2026-2027

Community Code of Student Conduct

Office of Community Standards

2026-2027

Table of Contents

Community Code of Student Conduct Preamble 5

Introduction to Student Accountability Processes 7

- Student Accountability Authority 7
- Jurisdiction 7

Glossary of Terms 9

Student Rights and Responsibilities 12

Student Accountability Policies 13

- Standard of Evidence 13
- How to Report 13
- Record Retention Policy 13

Prohibited Conduct 14

Processes for Resolution 22

- Interim Restrictions 22
- Educational Conferences 24
- Initiation of Process and Use of the Educational Conference 24
- The Hearing Board 26
- Initiation of Process and Use of a Hearing Board 26
- The Hearing 29
- Outcome of the Hearing 31
- Administrative Hearing 33
- Initiation of Process and Use of the Administrative Hearing 33

Restorative Justice and Alternative Resolution Practices 35

- Possible Pathways for Restorative Justice 35
- Restorative Resolution for Interpersonal Harm 38
- Appropriate Use of Restorative Resolutions 38
- Possible Measures of Outcome Agreements 39
- Record Retention 39
- Amnesty Policy / "I Call Because I Care" 39

Sanctions 41

- Alcohol and Other Drug Sanctions 41

Wellness and Prevention Services Interventions 41
Change of Status Sanctions 42
Separations 42
Other Sanctions 43
Behavioral Conduct Leveling System 45
Appeals Process 48
Appeal Grounds 48
Appeal Requests 48
Sanction(s) Enactment Pending an Appeal 49
Appeal Review Processes 49
Appeal of a Non-Separation Decision 49
Appeal of a Separation Level Decision 50
Appeal Review Process Outline 50
Appeal Decisions 50
Appendix A: Academic Integrity 51
Violations 51
Academic Integrity Resolutions 53
Academic Integrity Resolution Process 53
Academic Integrity Sanctions 54
Separations 55
Academic Integrity Leveling System 56
Appendix B: Student Organizational Conduct 58
Student Organization Accountability Process 58
Organization Specific Violations 59
Organization Specific Sanctions 60
Organizational Separations 62
Appendix C: Alcohol and Other Drugs 63
Alcohol Policies 63
Alcohol-related Policy Definitions 63
Drug Policies 65
Drug-Related Policy Definitions 65
Drug Free Schools and Communities Act of 1989 65

Appendix D: Policy on Acceptable Use 67
Appendix E: Fire and Life Safety 75
Prohibited Items 77
Appendix F: Hazing 80
Appendix G: Residence Hall Expectations 84
General Policies 84
Furnishings 84
Guest Policy 84
Health and Safety Inspections 85
Residence Life Policy Violations 86
Room Search Policy 87
Woodside and Babson Executive Conference Center Expectations 88
Appendix H: Gender-Based Misconduct 89
Appendix I: Campus Utilization Policies 90
Resources for Students 94
On-Campus Resources 94
Off-Campus Resources 95
References 96

Community Code of Student Conduct Preamble

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

In your coursework, activities, and life in the residence halls, we challenge you to learn, understand, and reflect on how your decisions impact not only yourself, but also the Babson community and the broader communities in which you live, work, and serve. We expect you to be ethically responsible leaders, both in business and in life. The Babson College *Community Code of Student Conduct* reflects the kind of campus culture that fosters critical learning and development—an essential element to your success, as Babson students, organizations, and future alumni.

Integrity

Babson students and student organizations are expected to act with integrity. Integrity, derived from the Latin word *integer*, means the state of being whole and undivided. Babson students and student organizations are expected to bring their whole selves to each situation and recognize that decisions made in one situation are representative of your whole self. Your actions, behaviors, and decision making should demonstrate reflection and support for the five guiding principles set forth in the Five Pillars of Integrity: honesty, respect, trust, fairness, and ownership.

> **HONESTY** is truthfulness in all that we do and say, including clear attribution for others' thoughts and ideas.
>
> **RESPECT** is showing sincere consideration and appreciation for individuals and the differences among them.
>
> **TRUST** is the ability to believe in the integrity and reliability of others.
>
> **FAIRNESS** is actively ensuring that everyone has access to the same opportunities and community resources.
>
> **OWNERSHIP** is taking pride in and responsibility for one's actions and authorship and having the courage to compel others to do the same.

As a Babson student or student organization, you are committing to being an active and engaged participant in our community, in partnership with your fellow students, faculty, staff, and alumni. As such, it is our expectation that you familiarize yourself with the following guides for ethical decision making and civil discourse.

Ethical Decision Making

Our Babson community is connected and strengthened by each member's individual commitment to integrity and ethical decision making in all we do. The following steps are designed to guide you through making decisions with integrity.

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

Civil Discourse

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

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

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

Introduction to Student Accountability Processes

Student Accountability Authority

Responsibility for the overall administration of undergraduate and graduate student conduct matters at Babson College has been delegated by the College's President to the Vice President of Learner Success and Dean of Campus Life. The Vice President of Learner Success and Dean of Campus Life has designated authority for direct management of the process to the Director of Community Standards. The Vice President of Learner Success and Dean of Campus Life reserve 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 a virtual environment. The College may review any information regarding the conduct of a student or student organization while off-campus to determine if they/it has acted in compliance with local, state, and federal law and/or College policies. Conduct that adversely impacts the educational mission, reputation, or operations of the College will also be reviewed. The College reserves the right, in its sole discretion, to determine whether an off-campus incident involving one or more students or student organization(s), shall be subject to 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 the College's regulations or policy, local, state, or federal law; determine if there is sufficient information to pursue a charge; and identify the specific charge(s) that will be brought against the student. If appropriate, the Director of Community Standards may also refer allegations of criminal violations to the Department of Public Safety, the Wellesley or Needham Police Departments, or other law enforcement authorities for investigation.

The College's *Community Code of Student Conduct* applies to a student's conduct from the time of application for admission through the conferring of a degree. This includes conduct that occurs before classes begin or after classes end, during periods between terms of actual enrollment, during a leave of absence or other period of withdrawal. Additionally, all students and student organizations are responsible for the contents of their rooms, cars, or on their person. In the event of a violation committed while still enrolled but unresolved or reported after the responding student has taken a leave of absence, is withdrawn from the College or has graduated, the College may

proceed with the Student Accountability Process. In the case of conduct that could lead to removal or separation from Babson College, the College reserves the right to rescind an admitted student's acceptance or graduated student's degree and/or withhold a degree until a matter is resolved. When the College is investigating a serious violation of policy, as determined by the Director of Community Standards or their designee, the College will place a hold on the student's transcript and request a temporary transcript notation until the matter has been resolved. Should the student request a transcript while the hold is placed on their account official transcript will not be released and the unofficial transcript will reflect the temporary transcript notation regarding the unresolved matter. Upon resolution of the matter, the College will apply the relevant transcript notation when applicable and according to the definition of the sanction assigned to the responding student or student organization.

Glossary of Terms

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

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

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

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

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

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

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

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

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

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

organization's standing with the Office of Community Standards may be reportable information to other entities.

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

Outcome Letter: Correspondence in letter form sent to the responding student or student organization(s) via Babson email account from the Office of Community Standards outlining: the formal policies or regulations reviewed, the finding of the Board or Student Accountability Officer(s) regarding responsibility of the student for violation of those policies or regulations, and the sanctions (if any) that will be applied as a result of the finding of responsibility.

- *Note:* All outcome/sanction letters will be placed in the student's educational record. However, only cases of College suspension or expulsion will result in a permanent transcript notation.

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

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

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

Sanctions: Outcome(s) that result from a student being found responsible or having accepted responsibility for the violation of a particular policy(s) or regulation(s).

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

Student Organizations: Recognized student groups including, but not limited to, registered student organizations, varsity athletic teams, club sports, fraternities and sororities, and Special Interest Housing communities.

- N o t e : At the discretion of the Director of Community Standards, or their designee, Student Organizations may be held accountable either through the Office of Community Standards and/or by the office that advises/supports the group. The officers or the leaders of the student organization or a designee from the student membership are expected to represent the organization during the Student Accountability Process. The College's policies do not preclude holding specific members of an organization accountable for their individual acts committed in the context or in association with the organization's alleged violation of

College policy.

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

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

Student Rights and Responsibilities

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

1. All students and student organizations are responsible for reviewing the College's behavioral expectations in Babson College's *Community Code of Student Conduct*.
2. Written notification of the date, time, and place of any hearing will be delivered to the student's Babson email. It is the student's responsibility to check their Babson email daily following receipt of charges until the process is resolved.
3. Prior to any type of formal Educational Conference or Hearing, the responding student(s) or student organization will receive a written notice of the charges and the source of such charges. This letter will be delivered to the student's Babson email account and securely accessed with the student's login credentials.
4. The responding student(s) or student organization has the right to be heard by an impartial hearing body.
5. It is the responsibility of the responding student(s) or student organization to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The responding student(s) or student organization has the right to request written postponement of a hearing.
6. The responding student(s) or student organization has the right to request that the perspective of witnesses be considered by the hearing body.
7. The responding student(s) or student organization has the right to request the opportunity to answer questions posed by the complainant outside of the physical presence of the complainant.
8. It is the responsibility of all those participating in the Student Accountability Process to respect the confidentiality of personal information about members of the College community and to preserve the right of privacy.
9. All students and student organizations have the right to report allegations of retaliation resulting from participation in the Student Accountability Process.
10. The responding student(s) or student organization has the right to appeal a Community Standards decision to an appeal party based on limited grounds, as outlined in these documents.

Student Accountability Policies

Standard of Evidence

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

How to Report

Violation of the guidelines and requirements contained in Babson College's *Community Code of Student Conduct* and/or other College policies constitutes grounds for a valid complaint by any member of the Babson Community. Reports of alleged violations may be submitted by any department or by any member of the community utilizing the online reporting form. The Director of Community Standards, or their designee, reviews the alleged misconduct in order to determine whether the conduct in question may constitute a violation of College policies, rules, or regulations, and identifies those specific charges that may be brought against the student or student organization. When appropriate, certain matters may be referred to Public Safety and/or other applicable law enforcement agencies for further disposition.

Record Retention Policy

Student conduct files are maintained separately from any other academic or official file at the College by the Office of Community Standards. The student's entire conduct file will be retained indefinitely if the case resulted in an expulsion, suspension, a rescission of acceptance, or a revocation of degree. Other conduct files will be retained for seven (7) years after the date of an incident unless the College is mandated to maintain the record in compliance with federal, state, or local law or College policy. Every student may review, upon written request, all non-confidential contents of their conduct file to the extent permitted by law. Audio/video recordings of hearings are used for the appeal process only and are not considered a part of the student conduct file. Educational Conferences may not be recorded by any party.

Prohibited Conduct

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

Any attempt, successful or not, to violate College policy(ies) may be referred to the Student Accountability Process. Students and student organizations may be held responsible for these actions regardless of the result of the attempt. Students and student organizations are responsible for the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnosis) and/or by the use of alcohol and/or other drugs. Additionally, students and student organizations are responsible for the actions of their guests.

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

Academic Integrity Policy Violations

See Appendix A for More Information

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

Abuse of or Interference with the Student Accountability Process

Examples include but are not limited to:

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

Aiding in the Violation of Babson College's Community Code of Student Conduct

Any act or action that supports and/or facilitates a violation of the College's *Community Code of*

Student Conduct.

Alcohol Policy Violations

See Appendix C for More Information

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

Bullying

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

Bias

Any act constituting a violation of College policy that is directed at any person and/or group and is motivated by: race, color, national or ethnic origin, ancestry, religion, sex, sexual orientation, gender identity or expression, age, genetics, mental or physical ability status, and veteran or any other protected status. Cases determined to be bias-related violations of Babson College's Community Code of Student Conduct may be assessed for enhanced sanctions. Complaints of bias behavior can be reported to the Office of Community Standards or submitted through the Bias-Related Experience reporting link.

Damage

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

Disorderly Conduct Involving a Motor Vehicle

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

Disruptive Behavior

Inappropriate, disorderly, and/or disruptive conduct.

Examples include, but are not limited to:

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

Disruptive Gatherings

Gatherings on or off-campus that become disruptive to the Community at large.

Examples include, but are not limited to:

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

Driving Under the Influence

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

Drug Policy Violations

See Appendix C for More Information

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

Endangering Behavior

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

Failure to Comply

Failure or refusal to comply with the reasonable request or directive of a College official (Public Safety officer, residence life staff member, faculty member, or staff member).

Examples include, but are not limited to:

- Failing to produce identification;
- Failing to consent to a room search;

- Fleeing the scene of an incident;
- Failing to adhere to College health and safety guidance.

False Identification

Use and/or possession of false or altered identification.

False Information and Misrepresentation

- Providing false information and/or making misrepresentations to any College official including Public Safety, residence hall staff, faculty members, administrators, and/or any member of the College community acting on behalf of the College.
- Providing false information to any individual or agency including, but not limited to, recruiters and employers, regarding one's status or relationship with the College.

Fare Evasion

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

Fire Life and Safety Violation

See Appendix E for More Information

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

Gambling

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

Gender-Based Misconduct:

See Appendix H for More Information
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 F for More Information

Any action or situation that recklessly or intentionally endangers, or has the potential of endangering, the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization. This policy applies to student groups, teams, and organizations of any kind whether or not they are registered or recognized by the College (collectively, "Student Organization"). Examples of Student Groups include but are not limited to athletic teams, fraternities and sororities, and any other student group or organization. This policy also applies to all members of the College community, including faculty, staff, students, alumni, and other affiliates.

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

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

Misuse of College Resources

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

- Accumulation of an excessive* number of parking tickets;
- Accumulation of an excessive* number of residence hall lockouts;

- Disregard for residence hall key replacement processes;
- Inappropriate use of College forms;

**Please note that the Departments of Residence Life and Public Safety reserve the right to determine what constitutes an "excessive number" of parking tickets and/or lockouts.*

Misuse of Space

See Appendix I for More Information

Utilizing college-owned buildings or private property in a manner outside of its intended use.

Non-compliance with Office of Student Engagement Travel Policies

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

Non-compliance with the Law

Failing to adhere to all federal, state, and local laws.

Physical Abuse/Violence

Physical abuse of others including, but not limited to, fighting and/or inflicting injury. *Self-defense may only be used to the limited degree necessary for self-protection.*

Public Exposure

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

Residence Hall Violations

See Appendix G for More Information

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

Retaliation

Any adverse action taken against a person on the basis of their participation in a protected activity.
Examples of protected activity include but are not limited to:

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

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

- threats, intimidation, continued harassment or other misconduct;

- discouraging an individual from participation in an investigation or adjudication process;
- adverse educational or employment consequences.

The College maintains the right to take action against a student for other legitimate reasons in accordance with College policies and procedures, even if that student has filed a complaint with the College or otherwise participated in a protected activity.

Retaliation by any member of the College community or any person acting on their behalf is strictly prohibited. Retaliation is a serious violation that can result in sanctions independent of the merits of the underlying complaint or allegation. The College will respond immediately to retaliation and impose disciplinary measures as appropriate including, but not limited to, interim or longer-term suspension from the College.

Smoking

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

Theft

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

Unauthorized Presence

Unauthorized presence in College-owned buildings and/or private property. Instances where force is used to gain access may be assessed for enhanced sanctions.

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

Violations of the Computer Code of Conduct

See Appendix D for More Information.

It is the responsibility of each community member to use the services provided by the College's campus network and computing systems appropriately and in compliance with all College, town, county, state, and federal laws, and regulations.

Violation of Published College Policy

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

Weapons

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

Processes for Resolution

Babson College reserves the right to review any matter that it feels may represent a violation of its policies. Students and student organizations should be aware that there is no prescribed path a given matter may take to resolution. If a matter is to be reviewed, it will be the sole discretion of the Director of Community Standards, or their designee, to determine the appropriate process. Once the process has been determined, the student will be bound by the procedures from the Educational Conference through the appeals process, if applicable to the case.

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

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

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

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

Alleged violation(s) of Babson College's *Community Code of Student Conduct* arising in the context of alleged gender-based misconduct subject either to the Gender-Based Misconduct Policy or the Title IX Policy may be addressed under Babson College's *Community Code of Student Conduct* or such other policy in the sole discretion of the Director of Community Standards in consultation with the Title IX Coordinator.

Interim Restrictions

Under the limited circumstances described below, the Dean of Students or their designee may impose a temporary College suspension, residence hall suspension or other restriction(s) related to College property, programs, or activities. Interim restrictions become effective immediately and may be imposed at any point prior to the final resolution via the Student Accountability Process or other processes.

Whenever necessary, interim restrictions will be imposed to a) ensure the safety and well-being of members of the College community and/or surrounding communities, b) to maintain the normal operations of the College, and/or c) to preserve College property. The nature of the interim restriction(s) will be based on a careful review of all available information and the particular facts and circumstances of each situation.

The interim restriction(s) will be confirmed by written notification to the student and shall remain in effect until the conclusion of a process, without undue delay, in accordance with the Student Accountability Process and policies. Violations of interim restrictions may result in action up to and including suspension or expulsion from the College.

The student may, within five (5) business days of the imposition of the interim restriction(s), petition the Vice President of Learner Success and Dean of Campus Life or their designee for a modification or removal of the restriction(s). The petition must be in writing and must include supporting documentation or evidence that the particular restriction was unwarranted, excessive, or imposed improperly. A decision on such a petition will be made without undue delay by the Vice President of Learner Success and Dean of Campus Life or their designee.

No refunds for lost tuition, housing, or meals will be made due to an interim restriction period. An interruption in a student's course of study may result in required courses no longer being available or only available on a limited basis. At its discretion, the College may allow course substitution, independent study opportunities, and/or a course taken off-campus for credit (at the student's expense). Requests for alternative course of study related to the imposition of interim action can be submitted in writing to the Dean of Students. Any student who experiences an involuntary interruption in their course of study should immediately contact their Student Success Advisor for academic guidance.

No Contact/Stay Away Orders

Under certain circumstances, it may be necessary for a College administrator to restrict a student's access to a college-owned building and/or individual(s). While these orders are determined on a case-by-case basis, they may be associated with alleged behavior that may need to be addressed through a conduct or other administrative process, or they may be granted as a supportive measure to enhance the comfort of community members. Individuals will be notified of these orders in writing via their Babson College email address. These orders become effective immediately and may be imposed at any point prior to the final resolution via the Student Accountability Process or other administrative process. Such orders may be implemented by Public Safety, Dean of Students, Community Standards, or Title IX Coordinator. No Contact/Stay Away Orders issued before the completion of a student accountability process are not an indication of responsibility.

Educational Conferences

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

Initiation of Process and Use of the Educational Conference

The responding student(s) or student organization will receive a letter sent to their Babson College email informing them of the incident and alleged violation(s) in question. The letter will include the date, time, and location of the appointment with the Student Accountability Officer to discuss this issue. Failure to attend the meeting(s) by the date in the letter may result in a decision being determined without the benefit of input from the student or student organization. It is the student or student organization's responsibility to promptly reschedule the meeting if they are unable to attend due to academic-related conflicts and to check their Babson email daily following receipt of the notification until the process is resolved.

Educational Conference Procedures

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

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

Determining an Outcome

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

Outcome Notification

Notification of the Educational Conference decision will be provided to the responding student(s) or student organization within five (5) business days after the conclusion of the Student

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

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

The Hearing Board

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

Initiation of Process and Use of a Hearing Board

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

Composition

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

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

The Director of Community Standards, or their designee, has the authority to determine the best course of action when circumstances of a case and/or the timing of a case prevent the ability to convene a Hearing Board, or when the composition of the Hearing Board needs to be altered.

Role of the Community Standards Staff

The Director of Community Standards, or their designee, appoints a staff member to serve as the Advisor to the Hearing Board. The Advisor serves as a resource during the hearing. In this capacity, they advise the Board as to proper procedures, institutional policy, and sanction precedent. Upon request from the Board, the Advisor may recommend appropriate sanctions. However, the Hearing

Board is not bound to act on the recommendation.

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

Hearing Board Processes and Procedures

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

- The responding student or student organization will receive a notice informing them of the date, time, and location of the Hearing, as well as a list of Hearing Board members who will be serving during the hearing. The hearing will be scheduled no earlier than five (5) business days from the date the notice was sent.
- It is the responsibility of the responding student or student organization to promptly resolve any scheduling conflicts with respect to a scheduled hearing. The responding student or student organization has the right to request written postponement of a hearing; however, postponement is rarely granted unless there is a significant circumstance that is subject to the approval of Community Standards Staff.
- It is the responsibility of the responding student or student organization to promptly inform the Office of Community Standards of any conflict of interest with Hearing Board members serving on their hearing no later than three (3) business days prior to the hearing.
- Prior to the hearing, Board members will be asked if they have a conflict of interest in relation to this hearing. If a Hearing Board member indicates they are unable to remain impartial, they will be replaced with an alternate Hearing Board member, or if the Advisor believes they are unable to do so, the Board member shall be excused. The responding party will be notified accordingly.
- All members of the Hearing Board will be instructed to give no weight to any outside information that they have heard regarding the case. Board members will be asked only to consider information from the hearing itself and the hearing packet.
- A responding or reporting party(ies) who wish to submit relevant documentation in support of verbal statements must send all statements to the Office of Community Standards at least three (3) business days prior to the hearing.
- All responding or reporting parties have the right to receive copies of and review the Hearing Board case packet. This information will be provided at least two (2) business days prior to the hearing. Community Standards Staff will ensure the distribution of materials to the Board as well as all responding and reporting parties.
- In cases where the responding party(ies) and/or reporting party decline participation in the hearing process, the hearing will continue as scheduled and Board members will be instructed not to consider the lack of participation in and of itself as a factor in their deliberations.

In cases involving more than one responding student or student organization, the Director of

Community Standards, or their designee, will determine whether the responding students or student organizations will receive separate and distinct hearings. In making this determination, the Community Standards Staff will consider whether the conduct in question arises from a common set of facts, whether separate and distinct hearings would be confusing to the Board, or whether separate hearings would not permit the Board to consider the information in its proper context.

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

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

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

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

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

Support Persons and Witnesses

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

- The support person's role is limited to providing support to a student or student organization leading up to and during the hearing process. During the hearing, the support person may not address the Board directly or speak directly to witnesses, but may privately confer at reasonable times, with their student or student organization.
- The Community Standards Staff may exclude a support person from a hearing or terminate a student or student organization's right to have a support person, for good cause.
- The support person may not act as a witness for the student or student organization, and a

current member of the Board may not serve as a support person.

- The chairperson and/or the Advisor to the Board reserves the right to dismiss a student or student organization's support person should they interfere with the hearing in any way.

The responding student or student organization and the reporting parties will be permitted to call and question **witnesses** on their behalf. Witnesses are often limited to those who have firsthand knowledge of the events being reviewed and may be limited at the Community Standards Staff's discretion. Witnesses will be invited to participate at their discretion, and the College will not compel any witness to participate. All parties must present a written list of all witnesses to the Community Standards Staff for approval three (3) business days prior to the hearing. **Note: hearings will not be rescheduled based on a witness's availability.*

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

The Hearing

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

At the start of a hearing, the responding student or student organization will be asked to respond to the policy violations of which they have been charged. They have the right to respond as follows: not responsible, or responsible. If the responding student or student organization is not present, they automatically enter a response of "not responsible".

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

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

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

Order of the Hearing

The general order of a Hearing:

- Introduction of the case by Board chairperson and reading of the charge(s);
- Statement of responsibility;
  - The responding Student or Student Organization is asked to respond responsible or not responsible to the charges as read.
- Opening statements;
  - Reporting Party(ies)
  - Responding Student or Student Organization
- Questioning of the Responding Student or Student Organization and Reporting Party(ies) by the Board;
- Presentation of witness(es) by the Reporting Party(ies);
  - Questioning by Reporting Party(ies)
  - Questioning by Responding Student or Student Organization
  - Questioning by Board
- Presentation of witness(es) by the Responding Student or Student Organization;
  - Questioning by Responding Student or Student Organization
  - Questioning by Reporting Party(ies)
  - Questioning by Board
- Final Questioning of the Responding Student or Student Organization and Reporting Party(ies) by the Board;
- Summation of the case by the Reporting Party(ies);
- Summation of the case by the Responding Student or Student Organization;
- All parties other than the Board and its Advisor are dismissed. The Responding Student or Student Organization will be notified of next steps;
- The Board determines responsibility for each potential code violation.
- The Board may be provided with additional information if applicable by the Advisor depending on the responsibility determination. The Board then determines sanctioning.
- The Responding Student or Student Organization is notified of the responsibility finding(s) and sanctions, if any, by the Advisor of the Board.

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

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

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

Outcome of the Hearing

When the hearing is concluded, the Board adjourns with the Board Advisor present to discuss the information that has been presented, and to make a determination. After the discussion is complete, a vote is taken to determine responsibility of the responding student or student organization relative to each specific charge. A simple majority vote is sufficient for a finding. In its deliberations, the Board considers guidelines provided by the College in Babson College's *Community Code of Student Conduct*, the nature of the violation, and the impact of the violation on the individual(s), the Babson community, the municipalities, including Wellesley and Needham, and the College's reputation as a member of the community at-large. The Board views each case as distinct, which allows it to consider the unique aspects of every situation.

In deciding an appropriate sanction, the Board may consider any relevant past disciplinary record of the responding student or student organization, including sanctions issued by other Student Accountability Officer(s) and any failure by the student or student organization to fulfill sanction obligations (which may be referred to the Board for future action). The Board assumes the responsibility to consider any past information carefully and in perspective. A list of possible sanctions is available in the Sanction section of this document (the list is not all inclusive). If a student or student organization chooses to appeal, sanctions may or may not be suspended or modified until the exhaustion of the Appeals Process at the discretion of the Director of Community Standards or their designee. Interim actions may stay in place through the conclusion of the Appeals Process.

Notification of an Outcome

When the Board has reached a decision, the Advisor of the Board will attempt to notify the student or student organization via phone. Additionally, the student or student organization will receive official notification in writing within five (5) business days of their hearing. A notification letter will be sent to the student's Babson email account. Failure to fulfill requirements of a sanction may result in further disciplinary action or a hold being placed on the student's account.

All responding students or student organizations have the right to file an appeal of the outcome of a Hearing based on limited grounds outlined in this document. If the appeal is denied, the original sanction(s) will remain in place as they were originally, except applicable deadlines may be modified to accommodate the delayed period. If the responding student or student organization has been subject to Interim actions, those restrictions may stay in place through the conclusion of this Appeals Process unless otherwise informed in writing by the Director of Community Standards, or their designee. Please see the Appeals Section for details.

Administrative Hearing

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

Initiation of Process and Use of the Administrative Hearing

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

If the responding student(s) and/or student organization elects to proceed with an Administrative Hearing, then the case will be heard by a Student Accountability Officer. The Student Accountability Officer will send a letter to the responding student's/students' Babson College email. The letter will include a date, time, and location of the appointment with the Student Accountability Officer to discuss the incident. Failure to attend the meeting(s) by the date in the letter may result in a decision being determined without the benefit of input from the student or student organization. It is the student, or student organization's responsibility to promptly reschedule the meeting if they are unable to attend due to academic-related conflicts and to check their Babson email daily following receipt of the notification until the process is resolved.

Administrative Hearing Procedures

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

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

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

Determining an Outcome

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

Outcome Notification

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

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

Restorative Justice and Alternative Resolution Practices

Not all reports of student behavior rise to the level of a potential policy violation and/or require a formal accountability process. As such, the Office of Community Standards offers a variety of services to help students and student organizations navigate conflicts and other difficult situations. Conflict is a normal, healthy, and expected part of life and ideally is viewed as an opportunity to strengthen relationships, improve efficiency, and rectify underlying concerns that often otherwise go unaddressed. Resolving conflict is a vital part of the educational journey of the Babson student and entrepreneur.

Restorative Justice Practices refer to an array of voluntary processes available to address student behavioral concerns outside of formal processes and with particular emphasis on repairing harm and restoring trust. Within the Student Accountability Process, Restorative Justice Practices may be used in lieu of or in addition to any of the processes outlined above and is at the discretion of the Director of Community Standards in consultation with the involved parties. All parties involved in the incident must also voluntarily and freely consent to the use of Restorative Justice Practices and are free at any time prior to an agreed resolution to return to the formal process if the matter at hand involves a potential policy violation. A failure to abide by the agreed-upon resolution may result in the prolonged condition of the dispute which, if left unattended, may result in referral to the Student Accountability Process.

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

Possible Pathways for Restorative Justice

All cases are unique and present distinct needs and circumstances for reparation. As such, the facilitator may work with the principal parties to map a pathway that addresses their needs. Following intake meetings with all principal parties, the facilitator will determine the most appropriate pathway to repair harms and restore trust. Regardless of the pathway, the involved parties have the option to have support persons with them throughout the process. Depending on how the pathway is designed, individuals serving as support persons may be asked to take an active role in the Restorative Resolution.

The following is a list of examples of Pathways of Restorative Resolution, but is not encompassing of all possible mechanisms:

Restorative Conversations

Restorative Conversations are a restorative resolution option in which students who are willing to accept responsibility for their potentially harmful behavior engage in reflection and thinking to identify impact on self and community, as well as potential resources and strategies for future change. Restorative Conversations are an option for a student's first violation of College policy when deemed appropriate by the Office of Community Standards. Matters resolved under a Restorative Conversation will not result in a reportable disciplinary record but may still result in restorative and/or educational outcomes being assigned.

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

Conflict Coaching

Conflict coaching is a one-on-one, private, and individualized conversation to talk through a conflict, explore concerns, frustrations, and goals; in addition to learning ways to manage and resolve conflicts in a way that meets the interests and needs of all parties involved. A conflict coach is someone who is empathetic, trained in conflict resolution, and can provide guidance on best practices for managing conflict effectively. The conflict coach supports the student in exploring and clarifying what their needs, desires, and viable options are with regard to the conflict. Conflict coaching is less about instructing or mandating how to manage the conflict, and more about empowering and supporting an individual with the confidence and skills to manage conflict on their own. Part of the goal of conflict coaching involves the individual exploring and learning about their individual's conflict style, habits, and ways to manage conflict more effectively in their lives beyond any one particular incident.

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

Shuttle Mediation

Shuttle mediation is a process during which a mediator facilitates a negotiation to resolve a dispute between two or more parties without the parties meeting together at the same time in the same room. This option may be especially helpful for parties in a dispute who have reached a high level of frustration or anxiety due to the conflict and may be more effective in resolving the matter through indirect conversation with the other party(s). Each party of the conflict will have an opportunity to share their perspective, concerns, and desired outcomes. During this process, each party will share and write down their needs in a written agreement, which the facilitator will circulate - or "shuttle" - between the two parties until an agreement is found that is accepted by all parties.

Facilitated Conversation

The goal of a facilitated conversation is to support a group of people in communicating openly and effectively. Sometimes, when tensions are high or there is a lot at stake, it can become difficult to understand and empathize with different perspectives and communicate effectively, calmly, and compassionately. An external and impartial facilitator can be helpful in moving a group discussion or process forward when there is disagreement, tension, or a sense of being stuck. Dialogue facilitators are available to support student groups, organizations or teams who are struggling to manage a particular discussion or project on their own, including but not limited to student club meetings, sport teams meetings, and group projects.

Mediation

Mediation is appropriate in situations that involve two or more individuals who are involved in a dispute, when all parties are willing to participate, and all parties are willing to seek a mutually agreed upon resolution. Mediation is a process in which disputants can share their perspectives, thoughts, and feelings surrounding a conflict in a structured manner by a trained and neutral mediator. The mediator facilitates a conversation between the disputants with the goal of reaching an agreement that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment. The goal of a mediation is not to determine what is just or who is right or wrong, but rather to act as a catalyst in inspiring conflicting parties to define their issues, assert their interests and needs, enhance communication, and work together to find a solution. The role of the Mediator is not to create or impose a solution or offer College intervention to bring about an outcome, but rather to empower the parties to collaboratively come up with their own solutions. Examples of where mediation can be helpful include roommate conflicts, group project conflicts, cultural conflicts, and/or conflicts between friends, partners, and between students or student organizations.

Restorative Resolution for Interpersonal Harm

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

The philosophical approach of a Restorative Resolution focuses less on what policies have been violated and instead identifies who and what has been harmed and what actions are necessary to repair the harm and to restore trust in the variety of relationships between participants and the community. During a Restorative Resolution, participants work with facilitators through a shared, transparent, and fair decision-making process.

Appropriate Use of Restorative Resolutions

A reporting party may find it useful to engage in a process with an invited party who acknowledges that the reporting party and/or other participants have reported experiencing harm as a result of the responding student or student organization's behavior.

If parties are interested in exploring a Restorative Resolution, the Restorative Resolution facilitator will complete an intake meeting with each primary party to review the following parameters and assess for appropriateness:

- Participation in a Restorative Resolution is entirely voluntary. Both a reporting party and invited party, as well as any other participating individuals, must consent in writing to participation in a restorative resolution; The College will not pressure or compel a reporting party to engage in Restorative Resolution, to directly confront the invited party, or to participate in any particular form of restorative resolution;
- The relationship between the primary parties does not present significant power differentials (i.e., employment status, abusive relationships);
- There is no imminent risk or threat to the community.

All participating individuals must consent in writing to participation in Restorative Resolution. A written consent will also indicate that either party can choose to discontinue the Restorative Resolution at any time, prior to a signed outcome agreement, and pursue an investigative resolution. The College reserves the right to suspend or terminate a Restorative Resolution at any time, prior to parties formally agreeing to the terms in the signed outcome agreement and refer the case to an investigation/hearing.

Possible Measures of Outcome Agreements

Not all pathways will require a signed agreement, however, if an agreement between parties is made via a Restorative Resolution, the following list represents some possible measures that are available for parties to consider. It should be noted that this list is not all encompassing as each agreement is drafted by the participants of the pathway:

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

Please note, signed agreements cannot include any measure that would constitute a violation of College policy or local, state, or federal law.

Record Retention

Any agreements that are reached via a Restorative Resolution will be documented, signed in-person or via email by the reporting party and invited party, with oversight from the facilitator, and as relevant in coordination with the Title IX Coordinator. Signed resolution outcome agreements that parties enter voluntarily will not be considered a disciplinary record of the College, but like No Contact Orders and other preventative safety measures, the College may take disciplinary action against any student who the College concludes has violated terms of an agreement they have entered.

The College will maintain records of a Restorative Resolution Pathway pursuant to Community Standards protocol. Specifically, the records retained will include the notice of allegation, agreement of participation, and reparation agreement if applicable.

Internal facilitator notes of information shared during a Restorative Resolution Pathway, including references to minor policy violations pursuant with the College's amnesty policy, will not be retained nor referred to an investigation should parties dissolve a Restorative Resolution.

Amnesty Policy / "I Call Because I Care"

The philosophy of the Office of Community Standards is to reward thoughtful decision making. If a situation arises in which an individual's health, safety, or well-being is in jeopardy, we encourage students to seek help through appropriate channels by contacting **Public Safety at 781-239-5555** and to stay with the individual until help arrives.

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

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

Sanctions

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

Alcohol and Other Drug Sanctions

Wellness and Prevention Services Interventions

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

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

BASICS (Brief Alcohol Screening & Intervention for College Students)

BASICS is an educational intervention for college students around their alcohol use. The program is aimed at reducing the adverse effects of alcohol consumption, promoting reduced drinking and healthier choices, and provides important information and coping skills for risk reduction. BASICS is conducted over the course of two interviews with a member of the Wellness & Prevention Team.

Individual Consultation

Students are required to attend one individual meeting with a member of the Wellness & Prevention Team. The meeting will last approximately 45-60 minutes and is designed to offer an opportunity for students to reflect on their current substance use.

Substance Use Assessment

The student is required to complete a Substance Use Assessment and then attend one or more meetings facilitated by Wellness & Prevention Services staff. The assessment is designed to provide an opportunity for the student to explore their substance use in a broader context by examining other social, emotional or psychological factors that may be contributing to the student's choices regarding their substance use.

Change of Status Sanctions

Administrative Warning

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

Disciplinary Probation

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

Deferred Loss of College Housing

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

Deferred Suspension

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

Deferred Expulsion

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

Separations

Loss of College Housing

The loss of the privilege to reside on-campus permanently or for a designated period of time. This sanction includes cancellation of room and board. Associated costs will be assessed in accordance with the cancellation policy as outlined on the Hub. This sanction may also include forfeiture of

the right to participate in the housing lottery. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

Suspension

Removal from Babson College for a specified period of time. During a suspension, a student may not register for or attend classes, participate in, or attend co-curricular activities or College events, live in the residence halls or access any College property or facility. This sanction includes a permanent transcript notation. Additional restrictions regarding transferable College credit may be imposed. Please refer to the Undergraduate Student Handbook and Graduate Student Handbook for policies regarding applicable refunds of semester charges. During a suspension, the student is expected to adhere to all College policies and will be held accountable for any violations during the period of suspension. The College may specify additional conditions for readmission after a suspension. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

Expulsion

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

Other Sanctions

Meeting with Campus Administrator

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

Parent/Guardian Notification

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

Reassignment to Another Room or Living Area

When the behavior in question is deemed to be significantly detrimental to the residential community in which the student is residing, or to their roommates, the student may be required to relocate to another living area on campus designated by the College. This sanction is made in consultation with the Office of Residence Life. No guarantee of exact or similar housing accommodations can be made for every situation, nor shall it be a requirement.

Re-Entry Meeting

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

Ongoing Support

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

Restitution

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

Other Educational Activity

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

Cyber Bullying Workshop

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

Roommate Agreement

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

Loss of Privilege(s)

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

Behavioral Conduct Leveling System

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

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

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

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

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

Level 1:

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

Level 2:

- First-time tampering with fire safety equipment policy violation;
- First-time smoking within a College building violation;

- Repeated alcohol and/or cannabis use/possession policy violations;
- First-time false information and misrepresentation and/or abuse of or interference with the Student Accountability Process policy violations;
- First-time retaliation policy violations

Level 3:

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

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

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

**Educational Sanctions may include, but are not limited to, the above mentioned.*

***This range includes Reassignment of and/or Loss of Campus Housing.*

Appeals Process

Appeals are confined to a review of the case file based on one or more of the pertinent grounds for appeal described below. Appeals are not intended to re-hear the allegations or to constitute a new review of the case. Absent clear and material error, appeals determinations are intended to be deferential to the original decision-maker. Findings should be revised by the Appeals Party only when remanding for reconsideration or granting a new hearing would be insufficient, impractical, or unnecessary. Sanctions should be revised by the Appeals Party only if there is a compelling justification to do so. Similarly, the level of an Academic Integrity case should be revised by the Appeals Party only if there is a compelling justification to do so.

Appeal Grounds

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

- Error in the charge, misapplication of the policy and/or error in the investigation or sanctioning process that has materially affected the outcome (e.g., substantiated bias, material deviation from established procedures, etc.),
- New information that could not have been discovered prior to the hearing through the exercise of reasonable diligence and that would have materially affected the outcome. A summary of this new evidence and its potential impact must be included in the written appeal; or
- The sanctions imposed fall outside the range of sanction guidelines and are grossly disproportionate to the violation(s) committed.

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

Appeal Requests

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

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

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

or student organization submitting the appeal has the burden of demonstrating how the above grounds have been met.

Sanction(s) Enactment Pending an Appeal

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

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

Appeal Review Processes

Appeals may be heard by either an alternative Student Accountability Officer or an Appeals Board. The Director of Community Standards, or their designee, has the authority to determine the best course of action for an appeal to be resolved. While appeals will be heard in a timely manner, appeals may take a variable amount of time to resolve depending upon the process for resolution and the capacity and schedules of the individuals involved in reviewing the appeal. For updates on an appeal review, students should contact the Office of Community Standards.

Appeal of a Non-Separation Decision

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

Alternative Student Accountability Officer Review Process

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

Appeals Board Review Process

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

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

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

Appeal of a Separation Level Decision

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

Appeal Review Process Outline

The Appeals Party will review the following:

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

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

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

Appeal Decisions

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

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

Appendix A: Academic Integrity

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

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

Violations

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

Cheating

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

- Unauthorized use of notes, text, or other aids during an examination;
- Copying from another student's examination, research paper, case write-up, lab report, homework, computer disk, flash drive, etc.;
- Talking during an examination;
- Handing in the same paper/assignment/components of a paper for more than one course without the written or explicit permission of the instructors;
- Accessing an assignment's content before it is administered or provided by the professor;
- Accessing an assignment's content from an unapproved location or by unapproved means;
- Unauthorized use or possession of a phone, laptop, calculator, and/or other hand-held or wearable device capable of storing, concealing, transmitting, or accessing notes and/or exam material;
- Receiving assistance/help on an academic exercise from another person/resource without the permission of the instructor;
- Unauthorized use of Artificial Intelligence in any academic exercise.

Fabrication

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

- Making up the data for a research project;
- Altering the results of a lab experiment or survey;
- Listing a citation for a source not used;
- Citing a source that does not exist;

- Stating an opinion as a scientifically proven fact.

Facilitating Academic Dishonesty

Helping or attempting to help another student(s) to violate any provision of Babson College's academic integrity policies. Examples include, but are not limited to:

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

Plagiarism

Representing the words or ideas of another as one's own in any academic exercise by way of failing to provide proper citation or by intentional misrepresentation. Students are also responsible for appropriately citing work they've previously created and submitted for any past academic exercise. Examples of sources that demand documentation include but are not limited to the following:

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

Participation in Academically Dishonest Activities:

Creating or seeking to create an unfair academic advantage or disadvantage for any student—including oneself or others. Examples include, but are not limited to:

- Stealing an examination or seeking access prior to its administration;
- Purchasing or otherwise obtaining a pre-written paper through mail-order or internet service or through generative or other artificial intelligence;
- Selling, loaning, or otherwise distributing materials for the purpose of cheating, plagiarizing, or carrying out other academically dishonest acts;
- Alteration, theft, forgery, and/or destruction of the academic work of other students
- Destruction of library materials, laboratory materials, or academic records, including transcripts, course registration, course syllabi, and examination/course grades;
- Intentionally missing an exam or assignment deadline to gain an unfair advantage;
- Misrepresenting or falsifying your class attendance or participation in required activities or the participation of another student;
- Intentional misrepresentation of academic information on a resume or job application. Including: grade point average (GPA), coursework, rank, grades earned, and honors received;

- Sharing group work with outside parties (including, but not limited to, recruiters and employers) without the written consent of all contributing individuals;
- Distributing a professor's course content or other proprietary information online or otherwise with external sources without prior authorization;
- Refusing to participate intentionally and/or in a manner that impairs or disrupts the group's activities.

Unauthorized Collaboration

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

Academic Integrity Resolutions

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

Faculty are instructed to refer their observations, as well as any relevant information and documentation via the Academic Integrity Concern Report Form. In cases of alleged academic integrity violations, until the matter is resolved the student will receive a grade of Incomplete ("I") for the work and/or course in question. If a student is found responsible for academic misconduct, academic sanctions impacting the student's grade may be assigned. If it is determined that a student is not responsible for committing a violation, they will be given a grade on the work in question without receiving an academic penalty.

Academic Integrity Resolution Process

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

Academic Integrity Sanctions

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

Administrative Warning

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

Disciplinary Probation

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

Internal Academic Integrity Seminar

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

External Academic Integrity Seminar

An online seminar targeting the role of honesty, ethics, and trust in the everyday decision-making process. The seminar uses many types of readings and reflections to accomplish this goal and is facilitated by an external organization. The student is responsible for any costs associated with this seminar.

Academic Integrity Violation Transcript Notation

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

Course Grade Reduction

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

Grade Reduction on Course Component

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

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

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

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

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

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

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

Separations

Suspension
Removal from Babson College for a specified period of time. During a suspension, a student may not register for or attend classes at Babson College, will not be permitted to transfer credits from another institution taken during the separation. They also may not participate in or attend co-curricular activities or College events, live in the residence halls or access any College property or facility. This sanction includes a permanent transcript notation. Additional restrictions regarding transferable College credit may be imposed. Please refer to the Undergraduate Student Handbook and Graduate Student Handbook for policies regarding applicable refunds of semester charges.

During a suspension, the student is expected to adhere to all College policies and will be held accountable for any violations during the period of suspension. The College may specify additional conditions for readmission after a suspension. This sanction may or may not be accompanied by an assigned Loss of Privilege(s).

Expulsion

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

Academic Integrity Leveling System

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

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

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

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

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

Level 1:

- First-time plagiarism or cheating on a minor course assignment;
- A spontaneous decision to access prohibited material during a quiz or assignment.

Level 2:

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

Level 3:

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

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

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

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

Appendix B: Student Organizational Conduct

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

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

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

Student Organization Accountability Process

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

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

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

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

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

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

Organization Specific Violations

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

Financial Misconduct

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

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

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

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

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

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

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

Organization Specific Sanctions

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

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

Loss of Special Interest Housing
The loss of the privilege to reside on-campus permanently or for a designated period of time. This sanction may include cancellation of room and board. Associated costs will be assessed in accordance with the cancellation policy as outlined on the Hub. This sanction may also include forfeiture of the right to participate in the housing selection process.

Organizational Loss of Privileges
Restricting a College-Recognized Organization's ability to access College controlled benefits and

resources (e.g., temporary loss of access to College and/or SGA funds, College space, Special Interest Housing Eligibility). The specific loss of privileges will be determined in collaboration with the Office of Student Engagement.

Organization Development Plan

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

Organizational Administrative Warning

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

Organizational Disciplinary Probation

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

Deferred Organization Suspension

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

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

Organizational Separations

Term Suspension

A term suspension stipulates the period of suspension when the student organization loses all privileges associated with being a College-Recognized Organization and may not operate in any fashion. The student organization does not need to re-apply for recognition. When the term is complete and all conditions, as outlined in the sanction notification, are met, the student organization's recognition will be reinstated, and they may return to the College community.

Organizational Suspension

Removal from Babson College for a specified period of time. During the period of suspension, the organization, and its members and/or supporters are prohibited from conducting any activity on-campus or at off-campus College associated events that in any way promote the goals, purposes, identity, programs, or activities of the organization. The College may specify additional conditions for readmission after a suspension.

Temporary Removal

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

Permanent Removal

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

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

Appendix C: Alcohol and Other Drugs

Alcohol Policies

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

Alcohol-related Policy Definitions

Possession or Consumption of Alcohol by an Underaged Individual

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

Overconsumption of Alcohol

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

Providing Alcohol to Underaged Individuals

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

Drinking Paraphernalia/Drinking Games

Items that are being used, or could be used, in connection with any drinking game and/or the promotion of rapid, mass, or otherwise dangerous consumption of alcohol. This includes but is not limited to items such as funnels and tabletops used in conjunction with drinking games. The College reserves the right to immediately and permanently confiscate all drinking paraphernalia. Including, shot glasses and empty alcohol bottles. This policy applies to individuals of the legal drinking age, as well as underaged individuals.

Public Intoxication

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

Open Container

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

Unauthorized Locations/Events for Alcohol Consumption

Possession or consumption of alcohol in unauthorized locations or events including, but not limited to, at athletic events, in Trim Dining Hall, or in the Reynolds Campus Center.

Central Source

Possession, use and/or distribution of any central source of alcohol. A central source may include but is not limited to items such as a keg, pony keg, beer ball, and/or punch bowl. The College reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes a central source.

Excessive Quantities of Alcohol

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

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

The College reserves the right, in its sole discretion, and given the specific circumstances of a given incident, to determine the volume of alcohol which constitutes excessive quantities.

Alcohol Delivery

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

Massachusetts state law subjects an individual to fines ranging from $300 to $2,000, loss of driver's license, and/or imprisonment for the following acts:

- sale or delivery of alcohol to anyone under 21 years of age;
- possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age;
- misrepresentation or falsification of identification in order to purchase alcohol.

The law further states that anyone who wishes to purchase alcohol must show, upon request, a valid

Massachusetts driver's license, Massachusetts Liquor Identification card, passport, or Military Identification card indicating that they are 21 years of age or older.

Individuals who operate a motor vehicle while under the influence of alcohol are subject to criminal prosecution in addition to disciplinary action by the College.

Drug Policies

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

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

Drug-Related Policy Definitions

Drug Use and/or Possession

Possession or consumption of illegal drugs, prescription medications belonging to another individual, and/or the misuse of prescription or other medications; or misuse of inhalants. The use and/or possession of cannabis, even for medical use, is also prohibited.

Drug Paraphernalia

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

Distribution, Sale, or Manufacture of Drugs

Distribution, sale, and/or manufacture of drugs (illegal and prescription) including the cultivation of drugs, any other form of distribution or intention of distribution, even to one person and/or knowingly allowing another to use personal prescription medication.

Drug Free Schools and Communities Act of 1989

The Drug-Free Schools and Communities Act of 1989, as amended, requires that Babson College annually distribute information regarding the unlawful use, possession, or distribution of illicit drugs and alcohol by students and employees on College property or as a part of any of its on-campus or off-campus activities. Babson College's standards of conduct regarding drugs and alcohol abuse are described above, along with the 55 health risks associated with substance abuse. In compliance with the Act, the College has set forth sanctions under federal and state law for the

illegal possession, use, or distribution of drugs and alcohol, as well as the range of sanctions for violations of the College's policies regarding substance abuse. Persons who violate the College's policy regarding alcohol and drugs as described above are subject to appropriate disciplinary action including counseling, probation, suspension, expulsion, and referral to law enforcement authorities for investigation and/or prosecution. The Drug-Free Schools and Communities Act Amendment of 1989 requires that a description of health risks associated with drug use and alcohol abuse be distributed to Babson students. Potential health risks resulting from alcohol and drug abuse include, but are not limited to, the following:

- Aggressive behavior
- Heart attack
- Physical dependence
- Brain damage
- Hepatitis
- Pneumonia
- Bronchitis
- Impotence
- Ulcers
- Irritability
- Cirrhosis of the liver
- Malnutrition
- Respiratory arrest
- Delirium tremens
- Meningitis
- Sleep problems
- Fluctuating moods and emotions
- Pancreatitis
- Pregnancy complications
- Cancer of the esophagus
- Relationship Problems

Resources are available to assist Babson students in understanding and dealing with drug and alcohol misuse. You can receive information about on campus resources, or how to get connected to off campus resources, please visit the Student Resources page.

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

Appendix D: Policy on Acceptable Use

I. Purpose

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

II. Definitions

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

III. Policy

A. **Statement of Acceptable Use Policy**

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

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

B. **Additional Obligations**

Users must additionally comply with the following obligations:

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

C. **Additional Prohibited Use of IT Resources and Assets**

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

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

D. **Authentication and System Access**

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

- Users must keep their College-issued credentials secure and confidential. Sharing credentials is prohibited;
- Users are accountable for all activities associated with their College-issued credentials;

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

E. **Email Use**

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

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

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

- Accessing or attempting to access the contents of another User's email account except in accordance with the Email Access Policy;
- Soliciting for political or religious activities;
- Soliciting for business or commercial activities not directly connected to College business or activities;
- Sending an email under another individual's name or email address, except when authorized to do so for College business or activities by the owner of the email account;
- Attempting to disguise the identification or origin of an email;
- Sending or forwarding any email that the User suspects contains malware; and
- Sending unwanted/uninvited spam emails and email chain messages (i.e., those sent with the expectation that the recipient will forward the message to a group of people) or other similar messages unrelated to College business or activities.

F. **Internet Use**

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

G. **Remote Access**

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

H. Personal Devices

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

- Ensure that Personal Devices meet any system requirements that may be issued by Information Technology, including but not limited to:
    - Password protection;
    - Up-to-date anti-virus protection;

    - Supported web browsers and operating systems; and
    - Multi-factor authentication, wherever possible.
    - Avoid downloading and/or storing Regulated Use Data or Restricted Data on Personal Devices. See Babson's Policy on Data Classification & Handling;
- Avoid merging College data or content with the User's personal data;
- Avoid disclosing or permitting access to College data or content by any unauthorized individual;
- Transfer any College data created and/or stored on Personal Devices to College equipment or devices soon as feasible; and
- Promptly delete or return to the College all College data on Personal Devices upon separation or termination of employment or other designated status with the College (e.g., volunteer status).

I. Access and Privacy

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

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

IV. Additional Information

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

V. Responsible Office/Department

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

VI. Contact Information

Michael Gioia Chief Information Security Officer mgioia@babson.edu

VII. Related Policies

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

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

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

For Undergraduate Students:

First Notification/Official Warning: The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.

Second Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose laptop privileges for seven days.

Third Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the

student will lose Babson network privileges for a specified period of time.

For Graduate Students:

First Notification/Official Warning: The Office of Community Standards will send an email to the student with a copy of the notice the College received regarding the transmission. The email will ask the student to remove the software and the copyrighted files from their computer. The email will remind the student of the policy, explain that they have received an official warning and will indicate that future violations of the policy will result in disciplinary action.

Second Notification: The Office of Community Standards will charge the student with a violation of the Computer Code of Ethics/Acceptable Use policy. If the student is found responsible, the student will lose network privileges for a specified period of time. The sanctions specified above are minimum sanctions. They may include additional sanctions as deemed appropriate given the specific circumstances of a particular violation/incident.

Appendix E: Fire and Life Safety

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

In Advance

- Become familiar with fire equipment, fire exits, and evacuation procedures.
- Keep rooms and public areas free of fire hazards.
- Report all damaged or inoperable fire equipment to the Office of Public Safety at x5555.
- Participate in all fire drills in your residence hall.

In Case of Fire

- Sound the nearest campus alarm or activate the nearest emergency pull station. These are linked automatically with the Wellesley Fire Department and Public Safety.
- Use fire extinguishers only on small fires that are not spreading and never attempt to extinguish the fire if you are in jeopardy or feel uncomfortable doing so.
- When possible, shut windows, unlock and close doors, and leave the lights on.
- Alert other occupants on the way out, if possible.
- Keep the driveways clear and stay at least 100 feet from the building.
- Do not re-enter the building until it has been cleared by the Fire Department.

Prevention

- Do not overload electrical circuits and only use laboratory tested appliances (UL listed). Replace damaged wires.
- Do not use hookahs, candles, cigarettes/e-cigarettes, cigars, incense, open flames, propane tanks, hot plates/burners, or halogen lamps.
- Extinguish all smoking material before disposing of it in a nonflammable container.
- Storage of bicycles, chairs, desks, and other combustible items is prohibited in all exit ways. Blocked exits have caused "chain reaction" pile ups of fallen people during emergencies.
- Storage of E-bikes or other lithium-ion battery powered scooters are prohibited within residence halls.
- Never store flammable liquids of any kind.
- Never store flammable gas or liquid in or near a residence hall.
- Never prop open a door.
- Never tamper with or damage door hardware or door lock/safety equipment (including warning alarms).

Students are encouraged to play an active role in fire prevention and security in their buildings by doing the following:

- Never propping open an exterior door;
- Not allowing suspicious or unknown persons into a building;
- Never pulling or forcing a door open or damaging or tampering with any door or safety equipment.

Any violation of these precautions is a violation of College policy and may be referred to the College's Student Accountability Process. It also may constitute a crime. Students should contact Public Safety if they observe unauthorized people in a residence hall. Please refer to MA state law if you have any questions.

Prohibited Items

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

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

Items found which violate this policy will be confiscated and students found to be in possession of those items will be referred to the Student Accountability Process. In the event Public Safety, Residence Life, or other campus officials identify an item not on this list that is inherently dangerous and/or presents a risk of fire or injury, the student may be asked to have it removed from campus.

Appliances such as toasters, toaster ovens, and other heat-producing cookware are permitted in residential living areas and suites that currently have working cooktop ranges. These items can be stored in the room (not plugged in) but may only be used in the residential living areas and suites that have working cooktop ranges. Excessive appliances in these areas will be evaluated and may result in removal of appliances by Residence Life.

The setting of fires is strictly prohibited. Violators are subject to immediate referral to the College's Student Accountability Process and/or the appropriate law enforcement agency for possible legal

action. When a fire alarm is sounded, whether established as actual or false, the building must be evacuated immediately. Any individual failing to vacate a building during a fire alarm may be referred to the College's Student Accountability Process.

Tampering with fire extinguishers, fire protection equipment, or fire exits is a criminal offense. Students found responsible for doing so may be subject to criminal prosecution and College disciplinary action if malicious or unintentional damage is done to fire equipment including, but not limited to, pull boxes, hoses, smoke alarms, heat sensors, and fire extinguishers.

In the event that a pulled alarm box or activation of the alarm system is determined to be malicious, disciplinary action may be taken, including revocation of campus housing privileges, suspension, or expulsion from Babson. Violators will be reported to the Wellesley or Needham fire departments for possible criminal prosecution.

Finally, if modifications to the fire equipment are deemed necessary because of misuse or damage, those determined responsible will be billed for the cost of repairs. If no individual(s) is found responsible, the residents of the hall or a portion thereof will be billed. All fines are due within 10 days following the billing, which will occur as soon after the event as possible. If an individual is not held responsible for the malicious activation of a fire alarm, the residents of the floor/wing section and/or building may be collectively responsible for a $250 College fine for each alarm.

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

Charges	Fines	Change of Status Sanctions
Tampering with fire extinguishers, fire exits, pull boxes, hoses, 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 through suspension, and/or deferred/loss of College housing; Restitution for any damage
Causing a fire	$500	Loss of College housing and suspension through expulsion from the College; Restitution for any damage

Appendix F: Hazing

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

1. Hazing Under Massachusetts Law

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

Hazing is a crime defined under Massachusetts law as "any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping; beating; branding; forced calisthenics; exposure to the weather; forced consumption of any food, liquor, beverage, drug, or any other substance; or any other brutal treatment, or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation."

A second important aspect of the Massachusetts law concerns the failure to report hazing. It states, "Whoever knows that another person is the victim of hazing (as defined) and is at the scene of such crime shall, to the extent that such a person can do so without danger or peril to [themselves] or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable." Failure to report hazing is not a neutral behavior and constitutes a potential violation of this policy.

Click here for full MA Hazing Law

2. Hazing Under Federal Law

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

3. College Hazing Policy

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

For purposes of this policy, hazing means any action or situation that recklessly or intentionally endangers, or has the potential of endangering, the mental or physical health or safety of a student for purposes including, but not limited to, pre-initiation, initiation, or admission into or affiliation with any organization. Hazing includes, but is not limited to, the following examples below. These examples can also span categories depending upon context, severity, and other factors:

a. **Subtle Hazing:** Behaviors that create or build upon a power imbalance between members of a group, team, or organization. Subtle hazing is often taken for granted or viewed as harmless by those doing or being impacted by subtle hazing. Subtle hazing often disrupts one's integrity and mutual respect, oftentimes resulting in humiliation or embarrassment.
   i. Deprivation of privileges granted to other members;
   ii. Requirement to engage in activities or service based on new member status;
   iii. Drills/tests on trivial or noneducational information unrelated to club/organization purposes, often with consequences for failure to produce the correct answers;
   iv. Expecting certain items to always be in one's possession;
   v. Name calling or requiring members to refer to other members with formal titles; and/or
   vi. Requiring members to wear humiliating attire or carry humiliating items.

b. **Overt Hazing:** Behaviors that may cause physical, emotional, or psychological discomfort or undue stress to oneself or others.
   i. Forced engagement in stunts or otherwise embarrassing behaviors;
   ii. Yelling, using derogatory language, insulting, and/or other verbal actions intended to induce fear, discomfort, or stress;
   iii. Threats or implied threats;
   iv. Expecting members to harass others;
   v. Encouraged engagement in behaviors based upon a points or ranking systems;
   vi. Encouraged consumption of food, liquid, alcohol, drugs, or other substances; and/or
   vii. Forced engagement in law-breaking behaviors that causes stress or discomfort.

c. **Potentially Violent Hazing:** Behavior that may cause physical, emotional, or psychological harm to oneself or others.
   i. Whipping, beating, branding, or other corporal punishment;
   ii. Exposure to the elements or adverse conditions;
   iii. Forced consumption of food, liquid, alcohol, drugs, or other substances;

iv. Forced physical activity to the point of harm, including engagement in calisthenics or sleep deprivation;
v. Forced behaviors that cause extreme emotional distress, such as social isolation, forced embarrassing behavior, etc.;
vi. Forced engagement in law-breaking behaviors that lead to harm;
vii. Abduction / kidnapping;
viii. Public nudity; and/or
ix. Expecting or requiring members to inflict harm upon others.

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

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

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

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

Resource	**Email**	**Telephone**
The Office of Community Standards	Communitystandards@babson.edu	781-239-6344
The Office of Student Engagement	Ose@babson.edu	781-239-4500
Vice President of Learner Success and Dean of Campus Life	deanofcampuslife@babson.edu	781-239-5028
Dean of Students	deanofstudents@babson.edu	781-239-4084
Public Safety	Publicsafety@babson.edu	781-239-5555 (Emergency); 781-239-4555 (Non-Emergency); 781-237-8164 (Anonymous Tipline)
Office of Human Resources (for hazing matters involving College employees or volunteers)	Hr@babson.edu	781-239-5497

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

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

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

5. Anti-Hazing Prevention and Awareness

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

Appendix G: Residence Hall Expectations

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

General Policies

Furnishings

Rooms are furnished with a bed and mattress (extra-long twin), dresser/set of drawers, closet or wardrobe, desk and chair, bookcase, trash bin, and recycling bin. Students may not remove College furniture or equipment from its assigned room, suite, lounge or other area within a residence hall and personal furniture cannot be brought in to replace these items.

For the safety of all residents, furniture may not be arranged in such a fashion that it impedes access to a door, window, or hallway. If a student would like to bring their own furniture to campus due to a medical need, they must complete the Medical Housing Accommodation request form through Accessibility Services via the Babson Portal.

Shades are provided for windows, and students may install curtains or drapes, provided they conform to fireproofing standards and do not damage walls. Any student-installed curtains or drapes must not cause any damage to the walls or other facilities. Drilling curtain rods into the wall is not allowed; tension rods or command hooks supports are recommended as an alternative. Lofted beds of appropriate construction are allowed within the following dimensions: 67" high x 39" wide x 84" long. Due to issues of safety, the College prohibits the use of cinder blocks by students in residence halls. The College does recognize the need for in-room student storage and, therefore, will supply bed risers upon request in order to lift a student's bed. Risers can be requested by submitting a Facilities work order. Waterbeds are not permitted.

Guest Policy

All guests on the Babson campus are expected to act in a responsible and lawful manner, adhere to the regulations and policies of the College, and comply with applicable federal, state, and local laws, bylaws, and mandates, particularly those relating to use and/or possession of drugs and alcohol. A guest is defined as any person who is not a resident of the room or living unit in which they are present. **This includes other Babson students who are visiting other parts of campus.** Host students should themselves be aware of and are responsible for ensuring that their guests are informed of the following guidelines, and that they act accordingly:
Keys and OneCard access are issued for students' use and may not be altered, duplicated, or distributed to a guest for their use.

- It is the host's responsibility to accompany their guests at all times while on the campus and inform guests of College policies. Guests are not permitted to live, cohabitate, or stay in a student's room for an extended period of time, not to exceed three consecutive days.
- Students will be held responsible for any violation that involves their guests. This includes responsibility for the consequences of their guest's actions, such as payment for any damages and reimbursement for any extraordinary expenses incurred by the College as a result of the guest's actions or behavior, and any fines or non-monetary sanctions imposed.
- Guests should be informed that failure to properly identify themselves upon request by a member or representative of the Office of Public Safety, Student Life, or the Office of Residence Life may result in their being asked to leave the campus.
- A guest's or host's failure to leave the campus when ordered to do so by College authorities may result in the issuance of a Trespass Order. A violation of a Trespass Order may result in an arrest.
- The right of a student to live in reasonable privacy takes priority over the right of their roommate to host a guest in the room. It is the responsibility of the host to seek permission from all roommates prior to arranging for a guest overnight. This includes College-sponsored overnights. Note, all overnight guests are permitted to stay no more than three consecutive nights.
- Guests who are non-Babson students and plan to park a vehicle on campus must obtain a visitor's parking pass from the Office of Public Safety. Failure to obtain a visitor's parking pass may result in the issuance of a fine (for which the host would be responsible, and/or removal of the vehicle from campus at the host's expense). It is expected that guests will abide by all parking regulations while on campus.

Health and Safety Inspections

The College may conduct health and safety inspections of campus housing during school breaks and periodically throughout the year. This serves as notification that such inspections may occur. Each student living in campus housing expressly acknowledges this right. In addition to the prohibited items, the College expects that all rooms are free from excessive amounts of trash and kept in sanitary conditions. In the event that a prohibited item, such as a candle, is seized from a room, it will remain in the Area Coordinator's possession until the end of the semester. If an item seized is also in violation of the College's Alcohol and Other Drug Policy (i.e. alcohol bottles, drugs, and drug paraphernalia: bongs, grinders, water pipes, etc.) , the items in question will be retained by Public Safety and destroyed.

Residence Life Policy Violations

Lounge Furniture (College-Owned)

College-owned furniture is placed in lounges and other locations/common areas on campus for the benefit of all students. Theft, removal, damage or possession of, and relocation to student rooms is prohibited; such incidents will be referred to the Student Accountability Process. Removal of College furniture or property from public areas or student rooms will result in a charge equal to the cost of the missing furniture documented through the damage billing process.

Noise and Quiet Hours

It is expected that all students and their guests will show consideration and respect for the need of others for quiet at all times of the day and night in all areas of campus. Noise caused by speakers, televisions, voices, or otherwise should be monitored by the residents of a room so as not to negatively impact the other residents in the building or persons outside the building. It is the responsibility of all residents to ensure that a given noise level caused by themselves or their guest(s) is not problematic to others. Students should seek out a residence hall staff member if they have questions about this responsibility. The College in its sole discretion reserves the right to make a determination about appropriate levels of noise.

Common courtesy is in effect 24 hours a day, in addition to the following guidelines regarding stereo use:

- Speakers may not be placed in windows, aimed outside;
- Speakers should be played at a reasonable decibel level, and doors to the rooms must be shut. ("Reasonable level" shall be defined and interpreted by peers and, if necessary, by the residence hall staff, Public Safety, or members of the Office of Residence Life staff);
- There will be minimal, or no speaker use during those hours of the day or night designated as "quiet hours" by the residence hall community or during 24-hour quiet hours.

It is expected that residents and their guests will be respectful of others' need for quiet, specifically between the designated quiet hours of **11pm and 8am Sunday to Thursday, and 1am and 8am Friday and Saturday**. 24-hour quiet hours are in effect during reading days and final exams.

In the event that a conflict arises between two or more parties, each party should seek out the assistance of their Resident Assistant (RA) and/or Area Coordinator. The residence hall staff will mediate and help students reach an agreement in resolving the noise issue.

Pets

No pets are allowed in the residence halls, student apartment buildings, or other campus buildings. The College reserves the right to contact the humane society to facilitate the removal of unauthorized animals from campus. Students requesting an animal due to a medical need must submit the Medical Housing Accommodation form and the animal registration form with vaccination records to The Office of Residence Life prior to move-in.

Roofs, Windows, and Fire Escapes

In the interest of safety and well-being, students are not permitted on the roof or fire escape of any College building, except in the case of a fire or other emergency. Residents may not remove screens from windows or sit on window ledges. Except in cases of a fire or life safety emergency, it is prohibited to use any window as an entrance or egress from a residence hall. Violations may result in a $100 fine and/or other disciplinary action. Also, it is prohibited to hang any item (such as flag, banner, satellite dish, and/or air conditioner) from any window without the permission of Residence Life. Violations may result in a fine of $100 and/or removal from housing.

Room Search Policy

The College reserves the right to enter and search a student's room, suite, apartment, or any residential space or area in College housing and their contents without notice for any of the following reasons:

- To determine occupancy;
- To inspect for health and safety reasons;
- For maintenance and repairs;
- To uphold community standards (including discipline and other College policies);
- Where the occupant or owner of the content consents;
- In cases of emergency as determined by College staff. If a directive is issued by the Vice President of Learner Success and Dean of Campus Life, or their designee, after sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law that has, is, or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson College community exists; and/or in furtherance of law enforcement activities.

Except where there is an emergency, immediate concerns about a student's well-being, to minimize damage to campus housing, or in connection with law enforcement activities, the College will use reasonable efforts to notify occupants of entry in advance by campus mail, email or telephone. When entrance is made for any of the above reasons, the College reserves the right to conduct a plain-view search and to remove any item(s) not in conformity with College policy or local, state, or federal law. A College search authorization, of all contents of a room including safes, luggage, lock box, etc., shall be issued when sufficient information is presented to give rise to a belief that a search will disclose a violation of College policy or state or federal law has taken place or will take place; or that a danger to the health or safety of the occupant(s) or other members of the Babson community exists.

Any item(s) seized in a search shall be turned over to the Vice President of Learner Success and Dean of Campus Life or their designee. Items that are determined to be in violation of college policy, local, state, or federal law will not be returned to the student. If possession of item(s) violates a local, state, or federal law, the item(s) seized will be turned over to the department of public safety

or the appropriate government authorities. Records documenting item(s) seized and chain of custody will be maintained.

Babson College exists within a larger community that has its own laws and standards of behavior, and the College confers no exemption from those laws and standards. All Babson College students are subject to the legitimate exercise of government authority. This policy does not prohibit the department of public safety from exercising its lawful authority.

Woodside and Babson Executive Conference Center Expectations

Woodside is a community of undergraduate students living in a wing comprised of four floors connected to the Babson Executive Conference Center (BECC). In some circumstances the College may also utilize additional rooms located in the BECC for student housing located in the main hotel. The BECC is utilized for executive education programs and conferences. Being part of this community, residents must adhere to these additional policies that support the mission of the BECC.

In summary:

- Residents must acknowledge that the BECC is utilized for executive education and BECC program participants will be studying in their rooms when not in sessions. Accordingly, noise must be kept at a minimum and courtesy hours are expected at all times (i.e., no loud music, etc.).
- Residents must not use the main entrance to the BECC, except in an emergency. They are not permitted to access the BECC from their rooms through the internal BECC door, nor may they use the internal BECC door to access their rooms from the BECC.
- Residents will access the BECC only for legitimate purposes.
- Residents requiring access to the BECC agree to utilize the main entrance for such access.
- Residents may not bring alcohol into Woodside rooms or the BECC.
- Residents may not have events where alcohol would be consumed.
- Residents may not utilize grills of any kind.
- Parking is limited to the area specifically designated for Woodside residents. Parking under the parking deck is prohibited at all times.
- Residents may not have a toaster, toaster oven, microwave, or heat devices in their rooms. These items may be used in the kitchens.
- Use of outdoor patios may be restricted or prohibited. Students are expected to comply with posted guidance regarding specific access to outdoor spaces.

Appendix H: Gender-Based Misconduct

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

Appendix I: Campus Utilization Policies

Statement Regarding Campus Utilization

All Babson College campus spaces associated with the Wellesley, MA, Boston, MA, and Miami, FL properties, indoors and outside, are managed at the discretion of the College in accordance with these or any other campus policy, other appliable College policies, guidelines, and procedures, and applicable state and federal laws.

Space reservations by faculty, staff, and/or students for College-related purposes must be reserved through the Events Management System (EMS) to ensure appropriate utilization. Individuals or organizations wishing to utilize Babson campus space in conjunction with an outside entity may request space through the Campus and Community Events Office and/or Summer Programs Office to initiate a utilization agreement between the requestor and the College, typically for a fee.

Solicitation, Vending, Distribution of Publications

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

Displays – Posters, Banners, Chalking and Graffiti

A. Flyers, Posters and Banners

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

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

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

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

B. Chalking

Chalking is only permitted in designated areas of campus to promote approved campus events and initiatives. The individual or group chalking is responsible for ensuring that the sponsoring organization is identified or clearly recognizable from the contents of the chalking. Under no circumstance may chalking occur on any building, wall, or landscape feature. Chalking in any non-designated location and chalking that includes language or images that violate College policy may be removed by the College.

Designated areas include:

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

- the blacktop sidewalk between Olin Hall and Knight Auditorium (on the Olin Hall side of College Drive only);
- any other area that may be designated by the College.

C. Graffiti

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

Displays, Exhibits, and Temporary Structures

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

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

> *The ability for a student or student group to display their personal views, beliefs, and/or opinions on Babson College property in no way implies that Babson College supports or endorses the views, beliefs, and/or opinions represented in said display(s).*
>
> *Students wishing to voice their personal views, beliefs, and/or opinions are encouraged to email the Dean of Students Office (deanofstudents@babson.edu) for support and guidance.*
>
> Where applicable: *Please note that tampering with or destroying these displays is a violation of College policy. This area may subject to video surveillance.*

Note: In an effort to maintain a community of respect and promote civil discourse, the Dean of Students Office, Office of Student Engagement, and Office of Graduate Student Life and Leadership are available to guide students through the logistical requirements of the planning process. Additional guidance for events, displays, exhibits, demonstrations, etc. can be found on the Hub.

Resources for Students

On-Campus Resources

Office of Community Standards

- Office Location: Park Manor Central
- Communitystandards@babson.edu
- 781-239-6344
- I would like to submit a report

Office of Belonging and Inclusion

- Office Location: Glavin Chapel and Diversity Suite, Park Manor Central
- BelongingandInclusion@babson.edu

Accessibility Services

- Office Location: Hollister Hall, Suite 220
- Accessibility@babson.edu
- 781-239-4075

CAPS (Counseling and Psychological Services)

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

Title IX Office

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

Wellness and Prevention Services (WPS)

- Confidential Service/Resource
- Office Location: Hollister Hall, Suite 122
- Wellness@babson.edu
- 781-239-5200

Health Services

- Confidential Service/Resource
- 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

- Confidential Service
- 781-239-6200 (Option 2)

Residence Life

- Office Location: Reynolds 2nd Floor
- Reslife@babson.edu
- Domestic: 781-235-1200
- International: 800-488-3696

Inclusive Excellence

- Dr. Sadie Burton-Goss, Chief Inclusive Excellence Officer
- Sburtongoss@babson.edu
- 781-239-6334

Graduate Student Services

International Student & Scholar Services

- isss@babson.edu

Glavin Office of International Education

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

Food Insecurity

- needs@babson.edu

Public Safety

- Emergency Line: 781-239-5555
- Anonymous Tip Line: 781-237-8164
- Community Watch Form

Dean of Students Office

- 781-239-4500

Babson FERPA Policy

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

For a full list of other codes of conduct and references we consulted, please contact Community Standards at communitystandards@babson.edu