



OFFICE OF STUDENT AFFAIRS



GUIDE TO THE UNDERGRADUATE COLLEGE JUDICIAL PROCESS

*"Be true to your work, your word, and your friend."
—Henry David Thoreau*

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Section 1

Guide to the College Judicial Process

Overview

Responsibility for the overall administration of undergraduate matters at Babson College has been delegated by the College president to the dean of student affairs. Professional staff members, designated by the dean of student affairs, provide program leadership by advising students, faculty, administration, and staff on disciplinary concerns.

While most community members never need to make use of the College Judicial Process, familiarity with established policies and procedures is important. In particular, you should understand your rights and responsibilities as a member of the Babson community as outlined in the *Undergraduate Catalog and Handbook 2007–2008*, the Babson Web site, and other relevant documents and policies.

You also should understand the purpose, function, and procedures of the College's processes for resolution and adjudication of disputes and disciplinary questions. This guide will help you understand all four of the Judicial Processes: Conduct Council, Administrative Review, College Judicial Board, and Mediation.

In addition, the guide will assist in your understanding of your rights and responsibilities in each of the processes. The guide also will help identify resources available on campus in order to facilitate meaningful participation.

Babson College reserves the right to review any matter that it feels may represent a violation of its policies. Students 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 dean of student affairs or his or her designee to determine the appropriate process. Once the process has been determined, the student will be bound by the procedures for both the original hearing and any requests for reconsideration that are applicable to that process. Students involved in any of the College's judicial processes should be clear that these proceedings are not intended to rise to the level of civil or criminal judicial proceedings. In all proceedings, formal rules of evidence and/or procedure are not used.

When an incident cannot be assigned to one of the four judicial processes due to school recess, summer session, leave of absence of key individuals, or some other extraordinary circumstance, the decision regarding the appropriate process will be made by the dean of student affairs or his or her designee, who has sole discretion in determining the judicial process to be followed and any appropriate modifications to each process.

Jurisdiction

Jurisdiction of the College Judicial Process extends to alleged misconduct that takes place on Babson College-owned property or on property proximate to the College, including the towns of Wellesley and Needham; the Franklin W. Olin College of Engineering campus; alleged misconduct that takes place at any College-sponsored event or during travel where students act as representatives of the College; or alleged misconduct that has an impact upon the educational mission, reputation, or operations of the College. The dean of student affairs or his or her designee will make any determination in regard to College jurisdiction in a given matter.

Alleged violations reviewed by the College via its judicial processes include, but are not limited to:

- Abusive or destructive behavior related to alcohol
- Academic dishonesty
- Alcohol policy
- College policies and procedures, whether written or unwritten, including those set forth on the Babson College Web site
- College's computer code of ethics, network, e-mail policy
- Damage to College or personal property
- Defiance of authority
- Disorderly conduct
- Drugs and drug-related incidents
- Failure to comply with a room change or unauthorized room change
- Federal, state, local laws
- Fire and life safety regulations
- Furnishing false or misleading information to any College official
- Guest policy
- Harassment
- Hazing
- Misrepresentation, alteration, or misuse of any form of identification
- Pets policy
- Public safety policies
- Residential regulations, including contracts, and those policies and guidelines listed in the *Undergraduate Catalog and Handbook 2007–2008*
- Sexual assault/sexual harassment
- Smoking policy
- Student organization regulations
- Telecommunications regulations
- Theft
- Unauthorized possession and/or use of keys or Babson OneCards (including duplication)

Campus Resources

Students are encouraged to engage the judicial process in a meaningful and constructive way. To assist students in this effort, the College provides multiple resources for students to prepare themselves for participation. It should be noted that it is the responsibility of each student to seek the assistance of these resources, as they are not automatically assigned. The list of resources includes the following: *Undergraduate Catalog and Handbook 2007–2008*, a faculty member, the Office of Student Affairs or the Office of Campus Life, or their class dean.

- **Amir Reza**

First-Year Class Dean

- **Jamie Glanton Costello**

Sophomore Class Dean

- **Gerry Randlett**

Junior Class Dean

- **Rachel Reiser**

Senior Class Dean

Standard of Proof

In all judicial processes, the standard of proof that will be used in order to determine responsibility will be “more likely than not.” This means that in order to arrive at a finding of responsibility, the information presented in support of the reported policy violation demonstrates a greater weight in fact than those presented in opposition.

Section 2**Conduct Council****Role in the Community**

When students are held accountable for actions and behaviors by peers in their community, there is a heightened awareness of the impact of the individual’s behavior on the greater community. Additionally, students become more actively involved in the process of establishing a greater sense of responsibility and respect on campus and in the residence halls when participating in this process.

The Conduct Council is responsible for adjudication of policy and community-standard violations in the residence halls or areas proximate to the halls, and for issuing sanctions to students found responsible for violating these policies and standards. Its responsibilities are shared with the College Judicial Board, to which jurisdiction in a particular matter may be assigned.

Jurisdiction

There is one community Conduct Council comprised of residential students from across campus. Subject to the Conduct Council’s authority referenced above under “Role in the Community,” criteria for a Conduct Council referral are an incident or report of behavior that directly affects students residing in a specific residential area.

Composition

The Conduct Council is composed of residential students. A maximum of five or a minimum of three Council members may be called to hear a case. Thus, the total number of members at a Conduct Council meeting will either be five or three.

Conduct Council members are volunteers who are selected through an application process. Council members who are held responsible for violating a College policy may be removed from the Council immediately by the Conduct Council adviser or the coordinator of student conduct and community standards and are subject to other sanctions or the provisions of this guide.

Role of the Conduct Council Member

Individuals chosen as Conduct Council members will hear cases involving peers who are accused of a policy or community-standard violation. They will decide whether or not the student is responsible for violating a College/community policy or standard. If the student is responsible, the Conduct Council members will determine appropriate sanctions.

All Conduct Council members (adviser and students) are expected to keep information pertaining to a Conduct Council meeting confidential. This includes details of all Public Safety reports or incident

reports, names of any parties involved, and meeting discussions and deliberations. If such information is discussed, members of the Conduct Council may be dismissed.

Role of the Advisers

A case is typically presented to the Conduct Council by the Council's adviser or member of the Office of Campus Life staff.

The adviser is a nonvoting participant in the determination of responsibility and sanctioning process, and also assists in administrative processes, upholding the integrity of the hearing and ensuring a fair and reasonable investigation of the facts presented to the Council.

Initiation of Process and Use of the Conduct Council

To initiate a request for a Conduct Council hearing, an incident report, letter, or Public Safety report must be submitted to a member of the Office of Campus Life. The Office of Student Affairs or the Office of Campus Life will refer reports to the Conduct Council adviser as needed.

At the beginning of each academic school year, the Office of Campus Life determines when the Conduct Council will begin meeting with students. The Conduct Council does not hear cases during the final examination period and summer session. During these times, cases will be handled by a professional staff member in the Office of Campus Life via the Administrative Review process.

Student Rights and Responsibilities

All students involved in the Conduct Council process are required to abide by the tenets of the honesty statement: "It is expected that all information presented will be true and correct. Be advised that if you willfully provide false information you will be in violation of the College's Defiance of Authority policy, which may result in further disciplinary action. Furthermore, the Conduct Council may consider lies or fabrications by the student when deciding upon sanctions in any case."

In order to ensure that students receive adequate notice of Conduct Council meetings, the following guidelines will be followed.

1. The Conduct Council adviser is responsible for notification of students who have been alleged to have violated College policy. It is the student's responsibility to check their mailbox and Babson e-mail daily following receipt of charges until the process is resolved.
2. Students involved in a specific incident will receive a letter in their campus mailbox and Babson e-mail from the Conduct Council adviser no less than three (3) business days prior to the meeting scheduled with the Conduct Council.

3. If a student is unable to meet with the Conduct Council at the designated time, or has any questions, the student must contact the Conduct Council adviser at least 24 hours prior to the scheduled meeting with the Conduct Council.
4. If the student fails to attend the scheduled meeting with the Conduct Council, the case will be heard, and a decision will be made without the benefit of his or her participation. All sanctions resulting from such a hearing will be recorded and must be completed within the guidelines set forth by the Conduct Council.
5. The Conduct Council adviser will determine if individual hearings should be granted to multiple students appearing before the Conduct Council or if students shall appear together.

Hearing Procedures

A Conduct Council meeting format is outlined below. The Council adviser has the authority to vary the procedures to meet its individual needs and those of the student(s) involved.

1. If any party intends to present witnesses, written notification must be given to the Conduct Council adviser 48 hours prior to the case hearing. Witnesses should be limited to those who have firsthand knowledge of the events being reviewed.
2. Council members shall meet prior to the meeting to review written documents and to make preparations for the meeting.
3. The Council members will meet with the student(s) to discuss the incident and read the report received. The Council members explain the violations noted, discuss the impact of the behavior on the community, and indicate the reason for the policies that have reportedly been violated.
4. The student(s) is then given the opportunity to relate his or her experience to the Conduct Council.
5. Questioning takes place by Council members until all information has been reviewed to their satisfaction.
6. Council members may discuss possible ramifications of the violation upon the community if the student is to be found responsible.
7. The student(s) also may state what they feel should be the outcome, and what the sanction should be if they accept responsibility or if found responsible.
8. The student is then excused prior to deliberations.

Determining an Outcome

The Council deliberates and determines if the student is responsible for violating a College or community policy or standard. It then renders an outcome of not responsible or responsible.

Not responsible: The student is found not responsible; there is no violation and no sanction. The Conduct Council adviser notifies the student by letter in their campus mailbox and Babson e-mail. No record is placed in the student's file.

Responsible: The student is found to be in violation of College policy. If found responsible by the Council, the Conduct Council adviser will then reveal any prior disciplinary history relevant to the case and sanctions will be decided. A record of the decision is placed in the student's file and maintained by the Office of Campus Life and the Class Dean's Office. The Council is authorized to impose appropriate sanction(s) in its discretion. Possible sanctions include those in the College Judicial Board section (see pages 30-32), with the exception of the sanction of suspension, loss of housing, and expulsion.

Appropriate sanctions may include, but are not limited to:

- Community restitution
- Disciplinary probation
- Educational programming
- Fines (as listed in the *Undergraduate Catalog and Handbook 2007–2008*)
- Letters of apology
- Loss of hall privileges (e.g., use of main lounge, attend hall events)
- Reassignment to another living environment or area
- Recommendation for loss of College housing made to the director of campus life
- Restitution (monetary or service)
- Written warning

Any of the listed sanctions may be issued alone or in any combination. The Conduct Council adviser will be responsible for ensuring that all sanctions are upheld. Failure to comply with a sanction will result in further disciplinary procedures and sanctions.

Outcome Notification

Written notification of the Conduct Council decision will generally be provided to the student within three (3) business days after the conclusion of all interviews, meetings, and review related to the matter. A letter will be sent to the student's on-campus mailbox and Babson e-mail indicating the decision of the Conduct Council.

Request for Reconsideration

A request for reconsideration of the Council's decision must be received within three (3) business days after the letter regarding the Council's decision is delivered to the student's campus mailbox and Babson e-mail. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of reasonable diligence. The nature and severity of the sanction are not grounds for a request for reconsideration. All requests for reconsideration must be made in writing to the coordinator of student conduct and community standards, and should be hand delivered to ensure proper and timely receipt. If the request for reconsideration is granted, the coordinator of student conduct and community standards may meet with the student, review the new information, and:

- Maintain the original finding and sanction
- Change either the finding or sanction
- Make modifications in the sanction

Students will be notified of the request for reconsideration outcome within three (3) business days after the review has been completed via a letter delivered to the student's on-campus mailbox and Babson e-mail.

Section 3

Administrative Review

Role in the Community

Administrative Review is used when a student or group of students are allegedly involved in a violation of a College regulation or policy. The dean of student affairs or his designee will make the final determination as to whether Administrative Review is the appropriate method in which to review a given matter.

An Administrative Review may be used in cases in one or more of the five following categories:

1. Matters in which the relevant facts appear to be without dispute, in the view of the dean of student affairs or his or her designee.
2. When a student:
 - Accepts responsibility for alleged policy violation(s) and admits to the specific facts that comprise the violation.
 - Does not wish to have the incident further investigated.
3. Incidents that are not referred to the Conduct Council because of the nature of the violation or seriousness of the incident.
4. Students who have a prior history or record of involvement in policy violations at the College.
5. Incidents where, in the discretion of the dean of student affairs or his or her designee, Administrative Review is determined the most appropriate course of action.

Jurisdiction

Case assignments for Administrative Review are based on the location of occurrence, the availability of the review officers, or the prior relationship between the student and review officer. Assignment of cases will be the determination of the dean of student affairs, the Disciplinary Review Committee chair, or their designee.

Composition

The following staff members are Administrative Review hearing officers. The list is not all-inclusive:

- Betsy Newman, Dean of Student Affairs
- TBA, Assistant Dean of Student Affairs

- Sara Iszard, Coordinator of Student Conduct and Community Standards/College Judicial Board Adviser/Disciplinary Review Committee Chair
- Chris Kandus, Assistant Dean of Campus Life
- TBA, Director of Residential Living
- Lisa Virga, Assistant Director of Residential Living
- Jennifer Zamora, Director of Student Leadership and Programming
- Jennie Erdle, Assistant Director of Campus Life
- Erica Roach, Coordinator of Campus Life/Conduct Council Adviser
- Denning Aaris, Area Director of Campus Life
- Kevin Tuthill, Area Director of Campus Life
- TBA, Area Director of Campus Life

Process Overview

The dean of student affairs, the Disciplinary Review Committee chair, or their designee has discretion to assign a specific hearing officer to a given matter.

1. Initiation of Process and Use of the Administrative Review

Use of the Administrative Review process is determined by the dean of student affairs or his or her designee. The student will receive a charge letter in his or her student mailbox and Babson e-mail informing him or her of the incident and alleged violation in question. The charge letter also will request that the student arrange an appointment with a hearing officer to discuss this issue by a specific date. It is the student's responsibility to arrange this meeting (and any subsequent meetings) with the appropriate officer. Failure to arrange or attend these meetings by the date instructed in the charge letter may result in decisions being rendered without the benefit of input from the student. It is the student's responsibility to check their mailbox and Babson e-mail daily following receipt of charges until the process is resolved.

2. Administrative Review Procedures

Throughout the Administrative Review process the student is required to abide by the tenets of the honesty statement:

Honesty Statement

"It is expected that all information presented will be true and correct. Be advised that if you willfully provide false information, you will be in violation of the College's Defiance of Authority policy, which may result in further disciplinary action. Furthermore, the review officer may consider lies or fabrications by the student when deciding upon sanctions in any case."

During the Administrative Review, the student will have the opportunity to present any information pertaining to the alleged incident. All documentation submitted to the administrative hearing officer must be presented at this time. The student also has the right to request that the review officer interview any relevant witnesses. However, all witness interviews will be conducted at the discretion of the review officer. There will be no further investigation or review of facts following the conclusion of the review.

3. Determining an Outcome

A decision will be made by the hearing officer to determine if the student is to be held solely and/or completely responsible for the alleged policy violation(s) and behavior. If the student is found to be responsible, the hearing officer will impose an appropriate sanction. The sanction range incorporates those included in the College Judicial Board section (see pages 30-32), with the exception of the sanction of expulsion.

4. Outcome Notification

Written notification of the Administrative Review decision will generally be provided to the student within three (3) business days after the conclusion of all interviews, meetings, and review related to the matter. A letter will be delivered to the student's on-campus mailbox and Babson e-mail indicating the decision of the Administrative Review hearing officer.

5. Request for Reconsideration

A request for reconsideration must be received within three (3) business days after the letter regarding the decision is delivered to the student's campus mailbox and Babson e-mail. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of reasonable diligence. The nature and severity of the sanction are not grounds for a request for reconsideration. All requests for reconsideration must be made in writing to the dean of student affairs, or his or her designee, and should be hand delivered to ensure proper and timely receipt. If the request for reconsideration is granted, the dean of student affairs shall review the request and, if necessary, may meet with the student, review the new information, and:

- Maintain the original finding and sanction
- Change either the finding or sanction
- Make modifications in the sanction

Students will be notified of the request for reconsideration outcome within three (3) business days after the review has been completed via a letter delivered to the student's on-campus mailbox and Babson e-mail.

Section 4

College Judicial Board

Role in the Community

The College Judicial Board is a forum in which any member of the Babson community may initiate a complaint against an undergraduate student. The purpose of the board is to protect the rights of the Babson community and the community in which the College exists, to assure that all parties receive due consideration in the handling of complaints, and to help students become responsible citizens and accept the consequences of their behavior(s).

Jurisdiction

The College Judicial Board hears both academic and nonacademic cases. It is the sole determination of the dean of student affairs along with the Judicial Board adviser to determine which matters will be reviewed by the College Judicial Board.

It should be noted that there is no relationship between the College Judicial Board and the Babson College Grievance Procedure. The grievance procedure does not apply to grievances concerning grades or to actions of the College Judicial Board. For additional information regarding the grievance procedure, review the *Undergraduate Catalog and Handbook 2007-2008* or check with the offices of Human Resources or Student Affairs.

Composition

The board is drawn from a member pool representing the three Babson constituent groups (students, faculty, and administrators or staff), and presently includes two student chairs, one program chair, 16 students, eight faculty members, and seven representatives from the administration and staff. The number of members may fluctuate during the course of the year.

A complete listing of the members of the College Judicial Board can be found in Appendix III. This is not an all-inclusive list.

Role of the Board Member

Participation on the College Judicial Board represents one of the clearest examples of meaningful involvement in institutional self-governance at Babson. Board members are dedicated to the maintenance of a system that preserves an atmosphere of order conducive to the pursuit of educational goals and protects the rights of members of the College community and the larger community in which it exists. Board members are expected to be unbiased and without a direct interest in the outcome of a particular case.

Student members are selected in the spring each year and serve on the board during the following academic year. The selection process includes a written application and an interview with current board members and the board adviser. Student members are evaluated and eligible for reappointment annually.

The College president or his designee annually appoints the faculty members, administrators, and staff representatives who serve and are eligible for reappointment. Any member of the board may be "terminated with cause," by the board adviser or by a majority vote of the board.

The chairpersons must always be students. The chairpersons are responsible for assisting the board adviser with the administration of board processes and procedures, working with the adviser to design and implement training opportunities for the board, and handling correspondence within the board. The program chairperson is responsible for organizing educational outreach efforts and coordinating with various campus resources to maximize programmatic reach. Student members of the College Judicial Board are responsible for participation in training and in-service opportunities, serving in programmatic outreach efforts, and serving on an "as needed" basis for hearing and review boards.

In addition, at the request of any student appearing before the board, the chairpersons will make him or herself available to answer questions regarding the process, and to address any reasonable concerns.

Role of the Board Adviser

The dean of student affairs appoints a member of the Babson community to serve as the primary adviser to the board on a permanent or interim basis. He or she also may appoint other advisers as he or she deems necessary. An adviser is present at all Judicial Board hearings and reviews, serves as an information resource during the actual hearing or review, and advises the board as to proper procedures and institutional policy. The adviser does not dictate or amend any sanctions imposed by the board, although he or she may recommend a course of action. The board is not bound to act on the recommendation.

Initiation of Process and Use of the Formal College Judicial Board Nonacademic Cases

Reports of alleged student misconduct may be submitted in writing to the office of the dean of student affairs. A standard incident report, Office of Public Safety investigation report, College Judicial Board notification of complaint form, or personal letter are all appropriate means of referral. Reports must contain the name of the student(s) who allegedly violated policy; nature and circumstances of the case, including specific dates, times, and locations, names of potential witnesses if known to the complainant; and the names(s), address(es), and phone number(s) of the person(s) filing the report.

The College Judicial Board adviser investigates, as may be appropriate under the circumstances; interprets the alleged misconduct in order to determine whether the conduct in question is a possible violation of College regulations, local enactment, state or federal law; determines if there is sufficient information to pursue a charge; and identifies those specific charges that will be brought against the student.

If appropriate, the office of the dean of student affairs may refer allegations of criminal violations to the Office of Public Safety or the Wellesley or Needham Police Department for further disposition.

After reviewing the report of alleged misconduct and any supporting documentation, the adviser will send a letter and e-mail to the student asking him or her to attend a pre-hearing meeting where formal charges will be presented.

In cases when a complainant requests to use a Formal College Judicial Board hearing, the board adviser may make the determination that a Formal College Judicial Board hearing is not appropriate, as the case does not constitute a significant impact on the community or does not require a full investigation. The case may be referred back to an Administrative Review or Conduct Council hearing.

If appropriate, the board adviser will schedule a meeting with the accused student and formally charge him or her with the offense, outlines the Formal College Judicial Board procedures, discuss the student's rights, and schedule a hearing date. The student will receive a written copy of the charges. It is the student's responsibility to make certain that he or she understands all matters and to seek assistance if questions arise.

A board chairperson, if available, will be present at the formal charging. The chairperson will meet with the accused student at a later time, if requested by the student, to answer additional questions or concerns. It is the responsibility of the accused student to schedule the appointment with the chairperson.

There is one exception to the above procedures. The board adviser has the discretionary authority to immediately refer a case to the Formal College Judicial Board when it is determined that, because of the seriousness of the alleged violation and/or the potential impact on the community, input from the larger community is needed.

Academic Misconduct Cases

Reports of academic misconduct (i.e. plagiarism, cheating, unauthorized collaboration, fabrication, facilitating academic dishonesty, participation in academically dishonest activities) should be reported to the coordinator of student conduct and community standards. The coordinator will meet with the faculty member or person filing the complaint, and will review the information and supporting documentation to determine whether there is sufficient information to formally charge a student with an

academic honesty violation(s). If there is sufficient information, the case is immediately referred to the College Judicial Board for consideration.

There are two processes used by the College Judicial Board to adjudicate academic misconduct cases:

1. The Formal College Judicial Board Hearing: A full board (standard or maximum) convenes for a hearing to review academic misconduct cases when the relevant facts of the case or any circumstances related to the incident are in dispute; the accused student's responsibility for a policy violation(s) is in question; the student has a significant disciplinary history; the seriousness of the alleged behavior, should the student be held responsible, may result in a suspension or expulsion from the college; or when deemed otherwise appropriate by the board adviser. The board is charged with determining responsibility of the accused student relative to the specific charges and deciding an appropriate sanction, if applicable.

2. The Informal Review Meeting: This is a pilot process for the academic year 2007-2008. The faculty member or complainant, accused student and board adviser convene for a review of academic misconduct cases in circumstances when the relevant facts of the case or circumstances related to the incident are clear and agreed upon; the accused student(s) accepts full responsibility for the policy violation(s) in question and admits to all specific facts that comprise the violation. The faculty member and the board adviser will determine jointly the appropriate sanction(s). If the complainant is not a faculty member, the board adviser will determine the sanction(s) after conferring with the faculty member. Sanction(s) imposed during an Informal Review Meeting may not include suspension or expulsion from the College.

All students involved in either of the above processes are required to abide by the tenets of the honesty statement: "It is expected that all information presented will be true and correct. Be advised that if you willfully provide false information you will be in violation of the College's Defiance of Authority policy, which may result in further disciplinary action. Furthermore, the Board may consider lies or fabrications by the student when deciding upon sanctions in any case."

1. The Formal College Judicial Board Hearing

The accused student will meet with the board adviser and be formally charged in accordance with the procedures as outlined in the previous section for nonacademic cases.

In cases of academic honesty and integrity, until the board resolves the matter, 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, the board may impose one or more of the following sanctions. This list is not all-inclusive:

- Expulsion from the College
- Suspension from the College
- Disciplinary probation
- Failure in a course
- Grade reduction in final course grade
- Failure in a graded component of the course (quiz, homework, participation, etc.)
- Failure on a paper, project, or examination
- Ethics seminar
- Educational program/activity
- Official transcript will note suspension/expulsion from the institution*
(* please see Appendix II for greater detail about this sanction)

If a student is found not responsible, he or she will be given a grade on the work in question and will resume studies normally.

Composition

A set number of student, faculty, and staff members will be selected to hear a case.

Standard Hearing Board

student chairperson
three students
one faculty member
one administrator/staff member

Maximum Hearing Board

student chairperson
five students
two faculty members
two administrators/staff members

The chairperson serves as a nonvoting member, and is responsible for running the hearing and facilitating the board's deliberations. When necessary (as deemed by the board adviser) the program chair can serve as chairperson for a hearing.

If the Formal College Judicial Board is called to hear a case during a College recess, the board adviser has the authority, on behalf of Babson College, to select substitute student representatives (an alumnus or newly selected member) on an ad hoc basis in order to adjudicate the case in a timely manner. A special board, consisting of the chairperson or other student designee, one student board member, and one faculty or administrative member, may convene to hear a case under such circumstances.

In most cases, a standard board will be used to hear a case. A maximum board will be used when the adviser determines that a case warrants a hearing by a larger representation of the community. The adviser decides whether to convene a standard or maximum board. In either case, the number of students sitting on the board will always be larger than the combined number of faculty and administrators, and the total membership will always end with an odd number.

Student Rights and Responsibilities (academic and nonacademic)

In order to provide an orderly procedure for the handling of disciplinary matters that will ensure fairness to the accused student, the following safeguards will be accorded to all who participate in the College Judicial Board hearing process.

1. Both the accused student and the complainant have a right to one (1) advocate. The advocate may be a fellow student, parent or legal guardian, faculty member, or other member of the Babson community, and may be present at the board hearing to provide assistance and support. With the exception of a parent or legal guardian, the advocate cannot be an attorney. The advocate may not act as a witness for the student. A current member of the board cannot serve as an advocate. In addition, an attorney may not appear during a board hearing or any pre-hearing meeting. During the hearing, the advocate may not address the board directly or speak directly to witnesses, but may confer at all reasonable times in a reasonable manner with the person for whom he or she is advocating. The board adviser may exclude, at his or her discretion, an advocate from a hearing or the right of a student to have an advocate, in each instance, for good cause.
2. Students are strongly encouraged to notify their parents in advance of their appearance before the board. The board adviser is available to answer any questions which an accused student's parents may have regarding the process, provided the student consents in writing to a release of information.
3. Prior to any type of formal hearing, the accused student will receive a written statement of the charges, the source of such charges, and the conduct regulation(s) on which the charges are based. This letter will be delivered to the student's mailbox on campus and Babson e-mail account.

4. The accused student has the right to request a pre-hearing meeting with the board adviser to review hearing procedures and related aspects of the board. This meeting is in addition to the charge meeting. In nonacademic matters only, the student may use this opportunity to waive the right to a hearing and accept disciplinary action from a College official when that option is offered. In such cases, there is no right to request reconsideration.
5. Written notification of the date, time, and place of any hearing will be delivered to the student's mailbox on campus and Babson e-mail at least three (3) business days before the hearing. It is the student's responsibility to check his/her mailbox and Babson e-mail daily following receipt of charges until the process is resolved. The student may have the option of an earlier hearing, provided the board is able to convene before the limit of three (3) business days.
6. All hearings will be closed to the public and the press.
7. The accused student has the right to be heard by an impartial hearing body. Members may be challenged in writing at least two (2) days prior to any scheduled hearing, and replaced for good and reasonable cause. The written challenge should be directed to the board adviser who may confer with the board chairperson and render a decision as to the removal of a board member. If, during the course of any proceedings before the board, a member of the board determines that he/she may have a conflict of interest, that member of the board shall disclose the potential conflict to the chairperson and shall be permitted to withdraw prior to the board's deliberations. In such cases the withdrawing member shall not be replaced, and the chairperson shall vote in the case of a tie vote. In the case of two or more members withdrawing from a hearing, the board adviser and board chair will determine the appropriate course of action in the hearing process.
8. The accused student has the right to request written postponement of a hearing for good and reasonable cause, subject to the procedures of the board and approval of the board adviser.
9. If either the accused or the complainant fails to appear for the hearing or chooses not to participate in the hearing, it will be the decision of the board adviser whether to reschedule the hearing or proceed without the benefit of input from that party. A hearing that takes place absent one of the principals or with limited or no input from one of the principals is not in and of itself considered grounds for reconsideration of the board's decision.
10. The accused student has the right to respond as follows: not responsible, responsible (with any mitigating circumstances deemed appropriate), or no response to the charge(s) against him or her.
11. The accused and complainant will be permitted to call and question witnesses on his or her behalf. Witnesses should be limited to those who have firsthand knowledge of the events being reviewed. Students are not required nor permitted to provide any character references or testimonials on

their behalf for the benefit of the board. The accused and complainant must present a written list of all witnesses to the board adviser for approval at least 48 hours prior to the hearing (except where a hearing proceeds on an expedited basis, in which case such list shall be presented at least 24 hours prior to the hearing). The accused and complainant are solely responsible for communicating with his or her witness(es) about the date, time, and location of the hearing. The accused and complainant have access to all witness lists. The lists may be obtained from the board adviser. Witnesses are called into a hearing when needed, and the number may be limited at the discretion of the chairperson and/or the board adviser.

12. The accused and complainant will be permitted to speak or present relevant written evidence on his or her behalf. Testimony may be limited by the board chairperson, should it become repetitious or if it is irrelevant in his or her discretion. An accused student who wishes to submit relevant written evidence in support of testimony must give copies to the board adviser at least 24 hours prior to the hearing. The adviser ensures the distribution of the materials to the board. Diagrams depicting the arrangement of a location or situation also are considered legitimate written evidence. The accused student has the right to receive copies and review the written evidence before the hearing. It is the responsibility of the accused student to request such materials from the board adviser.
13. The burden of proof rests with those bringing the charges against a student, and an accused student will be presumed not responsible until proven responsible of the charges. The standard of proof used to deliver a finding of responsibility is the presentation of information that renders the facts and participation of the accused to be "more likely than not" to have occurred.
14. All decisions will be based on the material presented before the board in a particular matter. Previous disciplinary action taken against the responsible student may be considered by the board in the determination of a sanction once a determination of responsibility has been made. An accused student may voluntarily discuss details of his or her prior disciplinary history with the board. However, except in such a circumstance as when the student volunteers his or her prior disciplinary history during the course of a hearing, the College Judicial Board is not permitted knowledge of any such history until a finding of responsibility has been reached.
15. A tape recording of the hearing will be made. The tape and all correspondence are confidential. Board records and tapes are maintained for the use of the board and are not considered as general records maintained by the College. Therefore, tapes will not be released to either the accused student or the complainant. The tape recording may be used in the event of a request for reconsideration (as outlined elsewhere in this guide). Board records and tapes are filed in a secure area and are kept for a six-year period after graduation. After that time, they are destroyed.

16. Written notification of the board's decision will be delivered generally within three (3) business days after the conclusion of the hearing to the accused student's on-campus mailbox or to an appropriate off-campus address and Babson e-mail account, if requested in writing. No information will be given to any party regarding the decision and/or sanction until the charged student has received written notification. If said notification has not been received after conclusion of the three (3) business days, the board adviser or board chairperson may meet with the student to read the written notification letter.
17. In cases involving more than one accused student, and in which separate hearings are held, the board has the discretion to hear all cases before rendering a decision in any one case. Therefore, the time frame for written notification will be extended until all cases have been heard. Additionally, in cases involving multiple parties, the board adviser will determine whether the students will receive separate and distinct hearings. In making this determination, the board adviser 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 evidence in its proper context.
18. The College Judicial Board chairperson will prepare a brief written summary of the case. This will be made available, upon request, to the student charged.
19. The College community has the right to learn of the final disposition of disciplinary cases, including the nature of the offense, decision of the board, and sanction imposed. It is important to note that no personally identifiable information will be released regarding a given hearing. Final decisions are generally conveyed at the end of each semester, and may be printed in the *Babson Free Press* and/or other publication(s) as deemed appropriate.
20. A request for reconsideration must be received within three (3) business days after the letter regarding the board's decision is delivered to the student's mailbox and Babson e-mail. A request for reconsideration may be made solely on the grounds of error in the charge and/or hearing process that has materially affected the outcome, or in the event of new evidence that could not have been discovered prior to the hearing through the exercise of reasonable diligence. The nature and severity of the sanction are not grounds for a request for reconsideration. All requests for reconsideration must be made in writing to the dean of student affairs, and should be hand delivered to ensure proper and timely receipt.
21. The dean of student affairs reviews requests for reconsideration. If the dean of student affairs determines that reconsideration criteria have been satisfied, he or she will then convene a review. The dean of student affairs may either conduct the review him or herself or empanel a review panel consisting of the dean of student affairs, a faculty member, an administrator, and a student. Decisions made by both the dean of student affairs and the review panel are final in all cases.

except those involving expulsion from the College, in which case a student may seek a second and final request for reconsideration by the president. Such a request must be made in writing and delivered to the president's office within three (3) business days of the notification of the dean's or hearing panel's decision.

22. Subject to the need to conduct pre-hearing investigations and meetings as described herein, all parties involved in a hearing, from pre-hearing meetings through the appeal process, are expected to keep in confidence the names of expected parties involved, charges alleged, sanctions imposed, witnesses, request for reconsideration status, etc. In the event of pre-hearing publicity, the chairperson shall ask each member of the board if they have heard or read any of the pre-hearing publicity both prior to and during the hearing, and if so, whether they have the ability to be impartial. In the event that a board member indicates they are unable to remain impartial or if the chairperson believes they are unable to do so, the board member shall be excused. In addition, the chairperson shall instruct the remaining members of the board that they shall not give any weight to the pre-hearing publicity.
23. Although Babson College cannot compel witnesses, the complainant, the accused student, or advocates to keep the case confidential, they are requested to abide by the same standard of confidentiality listed above.

Hearing Procedures

The basic order of questioning and presentation of witnesses is as follows:

1. Introduction of the case by board chairperson and reading of the charge(s)
2. Statement of honesty and responsibility
 - The student(s) charged is asked to respond responsible, not responsible, or, no response to the charges as read
3. Opening statements
 - Complainant
 - Accused student(s)
4. Questioning of the accused student(s) and complainant by the board
5. Presentation of witnesses by the complainant
 - Questioning by complainant
 - Questioning by accused student(s)
 - Questioning by board
6. Presentation of witnesses by the accused student(s)
 - Questioning by accused student(s)
 - Questioning by complainant
 - Questioning by board
7. Questioning of the accused student(s) by the complainant

8. Questioning of the complainant by the accused student(s)
9. Questioning of the accused student and complainant by the board
10. Summation of the case by the complainant
11. Summation of the case by the accused student(s)

The procedural order may be changed during a hearing, should the chairperson deem it beneficial or in order to expedite the hearing process. In extremely sensitive cases, such as sexual coercion, sexual harassment, or sexual assault, or where otherwise deemed appropriate by the chairperson, the complainant or witness may be assisted by an advocate or College official, who may speak directly to the board on his or her behalf. The decision to allow this change in procedure will be determined by the board adviser in consultation with the chairperson. The complainant and accused student will address the board according to the process outlined above. During a hearing, disruptions of any kind will not be tolerated by the board. In such circumstances, the board chairperson may order the removal of the person causing such disruption and, under extreme circumstances, may, in consultation with the board adviser, order the exclusion of that person's testimony. The advocates for both parties may be present during the hearing, but may not address the board, witnesses, or other individuals present at the hearing. Objections or questions regarding procedures should be directed to the chairperson. The board adviser will provide clarification when appropriate.

Determining an Outcome

When a hearing is concluded, the board adjourns with the adviser to discuss the material and testimony that has been presented, and to make a determination. The standard of proof used to render a finding of responsibility is set in Section 13 of student rights and responsibilities. After discussion is complete, a vote is taken to determine responsibility of the accused student 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 (regulations with which student compliance is expected are found principally, although not exclusively, in the *Undergraduate Catalog and Handbook 2007–2008*) the nature of the offense, and the impact of the offense on the individual, the Babson community, local communities 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 accused student, including sanctions issued by other judicial bodies and any failure by the student to fulfill sanction obligations (which may be referred to the board for future action). The board assumes the responsibility to consider any past information carefully and in perspective. The board is not obliged to follow precedent with respect to sanctions imposed in other cases, but it may choose to do so when appropriate. Listed below are a series of sanctions that may be imposed. The list is not all-inclusive.

- Censure
- College facility suspension
- Community restitution
- Disciplinary probation
- Education program
- Ethics course
- Expulsion (includes permanent, nonremovable transcript notation)
- Failure in a course
- Reduction in final course grade
- Failure in a graded component of the course (quiz, homework, participation, etc.)
- Failure on a paper/project/examination
- Loss of housing
- Loss of privileges
- Public service to the College or the community
- Reassignment to another room or living area
- Restitution
- Suspension (includes transcript notation)

Outcome Notification

When the board has reached a decision, the chairperson will notify the accused student in writing within three (3) business days. Notification will be delivered to the student's campus mailbox and Babson e-mail. Failure to fulfill requirements of a sanction will result in a meeting of the accused student, board chairperson, and board adviser. The student may be referred back to the board for "defiance of authority" or the Office of Student Affairs may review the matter administratively.

Request for Reconsideration

See #20 on page 21 under "Student Rights and Responsibilities."

2. Informal Review Meeting

A review meeting may be used to adjudicate academic misconduct cases when:

- a. The accused student and faculty member or complainants have substantial agreement on the relevant facts of the case and any circumstances related to the incident.
- b. The accused student accepts full responsibility for the policy violation(s) in question and admits to the specific facts that comprise the violation(s).
- c. Both the accused student and faculty member or complainant consent to the Informal Review Meeting.
- d. The accused student has not previously been found responsible for an academic integrity violation and has no significant disciplinary history at the College. For the purposes of this Policy, "significant

disciplinary history" means (i) a suspension from the College or from College housing, (ii) any instance in which disciplinary probation has been imposed, (iii) any two or more disciplinary violations of any type or (iv) any prior actions for which formal discipline was not imposed but which is nonetheless regarded as a serious breach of the standards to which Babson students are expected to adhere.

- e. There do not appear to be significant aggravating circumstances that could result in either a suspension or expulsion if the accused student were to be found responsible for the policy violation(s) by the College Judicial Board in a formal hearing process.
- f. The board adviser has the discretionary authority to immediately refer a case to the Judicial Board for a formal hearing process, even if all of the above conditions for an Informal Review Meeting have been met, when it is determined that input from the larger community is appropriate because of the seriousness of the alleged offense and/or potential impact on the community.

Composition

The Informal Review Meeting will consist of the faculty member or complainant, the accused student, and the board adviser or his/her designee. The student chairperson may attend the meeting if he/she is available but his or her attendance is not required. The board adviser or his/her designee is present at all meetings and serves as an information resource during the meeting and advises on proper procedures and relevant institutional policy. Should the board adviser not be available, the meeting can proceed with the accused student and faculty member/complainant provided there is agreement by the board adviser in advance of the meeting, his or her designee attends in his or her stead, and/or he/she reviews and approves the outcome.

Student Rights and Responsibilities

In order to provide an orderly procedure for the handling of academic misconduct matters that will ensure fairness to the accused student, the following safeguards will be accorded to all who participate in the process.

The accused student will meet with the board adviser and be notified of the charges in accordance with the procedures as outlined in the previous section for nonacademic cases.

At the pre-conference meeting, the board adviser will discuss the student's rights and responsibilities as well as outline the procedures for both the Formal Judicial Board Hearing and Informal Review Meeting processes.

The board adviser will inform the accused student if the Informal Review Meeting is an option. In such an instance, the accused student will have up to three (3) business days following the pre-conference meeting to:

1. Inform the board adviser if he or she consents to the Informal Review Meeting.

2. Submit to the board adviser a “statement of facts” outlining the specific details relating to his or her involvement in and responsibility for the policy violation(s) for which he or she has been charged.

The faculty member or complainant will be notified that the Informal Review Meeting is an option and will be provided an opportunity to review the “statement of facts” in advance of the review meeting and may, but is not required to, submit any additional information relevant to the specific incident. If such materials are submitted in advance, they shall be provided promptly to the student. If there is not substantial agreement on the relevant facts between both parties, as they are outlined in the written statement, the case will be referred to the College Judicial Board for a formal hearing.

If the above conditions are met, the Informal Review Meeting will be scheduled with the accused student, faculty member or complainant, and board adviser or his/her designee. Written notification of the date, time, and place of the meeting will be delivered to the student’s mailbox on campus and Babson e-mail account. It is the student’s responsibility to check his or her mailbox and Babson e-mail daily following the receipt of charges until the matter is resolved. The accused student’s “statement of facts” will be distributed in advance of this meeting for review by all participants. If the accused student fails to appear for the meeting, an outcome will be determined without his or her input.

At any point during the Informal Review Meeting the board adviser may elect to refer the case to the College Judicial Board for a formal hearing, including in those instances where (1) material facts are disputed, (2) the accused student is not accepting full responsibility for the policy violation(s) in question, or (3) there is disagreement about the outcome for the violation(s).

Procedures for an Informal Review Meeting

The basic order of questioning and presentation of information is as follows:

1. At the Informal Review Meeting, the board adviser or his/her designee will summarize the facts of the case, as they are described in the accused student’s “statement of facts.”
2. The board adviser or his/her designee will ask questions of the accused student and/or faculty member or complainant and/or initiate a discussion to clarify the facts of the case, if necessary.
3. The accused student and the faculty member will have an opportunity to ask each other questions and/or to initiate a discussion to clarify the facts of the case.
4. The board adviser or his/her designee will make orally any necessary modifications and/or addition as to the “statement of facts” resulting from the questioning during the meeting.
5. The board adviser or his/her designee will propose a “most likely” outcome if the College Judicial Board was to have heard the matter in a formal hearing. The faculty member will propose an outcome for further discussion, if necessary.
6. Following the accused student and faculty member’s or complainant’s review of the “statement of facts” and the “most likely outcome,” both the accused student and the faculty member or complainant will be asked to sign an agreement accepting:

- Responsibility (accused student only) for the policy violation(s)
- The accuracy of the statement of facts
- The proposed sanction

Determining an Outcome

If both parties agree, the board adviser or his/her designee must review and provide a final authorization to ensure the agreement was reached in good faith and abided by the stated process. Once the agreement has been signed, it is final and there is no opportunity to submit a request for reconsideration. If either party does not agree in full and/or expresses disagreement with the statement of facts or sanctions, the matter automatically will be referred to the College Judicial Board for a formal hearing.

In the Informal Review Meeting the following sanction(s) may be imposed, not to include either suspension or expulsion from the College.

This list is not all-inclusive:

- Failure in a course
- Reduction in final course grade
- Failure in a graded component of the course (quiz, homework, participation, etc.)
- Failure on a paper, project, or examination
- Disciplinary probation
- Letters of apology
- Ethics seminar
- Educational program/activity

Outcome Notification

When a decision has been agreed upon by all parties, the board adviser and/or chairperson will notify the accused student in writing generally within three (3) business days. Notification will be sent to the student’s campus mailbox and Babson e-mail account. Failure to fulfill requirements of a sanction will result in a meeting of the accused student, board chairperson, and board adviser. The student may be referred to the College Judicial Board for “defiance of authority” or the Office of Student Affairs may review the matter administratively.

Request for Reconsideration

There is no request for reconsideration process for an Informal Review Meeting. The meeting will not be tape recorded.

Grade Pending Resolution

Pending resolution in an academic misconduct case, the student receives a grade of incomplete (“I”) for the work or course in question.

Section 5

Mediation

Role in the Community

Mediation is appropriate in a situation that involves two (2) individuals who are in dispute over a non-policy, violation-related matter. Further, the individuals involved in the dispute both seek a mutually agreeable resolution. The mediation process is both confidential and voluntary. The mediation service is unrelated to the judicial process in its purpose and design.

Availability

The mediation service is available to all members of the undergraduate community. The use or offer of mediation is made at the discretion of the Office of Student Affairs in consultation with the parties in dispute.

Composition

The College currently has a pool of trained mediators available to assist with dispute resolution. Any member of the community wishing to engage the services of a mediator should contact Sara Iszard in the Office of Student Affairs at Ext. 4462

Role of the Mediator

The mediator facilitates the reaching of an agreement of compromise or behavioral change that satisfies the concerns presented and meets the standards of acceptable behavior in a community environment. The role of the mediator is not to impose a solution or offer College intervention to bring about an outcome.

Initiation of Mediation

The mediation process will be initiated only when both parties agree to have their conflict heard by a mediator. The parties will then meet with a mediator to better understand the guidelines for campus mediation.

Outcome

At the conclusion of the mediation, all agreed-upon recommendations, stipulations, and expectations are recorded and signed by the parties involved. A formal record of the mediation is placed in the student's file.

Request for Reconsideration

Any outcome derived from mediation is not College imposed, thus there is no reconsideration of the mediation results. A failure to abide by the agreement resolution results only in the prolonged condition of the dispute, which left unattended, may require official College intervention.

Appendix I

Glossary of Terms

The following glossary is intended to better acquaint readers with some of the terms used throughout this guide. Questions regarding a more detailed understanding of these terms should be directed to a member of the Office of Student Affairs or the Office of Campus Life.

Charge Letter—A correspondence in letter form from either the Office of Campus Life or the Office of Student Affairs indicating that there has been a formal question raised regarding a policy violation. The purpose of the letter is to inform the student of the general nature of the policy in question and the next steps in the process.

Disciplinary Review Committee—A standing committee consisting of staff members, appointed by the dean of student affairs, from the offices of Campus Life, Public Safety, and Student Affairs. The group generally meets weekly to review reports of possible policy violations and refers them to the appropriate review process. The group also participates in policy review, outcome assessment, and providing feedback to various offices to ensure the judicial process meets the educational and community goals set forth by the College.

Outcome Letter—A correspondence in letter form from the hearing board or officer outlining: the formal policies reviewed, the finding of the board or officer regarding responsibility of the student for violation of those policies, and the sanctions (if any) that will be applied as a result of the finding of responsibility. It should be noted that all outcome letters will be placed in the student's educational record. However, only in cases of College suspension or expulsion will a transcript notation be made. This notation is in addition to failing grades appearing on the transcript as a result of academic dishonesty.

Sanctions—Outcome(s) that are the result of a student being found responsible for the violation of a particular policy. A partial listing of possible sanctions is published in Appendix II.

Witness—An individual who either, in person or in writing, can provide the hearing board or officer with a firsthand account of the events under consideration. Students are not required nor permitted to provide any character references or testimonials on their behalf for the benefit of the board or hearing officer.

Appendix II

Sanctions

The following is a list that includes, but is not limited to, sanctions available in a judicial review process involving an individual or group:

Censure—A written reprimand which states that further occurrence of the given offense may be considered with prejudice by the board and subject the student to further disciplinary proceedings.

College Facility Suspension—Removal from specified residence halls, and/or College facilities (e.g., Roger's Pub or campus areas), for a designated period of time.

College or Community Restitution—Compensation for damage(s) or offense(s) committed, through the payment of money or through an appropriate service requirement related to the damage(s) or offense(s). Restitution also includes the reimbursement of extraordinary expenses occasioned by the student's actions: fines or impositions levied by local municipalities with respect to the response of emergency personnel, overtime paid to members of the Office of Public Safety, and/or fines outlined in the *Undergraduate Catalog and Handbook 2007–2008* and other official publications of the College. This sanction also can include service to the community in which the violation took place. When a student is required to carry out a community restitution sanction, it is his or her responsibility to ensure that such service is completed within the time frame established.

Course Grade Reduction—The student will receive a "0" grade on specified percentage of the overall course grade for an academic misconduct violation. This grade will be averaged with the overall grade earned in a course.

Disciplinary Probation—A period of time during which the student's actions are subject to close examination. Offenses committed during this period will be considered with prejudice by the board or in the context of an administrative review, College Judicial Board hearing, or Conduct Council meeting. Additionally, disciplinary probation may be considered by the Academic Standards Committee in determining a course of action for a student who falls below the required academic standard set by the College.

Deferred Loss of Housing, Suspension, or Expulsion—A period of time during which the student's actions are subject to close examination. Offenses committed during this period will be considered with prejudice by the board or in the context of an administrative review, College Judicial Board hearing, or Conduct Council meeting, and may result in an immediate removal from housing, suspension for a period of time, or expulsion as it had been defined by the board or hearing officer.

Education Seminar—The student is required to attend an educational seminar on one or more of the following topics: ethics and social responsibility, or alcohol. The student is expected to meet seminar requirements and participate. Any student who fails to do either will be referred back to the judicial process.

Expulsion—Permanent removal from the College with no right to seek reinstatement. Expulsion also includes a permanent notation of the student's transcript. Please refer to the *Undergraduate Catalog and Handbook 2007–2008* for policies regarding applicable refunds of semester charges.

Failure on a Paper, Project, Examination, or Course Component—The student will receive a "0" grade on a paper, project, examination, or relevant course component(s) of the overall course grade for an academic misconduct violation. This grade will be averaged with the overall grade earned in a course.

Failure in a Course—The student will receive a failure in a course, without reimbursement, for an academic misconduct violation. The student's official transcript will reflect the letter grade of "F." Students should contact Student Financial Services for information as to how a failure will affect their financial aid.

Fines—As outlined in the *Undergraduate Catalog and Handbook 2007–2008*, fines may be levied for violations of the College alcohol policy and for violations of fire regulations or in other appropriate circumstances.

Letters of Apology—Letters to aggrieved parties may be required. A student's behavior and the ramifications of such behavior may be discussed in the letter. Letters of apology are reviewed and/or approved by the sanctioning party prior to distribution.

Loss of Housing—The loss of the privilege to reside on campus permanently or for a designated period of time. This sanction includes the forfeiture of moneys previously paid for on-campus housing and may include forfeiture of the right to participate in the housing lottery.

Loss of Privileges—The recommended loss, for a specific period of time, of the privilege of participating in cocurricular activities including intramural and intercollegiate athletics, positions of leadership in clubs and organizations, campus-wide programs and events, and parking. It also includes the recommended suspension or termination of any or all privileges of a recognized student organization.

While the College Judicial Board does not have the specific authority to suspend an individual's or group's privilege of participating in cocurricular activities, it does have the authority to recommend to an organization that the status of a leader, officer, captain, etc., or member be reviewed or membership privileges be suspended in accordance with the organization's bylaws. Under extraordinary

circumstances, the College president has the authority to impose such sanctions upon an individual or group, independent of any authority of the College Judicial Board.

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 his or her roommates, the student may be required to relocate to another living area on campus. This sanction is given in agreement and consultation with the Office of Campus Life. No guarantee of exact or similar housing accommodations can be made for every situation, nor shall it be a requirement.

Suspension—Removal from Babson College for a period of time. No registration, class attendance, participation in cocurricular activities, or College housing will be permitted during this time. This sanction includes a transcript notation. (Upon the students impending graduation, the student may petition the dean of student affairs, in writing, to request that the notation be removed from the transcript.) Additional restrictions regarding transferable College credit and access to College facilities also may be imposed. Please refer to the *Undergraduate Catalog and Handbook 2007–2008* for policies regarding applicable refunds of semester charges.

Appendix III

College Judicial Board Members 2007-2008

Chairperson, Peter Rogers '08

Chairperson, Valentina Yankovski '08

Program Chair, Mila Doddi '09

Student Members

Jalila Bouchareb '08

Suellen Kawakami '08

Sha Liu '08

Jeffrey Peterson '08

Yianni Douros '09

Alexander Turczak '09

Sandra Popaja '09

Jeffrey Wojnar '09

Fiorella Bertolin '09

Julie Berenz '10

Ashwin Bhat '10

Patrick Ehart '10

Jill Fontaine '10

Shanna Glassner '10

Kristen Lang '10

Brittney Russo '10

Faculty Members

Jan Bell, Accounting

Lisa DiCarlo Devine, Anthropology

Elizabeth Goldberg, English

Danna Greenberg, Management

Robert Halsey, Accounting

Katherine Harris, Marketing

Neal Harris, Economics

Shari Laprise, Biology

Brian Seitz, Philosophy

Denise Troxell, Mathematics and Statistics

Charles Winrich, Science

Administrative Members

Toni Blackwell, Student Diversity Programs

Kristin Djorup, Library

Jeff Dubois, Business and Financial Affairs

Brian Duggan, Academic and Career Services

Andrew Dutton, Athletics

Kate Kozik, Human Resources

Rachel Reiser, Academic and Career Services

Sandy Siciliano, Academic and Career Services

Note: In the event a particular officer or staff person is designated in this guide as having responsibility for a particular aspect of the College Judicial Process, the designee of such officer or staff person shall carry out his or her responsibilities in the event that officer or staff person is called upon as a witness, or has a direct involvement in the circumstances giving rise to the matter.