

2023-
2024

Community Code of Student Conduct



Office of Community Standards
2023-2024

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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 [Bias-Related 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 exits, 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 pre-hearing 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.
 - a. 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 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 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.](#)

<i>Violation Level</i>	<i>Academic Sanction</i>	<i>Educational Sanction</i>	<i>Change of Status Sanctions</i>
<i>Level 1</i>	<i>Reduced Grade on the Assignment through Failure in the Course</i>	<i>Academic Integrity Seminar</i>	<i>Provisional Period through Disciplinary Probation with Conditions</i>
<i>Level 2</i>	<i>Failure on the Assignment through Failure in the Course w/ Transcript Notation</i>	<i>Academic Integrity Seminar and/or Additional Educational Sanction</i>	<i>Provisional Period through Suspension</i>
<i>Level 3</i>	<i>Failure in the Course through Failure in the Course w/ Transcript Notation</i>	<i>Academic Integrity Seminar and/or Additional Educational Sanction</i>	<i>Disciplinary Probation with Conditions through Expulsion</i>

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 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)
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 Lithium-ion 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.
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Items found to be in violation of this policy will be confiscated and students found to be in possession of those items will be referred to the Student 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 sensors, or emergency phone/lighting equipment. This includes the act of covering a smoke detector; Obstruction of a fire exit, hallway, or fire/Public Safety personnel in the performance of their duty.	\$250	Disciplinary probation with conditions 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: bong, 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
- Brauchi@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
 - Sburtongoss@babson.edu
 - 781-239-6334
- Barbara Popp, Administrative Coordinator
 - 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
 - Call or text 988 (Veterans: Press 1, Spanish Line: Press 2)
 - Chat available on 988lifeline.org/chat
 - Visit 988lifeline.org for additional information.

Trevor Project

- Free, confidential and secure 24/7 service for LGBTQ young people.
 - Call 1-866-488-7386 | Text 678-678
 - 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
 - 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/behavior-policies#:~: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>