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**BABSON  
INSTITUTE**



**REGULATIONS**  
**1937**

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## PREFACE

THE objectives of Babson Institute emphasize the training of men in practical business principles and the raising of ethical standards of business administration and executive control, the development of proper habits of work by observing business hours in a business environment and by making efficient use of each day. They further emphasize that soundness of character and moral integrity are fundamental to worth-while achievement in life.

Students are required to cooperate with the Institute in making possible the realization of these objectives. For the order of life at the Institute, a few regulations are necessary. Students are expected to abide by these essential regulations as set forth in this handbook.

The handbook is issued by the Institute. Each student is requested to familiarize himself with the regulations before he begins his course.

The regulations contained in this handbook are subject to change within the discretion of the administrative officers.

## GENERAL REGULATIONS

1. Any student whose work, attitude, influence, general conduct or character is undesirable and contrary to the objectives and regulations of Babson Institute is subject to discipline and may be requested to withdraw.

2. Every student is held fully responsible for any breach of the generally recognized rules of gentlemanly conduct whether or not covered by any regulation.

3. The use of alcoholic liquors at any time renders the student liable to suspension, dismissal or such other action as may be warranted.

## WORK STANDARDS

1. The result of a student's work in every subject shall be marked and expressed by a single final grade indicated by one of the five letters, **A, B, C, D, or F**, corresponding respectively to percentages in the **90's, 80's, 70's, 60's** and those below **60**.

**A, B, C,** and **D** are passing grades. **F** is a failing grade. An "Incomplete" shall be given to a student who fails to complete his work only in case he has been given an official leave of absence.

All term grades (including those of continuing courses) are final.

2. A student who accumulates a total of more than 12 term hours of **D** grades in any one year is automatically dropped from the Institute.

3. A student receiving an **F** in any course is automatically dropped from the Institute.

4. Any Junior with twelve course hours of **D** or below at the end of the year is automatically brought before the Faculty for consideration as to whether he shall be promoted to Senior standing.

5. In order that a student be eligible for graduation and the diploma, he may not have more than twelve course hours of **D** grades in his preceding Institute year and no "Incompletes" or **F** grades outstanding.

6. For High Distinction, a minimum of forty-eight course hours of **A** each year is required; not more than three course hours of **C** each year are allowed and no **D** grades, "Incompletes," or **F** grades.

For Distinction, a minimum of thirty-six course hours of **A** each year is required; not more than three course hours of **C** each year are allowed and no **D** grades, "Incompletes," or **F** grades.

7. Work Habits during the business day are graded and a satisfactory record is necessary for graduation. This grade is, in effect, a rating of the student's application, efficiency, and cooperativeness in the preparation of his assigned work. This rating is based upon promptness in keeping class and conference appointments, efficient use of office time, neatness in the office, courteous and thoughtful regard for fellow workers, honesty in the preparation of work, cheerful acceptance of office regulations and routine, and responsibility in the use of the library.

## ATTENDANCE

1. Regular hours are required. There are no "cuts." Student office hours are from 8:30 a. m. to 12:25 p. m. and from 1:30 to 5:00 p. m., except on Saturdays when the hours are from 8:30 to 11:25 a. m.

2. Time cards, provided in racks beside time-clocks in both Lyon and Bryant Halls, must be stamped in the time-clock each time the student enters and leaves the office buildings.

3. Any student who finds it necessary to be absent from any group conference or afternoon hour must secure signed leave of absence from the Personnel Office IN ADVANCE of the expected absence. A student assigned to laboratory work off the campus must obtain a leave of absence signed by the instructor making the assignment. No leave of absence is required from any member of a group making a field trip under the direction of an instructor.

4. No absences on account of illness will be excused unless the illness is reported to the Personnel Office by the nurse.

## STUDENT OFFICES

1. Unless engaged in field trips or other class work, students are required to occupy themselves with the preparation of reports and other assignments in the student offices during the afternoon office hours, from 1:30 to 5:00 p. m. inclusively, Monday through Friday.

2. Students are required to observe the procedures and regulations ordinarily maintained in a business office with respect to quietness, use of business equipment, and care of desks, papers and other materials.

3. Students will be held responsible for the observance of all office regulations and procedures which are posted on the official bulletin boards in the student offices, and also for all rulings on office procedures ordered by the supervisor in charge of each student office.

## LIBRARY

1. The library is open from 8:30 a. m. to 5:00 p. m. and from 7:00 to 10:00 p. m. each week day. On Sundays it is open from 7:00 until 10:00 p. m. ~~except Sat. when it is open from 2:00 to 5:00.~~
2. No books, pamphlets or periodicals may be taken from the library, unless they are properly charged by the librarian or attendant.
3. Reserved books are placed on special shelves. They may be kept out only over night and must be charged to the borrower. A fine of 25 cents a day is levied on all over-due ~~reserved~~ books.
4. If any book, pamphlet or periodical is defaced, destroyed or lost, its value, as estimated by the librarian, shall be paid by the student to whom it is charged.

## DORMITORIES

1. All students resident in the dormitories are held responsible for all damage to property in their rooms and elsewhere in the buildings during the time of their residence.
2. Alterations, changes in furniture, electrical equipment and other property of the Institute are to be made only with the consent of the Dormitory Manager.
3. Women guests are permitted only on the ground floor of Park Manor and Park Manor South.
4. Gambling is prohibited in all dormitories and elsewhere on the campus.
5. The use or possession of intoxicating liquors is not permitted in the dormitories nor in any other part of the campus.
6. Possession or use of firearms on or near the campus is not permitted.
7. Rooms may be entered at any time for inspection or care.

8. Students may use their rooms for two days before the opening and two days after the closing of each term and throughout the vacations without extra charge.

9. Clothing must not be left in the lounges or other public rooms in the dormitories, except in the racks which are provided for that purpose.

10. Regular business dress is required of all students in the dining room.

11. Radios, victrolas and other musical instruments are not to be used in dormitory rooms after 11:00 p. m.

## **GROUNDS AND BUILDINGS**

1. Any defacement or damage to buildings, grounds, or other Institute property will be charged against those responsible.

2. Students who wilfully or carelessly misuse or otherwise injure the equipment, facilities, buildings or grounds of the Institute will be subject to disciplinary measures.

3. Lyon and Bryant Halls are available for evening use until 11:00 p. m. Responsibility for proper use of the buildings rests upon the members of the student body. Smoking and entertaining guests in the office buildings are not permitted.

## **AUTOMOBILES**

1. Although the possession and use of automobiles are allowed students, cars are under the supervision of the administrative officers of the Institute. Any student abusing the privilege may forfeit it for the remainder of his residence.

2. Improper registration of automobiles and driving without a driver's license are serious offenses in Massachusetts. Students must become familiar with and comply with Massachusetts regulations governing out-of-state cars and drivers' licenses. These regulations are posted on the official bulletin boards in both office buildings.

3. All student automobiles must be registered in duplicate with the Personnel Office at the time of registration on forms provided for that purpose.

4. Cars must be parked on the Babson Park Avenue side of Park Manor and in the space at the right of the door of Park Manor South. Parking is not permitted on the side of the road next to Lyon or Bryant Halls, in the driveway in front of the auditorium, nor directly in front of the door of Park Manor South.

## HEALTH SERVICE

1. A physical examination of each student by the Institute physician is required at the beginning of the fall term.

2. The Institute nurse is authorized to visit any student confined to his room because of illness.

3. Students absent because of illness must have medical attention at their own expense.

4. All students, unless proper excuse is granted, are required to participate in some officially recognized physical activity for one half-hour period on two afternoons a week.

## REFUNDS

A student leaving voluntarily or involuntarily before the completion of a school year can claim no refund, except as may be allowed within the discretion of the President.