Babson Education Abroad programs. Students may take a maximum of 12 credits off campus (not including official cross-enrollment or approved education abroad programs). Students who wish to take courses in the summer between their high school graduation and the start of their first year at Babson may do so, but these courses will officially count towards the 12-credit limit for off-campus courses. These credits are limited to courses not offered at Babson. Once the credits are complete students must submit the official transcript of the institution attended. Students who wish to take more courses than this limit allows may do so for enrichment purposes only; a maximum of 12 credits will be awarded to a student's degree. To take advantage of these summer courses and to ensure that credit will be awarded, students must obtain prior approval for any course they plan to take from the Department of Student Advising & Success. Two weeks' notice is required for all off campus approval requests to ensure adequate time for review.

Please note: Babson College does not accept any A Level Exam results. Babson College reserves the right to change these policies at any time, and without notice.

January Enrollment

The January enrollment option allows students to explore and pursue their passions in the fall semester

and to begin their Babson experience in January for the spring semester. January Admission brings approximately 100 new students to campus in the spring semester with unique, extended experiences after high school who add to the excitement and energy of our community. Students enrolling in January typically complete their education in December following 8 semesters of coursework.

In their fall semester prior to enrolling at Babson, January Admits are free to explore a number of opportunities that may include foreign travel, volunteer work, internship employment, or a variety of other options. This additional time before entering Babson College allows them to pursue their passions in an unrestricted way.

The Office of Undergraduate Admission and the Office of Academic Services encourage students admitted for January to engage in experiences outside of the traditional collegiate environment in the fall. If January Admits elect to take college coursework at a different institution in their fall semester before enrolling at Babson, the courses may or may not be eligible to transfer to the College (unless otherwise indicated in the offer of admission). The Office of Academic Services staff will counsel and assist students interested in January enrollment once admitted to the college. International students also should consult with Babson prior to selecting a January semester program to ensure that the program can support a student’s immigration status.

Spring Admission Deadline

Students who are interested in being considered for January enrollment at the time of admission should highlight this in their applications to Babson. We will consider requests for January enrollment in all of our admission rounds: Early Decision, Early Action, and Regular Decision. There is no separate spring admission deadline.

Transfer Applicants

Babson College generally enrolls 50 transfer students each September and 15 each January. You may apply as a transfer applicant if:

- You completed at least one semester at a regionally accredited community college or university,
- Or you are in the process of completing your first semester,
- Or you applied to Babson as a first-year student and were not offered admission, but have since completed at least one semester at a college or university.

Babson College Transfer Applicant Important Dates

Deadline	September Enrollment	January Enrollment
Application Deadline	March 15	October 15
Admission Notification	Early May	End of November
Student Financial Aid Deadline	April 10	November 15

Apply to Babson College as a transfer student via the Common Application. In addition to your completed application, you must submit:

- Official Test Scores: Babson is Test-Optional. Applicants may still submit test scores voluntarily. All applications will be reviewed for consideration in a holistic manner taking into account academic performance and academic rigor during high school(s)/college(s), community service, co-curricular activities, and other aspects of the application and candidate’s portfolio. Non-native English speakers will still be required to submit English language exam scores or request a waiver. Students who do not submit test scores will not be penalized in the review process. All of our applicants will be considered in a contextual and holistic way.
- Mid-Term Report Form: Currently enrolled in college-level classes? List each class you are taking on the Mid-Term Progress Report for Transfer Applicants—even if your class has not yet had a midterm exam. If your course schedule changes after you submit the form, it is your responsibility to inform us.
- College Report: Your Academic Dean or Student Affairs Dean must fill out the form, which is available through the Common App. You need one form for each college or university that you have attended as a full-time student.
- Professor Evaluation: Submit at least one letter of recommendation from a college professor. High School
- Transcripts: Submit an official transcript for each secondary school you have attended.
- College Transcripts: Submit an official transcript from every institution of higher education you have attended.
- Course Materials: Submit a syllabus for each college-level course for which you want to receive transfer credit.
- Interviews (optional): We strongly recommend an interview for prospective transfer students. Schedule your interview at least 48 hours in advance in the Transfer Admission Interview calendar.

International Undergraduate Applicants

Babson College is known as one of the best schools for international students—and for good reason. We offer full support for our international students and their specific needs, from the first steps of your application to graduation day and beyond. Undergraduate Admission is the primary point of contact throughout the application process but partners closely with the Glavin Office of International Education, and the entire Babson community to make sure you have what you need. After the deposit deadline has passed, the International Student & Scholar Services (ISSS) team works directly with individuals for the student visa process.

If you have any questions throughout the process, you can reach the Babson Undergraduate Admission office.

As a degree-seeking student, once you have received your acceptance to Babson, paid your deposit and have an active Babson email, you will receive information from ISSS to begin the process to request your immigration documents. They are typically issued about four months from the start date of your program. You will use these documents to apply for the appropriate visa.

Application Process

International applicants to Babson go through the same application process as domestic students, with the added requirement of an English proficiency exam score for applicants whose native language is not English. For undergraduate tests, Babson currently accepts:

- Test of English as a Foreign Language (TOEFL) (Babson's ETS reporting code: 3075)
- International English Language Testing Service (IELTS)
- Duolingo English Test
- Cambridge Assessment English Qualifications
- Immigration Status Information

Immigration Status Information

The majority of our international students are in F-1 student immigration status, though some students may be on dependent visas that allow full-time study or qualify for J-1 immigration status (student category).

To maintain legal F-1 or J-1 status, you must:

- enroll in a full course of study during the academic year (at least 12 credits per semester)
- maintain a valid passport (best practice is at least six months into the future)

- comply with the extension of program procedures before your current Form I-20/Form DS 2019 expires
- comply with procedures for changing from one degree level to another
- engage only in authorized employment (see more information below)
- report any address change within 10 days of moving.

Forms and Identification

If you ever have any questions or concerns about your forms and don't know what you need for travel, please reach out to International Student & Scholar Services (ISSS). It is recommended that you have all of your original documents (plus digital copies) on you if you leave campus.

You will hear about your SEVIS record when applying and attending Babson. The Student and Exchange Visitor Information System (SEVIS) is a Department of Homeland Security electronic monitoring system for international students. It requires schools to report certain information on each student. F-1 and J-1 students (and any dependents) are assigned a SEVIS ID, which can be found on the Form I-20 or Form DS-2019.

Babson College provides student immigration documents for students who have been admitted into a full-time program. To enter the United States for educational purposes, most full-time undergraduate and graduate international students obtain a Form I-20, receive an F-1 student entry visa, and enter the United States in F-1 student immigration status.

FORM I-20 (F-1 STATUS)

The Form I-20 is a three-page document issued by a U.S. school to prove that you have been accepted and have met all admission requirements for your program and are eligible for F-1 student immigration status. It also indicates how long you may remain in the United States based on your program of study. It may be reissued over the course of a program for travel or work authorization purposes.

FORM DS-2019 (J-1 STATUS)

The Form DS-2019 is issued by a U.S. school to prove that you have been accepted and have met all admission requirements for your program and are eligible for J-1 student immigration status. It also indicates how long you may remain in the United States, based on your program of study. It may be reissued over the course of a program for travel or work authorization purposes.

Visa

An entry visa is placed in your passport at a U.S. embassy or consulate (outside the U.S.). An F-1 entry visa is required to enter the U.S. in F-1 student status (unless you are from Canada or Bermuda). The entry visa stamp may expire while you are inside the U.S. You will only need a new visa if you leave the U.S. after it expires and you wish to return.

I-94

The I-94 is your official arrival/departure record. It indicates what date you arrived in the U.S. It also indicates how you were admitted into the U.S. (for example, as an F-1 student). It also will include an expiration date—which for F-1/J-1 students/scholars and their dependents, this should be D/S, which means Duration of Status. This notation refers to the date you complete your studies or the end date on your Form I-20/Form DS-2019 (whichever is earlier) plus any grace period you may be eligible for.

F-1 students may apply for a Social Security number if they are authorized for employment or have an on-campus job offer.

Applying for Aid

We offer specific types of need- and merit-based aid for our international students. You can find more information about this on our financial aid website.

Transferring to Babson as an International Student

There are important steps to consider when you're transferring to Babson, specifically if you're an international student. For the complete transfer application process for international students, including information about transferring your SEVIS record, please see the International Students and Scholars Services (ISSS) website.

Homeschool Applicants

At Babson College, we realize that families have varied reasons for choosing to homeschool their children. We value all educational learning plans, but also need to be certain that each admitted student is fully prepared for the rigors of Babson's curriculum. Therefore, homeschooled students who wish to apply to Babson must meet certain eligibility requirements.

Eligibility

All applicants must be qualified to study at the post-secondary level. To qualify, a student must have one or more of the following:

- A high school diploma
- The recognized equivalent of a high school diploma, typically a General Education Development (GED) certificate
- A completed secondary homeschool program (with state completion credential, if applicable*)

* Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible to apply to Babson if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschooled students. If this is the case in the state where the student was homeschooled he/she must obtain this credential in order to enroll.

If the student's state does not issue a secondary school completion credential, a student may request that a portfolio of their work be reviewed by the Admission Committee. The Committee will review the credentials in the context of our selective application pool with regard to our expectations of adequate secondary school preparedness.

College Requirements for Homeschoolers and Suggestions

In addition to all first-year applicant requirements, homeschooled students must submit the following additional required documents:

- All applicants must complete the home-school-supplement
- All applicants must submit an additional letter of recommendation from a non-family member

While tests in addition to the SAT or ACT are not required, homeschooled students are strongly encouraged to take additional standardized tests to be evaluated in conjunction with their home school program. Suggested exams may include SAT subject tests, Advanced Placement (AP), or International Baccalaureate (IB) examinations. Additional coursework taken at a college or university may also be submitted. Because Babson receives applications from students in varied curriculums worldwide, homeschooled students who choose to submit additional credentials may position themselves more favorably in our highly competitive application pool. Students who choose not to submit extra credentials will not be penalized in the evaluation process. However, the more information we have when reviewing a student's file, the more confidence we may have in the student's potential for success at the college level.

Reapplying to Babson

Applicants who are not admitted as first-year students are encouraged to apply as a transfer applicant. Eligible transfer applicants need to have completed at least one semester of study before the transfer application deadline.

Reapplication Process and Materials

All students applying for transfer admission are required to submit the following materials:

- Completed transfer application
- Official transcripts (both a college transcript and a final high school transcript)
- The College Official's Report
- Letter of recommendation from a college professor
- New essays
- Mid-semester grade report
- Application fee

Please check with us to see if we still have your official test scores on file; if we do, you do not need to resubmit them. Babson College holds records for two years. If you applied more than two years ago, you must resubmit all required application materials.

Applicants who were not offered admission or chose not to enroll at Babson and have not enrolled at another postsecondary institution may also reapply for admission. Students should send a letter or e-mail indicating their intent to reapply and verifying that we still have your previous application materials. Students should also submit new essays and a new letter of recommendation.

Financial Policies and Information

Tuition and Fees

Below is our tuition and other expected expenses for the 2024–2025 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)	\$57,152
Housing (median)	\$14,124
Food/M meal Plan (average)	\$7,426

Item	Cost
Books and Supplies (average)	\$1,292
Personal (average)	\$2,082
Federal Direct Loan Fees (average)	\$50
Total Estimated Cost of Attendance	\$82,126

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. The mid-semester payment deadline for miscellaneous charges is **October 15** for the fall semester, and **February 28** for the spring semester.

Item	Pay Period	Cost
Health Insurance (further information below)	8/10/ 24-8/9/ 25	\$1,825
Per-credit tuition rate 2024-2025	Each credit	\$1,786
Summer 2024	Each credit	\$1,751
Winter Session 2025	Each credit	\$1,786
Summer 2025	Each credit	\$1,786
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 through 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 in mid-October and late February, or within 10 business 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 2024 Semester
August 1	Fall 2024 Semester
January 2	Spring 2025 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:

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

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 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 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

- *Note: Due to the U.S. Department of Education's ongoing FAFSA simplification process, the release date for the 24-25 Free Application for Federal Student Aid (FAFSA) is not yet final. Applicants for Early Decision I and Early Action should complete the 24-25 CSS PROFILE by November 15, 2023. Babson College will use that information to estimate any eligibility for federal funds. We will provide additional information once the 24-25 FAFSA is released.*
- 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://pages.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.

- 2022 Signed Parent Federal Tax Return and schedules
- 2022 Parent W-2s or 1099 forms
- 2022 Signed Student Federal Tax Return and schedules
- 2022 Student W-2s or 1099 forms
- **2024-25 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	1/1
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

**The release date for the 2024-2025 FAFSA is not yet final. Applicants for Early Decision I and Early Action should complete the 24-25 CSS PROFILE by November 15, 2023. Babson College will use that information to estimate any eligibility for federal funds. We will provide additional information once the 24-25 FAFSA is released.*

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. Follow the FAFSA instructions for the IRS Data Retrieval Tool.

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://pages.collegeboard.org/idoc>**.

- 2022 Signed Parent Federal Tax Return and schedules
- 2022 Parent W-2s or 1099 forms
- 2022 Signed Student Federal Tax Return and schedules
- 2022 Student W-2s or 1099 forms

- **2024-25 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	7/6

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 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.

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	

Program Name	Award Amount Per Year	CSS PROFILE and FAFSA required to be considered?	Selection Criteria	Are International Students Considered?	Additional Application Procedures
Davis United World College Scholarship	\$10,000	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	
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	\$2,000 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 \$5,815	FAFSA only	Need	No	
Federal Supplemental Educational Opportunity Grant	Typically \$1,000	FAFSA only	Need	No	
Fyzical Therapy and Balance Franchise Scholar	\$5,000	No	Merit/Babson juniors who are children or employees of franchise owners with an interest in franchising as a possible career path, and others who have an interest in the field of franchising.	Yes	Application required. Candidates for the scholarship are evaluated using the information in their scholarship applications. Finalists are invited to campus to interview for the award and will be selected by a review team including the Executive Director of the Tariq Farid Franchise Institute and Babson faculty.
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 \$1,700	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

Program Name	Award Amount Per Year	CSS PROFILE and FAFSA required to be considered?	Selection Criteria	Are International Students Considered?	Additional Application Procedures
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 GIIs® 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

- 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

- 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](#).
- Parents can request to borrow up to their full cost of attendance, less any financial aid awarded.

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>."

Academic Policies and Information

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 of 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 Associate Dean of Academic Programs. 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.

Attendance Policy

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.

Religious Observance

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.

Cancellation of Classes

Members of the college's Crisis Response Team have developed a plan to monitor and address potential inclement weather providing for the safety and security of members of the Babson community. With over 85% of our undergraduate students living on campus, the College generally remains open during inclement weather. In rare circumstances, the College determines school closure or delay based on 1. State of Emergency declared by the Governor and/or 2. Severe weather conditions that make it difficult to keep the campus roads and parking lots cleared. Since safety is the College's highest priority, students are advised to exercise their own judgment regarding traveling to campus during inclement weather and to communicate directly with their professors about specific issues regarding travel. Staff and faculty are also advised to exercise their own judgment regarding traveling to work or remaining at home and some may choose to schedule class through WebEx or other available systems during inclement weather.

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

During inclement weather, members of the Babson community can obtain updates regarding advisories and the status of College operations by accessing the Babson homepage, INFO phone line 781-2394636, the Emergency Preparedness page of the Babson website, and local news

and radio channels (WBZ/Channel 4/WBZ 1030 AM, WHDH/Channel 7/WRKO 680 AM, WCVB/Channel 5, WFXT/Fox 25).

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. 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.

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:

- Students may formally declare a maximum of two concentrations that will be noted on their official transcript;
- Only one course may overlap between two concentrations; and
- Unless a given concentration page states its policy on courses taken abroad, up to two courses taken abroad may apply to a given concentration, provided approval is granted by the appropriate academic division.

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

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 competencies.

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.

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. Students must work out the conflict with their professor directly or submit a Petition for Exam Excuse, 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 an 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

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.

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.

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.

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.

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.

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 must seek permission from the College.

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 Overloads and Underloads

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

Normal progression through the curriculum is defined as 16–18 credits per semester. It may be appropriate for students to deviate from a full course load, and in certain circumstances, their tuition may be approved for an adjustment to the flat-rate tuition. In those cases, students must submit a Tuition Adjustment form. This form must be submitted no fewer than 24 hours before the end of the add/drop period for the semester in which the student seeks the tuition adjustment. Tuition Adjustment Request forms are available through the Babson Hub and are reviewed by Student Financial Services. The forms are approved by Student Financial Services based on the policies outlined below.

International Students in F-1/J-1 immigration status must remain enrolled in at least 12 credits per semester. There are limited exceptions aside from final semester enrollment, if students have less credits to complete their degree. Students should consult with an international student advisor in the Glavin Office of International Education before dropping below 12 credits.

Reduced Course Load Tuition Adjustment

1. Where students have documented disabilities that necessitate enrollment in less than a full course load as deemed appropriate by the Director of Accessibility Services.
2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Director of Accessibility Services.
3. Consistent with the Family and Medical Leave Act, a student may be granted a tuition adjustment for

enrollment in less than a full course load as deemed appropriate by the College for any of the following reasons:

- a. To care for a child within one year of birth, adoption, or the initiation of foster care; and/or
 - or To care for a child, spouse, partner, or parent with a serious health condition.
4. In the seventh and eighth semesters, students with senior status who do not need a full course load in order to graduate may choose to enroll in a reduced course load by up to 4 credits per semester. To qualify for a tuition adjustment in this case, students must have enrolled in a Babson College undergraduate course during a winter or summer session (not including the GAP Summer term), or taken an overload in a prior fall or spring semester for which tuition was charged beyond the flat rate. If a student graduates in seven semesters, the tuition adjustment may only be requested for the seventh semester. The amount of the tuition adjustment will be based on the number of credits for which a student has been charged by Babson over flat-rate semester tuition, up to a maximum of 8 credits in senior year (4-credit maximum per semester). Course work not considered for tuition adjustment includes AP/IB credits, college courses taken elsewhere, Babson high school summer study courses, and credits from Babson-approved education abroad programs beyond the equivalent full course load at Babson.
 5. For transfer students, tuition adjustments as described above in bullet four will be approved in either or both of the student's last two semesters, if credits had been taken at Babson in either the winter or summer sessions, or if students had been approved and paid for an overload above flat-rate tuition in a prior semester at Babson.

Course Acceleration (Overload: up to and including 20 credits)

In the fall and spring semesters, Babson charges flat-rate tuition for credit loads up to and including 20 credits. For students in good academic standing with at least a 2.0 cumulative GPA, registration for an additional course beyond the normal load will be possible when the add/drop period opens, which takes place after the initial registration period for all students. Students do not need to complete an e-form to register for an additional course as long as they do not exceed 20 total semester credits.

- Only students who have established themselves in good academic standing (at least a 2.0) at Babson will be permitted to enroll in additional credits above the initial 18-credit limit.
- Students on academic probation or returning from academic suspension may not enroll in more than 18 credits.
- There will be an additional limitation on first-year students and new transfer students. Those students

will need to achieve a 2.7 or higher GPA in their first semester at Babson in order to enroll in more than 18 credits for their second semester.

- Only students who have settled their semester bills will be permitted to enroll in additional credits above the 18 credit limit.

Course Acceleration (Overload: more than 20 credits)

Occasionally, students may receive permission to take more than 20 credits in a given semester in order to accelerate or make up for missed courses. The Department of Student Advising & Success will use discretion in determining if students may qualify to exceed 20 credits based upon courses selected, the student's ability to handle Babson course work, and other appropriate factors. Please note:

- If students would like to exceed 20 credits, they must submit a request to overload through the Tuition Adjustment Request form found under Academic eForms on the Babson Hub.
- Students should consult with their Student Success Advisor in Student Advising & Success when making this decision and know that additional tuition charges will apply if students receive approval to take more than 20 credits.
- Payment in full is required before registration for overload courses above 20 credits.

Additional tuition will be applied as defined in the Tuition Policies section of the Undergraduate Handbook. Students are charged for an overload based on the number of credits above 20 the student takes. For example, if students overload to 21 credits, their tuition will be the flat-rate tuition charge plus an additional 1-credit charge. If students overload to 22 credits, their tuition will be flat-rate plus 2 credits.

For students who matriculated Fall 2021 or after, the following policies apply:

Normal progression through the curriculum is defined as 16 credits per semester. It may be appropriate for students to deviate from a full course load in certain circumstances. These circumstances are outlined below.

Reduced Course Load

Students who wish to take fewer than 12 credits in a given semester may be approved to pay tuition at the per-credit rate in any of the circumstances described below:

1. Where students have documented disabilities that necessitate enrollment in less than a full course load as deemed appropriate by the Director of Accessibility Services.

2. Where students have documented medical conditions that necessitate enrollment in less than a full course load as deemed appropriate by the Director of Accessibility Services.
3. Consistent with the Family and Medical Leave Act, a student may be granted a tuition adjustment for enrollment in less than a full course load as deemed appropriate by the College for any of the following reasons:
 - a. To care for a child within one year of birth, adoption, or the initiation of foster care; and/or
 - b. To care for a child, spouse, partner, or parent with a serious health condition.
4. For personal reasons such as work opportunities or family obligations.

In these cases, students must submit a formal request. This request form must be submitted no fewer than 72 hours before the end of the add/drop period for the semester in which the student seeks to enroll in fewer than 12 credits. The forms can be found on the Student Hub.

International Students in F-1/J-1 immigration status must remain enrolled in at least 12 credits per semester. There are limited exceptions aside from final semester enrollment, if students have less credits to complete their degree. Students should consult with an international student advisor in the Glavin Office of International Education before dropping below 12 credits.

For students who wish to take fewer than 16 credits, but at least 12 credits in a given semester, it is recommended that they discuss the impacts of this decision with their Student Success Advisor. It is not necessary for students to submit a formal request in this case. Please note that students who enroll in 12 credits will be charged at the per credit rate. If a student enrolls in any number of credits greater than 12, up to and including 18 credits, they will be charged flat rate tuition.

Course Acceleration (Overload: up to and including 20 credits)

In the fall and spring semesters, Babson charges flat-rate tuition for credit loads of more than 12 credits, and up to and including 18 credits. For students in good academic standing with at least a 2.0 cumulative GPA, registration for an additional course beyond the normal load will be possible when the add/drop period opens, which takes place after the initial registration period for all students. Students do not need to complete an e-form to register for an additional course as long as they do not exceed 20 total semester credits.

Students will be charged on a per credit basis for a credit load above 18 credits.

- Only students who have established themselves in good academic standing (at least a 2.0) at Babson will be permitted to enroll in additional credits above the initial 18-credit limit.
- Students on academic probation or returning from academic suspension may not enroll in more than 18 credits.
- There will be an additional limitation on first-year students and new transfer students. Those students will need to achieve a 2.7 or higher GPA in their first semester at Babson in order to enroll in more than 18 credits for their second semester.
- Only students who have settled their semester bills will be permitted to enroll in additional credits above the 18 credit limit.

Course Acceleration (Overload: more than 20 credits)

Occasionally, students may receive permission to take more than 20 credits in a given semester in order to accelerate or make up for missed courses. The Department of Student Advising & Success and the Office of Undergraduate Academic Affairs will use discretion in determining if students may qualify to exceed 20 credits based upon courses selected, the student's ability to handle Babson course work, and other appropriate factors. Please note:

- Students will be charged on a per credit basis for a credit load above 18 credits.
- If students would like to exceed 20 credits, they must submit a request to overload through the Tuition Adjustment Request form found under Academic eForms on the Babson Hub.
- Students should consult with their Student Success Advisor when making this decision and know that additional tuition charges will apply if students receive approval to take more than 20 credits.

Additional tuition will be applied as defined in the Tuition Policies section of the Undergraduate Handbook. Students are charged for an overload based on the number of credits above 18 the student takes. For example, if a student overloads to 19 credits, her tuition will be the flat-rate tuition charge plus an additional 1 credit charge. If a student overloads to 21 credits, her tuition will be flat-rate plus 3 credits.

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.

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.

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 adviser 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 adviser 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 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.

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 should initiate the reenrollment process 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.

Graduation Requirements

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 semester. However, Babson students in good academic standing are permitted to enroll in up to 20 credits at Babson's standard flat tuition rate.

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, CVA20xx, LVA20xx 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 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).

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.

Degree Time Limit

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.

Latin 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. 22

Honor requirements:

Honor	Requirement
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.

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. In order to participate, a student must:

1. Register for and plan to complete all remaining degree requirements over the summer term. Students must be within 16 credits of the completion of their degree in order to participate in Commencement. Students must register for their remaining degree requirements by April 15th.

2. Be academically eligible, based on current cumulative grade point average, and eligible in all other respects for graduation.
3. Complete an Application for Degree via the Student Hub.
4. Ensure that your Expected Completion date listed on your academic profile is August. If it is not listed as August, please inform your Student Success Advisor by April 15th. Any student who joins the August conferral list after this date will not have their name read in the ceremony or be included in the Commencement program.
5. Complete the Commencement Clearance Process (CCP). You will not have access to the CCP until you have discussed your intent to be an August graduate with your Student Success Advisor. The CCP link will open approximately two weeks before Commencement and is found on the Student Hub. Please visit the Commencement webpage for more information about the CCP.
6. Update or verify their current mailing address on file in Workday. Please do not enter a Babson College address.

Recording Classes

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

Additional information, as well as policies and procedures, can be found on the BabsonHub, or by emailing the Accessibility office or by calling 781-239-4075.

Orientation

The undergraduate orientation program helps you adjust to the Babson lifestyle and eases the transition into college. Our sessions provide information and answers to any academic, personal, and social questions you may have before starting your undergraduate education and pursuing your bachelor's degree in business administration.

New student orientation is the first experience you will have with your new classmates. Our staff, faculty, and

current students will be available throughout the undergraduate orientation program to help guide and advise. We hope that through the orientation experience, you'll begin to form a sense of belonging to our community!

Orientation is about three things:

1. **Discovering** - We want you to discover all the resources and opportunities available as part of our undergraduate programs at Babson College to succeed academically and socially.
2. **Exploring** - Our goal is for you to explore your new community, meet new people, and see what options there are for you to create your own Babson journey.
3. **Engaging** - As part of the Babson community, we want you to engage with others and learn from people who come from different places and have different traditions.

For more detailed information regarding pre-arrival information, move-in, the Babson Academic Calendar, and first-year student orientation, please visit the Babson Hub.

Transcript Requests

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

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.

Academic Opportunities

Cross Registration

Babson has a cooperative cross-registration program with Franklin W. Olin College of Engineering, Babson College 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.

Enhance your educational opportunities, expand your academic interests, and meet new people. Leveraging geographic proximity and complementary curricula, Babson College has partnered with Wellesley College and the F.W. Olin College of Engineering to form the Babson, Olin, and Wellesley (BOW) Three College Collaboration, providing you with cross-registration and certificate opportunities across our academic community. Babson students also can cross register at nearby Brandeis University and Regis College.

Babson Students

Babson undergraduate students have the opportunity to cross register at Olin College of Engineering in Needham, Wellesley College in Wellesley, Brandeis University in Waltham, and Regis College in Weston.

Babson students may cross register during the fall and spring semesters for a maximum of one course per semester, subject to availability. All cross registered students are subject to the rules and sanctions of the host college or university. This includes, but is not limited to, academic honesty and integrity policies, as well as add/drop and withdrawal policies. Students must notify both the Babson Registrar's Office and the Registrar's Office of the host college or university to drop or withdraw from a cross registered course. The final grade for a cross registered course is posted on your Babson transcript and calculated into the grade point average. The academic calendars for these other colleges and universities may not align with the Babson academic calendar. For example, course start and end dates as well as the spring break period may vary. Students must plan accordingly.

Students may not cross register during their first semester of enrollment at Babson.

Students are strongly discouraged from cross registering in their final semester. Such students should meet with their Student Success Advisor before

submitting a Petition for Cross Enrollment. Babson students who plan to cross register in their final semester need to be aware of the deadlines for grades to be submitted to the Babson Registrar's Office in order to meet Commencement requirements. The Babson Registrar's Office must receive spring semester grades by 4:30 p.m. on the Tuesday before Commencement. If the grades are not received by this deadline, the student will be listed in the Commencement Program with the May graduates, but honors will not be designated and the student will not receive a diploma at the ceremony. The student will receive a diploma upon completion of all degree requirements, will be ranked with all graduates once all grades are received, and will be awarded honors if applicable.

If you live on-campus and see that the academic calendar of the host institution starts before the residence halls open or after the residence halls close please reach out to your Area Director as soon as possible to discuss this conflict. Your Area Director will work with you to see if an early arrival or extension may be granted. Please be aware that we cannot guarantee an early arrival or extension. You may be required to find alternative accommodations. Please be advised that there may be additional costs for accommodations outside of the housing license.

To begin the **cross registration** process, a Petition for Cross Enrollment must be submitted. Log into the Babson Hub and click on Academic e-Forms located under the Academic section of the Hub Links page. The Petition for Cross Enrollment requires the appropriate approval. If approved, the Registrar's Office will send the student a supplemental form to complete. That form will then be sent to the host college or university who will be in touch with the student regarding enrollment.

Olin College, Wellesley College, Brandeis University, or Regis College

Students at F.W. Olin College of Engineering, Wellesley College, Brandeis University, and Regis College have the opportunity to cross register at Babson College.

Students may cross register at Babson during the fall and spring semesters for a maximum of one course per semester, subject to availability. All cross registered students are subject to the rules and sanctions of Babson College. This includes, but is not limited to, academic honesty and integrity policies, as well as add/drop, and withdrawal policies. The Babson academic calendar may not align with the academic calendar of your home college or university. For example, course start and end dates as well as the spring break period may vary. Students must plan accordingly.

To cross register at Babson, students must first contact the Registrar's Office at their home college or university and complete any required forms. If approved, their Registrar's Office will contact the Babson Registrar's Office. Olin students may cross register at Babson beginning on the first day of Babson undergraduate registration. Students from Wellesley, Brandeis, and Regis may cross register at Babson beginning on the first day of the Babson undergraduate add/drop period. Students will be notified via email if registration is successful and will be sent Babson network account activation information. Students must notify both their Registrar's Office and Babson's Registrar's Office to drop or withdraw from a cross registered course.

Students cannot cross register for the following courses at Babson: FME1000, FME1001, MOB1000, and EPS1000.

Short-Term Programs

Babson Electives Abroad and Away are short-term courses that combine classroom instruction on the Babson campus with company site visits, cultural excursions, and hands-on experiences abroad or away. Led by Babson faculty, these courses also include on-site lectures given by partner school faculty and distinguished guest speakers. The academic content for these courses is diverse and specialized, ranging from corporate social responsibility in Thailand/Malaysia to consulting with startup businesses in Spain. These elective courses are offered to students during academic breaks in January, March, and May.

The Glavin Office of International Education has approved a set of guidelines and policies to assist and support the following short-term programs: Electives Abroad, Electives Away, and International Consulting Experience.

Honors Program

Do you have an idea you want to explore outside the classroom? Do you want to pursue a passion project that speaks to your interests and creativity? Babson College's Honors Program is designed to enrich your educational experience through unique curricular and cocurricular opportunities, including a research capstone project, seminar courses, and special social and cultural offerings.

The Babson Honors Program is a supplemental project to your undergraduate business program. Babson honors students are exceptionally self-motivated and possess superior academic ability. You will work with a faculty member one-on-one on your research project and will graduate as an expert in your chosen research topic.

Honors students can also take this experience global, which may entail an internship, coursework, or research abroad. Students have worked on memoirs, researched the music and entertainment industries, leadership of athletes, migrant workers in the United Arab Emirates and Greece (including travel), and the impact of hate speech on social media.

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](#).

The Honors Program is designed to enrich the experience of academically accomplished students through unique curricular and co-curricular opportunities. Honors students enroll in two Honors Seminar courses, and participate in a two-semester honors project. The Honors Program aims to create a community within the larger Babson community by scheduling academic, social, and cultural offerings.

Unique Opportunities to Grow Outside the Classroom

Students attend a wide range of special programming offered by the Honors Program throughout the year. Programs include social events, community-building activities, and arts performances in the Boston area.

Application Criteria

Students who have earned a minimum cumulative GPA of 3.4 in their first year at Babson are invited to apply during the fall semester of their sophomore year. Transfer students who have completed at least one semester at Babson, and meet the minimum cumulative GPA of a 3.4 or higher at Babson, are also invited to apply. The fall semester application cycle is a student's only opportunity to apply for admission to the Honors Program. Students receive an email invitation during the first week of the fall semester with further instructions on how to submit their application online.

The Honors Council faculty selects students based on a wide variety of factors including academic performance, scholarly passions, and writing ability. The Honors Council considers each applicant's academic record, letter of application, co-curricular involvement, and interview with Council members in deciding who will be admitted to the program. Space is limited and the process is competitive.

Requirements

In order to remain in the Honors Program, students are required to:

- Have a cumulative GPA of 3.4 or higher at the end of each academic year
- Attend the Sophomore City as Text Exploration and Cape Cod retreat
- Enroll in and pass Honors Seminars I and II
- Complete a two-semester Honors Project with a grade B+ or higher
- Remain in good disciplinary standing at the College

The Honors Project

The capstone experience of the Honors Program is the year-long Honors Project. Students work closely with one or more faculty members to complete work on either a scholarly project or a scholarly project with a creative component. The project is not simply a research endeavor that synthesizes prior research; rather, it is a substantial contribution to its field of inquiry. The scope of the project depends on the nature of the chosen discipline. Regardless of the area of inquiry, students develop strong research and writing skills.

Program Administration

The Honors Program is administered by a faculty Director, an Associate Director and the Honors Council, which consists of faculty from the various academic divisions. Members of the Honors Council select students for admission to the program, act as liaisons to the honors project, join students at Honors Program activities and events, and set policy for the program.

Independent Research Projects

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.

The spring semester of your senior year is your chance to share your passion for academic topics outside of the standard undergraduate curriculum. Babson's hugely popular Senior-Led Seminar program will give you the opportunity to teach and share your knowledge on a topic that holds special meaning for you. Past seminar topics have ranged from navigating responsible adulthood to appreciating and understanding memes and popular culture.

For Babson undergraduate students, one independent study may be proposed per semester for up to four semester hours of credit.

The Registration Process

Complete proposal for **independent research** through the Student Portal.

Credits

Students should indicate here whether their project is for 1, 2, 3, or 4 semester hours. Only one independent study may be proposed per semester for up to four semester hours of credit; no more than eight semester hours of credit may be completed through independent study work.

Approvals

Independent Research proposals must be accepted by both the supervising faculty advisor and his/her division chairperson before it can be submitted to Student Advising & Success for approval.

Deadlines

Once the project proposal has been submitted through the Independent Research eForm, it must be approved by the supervising faculty member, Division Chair, and Class Dean. Forms must be submitted and approved by all parties before add/drop ends for the semester in which the IR will occur.

Registration

If students have registered for a course that will be replaced by the Independent Research Project, the student must indicate on the e-form which course is to be dropped.

Completion date

Independent Study projects must be submitted to the faculty advisor no later than the last day of class of the specific semester or summer term for which the project was proposed.

The Project Proposal

Specific learning objectives

This section should be a 100 to 200 word statement covering the purpose and the method of the research to be conducted. It should be complete enough so that any reader, regardless of his/her knowledge of the subject area, will know the general plan of the investigation without further study of the proposal. Studies vary in type: some are case studies, some are statistical, some primarily aim at the general exploration to open up the problem while others seek to arrive at definite conclusions in a more enlightened area. This statement, then, should make clear the general methodological intention and scope of the academic research to be conducted.

Problem(s) to be investigated

This section of the proposal should indicate the relation of study to the student's academic goals and objectives within Babson College's curriculum. The student should, at the same time, point out the value of this Independent Study to him/her as a student and how it will allow him/her to achieve a more meaningful learning experience. This statement will rarely be more than 400 words in length. It may discuss the prior studies in the same area, a field situation to which the study relates, or the conceptual framework out of which the study arises. This section should make clear why the study is of academic

value to the student and to his/her career goals and objectives. The specific assignment to be undertaken should be stated explicitly in this section. This would involve the definition on any crucial terms or concepts involved in defining the problem, and a statement of the major problem(s) to be investigated.

Proposed activities to meet learning objectives

This section should explain exactly how the study is to be explored. It will be necessary to define the specific questions to be answered in operational terms. The following points must be considered:

- The discussion should point out what persons, documents, or other sources will be used in gathering data for the study. In most investigations it is necessary to indicate the approximate number of cases to be studied. A bibliography and texts used in the investigation must also be provided. The discussion should point out any sampling assumptions made and any characteristics of the groups selected which limit the applicability of the findings to other groups. The proposal should discuss what generalizations are possible from a sample of the type used.
- The proposal should describe in detail the procedure to be used to obtain data. The discussion should point out what precautions are being taken to ensure objectivity, reliability, and validity.
- The student should at this point explain in detail the role expected of his/her faculty advisor. It is important to note the schedule with which the student is to meet with his/her advisor to ensure proper development and completion of the project.

Output to be graded

Here the student will need to explain at length how he intends to proceed from his data to his conclusions. A statement is needed which defines exactly the output to be graded (paper, case study, presentation, etc.). Any notable assumptions made in the study should be made clear. The student should indicate what assumptions were made about the subject matter investigated, or if the data used are necessary and critical in interpreting that data as well as in accepting the findings of the study.

Management Consulting Field Experience (MCFE)

Management Consulting Field Experience (MCFE) is likely one of the most memorable classes you'll take at Babson. Together with a small team and a coach, you'll get connected to a business (local, U.S.-based, or even international) and work to address a current business challenge.

Senior-Led Seminars

The spring semester of your senior year is your chance to share your passion for academic topics outside of the standard undergraduate curriculum. Babson's hugely popular Senior-Led Seminar program, one of the most exciting collegiate academic opportunities out there, will give you the opportunity to teach and share your knowledge on a topic that holds special meaning for you. Past seminar topics have ranged from navigating responsible adulthood to appreciating and understanding memes and popular culture.

Senior-led seminars are free, non-credit, and meet the first five weeks of the spring semester.

Upon successful completion of a seminar, students enrolled in a seminar receive a passing grade, and the course appears on their transcript. Students can register for the seminars via Workday as a student.

Email Rob Major, Director, Undergraduate Administration, for more information.

Study Abroad

The Glavin Office offers Babson students over 84 summer, semester or academic-year education abroad opportunities in 34 countries around the world. Attend a Babson Abroad 101 information session, which is the required first step in the education abroad application process.

Become a more informed global citizen, and gain skills and international experience that will support your professional endeavors. Discover how Babson College learning opportunities abroad can enhance your education.

Babson offers a wide range of opportunities: choose from 100+ programs and spend an academic year, semester, or summer abroad; travel with faculty during your academic break, and more. We partner with top international business schools and organizations to offer you an academically rigorous and culturally engaging experience abroad while earning degree credit. And, if traveling abroad isn't feasible, we also have virtual and domestic study away options.

Through a variety of our programs and courses, you can take advantage of a global experience in a business school atmosphere while at Babson. Our extensive study abroad opportunities allow you to prepare for the ever-changing global landscape while learning about yourself, your professional goals, and the world around you. And,

it lets you travel and grow your independence while providing you with the resources and security to safely navigate out of your comfort zone.

Study abroad is an academic experience designed to enhance your student experience. That means you won't get behind in your studies while abroad. You will be in international study programs that allow you to earn credits toward your Babson degree.

If you want to go somewhere and learn something new, we want you to get there.

Centers and Institutes

Arthur M. Blank Center for Entrepreneurship

Our mission: We accelerate new ventures of all kinds by providing Babson's emerging entrepreneurs access to the opportunities, community, and critical resources that they need. We ignite the exchange of innovative ideas that will shape the future of entrepreneurship through our research and thought leadership.

Dedicated in 1998, The Arthur M. Blank Center for Entrepreneurship is the nerve center for entrepreneurial activity at Babson. The center was named in honor of Arthur M. Blank '63, H'98 (co-founder of The Home Depot) and provides a home for:

- Signature Programs: Rocket Pitch, B.E.T.A. Challenge, and Summer Venture Program
- The John E. and Alice L. Butler Launch Pad
- The Butler Institute for Free Enterprise Through Entrepreneurship (BIFETE)
- Members of the Entrepreneurship Division faculty
- Babson College Entrepreneurship Research Conference (BCERC)
- The Global Entrepreneurship Monitor (GEM)

Frank & Eileen™ Center for Women's Entrepreneurial Leadership

At the Frank & Eileen™ Center for Women's Entrepreneurial Leadership (F&E CWEL) we believe entrepreneurial leadership is a life skill.

Thanks to the generosity of Frank & Eileen™ founder Audrey McLoghlin, we educate and empower leaders to create social and economic impact through industry and innovation as we research and enlighten the global community about the importance of inclusive leadership for prosperity and human progress.

The Center's award-winning programs include:

- The F&E CWEL Mentor Network for graduate and undergraduate students

- The Women Innovating Now (WIN) Lab® venture accelerator program for women entrepreneurs
- The Babson Association of Women MBAs (BAWMBA)
- The Diana International Research Institute (DIRI), the premier global research institute dedicated to women's entrepreneurship
- Executive Education: Leadership Program for Women & Allies

Kerry Murphy Healey Center for Health Innovation and Entrepreneurship

The Kerry Murphy Healey Center for Health Innovation and Entrepreneurship is where innovation meets entrepreneurship to bring health, economic, and social value for all, with a focus on health equity and justice. The KMH Center for Health Innovation and Entrepreneurship aims impact entrepreneurial leaders in the health sector globally and the Babson community, including more than 1400 Babson alumni in the health sector via a series of initiatives including:

- Entrepreneurial Learning: The UGHE/Babson Global Health Innovation Lab
- Undergraduate Badge program: Be active in the health opportunities on campus and earn cords for graduation and an interesting talking point on your resume
- Research: Ongoing studies at the intersection of health innovation, entrepreneurship and health equity, health analytics, and health and well-being: Project ROI: Driving Corporate Involvement
- Advanced Education and Mentoring: Developing customized programs in Entrepreneurial Leadership in the Health Sector, Innovation and Commercialization, and Employee and Leader Well-Being
- Undergraduate Healthcare & Biotech Club

Bertarelli Institute for Family Entrepreneurship

The Bertarelli Institute for Family Entrepreneurship (BIFE) is a hub for research, resources, and innovative programming dedicated to entrepreneurial students and their families. Consistent with Babson's leadership in entrepreneurship education, and unlike any other school, Babson's commitment to family entrepreneurs recognizes that families, not just family businesses, drive entrepreneurial behavior. This includes the support of multigenerational family businesses, family foundations, startups and acquisitions supported by families, spousal startups, entrepreneurial family members embarking on separate ventures, and many other value-creating family activities.

Our programs include:

- Family Entrepreneurial Leadership Program
- Family Entrepreneurship Amplifier Program
- Networking by Industry
- Family Entrepreneurship Mentorship Program
- Live Case Study Series

Institute for Social Innovation

The Institute for Social Innovation inspires action around the biggest challenges of our time: the UN Global Goals. We help the Babson community and cross-sector stakeholders tap into important networks, frameworks, resources, and conversations that promote taking productive action in creating economic and social value simultaneously, including:

- The Uncommon Table—open conversations, often featuring external experts
- Action Tanks—deep dives into topics like food, mobility, and youth
- Experiential Learning—courses, real-world learning opportunities, and an intensity track
- Changemaker Mentoring—real-time ideas, feedback, and connections

The Tariq Farid Franchise Institute at Babson College

The new Tariq Farid Franchise Institute will create cross-disciplinary programming that draws on Babson's business and entrepreneurial expertise, combined with the experience and knowledge of franchising experts, to provide cocurricular education and expertise to rising entrepreneurs to accelerate their success in the world of franchising.

Herring Family Entrepreneurial Leadership Village

The Herring Family Entrepreneurial Leadership Village (HELV) at Babson College is a one-of-a-kind facility where Babson students, alumni, faculty, stakeholders, and staff will collaborate and come together as they learn.

Made possible by the generous naming gift from the Herring Family and the founding gift from the Arthur M. Blank Family Foundation (AMBFF), The Herring Family ELV allows Babson's students and community to expand upon the college's strategic vision, developing the skills necessary to be an entrepreneurial leader impacting communities everywhere. Aspiring and established entrepreneurial leaders will learn and apply the mindsets, principles, and tools of entrepreneurial leadership to turn their ideas into reality.

The physical village will serve as a space that brings students, faculty, staff, partners, and new stakeholders together, as a community, for unique living and learning experiences as well as educational experimentation.

Stephen D. Cutler Center for Investments and Finance

The Stephen D. Cutler Center for Investments and Finance enhances Babson's innovative and practical approach to finance education through programs and resources that enrich the student learning experience, support faculty research, and engage our alumni community.

The Center was founded in 2000 with a generous gift from Stephen D. Cutler MBA'61 and his wife, Alice. Thanks to their generosity and the ongoing support of our many donors, the Cutler Center advances financial education and improves Babson students' skill set and marketability.

Today, nearly one-third of Babson students pursue a degree in finance. With the increased demands on the Cutler Center, a newly expanded center in the Babson Commons was opened in June 2019. To help prepare students for a career in finance, the Cutler Center provides access to state-of-the-art information resources and educational opportunities in and outside of the classroom.

The Cutler Center supports the Finance Division's offering of rigorous, state-of-the-art programs of study in finance at both the undergraduate and graduate levels. The faculty's practical approach to education is enhanced by authentic experiences, hands-on learning, and practical application. The Babson College Fund (BCF) is our signature program where selected students manage \$5 million of the Babson College endowment.

The Weissman Foundry

The Foundry is a design studio Babson students can use to create prototypes, pursue creative goals, and collaborate on hands-on projects across Wellesley and Olin colleges. This space, which includes a woodshop, digital fabrication studio, and textile and electronics studio, is open to all of our students. Come expand your knowledge of technological concepts such as AI and Blockchains, learn about crowdfunding, and get your start in the fashion industry.

The Foundry is a place where you can collaborate with other students who help you build on your ideas. It's an entrepreneurial think tank, an artist's studio, a performance space, a media lab, a wood shop – and your 10,000 square foot arena to work on any project you

want. Stop by or email us and we will help you get started. Want to brainstorm with a team, let us know and we will put one together just for you.

Have an idea and don't know where to begin?

Bring it to the the Foundry and we will help you get it off the ground and make it a reality. Working on a project already? We can help you advance it even further with technical support, advanced fabrication equipment and fresh perspectives. The new Weissman Foundry has everything you need to build your art, design, academic or entrepreneurial projects. It's an entire building dedicated solely to making your ideas happen, and it is open to all BOW students and faculty.

Think outside the curriculum – and the campus –and put your ideas into motion.

At The Foundry, we don't put restrictions on what you can do, because we don't believe in self-imposed limitations. We encourage you to bring us ideas outside your areas of study and work on them right here.

It's a positive environment where taking risks is encouraged and all ideas are welcome. We don't stop there. We have the tools, materials and state-of-the art technology you need to make your ideas happen. And we have a team of volunteers from all three schools waiting to help.

The Weissman Foundry is an open-door design studio, inspiring transdisciplinary innovative collaboration between Babson, Olin, and Wellesley for the advancement of new or existing projects.

Community Student Code of Conduct

Community Code of Student Conduct

Community Code of Student Conduct Preamble

The Babson College Community Code of Student Conduct, and all that it comprises, aims to build 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 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 one that is connected and strengthened by each member's individual commitment

to integrity and ethical decision making in all that we do. The following steps are designed to guide you through making a decision with integrity.

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

Civil Discourse

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

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

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

Introduction to Student 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 has an adverse impact upon the educational mission, reputation, or operations of the College also will be reviewed. The College reserves the right, in its sole discretion, to determine whether an off-campus incident involving one or more students or 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. 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, the College will place a hold on the student's transcript until the matter has been resolved. Should the student request a transcript while the hold is placed on their account, a notation will be placed on their account to indicate that there is a pending investigation. Upon resolution of the matter, the College will apply the relevant transcript notation, when applicable and according to the definition of the sanction assigned to the responding student or student organization. Additionally, all students and student organizations are responsible for the contents of their rooms, cars, or person.

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.
- **Educational Conference:** A one-on-one meeting between a student (responding party) and a staff person (Student Accountability Officer) for the purpose of resolving alleged policy violations.
- **Hearing Board:** A body of students, faculty, and staff that hear both academic and nonacademic cases.
- **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).
- **Impacted Party:** An individual who experienced the impacts of the responding student or student organization's behavior.
- **Invited Party:** An individual, student organization, or student group being invited to engage in Restorative Resolutions for Interpersonal Harm with a reporting party.
- **No Contact Order:** A College-issued document between students 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.

- **Notice of Alleged Violations:** Correspondence in letter form from the Office of Community Standards indicating that there has been a formal question raised regarding a violation of a College policy or regulation. The purpose of the letter is to inform the student of the general nature of the issue in question and outline next steps in the process.
- **Outcome Letter:** Correspondence in letter form sent to the responding student or student organization(s) 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 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/Student Organization:** A student, students, and/or Campus Organization(s) whose behavior is alleged to have violated College policy and/or regulations.
- **Student Organizations:** Recognized student groups including, but not limited to, registered student organizations, varsity athletic teams, club sports, fraternities and sororities, and special interest living 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 are typically 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 our community that provides emotional and resource assistance for students and/or student organizations engaged in the conduct 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 of 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. It is the responsibility of all students and student organizations to review the College's behavioral expectations set forth 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 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 or student organization has the right to be heard by an impartial hearing body.
5. 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.
6. The responding student or student organization has the right to request that the perspective of witnesses be considered by the hearing body.
7. The responding student 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 retaliation as a result of participating in the Student Accountability Process.
10. The responding student 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 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. 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 recordings of hearings in front of a Hearing Board are used for the appeal process only and are not considered a part of the student conduct file. Recordings are generally retained until the responding student has exhausted all appeal options, after which they are destroyed. 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. Students and student organizations that are found to have violated College policy are subject to The Student Accountability Process.

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 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 lock outs

**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.*

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 B 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)
- Alcohol Delivery

Bullying

Repeated or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally. This is NOT speech or conduct otherwise protected by the 1st amendment.

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 that are 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 BiasRelated Experience reporting link.

Damage

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

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 becomes 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.

Disorderly Conduct Involving a Motor Vehicle

Operating a motor vehicle on or off-campus in a reckless or endangering manner.

Driving Under the Influence

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

Drug Policy Violations

See Appendix B 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 or reckless actions that threaten 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 D 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 G for More Information

Please follow this link to Babson College's Gender-Based Misconduct policy.

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 E 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. Please see this link for more information about Massachusetts Hazing Laws.

Residence Hall Violations

See Appendix F 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.

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.*

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, 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.

Misuse of Space

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.

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.

Violations of the Computer Code of Conduct

See Appendix C 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.

Student Organization Specific Violations

Possible violations specific to student organizations in addition to the above list of possible policy violations. The examples listed below each potential policy violation is 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 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.

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 an extraordinary circumstance, 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 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, room, or board fees will be made due to an interim restriction period, unless the outcome of the decision yields a not responsible finding. An interruption in a student's course of study may result in required courses no longer being available or only available on a limited basis. At its discretion, the College may allow course substitution, independent study opportunities, and/or a course taken off-campus for credit (at the student's expense). Any student who experiences an involuntary interruption in their course of study should immediately contact their Student Success Advisor for academic guidance.

No Contact/Stay Away Orders

Under certain circumstances, it may be necessary for administration 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 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.

Educational Conferences

The Educational Conference is a one-on-one meeting between a responding student, or a student organization representative, 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.

The President of a student organization alleged of violating campus policy will be asked to participate in the Student Accountability Process as the representative for their organization. The Organization's President, Campus Advisor, and, where applicable, the Inter/National Organization will be notified of the investigation and invited to participate at the discretion of the Student Accountability Officer. If invited advisors and external partners decline to participate in the Student Accountability Process, the Office of Community Standards will continue the investigation without their involvement.

Initiation of Process and Use of the Educational Conference

The responding student 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 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 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 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.

Please note: incident reports and/or any other relevant written documentation will be shared with the student or student organization in the Educational Conference and will not be provided to the responding student 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 or student organization will have the option to accept the sanction or have the matter heard by a Hearing Board. *Please see: [Hearing Board Processes and Procedures](#) for more information.*

Outcome Notification

Notification of the Educational Conference decision will be provided to the responding student 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 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 of 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 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 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 may be convened for matters addressed through an Educational Conference where a Student Accountability Officer recommends removal from housing and/or separation from the College (i.e., loss of housing, suspension, and/or expulsion).

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

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 to the Hearing Board, 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 to proceed through the Hearing Board process after their Educational Conference, 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 ten (10) 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 five (5) 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 chairperson believes they are unable to do so, the Board member shall be excused. The chairperson will also instruct the remaining Board

members to give no weight to the prehearing information. The responding party will be notified accordingly.

- A responding or reporting party who wishes to submit relevant documentation in support of verbal statements must give copies to the Community Standards Staff at least three (3) business days prior to the hearing.
- All responding or reporting parties have the right to receive copies and review written information before the hearing. This information will be provided two (2) business days prior to the hearing. Community Standards Staff will ensure the distribution of materials to the Board.

In cases involving more than one responding student or student organization, the Director of Community Standards, or their designee, will determine whether the responding student(s) 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 an 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 written material 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 is not permitted knowledge of any such history until a finding of responsibility has been reached.

The Board's student 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.

Although the College cannot compel the reporting party, the responding student or student organization, witnesses, or support person(s) to keep the case **confidential**, they are requested to abide by the same

standard of confidentiality listed above 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 anyone 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 five (5) 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 confer at reasonable times, in a reasonable manner, 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 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. 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 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 of a party or with limited or no input from one of the parties is 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. 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 the recording in preparation for the appeal process. The recording must be listened to in the Office of Community Standards and in the presence of a designated staff member.

Copies of the recording are not permitted. Recordings are retained until the end of the appeal process, after which they are destroyed.

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 student(s) charged 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.
- Questioning of the Responding Student or Student Organization by the Reporting Party(ies).
- Questioning of the Reporting Party(ies) by the Responding Student or Student Organization.
- 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.
- Board breaks to discuss responsibility.
- Board reconvenes to announce determination of responsibility.
- Sanction Impact statements from the Responding Student or Student Organization and Reporting Party(ies).
- Board breaks to discuss sanctioning.
- Board reconvenes to announce sanctioning.

The procedural order may be changed during a hearing, should the 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.

During a hearing, all questions will be directed to the chairperson, as they will facilitate questioning between the involved parties and witnesses.

Disruptions of any kind will not be tolerated by the Board. In such circumstances, the Board chairperson may order the removal of the person causing such disruption. 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 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 a 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(s) or student organization(s), including sanctions issued by other Student Accountability Officer(s)/body(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. The Board is not obliged to follow precedent with respect to sanctions imposed in other cases, but it may choose to do so when appropriate. A list of possible sanctions is available in the [sanction section](#) of this document (the list is not all inclusive). If a student or student organizations chooses to appeal, sanctions are held in abeyance until the exhaustion of the Appeals Process. 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 student or student organization will receive notification in writing within five (5) business days. A notification letter will be sent to the student's Babson email account. Failure to fulfill requirements of a sanction may result in further disciplinary action or a hold being placed on the student's account.

All 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. 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 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.

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 an Intake form, once this is completed, they may be assigned any of the following:

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.

PFI (Personalized Feedback Intervention)

An online PFI is a self-directed interactive intervention that asks students to reflect on their substance use through a series of survey questions. The online program will then provide generalized feedback based on the information that was provided. All information provided is confidential and will only be accessible to staff in Wellness & Prevention Services.

Substance Use Assessment

The student is required to complete a Substance Use Assessment. The student is responsible for paying any necessary fees for this assessment. The assessment is

designed to provide an opportunity for the student, with the assistance of a licensed clinician, to explore their substance use in a broader context by examining other social, emotional or psychological factors that may be contributing to the student's choices regarding their substance use. To successfully complete this sanction, a student is required to meet with the clinician for a minimum of two sessions. The Director of Counseling & Psychological Services will assist the student in finding an appropriate clinician to complete the assessment.

Change of Status Sanctions

Provisional Period

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. This formal written notice indicates that the student is not in good standing with the College and their actions will be monitored during the specified period.

Disciplinary Probation with Conditions

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. This formal written notice indicates that the student is not in good standing with the College and their actions will be monitored during the specified period. The conditions will be determined based on the circumstances of the case and will include Loss of Privilege(s):

- **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. Specific details of the restriction(s) will be provided in the outcome. Examples include: Resident Assistant, Peer Mentor, Participation in Greek Week, Attendance at Spring Concert, etc.

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 implementation of the sanction below.

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.

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 the implementation of the sanction below.

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.

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 the implementation of the sanction below.

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

Ethics Workshop and Reflection

A workshop designed to challenge the responding student or student organization's thinking and ethical decision-making process. The completion of the sanction is marked by the successful submission of a reflection activity determined by the Student Accountability Officer.

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.

Guardian Notification

In cases involving undergraduate students, the Student Accountability Officer may determine that the student's guardian be notified of the violation and the assigned sanctions.

Reassignment to Another Room or Living Area

When the behavior in question is deemed to be significantly detrimental to the residential community in which the student is residing, or to 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 private or College owned 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.

Student 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 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.

Organization Loss of Privileges:

Restricting a College-Recognized Organization's ability to access College controlled benefits and resources (i.e., temporary loss of access to College and/or SGA funds, College space, Special Interest Housing Eligibility)

Organizational Provisional Period

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. This formal written notice indicates that the organization is not in good standing with the College and its actions will be monitored during the specified period.

Organizational Disciplinary Probation

A period of time 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. Violations committed during this period will be considered with prejudice by the decision-maker(s) and may result in an immediate removal from housing, suspension for a specified period, or removal. During this period an organization is not considered to be in good social standing with the College. There are two types of Probation:

1. *Disciplinary Probation without Conditions:* 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 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. During this period, the student organization actions will be monitored.
2. *Disciplinary Probation with Conditions:* A period of time that includes specific restrictions or requirements to be met during the probationary period, typically no less than one semester. The student organization will receive a written notification outlining the specific conditions of the probation. During this period, any further violations of the *Community Code of Student Conduct* may result in Suspension. When the probationary period has concluded and all conditions are satisfied, the student organization will be considered in good standing with the College.

Organizational Suspension Types

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. There are four types of suspensions/separation types for student organizations.

1. *Deferred Organization Suspension:* A conditional 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. Conditional 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 Conditional 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 Conditional Suspension shall continue until the term of the suspension is complete and all conditions, as outlined in the sanction notification, are met.

1. Organization Development Plan: During the Conditional Suspension period the student organization will work closely with their advisor(s) and/or coach to complete a reflection and development assessment to prepare them for reintegration into the campus community.
2. 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.
3. 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.
4. 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.*

Plan of Action

A plan, which outlines various actions the student organization must make in order to enhance itself and be a benefit to the College community.

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. It is not in the power of the Appeals Party to impose harsher

sanctions than what has been previously assigned/is being appealed. It is also not in the power of the Appeals Party to reevaluate the level of an Academic Integrity 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.

If a student chooses to appeal, sanctions will not be imposed until the exhaustion of the appeal process.

An appeal 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.

An appeal may be made solely on the grounds of:

- Error in the charge, misapplication of the policy and/or error in the investigation or sanctioning process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.),
- New information that could not have been discovered prior to the 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.

The Director of Community Standards, or their designee, shall act as the advisor for the Appeals Board. The Appeals Board will only hear appeals from Educational Conferences where the responding student or student organization is **not** facing removal from housing and/or separation from the College.

The Vice President of Learner Success and Dean of Campus Life, or designee shall act as the appeal party for non-academic appeals from the Hearing Board. The Associate Dean of the Undergraduate School, the Associate Dean of the Graduate School, or their designee(s) shall act as the appeal party for academic appeals from the Hearing Board.

The appeal must be made in writing to the Office of Community Standards and must clearly and succinctly outline and explain how the specific grounds described above have been met. The responding student or student

organization submitting the appeal has the burden of demonstrating how the above grounds have been met. 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;
 - Modify the sanction(s) by reducing the sanction. A rationale will be provided by the appeal officer when a sanction is modified.

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.

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 should reach out directly to staff members in the Office of Community Standards.

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 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:

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 disciplinary 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; or

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 (e.g., Hazing) 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 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.

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.

Violations

The following is a broad overview of what constitutes a violation of the College's Academic Integrity Policies but is not intended to be an all-encompassing definition or set of examples.

Cheating

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

- Unauthorized use of notes, text, or other aids during an examination;
- Copying from another student's examination, research paper, case write-up, lab report, homework, computer disk, flash drive, etc.;
- Talking during an examination;
- Handing in the same paper/assignment/components of a paper for more than one course without the written or explicit permission of the instructors;
- Sabotaging another student's work or record;
- Looking over a test before it is given;
- Unauthorized use of a phone, laptop, calculator, and/or other hand-held electronic and non-electronic device(s) to conceal or store notes and/or transmit exam material;
- receiving assistance/help on an academic exercise from another person/resource without the expressed permission of the instructor.
- Unauthorized use of Artificial Intelligence in an academic exercise.

Fabrication

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

- Making up the data for a research project;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Stating an opinion as a scientifically proven fact.

Facilitating Academic Dishonesty

Knowingly helping or attempting to help another to violate any provision of this policy.

Examples include, but are not limited to:

- Inaccurately listing a co-author of a paper, case write-up, or project someone who did not contribute;
- Sharing a take-home examination, homework assignment, case write-up, lab report, etc., with another without the expressed permission of the instructor;
- Taking an examination or writing a paper for another student.

Plagiarism

Intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise by failing to provide proper documentation of source by way of footnote, endnote, or intertextual note. Students are also responsible for appropriately citing work they've previously created and submitted for an academic exercise. The following sources demand documentation:

- Word-for-word quotations from a source, including your own work from a
- Previous academic exercise or another student's work;
- Paraphrasing the ideas of others, including another student's work;
- Facts not apt to be found in many places;
- Information obtained from internet sources;
- Radio and television programs, interviews, and telephone conversations.

Participation in Academically Dishonest Activities:

Seeking to create an unfair advantage for a student, oneself, or others over other community members. Examples include, but are not limited to:

- Stealing an examination or seeking access prior to its administration;
- Purchasing or otherwise obtaining a pre-written paper through a mail-order, internet or similar service;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarizing, or carrying out other academically dishonest acts;
- Alteration, theft, forgery, and/or destruction of the academic work of other students, library materials, laboratory materials, or academic records, including transcripts, course registration, course syllabi, and examination/course grades;
- Intentionally missing an exam or assignment deadline to gain an unfair advantage;
- Misrepresenting or falsifying your class attendance or participation in required activities or that of another student;
- Intentional misrepresentation of academic information 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.

Unauthorized Collaboration

Instances when students, all claiming sole authorship, submit or attempt to submit separate reports or other materials that are substantially similar to one another, or which contain duplicate or paraphrased passages.

Academic Integrity Resolutions

Oversight of the resolution of academic integrity concerns is shared between the Director of Community Standards, Manager of Academic Integrity, Vice President of Learner Success and 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.

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 will be assigned. If and when it is determined that a student is not responsible, they will be given a grade on the work in question without receiving an academic penalty.

Academic Integrity Resolution Process

Following the receipt of an Academic Integrity Report form, the Director of Community Standards, the Manager of Academic Integrity, 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 Educational Conference procedures outlined above. 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:

Provisional Period

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. This formal written notice indicates that the student is not in good standing with the College and their actions will be monitored during the specified period.

Disciplinary Probation with Conditions

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. This formal written notice indicates that the student is not in good standing with the College and their actions will be monitored during the specified period. The conditions will be determined based on the circumstances of the case and will include Loss of Privilege(s):

- **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. Examples include but are not limited to: Academic Awards, Study Abroad, Ineligibility for Certain Student Leadership Positions, etc.

Academic Integrity Seminar

An online seminar targeting the role of honesty, ethics, and trust in the decision-making process both inside and outside of higher education. This seminar is created, managed, and facilitated by the Manager of Academic Integrity or their designee.

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 Assignment

The student will receive a grade or percentage reduction on the assignment in question for an academic integrity violation.

Zero on a Paper, Project, Examination, or Course Component

The student will receive a "0" (zero) grade on a paper, project, examination, or relevant course component(s) of

the overall course grade for an academic integrity violation.

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 Student Accountability Officer or Hearing Board and will be reviewed 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 the implementation of the sanction below.

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 cocurricular 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.

Deferred Expulsion

Although the responding student is not being expelled from the College at this time, future violations of college policy may result in the implementation of the sanction below.

Expulsion

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

Leveling System

Based on the circumstances surrounding an alleged violation of academic integrity, the allegation will be considered to be a Level 1, Level 2, or Level 3. This determination will be made by the Director of Community Standards, the Manager of Academic Integrity, or their designee. Levels will be used to 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 used when determining appropriate sanctions. **Level 1** incidents are considered the least egregious violations of policy. **Level 2** cases are considered moderately egregious violations of policy. **Level 3** cases are considered the most egregious violations of policy.

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

- Impact of an assignment 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 behavior;
- Academic experience of the responding student;
- Graduate or Undergraduate status of the responding student;
- The responding student's history of academic integrity violations.

Any allegations of repeated violations of academic integrity policies will result in a case being addressed as Level 2 or Level 3, regardless of details of the allegation.

Some examples of behaviors that may constitute violations of the 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 minor 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 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.

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

Violation Level	Academic Sanction	Educational	Sanction	Change of Status Sanctions
Level 1	Reduced Grade on the Assignment through Failure in the Course	Academic Seminar	Integrity	Provisional Period through Disciplinary Probation with Conditions
Level 2	Failure on the Assignment through Failure in the Course w/ Transcript Notation	Academic Seminar Additional EdSanction	Integrity and/or ucatinal	Provisional Period 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 with Conditions through Expulsion

Appendix B: 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. No outside alcohol is permitted inside Roger's Pub at any time. All students must 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 Amnesty 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 ones.

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.

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/or other College buildings.

Massachusetts State Alcohol-Related Laws

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. 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
- Pregnancy complications
- Ulcers
- Cancer of the esophagus

- Irritability
- Relationship problems
- Cirrhosis of the liver
- Malnutrition
- Respiratory arrest
- Delirium tremens
- Meningitis
- Sleep problems
- Fluctuating moods and emotions
- Pancreatitis

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. See complete definitions of violations on pg. 44

	Educational Sanctions	Change of Status	Additional Sanctions
Possession/ Consumption of Alcohol; Drug Use/ Possession	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)
Alcohol Paraphernalia/ Drinking Games; Drug Paraphernalia	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)
Providing Alcohol to Underage Individuals; Distribution/Sale of Drugs	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)
Open Container	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)

	Educational Sanctions	Change of Status	Additional Sanctions
Unauthorized Locations/Events for Alcohol Consumption	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)
Central Source	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)
Alcohol Delivery	Wellness and Prevention Intervention	Provisional Period through Expulsion	Other Educational Sanction(s); Recommended next sanction(s); Other intervention(s)

Appendix C: Computer Code of Ethics Acceptable Use of Campus Network and Computing Systems

Computer abuse affects everyone who uses computing facilities and results in significant expense to the College. The same moral and ethical behaviors that apply in the non- computing environment apply in the computing environment. Babson College treats access and use violations seriously. Access to the College computing facilities and information resources is a privilege granted to the College's students, faculty, administrators, and staff. Access to the College's computing facilities and information resources may be restricted or terminated at the College's sole discretion based on the following factors: failure to comply with relevant laws and contractual obligations (including the terms of any license agreements); the risk of damage or loss to the College; the impact of a violation upon the community or third parties; and costs incurred by the College in responding to abuses of the system.

It is the responsibility of each community member to use the services provided by the College's campus network and computing systems appropriately and in compliance with all College, town, county, state, and federal laws and regulations. Furthermore, users are expected to use computer, electronic mail, and network services in an effective, ethical, responsible, and efficient manner consistent with the instructional, research, public service, and administrative goals of the College. This policy covers all persons accessing a computer,

telecommunications, or network resource at Babson College, including the campus data network, electronic mail, file sharing, printing, Web services, telephone services and cable television. College computing systems are College resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of the College and may be accessed by College officials at any time.

College policy and relevant laws apply to use of the College's network and computing services. Actions that are unacceptable in the College community also are unacceptable on the network, computing systems, and other electronic services including:

- harassment in any form;
- failure to respect the rights and property of others;
- forgery or other misrepresentation of one's identity;
- distribution, redistribution, attempted downloading, or downloading of copyrighted materials without the permission of the copyright owner.

In addition, these policies specific to Babson's network and electronic services apply:

- College systems, networks, and electronic services may be used only for legal purposes and to access only those systems, software, and data for which the user is authorized.
- College systems, networks, and electronic services are provided only for uses consistent with the academic mission of the institution. They may not be used for private, commercial, or partisan political purposes, for personal gain, for unsolicited advertising, nor in any way that jeopardize the College's tax-exempt status. College facilities may not be used to provide Babson College network Internet access, cable television or telephone service to anyone outside of the Babson College community for any purpose. The College's conflict of interest and consulting/outside employment policies also apply.
- College facilities may not be used in ways that violate the privacy rights of
- individuals, the College's confidentiality policy or related laws.
- Information resources licensed by the College for the use of its students, faculty, or staff may not be retransmitted outside of the College community. Examples include Encyclopedia Britannica (Online), site-licensed software, and commercial cable television service.
- Network, cable TV, and telephone services and wiring may not be modified or extended beyond the area of their intended use. This applies to all wiring, hardware, and in-room jacks.

- Computer users may not assign an IP number to their machines. IP numbers are assigned dynamically.
- Manually assigning an IP number to one's machine may disrupt the network access of another user.
- Users with special needs may request a non-DHCP IP address from the Service Center.
- All members of the Babson community who use the College's computing resources must act responsibly.
- This includes, but is not limited to, respecting the rights of other computer users, abiding by all pertinent licensing and contractual agreements, and taking reasonable steps to protect the security of one's computer and electronic identity (i.e. changing passwords frequently, logging off each time you leave your computer, locking computer, etc.).

All electronic and telephonic communication systems and all communications and stored information sent, received, created on, or contained in the Babson systems are the property of the College, and as such, are to be used for job-related purposes. While members of the Babson community may make incidental personal use of Babson technology resources, it must be done in accordance with all College policies and relevant laws and at a level that is determined to be reasonable with respect to the use of College resources.

You should not consider any material on these systems to be private. Even erased or deleted material may remain available. While the College respects the privacy of its users, the College reserves the right to look at, listen to, or use anything on its systems and equipment, in its sole discretion, with or without notice, at any time and to bypass any passcode. Circumstances for such action may include, but are not limited to, protecting the College from liability; complying with requirements of the law, regulations, or College policies; protecting the integrity, security, and proper functioning of the College's computing systems; investigating violations of the law, regulations, or College policy; and enforcing College policy and adjudicating violations.

The campus network is a shared resource. Therefore, network uses or applications that inhibit or interfere with the use of the network by others are not permitted. (For example, applications which use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.)

Users must know and obey the specific policies established for the systems and networks they access. They have a responsibility to stay informed of changes

and adapt as needed. For any questions related to the computing policies at Babson, please contact the IT Service Center.

Administrators of the network, computer systems, and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.

Anybody who is active on any online communities (i.e., facebook.com, Instagram, etc.) must be aware that any information, including personal Web logs and pictures, posted on these websites is public information. While the College does not typically review these online communities in an ongoing manner, if the College is made aware of any online posting which it deems to be problematic or indicative of policy violations, it reserves the right, but not the obligation, to respond.

Violations of the Computer Code of Ethics/Acceptable Use Policy will be treated as violations of College policy and may result in disciplinary action including, but not limited to, loss of network and laptop privileges. Prosecution under state and federal laws also may apply.

The College will respond in the following way after receiving notification of the transmission (upload or download) of copyrighted electronic files without the permission of the copyright owner. See below for sanctioning information related to illegal download cases.

For Undergraduate Students:

- **First Notification/Official Warning:** The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.
- **Second Notification:** The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose laptop privileges for seven days.
- **Third Notification:** The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose Babson network privileges for 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 D: Fire Life and 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 injury to persons and property and to minimize fire and safety hazards within the residence halls, the following items including, but not limited to, are prohibited in the residence halls:

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

Items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be referred to the Student 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
Possession of unauthorized items (hookahs, candles, unauthorized appliances, etc.); Hanging items from ceiling pipes or lights	\$75	Provisional Period through suspension, and/or deferred/loss of College housing
Failure to evacuate the building during a fire alarm	\$100	Disciplinary probation with conditions through suspension, and/or deferred/loss of College housing.
Tampering with fire extinguishers, fire exits, pull boxes, hoses, smoke alarms, heat	\$250	Disciplinary probation with conditions

Charges	Fines	Change of Status Sanctions
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.		through suspension, and/or deferred/loss of College housing; Restitution for any damage
Smoking in an unauthorized area	\$75	Provisional Period through suspension, and/or deferred/loss of College housing; Restitution for any damage or extra cleaning costs
Causing a fire	\$500	Loss of College housing and suspension through expulsion from the College; Restitution for any damage

Appendix E: Hazing

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

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 the leadership of every registered student organization. The Office of Student Engagement will require all 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 the law as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or any other substance; or any other brutal treatment, or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation.”

A second important aspect of the law concerns the failure to report hazing. It states, "Whoever knows that another person is the victim of hazing (as defined) and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable."

[Click here for full MA Hazing Law](#)

Members of any organizations who fail to comply with the hazing law will be subject to the Student Accountability Process or other disciplinary processes, which may result in immediate suspension from College housing, suspension or expulsion from the College, loss of organizational recognition, and other sanctions. Criminal charges also may be brought against individual members of any organization who are found to practice hazing.

Hazing Policy Definition

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

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

Procedures

Any person having knowledge of any conduct which may constitute hazing, should report said behavior to the College immediately. Students may utilize any of the following resources to report hazing:

- The Office of Community Standards
- Public Safety
- The Office of Student Engagement
- Vice President of Learner Success and Dean of Campus Life
- Dean of Students

- Or Public Safety's Anonymous Tip line - 781-237-8164

The College may also consider a referral to the [Amnesty Resolution Process](#) rather than the Student Accountability Process for students or student organizations that choose to self-report actions of hazing. The determination of process and/or who receives amnesty will be determined by the Director of Community Standards or their designee.

Appendix F: 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.
- 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.

Extended Stay America Waltham Expectations

- No pets are allowed in the Extended Stay America Waltham. 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.
- Residents are responsible for all incidental charges including, without limitation, telephone, fax and other business services, laundry, food and beverage and other room charges. Any incidental charges incurred that are not billed directly to a student will be charged to the student's account through

Student Financial Services. Failure to pay any outstanding charges related to such incidentals may result in a hold being placed on the student's account. All rooms/apartments will be inspected after departure from the Extended Stay America Waltham. Any damages found in the room, intentional or accidental, and/or missing furniture, will be the responsibility of the resident(s) along with the corresponding damage charges.

Babson Residential Pods at Olin College

Students residing in the Babson College residential pods at Olin College will be held accountable for the expectations and policies as set forth in the Babson College Community Code of Student Conduct and the Olin College Student Handbook, which includes the College's Honor Code and Student Conduct Policies.

Should a Babson student be alleged to have violated an Olin College policy while residing at Olin, the allegations will be reported to Babson's Residence Life Office and Office of Community Standards. The allegations will be managed through the Babson College student accountability process with applicable charges from the Babson Community Code of Student Conduct and/or the Olin Honor Code and Student Conduct Policies as appropriate.

Additionally, Babson students residing in the Babson College residential suites at Olin College are expected to adhere to the following expectations:

- Babson students are prohibited from parking on the Olin College campus. Students with a car are expected to purchase a Babson College parking permit and utilize available parking in Babson lots only.
- Babson students will attend a mini-orientation session, floor expectation meetings, and familiarize themselves with the Resident Advisor expectations at Olin College.
- Babson students are responsible for their Olin College identification card and may not share the identification card to provide guests access to Olin College buildings.

Appendix G: Gender-Based Misconduct

Behavior that is gendered and/or sexual in nature falls under the purview of the College's Title IX Coordinator, Betsy Rauch. A list of support resources, reporting options, and policies can be found on the Title IX website.

Resources for Students On-Campus Resources

Office of Community Standards

- Office Location: Park Manor Central
- Communitystandards@babson.edu
- 781-239-6344
- General Reporting Form
- Academic Integrity Reporting Form
- Bias-Related Experience Reporting Form
- Conflict Consultation Request Form (Restorative Practices) Accessibility Services
- Office Location: Hollister Hall, Suite 220
- Accessibility@babson.edu
- 781-239-4075

CAPS (Counseling and Psychological Services)

- Confidential Service
- Office Location: Park Manor South
- 781-239-5200

Title IX Office

- Confidential Service
- Betsy Rauch, Title IX Coordinator
- Office Location: Horn Library, Office #329
- Brauch1@babson.edu

Wellness and Prevention Services (WPS)

- Confidential Service
- Wellness@babson.edu
- 781-239-5200

Health Services

- Confidential Service
- Office Location: Hollister
- 781-239-4257

Writing Center (Open for Undergraduate and Graduate students)

- Office Location: Horn Computer Center, Room 160
- 781-239- 4365

Peer-Tutoring

- Peertutoring@babson.edu
- Schedule an appointment now!

Uwill Helpline

- 781-239-6200 (Option 2) Residence Life
- Office Location: Reynolds 2nd Floor
- Reslife@babson.edu
- Domestic: 781-235-1200
- International: 800-488-3696

Multicultural and Identity Programs

- Office Location: Park Manor Central

- Multicultural@babson.edu

Office of Diversity, Equity and Inclusion

- Dr. Sadie Burton-Goss, Chief Diversity and Inclusion Officer
 - o Sburtongoss@babson.edu 781-239-6334
- Barbara Popp, Administrative Coordinator
 - o Bpopp@babson.edu 781-239-5585 Graduate Student Services

International Student & Scholar Services

- isss@babson.edu

Glavin Office of International Education

- Glavinoffice@babson.edu
- 781-239-4565

Food Insecurity

- Referral form Public Safety
- Emergency Line - 781-239-5555
- Anonymous Tip Line - 781-237-8164
- Community Watch Form

Dean of Students Office

- 781-239-4500

Off-Campus Resources

Alcoholics Anonymous and Narcotics Anonymous

- 1-800-RECOVERY (73268379) National Suicide Helpline
- Free and confidential emotional support available 24/7 o Call or text 988 (Veterans: Press 1, Spanish Line: Press 2) o Chat available on 988lifeline.org/ chat o Visit 988lifeline.org for additional information.

Trevor Project

- Free, confidential and secure 24/7 service for LGBTQ young people. o Call 1-866-488-7386 | Text 678-678 o Visit www.thetrevorproject.org for additional information.

Trans Lifeline

- Provides trans peer support; run by and for trans people. Available 24/7.
- Call 1-877-565-8860 o Visit www.translifeline.org for additional information.

References

Conduct System | Student Affairs | Bentley University. (n.d.). Bentley University.
<https://www.bentley.edu/offices/student-affairs/conduct-system>

Community Standards of Conduct | Lesley University. (n.d.).
<https://lesley.edu/students/policies/behaviorpolicies#:~:text=Conduct%20themselves%20in%20a%20respectful,working%20environment%20at%20the%20University.>

Student Rights & Responsibilities | Olin College of Engineering. (n.d.).
<https://www.olin.edu/student-life/student-rights-responsibilities#:~:text=THE%20OLIN%20HONOR%20CODE%20VALUES&text=I%20will%20represent%20myself%20accurately,and%20in%20non%20academic%20affairs.&text=I%20will%20be%20patient%20with,inherent%20dignity%20and%20personal%20property.>

The honor Code. (n.d.). Wellesley College.
<https://www.wellesley.edu/studentlife/aboutus/honor#:~:text=It%20is%20the%20responsibility%20of,learn%20with%20and%20from%20others.>

University Code of Student Conduct | Student Conduct - Division of Student Affairs | Rutgers University-New Brunswick. (n.d.).
<https://studentconduct.rutgers.edu/processes/university-code-student-conduct>

Disclosures

The Babson College Catalog is an annual publication that includes information about the College, academic programs offered, academic and financial policies, and student services and resources. Babson College reserves the right to make changes to information included in the College Catalog as deemed necessary and without notice. The information included in this catalog is effective the date of publication.

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.

Faculty Qualifications

Faculty Qualifications

Tenured and Tenure Track Faculty: Candidates who have received the appropriate terminal degree and have relevant experience.

Non-Tenure Track Faculty: Candidates who have earned a minimum of a Master's Degree and have relevant experience.

Adjunct Lecturers: All adjunct candidates must possess a minimum of a Master's degree and have relevant experience. If adjunct candidates do not have relevant teaching experience, Babson offers an opportunity for adjuncts to shadow a current faculty member for a semester prior to teaching.

Faculty

Aaron Shimoff

Adjunct Lecturer
Accounting

Adam Sulkowski

Professor, Law
Accounting

Ahmed Ahmed

Assistant Professor, Finance
Finance

Albert Barnor

Adjunct Lecturer
Economics