

# Undergraduate Advising Handbook 2019-2020





## **Using the Academic Advising Handbook**

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This Academic Advising Handbook has been created to assist faculty, staff, and leadership in their efforts to support students throughout their academic experiences at Bentley. While this resource is intended to be rather comprehensive, please note that the Undergraduate Catalogue is the official record of all academic curriculum, policy, and procedure details. Therefore, we encourage you to use this handbook in conjunction with the catalogue at <https://catalog.bentley.edu/undergraduate/> when advising students.

Academic advising is an essential component of a Bentley University education. The university is committed to providing individual assistance to students throughout their degree programs. To this end, students have an excellent array of resources at their disposal.

### **Undergraduate Academic Services**

Our highly trained Advisors can assist students with a wide array of personal and academic concerns. Advisors help students:

- ◇ Identify academic, personal, and professional goals
- ◇ Create a long range plan of study
- ◇ Investigate majors, LSMs, minors, and other academic programs of interest
- ◇ Plan for course registration
- ◇ Facilitate study abroad academic planning
- ◇ Address academic difficulties and review strategies for enhancing academic success

### **Faculty**

Faculty members also play an important role in shaping students' academic experiences. Faculty in each academic department are available to guide and mentor students as they learn more about a particular field and/or have mutual professional or research interests.

### **The Bentley Community**

All members of the Bentley community play a significant role in helping students meet their undergraduate academic goals. We encourage faculty, staff, and friends to refer students to Undergraduate Academic Services or other appropriate resources as outlined in the following sections.

# The Bentley Care Team: Recognizing & Helping Students in Crisis

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## Where to start?

- If you are concerned about a student, whether an undergraduate or graduate, don't let uncertainty stop you from taking action.
- Bentley is committed to supporting students who are experiencing distress and supporting faculty and staff who want to help.
- The following guidelines have been developed to help faculty recognize, respond, refer and report concerning student behavior.



## What can be done ahead of time?

- **Clarify Expectations**  
Remind students at the beginning of the semester verbally and in writing through the course syllabus of your expectations for conduct in the classroom.
- **Provide Resources**  
Include contact information for students of resources on campus that may be helpful to them should they be experiencing distress. A list of offices involved in the Bentley Care Team is included on page 4.



## What should I do if I am concerned about a student?

If you become concerned about a student, please remember to **Recognize, Respond, Refer and Report**:

**Recognize:** Be on the lookout for behaviors that could be cause for concern. Has a student stopped showing up for class? Does the student appear disheveled or withdrawn? Has the student had an emotional outburst? Does the content of a student's assignment(s) make you uncomfortable?

**Respond:** If a student is struggling, consider pulling the student aside privately and ask how they are doing. Approach the student from the perspective of care and concern, keeping in mind that distressed students can be sensitive. Avoid making threatening, potentially embarrassing, or intimidating statements.

**Refer:** You do not need to support struggling students yourself. Be familiar with the resources on Bentley's campus listed on page 4 and help those students in need get connected with the appropriate offices.

**Report:** If you believe the student is an imminent risk to self or others, contact University Police. If you have a conversation with a student of concern who is not an imminent risk and would like additional follow up, fill out a Care report so we can determine the most appropriate intervention moving forward.



## What are some things to keep in mind when I identify a student who is struggling?

### **Trust Your Instincts: Something just seems "off" with a student**

If you are concerned about a student and it is NOT an emergency situation, fill out a Care report. This form is automatically submitted to the Bentley Care Team, a multidisciplinary team who promotes safety and wellbeing for the campus community by assessing and responding to non-emergency reports of concerning student behavior. This form is found at [bentley.edu/bentley-cares](http://bentley.edu/bentley-cares).

For emergencies or after regular work hours and on weekends, contact University Police at 781.891.3131 with your questions and concerns. Do not wait to see what happens with a student if you are observing behavior or other indications that cause you concern. If you would like to speak to someone during regular work hours for a non-emergency contact prior to filling out a Care report, you may call the Care Team Case Manager in the Office of Community Care, Values and Standards at 781.891.2161.

### **Share What You Know**

State and federal laws mandate that safety concerns be referred to relevant campus officials trained to handle situations with sensitivity and care. Taking appropriate action does not violate a student's privacy.

### **Student Not Attending Class?**

If a student stops attending class or attends only sporadically, contact Undergraduate Academic Services at 781.891.2803. There may be an underlying issue affecting the student's attendance.

### **Stay Safe**

When a student displays threatening or potentially violent behavior to themselves or others, your safety and that of the student, as well as the welfare of the campus community are the top priorities. Call University Police at 781.891.3131 immediately if any threat or violent behavior seems imminent.



### **What are some specific examples of how to Recognize, Respond, Refer and Report?**

*Alcohol or Substance Abuse: A student who seems intoxicated or high*

**Recognize:** The student may smell of alcohol or marijuana, display excessive sleepiness or hyperenergy, suffer a decline in academic performance, show a change in physical appearance, and/or have bloodshot eyes, dilated pupils or trembling hands. The student may also make references to alcohol or drugs or the use of alcohol and drugs.

**Respond:** If you are comfortable, approach the student and ask how they are doing. Express concern as a result of your observations.

**Refer:** For substance abuse education, refer to the Center for Health and Wellness at 781.891.2222. For information on substance abuse treatment, refer to the Counseling Center at 781.891.2274.

**Report:** If the problem is urgent and you are worried about the student's safety, call University Police at 781.891.3131 when on campus or 911 when off campus. If you need advice or consultation for a non-emergency concern, fill out a Care report ([bentley.edu/bentley-cares](http://bentley.edu/bentley-cares)). You can also contact the Office of Community Care, Values and Standards at 781.891.2161, the Center for Health and Wellness at 781.891.2222 or the Counseling Center at 781.891.2274

*A Mental or Physical Health Problem: A student who is depressed, anxious, physically ill or seems to have another mental health problem*

**Recognize:** The student exhibits a significant change in appearance, behavior or personal hygiene, including fatigue or dizziness, a decline in academic performance, excessive absenteeism, and sudden changes in demeanor (e.g., an extroverted student becomes suddenly withdrawn or an organized student becomes suddenly disorganized). Student discusses self-harm, harm to others, or displays irrational or bizarre behavior.

**Respond:** If you are comfortable speaking with the student, express your care and concern for their well-being. Always take statements regarding suicide very seriously. Call the Counseling Center at 781.891.2274 if the situation seems urgent and you want to consult with someone about your concern.

**Refer:** If the student is interested in help, refer him or her to the Counseling Center. Offer to help the student make an appointment. If you suspect the student is imminently at risk, call University Police at 781.891.3131.

**Report:** If you need advice or consultation for a non-emergency concern, fill out a Care report or contact one of the offices on page 4.



### **Other Resources**

Concerns about significant classroom misconduct should be referred to student conduct staff in the Office of Community Care, Values, and Standards at 781.891.2161.

For Academic Integrity concerns, contact the Director of Academic Integrity at 781.891.2844 or [GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu).

For additional information for faculty on supporting students who have experienced trauma, sexual assault, or on managing classroom behavior, contact the Office of Community, Care, Values and Standards at 781.891.2161.

## **CAMPUS RESOURCES:**

### **University Police**

Emergency: 781.891.3131

Non-Emergency: 781.891.2201

### **Office of Academic Services**

781.891.2803

### **Center for International Students and Scholars**

781.891.2829

### **Center for Wellness & Health Promotion**

781.891.2947

### **Office of Community Care, Values and Standards**

781.891.2161

### **Counseling Center**

781.891.2274

### **Office of Disability Services**

781.891.2204

### **Health Center**

781.891.2222

### **Multicultural Center**

781.891.2132

### **Office of the Ombuds**

781.891.3102

### **Residential Center**

781.891.2148

### **Spiritual Life**

781.891.2418

### **Title IX Coordinator**

781.891.2329



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# Academic Resources

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## Critical Advising Dates

### Fall Semester 2019

August 21-25	New Student Orientation
August 26	Classes begin
<b>September 2</b>	<b>Last day students may <u>add</u> courses</b>
<b>September 9</b>	<b>Last day students may <u>drop</u> courses without academic penalty</b>
October 12-15	Fall Mini-Break
October 11	Graduation petitions due for students completing undergraduate requirements in fall
<b>November 1</b>	<b>Wintersession Registration begins</b>
<b>November 4</b>	<b>Spring Registration begins for undergraduate students</b>
<b>November 8</b>	<b>Last date to withdraw from a full semester course</b>
November 27 - December 1	Thanksgiving Recess
December 11-18	Final Exams for day students

### Spring Semester 2020

January 6-10	Wintersession
January 13	Spring classes begin
January 20	Martin Luther King, Jr. Day: No day or evening undergraduate classes
<b>January 20</b>	<b>Last day students may <u>add</u> courses</b>
<b>January 27</b>	<b>Last day students may <u>drop</u> courses without academic penalty</b>
February 1	Graduation petitions due for students completing undergraduate requirements in spring
<b>February 25</b>	<b>Major Declaration Deadline for sophomores not applying to study abroad</b>
March 7-15	Spring Break
<b>March 30</b>	<b>Summer Registration begins for undergraduate students</b>
<b>March 31</b>	<b>Fall Registration begins for full-time day students</b>
<b>April 3</b>	<b>Last date to withdraw from a full semester course</b>
April 30 - May 7	Final Exams
May 6	Commencement

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## Advising Directory- Administrative Departments

### **Undergraduate Academic Services:** x. 2803

Cathy Carlson, Associate Dean, x. 2989

Leslie Doolittle, Assistant Dean/Director, Academic Support Services, x. 2903

PJ Dickson, Assistant Dean/Director of New Student Academic Programs & Advising, x. 2898

Melissa Jenkins, Senior Associate Director, x. 2090

Meghan Charbonneau, Senior Academic Advisor, x. 2320

Valerie Como, Senior Academic Advisor, x. 2246

Amy Weber, Senior Academic Advisor, x. 2832

Catalina Ocampo, Academic Advisor, x. 2597

Karina Ovalles, Senior Academic Advisor, x. 2427

Stephanie Brodeur, Director, Disabilities Services, x. 2004

Steph Bohler, Assistant Director, Disabilities Services x. 2917

### **Academic Integrity:** MOR 187 x. 2813

Director:

Chris Beneke

### **Athletics & Recreation:** DANA 173B, x. 2218

Assistant Director, Athletics

Cindy Scott

### **Career Services:** LAC 225P, x. 2141

Director, Undergraduate Career Education and Outcomes: Alyssa Hammond

### **Center for International Students and Scholars:** STU 310, x. 2829

Director:

Christine Lookner

### **Counseling Center:** POL 214, x. 2274

Director:

Peter Forkner

### **Cronin Center for International Education:** AAC 161, x. 3474

Director:

Natalie Schlegel

### **Financial Assistance:** RAU 116, x. 3441

Director:

Katherine Anderson

### **Honors Program:** MOR 285, x. 2694

Director:

Christian Rubio

### **Falcon Fast Track Program:** JEN336, x. 2348

Graduate Student Academic Services

Any member of Graduate Advising Team

### **Multicultural Center:** STU 310, x. 2132

Director:

Michael McCorvey

STEP Director:

Claudette Blot

### **Registrar's Office:** RAU 111, x. 2177

University Registrar:

Kathy Posey

### **Residence Life:** STU 320, x. 2148

Associate Dean, Student Affairs:

John Piga

# Faculty Advising Directory

2019-2020

Chair	Advising Information	
<b>Accountancy &amp; Information Systems Audit and Control</b> William Read AAC 212, x2525	<i>Major/Minor</i> Doris Kelly, MOR 229, x2412  <i>CPA Advising</i> Arthur Reed, LIN 021, x2919	<i>Internships</i> Karen Osterheld, AAC 282, x2724  <i>Graduate Programs</i> Len Pepe, AAC 220, x2470
<b>Computer Information Systems</b> Heikki Topi SMI 415, x2799	<i>Major</i> James Pepe, SMI 406, x2736 Elizabeth McCarron, SMI 421, x2481  <i>Minor</i> Akram Ahmed, SMI 405, x2713 Elizabeth McCarron, SMI 421, x2481	<i>Internships</i> Dennis Anderson, SMI 400, x2238
<b>Corporate Finance and Accounting</b> Accounting: William Read, AAC 212, x2525 Finance: Kartik Raman, AAC 215, x2781	<i>Major</i> Steven Wasserman, MOR 182, x2734	<i>Finance Internships</i> Claude Cicchetti, MOR 121, x2511  <i>Accountancy Internships</i> Karen Osterheld, AAC 282, x2724
<b>Economics</b> Aaron Jackson AAC 241, x3483  Please contact all EC Chairs/Advisors via <a href="mailto:GA_economics@bentley.edu">GA_economics@bentley.edu</a>	<i>Assistant to the Chair</i> David Ortmeier, AAC 199, x2857  <i>Major</i> Jeffrey Livingston, AAC 171, x2538 David Ortmeier, AAC 199, x2857	<i>Internships</i> Sacha Gelfer, AAC 167, 781-891-2737  <i>Minor</i> Bryan Snyder, AAC 274, x2446
<b>English and Media Studies &amp; Creative Industries</b> Ben Aslinger AAC 081, x2944	<i>English Major</i> Tzarina Prater, AAC 075, x3103  <i>Creative Industries Major</i> Jennifer Gillan, AAC 093, x2816  <i>English Minor</i> J. Ken Stuckey, AAC 099, x3495  <i>Gender Studies Minor</i> Claudia Stumpf, AAC 088, x2512	<i>Expository Writing Program</i> Greg Farber-Mazor, LIB 023, x2978  <i>English for Speakers of Other Languages</i> Pam Carpenter, MOR 112, x2023  <i>Media &amp; Culture Major/Internships</i> Liz LeDoux, AAC 091, x2961
<b>Finance</b> Kartik Raman AAC 215, x2781	<i>Assistant to the Chair &amp; Major/Minor</i> Jerry Leabman, AAC 229, x2879	<i>Internships &amp; Combined BSMS</i> Claude Cicchetti, MOR 121, x2511
<b>Global Studies</b> Juliet Gainsborough (July-December, 2019) JEN 228, x2868  Bonnie Field (Beginning January, 2020) MOR 204, x2865	<i>International Affairs Major/Minor</i> Sean McDonald, MOR 206, x3439  <i>Public Policy Major/Minor</i> Rob DeLeo, MOR 274, x2572	<i>Internships</i> Joel Deichmann, MOR 208, x2745  <i>Politics Minor</i> João Resende-Santos, MOR 177, x2647
<b>History</b> Bridie Andrews AAC 109, x2424	<i>Major</i> Bridie Andrews, AAC 109, x2424  <i>Minor</i> Sung Choi, AAC 123 x2918	<i>Internships</i> Bridie Andrews, AAC 109, x2424
<b>Information Design and Corporate Communication</b> Roland Hübscher MOR 288, x2932	<i>IDCC Major/Minor, Creative Industries Major</i> Roland Hübscher, MOR 288, x2932  <i>Business ICT Concentration</i> Marco Marabelli, SMI 403, x2318	<i>Internships</i> Michael Goldberg, MOR 295, x2548
<b>Information and Process Management</b> Heikki Topi SMI 415, x2799	<i>Minor</i> Marco Marabelli, SMI 403, x2318	<i>Internships</i> Dennis Anderson, SMI 400, x2238

Chair		Advising Information		
<b>Law, Tax, and Financial Planning</b> Mystica Alexander MOR 280, x2202		<i>Minor</i> Tim Tierney, MOR 252, x2540  <i>Pre-law Advising</i> Elizabeth Colagiovanni, MOR 254, x3463	<i>Internships</i> Franklyn Salimbene, MOR 328, x2462	
<b>Liberal Arts</b> Jeff Gulati MOR 275, x3177		<i>Major</i> Jeff Gulati, MOR 275, x3177		
<b>Management</b> Linda Edelman AAC 327, x2530		<i>Assistant to Chair/General MG Major</i> Mike Bravo, AAC 325, x2568  <i>Entrepreneurial Studies</i> Fred Tuffile, AAC 286, x2431  <i>Global Management</i> Iris Berdrow, AAC 306, x2130  <i>Human Resources Management</i> Elaine Walker, AAC 314, x3124	<i>Internships</i> Fred Tuffile, AAC 286, x2431  <i>Leadership</i> Aaron Nurick, AAC 316, x2526  <i>Supply Chain &amp; Operations Mgmt</i> Effie Stavoulaki, AAC 304, x2842	
<b>Marketing</b> Andy Aylesworth MOR 216, x3149		<i>MK Major/Minor/Honors</i> Andrew Aylesworth, MOR 216, x3149  <i>Professional Sales Major</i> Jim Pouliopoulos, MOR 296, x2006	<i>Internships</i> Jim Pouliopoulos, MOR 296, x2006  <i>Sports Business Management Minor</i> Kelvyn Moore, MOR 287, x2276	
<b>Mathematical Sciences</b> Lucy Kimball MOR 394, x2467		<i>Mathematical Sciences Major</i> Lucy Kimball, MOR 394, x2467  <i>Actuarial Science</i> <i>Major/Honors/Internships</i> Emmy Roth, MOR 388, x2990  <i>Data Analytics Major/Data Tech Minor</i> Emmy Roth, MOR 388, x2990	<i>Applied Math Minor</i> Peter Ciccarelli, MOR 396, x2701  <i>Mathematical Sciences &amp; Data</i> <i>Analytics Internships</i> David Oury, MOR 325, x2239  <i>Placement/Learning Center</i> Zsuzsanna Maar, JEN 220, x2084	
<b>Modern Languages</b> Christian Rubio MOR 285, x2694		<i>Hispanic Studies Major/Spanish Minor</i> Alison Guzman, MOR 317, x2437  <i>French Minor</i> Laure Astourian, MOR 382, x2195	<i>Chinese, Italian, &amp; Japanese Minor</i> Christian Rubio, MOR 285, x2694  <i>CLIC Lab Director</i> Alessia Dalsant, AAC 162A	
<b>Natural and Applied Sciences</b> David Szymanski JEN 142, x2901		<i>Sustainability Sciences &amp; Health Studies</i> <i>Majors/EEGS &amp; HIND Minors</i> David Szymanski, JEN 142, x2901	<i>SSC/HLS/EEGS/HIND Internships</i> David Szymanski, JEN 142, x2901  <i>Psychology Minor/Internships</i> Clarissa Sawyer, JEN 224, x7110	
<b>Philosophy</b> Jeffrey Moriarty AAC 115, x2085		<i>Major/Minor</i> Jeffrey Moriarty, AAC 115, x2085		
<b>Service Learning</b>		<i>Nonprofit Organizations Minor</i> Sean Hauserman, MOR 101, x2977		
<b>Sociology</b> Gary David MOR 194, x2698		<i>Minor</i> Angela Garcia, SMI 300, x3154	<i>Internships</i> Gary David, MOR 194, x2698	
<b>Liberal Studies Major (LSM) Coordinators</b>				
<b>American Studies</b> Chris Beneke MOR 184, x2813	<b>Diversity and Society</b> Gary David MOR 194, x2698	<b>Earth, Environment, &amp; Global Sustainability</b> Ryan Bouldin JEN 107, x2638	<b>Ethics and Social Responsibility</b> Stephen Campbell AAC 117, x2869	<b>Global Perspectives</b> Asbed Kotchikian MOR 210, x2661
<b>Health and Industry</b> Helen Meldrum MOR 277, x3493	<b>Media Arts and Society</b> Anna Siomopoulos AAC 073, x2858	<b>Quantitative Perspectives</b> Zsuzsanna Maar JEN 220, x2084	Revised 7/20/19	

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# Academic Support Services

## Learning Centers

**ACELAB** (Howard A. Winer Accounting Center for Electronic Learning and Business Measurement): LIN 21 x. 3174

**Economics-Finance-Statistics:** AAC 122, x. 2413

**Mathematics:** JEN 218, x. 3180

**CIS Learning and Technology Sandbox:** SMI 234, x. 3491

**Center for Languages and International Collaboration:** AAC 162, x. 2019

**Media & Culture Labs:** LIN 10, X. 2902

**Writing Center:** Library Lower Level, Room 023, x. 3173

**ESOL Tutoring:** Library Lower Level, Room 026, x. 2021

**Library:** x. 2231

For more information on the review sessions or for individual assistance in academic and study skills, contact Leslie Doolittle in Undergraduate Academic Services (x. 2903)

## Peer Tutoring Program Geek Squad Review Sessions

Peer tutor-led review sessions are offered each fall and spring semester for first year and transfer students who need help with study skills in GB112 and GB 212.

## Strategies for Academic Success Seminar (SAS)

Each semester, Leslie Doolittle and Catalina Ocampo teach the *Strategies for Academic Success seminar* for students on academic probation/warning. The seminar teaches the skills necessary to be academically successful at Bentley. The course is designed to promote the understanding and utilization of the personal and academic support resources available on campus, and to provide students in academic difficulty skills in time management, test-taking, note-taking, active reading, developing positive relationships with faculty, learning, course scheduling, major selection, and motivation.

## Tutoring Services (Amy Weber, Tutoring Intake Coordinator, x. 2832)

The Undergraduate Academic Services (UAS) Peer Tutoring program offers one-on-one and small group tutoring services for students who have worked with their instructors and made use of the Learning Centers, but still require additional academic support. The program goal is to help those students in true need who are willing to take responsibility for their learning. Please see the protocol for obtaining tutoring services outlined below:

1. Students with documented learning disabilities may request a tutor at any time.
2. Students who do not have documented learning disabilities must first seek assistance from the instructor and/or a learning center on campus. In the event that supplemental one-on-one or small group tutoring assistance is needed, students may be referred to UAS to apply for tutoring services. However, UAS tutoring services are to be used in conjunction with continued assistance from the learning centers and the instructor.
3. Students should be referred for tutoring services only after a determination has been made by the staff or faculty member that the student is working diligently and taking responsibility to learn the material but is still at risk for failure. This would include attending class, completing homework as assigned (or at a minimum, making sincere attempts at homework), seeking outside-the-classroom assistance from the instructor and the learning centers, attending departmental review sessions (if applicable), attending study skills workshops (if appropriate), seeking accommodation through Disability Services (if appropriate), etc.
4. In order to be referred to tutoring services, students must complete a Tutoring Request Form and have it signed by the referring faculty or staff member. The Tutoring Request Form should be submitted to UAS in JEN 336.
5. Students will be asked to schedule a meeting with Amy Weber, Peer Tutoring Intake Coordinator, or Leslie Doolittle, Director of Academic Support Services, to determine their eligibility for tutoring and to sign a contract prior to being assigned to tutoring. This is to ensure appropriate matching and referral services (if appropriate).
6. Please note that we cannot provide a guarantee that a student will be assigned to tutoring. Tutoring services are provided when staffing and resources are deemed appropriate and available.

## **Disability Services**

Bentley University and Disability Services are committed to providing equal educational opportunities for students with disabilities. It is the policy that no qualified student be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity.

Disability Services, located in Academic Services (JEN 336) provides academic and personal support to full- and part-time undergraduate and graduate students with diagnosed learning disabilities, Attention Deficit/Hyperactivity Disorder, hearing, visual, and mobility-related impairments, medical conditions, psychological disabilities, and temporary disabilities.

### **Mission Statement**

Disability Services is committed to ensuring that Bentley University is an accessible, equitable and inclusive learning environment for all students with disabilities. It provides accommodations and services that promote individual growth and self-advocacy. Through collaboration and innovative programming, it strives to inform and educate all members of the Bentley community, and promote diversity that honors and appreciates disability.

### **Legal Compliance**

**The requirement of Bentley University to provide reasonable accommodations, modifications, and/or auxiliary aids for students with disabilities and/or impairments is in compliance with two federal civil rights regulations, Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112) and the Americans with Disabilities Act of 1990 (Public Law 101-336), as well as one state regulation, the Massachusetts Constitutional Amendment 114.**

Section 504 of the Rehabilitation Act of 1973 (PL 93-112) prohibits discrimination on the basis of disability in programs and activities receiving federal financial assistance:

*“No otherwise qualified handicapped individual in the United States shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (29 U.S.C. 794)*

The Americans with Disabilities Act of 1990 (PL 101-336), signed into law on July 26, 1990, was established to further prohibit discrimination on the basis of disability. It provides equal opportunity for qualified individuals with disabilities in employment, public accommodations (including public and private colleges and universities), and public transportation.

In order to be granted protections afforded to a person with a disability an individual must meet the following eligibility criteria: (a) has a physical or mental impairment that substantially limits one or more major life activities; (b) has a record of such an impairment; or (c) is regarded as having such an impairment.

Finally, the Massachusetts Constitution Amendment 114 adopted in 1980 provides an important tool for achieving accessibility and prohibiting discrimination against people with disabilities by government as well as private organizations in the state. In 1990, the Massachusetts Equal Rights Act was passed, providing an additional law under which Amendment 114 can be enforced. This Act provides, in part, that:

*“Any person within the commonwealth, regardless of handicap, shall, with reasonable accommodations, have the same rights as other persons to . . . give evidence and to the full and equal benefit of all laws and proceedings for the security of persons and property, including, but not limited to, the rights secured under Article [114] of the Amendments to the Constitution.”*

## **Policy on Academic Accommodations**

### **Registering with Disability Services**

Students interested in receiving academic accommodations and/or support services must register with Disability Services. Accommodations are defined as all adjustments, alterations, or modifications that allow a student with a disability to have equal access to University programs and activities.

**To receive academic accommodations, students must first provide Disability Services with appropriate documentation of their disability.** A full neuropsychological assessment is required for all learning disabilities and is highly recommended for a diagnosis of ADHD. Disability Services will also review another format of assessment for ADHD which includes diagnostic testing, interpretive summary of results and impact of functioning. **To learn more about the specific guidelines for appropriate documentation, please visit: <http://www.bentley.edu/campus-life/health-and-wellness/disability-services/documentation>.**

**For psychiatric/psychological disabilities, physical disabilities (hearing and vision), mobility/orthopedic disabilities, systemic disorders, medical conditions, and temporary disabilities, a current, formal letter or report typed on official letterhead and signed by an appropriate health care professional must be provided. It must include a statement concerning the condition, whether the condition is stable or progressive, the functional limitations, and recommendations concerning academic accommodations or modifications. To learn more about specific guidelines of appropriate documentation, please visit: <http://www.bentley.edu/campus-life/health-and-wellness/disability-services/documentation>.**

Disability Services reserves the right to request additional information should the documentation provided be insufficient in diagnosing and describing the disability or in providing enough information to determine academic accommodations. Disability Services also reserves the right to verbally communicate with the diagnostician. Furthermore, Disability Services is not responsible for ensuring academic accommodations for students who identify themselves only to faculty and not directly through Disability Services.

### **Academic Accommodation Plan**

After providing Disability Services with appropriate documentation and need for academic accommodations, students must schedule an appointment with Disability Services during the first three (3) weeks of classes, or soon after diagnosis, to request academic accommodations. An academic accommodation plan will be completed during the appointment indicating the awarded accommodations, modifications, and/or auxiliary aids for that semester. The academic accommodation plan must be signed by both parties. Students must go through this process each semester they would like to receive academic accommodations.

At the conclusion of the appointment with Disability Services, students are responsible for making appointments with instructors. The appointments are opportunities to provide instructors with the accommodation plan and have a discussion to confirm a clear and complete understanding by both parties involved. Instructors have one week to implement these academic accommodations after receiving the plan. Students are responsible for communicating with their instructors one week prior to each exam to ensure accommodations are set up in a timely manner. Disability Services will assist with this process should the need arise. If instructors have questions or concerns about the awarded academic accommodations, students are responsible for contacting Disability Services immediately.

### **Accommodations**

Formalizing an accommodation plan is an individual process for each student. All academic accommodations that are recommended in the student's evaluation are taken into consideration. The evaluator must provide a clear rationale for each accommodation. Accommodations are personalized to the student, ensuring that the adjustments made will provide each student equal access to all aspects of their education.

To learn more about Disability Services, please contact: **Disability Services at 781.891.2004.**

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## Campus Resources

### **Academic Services, JEN 336, x. 2803**

The mission of the Office of Academic Services is to provide primary support to the undergraduate and graduate campus community of faculty, staff, and students by interpreting and implementing college academic curriculum, policies, and procedures. Home to Disability Services, Academic Support, Undergraduate and Graduate Academic Advising, and New Student Academic Programs, our staff can help students get the most out of their Bentley experience. We are committed to working with every student throughout their academic career to help create an individual education plan that will help them attain all the goals that they have set for themselves. See the Advising Directory on page 7 for contact information for each member of the Undergraduate Academic Services team.

### **Office of the Registrar, RAU 111, x. 2177**

The Registrar's Office is located in the Rauch Administration Building. The office is responsible for assuring the integrity of the academic procedures, data and records. The Registrar's Office administers student registration; maintains academic records, course records, enrollment statistics and degree audit functions; is responsible for commencement-related duties; and enforces academic policy.

Transcript requests are handled through an outside agency. The link to the ordering website can be found on the Registrar's website under **Student Resources**: <https://www.bentley.edu/offices/registrar/student-resources>

Information regarding registration can be found on the Registrar's website under **Registration Info**: <https://www.bentley.edu/offices/registrar/registration-information>

Important dates and deadlines can be found on the Registrar's website under **Calendar and Deadlines**: <https://www.bentley.edu/offices/registrar/dates-and-deadlines>

### **Counseling Center, POL 214, x. 2274**

The Counseling Center is a collaborative member of the Offices of Health, Counseling and Wellness. Our licensed mental health care providers offer confidential counseling services to support students in reaching their personal and academic potential. Services are part of the cost of tuition and include short-term individual and group counseling for students, mental health prevention and outreach programs for the community, and mental health consultative services for students, parents, staff and faculty. Students who are in crisis or experiencing mental health emergencies will be seen immediately. Please call or drop by to make an appointment.

### **The Health Center, Rhodes Hall, Ground Floor, x. 2222**

The Health Center (part of the Offices of Health, Counseling and Wellness) is located in Rhodes Hall right across from the Student Center. We provide collaborative, coordinated health care, which is available to all full-time students regardless of what type of insurance they have. Information about visits are confidential and not shared with anyone except with a student's permission or if there is serious concern about harm to self or others or if required by law. The Health Center provides a safe space for all students and services include care for illnesses and injuries, women's health care, men's health care, immunizations, care for LGBT students, PrEP, general health counseling, support and advice as well as nutritional counseling among others. Appointments can be made by calling the center at 781.891.2222 or just coming into the center. Students with urgent issues are seen right away. We offer a safe, confidential space for students from a caring, compassionate and highly competent staff of Nurse Practitioners, Physicians, a Nurse and a Nutritionist. The visits themselves are covered as part of tuition and lab tests and prescriptions are billed to insurance. A free pharmacy delivery service is available for prescriptions written by the providers in the center.

### **Wellness and Health Promotion, Callahan Building 2nd Floor, x. 2600**

The Office of Wellness and Health Promotion (part of the Centers for Health, Counseling and Wellness) provides private consultations, health coaching and harm reduction education for students around a variety of health issues that are known to get in the way of academic success. These include stress, sleep, substance use, self-care and

more. We are a CONFIDENTIAL reporting resource for students who have experienced interpersonal violence. Students often see us for individual health coaching and in these cases, we work with students to help identify reasonable changes or steps that will help them to achieve their wellness goals. The office works closely with colleagues in the Health and Counseling Centers, so if you are not sure where to go, you can always start with us-- We are here to help you figure it out! The office is staffed by two, full-time Masters level practitioners, a graduate intern and we have a team of peer health educators. You will often see us hosting events on campus. We are located in the second floor of the Callahan building just above University Police. You can call 781.891.2600 to connect with our staff or for students to schedule an appointment.

### **Multicultural Center, STU 310, x. 2132**

The Multicultural Center (MCC) is an important component of the university's ongoing work to become a vibrant, truly diverse and inclusive learning community. Focusing on the needs and concerns of students of color, first generation students, and their allies, the MCC is a focal point for community. It offers a lounge as well as a full range of support services including advising, a referral network, advocacy services and resource materials. The MCC also provides a welcome program for students of color at the start of the fall academic year: The MOSAIC Experience.

More broadly, the MCC builds connections among all students and promotes collaboration among faculty, students and staff. Toward those ends, the MCC coordinates cultural programming on campus and sponsors trips, activities, and educational programs.

### **Center for International Students and Scholars, STU 310, x. 2829**

The Center for International Students and Scholars (CISS) is the primary university resource for international student and scholar services. The center provides comprehensive and on-going assistance on matters related to the maintenance of immigration statuses for international students, visiting professors and research scholars. In addition, the CISS oversees a range of programs and services to facilitate international student adjustment and subsequent academic success at Bentley University. Other services and programs offered by the CISS include: welcome program in fall and spring semesters, cultural, personal, financial and academic counseling, employment workshops, issuance of letters for various student and scholar needs and a variety of campus-wide events, such as Festival of Colors and Culture Fest among others. The goal is to internationalize the campus, while assisting international students and scholars to successfully navigate their pathways through Bentley University.

### **Services for Student-Athletes, DANA CTR, x. 2218**

Academic Services for Student-Athletes, DANA CTR, x. 2218 The Athletic Department provides all student-athletes with academic support and is committed to helping all student athletes reach their greatest academic potential. The athletic department's Academic Assistance Program includes a study table program, a progress reporting system, and tutorial assistance. In addition all NCAA academic eligibility issues are handled by the assistant director of athletics who is in charge of the Academic Assistance Program. The assistant director works closely with the Office of Academic Services to best serve the academic needs of all student athletes. Some parts of the Academic Assistance Program are mandatory for certain student-athletes, but all student-athletes are encouraged to take advantage of the resources provided.

### **Bentley Undergraduate Career Services, LAC 225, x. 2165**

Bentley Undergraduate Career Services (UCS) provides career coaching and recruiting services to foster the career development and successful employment of Bentley University students. The UCS staff strives to help individuals make informed career decisions and develop plans to achieve individual career goals through its HIRE Education Program, a customized, four-year career development plan designed to help students during every phase of their Bentley career to prepare for professional success. HIRE Education has four key stages: Explore, Experiment, Experience, and Excel; each one ties directly to a year in school and particular areas of focus. The HIRE Education program encompasses the hundreds of programs UCS offers to help students develop the skills and contacts that pave the way for professional success, starting in the first year with the **Career Development Introduction Seminar (CDI 101)** which focuses on self-awareness, career tool development and internship search. In CDI 101, first year students learn how to create effective resumes, cover letters, LinkedIn profiles, and elevator pitches, as well as learn how to network and conduct an internship search. In the next stages of the HIRE Education program, the UCS offers: **CDI 201**, a career

readiness course for sophomores; **CDI 301**, six advanced job search courses by major for juniors and seniors; peer and professional dedicated career coaching by major; Career Community programs and services. All of the components and resources of the HIRE Education program are designed to increase student awareness of career options and the realities and possibilities of the world of work and to develop their interviewing, job search readiness, and professionalism skills. Additionally, the Undergraduate Career Services website, **CareerEdge** (<http://careeredge.bentley.edu/>), is a comprehensive, one-stop online resource hub connecting students to events, blogs, featured jobs, and robust resources including BentleyLink, Career Communities, Vault, Big Interview, social media platforms, and much more.

### **Cronin Office of International Education, AAC 161, x. 3474**

The Office of International Education provides students with academically rigorous and culturally rich international experiences, preparing them for socially responsible leadership in an increasingly interconnected world. Over 600 Bentley students travel to more than 27 countries annually. In cooperation with our faculty, prestigious partner institutions, and reputable affiliate organizations, we offer three types of programs:

- semester and academic year immersion programs
- summer study or internship programs
- intensive faculty-led international courses

All 3 models encourage students to build cross-cultural skills and engage with locals to gain first-hand experience in a new cultural context. Many programs include internships, service-learning opportunities, and home stays, all of which offer meaningful ways for students to further engage in the local community.

**Financial Assistance** packages apply to the costs of approved **semester** programs. **Scholarship opportunities** exist for semester, summer, and intensive faculty-led courses. Please encourage students to see a study abroad advisor about scholarship opportunities as early as possible.

### **When to Study Abroad**

- First year students may consider many summer and faculty-led courses beginning right away.
- Sophomores may consider summer study or internship programs, or some semester programs, depending on fit with academic plan.
- **Junior year is most flexible for a semester or academic year abroad.**
- Senior year fall is also a good fit for a semester abroad.

### **Academic Advising for Semester Abroad**

- Students take a full load of 4-6 courses per semester. Students earn credit toward major, minor, LSMs, as well as business, A&S, or unrestricted electives. Most students take approximately 2 courses for their major.
- To allow maximum flexibility for choosing courses abroad, students should save elective spaces such as major electives, business electives, A&S electives, and unrestricted electives.
- **Students' semester preference is not guaranteed;** students must plan for the possibility of fall or spring semester abroad.
- **The application process is competitive, especially for the most common destinations such as Australia, Italy, Spain, and UK.**
- **Study abroad grades are "GPA neutral".** Grades appear on the Bentley transcript but are omitted from the Bentley GPA calculation. Grades are determined by the translation scales published on the International Education website. The pass/fail option is not available for courses abroad.
  - Students on non-Bentley study abroad programs earn transfer credit. Grades do not appear on the Bentley transcript nor factor into the GPA.
  - Domestic study away programs and faculty-led international courses **do** earn grades that impact the Bentley GPA.

### **Semester Abroad Application Requirements and Deadlines**

- GPA of 3.0 or higher is strongly recommended for all programs. GPA of 2.5 is minimum to be considered. Students below 3.0 should meet with a study abroad advisor to discuss program options.
- Students must be in good judicial and academic standing.

- Students must have declared their major at the time of application.
- Prerequisite course for semester and academic year applicants:
  - Global Studies 101, 102, 110, 114 or 116 **OR** Any Modern Language course (AP, IB, TC, TR, etc. credit can be applied to this requirement).

Students must have previously passed or be enrolled in one of the courses above by the time of application.

### **Falcon Fast-Track Program**

The Falcon Fast-Track program is designed for motivated undergraduate students with high academic standing. Depending on the program of study, master's degree requirements may be completed with one year of additional full-time academic work.

#### **Program Options:**

With Falcon Fast-Track, new Bentley graduates have the opportunity to pursue an MBA or a Master of Science degree program:

<i>Master Science in Accountancy</i>	<i>Master of Science in Digital Innovation</i>
<i>Master of Science in Business Analytics<sup>1</sup></i>	<i>Master of Science in Marketing Analytics</i>
<i>Master of Science in Finance</i>	<i>Master of Science in Taxation</i>
<i>Master of Science in Financial Planning</i>	<i>Master of Science in Accounting Analytics</i>
<i>Master of Science in Human Factors in information Design<sup>1</sup></i>	<i>Master of Business Administration (Full Time, Part Time, or Accelerated Online)<sup>2</sup></i>

<sup>1</sup>Special permission is required for Falcon Fast-Track students who wish to apply for the Business Analytics or Human Factors in Information Design programs. If you are interested in either of these programs, please contact the Graduate Admission Office to discuss the professional work requirements.

<sup>2</sup>For those interested in the Part Time or Accelerated Online MBA formats, concurrent or prior professional work experience (not including internship) is required. Please contact the Graduate Admission Office with any questions about the work requirement.

#### ***How can you find out more?***

Students can schedule an appointment with an advisor in the Graduate Student Academic Services Office, Jennison 336, to discuss the admission process and academic options.

#### **Program Benefits:**

Students in the Falcon Fast-Track program may:

- Earn both a bachelor's and master's degree in five or more years, depending on their personal and professional circumstances.
- Get a head start on their graduate program by taking graduate courses (maximum of 6 credits) in a blended term during the final semester of their senior year at their current undergraduate tuition rate.
- Apply to the graduate school on an abbreviated application.
  - Waive the application fee
  - Waive one of two essays and both recommendations from the graduate application
  - Waive the Graduate Management Admission Test (GMAT) or Graduate Records Exam (GRE) requirement for admission with a 3.2 or higher undergraduate GPA.
  - Waive foundation requirements based on satisfactory completion of equivalent undergraduate courses
  - Secure your acceptance offer with a reduced commitment deposit.
- Satisfy the 150 academic-credit-hour requirement to sit for the CPA exam in Massachusetts and many other states.

- Delay entry to graduate school for up to five years after graduation while beginning their professional career (graduate school enrollment must begin within one year of acceptance into a graduate program, but the abbreviated application is available for 5 years after conferral of your undergraduate degree).

#### **Program Requirements:**

- Students must maintain a minimum cumulative GPA of 3.20 to be eligible, register for an optional blended term and officially apply to the McCallum Graduate School of Business.
- Students who earn a score of 600 or better on the GMAT (or GRE combined score of 316) are encouraged to submit their scores for additional merit aid consideration. If scores are submitted, they will be used as part of the admission evaluation.
- Applicants will be waived from foundation courses only if they have an equivalent undergraduate course completed within the past five years with a grade of B (3.0 on a 4.0 scale) or better from an AACSB- or EQUIS-accredited institution. No AP courses will be considered for waivers. Foundation course waivers will be assessed based on the materials presented at the time the application is submitted. Consideration for additional waivers will be given once final transcripts have been submitted. Students must submit external transcripts with their application to be considered for foundation waivers based on courses not taken at Bentley.

#### **General Guidelines:**

- A Blended Term enables a student who has a 3.2 or greater cumulative GPA to concurrently enroll in graduate course(s) in the final semester of their senior year that will count toward a graduate degree. Undergraduate tuition is charged during this term. There will be a GPA check at the time of registration as well as before the beginning of the semester.
- Students are limited to a maximum of two graduate courses (6 credits) and a total of 15 credits (or 16 credits if student is taking a 4-credit lab or an additional credit for service-learning) in one Blended Term.
- Students may participate in only one Blended Term.
- Graduate courses taken during a Blended Term may not be counted toward undergraduate degree requirements.
- Students may not enroll in GBEs or graduate internships during their Blended Term.
- Students may enroll only in courses for which they satisfy all prerequisites.
- It is recommended that students planning a Blended Term meet with an advisor in the Graduate Student Academic Services (GSAS) Office to discuss eligibility and course options prior to the term of intended graduate registration.
- Students interested in the [Full Time MBA Program](#) may take only concentration electives in a Blended Term.

#### **Admissions Process & Deadlines:**

Students seeking merit aid are highly encouraged to apply by the Round 1 deadline (see Graduate Admission's website for dates and deadlines) for fall admission to a graduate program; merit aid is distributed based on the profile of applicants and funds available for each program.

***Important:*** Fall applicants planning to start graduate studies over the summer should apply in Round 1. All students accepted for fall admission are eligible to begin taking courses in the summer.

#### **Application Requirements:**

- [Alumni Application for Graduate Admission](#) (bentley.edu/graduate/apply)
- Current résumé
- Essay (question appears on the online application form)
- Interview with Graduate Admission officer

## **Honors Program**

Director: Christian Rubio, x. 2694

**Purpose:** The Bentley University Undergraduate Honors Program allows our most talented and intellectually curious undergraduate scholars to pursue a portion of their Bentley University studies in specially designed Honors courses or sections. These course sections are small and conducted seminar-style, with an emphasis on students' own oral and written contributions. The program aims:

1. To provide greater challenge and satisfaction to our best students, both in curricular and co-curricular activities;
2. To foster appreciation for academic excellence and intellectual depth and breadth;
3. To satisfy the intellectual curiosity of those motivated to excel without isolating these students from the larger university community.

**Admission to the program:** Approximately the top ten percent of each entering class is invited to participate in the Honors Program. A letter inviting students to participate in the program requires a reply by May 1. Thus, participants will be identified prior to their arrival for orientation. However, other students who have a strong academic record, are motivated to work at the honors level, and wish to participate in the co-curricular activities, may apply for admission to the program. Applicants must be in their first three full semesters at Bentley, and have maintained at least a 3.4 GPA while at Bentley. If admitted, students must complete 27 credit hours of Honors course work including two or three courses in their major, and a Capstone research project or class. In addition, students are required to adhere to the required overall GPA throughout. Admission is at the discretion of The Honors Leadership, in tandem with the Honors Faculty Council. For more information on the Program, please see [www.bentley.edu/honorsprogram](http://www.bentley.edu/honorsprogram).

**If a student wishes to apply for admission to the program, they should do the following:**

1. Write a letter to the Director of the Honors Program, explaining their interest in the program, their reason for applying, and why the Honors Program is a good fit for them. They must include their name, email address, class code, student ID number, and probable major.
2. Request two statements of support from Bentley faculty members who know them and their work. At least one, but preferably both, should be from a full time faculty member. The statements, in the form of a letter or email, should be sent directly to the Director.
3. Academic research can be defined as the process of original discovery, or original interpretation or revision of existing research or knowledge in a society. With that definition as context, write a 600 word original essay answering: "Why is research important to the learning process, and how can research make a positive impact on society?" For examples of original student research projects, they can see the papers at [www.fusiojournal.org](http://www.fusiojournal.org).
4. If they are within the first three semesters at Bentley, students may submit their application materials between December 15 and January 10. If they are applying in the spring, they may submit their application materials after May 1, but no later than May 20.

**Conditions for Continuation in the Program:** To participate in the program, students must be enrolled full-time. Full-time enrollment is defined as a minimum of twelve credit hours per semester, but certain academic circumstances, such as internships, may warrant exceptions to the full-time requirement. Students must, from the time they are admitted, meet all of the curricular and co-curricular requirements as defined by the Director and the Honors Council. Students must maintain a specific GPA detailed below. The Director, with the advice and consent of the Faculty Honors Council, certifies students successfully completing the Honors Program.

### Overall GPA Requirements

End of the first full semester at Bentley University: 3.3

End of the second full semester at Bentley University 3.3

End of the third full semester at Bentley University 3.4

End of the fourth full semester at Bentley University 3.4

End of the fifth full semester at Bentley University to graduation: 3.5\*

\* All Honors students must graduate with at least a 3.50 overall GPA, regardless of circumstances.

### Other important requirements

**Honors Courses:** Honors students are required to take at least nine courses (27 credits) within the Honors Program. They are also required to complete a service learning experience during their second year in the form of either a 4<sup>th</sup> credit Service Learning class or an embedded Service Learning course, as defined by Service-Learning and Civic Engagement Center. Honors coursework is typically comprised of six general education or elective courses, two courses within a student's major, and the senior Honors capstone project. However, the exact composition of the course requirements can vary by major.

At the end of senior year, students will present their work at the Honors Conference.

Thoughtful and intentional planning is necessary to fulfill the requirements of your major and the requirements for graduation.

Looking at:  
The Big Picture

Refer to the chart below to start planning for academic success.

First Year		Sophomore Year	
<p><b><u>What courses are required?</u></b></p> <ul style="list-style-type: none"> <li>• FS 111</li> <li>• MA I and MA II</li> <li>• EXP I</li> <li>• IT 101</li> <li>• GB 110</li> <li>• GB 112</li> <li>• GB 212</li> <li>• General Education Requirements</li> </ul>	<p><b><u>What should be my focus this year?</u></b></p> <ul style="list-style-type: none"> <li>• University Transition</li> <li>• Study Skills</li> <li>• Time Management</li> <li>• Interest Exploration</li> <li>• Campus Involvement</li> <li>• Study Abroad Research</li> <li>• LSM Planning</li> </ul>	<p><b><u>What courses are required?</u></b></p> <ul style="list-style-type: none"> <li>• EC 111</li> <li>• EC 112</li> <li>• GB 213</li> <li>• GB 214</li> <li>• GB 215</li> <li>• EXP II *</li> <li>• General Education Requirements</li> <li>• Arts &amp; Science Electives</li> </ul>	<p><b><u>What should be my focus this year?</u></b></p> <ul style="list-style-type: none"> <li>• Interest Exploration</li> <li>• Major Selection</li> <li>• Minor Selection</li> <li>• Begin Major (if prerequisites are met)</li> <li>• Study Abroad Application/Planning</li> <li>• Internship Planning</li> <li>• Career Objectives</li> <li>• Campus Involvement</li> <li>• LSM Declaration</li> </ul>
Junior Year		Senior Year	
<p><b><u>What courses are required?</u></b></p> <ul style="list-style-type: none"> <li>• GB 310</li> <li>• GB 320</li> <li>• 6-12 credits in Major</li> <li>• Complete Gen. Ed. Requirements</li> <li>• Arts &amp; Science Electives</li> <li>• Business Related Elective</li> </ul>	<p><b><u>What should be my focus this year?</u></b></p> <ul style="list-style-type: none"> <li>• Begin/Continue Major</li> <li>• Begin/Continue Minor</li> <li>• Internship Experience</li> <li>• Career Tool Building</li> <li>• International Experience</li> <li>• Falcon Fast-Track Program</li> </ul>	<p><b><u>What courses are required?</u></b></p> <ul style="list-style-type: none"> <li>• GB 410</li> <li>• 12-24 credits in Major</li> <li>• Arts &amp; Science Electives</li> <li>• Business Related Elective</li> <li>• Unrestricted Electives</li> </ul>	<p><b><u>What should be my focus this year?</u></b></p> <ul style="list-style-type: none"> <li>• Internship Experience</li> <li>• On Campus Recruiting</li> <li>• Job Placement</li> <li>• Graduate School Exploration</li> <li>• Petition for Graduation</li> </ul>

\*Beginning in fall 2019, it is strongly suggest that first year and transfer students take their EXP II in the second semester of their first year. The EMS Department will be offering increased sections of EXP II in spring 2020 to accommodate new students.

The standard course load is 5 courses per semester in order to graduate within 4 years.

**General Education Core Requirements****46-47cr.**FS 111 *First Year Seminar*

1 cr.

*Transfer students participate in TS 222 Transfer Seminar (non-credit bearing)*Required of all full-time **first year students** in their first semester.IT 101 *Information Technology and Computer System Concepts*

3 cr.

IT 101 will focus on computer concepts, providing a comprehensive and current introduction to information technology in general and computer system concepts in particular.

EXP I and EXP II Expository Writing Sequence

6 cr.

Literature/Cinema/English Media Studies

3 cr.

May also be fulfilled with any Cinema Studies (CIN) or English and Media Studies (EMS) course, or MLCH 402 Seminar in Chinese, MLFR 304 French for Cinema, MLIT 304 Italian for Cinema, MLSP 301 Selected Topics in Spanish, MLSP 404 Spanish Identities and Cultures in Modern Peninsular Literature, or MLSP 405 Masterpieces of Latin-American and Caribbean Literature: The Battle of the Booms.

Mathematical Sciences I and II

6 cr.

Placement is based on educational background or exam. Students complete one of the following sequences:

	<u>1<sup>st</sup> course</u>	<u>2<sup>nd</sup> course</u>
Track 1	MA 123	MA 126
Track 2	MA 123L	MA 126L
Track 3**	MA 131	MA 139

*\*\*Required of all Actuarial Science, Data Analytics, or Mathematical Sciences majors*

Natural Sciences course with Lab (NASC)

4 cr.

Global Studies

3 cr.

Students may take GLS 100 U.S. Government and Politics, GLS 101 Globalization, GLS 102 Comparative Government and Politics, GLS 105 U.S. State and Local Government and Politics, or \*GLS 116 International Relations to fulfill the Government requirement. **International Affairs majors can NOT take GLS 116 for this requirement, as that course is required for the major.**

History

3 cr.

PH 101 *Problems of Philosophy*

3 cr.

Behavioral Sciences (Any PS or SO course)

3 cr.

EC 111 *Principles of Microeconomics*

3 cr.

EC 112 *Principles of Macroeconomics*

3 cr.

Mathematical Science/Natural Sciences Elective\*\*

3 cr.

(Any MA 200 or higher or NASE)

Humanities/Social Science Elective\*\*\*

3 cr.

*\*\*Computer Information Systems majors must complete a MA elective in lieu of a NASE.**\*\*\*Refer to the Registrar's website for an updated list of which courses fulfill the Humanities/Social Science elective requirement.*

**General Business Core Requirements (Bachelor of Science Degrees) \* 27cr.**

**First Year:**

GB 110 *Legal and Ethical Environment of Business*  
GB 112 *Tools & Concepts in Accounting and Finance*  
GB 212 *Practice & Applications in Accounting and Finance*

**Sophomore Year:**

GB 213 *Business Statistics*  
GB 214 *Marketing-Operations Fundamentals*  
GB 215 *Human Behavior and Organizations*

**Junior (or Senior) Year:**

GB 310 *Business Processes and Systems*  
GB 320 *General Business Field Project\*\**

\*\*Though strongly suggested to be taken beforehand, GB 320 may be taken concurrently with GB 410 in the senior year.

**Senior Year:**

GB 410 *Global Strategy*

**Bachelor of Science Electives\***

Business Related Electives	3 cr.
Arts and Science Electives	15 cr.
Unrestricted Electives	0-6 cr.

\*Excluding Actuarial Science, Data Analytics, and Mathematical Sciences majors, whose GB curriculum and Electives follow the rules for Arts and Science majors.

**Business Studies Major or Minor 15-18 cr. †**  
**(Bachelor of Arts degrees & Bachelor of Science Arts & Science Majors)††**

**First Year:**

GB 110 *Legal and Ethical Environment of Business*  
GB 112 *Tools & Concepts in Accounting and Finance*  
GB 212 *Practice & Applications in Accounting and Finance*

**Sophomore Year:**

GB 213 *Business Statistics*  
GB 214 *Marketing-Operations Fundamentals*  
(and/or)  
GB 215 *Human Behavior and Organizations*

**Bachelor of Arts Electives**

Modern Language courses	up to 12 credits
Arts and Science Electives	Varies by Course of Study – See DRS
Unrestricted Electives	Varies by Course of Study – See DRS

† A&S majors (other than LA majors) must select either the Business Studies Major (18 GB credits) or the Business Studies Minor (15 GB credits). **The Business Studies Major also requires 2 business electives.**

†† Liberal Arts (LA) majors are not required to take a Business Studies major or minor.

**Focus Area Requirements**

**All students must satisfy a U.S. diversity, international, and communication content area requirement.**

Note: Transfer students who transfer in 30 or more credits are exempt from this requirement.

**Modern Language Requirement**

Most BA students meet the ML requirement by completing an intermediate II (4<sup>th</sup> semester level) course. Students who require fewer than 12 credits to meet this requirement will take additional A&S electives in order to complete their degree requirements. (See DRS for more information.) Please refer students to Chair of Modern Languages to discuss their language proficiency and course placement.

## Inside Degree Works

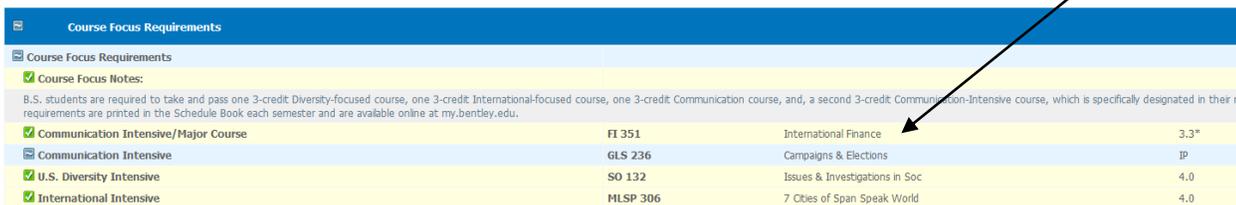
Degree Works is a computer-generated degree audit program that full-time day students and advisors can use to track completion of graduation requirements. It also enables students to preview the applicability of intended courses as well as the potential impact of a declaration/change of a major or minor. It is an important tool to utilize when meeting with your advisees, and should be an integral part of your advising discussions. To access a student's Degree Works audit:

1. Go to [degreeworks.bentley.edu](http://degreeworks.bentley.edu)
2. Enter your user name (Bentley ID# in the B12345678 format) and password.
3. Enter the name/ID for the student in question.

### Some things to know:

- The Degree Works audit is updated overnight and therefore changes will be reflected in relatively short order. You can also select the Process New button to try to expedite things a bit.
- Courses are arranged according to a complex Best Fit algorithm. As a result, classes may be plotted in different areas at different points in time as a student moves through the Bentley curriculum. As this system is not error-proof, any suspected issues should be reported to the Registrar's Office.
- Students often ask if a course(s) can be moved in their Degree Works audit for a variety of reasons. A common request is asking if a course can be moved from an elective to their major in order to increase the major GPA. This cannot be done as the Registrar considers these cosmetic changes. Only those changes to Degree Works that are necessary to help a student complete their academic program will be performed. Of note: Bentley does not publish the student's major GPA.

Course focus requirements are not additional courses. Instead, they can be satisfied by any course that has been identified as fulfilling a communication, international, or U.S. diversity intensive. Please note, for all business students, one communication intensive is required in the student's major. The second communication intensive can be either a major course or come from a general education or elective course.



Course Focus Requirements			
Course Focus Requirements			
Course Focus Notes:			
B.S. students are required to take and pass one 3-credit Diversity-focused course, one 3-credit International-focused course, one 3-credit Communication course, and, a second 3-credit Communication-Intensive course, which is specifically designated in their requirements are printed in the Schedule Book each semester and are available online at <a href="http://my.bentley.edu">my.bentley.edu</a> .			
✓ Communication Intensive/Major Course	FI 351	International Finance	3.3*
✓ Communication Intensive	GLS 236	Campaigns & Elections	IP
✓ U.S. Diversity Intensive	SO 132	Issues & Investigations in Soc	4.0
✓ International Intensive	MLSP 306	7 Cities of Span Speak World	4.0

- As with any computer program, errors do occur in Degree Works. To remedy this situation, students must contact the Registrar's Office; they should ensure that their student ID # is included in any communications.

## Inside the Degree Works Audit

<b>Class Code</b>	Third Year	<b>College</b>	Day
<b>Graduation Petition Filed</b>		<b>Majors</b>	Economics-Finance - BS Liberal Studies
<b>Overall GPA</b>	3.86	<b>Concentration</b>	LSM: Global Perspectives
<b>Sport</b>		<b>Minor</b>	Marketing

Class Year

Major/Minor Information

### Summary of degree progress:

Unmet conditions for this set of requirements: 122 credits are required. You currently have 89, you still need 33 more credits.

You meet the minimum overall 2.00 Overall GPA requirement.

<input type="checkbox"/> COURSE REQUIREMENTS	Still Needed:
<input type="checkbox"/> General Education Requirements	See <b>General Education Requirements</b> section
<input type="checkbox"/> Business Core Requirements	See <b>Business Core Requirements</b> section
<input type="checkbox"/> Major Requirements	See <b>Major in Economics-Finance</b> section
<input type="checkbox"/> Electives	See <b>Electives</b> section
<input type="checkbox"/> Optional Program(s)	See <b>Optional Program(s)</b> section
<input type="checkbox"/> Course Focus Requirements	See <b>Course Focus Requirements</b> section

The following sections are included in the audit:

- General Education Requirements
- Business Core Requirements
- Major Requirements
- Electives (including Mathematics/Natural Science elective and Humanities/Social Science elective)
- Optional Program Requirements (Honors, Minor, etc.)
- Course Focus Requirements
- Insufficient Courses (if applicable)
- Fallthrough Courses (if applicable)
- In-progress Courses

At the top right of most sections, you can find a summary of credits required vs. credits applied. Within each section, course requirements are represented as follows:

Completed Requirements (in green & yellow)	Requirements Still To Be Done (in red)	In Progress Courses (in blue)
<input checked="" type="checkbox"/> <b>Government</b> <input checked="" type="checkbox"/> <b>History</b> Will also indicate grade and credits earned, as well as term completed. AP = Advanced Placement credit IB = International Baccalaureate credit TC = transfer credit TR = course away credit	<input type="checkbox"/> <b>Human Behavior and Organizations</b> <input type="checkbox"/> <b>Business Processes and Systems</b> <input type="checkbox"/> <b>General Business Field Project</b> <input type="checkbox"/> <b>Global Strategy</b>	<input checked="" type="checkbox"/> <b>Expository Writing II</b>

A legend is included in the bottom section with specific codes used throughout the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	Grade Codes - see FAQ
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Issue - see advisor	@ Any course number
		EX Excluded from GPA

## Degree Works: What If Tool

The **What If** tool is particularly helpful if a student is considering a change of program(s) of study and would like to consider the potential impact of those changes. It can be accessed via the left navigation menu:

Degree Audits | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Degree Audits | Format: Student View | Process What-If | Save as PDF | Include in-progress classes | Include preregistered classes

History

**What If (For Undergrad Students)**

What If History

Look Ahead

Financial Aid

Aid History

Athletic Eligibility

Athletic History

**What-If (for Undergraduates)**

Level: Undergraduate

Degree: Bachelor of Science

Catalog Term: Fall 2015

**Choose Your Different Areas of Study**

Not all major/minor/concentration combinations are allowed. Consult FAQ for further information.

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Chosen Areas of study

Remove

**Choose Your Future Classes**

Enter a course and click Add Course

Subject: [ ]

Number: [ ]

Add Course

Courses you are considering

Remove Course

By entering the intended major/minor/concentration and then clicking on the **Process What-If** button, the audit will be temporarily updated to reallocate the student's previously completed coursework and in-progress coursework to the new program(s). This includes various major/LSM/minor combinations the student may be considering. Click on the Degree Audits tab to return to the current audit.

## Degree Works: Look Ahead Tool

The **Look Ahead** tool enables you and the student to see the application of future courses to the student's Degree Works audit. It can also be accessed via the left navigation menu:

Degree Audits | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Degree Audits | Format: Student View | Process New | Include in-progress classes | Include preregistered classes

History

What If (For Undergrad Students)

What If History

**Look Ahead**

To see an audit showing courses for which you plan to register in future terms, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button. Warning: Courses planned in "Look Ahead" may repeat or "double dip" in ways they will NOT when you register. See your advisor to verify the accuracy of planned courses.

Enter a course and click Add Course

Subject: [ ]

Number: [ ]

Add Course

Courses you are considering

Remove Course

By entering the course subject and number, then clicking on the **Add Course** button, the future courses will appear in the list on the right. Once the list is complete, click on the **Process New** button above the blue bar to see how the planned courses apply to the student's Degree Works audit. Those planned courses will appear in blue.

*Note the warning in the blue box: it is a reminder that the Look Ahead function does not check for duplicate courses, therefore students need to ensure that their planned courses do not replicate prior coursework.*



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# Programs of Study

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Bentley University educates students and generates new knowledge by uniting the rigor, relevance, creativity, and intellectual dynamics of business and the liberal arts throughout the curriculum.

Students have the option of pursuing a Bachelor of Science or Bachelor of Arts major. Both prepare students for careers and for life with courses that provide for professional skills, cultural literacy, creativity, and social responsibility.

Our innovative and integrated business and arts and sciences curricula also allows students to pursue second majors via the Liberal Studies Major or the Business Studies Major, and minors.

### **Resources for students to discover and declare Programs of Study**

- The Undergraduate Academic Catalogue (updated and published annual) is the official University record of all academic programs and policies.
- The Academic Program Fair (formally known as the Majors/Minors Fair) hosted by Academic Services every October
- Faculty, Department Chairs, Program Coordinators, and Academic Advisors are a good resources to learn more about academic programs and opportunities, academic expectations, specific course content, course registration, and long range planning.
- [Academic Services](#) provides a plethora of resources on their webpage that can assist in the academic planning process.
- The [Office of Career Services](#) offers a variety of services and support to help students evaluate their interest and skills, research majors and occupations, and set goals.

To declare or change an Academic Program.

Students declare their academic program (major, LSM, minor) by adding or changing their program of study via the student profile in Workday. Once the major declaration or major change process is complete your DegreeWorks Audit will be updated. Students should be encouraged to utilize the [Workday Student](#) webpage for step-by-step guides.



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The Academic Catalogue is the official statement of Bentley University and should be referred to for all policy and curriculum.

The [Academic Catalogue](#) can be found on the Bentley website.

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## Majors

Students have the option of pursuing a Bachelor of Science or Bachelor of Arts major. Both prepare students for careers and for life with courses that provide for professional skills, cultural literacy, creativity, and social responsibility.

<u>Bachelor of Science</u>	<u>Bachelor of Arts</u>
Accountancy	English
Actuarial Science	Health Studies
Computer Information Systems	Hispanic Studies
Corporate Finance and Accounting	History
Creative Industries	International Affairs
Data Analytics	Liberal Arts (single or interdisciplinary)
Economics-Finance	Media and Culture
Finance	Philosophy
Information Design and Corporate Communication	Public Policy
Information Systems Audit and Control	Sustainability Science
Management	
Managerial Economics	
Marketing	
Mathematical Sciences	
Professional Sales	

### **Combined BS/MS:**

Finance/Finance  
 Economics-Finance/Finance  
 Corporate Finance and Accounting/Finance



## **Liberal Studies Major**

The Liberal Studies Major (LSM) is a unique opportunity for Bentley students to differentiate themselves from other business majors and sharpen their competitive edge by demonstrating their ability to think analytically, critically, and creatively.

The LSM is an **optional integrated double major for all Bachelor of Science students**. It does not stand alone, but is an interdisciplinary second major that is paired with a primary major in a business discipline or with the following arts and sciences majors: Actuarial Science, Data Analytics, and Mathematical Science. The impulse behind the LSM is to help students increase the value and make meaning out of their liberal arts education at Bentley by combining some required courses in the general education curriculum with arts and science electives and some business electives under specific themes or concentrations.

### **LSM Concentrations**

American Studies  
Diversity and Society  
Earth, Environment, & Global Sustainability  
Ethics & Social Responsibility  
Global Perspectives  
Health & Industry  
Media, Arts, & Society  
Quantitative Perspectives

The concentrations within the LSM are designed to help students increase the value and meaning of their liberal arts education. Faculty mentors will work closely with each student to help formulate a plan for taking the courses that fulfill the concentration as well as help students make connections across the material they study in courses representing different disciplines. This is a critical dimension of the second major, i.e., when significant connections are made across bodies of knowledge, breadth becomes depth. It is these connections that make the LSM a major rather than just a collection of courses.

### **Program Goals and Objectives**

- Students pursuing an LSM will be able to make connections relevant to the particular concentration's theme across courses and disciplines.
- Students will be able to reflect analytically on and meaningfully discuss choices and insights particular to their LSM concentration.
- Students will be able to write coherently about their choices and insights within the LSM and/or between the LSM and their primary major or their co-curricular activities.

### **Successful LSM graduates will:**

- Communicate a baseline statement of interest
- Choose a coherent course of study within a particular LSM concentration
- Demonstrate—through an iterative process over time—their reflections, insights, and connections across disciplines through discussion with their LSM mentor that map where they have been and where they intend to go in order to expand their current understanding;
- Produce a culminating project that demonstrates their transdisciplinary insights, connections, and understandings as a consequence of their work within the concentration.

### **LSM Culminating Project**

In consultation with the LSM mentor, students choose a culminating project that demonstrates understanding of the concentration. The project will be completed at the end of the LSM course of study and will be pre-approved by the mentor.

The culminating project may be completed through (a) a capstone course that is offered in the concentration, (b) an advanced course that is offered in the concentration with a 4<sup>th</sup>-credit option, or (c) a directed study course. This course will fulfill one of the eight courses required for the major. Note that not all these options are available in all concentrations. Please check with the concentration coordinator to see all available options.

During the semester in which the culminating project is to be completed, the student will register for a non-credit LSM "course," LSM 450. Upon the student's completion of one of the above options, the LSM mentor will issue a grade of Satisfactory or Unsatisfactory for LSM 450.

Students who declared an LSM prior to Fall 2019 may complete their culminating experience solely through the non-credit LSM course. This course does not fulfill one of the eight courses towards the major. Possibilities for this option include, but are not limited to:

- An essay demonstrating what the student has pulled together from the LSM, with cross-disciplinary insights within the LSM and/or between the LSM and their major. This paper might identify and reflect upon the readings or activities that most contributed to the student's academic growth and insight, or it might draw connections between major assignments done along the way, or it might explore some related topic and present the student's findings.
- A capstone paper prepared for a course taken at the conclusion of the LSM that demonstrates effective reflection on LSM themes and methods. If such a paper is put forward as the culminating project, the student will also include an explanation demonstrating how it fits within the LSM as a whole. (Note: The course in which this paper is written may appear in any slot. It is not an extra course, and does not have to specifically be contained in the LSM.)
- A project that demonstrates the student's understanding of the core concepts and connections of the concentration. Examples include a play or short story, a piece of artwork, a web page design, a scientific experiment and analysis, or an academic conference presentation that draws on and illustrates one or more key concepts of a particular LSM concentration. If such a project is put forward as the culminating project, the student will also include an explanation demonstrating how it fits within the LSM as a whole.

### **Frequently Asked Questions**

#### ***What is the Liberal Studies Major (LSM)?***

- An optional integrated double major that is done in conjunction with any B.S. program.
- An opportunity for students to leverage general education and elective courses to provide added value to their business education;
- A major in which *students* plan part of their general education and elective requirements around a chosen concentration;
- A vehicle by which students make meaningful connections across and within disciplines; and
- A way for students to explore and reflect upon their discoveries with a faculty mentor.

#### ***Why is the LSM a valuable complement to a Bentley business major?***

- The business community knows Bentley graduates have an excellent business background and are well versed in state-of-the-art technology, but employers will focus on students who have even more – those who stand out in a crowd.
- According to Career Services, employers want evidence that students can think and express themselves analytically and creatively.
- The culminating project demonstrates the student's ability to approach and make sense of a particular theme from a multidisciplinary perspective.

### ***What is the basic structure of the major?***

- Students choose one of several possible concentrations; choices can be found on p. 29.
- The LSM consists of 8 courses, at least 6 of which must be from the arts & sciences.
- These courses all satisfy some other requirement in the Degree Works audit; most will fall in GenEd or elective slots.
- In addition to courses, students will complete a culminating project.

### ***Who is eligible to declare the LSM?***

Beginning in Fall of 2013, only students in a B.S. program.

### ***What is the process for declaring the LSM?***

- Students considering the LSM should read concentration descriptions and choose one that is of interest to them. Students wishing to receive additional information on one or more concentrations, or who wish to discuss options further, should contact the appropriate concentration coordinator.
- Eligible students declare the LSM and concentration through Workday.
- The LSM must be declared by the last day of classes in the spring semester of sophomore year. **For current sophomores, that date is Tuesday, April 28, 2020.**

### ***Are transfer students eligible to declare the LSM?***

Yes. The transfer student deadline for declaring an LSM is the last day of classes of the semester in which they have first semester junior class standing, (either fall or spring semester depending on the student). These dates are December 9, 2019 and April 28, 2020 respectively for the current academic year. The one semester extension will allow transfer students extra time to declare an LSM, who unlike traditional Bentley students will not have had four semesters to make a decision.

### ***How do students select LSM courses?***

- Prior to registration each semester, students and assigned mentors should meet to discuss course choices.
- The LSM is designed so that students will be able to complete it – as well as a major and minor – without taking any “extra” courses. However, certain business major/LSM/minor combinations may be more difficult than others and early careful planning is necessary.
- Guidelines and updated course lists for each concentration are located on the LSM web page; courses offered each semester that fulfil LSM requirements will be available on the Registrar’s web page and registration booklet shortly before registration begins.
- Courses whose content may differ from section to section are listed as acceptable “with appropriate theme.”
- As in the primary major, up to two transfer courses or AP courses may be applied to the LSM. The combined number of transfer and AP courses may not exceed two.
- It is possible that one or two courses will count in both the primary major and the LSM. However, no course may count towards both a minor and the LSM.
- LSM progress will be shown on the student’s Degree Works Audit.

### ***Students may now take one elective course under the Pass/Fail/D option. Will this course be admissible as an LSM required course?***

No, the Pass/Fail/D option is available only for electives not used within a major.

### ***Can changes be made once a concentration is chosen?***

Students may change concentrations by repeating the process above. Concentration changes must be completed by the last day of classes in the spring semester of sophomore year. For current sophomores, that date is **April 28, 2020**. After this date, the student and the concentration coordinator will need to meet to review whether the student reasonably can complete the requirements for the new concentration by graduation. The Associate Dean of Arts & Sciences will make a final decision on the request.

### ***What happens if a student has declared an LSM but has not completed all requirements by graduation?***

Since the LSM is an optional major that does not stand alone, a student satisfying all graduation requirements who has not completed all LSM requirements will graduate with their primary major only. Courses taken for the LSM will still appear on the transcript, but the student will not receive credit for the LSM.

## **LSM STUDENT RESPONSIBILITIES**

### **FIRST STEPS**

- Complete online registration, meet with concentration coordinator to review program requirements and receive mentor;
- Meet with assigned mentor as soon as possible.

### **PLANNING**

**Prior to registration period**, meet with mentor to

- Discuss course choice possibilities for following semester;
- Partake in ongoing discussion with mentor regarding connections related to LSM theme within and across courses and co-curricular activities during the year and possible culminating experiences.

### **CO-CURRICULAR ACTIVITY (for certain concentrations only)**

When required activity (e.g., study abroad, service learning) is complete, reflect on the experience with your mentor.

### **CULMINATING EXPERIENCE**

**When all LSM coursework is complete or near completion:**

- Discuss culminating experience plans with mentor;
- When mentor has agreed with final plan, download LSM 450 registration form from Registrar's website;
- Complete form, obtain mentor's signature, and turn in form at Registrar's office. (LSM 450 will appear on your Degree Works Audit.)
- Complete agreed upon culminating experience.

## **Business Studies Major**

### **Overview**

The Business Studies Major (BSM) is an optional second major open only to students majoring in an Arts & Sciences program and only as a second major. This includes all of the B.A. degrees as well as B.S. degrees in Mathematical Sciences, Data Analytics, and Actuarial Science. Students cannot pursue this major either on its own or in conjunction with another business major. Students pursuing a Bachelor of Arts degree must select either a Business Studies Major or a Business Studies Minor as part of their academic requirements.

To fulfill the BSM, students must complete six required courses and two electives. The required courses are the first six courses in the General Business Core:

GB 110 *Legal and Ethical Environment of Business*

GB 112 *Tools and Concepts in Accounting and Finance*

GB 212 *Practice and Applications in Accounting and Finance*

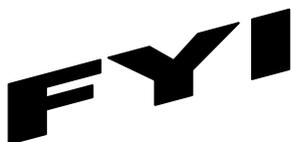
GB 213 *Business Statistics*

GB 214 *Marketing-Operations Fundamentals*

GB 215 *Human Behavior and Organizations*

For the remaining two courses, students may choose to deepen their knowledge in a particular area by selecting classes within a single discipline such as Marketing, Information Design and Corporate Communication or Management. Students can also take courses in different disciplines but that focus on the same theme, such as nonprofits, technology or international business. Or, students may choose to take two additional GB courses (GB 310 Business Processes and Systems, GB 320 Integrated Business Project, GB 410 Global Strategy).

Students declare their Business Studies Major on Workday.



#### **Advising Issues:**

- Mathematical Sciences, Data Analytics, and Actuarial Science majors can choose either the LSM or the BSM as a possible second major – but not both. MA, DA, or ASC students choosing to do an LSM are required to do a Business Studies Minor.
- Because there is a 30-credit limit on business courses completed by Arts & Science majors, students who choose to do a BSM may not complete a minor requiring 3 or more business courses. Students choosing a law, CIS or economics minor, for instance, may have no more than 2 business courses count toward their minor.

#### **Declaring or Changing a Program of Study (Major, LSM, Minor)**

Students are required to declare a major during the second semester of their sophomore year. **The major declaration deadline for the coming year is February 25, 2020.** Students who would like to remain undeclared/exploratory, are likewise required to declare this intention by the same deadline. This can be done in Undergraduate Academic Services.

Business Students may only declare a second major in a Liberal Studies Major (LSM) concentration. Bachelor of Arts students may only declare a second major in the Business Studies Major (BSM). Mathematical Sciences, Data Analytics, and Actuarial Science majors can choose either the LSM or the BSM – but not both. MA, DA, or ASC students choosing to do an LSM are required to do a Business Studies Minor. BA, MA, DA, and ASC students must choose a Business Studies Major or Minor when they declare their primary major.

Students **declare their Program of Study (major, LSM, minor) in Workday** by adding or changing the program of study via their student profile. For step-by-step instructions, visit <https://www.bentley.edu/offices/academic-services/policies-and-procedures>. Select “Declaring or Changing a Major” and click on the Workday link.

If students questions about their intended major/minor, they may contact the department chair or designee. Some departments may require a meeting with them in order to have a program request officially approved. See the Faculty Advising Directory for the most up-to-date contact information.

Once the major declaration or major change process is complete, a student’s DegreeWorks Audit will be updated.

## Modern Language Requirement

BA students must indicate their modern language at the time of major declaration.

Students who are beginning their language study at the Elementary I level should be encouraged to enroll no later than the 1<sup>st</sup> semester of their sophomore year.

LSM Declaration: After students have declared their LSM concentration on Workday, the concentration coordinator will assign a faculty mentor to the student, who is then expected to meet with either the coordinator or mentor to review requirements and expectations.



**Advising Issues:** Because most BS majors, except Actuarial Science, Data Analytics, and Mathematical Sciences, share the same General Education and Business Core requirements, there is tremendous flexibility in changing a major prior to beginning major courses. However, once students have begun a major, there are some other logistical considerations:

- The major in **Corporate Finance and Accounting** and the major in **Information Systems Audit and Control** both have a 30-credit major requirement. The curriculum is somewhat complex because of the prerequisite structure and will require careful planning. All students should be encouraged to meet with an advisor every semester.
- **Marketing** and **Management** (without a concentration) majors have two business-related electives in the major, as well as two unrestricted electives and an additional business elective. Therefore, these programs, along with **Managerial Economics**, are the most accommodating for later major changes.
- The **Managerial Economics** major combines economics with a variety of other concentrations.
- **Accountancy, Information Systems Audit and Control, Corporate Finance and Accounting, and Computer Information Systems** involve a relatively lock-step progression through their major courses. Refer students to departmental chairs for additional assistance in planning their major.
- **BA majors** may complete no more than 25% of their course work (30 credits) through business courses. In addition, all BA majors must demonstrate modern language proficiency at the intermediate II level.
- With the exception of Liberal Arts majors, all BA majors must complete either a **Business Studies Major (BSM)** or **minor**.

## Major Exploration Resources

**Major selection programs and workshops** can be requested through Undergraduate Academic Services and the Peer Advisor Program. The Majors/Minors Fair takes place every fall and allows students to connect with faculty from every major, minor, LSM, and BSM to explore options, discuss opportunities, and declare their major(s) or minor(s). Please feel free to connect with Undergraduate Academic Services regarding programming opportunities, and strongly encourage students to attend these programs.

The professional staff as well as the peer academic advisors in Undergraduate Academic Services are available to speak with students and provide academic progressions for a variety of majors.

Undergraduate Career Services provides a wide variety of career development services—personal counseling, workshops, on-line services—to assist students in making the connection between majors and possible careers.

## Minors

Completing a minor gives undergraduate students the opportunity to expand their scope of knowledge by focusing more in-depth on an area of study outside of their major. Students are encouraged to consult with the minor coordinator in each academic department.

Accountancy	Actuarial Science	Business Economics
Business Studies [for arts & science majors only]	Computer Information Systems	Data Technologies
Earth, Environment, and Global Sustainability	English and Media Studies	Entrepreneurial Studies
Finance	Gender Studies	Global Management
Health and Industry	History	Human Resources Management
Information and Process Management	Information Design and Corporate Communication	International Affairs
International Economics	Law	Leadership
Management	Marketing	Mathematical Sciences
Modern Languages	Nonprofit Organizations	Philosophy
Politics	Psychology	Public Policy
Sociology	Spanish for Business	Sports Business Management
Supply Chain and Operations Management	Sustainable Investing	

### **Minor requirements:**

- A minor consists of four courses to be determined by the academic department or program and approved by the curriculum committee.
- Courses selected for the minor may fulfill unrestricted electives, arts and science electives, a business related elective, humanities/social science elective, and a math/natural science elective.
- General Education courses, major courses, and business core courses **may not** be used as part of a minor.
- Students may apply no more than two previously completed courses to the minor.
- Students may apply only one course from outside Bentley (transfer, AP, IB, etc.) to the minor.
- Student may only complete a maximum of 2 minors.
- Students must achieve a minimum 2.0 GPA in the minor.
- A minor may not be declared after the student has received a bachelor's degree.

For information on department minor coordinators (see the Faculty Advising Directory on pages 8-9).

## Major/Minor Exclusions

Students cannot apply a course to both a major and minor field of study. In addition, to prevent students from overlapping course content required in a major by enrolling in a similarly focused minor or Liberal Studies Major, the following combinations will not be allowed:

<b>Major</b>	<b>Excluded Minor (s)</b>	<b>Excluded LSM</b>
Actuarial Science Perspectives	Mathematical Sciences	Quantitative
Corporate Finance & Accounting	Accountancy, Finance	
Creative Industries and Society	English, Information Design & Corporate Communication (IDCC)	Media Arts
Data Analytics	Data Technologies	Quantitative Perspectives
Economics-Finance	Economics (Business or International), Finance	
English	English & Media Studies	*
Health Studies	Health and Industry, Natural Sciences, Psychology	*
Hispanic Studies	Modern Language Spanish, Spanish for Business	*
Information Design & Corporate Communication and Society	English & Media Studies	Media Arts
IDCC/Business ICT concentration	Information & Process Management (IPM)	
Information Systems Audit & Control	Accountancy, IPM	
International Affairs	Politics	*
Managerial Economics with Concentration in:		
Accounting	Accounting	
Entrepreneurship	Entrepreneurial Studies	
Human Resources	Management	
IDCC	Information Design & Corporate Communication	
Information Technology	Computer Information Systems	
Law	Law	
Management	Management	
Marketing	Marketing	
Quantitative Analysis	Actuarial Science, Mathematical Sciences	Quantitative Perspectives
Management (incl. all concentrations)	Entrepreneurship Studies Global Management Human Resources Management Leadership Supply-Chain Management	
Mathematical Sciences	Actuarial Science	Quantitative Perspectives
Media and Culture	English & Media Studies	*
Professional Sales	Management, Marketing	
Public Policy	Politics	*
Sustainability Science	Health & Industry, Earth, Environment & Global Sustainability, Natural Sciences	*



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# Academic Policies & Procedures

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## Policies and Procedures

### Attendance Policy

For full semester courses, students (whether currently registered in the course or not) must start attending classes by the first class meeting after the add period ends.

An enrolled student who misses the first week of class and is not present at the first class meeting after the add period ends needs faculty and department chair approval to remain in the class. If the add period has ended, instructors retain the right to deny admission to a course to any student who is not yet enrolled.

After a course has met for two weeks, students may not register for it, and may not start to attend classes, including those classes for which they are already registered. Instructors must report missing students as “no-shows” to the Registrar at the end of the second week of classes.

Exceptions to this policy can be made only in the following cases:

- The student has been attending one section of a course but needs to switch to another section.
- The student has been mistakenly placed in the wrong course and needs to be reassigned.

In such cases the exception will be made by the chair of the relevant department on a case by case basis.

- For intensive courses, a student who has missed the pre-session meeting must, prior to the first class meeting, get the instructor’s permission to attend. Students who are not present at the start of the first class may not thereafter attend.

### Adding, Dropping or Swapping Courses

**Policy:** Students may *add* or *swap* full-semester courses through the first week of the semester only. Courses may be *dropped* through the second week of the semester.

**Procedure:** Bentley offers an automated, online course-registration system that allows students to register for classes using the Schedule Planner tool and Workday. Students must obtain the approval of the department chair to add a course that is closed.

### **Registration Holds**

If you have a hold on your account (Financial, International, Health, Check-in, etc.), you will not be permitted to add, drop, or swap courses in Workday. To find out how to clear your holds, you should View My Hold(s) in Workday. Students with registration holds are responsible for meeting all drop, add, swap and withdrawal deadlines.

You may *drop* any course while the hold is still in place by submitting a paper copy of the **Course Change Form** to the Registrar’s Office or sending an email from your Bentley email account to the Registrar’s Office, but you may not add any courses (even just to change a section) while the hold is still on your account. Adding courses will only be permitted after the hold(s) are cleared and within the course add deadline.

Neither the department chairs nor faculty can override a registration hold. A student who submits a signed paper copy of the **Course Change Form** after the appropriate deadlines because of a hold will not be added to the course even if the student has been attending and has completed work.

## Withdrawing from Courses

**Policy:** Students may withdraw from courses during the first two-thirds of the semester. See “**Critical Advising Dates,**” on page 6, for specific withdrawal deadlines. These withdrawal deadlines are strictly enforced.

**Procedure:** Students can withdraw from courses by logging onto the registration system in Workday. Students who cannot access the web must file a “Course Change Form” with the Registrar’s Office. Students are not required to have sign-off from faculty instructors or the department chair. Under *extenuating circumstances* (e.g., serious illness), students may petition Undergraduate Academic Services for a late withdrawal. Late information concerning poor performance is not an extenuating circumstance.

**Advising Issues:** While there are certainly legitimate reasons to withdraw from a course, students may find it worthwhile to explore opportunities for additional academic support to be able to succeed: working with the course instructor, seeking help through the Learning Center, and obtaining one-on-one tutoring may be advisable (see “*Academic Support Services,*” page 10).

### **Withdrawing from a course could:**

- impact financial aid (refer student to financial aid counselor)
- delay completion of an important course pre-requisite, thus jeopardizing timely completion of a necessary sequence
- cause problems for international students studying in the United States on a visa
- put a student in violation of the course attempt policy (see “*Course Repeat Policy*” page 40).
- impact future registration times and the housing lottery

**Please note:** Per visa regulations, international students MUST maintain full-time status (12 credits). Therefore, students must receive approval to withdraw from their course(s) from the Center for International Students and Scholars.

## Auditing a Course (For Undergraduate Students Only)

**Policy:** Audit status is given for a course in which students participate, and for which they pay full tuition, but do not earn credit. A student is permitted to audit any course being offered by the undergraduate college provided he or she obtains permission from the instructor. Students may take the examinations for the course, but receive no credit for them.

**Procedure:** Audit must be declared before the end of the third week of classes with the requirements for the retention of such status to be spelled out by the individual instructor to the student. If the requirements are not fulfilled, the AU can be changed to a W. After the first three weeks, the AU status cannot be changed to a credit status. Audit forms must be filed with the Registrar's Office.

## Directed Study

**Policy:** Qualified students can, under the guidance of a faculty member, undertake directed study to conduct an in-depth investigation or analysis of a specialized topic. To be eligible, students must have a 3.0 cumulative average; or a 3.3 cumulative average for the previous two semesters; or a 3.3 cumulative average in at least 12 credit hours within the curriculum area in which the directed study will be done.

**Procedure:** Prior to the start of the semester during which the directed study will be undertaken, interested students obtain a directed study form from the registrar’s form site. A written proposal, completed form and transcript are submitted to the appropriate faculty member. Upon faculty approval, the forms are forwarded for approval to the department chairperson and the associate dean of either business or arts and sciences, depending on the department in which the study will be done. Students may not take more than two

directed study courses in any department; nor can students take more than two directed study courses in any semester. Students may apply directed study course credits only as electives, or, with department permission, as credit for major courses.

### **Tutorial**

**Policy:** Tutorials enable students to complete a regular course when it is not offered in the university's schedule. All academic regulations apply to tutorials and students register under the course's regular catalogue number.

**Procedure:** To initiate a tutorial, students must have a special need for the proposed course; for example, the course is needed to complete a degree at a particular time. Students obtain a tutorial form from the registrar's forms site. Approvals before the start of the semester in which the tutorial is to be taken are required from the appropriate faculty member, department chairperson and associate dean of either business or arts and sciences, depending upon the department offering the course.

### **Course Repeat Policy**

Generally, students are not permitted to repeat courses for which they have received a passing grade. Only under certain circumstances may a student repeat a previously passed course. The university's policy on repeating courses is geared to help students meet the cumulative grade point average(s) needed to graduate. Students can repeat both major and non-major passed courses to raise their grade point averages to satisfy their graduation requirement, based on the guidelines outlined below.

Cumulative average restrictions are as follows:

- Repeating Major Passed Courses: Major cumulative average must be below 2.0 and course grade must be below a C.
- Repeating Non-major Passed Courses: Overall cumulative average must be below 2.0 and course grade must be below C.

Students can repeat (or substitute for) a course a maximum of two times after the original attempt. This includes grades of F, W and AU.

Students eligible to repeat courses based on the restrictions listed above may repeat required courses and electives that are passed with grades of less than C in accordance with the following:

<b>Passed</b>	<b>Repeats Allowed</b>
1-10	may repeat 1
11-20	may repeat 2
21-30	may repeat 3
31-40	may repeat 4

Additionally, for **MA 123/123L or GB 112**, students who attain grades below C in the first of this two-course sequence may opt to retake the course to better prepare for the next course in the sequence. Students who receive a passing grade (D-, D, D+, C-) are not required to retake the course, but would be allowed to repeat it. This provides students who wish to master the material the opportunity to do so, which will increase their ability to succeed in the subsequent course. Students who wish to retake the course **must do so in the following semester**. The new grade will replace the earlier grade in calculating the student's GPA; however, the original grade will still appear on the student's transcript.

Students who opt to repeat a course may not enroll concurrently in the subsequent course.

## Repeating a Failed Course

Students can repeat a maximum of six different failed courses. Failures exceeding this number may result in permanent dismissal from Bentley. (An F in a repeated course does not count toward the total number of discrete failed courses.) Only required courses that are failed must be repeated; no substitutions are allowed. Elective courses (restricted and unrestricted) that are failed can be repeated or substituted with another course. A student may substitute another course meeting the same requirement for a failed course. While only the new course will be calculated into the grade point average, all courses and grades continue to appear on the official transcript. Students must notify the Registrar prior to taking a new course to replace a failed course to make sure they are eligible to do so.

Students can repeat or substitute for a course a maximum of two times after the original attempt. This includes grades of F, W and AU.

### **Additional Course Repeat Policy Information:**

- All grades are retained on the student's permanent record.
- Only the last grade received for an eligible repeated or substituted course is used in compiling graduation credits and computing the grade point average with proper authorization.
- If a course taken at Bentley is repeated at another accredited college or university pursuant to stated repeat policies, the original grade is no longer considered in computing the Bentley grade point average, provided transfer credit is awarded.
- Students who wish to substitute one course for another must declare their intention to do so with the Registrar before the end of the third week of the semester.

## Pass/Fail/D Course Policy

As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option has become a way for interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA as long as they pass the course as defined below.

Policy: Available for sophomores, juniors and seniors

- The pass/fail option can be used for one (1) course in the Bentley curriculum.
- The pass/fail option can only be used for courses that are Business electives, Arts and Science electives, or Unrestricted electives.
- A student who earns a **D-, D or D+** in a course for which they have enrolled pass/fail, will have the letter grade recorded on the academic record. **The grades of D-, D or D+ earned in a course for which a student registered pass/fail will be averaged into a student's overall grade point average.**
- Students are not permitted to use pass/fail grades toward their General Education, Business Core and Major requirements.
- The pass/fail option may be used for courses taken in a minor.
- The pass/fail option may not be used for Honors courses.
- Certain BA majors are not able to use the pass/fail option for the Business minor.
- Falcon Fast-Track students are restricted from taking pre-program required courses or courses for advanced credits standing as pass/fail.
- Students may not use the pass/fail option for courses taken in Bentley-sponsored education abroad programs.
- Students may not use the pass/fail option for internships, directed studies, tutorials, SL 120, SL 121, or faculty-led international courses.

- An academic department may request that a particular course be excluded from the pass/fail option. Exclusions are noted with “not eligible for P/F” along with course prerequisites on the on-line course listings and in the registration booklet.
- The Pass/Fail Declaration Form must be received by the Registrar’s office prior to the end of the drop period. No faculty member or department chair can waive this deadline.
- The decision is irrevocable. Be sure to check the accuracy of your declaration. No changes will be permitted after the deadline.

### **Grading Scale:**

Faculty will submit numerical grades that will be converted by the Registrar's Office. The pass/fail designation will be updated after all grades are received.

- A "P" (C- through A) will earn academic credit and is not calculated in the term and cumulative GPA.
- A "D-, D or D+" will earn academic credit and is calculated in the term and cumulative GPA.
- An "F" will not earn academic credit and is calculated in term and cumulative GPA.

### **Leave of Absence**

Students who wish to take time away from campus, should apply for a leave of absence. A leave of absence must be for at least a semester, and may be granted for up to two years. To apply for leave of absence, the student must print and complete the Leave of Absence Form. Once completed, the form should be submitted to the Office of the Dean of Student Affairs in the Student Center or via email at [ga\\_studentaffairs@bentley.edu](mailto:ga_studentaffairs@bentley.edu).

Before applying for leave of absence, please note that, while on a leave of absence, a student will not have access to Bentley’s residence halls, events, or activities. If the student has received a Title IV loan, and the leave lasts more than 120 days, the loan will go into repayment at the end of its grace period. Courses taken elsewhere during a leave of absence fall under the Course Away Policy, page 58.

For more details, please see the **Student Handbook**.

### **Withdrawal from Bentley**

If a student decides to leave the university permanently, the student should fill out the Withdrawal Form. Once the withdrawal process is complete, the individual is no longer considered a Bentley student. Should an individual(s) change their mind after the withdrawal process is complete, the former student must reapply to Bentley through the Office of Admission. Students must also settle all payments due to the university with Student Financial Services.

### **Grading System**

#### **Grade Point Average (GPA) and Course Grade**

Academic performance is officially recorded on a semester basis in grades and grade points. Passing grades that range from D- (0.7) to A (4.0) earn grade points; failures are recorded as F and earn no grade points.

The terms “grade point average” and “course grade” are generally interchangeable; however, a grade point average takes into account the number of credit hours in each course when measuring overall academic achievement.

<u>Grade</u>	<u>Alphabetical Equivalent</u>	<u>Numerical Equivalent</u>
4.0	A	95-100
3.7	A-	90-94
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0.0	F	Below 60
P	C- or better	70 or better

### Grade Point Average:

Grade point average is obtained by multiplying the course grade by the semester hours of credits the course carries and dividing the total quality points earned by the total semester hours of course work taken.

Academic performance is officially recorded on a semester basis in grades and grade points. Passing grades, ranging from D- to A, earn quality points; failures and incompletes are recorded as "F" and "I," respectively and earn no quality points. For example:

<u>Course Grade</u>	<u>Semester Hours</u>	<u>Quality Points</u>
A- = 3.7	3	11.1
B- = 2.7	3	8.1
C = 2.0	3	6.0
F	<u>3</u>	<u>0.0</u>
	12	28.65

Example GPA: 28.65 quality points ÷ 12 credits = 2.38

I = incomplete	Not counted	N/A
P = pass	Not counted	N/A

### Incomplete Grades

As a general rule, all coursework must be completed by the end of the semester in which the course is offered. An incomplete grade is a temporary designation issued when required work, which can be made up, is not completed by the end of the semester.

#### Eligibility for an Incomplete Grade:

- An incomplete grade may be granted to a student at the discretion of a faculty member as an accommodation due to the student experiencing **unforeseen and extraordinary circumstances** at the end of the semester.
- A student must have consistently demonstrated passing academic work prior to the request for an incomplete.

- Incompletes are not automatically granted for students who miss large amounts of class due to illness or personal circumstances. Instructors must not issue an incomplete due to lack of class attendance and/or a lack of completed work. An incomplete grade should not be issued in the following situations:
  - The student needs to attend and repeat most of the course.
  - The student stopped attending class.
  - To allow the student the opportunity to complete additional work or improve upon previously completed requirements after the semester has ended.
- A faculty member's failure to complete grading by the deadline is not a permissible reason to issue an incomplete. When a grade designation is required, the faculty member, Registrar, and department chair will coordinate such designation.

An incomplete grade issued in the fall or winter session term must be completed no later than March 15 of the subsequent spring semester. An incomplete grade issued in the spring or summer term must be completed no later than November 15 of the subsequent fall semester. Faculty members have the discretion to require outstanding coursework to be submitted earlier than the deadlines stated above. It is the student's responsibility to work with the faculty member to clear the incomplete grade.

An incomplete grade not completed within the required period will automatically convert to an 'F'. A faculty member may, at his or her discretion, extend the completion deadline for a student by notifying the Registrar's Office in writing. A faculty member cannot extend the deadline beyond one year of the issuance of the incomplete grade without permission from the Associate Dean of Academic Services.

### **Return to Studies After an Absence of Five Years or More**

Students requesting to return to Bentley to resume their studies after an absence of five years or more are subject to the degree requirements in place at the time of their return. When possible, credit for courses previously completed at Bentley will be applied to meet the new program degree requirements with review by relevant departments. Students returning to Bentley to resume their studies within the five-year period may follow the degree requirements in place at the time of their original matriculation at Bentley.

### **Final Grade Dispute Policy**

In very rare instances, students may dispute a course grade. Such cases will be considered by a faculty-led review process described below. Every attempt should be made to preserve confidentiality for all involved in the process.

At any point during the process, the student may terminate the process and accept the original course grade. The Bentley University administration, including deans, has no authority to change course grades. Following are the steps to dispute a final course grade:

- 1) All grading disputes shall begin with the student arranging a conference with the instructor. The student must initiate the dispute resolution process within 30 days of the posting of the final course grade.
- 2) If the dispute has not been resolved after the student-instructor conference, the student may choose to request a conference with the department chair of the instructor's primary department, which is normally the department in which the course is offered. If the course in question has a course coordinator (such as for the General Business courses), the course coordinator shall be included in this meeting, even if he or she is from a different department.

- 3) If the instructor for the course with the disputed grade is the department chair, the student should contact the chair of the Faculty Senate and request a Hearing Committee.
- 4) Prior to the conference with the department chair, a written, detailed explanation of the complaint, along with supporting documents, will be submitted by the student to the department chair.
- 5) After the conference with the student, the department chair shall consult with the instructor:
  - a.) If the department chair believes that the instructor graded correctly, the process ends and the course grade will not be changed.
  - b.) If the department chair believes that the student may have been graded incorrectly, the department chair will suggest that the instructor consider reevaluating the course grade.
- 6) If the instructor still does not believe a course grade change is warranted, the department chair shall request that the chair of the Faculty Senate convene a Hearing Committee of three tenured faculty members to resolve the case.
- 7) The chair of the Faculty Senate is directed to choose by lot three tenured faculty members from all eligible faculty members. Members of the instructor's primary academic department are ineligible. The chair of the Faculty Senate will ask the three-member hearing Committee to select a committee chair, who will inform the instructor's department chair that the Hearing Committee has been formed, except in the case where the instructor is the department chair.
- 8) The Hearing Committee will examine all evidence from the instructor and from the student disputing the course grade. Within one week of the Hearing Committee's final decision, written findings and the Hearing Committee's decision will be forwarded to the student, instructor, department chair and course coordinator, if appropriate.
  - a.) If the Hearing Committee rejects the assertion by the student that the course grade is incorrect, the process ends and the grade will not be changed.
  - b.) If the Hearing Committee decides in favor of the student and the instructor is unwilling to follow the Hearing Committee's recommendation, the Hearing Committee shall direct the registrar to replace an F or other grade with an S grade. The course counts toward graduation, but is not included in the student's grade point average.
- 9) Within 10 days of receiving the Hearing Committee's written decision, the student must respond in writing to the Hearing Committee chair, accepting either the Hearing Committee's decision or the original grade. If the student does not respond, the original grade stands. Then the Hearing Committee will inform the Registrar, department chair, instructor, course coordinator and student of the outcome of the dispute process.

## **ACADEMIC INTEGRITY**

Bentley students and faculty are held to the highest standards of ethical behavior and moral conduct. Faculty are expected to adhere to Bentley's Ethics policy and the ethics conventions of their disciplines. Each student is expected to abide by the Honor Code and to become familiar with the entire academic integrity system.

### **The Bentley Honor Code**

As a Bentley student, I promise to act honorably in my courses and my professional endeavors, adhering to both the letter and spirit of Bentley's academic integrity system. I will neither take advantage of my classmates nor betray the trust of my professors. My work will be honest and transparent, and I will hold myself and my peers accountable to the highest ethical standards.

## I. ACADEMIC INTEGRITY SYSTEM STRUCTURE

The **Academic Integrity Council** consists of at least five faculty volunteers selected by the Nominations Committee, as well as a graduate student and an undergraduate student designated annually by their respective student government associations. The Academic Integrity Council reviews the state of academic integrity in the Bentley community; advises the Director of Academic Integrity on the process and procedures of the Academic Integrity System; and recommends Faculty Manual revisions as appropriate. A faculty member of the council serves as chair when an Academic Integrity Hearing is required.

The **Director of Academic Integrity** is appointed by the provost; works with academic departments and the student organizations to implement proactive education and prevention related to issues of academic integrity; reports to the Dean's Council; oversees the academic integrity process to ensure its adherence to the spirit and letter of Bentley's Academic Integrity System; and consults frequently with faculty, students and the Academic Integrity Council. When necessary, the director organizes hearings and stores Academic Integrity Incident Reports (the only official record). In the event of an integrity case filed by the director, the provost appoints a temporary director. The director is also responsible for ensuring that new Bentley faculty members are familiar with the Honor Code and Academic Integrity System.

## II. FACULTY AND STUDENT RESPONSIBILITIES AND RIGHTS IN THE ACADEMIC INTEGRITY SYSTEM

### FACULTY RESPONSIBILITIES AND RIGHTS

All faculty members are responsible for promoting academic integrity by managing their classes, assignments and examinations so as to reduce temptation and opportunity for plagiarism and cheating. Faculty are required to clearly define the expectations and procedures for academic work, either as part of the individual assignment or in the syllabus or other document that presents course-work guidelines.

These include, for example, overall classroom assessment procedures; examination protocols; and guidelines for citing sources in written work, and for collaborating and/or receiving outside assistance with homework and other assignments.

Each faculty member is expected to abide by the principles and procedures established in Bentley's Academic Integrity System.

A faculty member who believes an academic integrity violation has occurred **must** file an Academic Integrity Incident Report. Staff members who become aware of a possible violation must notify the director of academic integrity. **No sanction can be imposed on a student without a report first being filed with the director.**

The faculty member who alleges an academic integrity violation is entitled to ask the director for additional resources to support the investigation of the violation, and may question relevant students about an alleged violation.

### STUDENT RESPONSIBILITIES AND RIGHTS

Each student is expected to become familiar with and at all times adhere to the Bentley Honor Code and Academic Integrity System, including standards and expectations set out in each course syllabus, assignment and/or examination concerning collaboration, methods of research and data collection, and other practices.

Students are also expected to uphold the Academic Integrity System. Therefore, a student who is aware of a possible violation of the standards established in the system is expected to report the suspected violation to a faculty member or the director. A student who is suspected of committing a violation must respond promptly and honestly when informed of a suspected academic integrity violation, and must provide information that may aid in the investigation of an alleged violation.

A student charged with an academic integrity violation is entitled to ask the director for a list of student support services and will be allowed to respond to an alleged violation before the faculty submits the report to the director.

## **ROLE OF OBSERVERS**

If a member of the Bentley community believes that s/he has observed behavior related to a faculty member's class that violates academic integrity, it is the observer's responsibility to bring the matter to the faculty member's attention. If the observer is not satisfied with the faculty member's response, the observer has the right to bring the matter directly to the director's attention for possible action. The director will consult with the faculty member and investigate the incident to determine whether or not a hearing is warranted. The director may arrange a hearing, with or without the faculty member's explicit consent, if there is sufficient evidence to suggest a violation may have occurred.

## **INCIDENTS OUTSIDE THE NORMAL PURVIEW OF COURSE INSTRUCTORS**

When an incident is brought to the Director's attention that falls outside the normal purview of an individual instructor, involves students in multiple classes, or classes taken in previous semesters, the Director may impanel a Hearing to adjudicate it. In such instances, the Director may appoint another faculty or staff member to provide the student(s) with counsel regarding the case.

## **III. VIOLATION LEVELS DEFINED AND RECOMMENDED SANCTIONS**

Violations are categorized as either Level I or Level II based on severity. The level of an alleged violation determines the appropriate steps in the academic integrity process and recommended sanctions.

### **1. Levels Defined**

- a. A Level I violation is a minor infraction, generally confined to student work within an individual course, including but not limited to:
  - i. failing to apply appropriate conventions for citing and documenting sources;
  - ii. giving assistance to or receiving assistance from another student or any other person on an assignment or exam when such collaboration is prohibited; or
  - iii. accessing prohibited materials during an examination.
- b. Any violation not categorized as Level I is a Level II violation. Level II violations are serious breaches of academic integrity. They include, but are not limited to, the following examples:
  - i. committing any violation such as those listed under Level I that pertain to more than a small portion of the course grade;
  - ii. submitting the same work or major portions thereof to satisfy the requirements of more than one course without written permission from each faculty member (including Honors and Capstone requirements);
  - iii. using illicit means of acquiring data, fabricating evidence, falsifying data or fabricating sources;
  - iv. collaborating to exchange information during an examination or engaging in any action during an exam prohibited by the instructor, such as copying another student's work, utilizing prohibited materials (for example, books, notes, calculators, cell phones or other electronic devices) or helping other students to copy another student's work on an examination;
  - v. altering a graded assignment or examination and asking for it to be re-graded;
  - vi. stealing and/or distributing an examination;
  - vii. purchasing or otherwise illicitly acquiring and submitting a paper or any other course materials as original work;
  - viii. creating a paper or other course materials for sale and/or distribution;
  - ix. reproducing or distributing university course materials without instructor permission;

- x. having a substitute take an examination or taking an examination for someone else;
  - xi. stealing another student's work;
  - xii. intentionally impeding an investigation of an academic integrity incident or giving false witness in a hearing;
  - xiii. engaging in actions designed to hinder the academic success of another student or students – for example, by impeding access to course materials, or hiding or removing library resources;
  - xiv. using improper means to access computer files; and/or
  - xv. forging or falsifying a grade, transcript or diploma.
- c. Any alleged violation involving a student who at the time has an earlier report on file or under investigation must go to a hearing.
2. Recommended Sanctions
- a. Level I sanctions may include, but are not limited to:
    - i. a make-up assignment at a more difficult level than the original;
    - ii. failure or other reduced grade on the examination or assignment.
  - b. Level II sanctions may include, but are not limited to:
    - i. any sanctions for Level I violations;
    - ii. course grade of F;
    - iii. course grade of F being permanently calculated into the Grade Point Average;
    - iv. exclusion from activities such as study abroad, honors societies and programs, and varsity athletics;
    - v. suspension from Bentley University;
    - vi. expulsion from Bentley University.

#### **IV. ACADEMIC INTEGRITY INCIDENT REPORTS AND CONSEQUENCES**

The relevant faculty member should meet with the student(s) to discuss an alleged violation. If the faculty member still suspects that a violation has occurred, a report must be promptly filed.

1. Level I sanctions may include, but are not limited to:
  - a. a make-up assignment at a more difficult level than the original and/or
  - b. failure or other reduced grade on the examination or assignment.
2. In the case of an alleged Level I or Level II violation, if the student(s) agrees that the incident is a violation of academic integrity, the faculty member shall propose a sanction(s) in consultation with the director.
  - a. For a Level I violation, if the student agrees to the proposed sanction(s), both the faculty member and the student sign the report and it is forwarded to the director. The faculty member implements the proposed sanction(s) only after the report has become an official record in the office of the director. In this instance, no hearing is required. If, however, new information becomes available, the director will schedule a hearing.
  - b. For a Level II violation, if the student agrees to a proposed sanction(s) of lowering an assignment or grade for that course, both the faculty member and the student sign the report and it is forwarded to the director. No hearing is required, but the faculty member implements the proposed sanction only after the Academic Integrity Council reviews and approves the sanction. Proposed sanctions that are more severe require a hearing.
  - c. For Level I and Level II violations, if the faculty member and student cannot agree on a sanction(s), the report is sent to the director, who will schedule a hearing. In this instance, the student is not required to sign the report.
3. Regardless of level, second violations must go to a hearing.
4. Regardless of level or prior agreement, the director has the authority to call a hearing with the agreement of the student to resolve the incident in the interest of academic integrity.

5. If it is determined at a hearing that the allegations were unfounded, the report is destroyed.
6. At a hearing, only the current report and related information will be disclosed when determining whether the student is responsible for the violation. Once a student has been found responsible for a violation, the director will disclose prior reports, if any, to the hearing members before sanctions are determined. Only records filed with the director are actionable.
7. Within the university, the existence and contents of all reports are confidential, and will be maintained by the director for seven years.

## V. ACADEMIC INTEGRITY HEARING

A hearing is convened by the director. The hearing members review evidence of an academic integrity incident, decide if a violation has occurred, and set sanctions with consideration given to the faculty member's proposed sanction.

1. **Student and Faculty Rights:** When a hearing is convened, both faculty and students are entitled to:
  - a. a fair hearing in a reasonable amount of time;
  - b. ample notice of the hearing, a summary of the violation to be discussed, and an explanation of the hearing process;
  - c. access to the director to prepare for the hearing;
  - d. the presence of witnesses accepted by the director to give pertinent testimony;
  - e. the opportunity to hear and respond to all testimony presented in the hearing;
  - f. the opportunity to speak on one's behalf;
  - g. the presence of one person who is not an attorney to provide support;
  - h. written notice, within a reasonable amount of time, of the hearing's findings and any sanctions;
  - i. notification of appeal decisions, if any.
2. **The Hearing:** A hearing requires five voting members. Three must be full-time faculty members, with at least one who is tenured and at least one who is a member of the Academic Integrity Council. The director solicits students from graduate and undergraduate student government, corresponding with the student(s) subject to the incident review. One faculty member serves as chair of the hearing. The director attends all hearings in a neutral supporting role and is not a voting member. The hearing membership listens to evidence, determines the presence or absence of an academic integrity violation and, where appropriate, sanctions a student.
3. **Scheduling:** The Director reserves the right to schedule Hearings in a way that accommodates extenuating circumstances and minimizes the impact on academic schedules of all involved parties.
4. **Communication:** The director communicates the findings of the hearing in writing to the faculty member and student involved within five working days. If it is determined at a hearing that a violation has occurred, the report and supporting documentation are retained in confidence for seven academic years by the director. Outcomes affecting transcripts will be reported to the Registrar's Office and other relevant campus officials. In addition, the director is authorized to respond to requests from the director of the Honor's Program and the authorized non-student representative of the Falcon Society to verify that specified students, identified by name and student number, have not had sanctions imposed that violate the program guidelines regarding rules of membership to these programs.
5. **Sanctions for Special Circumstances:** Sanctions may involve restrictions on or disqualification from participation in university programs or extracurricular activities only with a hearing. When such a sanction is imposed, the director may disclose only those restrictions involving that program or activity to the relevant campus official.
6. **Sanctions Involving Grades and Graduation:** The timing of the filing of reports may result in investigation procedures that cannot be concluded before grade reporting or degree auditing for graduation. In the case of incidents that may reasonably be expected to affect a course grade, the faculty member of the

course will post a grade of incomplete, pending the completion of the academic integrity investigation. In the event that this incomplete affects a graduation requirement, the student shall remain otherwise eligible to “walk at graduation.” The right of an Honors Program student to walk with the Honors Program cohort at graduation is governed by that program’s guidelines. The awarding of the degree and final transcript must await the result of the investigation. In cases where the incident cannot be addressed prior to grade reporting or prior to awarding the degree and final transcript, relevant sanctions may be applied retroactively, including transcript modification and/or rescinding the degree, as determined by a hearing.

7. **Appeals:** A student may appeal the outcome of a hearing only when: new material or information unavailable at the time of the hearing becomes available; or evidence is provided that a fair process has not been followed.
  - a. An appeal of hearing decisions must be submitted in writing to the provost and must explain in detail the reason for the appeal. It must be submitted no later than five working days from the date of the written notification from the director informing the student of the hearing outcome. The student will be notified within a reasonable time whether the appeal will be granted. Sanctions determined by a hearing will stand until a decision on the appeal is made.
  - b. The provost’s decision as to whether an appeal will be granted is final. If the appeal is denied, the sanction is implemented and the academic integrity process ends. The student cannot appeal the provost’s decision.
  - c. If an appeal is granted, the provost will then either determine an appropriate sanction or refer the case to a new hearing. If the case is to be heard again, the student will be notified within a reasonable time as to the date and time of the hearing.
  - d. The provost, or a designee, will inform the director of the outcome of any student appeal.
  - e. The director will notify other college officials as necessary.

# Bentley's Academic Integrity System

Office: Smith 417 Phone: 781-891-2844 Email: [GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu)

Our system works like this:

1. A violation is suspected.
2. The Faculty Member or university official (hereafter just "Faculty Member") collects evidence.
3. The Faculty Member discreetly contacts the student(s) and they meet to discuss the perceived violation.
4. If the Faculty Member is persuaded that an Academic Integrity Incident Report is warranted, the Faculty Member and student(s) each describe the incident and sign the report (available on the Academic Integrity webpage and Blackboard). In consultation with the Director of Academic Integrity ([GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu); x2844), the Faculty Member proposes an appropriate sanction for the incident. The Faculty Member signs that portion of the report. The student can then either sign (agreeing to the sanction) or not (rejecting the sanction). If the student doesn't agree to the sanction, the Faculty Member should notify the Director of Academic Integrity and a hearing panel will be convened.
5. Whether the student agrees to the sanction or not, the Incident Report, along with all supporting evidence (as well as your syllabus and the relevant assignment), is sent to the Academic Integrity Administrator, Karen Hovsepian (SMI 417) OR via scanned electronic file to [GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu). Only records kept in the AI office are considered official, though the Faculty Member may keep a copy for their, his or her records.
6. Sanctions assigned to Level II violations are reviewed by the Academic Integrity Council. Once it approves, a Level II sanction may be applied.
7. If an Academic Integrity hearing is required, the AI office arranges for the hearing date and time, convenes a hearing panel of three faculty and two students. The Faculty Member, student, hearing panel, and Director of Academic Integrity meet to discuss the situation. After the Faculty Member and student leave the hearing room, the panel deliberates and issues a decision. The Director then writes a formal letter to the student apprising him or her of the decision.
8. If there is a record of a prior violation on file for that student, a hearing is also required and the process described in #7 is followed.

## If you suspect a violation of the AI policy:

1. Collect all the evidence you can
2. Use Turnitin for writing assignments. It's easy and the ATC can help you learn it.
3. Invite the student to meet with you to discuss the allegations (please do not confront the student in class or in front of others).
4. Fill out the Incident Report with the student. Both of you should sign the report.
5. File the Incident Report with the AI Office either in hard copy or electronically.

## If the student continues to deny the allegation and/or the sanction you assign:

1. Suggest the student meet with the Director of Academic Integrity
2. Invite the Director to attend a meeting between student and Faculty Member.
3. The student can ask to have a hearing, which the AI office will then arrange as described above. The panel's sanction may be more or less severe than the one proposed by the Faculty Member.

## RECOMMENDED SANCTIONS

**Level I sanctions** may include, but are not limited to: 1) a make-up assignment at a more difficult level than the original; 2) failure or other reduced grade on the examination or assignment.

**Level II sanctions** may include, but are not limited to: 1) any sanctions for Level I violations; 2) course grade of F; 3) course grade of F being permanently calculated into the Grade Point Average; 4) exclusion from activities such as study abroad, honors societies and programs, and varsity athletics; 5) suspension from Bentley University; 6) expulsion from Bentley University.

**BENTLEY UNIVERSITY ACADEMIC INTEGRITY INCIDENT REPORT**  
To be filled out by Faculty Member or other university official

Student's name \_\_\_\_\_ Student's ID# \_\_\_\_\_

Undergraduate student \_\_\_ Graduate student \_\_\_ Other \_\_\_ Semester \_\_\_\_\_ Date of alleged violation \_\_\_\_\_

Faculty Member/University Official's name \_\_\_\_\_ Course in which alleged violation occurred \_\_\_\_\_

Violation level designated by the Faculty Member/University Official \_\_\_\_\_

Part I - Faculty Member/University Official's summary of the nature and relevant circumstances of the alleged violation.  
Please attach all relevant materials, such as Turnitin reports, web sources, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Response\*\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned are in agreement on the nature and relevant circumstances of the alleged violation:

_____ Faculty Member/University Official	_____ Student
_____ Date	_____ Date

Part II - Faculty Member/University Official's sanction or penalty (if any):

\_\_\_\_\_  
\_\_\_\_\_

The undersigned are in agreement on this sanction:

_____ Faculty Member/University Official	_____ Student
_____ Date	_____ Date

\*\* If the student has a prior violation on file, the sanction is subject to review by an Academic Integrity hearing panel.  
Please return this completed form via hard copy or scanned electronic form to the Academic Integrity Administrator,  
Karen Hovsepian (SME 417) OR via scanned electronic file to [GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu).

Please attach all documenting evidence you have collected regarding the incident. The student may also submit documenting evidence. Only records filed with the AI office are considered OFFICIAL records so **please be sure the original Incident Report is the one you file with us.**

PLEASE DON'T HESITATE TO CALL OR EMAIL

[GA\\_AcademicIntegrity@bentley.edu](mailto:GA_AcademicIntegrity@bentley.edu)

781-891-2844

Smith 417

**LEVELS**

**The Faculty Member assigns a level of importance to the violation.**

**Level I:** a minor infraction, generally confined to student work within an individual course

**Level II:** serious breaches of academic integrity.

More information on violation levels can be found in the faculty manual, as well as on the Academic Integrity Blackboard site, and the Bentley Academic Integrity webpage.

Please be sure these are full, descriptive statements. Students will sometimes be too brief. If the incident should resurface for any reason, the whole story needs to be accessible. So encourage them to be thorough and to use an additional page. Attach additional documentation such as the syllabus, assignment, and any relevant email communications..

Faculty must sign. Students do not have to sign the report. However, if they decline to sign, their case will go to an Academic Integrity hearing at which a panel will arrive at a sanction that may be more or less severe than the one proposed by the Faculty Member.

## Class Standing and Credits

Students are designated as First Year, Sophomores, Juniors or Seniors according to the number of credits successfully completed, including transfer and examination credits awarded. Credits are awarded in semester hours.

<b><i>Completed Credit Hours</i></b>	<b><i>Class Standing</i></b>
0-29	First Year
30-59	Sophomore
60-89	Junior
90-122	Senior

Class standing is a prerequisite for many business courses. However, class standing may be waived for full- and part-time students according to the provisions of the **Window Policy**. The Window Policy permits any student who is nine credits short of class standing to enroll in leveled courses, provided the course prerequisites have been met.

## Window Policy

The window policy permits students slightly short of class standing requirements to enroll in upper-level business courses. For example, if you wish to take a course that requires third year standing (e.g., MG 240), you should have successfully completed at least 60 credits by the time the course begins; however, some exceptions can be made if you meet the "window policy" requirements.

Window policy guidelines:

<b><i>Credits Successfully Completed</i></b>	<b><i>Window Policy</i></b>
21+	You may take any sophomore level courses
51+	You may take any junior level courses
81+	You may take any senior level courses

## Academic Performance Standards

Students whose academic performance is below standard are strongly urged to maintain close contact with their academic advisors and Academic Services. While Bentley academic and administrative staff are dedicated to helping students attain their collegiate goals, students are ultimately responsible for their success at the university.

Students with an overall grade point average (GPA) below a 2.0 are placed on academic probation. Students with a semester GPA below a 2.0 will receive an academic warning the first time their semester GPA is below a 2.0.

A newly admitted First Year or transfer student will be automatically reviewed by the Academic Performance Committee for possible suspension or dismissal if the student's GPA is below a 2.0 during the first semester of enrollment.

Students are also placed on academic probation, regardless of overall GPA, if two or more courses taken under a full-time load (or accumulated equivalent) receive F grades. In addition, members of varsity athletic teams must maintain a minimum overall GPA set by the NCAA to remain eligible to participate in intercollegiate athletics. Students with a satisfactory overall GPA will receive an academic warning if they have earned at least one of the following in the most recent semester:

- A semester GPA below a 2.0
- More than one “F”, “W” or “I”

A student who has earned F’s in six or more distinct courses is subject to dismissal.

Students on academic probation are subject to review by the Academic Performance Committee. Committee actions can include reducing course loads, requiring attendance in a study skills course, suspension and, ultimately, permanent dismissal from the University.

Students subject to such action are contacted individually and must follow the Committee’s directives to improve their academic performance. Continued inadequate academic performance can also jeopardize students’ eligibility for federal financial aid.

Students who are suspended (normally for a one-year period), may petition for re-admission in writing to the Associate Dean of Academic Services. The deadline for re-application is March 15 for a fall semester re-entry and October 15 for a spring semester re-entry. Students who wish to re-enter should be prepared to accept a reduced course load and other conditions outlined by the Associate Dean of Academic Services.

### **Satisfactory Academic Progress:**

Financial aid applicants must meet standards of academic progress established in accordance with federal regulations. The academic progress of aid applicants and recipients must be evaluated by the Office of Financial Assistance annually. This evaluation will generally occur in May after spring semester grades are posted as a part of our determination of eligibility for the next academic year.

**Eligibility for Bentley Need-Based Aid and all Federal Financial Aid (including Federal PLUS Loans): Students must have at least a 2.0 cumulative grade point average (GPA) in order to be awarded Bentley need-based grant funds or federal financial aid.**

In addition to a 2.0 minimum cumulative GPA, applicants for Bentley funds and federal aid must demonstrate progress by successfully completing (finishing with a passing grade) at least 67 percent of all attempted courses. An attempted course is one in which the student is enrolled after the second week of classes. Failure, withdrawal after the second week or an incomplete (I) in a class constitutes an attempted course which is not successfully completed. Repeated courses will be counted in measuring this standard. Coursework transferred into Bentley from another institution will be counted in the measurement of course completion but not factor into a student’s cumulative GPA at Bentley. In addition, aid applicants may not attempt more than 150 percent of the number of credits required for their degree. For instance, if your degree requires 122 credits, you may not receive aid if you attempt more than 183 credits to achieve this degree.

### **Notification of Loss of Eligibility:**

Students who apply for financial aid by May 1 will be notified in writing by the Office of Financial Assistance during the month of June if they have lost eligibility for aid due to failure to meet these standards. Late applicants will be notified when they submit a Free Application for Federal Student Aid (FAFSA) or a Federal PLUS Loan application. Students who regain eligibility by taking summer courses or as the result of a grade change must notify the Office of Financial Assistance to reactivate their aid application. Likewise, students who enroll for fall without the benefit of aid who re-gain eligibility for the spring should contact the office to have their application reviewed. Students who become eligible in the spring will only receive aid if funds are still available.

### **Satisfactory Academic Progress Appeals:**

Students with significant and documented extenuating circumstances may appeal to regain eligibility through Undergraduate Academic Services. Appeals must be made in writing and are approved or denied at the discretion of the Associate Dean. Appeals must address the reason that a student has failed to make satisfactory progress and describe what has changed to allow the student to make satisfactory progress in the future. Students whose appeals are approved may be granted one additional semester of aid on financial aid probation or they may be placed on an academic plan that will require them to meet specified standards of academic progress before regaining aid eligibility. Students are expected to meet the standards of academic progress upon completion of the semester for which they were granted financial aid probation.

### **Academic Honors**

#### **President's List**

The President's List identifies all full-time students who complete at least 12 course credits in the semester with a qualifying, unrounded grade point average of 3.7 or better and with no grade below B.

#### **Dean's List**

The Dean's List identifies all full-time students who completed at least 12 course credits in the semester with a qualifying, unrounded grade point average of 3.3 or better and with no grade below C.

#### **Beta Gamma Sigma Honor Society**

Beta Gamma Sigma, a national scholastic honor society, recognizes students of business and management who exhibit high academic achievement. Only students who attend schools accredited by the AACSB International — the Association to Advance Collegiate Schools of Business — are eligible for induction into this society. Juniors and Seniors must be in the top 10 percent of their class.

#### **Bentley Honor Society**

The Bentley Honor Society recognizes students who have achieved distinction in their university programs. Membership is restricted to juniors and seniors who have completed at least 30 semester hours at Bentley. Juniors must have completed 75 semester hours of study and be in the top 5 percent of their class. Seniors must have completed 102 semester hours and be in the top 10 percent of their class. Determination for membership is made twice yearly, after the fall and spring semesters.

#### **Graduation Honors**

At Commencement, Bentley awards honors to degree recipients who have completed at least 60 hours at Bentley toward a bachelor's degree. The following standards apply:

Summa Cum Laude — GPA of 3.8 or higher

Magna Cum Laude — GPA of 3.6 to 3.799

Cum Laude — GPA of 3.4 to 3.59

GPA calculations are not rounded.

### **Commencement**

Bentley confers degrees three times per year, consistent with the meetings of the Board of Trustees. Students completing degree requirements at the conclusion of the spring term will be considered May graduates. Students completing degree requirements at the conclusion of the summer term will be considered October/November graduates. Students completing degree requirements at the conclusion of the summer intensive week in May will not be considered May graduates. Students completing degree requirements at the conclusion of the fall term will be considered February/March graduates.

Students are required to file a petition to graduate. Specific dates of each conferral are listed in the online Academic Calendar. Students must have met all financial obligations to be eligible to participate in the May ceremony. Once a degree is awarded, the record is sealed and no grade changes may be recorded.

Graduation requirements: Students must meet the overall, major(s) and minor GPA of 2.0 and have no grade below a 0.7. Students that do not meet the 2.0 minimum GPA in the minor will be dropped from the minor except in the case of the Bachelor of Arts degree where the minor is required. Failure to meet the GPA for the required minor would make the student ineligible to graduate.

Students that are within two courses of completing their degree by the end of the spring term are eligible to participate in the May ceremony as a "walker." Walkers must file for graduation and meet the 2.0 GPA requirements for the overall and major and have all financial obligations met prior to the ceremony.

### **Course Prerequisites**

Students are not permitted to attend courses unless all prerequisites are satisfactorily completed, either through Bentley courses or transfer credit.

Departments are not obligated to grant waivers to accommodate a student's required course of study. Students may petition the appropriate department chairperson for a waiver of a prerequisite for a particular course. The university makes every effort to notify students who fail to meet the appropriate prerequisites. The responsibility, however, is the student's and the university has the authority to remove students from courses without notice.

### **Course Load/Overload Policy**

Full time student status is defined as enrollment in 12-16 credit hours. Authorization to carry more than the normal number of credit hours in any one semester is generally given only to students with a 2.7 or higher overall academic record, or to senior students with a cumulative average of 2.0 or higher. In special cases, students may file a petition with Academic Services to have this qualification waived. New students may not register for more than 16 credits until they have completed one semester of study at Bentley.

### **Bentley-Brandeis-Regis Exchange**

Bentley students may enroll in courses at Brandeis University and Regis College through a cross-registration agreement between the institutions. With the advice of an appropriate faculty or the Associate Dean of Academic Services, students may enroll in any Brandeis or Regis course that is not offered at Bentley. Students seeking to enroll in a Brandeis or Regis course must obtain permission from the Brandeis or Regis faculty member teaching the course and receive authorization from the Bentley Associate Dean of Academic Services and the Bentley and exchange university Registrars. For more information, contact the Undergraduate Academic Services at 781.891.2803 or [ga\\_academic\\_services@bentley.edu](mailto:ga_academic_services@bentley.edu).

## Transfer Credit/Advanced Standing Credit (prior college coursework, AP, IB, etc.)

Transfer credit and advanced standing credit is evaluated by the Office of Undergraduate Admission. Students are encouraged to review the policies at [www.bentley.edu/undergraduate/transfer-credit-policies](http://www.bentley.edu/undergraduate/transfer-credit-policies) or <https://www.bentley.edu/undergraduate/apply/first-year-applicant> and to work with the Office of Undergraduate Admission. The following equivalencies outline AP credit commonly awarded:

ADVANCED PLACEMENT (AP) EQUIVALENCIES: with a score of 4 or 5			
Department	AP Exam	Credits	Bentley Equivalent
CIS:	Computer Science A	3	CS 180
Economics:	Economics – Micro	3	EC 111
	Economics – Macro	3	EC 112
	Statistics	3	GB 213
English:	Art Drawing	3	HE 1100 (Humanities Elective)
	History of Art	3	HE 1100 (Humanities Elective)
History:	History – European	3	HI 329
	History – U.S.	3	HI 343
	History – World	3	HI 200
GLS:	Govt. & Politics – U.S.	3	GLS 100
	Govt. & Politics - Comparative	3	GLS 102
	Human Geography	3	GLS 110
Math Science:	Mathematics – Calculus AB	3	MA 131
	Mathematics – Calculus BC	6	MA 131 & MA 139
	Mathematics – AB sub score for BC exam	3	MA 131
Modern Language:	Chinese Language (Score of 4)	3	MLCH 201
	Chinese language (Score of 5)	3	MLCH 202
	French Language (score of 4)	3	MLFR 201
	French Language (score of 5)	3	MLFR 202
	German Language	3	ML 1200
	Italian Language (score of 4)	3	MLIT 201
	Italian Language (score of 5)	3	MLIT 202
	Japanese Language (score of 4)	3	MLJA 201
	Japanese Language (score of 5)	3	MLJA 202
	Latin	3	ML 1400
	Spanish Language (score of 4)	3	MLSP 201
	Spanish Language (score of 5)	3	MLSP 202
	Spanish Literature	3	MLSP 304
NAS:	Biology	4	NASC 1100
	Chemistry	4	NASC 1000
	Environmental Science	4	NASC 1500
	Physics 1	4	NASC 1400
	Physics 2	4	NASC 1400
	Physics C	4	NASC 1400
	Psychology	3	PS 1100
Sociology	Intro. To Sociology	3	SO 132

Please note the following:  
 - AP credit is subject to change. Please contact the Office of Undergraduate Admission with questions.  
 - All official documents for Advanced Credit (AP, IB, TC) must be submitted to Bentley University by October 15, 2019.

Updated: June 2019

Students must submit **official documents** from the issuing institution. The deadline for submitting credentials for evaluation is **October 15, 2019** and **March 15, 2020** for new fall and spring students, respectively. Appeals of transfer credit or advanced standing credit may be directed to Cathy Carlson, Associate Dean of Academic Services (x.2989). See also **“Course Away.”**

## Course Away

**Policy:** Once enrolled at Bentley, students can transfer in (through Course Away) up to 10% of their Bentley program from other institutions. Please note: students must complete a minimum of 60 credits at Bentley to meet graduation requirements. Students are responsible for ensuring they understand and adhere to the Course Away credit maximum.

- Courses must be approved in writing by Undergraduate Academic Services *in advance* of the course being taken.
- **Students take courses elsewhere at their own risk.** Undergraduate Academic Services cannot guarantee that course content is 100% comparable to its Bentley equivalent. Students should exercise care as to whether they think courses taken elsewhere will offer the proper foundation for their subsequent coursework at Bentley.
- Full-time day students are permitted to take courses away **only** during interim periods between semesters (i.e. during Summer and Winter Session). Therefore, course away start and end dates must be within Bentley's intersession period. Please note: Permission to take courses outside of Bentley during Fall or Spring semesters will only be granted for students with extenuating circumstances and for compelling reasons. Requests to take courses during Fall or Spring semesters must be accompanied by an Academic Petition.
  - For seniors intending to graduate in May and who are approved to take courses away in the Spring semester, official transcripts must be received in time to be processed prior to graduation. (Please see the Registrar's Office for deadlines and special instructions.)
- Undergraduate Academic Services reviews courses students wish to take at institutions outside of the U.S., but in their home country. Students taking courses at institutions outside of the U.S., but not in their home country, must submit the request and corresponding course syllabi to the Cronin Office of International Education for review.
- Upper-level business department courses must be taken at an AACSB-accredited college or university. A listing of AACSB-accredited institutions can be found at [www.aacsb.edu](http://www.aacsb.edu). A full course syllabus must be submitted for review.
- Students opting to take a course at another institution must ensure they meet the prerequisites established by that institution.
- Courses must be credit-bearing courses comparable to 3 or more semester credits, and may not duplicate previous coursework. Please note: CEU (Continuing Education Unit) courses are not transferable.
- All courses transfer to Bentley as 3 credits, with the exception of lab sciences which transfer as 4 credits.
- A maximum of 6 total credits may transfer into a major and 3 total credits may transfer into a minor.
- GB courses may not be taken away. In addition, the following courses may not be taken away:

AC 340	CS 360 (CS majors)	COM 210 (IDCC majors)
EC 381 (EC majors)	EC 391 (EF majors)	FI 351 (FI & FA majors)
MK 400 (MK majors/minors; MEMK majors)	MG 240 (MG majors/minors)	MG 345 (MG majors/minors)
- Course Focus Requirements may not be transferred in.
- Course Away approvals apply to undergraduate program requirements only. Students considering graduate study at Bentley should consult their program requirements to assess if classes taken elsewhere meet graduate admission standards.
- A minimum grade of C (2.0) must be earned for the course taken away to be eligible for course away credit. Please note: Only the course away credits (TR) will appear on the Bentley transcript rather than the actual grade.
- To receive credit for approved courses, students must request an official transcript from the outside institution and have it sent to: Bentley University/Office of the Registrar- Rauch 111- Course Away/175 Forest Street/Waltham, MA 02452. Official electronic transcripts should be sent to [registrar@bentley.edu](mailto:registrar@bentley.edu). Transcripts for summer courses away are due by October 15 of the same year; transcripts for winter courses away are due by March 15 of the same year.

## Credit Internship Guidelines

**Student Eligibility** for *for-credit* internships:

- Junior-level or senior-level standing; **see department guidelines** for specific prerequisites
- Minimum GPA of 3.0 (except for Finance which requires 2.7 and IDCC which requires 3.3)
- Approval of departmental internship coordinator **prior to** acceptance of internship

**Tuition: All internships that are approved for credit will be assessed tuition. Internship courses are subject to all tuition refund deadlines as well as the deadline policies for add, drop, and withdrawal.**

**Course requirements** vary by department, but usually include weekly journals, a term paper, and meetings with the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks, to 35 hours per week for Fall, Spring, or Summer sessions. Internships last for one semester or through the entire summer academic session (Sessions I and II) and end when the semester or sessions end(s).

**Maximum credits:** Students may pursue a maximum of two 3-credit internships during their undergraduate program. Internship courses can be repeated with the approval of the department. For instance, with approval, a student can complete MK421 twice, for two different internships. Only one internship (3 credits), however, can be used toward a major field of study.

**Registration:** Students should register for an internship during the registration period and must register no later than the add/drop period of the semester during which the work is done unless otherwise approved by the Internship Coordinator. If you are working during the summer, you must officially register for a summer internship. Not all internships are considered credit-worthy and not all students qualify to pursue an internship for credit. It is important that you meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to you. See the Undergraduate Academic Services website for an up-to-date listing of all **departmental internship coordinators**. Undergraduate Career Services can also provide you with resources to help you find a suitable internship.

### **CDI 102 INTERNSHIP**

For financial reasons, some companies only offer internships if students receive credit. *For students who are not eligible for three academic credit internships and an employer requires credit to complete an internship*, completion of the Career Development Introduction (CDI 101) Seminar may allow students to be eligible to undertake a non-academic one-credit internship (CDI 102 Career Development Internship) managed by Undergraduate Career Services. This is an excellent opportunity to further develop the career skills students have learned. In addition, the internship allows students to explore possible fields of interest before applying for a more specialized, 3-credit internship in their major. **Note: Students are only eligible to take the CDI101 in their first year.**

The CDI 102 course can only be taken once the prerequisite of CDI 101 is satisfied. Working with a designated instructor from Undergraduate Career Services, students can participate in an internship experience while simultaneously completing assignments required by the class. First and second year students are eligible for this course if they have secured an internship where credit is required by an employer. A full syllabus will be issued to enrolled students. Participation in an internship experience is integral to enrollment in this course. **Please Note:** The credit earned for this course, along with the grade, will be reflected on transcripts, however CDI 102 credit(s) are extraneous to graduation requirements.

## ***Academic Advising Model***

First-year students are assigned to a faculty member as their primary academic advisor. The advising relationship continues throughout the first year. Student meet with their first year advisor for:

- Early curriculum planning & course selection
- Help with academic & social adjustment in the first year
- Program of Study exploration
- Preliminary study abroad exploration
- Academic difficulty intervention
- A review of strategies for enhancing academic success
- Referrals to campus resources when appropriate



After the first year, students will be assigned a professional advisor from Undergraduate Academic Services. Student are not required to meet with their advisor, but it is strongly suggested. Student meet with their professional advisor to:

- Identify academic, personal, and professional goals
- Learn about academic requirements
- Discuss course selection & registration
- Create long range plans
- Explore and learn about Programs of Study
- Study abroad planning
- Address academic difficulty and review strategies for success
- Receive appropriate referrals to campus resources

### **Faculty and Professional Advising in Partnership**

- Academic Services strives to support first year advisors in their work with new students. Faculty advisors are trained and provided resources to utilize in their work with students. Advisors in Undergraduate Academic Services are available for consultation and referral, should a student require support in an area of academic policy or procedure beyond a faculty advisor's expertise.
- Faculty advisors are encouraged to maintain lasting connections with their students beyond their first year. Faculty advisors frequently shift to a more mentoring role and students utilize their assigned professional advisor in Undergraduate Academic Services for day-to-day advising needs and academic support.

***Note regarding transfer students: Transfer Seminar instructors will serve as transfer student's academic advisor for their full Bentley tenure.***

## Peer Advisor Program

Each year, Academic Services recruits a select group of upper-class peer advisors. Peers work closely with the professional advisors and are an additional resource for students looking for *general* academic advising assistance. Peers have been extensively trained to provide accurate and friendly service, and have the ability to address a variety of student questions and concerns with objectivity.



*Peer advisor walk-ins are great for:*

- *a discussion about programs of study available at Bentley*
- *help with creating basic study plans and course selection*
- *questions about course pre-requisites and other graduation requirements*
- *assistance interpreting the Degreeworks Audit, Workday Student, and Schedule Planner*
- *referrals to relevant student organizations and other departmental resources*
- *explaining the value and course planning for the Liberal Studies Major, Business Studies Major, and minors*
- *academic advising in relation to studying abroad*

### 2019 – 2020 Peer Advisor Team

<p><b>Natasha Dahood</b> Senior – 2020 Corporate Finance and Accounting Quantitative Perspectives LSM</p>	<p><b>Nikhil Karnane</b> Senior - 2020 Economics-Finance Minors: Computer Information Systems Mathematical Sciences</p>
<p><b>Gabriella Donovan</b> Junior – 2021 BS/MS Corporate Finance and Accounting</p>	<p><b>Andrew Keim</b> Senior - 2020 Professional Sales Minor: Finance</p>
<p><b>Robert Driscoll</b> Senior – 2020 Accountancy</p>	<p><b>Michael Leffingwell</b> Junior – 2021 Actuarial Science Minor: Data Technologies</p>
<p><b>Kyle Mondino</b> Junior - 2021 Management with Entrepreneurship Concentration Global Perspectives LSM</p>	

*Undergraduate Academic Services has walk-in hours daily from 11 am to 3 pm.*

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