

Student Handbook

2021-2022



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Important Laws

TITLE IX OF THE HIGHER EDUCATION AMENDMENTS OF 1972 AS AMENDED BY PUBLIC LAW 93-568

Bentley University provides this notice of its intent to comply with the regulations established to effectuate Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. It is our intention to adhere to the letter and spirit of the law with a policy of nondiscrimination on the basis of sex, gender, gender-identity, and sexual orientation. This policy applies to our education program and activities and extends to employees therein and to admission thereto, unless excepted under subpart C86.15(a). Any complaints concerning Title IX should be brought to the attention of **Liz Humphries, Director, Student Conduct/Title IX Coordinator at 781-891-2161.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

(Buckley Amendment)

According to the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), individual students have the right to review all official educational records, files and data related to them and the right to challenge the accuracy of the contents of such records. Furthermore, the act prohibits colleges and universities from releasing personally identifiable information, other than “directory information,” about students without their written consent, except as allowed by law. For detailed information regarding a student’s rights under this law and the procedures involved in obtaining access to official records, please contact the vice president for student affairs. Unless otherwise requested by the student in writing, Bentley University may release to the public student data considered “directory information.” If a student desires that directory information not be released, it is his or her responsibility to notify the Office of the Registrar in writing. Please note that students do not have the flexibility of choosing to release or not release particular items defined as “directory information.”

VOTER REGISTRATION ACT

(Massachusetts General Laws, Chapter 51, Sect. 42E)

The law requires all public and independent colleges, universities, high schools and vocational schools to make available affidavits of voter registration forms wherever students register for classes. Massachusetts residents will find such forms in the Office of the Registrar, in the Rauch Administration Center. Students who wish to register in another state may not use these forms. Out-of-state students who want to vote in their home state must use either a mail-in form supplied by an election official in the home state or the federal mail-in affidavit of voter registration. The latter may be obtained by writing or calling the **Massachusetts Elections Division, Room 1705, McCormack Building, One Ashburton Place, Boston, MA 02108; 617-727-2828 or 800-462-8683.**

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

Public Law 101-226

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, Bentley University has adopted and implemented programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

MASSACHUSETTS HAZING POLICY

(Massachusetts General Laws, Chapter 269, Sect. 17- 19)

The Massachusetts General Laws state:

Section 17: Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine

of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students.

The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Read more about **HAZING** in the general policies section.

THE MASSACHUSETTS CLEAN INDOOR AIR ACT

(Massachusetts General Laws, Chapter 270, Sect. 22)

The Massachusetts Clean Indoor Air Act (Massachusetts General Laws, Chapter 270, Sect. 22) requires that smoking be prohibited at private colleges within the commonwealth except in areas designated by the university as smoking areas. All indoor smoking is prohibited.*

Please note: Bentley is a smoke-free campus. Please see our **SMOKE-FREE POLICY.*

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Bentley University provides annual statistics concerning criminal offenses reported to campus security authorities or local police agencies, as well as our security policies in the Annual Campus Security and Fire Safety Report.

NON-DISCRIMINATION

Bentley University does not discriminate in admission or access to or treatment or employment in any of its educational programs or activities, including scholarships, loans and athletics, on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Bentley University maintains and supports affirmative action plans for its workplace in compliance with federal law. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation and benefits. Bentley University's policies and practices reflect the university's commitment to nondiscrimination in all areas of employment. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with **George Cangiano, Vice President and Equal Opportunity Officer, at 781-891-2380 or to the Title IX Coordinator, Liz Humphries at 781-891-2161.**

Welcome & Bentley Core Values

FROM THE VICE PRESIDENT OF STUDENT AFFAIRS & DEAN OF STUDENTS

Dear Students:

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace the **BENTLEY CORE VALUES** to guide our conduct. This handbook enumerates, in great detail, how we as a community live out these values on a daily basis. It outlines the resources and opportunities provided to all students as well as the policies and procedures students are expected to follow. I encourage you to use this handbook as a resource during your time at Bentley.

As members of the Bentley community, we all have excellent resources available to us, from outstanding faculty, staff and students, to exceptional facilities and programs. It is important to understand the responsibilities that come with these resources. The handbook outlines responsibilities and expectations for how we treat each other, our facilities and ourselves. Our expectations are exceptionally high, both inside and outside of the classroom. By living out the **BENTLEY CORE VALUES**, your time at Bentley can be safe, secure and successful. The policies and procedures outlined in this handbook have been developed over time with input from all members of the Bentley community, including students.

Please feel free to make comments and suggestions. The Student Government Association and the Graduate Student Association provide students with a great venue to make suggestions and be involved. If you have any questions about the handbook or if I can be of assistance, please contact me at 781-891-2299.

Sincerely,

J. Andrew Shepardson

Vice President of Student Affairs & Dean of Students

THE BENTLEY CORE VALUES

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace these core values to guide our conduct:

CARING

We practice understanding, compassion and kindness. We recognize the whole person and their wellbeing, and we think beyond ourselves and our immediate goals to consider the impact our actions have on other people.

COLLABORATION

We welcome new perspectives as we work with others toward a common goal. We seek out opportunities for partnership and teamwork, readily sharing our knowledge and expertise with others.

DIVERSITY

We are all different and that makes our community stronger. We embrace and seek to understand those with different beliefs, backgrounds and life experiences. We celebrate those differences as opportunities to learn and grow. We protect and affirm the right of all people to be themselves.

HONESTY

We act with honesty and integrity in our academic, personal and professional affairs. We are dedicated to ethical and transparent behavior, and we hold ourselves accountable for our words and actions.

IMPACT

We recognize our potential to make a difference. We use the power of business and innovation to positively impact individuals, organizations and the communities we serve at home and abroad.

LEARNING

We are here to learn and develop. We are passionate about knowledge and want to continue to learn throughout our lives. We are eager and willing to try new experiences and ways of thinking. We appreciate that much of our learning will occur by interacting with others, inside and outside of the classroom.

RESPECT

We treat others as they would like to be treated. We recognize the inherent dignity and worth of all members of our community and strive to better understand and appreciate everyone. We are committed to keeping our community free of vandalism, hate speech, violence, and harassment

THE BENTLEY CORE VALUES IN ACTION

In our community, students, staff and faculty enact the Bentley Core Values in our words and actions daily.

Here are some examples of how you may see the Bentley Core Values in action:

- A student turns down the music they are playing when their roommate comes home and needs a quiet place to study.
- Students promote their growth and citizenship through engaging with Bentley's Center for Service Learning and Civic Engagement, and through other activities like Love Your Melon and Habitat for Humanity.
- Students challenge themselves to take classes that will develop their skills and knowledge rather than classes that seem like an "easy A."
- The Campus Activities Board looks out for their peers by providing food, snacks and water before, during and after their events.
- Student clubs and organizations work to make sure that any member of the community feels welcome and included at their events.
- Students recognize that wherever they are—on or off-campus, during the school year or over breaks—that they are a representative of Bentley University, and act as positive ambassador for our community.
- Students will hold each other accountable to do their best work, and to provide accurate and original work in group projects and presentations.
- A student seeks out a faculty or staff member to help a friend going through a difficult time.
- A student asks for help for themselves when they need, whether academic or otherwise.
- A student wants to better understand the experiences of others, so they participate in opportunities like intergroup dialogue, study abroad, or attending a Bentley Brave event.

Disclaimer

The Bentley University trustees reserve the right to modify or amend curricula, and change or modify aspects of university operations, as well as increase tuition and other charges without notice. Policies and regulations may be amended from time to time by action of the responsible bodies or persons without notice. The information contained in this student handbook was complete and accurate as of August 2021. Changes will be sent directly to students via e-mail. **This handbook is not intended to be a contract between the university and its students.**

PHOTOGRAPHY

Being a Bentley student means being part of a vibrant community in which many activities and events are constantly taking place. In order to capture the spirit of Bentley's students and the many opportunities for involvement present on Bentley's campus, Bentley frequently captures still photographs and video throughout campus and the many other places where Bentley students study, work, and recreate. As a Bentley student you agree that Bentley may capture and use your image in its communications, online or in print.

Specifically, you agree to the following:

I grant Bentley University (a) permission to capture my image in any media, including but not limited to photography, video and/or film, in public, in campus settings, or wherever Bentley University business is taking place and (b) the irrevocable right to use such images in any manner or media for university purposes, including but not limited to publicity and marketing. I hereby unconditionally release Bentley University and its employees and representatives from any and all liabilities, claims, and demands whatsoever, in law or equity, whether known or unknown, which I (or my heirs, assigns and/or representatives) ever had, now have, or in the future may have relating to the uses described herein.

Safety & Security

Members of the University Police are here 24 hours per day, 7 days per week to provide a safe and secure living, learning and working environment for the students, staff, faculty and guests of the university. They are sworn law enforcement officers and are available to assist with any and all safety concerns on campus. Even with full time police on campus, safety and security violations compromise and jeopardize the safety of other members of the campus community. Such violations include, but are not limited to: pulled fire alarms, tampering with fire safety equipment (including smoke detectors), failing to evacuate during a fire alarm and providing false identification. Bentley is not responsible for the loss, theft and/or destruction of student property, including motor vehicles. Therefore, students should have personal property insurance to cover loss of valuables from possible theft, flood and fire. Students should check their or their parents' or guardians' homeowners' insurance policy to see if personal property at the university is covered.

FIRE SAFETY VIOLATIONS

A false alarm is extremely dangerous as it may cause other students to ignore an actual fire. Tampering with fire alarms, extinguishers or other fire equipment is a violation of Massachusetts state law and can endanger the lives of fellow students as equally as setting a fire. Anyone causing a fire, activating an alarm unnecessarily or misusing or disabling any fire equipment may be expelled from Bentley University and may be subject to criminal prosecution. Fire alarms caused by careless cooking and/or dirty ovens are avoidable and therefore violators will be referred to the **CONDUCT SYSTEM**, with penalties ranging up to suspension from university housing.

FIRE ALARMS

In the event of a fire alarm, touch your door with the back of your hand to feel if it is hot and look underneath for any smoke seeping in. If it is safe to evacuate, leave the building immediately by way of the nearest exit. Staff members are not always around to assist with evacuation. Any student who does not leave a building when an alarm sounds is subject to severe disciplinary action up to and including suspension or expulsion.

FIRE DRILLS

Fire drills are conducted to familiarize everyone with the sound of the alarms. Use the emergency exits to evacuate the building safely. These drills are conducted in every building once each semester at various days and times. Remember, failure to evacuate when the alarm sounds is punishable by university disciplinary action (see FIRE ALARMS above). Members of the Residential Center staff and University Police will tour the buildings during a fire drill and report those who do not evacuate.

ID CARDS

ID cards are used for access into all locked buildings on campus, including the residence halls. Each student must have a valid Bentley ID card on his or her person at all times and show this card to university personnel upon request. The Card Office at University Police takes ID pictures and produces photo IDs Monday through Friday from 8:00am to 3:00pm. Students can also pre-order and pay for replacement IDs online at **BCE.BENTLEY.EDU** under the graduate or undergraduate tab by selecting "Request a New Bentley ID." Students can possess only one ID at a time. If a previously lost card is found, it will not work so should be destroyed. During non-business hours University Police staff are available to issue free temporary cards that will allow you building access until the Card Office opens so you can return the temporary card and purchase a new Bentley ID.

There is a \$15 charge to replace lost IDs. Worn out or damaged IDs are replaced without charge when you bring the damaged card with you to get a replacement. University Police maintains records of access granted to all buildings. It is against campus policy to allow someone else to possess or use your ID. This includes transferring IDs to gain access to dining services, the fitness center, or for any other reason.

Health and Safety Inspections

Bentley University staff may conduct health and safety inspections throughout the year. These inspections may be conducted regardless if the students are present or not. For scheduled Health and Safety Inspections, students will be notified beforehand via Bentley email and receive additional information. As stated in the **HOUSING CONTRACT**, Bentley University reserves the right to enter rooms, suites and apartments. Some, but not all, reasons for entry include scheduled and unscheduled maintenance, semester health and safety inspections, and interventions in incidents that are considered (at Bentley's discretion) to necessitate entry.

If violations are found during health and safety inspections, a student may be referred to the student **CONDUCT SYSTEM**. Bentley University staff can confiscate items that present a health or safety concern. These items may not be returned to the student.

Below are links to policies within the handbook of the most common violations during health and safety inspections:

- **DAMAGE** in a residence hall room
- **APPLIANCES/OTHER PROHIBITED ITEMS** found in residence hall room
- **CANDLES** found in residence hall room
- **SCREENS** removed from windows
- Stolen signs or Bentley property (see **PROPERTY**)
- **PETS** except for fish in tanks no larger than 10 gallons
- Possession of **ALCOHOL** for students under the age of 21

In addition, below are common violations and issues found during health and safety inspections:

- Excessive trash, cardboard on walls, and wall decorations (covering a significant amount of space on the wall)
- Covering smoke detector, covering lights, hanging items on ceiling, items on sprinkler heads
- Lofted furniture not approved by Bentley University
- Extension cords

Academic Programs, Policies & Procedures

The **UNIVERSITY CATALOGUE** serves as a student's academic contract with the university. Students should refer to the appropriate catalogue for information on academic programs and clarification of university academic policies.

RETURN TO STUDIES AFTER AN ABSENCE OF FIVE YEARS OR MORE

Undergraduate 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

ACADEMIC PERFORMANCE STANDARDS

The academic performance committee monitors overall academic performance and accumulated failures. For details see the university catalogue: **UNDERGRADUATE/GRADUATE**.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID APPLICANTS

In order to remain eligible for assistance, financial aid applicants must meet standards of academic progress established in accordance with federal regulations. See the university catalogue for further details: **UNDERGRADUATE/GRADUATE**.

Other policies related to financial assistance, scholarships and federal financial aid may be found in the university undergraduate and graduate **CATALOGUES**.

UNDERGRADUATE COURSE AWAY POLICIES

The undergraduate Course Away Policy and forms can be found in the **UNIVERSITY CATALOGUE**.

- Courses must be approved in writing by the Office of Academic Services in advance of the course being taken.
- Full-time day students are permitted to take courses away only during interim periods between semesters (i.e., during summer and winter session).

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.)
- A minimum grade of 2.0 (C) must be earned in order for the course taken away to be eligible for course away credit.

Please Note: Only the course away credits (TR) will appear on your Bentley transcript rather than the actual grade.

- 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 may transfer no more than a total of 6 credits into their major.

- Students may transfer a maximum of 3 credits into a minor.
- Students taking courses at institutions outside of the United States, but in their home country, must have the courses reviewed and approved by Undergraduate Academic Services. Students taking courses at institutions outside of the U.S., but not in their home country, must have the courses approved by the Office of International Education.
- Courses must be credit-bearing courses and may not duplicate previous coursework. *Please Note: CEU (Continuing Education Unit) courses are not transferable.*
- Upper-level business courses must be taken at an AACSB-accredited college or university. For a listing of AACSB-accredited institutions, please see the AACSB website at [AACSB.EDU](https://www.aacsb.edu).
- **Students take courses elsewhere at their own risk.** 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.
- 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.)
- **General Business 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 441 (EF majors)
 - FI 357 (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.
- Students are encouraged to have alternative courses reviewed in the event that the first choice becomes unavailable.
- 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.
- For the Course Away Form to be considered complete, the form must be accompanied by the following:
 - A course description, and
 - A copy of the student's Degree Works Audit

Additional academic policies may be found in the university undergraduate and graduate catalogues:

[UNDERGRADUATE/GRADUATE.](#)

COURSE ATTENDANCE POLICY

For course attendance policy information please refer to the [UNIVERSITY CATALOGUE.](#)

ACADEMIC DIFFICULTIES

If a student is experiencing difficulty in a course, it is the student's responsibility to contact the faculty member for advice and additional instruction. Faculty advisors, as well as representatives from Academic Services, Student Life and the Counseling Center are also available. It is the student's responsibility to seek their aid.

REDUCED COURSE LOAD POLICY FOR INTERNATIONAL STUDENTS

Please note that Bentley students on F-1 or J-1 visas are subject to additional restrictions regarding course load requirements. Contact **CISS** for more information.

Academic Integrity

ACADEMIC INTEGRITY POLICY AND PROCEDURES

Bentley University reserves the right to modify and/or change aspects of the academic integrity policy with or without notice. 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.

Details may be found in the **UNIVERSITY CATALOGUE**. Both undergraduate and graduate students adhere to the same academic integrity policies.

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

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.

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.

Rule of Observers

If a member of the Bentley community believes that they have 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.

Discontinuing Enrollment

WITHDRAWAL FROM THE UNIVERSITY

If a student decides, for whatever reason, that they are permanently unable to continue attending Bentley, the student must officially withdraw from the University. The official withdrawal process is initiated by submitting the online **WITHDRAWAL/TRANSFER FORM**.

Mere absence from classes or exams is not an official withdrawal from Bentley, nor does it reduce financial obligations. The University's tuition refund policy is stated in the **HANDBOOK**. Withdrawals from the University must be done by the last day to withdraw from a single course in the semester. Withdrawal from individual courses is a different procedure; all students process course withdrawals through **WORKDAY** or in person at the Office of the Registrar.

Since withdrawing is a permanent action, if a student who withdraws from the University wishes to return to Bentley, they must reapply through Admissions.

LEAVE OF ABSENCE POLICY

A leave of absence is taken when students plan to pause their studies and resume them at a future date. A student may choose to take a leave for any number of reasons. While not actively engaged in coursework at Bentley, these individuals are considered to have a special student status and must be eligible to continue studies at Bentley upon their return. A student begins the formal leave of absence by submitting the online **LEAVE OF ABSENCE FORM**. Students may request to be placed on leave of absence for a period of up to two years, after which it becomes an administrative withdrawal. While on leave, students may not remain enrolled in any courses at Bentley, participate in extracurricular activities at Bentley, or utilize University resources.

A leave of absence from the University for the current semester must be completed by the last day to withdraw from classes.

Students receiving financial assistance must consult with the Office of Financial Assistance if they plan to discontinue their studies at Bentley. Students on a leave of absence are responsible for reviewing the return from leave of absence policy below to ensure they meet all appropriate deadlines.

International students please note: International students on a leave of absence cannot stay in the United States. Any international students taking a leave of absence must meet with a member of the Center for International Students and Scholars.

Graduate Students please note: Upon admission to the McCallum Graduate School, all graduate students have five years in which to complete their program(s). If a graduate student is considering a leave of absence, Graduate Academic Advising & Engagement should be contacted to discuss the impact of a leave of absence on academic progression and access to University resources.

Graduate students in the Beth Israel Deaconess Medical Center cohorts please refer to your Terms & Conditions in regards to the leave of absence process.

Medical Leave

The University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely in their role as students. In those situations, students should consider requesting a medical leave of absence, which permits students to take a break from University life and their studies, so that they may receive treatment and later return to the University with an enhanced opportunity to achieve their academic and cocurricular goals. A student begins the medical leave of absence process by submitting the online **LEAVE OF ABSENCE FORM** and selecting "Medical Leave of Absence" under "Type of Leave."

While on medical leave, students are encouraged to focus on treatment as recommended for the physical or psychological health concerns that precipitated their leave. Students on a medical leave may not remain enrolled in any courses or extracurricular activities at Bentley. Medical leaves initiated by a student may extend up to two years.

Returning from a Leave of Absence

Students returning from a leave of absence begin the process by submitting the online [RETURN FROM LEAVE FORM](#). Deadlines for submitting the form are outlined on the [CHANGES IN ENROLLMENT STATUS WEBSITE](#)

In addition to submitting the required [RETURN FROM LEAVE FORM](#) by the appropriate deadline, a student who wishes to return to campus after a medical leave must also provide a letter from their treating provider who they have received care from during their medical leave. This letter must be in English on the provider's letterhead, outlining the student's readiness to return to the academic and campus environment. The letter from the treating provider should be received by Student Affairs the Leave of Absence team (LOA@BENTLEY.EDU) at least three weeks before the student's scheduled return to campus. Students on medical leave who wish to return are subject to any conditions or restrictions outlined and agreed to prior to their leave. An opportunity for a conversation with the Associate Director of Student Support Services will be provided to students returning from a medical leave in order to review their return plan as well as individualized resources available to them upon their return.

While not required, students returning from a personal leave may request a re-entry meeting (781-891-2161) in order to help assist them with a successful return to campus.

Please Note: If a student is granted a medical leave after the last day to withdraw from courses, they must take a full semester off before returning to Bentley. The final day to have a medical leave processed for the current semester is Reading Day. Requests for a medical leave made after this deadline will only be considered for the following semester.

REFUNDS

To request a refund please go to BENTLEY.EDU/OFFICES/STUDENT-FINANCIAL-SERVICES.

TUITION

Tuition withdrawal credits are made for full-semester courses, as noted in the academic calendar.

Please Note: Refer to academic calendar for specific refund dates and for courses other than full-semester. In case of withdrawal, scholarships initially credited toward tuition due are subject to the same withdrawal credit percentage as the tuition charge. In other words, there are no cash refunds of scholarships. In the event of disciplinary suspension or expulsion from the university, no refund of tuition charges will be made.

RETURN OF FUNDS POLICY FOR FEDERAL AID RECIPIENTS

A federal regulation specifies how universities must determine the amount of federal financial aid you earn if you withdraw from the university. The law requires that when you withdraw, the amount of federal aid that you have earned up to that point is determined by a specific formula. If you received (or had applied to your account) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. The amount of assistance that you have earned is determined by the percentage of the semester completed. For example, if you completed 30 percent of the semester, you earned 30 percent of the federal aid you were originally scheduled to receive.

Once you have completed more than 60 percent of the semester, you are considered to have earned all of your federal assistance. If you received excess funds that must be returned, Bentley must return a portion of the excess equal to the lesser of your qualifying institutional charges for the term multiplied by the unearned percentage of your funds or the entire amount of the excess funds.

If Bentley must return part of your financial aid and the removal of those funds from your account creates a balance due, you will be billed for this balance. If the university is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50 percent of the grant assistance that you receive that it is your responsibility to repay. Any amount that you do have to return is a grant overpayment and you must make arrangements with the Department of

Education to return the funds.

Example: A student has tuition charges of \$10,480 and no room or board charges for the fall semester. The student pays \$7,813 toward the bill and the rest is covered by a federal Stafford loan for \$2,667. The student withdraws from the university after completing 40 percent of the semester. The student is considered to have earned 40 percent of the aid received or \$1,066. The remaining 60 percent or \$1,601, must be paid.

Withdrawal Percent of Tuition Charges to be Refunded Student Drops Below Full Time in Credits	
Date of registration through the drop/add period	100%
First full week of semester	100%
Second full week of semester	60%
Fourth full week of semester	40%
Fifth full week of semester	20%
After fifth week	No refund returned

Bentley will return \$1,601 of the loan from the student's account to the lender. This leaves an unpaid balance of \$1,601 on the student's account. The student will be billed by the university for this amount and is responsible for paying because not all of the aid used to pay the initial bill was considered to have been earned by the student.

For information regarding Room and Board refunds, see the [HOUSING POLICY SECTION](#).

STUDENT FINANCIAL SERVICES BILLING AND COLLECTION POLICY

Student Financial Services is responsible for billing and collecting fees for tuition, housing, meal plans, health insurance, computers, parking violations and any other applicable charges.

Our goal is to work with students and parents to resolve outstanding balances. We understand that students and their families may experience financial difficulties and it is important for those types of issues to be communicated to our office at an early stage. Bentley University offers payment plans to assist with the budgeting of the cost of education.

However, those plans are only available to students prior to the due date of their bill.

We URGE students and/or parents to contact our office prior to the due date of the bill to discuss any financial concerns that they may have. The earlier the issue is discussed the more tools we have to assist students in resolving the situation.

Bentley University recognizes that employers may pay some costs on behalf of students/employees. These agreements are made between the student and their employer and are not contractual agreements with the University.

We do not bill companies/employers for student tuition. Students are expected to pay the balance due at the time of registration or by the due date for the semester.

- Bentley University does not accept foreign checks under \$250.
- Bentley University does not accept foreign currency traveler's checks.
- It is the student's responsibility to update Bentley University of address changes.

Each semester, all students are required to agree to the "Terms and Conditions of Payment Obligation" form prior to the start of classes.

If the balance is not resolved by the due date, a financial hold will be placed on the account. This financial hold will prevent students from registering for classes, changing their course schedule, participating in senior week activities, the graduation ceremony and from obtaining diplomas and/or transcripts. If applicable, the student may also be required to move out of housing.

Also, accounts with unresolved balances are subject to late payment fees of \$100.00 each.

If a balance remains unpaid the account will be assigned to the Bentley University Collection Department. If an acceptable payment arrangement cannot be reached, the account will be assigned to a collection agency. There are several consequences that accompany that action:

- The account will be reported in a default/collection agency status to the credit bureau. This may prevent the student from obtaining credit in the future.
- The student will be assessed collection fees between 25% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley University.
- Any future classes that the student plans on taking at Bentley University must be prepaid (in full) via certified funds.

Please note, students that default on their Bentley University Perkins loan are subject to the following consequences:

- The loan will be reported in a default/collection agency status to the credit bureau. This may prevent the student from obtaining credit in the future.
- The student will be assessed collection fees between 25% and 50% and possible legal fees in addition to the outstanding balance owed to Bentley University.
- The student will not be eligible to obtain any title IV aid at any institution.
- The student is not eligible to receive a transcript from Bentley University and/or return to the University until the debt is resolved in full.
- Also, the loan could be assigned to the US Department of Education and subject to additional collection consequences such as: additional collection fees, wage garnishment, withholding of federal income tax refunds and litigation by the US Department of Justice.

Bentley Care Team

The purpose of the Bentley Care Team is to promote safety and wellbeing for the University community. This multidisciplinary team accomplishes this by assessing and responding to non-urgent reports of concerning student behavior.

When someone shares a concern with the Care Team, this report could be what helps get the student connected to the campus resources they need or provide the team with additional information about the student to help the team more appropriately reach out.

Community members who are concerned about a student are encouraged to talk with the student whenever feasible and then make a referral to an appropriate resource if necessary. Any direct conversation with a student can be supplemented by a referral to the Care Team and/or any resource on campus.

In cases of emergency, reporters must contact University Police (781-891-3131) for on-campus emergencies or 911 for off-campus emergencies FIRST if the person of concern poses an immediate threat to self or others or if the individual experiences a medical emergency. The Care Team plays a secondary role to all emergency circumstances and should be contacted only after initial emergency notifications are made.

To submit a Care report online, visit: WWW.BENTLEY.EDU/BENTLEY-CARES

RETURN FROM HOSPITALIZATION/INTENSIVE OUTPATIENT TREATMENT PROGRAM (IOP)

Students who are unable to attend class as result of a hospitalization or stay at a treatment facility, intensive outpatient program, or rehabilitation center and do not wish to take a medical leave of absence must demonstrate their readiness to return. The return process is designed to ensure that the student can safely function in an independent University environment and is sufficiently autonomous to manage academic, social, and work responsibilities. To help students be successful and feel supported, Bentley has outlined the following process which includes but is not limited to:

The student or their treating provider must first contact the Associate Director of Student Support Services (781.216.7115) to indicate their desire to return following a hospitalization or treatment program.

Then, the student's treating provider must complete and sign the University's Return from Hospitalization or Treatment Program form indicating that the student is ready to resume academic and social responsibilities of campus life. This form must be sent directly, via email or fax, from the student's treating provider to the Associate Director, Student Support Services & Case Manager prior to the student's return to allow time to review the form and consult with various campus offices regarding the student's academic standing.

After the completed form is received, the student will meet with the Associate Director of Student Support Services upon their return to campus. The purpose of this meeting is to determine whether the student will be permitted to return to the residence halls and/or coursework; any conditions that may be imposed as part of a return; whether the student will need to take a medical leave; or whether more information is needed, and to ensure the student is connected with appropriate resources on or off campus. A student cannot be discharged directly to Bentley University or return to campus until the student's treating provider has submitted the Return from Hospitalization or Treatment Program form and the student has a meeting with the Associate Director, Student Support Services & Case Manager.

Disability Services

Bentley University, in accordance with the Americans with Disabilities Act (ADA), is committed to offering an accessible, equitable and inclusive learning environment for all students with disabilities. Disability Services provides reasonable accommodations and services that promote individual growth and self-advocacy. Through collaboration and innovative programming, the staff strives to inform and educate all members of the Bentley community and promote diversity that respects and appreciates disability.

The office works closely with undergraduate and graduate students with various types of:

- Learning disabilities
- Attention Deficit/Hyperactivity Disorder
- Mobility, visual and hearing impairments
- Medical conditions
- Psychiatric/psychological disabilities

The major components of these services include:

- Academic, residential and meal accommodations
- Assistance with accessibility issues
- Organization, time management, and study skills strategies

Individual advising and support services are tailored to each student's individual needs, and students are invited to take advantage of these services. In turn, staff will listen, guide and educate students on the full range of the accommodations and services available. Staff will also help evaluate students' strengths and weaknesses, thereby enabling them to make wise choices on an independent basis.

To register with Disability Services, students must submit a copy of their current documentation completed by a medical professional to both Stephanie Brodeur (SBRODEUR@BENTLEY.EDU) and Steph Bohler (SBOHLER@BENTLEY.EDU). The documentation must include a comprehensive assessment and should include recommendations for treatment.

For further information, visit [DISABILITY SERVICES ONLINE](#).

DISABILITY SERVICES

175 Forest Street
Jennison 336
Waltham, MA 02452
781-891-2004

Food Allergy Policy

Bentley University, in accordance with the Americans with Disabilities Act (ADA), believes that students with food allergies should reasonably and equally enjoy the university's food services and meal plans. Students who choose to live in a university residence hall or suite style accommodation are required to purchase a university meal plan. Students housed in those types of settings who have food allergies or other dietary restrictions, may request reasonable accommodations. Requests for such accommodations are made through the Residential Center and reviewed by the Housing & Meal Plan Medical Accommodation Committee.

Religious Accommodations

Halal and Kosher food items are offered by Bentley Dining. See website: [HTTPS://BENTLEY.SODEXOMYWAY.COM/EXPLORE/NUTRITION](https://bentley.sodexomyway.com/explore/nutrition)

Health Center

HEALTH INSURANCE

The Massachusetts Universal Health Care Act mandates that all students enrolled three-quarter time to full-time in a degree-granting program at all colleges and universities in Massachusetts participate in a qualifying health insurance program. The determination of full-time and part-time status is made at the end of the drop-add process. Students who are enrolled less than three-quarter time are not eligible for student health insurance. Therefore, all students enrolled three quarter time to full-time (both undergraduate and graduate, day and evening) will automatically be billed for student health insurance. That means nine or more credits for undergraduate students and 6.75 or more credits for graduate students.

Students who have comparable coverage (through themselves, parents or a family member) are not required to enroll in the student health insurance plan offered through Bentley but must complete a waiver form **ONLINE** every year they are enrolled. The online waiver must be received by August 2 for undergraduate students and September 7 for graduate students for fall enrollments. Spring enrollment dates will be shared closer to the spring semester. The fee for student health insurance will remain on your bill and you will be obligated to pay the amount in full unless a completed online waiver form is filled out.

Please Note: All international students and other non-U.S. residents are required to purchase the student health insurance plan offered by Bentley University and will automatically be enrolled in the plan. You do not need to take any action. If you have Embassy sponsored insurance, you may be eligible to waive the plan.

Please contact Student Financial Services at 781-891-2162 to discuss this option. If you are covered by a Massachusetts based Employer-Sponsored Insurance plan, please contact University Health Plans at 800.437.6448 to see if you qualify for an exception to this requirement.

Billing questions should be addressed to Student Financial Services at 781-891-2162. The student health insurance program is administered by University Health Plans. You can go to **WWW.UNIVERSITYHEALTHPLANS.COM** to learn more about the Bentley University student health plan including information about coverage, cost and benefits.

COVID-19 VACCINATION REQUIREMENTS

All undergraduate and graduate students are required to upload proof of completed COVID-19 vaccination to the Bentley Health Portal by August 1.

Students may file for a medical or religious exemption but must also do so by August 1. A medical exemption must include contraindication documentation from your health care provider and a religious exemption must be declared in writing following the same process used to seek exemption from new student vaccination requirements upon initial entry to the university. Graduate students in fully remote programs who never come to campus are also exempt from the requirement.

A detailed list of COVID-19 vaccine FAQs can be found on **[BACK TO BENTLEY](#)**. Individuals with approved exemptions will be required to continue to wear face coverings, maintain physical distance and enroll in the weekly screening testing program. Those who do not abide by these guidelines will be subject to the conduct system.

Religious Accommodations

BENTLEY POLICY ON RELIGIOUS OBSERVANCES

Bentley University is committed to supporting a diverse and inclusive campus culture. We recognize the diversity of religious traditions represented in the campus community, and affirm the rights of students to receive reasonable accommodations when their sincerely held religious observances conflict with an academic requirement, except when such an accommodation would create an undue hardship. We offer reasonable religious accommodations in accordance with Massachusetts state law and Bentley core values.

Massachusetts General Laws, Chapter 151C, Section 2B states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

The following are guidelines for students and faculty to follow in order to arrive at an agreed upon accommodation:

For students:

If a student anticipates being unable to attend class, take an exam, or turn in an assignment because of a religious observance, they are strongly encouraged to discuss their needs with their professors at the outset of the semester, but not less than two weeks before the day of the religious observance in order to ensure that the faculty member and the student can adequately determine an appropriate accommodation. Students are expected to work with the faculty member to identify an accommodation that satisfies the specific need of the student while maintaining the necessary academic requirements. In general, reasonable religious observance accommodations will be made for the day of the religious observance but not for any days preceding or succeeding it.

For faculty:

Faculty are expected to respect the religious traditions of their students and make reasonable accommodations when academic requirements conflict with a student's sincerely held religious beliefs or practices, unless when such accommodations would cause undue hardship. Faculty should not expect the student to disclose their religious affiliation in order to receive a religious accommodation. Faculty are expected to work with the student to identify an accommodation that meets the student's needs and those of the class and that maintains equity for all students in the class. A day missed under this accommodation cannot be counted against the attendance policy.

For students and faculty:

Academic Services is a resource to students and faculty when determining reasonable accommodations for religious observances. Students and faculty can reach out to Academic Services at any time with questions regarding how to agree upon a reasonable accommodation. A student is encouraged to work with their professors directly, but they may also choose to work solely with Academic Services, who will then liaise with their professor. Once an accommodation is agreed upon, that agreement should be documented in writing; an email between the student and professor can serve as such documentation.

RESIDENTIAL CENTER MEDICAL & RELIGIOUS ACCOMMODATION PROCESS INFORMATION:

For more information about this process: [HTTPS://WWW.BENTLEY.EDU/UNIVERSITY-LIFE/HOUSING-DINING/UNIVERSITY-HOUSING-SELECTION](https://www.bentley.edu/university-life/housing-dining/university-housing-selection)

Bentley University recognizes that we will need to make particular accommodations for students who have an existing medical diagnosis (with documentation from a specialist) and/or religious needs (with documentation from their clergy).

The petition process for a Housing & Meal Plan Accommodation is a pre-selection process, with all approved applicants securing an appropriate assignment before their respective Housing Selection Process begins. Each applicant must complete the following steps to petition for a housing and/or meal plan accommodation:

1. Carefully read the guidelines for a housing and meal plan accommodation and **COMPLETE THE PETITION** as thoroughly as possible.
2. Submit a typed letter or statement (from the applicant) detailing either:
 - Your current medical diagnosis, identifying the specific style of housing your diagnosis requires and explaining why your diagnosis requires such an accommodation.
 - Your current religious/faith practice, identifying the specific style of housing your practice requires and explaining why your practice requires such an accommodation)
3. Submit supporting documentation in a detailed typed-letter, on letterhead, with a hand signature and date:
 - If petition for a medical reason, your medical specialist will need to submit supporting documentation, detailing:
 - Your official diagnosis,
 - History of the diagnosis (including how long you've been treated by the specialist),
 - The impact (how it affects you),
 - Treatment plan,
 - Their recommendation (including the style of housing needed to support this diagnosis and why your diagnosis requires such an accommodation).
 - If petition is for religious consideration, your clergyperson will need to submit supporting documentation, detailing
 - Your religion/faith identity,
 - History of their relationship with you,
 - How your request aligns with your religion/faith practice,
 - Their recommendation (including the style of housing needed to support your request).
4. If you have questions, call 781-891-2148 or email housing@bentley.edu

All petitions must be submitted by the appropriate deadline. You may submit your petition via email to **HOUSING@BENTLEY.EDU**, to the Residential Center (3rd Floor of the Student Center) or by fax to 781-891-2505.

If your petition is accepted by the committee, you will receive a housing offer, as well as additional instructions that must be completed to finalize the process. If documentation is received after this date, the Residential Center will consider it, but cannot guarantee that an appropriate accommodation will be available.

Bias Incident Response Team

Bias Incident Response Team (BIRT) is responsible for responding to reported bias incidents affecting students, faculty or staff. Additionally, in working closely with appropriate administrators, students, faculty, committees, organizations and offices, BIRT plays an educational role in both fostering an inclusive campus climate and supporting targeted individuals when bias and/or hate incidents occur. The team has broad membership in order to support and affirm Bentley's educational mission and to support our vision to create an institution in which people do not experience barriers because of aspects of their identity.

Reporting Process

Reporting may come from a variety of sources on campus including students, faculty, staff or guests. The process is explained below:

1. Incident occurs
2. Incident is reported and BIRT is notified
3. BIRT reviews and discusses incident
4. Immediate steps are identified and long term plan is applied
5. Incident and response are recorded

Making a Report

Incidents that are not in need of immediate attention or are believed to risk the health or safety of the individuals have four options:

1. Use the online **BIAS RESPONSE FORM**: The online system will ask for identification, a description of the incident and other relevant information.
2. Report the incident to a Resident Assistant or Professional Staff member in the Residential Center. Reports made after hours will be handled by Residential Center staff as an immediate response (following Residential Center Bias Incident Protocol, the incident will then be referred on to the Bias Incident Response Team for further review).
3. If there is any evidence or concern that that the incident was a violation of the university's Title IX policies, students may report the incident directly to the University's Title IX Coordinator.
4. Any evidence or concern that the incident was a violation of Federal or State law, the incident will be forwarded on to University Police.
5. Use the **BENTLEY CARES REPORTING FORM**: The CARE Team will forward any relevant incidents on to BIRT.

After a Report is Submitted

The chair of the BIRT will review any reports received and determine next steps. Determination of the following will be made accounting for:

1. is there evidence of a bias incident
2. the incident a violation of the university Title IX policy or Federal/State law.
 - If a violation of the Title IX policy has occurred, the incident will be referred to the Title IX Coordinator.
 - If a violation of Federal/State law has occurred, the incident will be referred to University Police.
 - If a bias incident is evident the report will be referred to the Bias Incident Response Team for further evaluation, members of the ad hoc team may be included to provide feedback and ideas.

- If there is evidence of violation of university policy, the incident will be referred to Student Conduct.
- If there is evidence of criminal activity the report will be referred to University Police.
- If there is no immediate evidence of bias in the report, a member of the Bias Incident Response Team will meet with the reporting party to follow up.

Reporting Party Next Steps

A member(s) of the Bias Incident Response Team will reach out to the reporting party to set up a meeting regarding the incident. During this meeting the following points will be covered:

1. Reviewing the information in the report
2. Addressing the immediate issues
3. Discussing next steps and possible options. Next steps are based on what is known (is the responding party known? How the reporting party would like to respond? What are the needs of the community?). The University does not limit the time frame to report any incident.
 - Student Conduct Process
 - Mediation
 - Educational opportunities
 - Whether moving forward or not, the incident will be recorded in Bentley's Hate Crime or bias incident data
 - Human Resources—Faculty/Staff Grievance Policy if the incident involves a faculty/staff and student.
 - No action, just a report
 - If the incident rises to the level of significant community impact, the University may move forward with an investigation with or without the consent of the reporting party.

What is the scope of BIRT?

The BIRT has no authority to discipline any student or member of the faculty or staff. Bias incidents that violate Bentley University policy or Massachusetts State Law will be referred to and addressed through the University's student conduct process and/or the criminal courts. Bias incidents that violate the standards outlined in Bentley's Employment Policies and Practices will be referred to Human Resources. Bias incidents that violate neither the law nor University policy will be addressed by an educational response that may include conflict resolution, coordinated by BIRT.

How does BIRT affect free speech and academic freedom?

The Bias Incident Response Protocol shall be interpreted and implemented in a manner consistent with Bentley's commitment to academic freedom and freedom of expression.

Hate speech and actions are not tolerated by the university and are contrary to the university's policies of harassment based on bigotry or bias. The expression of an idea or point of view some may find offensive or charged is not necessarily a bias-related incident. Bentley values freedom of expression and the open exchange of ideas. The expression of controversial ideas and differing views is a vital part of campus discourse. While this value of openness protects controversial ideas, it does not protect harassment or expressions of bias or hate aimed at individuals or groups that violate University policies.

What is a bias incident?

A bias incident is characterized as a behavior or act—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age. Behavior reflecting bias may constitute a violation of Bentley University policy. Examples of

what may constitute a bias incident include, but are not limited to:

- Threatening phone calls, mail/email, social media
- Jokes based on stereotypes
- Excluding or barring participation from university-sponsored clubs or events, based on one's perceived identity
- Using a racial, ethnic, homophobic, gender-based or other slur to identify someone
- Graffiti or other vandalism
- Harassment based on identity
- Physical assault

Massachusetts State Law: Hate Crimes

Acts constituting hate crimes, as defined by Massachusetts General Laws Chapter 22C, Section 32, include “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation or coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.”

Chapter 265 Crimes Against the Person—Section 39 states in relevant part that it is illegal to commit a crime against one’s person or property with the intent to intimidate such person because of such person’s race, color, religion, national origin, sexual orientation, or disability.

What is Bentley’s non-discrimination policy?

Bentley University does not discriminate in admission or access to or treatment or employment in any of its educational programs or activities, including scholarships, loans and athletics, on the basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status. Bentley University maintains and supports affirmative action plans for its workplace in compliance with federal law. Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation and benefits. Bentley University’s policies and practices reflect the university’s commitment to nondiscrimination in all areas of employment. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and Revenue Procedure 75-50 prohibiting such discrimination.

What is BIRT’s function and authority?

The BIRT has three primary responsibilities:

1. Evaluate and respond to immediate needs of the reporting party
2. Act as a referral resource, directing reporters to appropriate campus units for further action
3. Assist in and consult on the development of community level response to the incident (Residence Hall emails, University emails, Educational sanctioning)

Who is on the team?

The BIRT is composed of representatives from various departments at Bentley University. The team reviews and responds to reported bias-related incidents in an educational and non-confrontational manner.

The team is comprised of two levels: a core team and ad hoc team. the team is comprised of individuals across campus whose job responsibilities are connected to one or all of the following: incident/behavioral response and protected groups in reference to the Bentley University non-discrimination statement (listed above), making them a logical point of contact for informal reporting.

Core Team

The Core team consists of staff members who will evaluate incoming reports from students, faculty, and/or staff and provide guidance on next steps. Guidance will be based on the type of incident and will include additional conversations with a member(s) of the ad hoc team based on the nature of the incident presented.

- **MATT BANKS**, Chair, Office of Diversity and Inclusion
- **ERICA ARKIN**, Faculty, English and Media Studies
- **NIA DEYOUNGE**, Center for International Students and Scholars
- **KATIE LAMPLEY**, Office of Diversity and Inclusion
- **KENDRA MANNING**, Human Resources
- **MICHAEL MCCORVEY**, Multicultural Center
- **KIANA PIERRE-LOUIS**, Faculty, Law, Taxation and Financial Planning
- **JUSTIN WOODARD**, Residential Center

Ad hoc Team

The ad hoc team consists of members from across the university whose functional areas include protected groups on campus. These team members will be included in ongoing and consistent conversations on the overall campus climate. Members will also be present for specific follow up based on the nature of the incident present.

Rights Regarding Educational Records Bentley University Policy

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.7, for the university's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, also known as FERPA. This policy is also guided by the laws in the Commonwealth of Massachusetts concerning privacy. The university has established strong policy guidelines that support its adherence to the FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below.

Please Note: Students and their legal guardians receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year.

ACCESS/AMENDMENT TO EDUCATIONAL RECORDS

Students and eligible parents have the right to access the student's educational records upon written request to the Office of Student Conduct. An exception to this policy is made for requests from students or others for transcripts and degree information which may be made directly to the Office of the Registrar. Requests for disclosure of educational records may be made by electronic signature when available. Each department/division of the university will determine if it will assess fees for copies of an educational record or transmission of an educational record to another party. All requests for changes to a student's educational record must be made in writing to the vice president for student affairs.

LOCATION OF EDUCATIONAL RECORDS

Educational records may be kept by the registrar; each committee, board and department of the university; and by faculty and staff of the university in paper or electronic form.

DIRECTORY INFORMATION

Unless otherwise requested by the student, Bentley (Information Desk, Registrar's Office, Dean's' office, etc.) may release to the public student data considered "directory information." If a student desires that directory information not be released, it is his or her responsibility to notify the Registrar's Office in writing.

Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information. Bentley will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. The university may use all directory information for operations of student organizations or university-sponsored functions.

Directory information, as defined by the Family Educational Rights and Privacy Act, includes the following information relating to a student: name, address, e-mail address, photograph, telephone number, date and place of birth, class, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received and the most recent previous educational agency or institution attended.

DISCLOSURE WITHOUT CONSENT-STATUTORY EXCEPTIONS

The statute provides that under a number of circumstances, the university will disclose educational record information to other persons/entities without seeking prior consent or notice to a student or eligible parent. Such examples include

but are not limited to: certain subpoenas and court order; accrediting organizations; requests in connection with a student's application for financial aid; certain requests from federal, state or local authorities; and disclosure to other "university officials" who "have legitimate educational interests" in the information and records. "University officials" include the officers and directors of the university; all members of the administration, faculty and staff; persons serving on conduct, promotion and academic boards and committees; and any professional providing assistance to the university (such as lawyers, accountants, law enforcement personnel and medical personnel).

The university has determined that there are certain persons who have the right to review a student's educational records and personally identifiable information in every case: officers of the university, provost and the deans. Other university personnel will have access to educational records and personally identifiable information in circumstances where the Dean of Student Affairs or his or her designee, concludes based upon the information available to him or her at the time of the decision, that the disclosure of the records and/or information will assist the university in making decisions concerning a student's academic status or standing at the university or the health, safety or well-being of a student or other members of the university community. The Dean of Student Affairs or his or her designee reserves the right to contact parents of a dependent student when it has been determined that the student's success is at risk.

COMPLAINT PROCEDURE

Students have the right to file a complaint concerning any alleged failure on the part of Bentley to comply with the Family Educational Rights and Privacy Act with the:

FAMILY POLICY COMPLIANCE OFFICE U.S. DEPARTMENT OF EDUCATION

400 Maryland Avenue, SW
Washington, D.C. 20202

Phone: 1-800-USA-LEARN (1-800-872-5327)

DRUG AND ALCOHOL VIOLATIONS

The university may inform parents or legal guardians of the student's violation of federal, state and local laws and university rules and regulations concerning drug and alcohol use and possession.

HEALTH AND SAFETY EMERGENCIES

The university may disclose educational records and personally identifiable information to members of the university community, professionals assisting with the university, law enforcement personnel and others when it determines, based upon the information available at the time, that there is an articulable and significant threat to the health and safety of a student or others and that the disclosure will aid the university in addressing the health and safety threat or emergency.

RESULTS OF DISCIPLINARY PROCEEDINGS

The university informs victims of any crime of violence or non-consensual sexual misconduct of the final results of a disciplinary proceeding and the action taken against the perpetrator student when the proceeding finds a violation.

CULTURAL DIVERSITY

Bentley is committed to offering a quality education to individuals of all identities. Preparing students to function in an international business environment necessitates providing a culturally diverse educational environment. A diverse student population enriches each student's educational experience, offering the opportunity to interact with students of different races, cultures, religions, sexual orientation, gender identities/expressions, states and countries.

RESPONSIBILITIES

Attendance at Bentley bears with it responsibilities not only to obey the laws of the Commonwealth, including those that may differ from the laws in a student's home state and applicable federal laws, but also to adhere to the rules of the university, to the standards of the community and to respect the rights of others. If a student's actions on or off campus should result in a violation of Massachusetts law or federal law, he or she may incur penalties as prescribed by civil authorities. While university authority will not be used to duplicate the function of the civil and/or criminal courts, its conduct process may be invoked independently of the courts. Students are responsible for their own behavior. Should a student's behavior be found unacceptable by the **CONDUCT SYSTEM** on campus, he or she may be warned or sanctioned according to the nature of the violation, up to and including expulsion from the university.

JURY DUTY

Any person who has resided in Massachusetts for more than 50 percent of the year (even if they aren't a permanent resident) is eligible to serve jury duty. Those chosen for jury duty are selected randomly by a computer from population lists of each city and town in Massachusetts obtained through a census. The court provides a detailed information booklet on qualification and permitted exceptions and a number to call if you have any questions.

Code of Conduct

STUDENT RIGHTS AND RESPONSIBILITIES

At Bentley, a student is considered to be anyone who is currently enrolled in undergraduate or graduate coursework at Bentley, whether it be full or part time, remote, or in person.

Bentley adheres to the following basic values:

- A respect for the rights of each person
- A commitment to treat each person as an individual
- An acceptance and appreciation of the cultural differences among individuals
- A respect for the worth and dignity of each person
- A belief that education and experience provide the potential for continuous growth
- A commitment to approaching student interaction as an opportunity for education

Bentley students have a responsibility to behave in ways that promote the safety of all individuals within the university community. Questions regarding rights, and responsibilities should be directed to the Dean of Student Affairs.

Rights

Rights of freedom of speech, freedom of association, freedom of thought and freedom of privacy as a Bentley student are coextensive with the rights of any other citizen except where otherwise indicated. However, there are certain responsibilities that are “assumed” by each student as a member of the Bentley community. It is impossible to list every right and responsibility. Some of the more important ones are as follows:

- Freedom of Association
- Freedom of Petition
- Freedom of Speech
- Freedom of Assembly
- Freedom of Protest

■ RIGHTS REGARDING EDUCATIONAL RECORDS

- Cultural Diversity **BIRT, BENTLEY CORE VALUES, CONDUCT SYSTEM**

Free Expression and Assembly Policies

These policies have been developed to cultivate a campus environment that embraces free speech, diverse thoughts and opinions and the development of new perspectives. Freedom of expression is understood by the University as the right to express one’s ideas and opinions freely through speech, writing, and other forms of communication but without deliberately causing harm to others’ character and/or reputation by false or misleading statement. We encourage you to read through these policies to learn about your rights and responsibilities regarding free expression and assembly. If you have question, or are seeking support in finding your voice or planning a campus event, you are encouraged to reach out to the following campus offices as starting place:

- Student Programs & Engagement
- The Multicultural Center
- The Center for International Students and Scholars
- The Spiritual Life Center
- Office of Student Conduct
- The Residential Center

Free Speech

Bentley University supports every individual's right to freedom of expression consistent within the context (e.g. the classroom, public spaces, residence hall rooms) in which the expression is made. Bentley also recognizes the importance of fostering a culture of inclusivity and civility that is a cornerstone for the accomplishment of its educational goals.

Visual and/or aural demonstrations, depictions, or conduct that may be offensive to an individual will not be restricted within the classroom when there is a legitimate pedagogical context. Legitimate pedagogical context occurs when the material has an appropriate connection to course subject matter. Similarly, campus discourse on topics of political, artistic or social issues that are conducted consistent with the nature of the forum and reasonable institutional limitations (registration to use space, time, and place and manner regulations) that are clear and unambiguous will be supported.

We acknowledge that speech and expression is not free from consequence. Expression that is severe, persistent, or objectively offensive, that is directed toward an individual or based upon their protected status (e.g., basis of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military or veteran status.) and has the effect of limiting or denying educational or employment access, benefits or opportunities is not a protected form of speech or expression and can form the basis of a violation of campus policies. Other limitations on free speech include: endangering someone or threatening them; inciting violence; using "fighting words" (words expressing an insult, especially of an ethnic, racial, or sexist nature) directed at an individual or group that directly or indirectly provoke violence; defamation; obscenity; and expression that has a discriminatory effect such that it limits or denies someone's educational or employment access, benefits and/or opportunities. Any instances of such expression can form the basis of a violation of campus policies and will be referred to the student **CONDUCT SYSTEM**.

Hate Speech

Hate speech is any form of expression through which speakers intend to vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color sexual identity, gender identity, ethnicity, disability, or national origin. **RESPECT** is a Bentley Core Value and we are committed to keeping our community free of vandalism, hate speech, violence, and harassment. Hate speech and actions are not tolerated by the university and are contrary to the university's policies of harassment based on bigotry or bias. For additional information visit: **BIAS INCIDENT RESPONSE TEAM, CODE OF CONDUCT**

Guest Speakers Policy

It is the policy of the campus to foster a spirit of free inquiry and to encourage the timely discussion of the broad range of issues that concern our community, provided that the views expressed are stated openly and are subject to respectful critique and dialogue.

An invited presenter, performer or speaker is a person or group invited by, or on behalf of, University academic or administrative units or a recognized student organization to give a speech, lecture, musical or artistic performance, or other live presentation on campus or at a University facility.

Recognized student organizations seeking to bring an invited speaker to campus must follow all policies outlined in the **STUDENT ORGANIZATION GUIDEBOOK**, which outlines the requirements for obtaining funding, receiving event approval (i.e. including space reservation and security needs) from the Cooperative Programming Board and ensuring a safe and orderly event. It must be clear that the student organization, not the University, is extending the invitation and that any views the speaker may express are their own and not those of the University.

Peaceful Protests, Demonstrations, and Organized Marches

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the University supports students and student groups/organizations in expressing their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree. A campus environment that is diverse in all its forms enriches our lives and provides students the broad range of experiences which are so necessary for deep personal

and professional growth and development.

This philosophy is consistent with our **BENTLEY CORE VALUES**, where all voices are treated with respect, civility and inclusion. Interacting daily with people whose backgrounds and beliefs may be different than our own benefits each and every one of us. Such interaction enhances who we are and what we have to offer to one another - inside and outside of the classroom, in the residence halls, across the campus, in our own local communities, and in the workplace. It leads to ethical decision making based in broad, multiple perspectives and prepares us for empathetic and engaged citizenship as members of an ever-evolving and global society.

In order to assure equal opportunity for all, promote civility, adhere to the University's values, and provide a secure, safe environment these events must be approved. Student Groups, per the **STUDENT ORGANIZATION GUIDEBOOK**, must receive approval from the Cooperative Programming Board at **GA_SPE@BENTLEY.EDU**. The staff that chair the Cooperative Programming Board can assist students in reviewing the guidelines the University has established for these events. Individuals seeking to access their rights under this policy must contact staff in **Student Programs & Engagement** and **Office of Student Conduct** who will jointly review these requests and are designated approvers for these requests. At minimum, the following considerations should be made:

- The open areas designated for peaceful protests, speeches, marches, and demonstrations are 1) The Collins Greenspace and 2) Academic Quad. Both spaces are regularly used as gathering areas for campus events and activities and are prominent places in the daily life of the Bentley community.
- Student Programs & Engagement, acting on behalf of the Vice President for Student Affairs, requires that students and student groups/organizations interested in the use of these areas to register with the professional staff of Student Programs & Engagement, located on the third floor of the Student Center.
- Organized marches traveling throughout other areas of campus must be coordinated with University police prior to the event.
- All structures, signs, and litter resulting from the activity must be removed from public areas by the end of the event. All sponsors of events may be subject to costs for cleanup or repair of University property resulting from the participants in the event.
- Failure to adhere to these guidelines will result in a referral to the student **CONDUCT SYSTEM** and may result in an interim removal from campus if the Vice President for Student Affairs, Executive Director of Public Safety (or designee) finds that the speech, march, or demonstration 1) creates significant hazards to the public; 2) includes language or conduct that is so severe, pervasive, and objectively offensive that it denies or limits an individual's ability to work, or participate in, or benefit from, an educational program or activity; or 3) excessively interrupts or interferes with the orderly and peaceful conduct of the University. In the interest of allowing equal time for all points of view, the University may consider other limitations on the time, place, and manner of the speech.

Expectations

In order to ensure that the students and student groups/organizations exercising freedom of expression do not interfere with the operation of the University, or rights of others, the following expectations are required:

1. Events that may obstruct vehicular, pedestrian, or other traffic must be approved in advance by the Executive Director of Public Safety (or designee).
2. Use of sound amplification on campus is regulated and must be approved in advance by the Executive Director of Public Safety (or designee).
3. Events must not result in the obstruction of entrances or exits to buildings.
4. Events must not interfere with educational activities inside or outside of campus buildings.
5. Any form of harassment of passersby or other disruptions of normal activities is prohibited.
6. Events must not obstruct safe access and participation in scheduled University ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of, property owned or operated by Bentley or by students, faculty, staff, or visitors to the University is prohibited. Students or student groups/organizations causing such damage will be referred to the student **CONDUCT SYSTEM**.

8. Students and/or student groups/organizations are required to comply with all applicable state and Federal laws as well as the Student Handbook policies. Students and/or student groups/organizations who do not comply will be referred to the appropriate disciplinary action.
9. A peaceful protest, outdoor speech or demonstration may invite another form of protest. When these occasions arise, the expression of all parties is important. Please note that a separate protest area may be designated by the University for those persons with views that differ from the views held by the event organizers.
10. Exceptions to this policy may be appealed to the Directors of Student Programs & Engagement and Office of Student Conduct.

Alcohol, Marijuana, and Other Drugs: Policies, Resources, and Information

ALCOHOL

Bentley supports the observance of all laws and regulations governing the sale, purchase, serving and consumption of alcoholic beverages by all members of the community and expects that these laws are adhered to at all events associated with the university, both on and off campus. The university does not intend through its policies to restrict responsible use of alcohol by members of the university community who are of legal drinking age in Massachusetts. In general, the following behaviors are prohibited under Bentley's alcohol and other drug policies:

- Driving under the influence of alcohol
- The purchase of alcohol by and for individuals under the legal drinking age
- The procurement of alcohol through illegal means
- Public intoxication
- Being transported to the hospital due to overconsumption of alcohol
- The serving of alcohol to people who are either underage, incapacitated or visibly intoxicated

Use of Alcohol in the Residence Halls

- Residential students may possess alcohol in their room/suite/apartment provided they are of the legal drinking age in the state of Massachusetts.
- Common sources of alcohol such as kegs and beer balls are prohibited from the residence halls. Any keg found on campus or being transported through campus grounds is assumed to have been procured for consumption on campus and the owner(s) and/or student(s) in possession is subject to penalties imposed by Bentley. Students are fined, in addition to other sanctions, on a per-person/per-keg basis.
- Containers of alcohol (either empty or full) found on campus or being transported through campus grounds are assumed to have been procured for consumption on campus and the owner(s) and/or student(s) in possession is subject to penalties imposed by Bentley.

Penalties for Violations of Alcohol Regulations through Bentley's Conduct System

Student penalties for violating campus alcohol policies are levied on a per-person basis. Students whose use of alcohol results in harm or the threat of harm to themselves, others, or to property, regardless of the location of the incident, may face disciplinary action up to and including expulsion. Commonly imposed for alcohol policy violations include but are not limited to the following. Descriptions of these sanctions can be found in the handbook.

- Written warnings
- Probations
- Monetary fines
- Parental notification
- Educational program referrals including the Electronic Check up to Go, AlcoholEdu for Sanctions and BASICS programs

- Medical administrative follow up for students who are hospitalized for acute toxicity or related injury
- Community based projects
- Suspension or expulsion from housing or the university

All community members are subject to Massachusetts Laws regarding alcohol use. Students who are in violation of Massachusetts laws regarding the use of alcohol also may be subject to action through the **BENTLEY STUDENT CONDUCT SYSTEM**. Information about the following are applicable Massachusetts laws and sanctions:

Penalties for Violations of Alcohol Regulations in Massachusetts

State Law Prohibits:	Sanctions for Violations
Driving under the influence of alcohol or other drugs	<p>1st offense fine of \$500-\$5,000 and/ or imprisonment for up to 2.5 years</p> <p>2nd offense fine ranging from \$600-\$10,000 and imprisonment for 60 days to 2.5 years</p> <p>3rd offense fine ranging from \$1,000 to \$15,000 and imprisonment for 2.5 to 5 years</p> <p>Individuals under the age of 21 whose blood alcohol content is .02 or greater or who refuse to consent to a blood alcohol analysis, shall also lose their license for 180 days.</p>
Provision of alcohol to minors	Up to \$2,000 fine and or imprisonment up to 1 year
Underage purchase or attempt to purchase alcohol	\$300 fine and license suspension for 180 days
False identification possession and use to procure alcohol	\$200 fine and or imprisonment up to 3 months
Underage possession of alcohol	\$50-\$150 fine and license suspension for 90 days

MARIJUANA

Under the Drug Free Schools and Communities Act, colleges and universities that receive federal funds must adhere to federal drug policies. This means although Marijuana use is legal for both medicinal use and recreational use (for persons over the age of 21) in the state of Massachusetts, use of Marijuana is still prohibited on Bentley University property and at University Sponsored events. The following are prohibited under our Marijuana policy:

- Possession of marijuana, marijuana paraphernalia, edibles and marijuana derivatives
- Consumption of marijuana and marijuana derivatives
- Distribution of marijuana, marijuana paraphernalia and marijuana derivatives
- Being placed in protective custody due to overconsumption marijuana or other drugs

Penalties for violating Marijuana Policy at Bentley

Student penalties for violating campus marijuana policy are levied on a per-person basis. Students whose use of

marijuana results in harm or the threat of harm to themselves, others, or to property, regardless of the location of the incident, may face disciplinary action up to and including expulsion. Sanctions commonly imposed for marijuana policy violations include but are not limited to:

- Written warnings
- Probations
- Monetary fines
- Parental notification
- Educational program referrals including MARIJUANA 101 and BASICS for Marijuana
- Medical administrative follow up for students who are hospitalized for acute toxicity or related injury
- Community based projects
- Suspension or expulsion from housing or the university

Any drug paraphernalia found on campus will be confiscated and destroyed by University officials.

Students are responsible for understanding STATE and federal laws regarding Marijuana. Students found in violation of Massachusetts and Federal Marijuana Laws may also be subject to action through the BENTLEY STUDENT CONDUCT SYSTEM. The following are applicable Massachusetts and Federal laws and sanctions regarding Marijuana use:

State Law Prohibits:	Sanctions for Violations	
Driving under the influence of marijuana	1st offense fine of \$500-\$5,000 and/or imprisonment for up to 2.5 years 2nd offense fine ranging from \$600-\$10,000 and imprisonment for 60 days to 2.5 years 3rd offense fine ranging from \$1,000 to \$15,000 and imprisonment for 2.5 to 5 years	
Possession of more than 1 ounce of marijuana	\$100 fine and forfeiture	
Public consumption of marijuana	\$100 fine and forfeiture	
Possession of marijuana in a motor vehicle	\$500 fine and forfeiture	
Underage possession of marijuana for recreational use	\$100 fine, parental notification, educational referral	
Sale and Distribution of marijuana (Trafficking)	50-100lbs: mandatory minimum term of imprisonment for 1 year (or greater) and fine between \$500 and \$10,000 Greater quantities carry larger imprisonment terms and fines	
Federal Law Prohibits:	Sanctions for Violations	
Possession of any amount of marijuana	<ul style="list-style-type: none"> ■ 1st offense maximum fine \$1,000 and maximum imprisonment up to 1 year ■ 2nd offense maximum fine of \$2,500 and imprisonment minimum of 15 days up to 2 years ■ 3rd offense maximum fine of \$5,500 and imprisonment minimum of 90 days up to 3 years 	
Distribution and Cultivation of Marijuana	1000 kg or more or 1000 or more plants	Not less than 10 years prison, not more than life. Fine up to \$10 million for an individual
	100-999 kg of marijuana or 100-999 plants	Not less than 5 years prison, not more than 40 years. Fine up to \$5 million
	50-99 kg of marijuana, 10+ kg of hashish, 1kg +of hashish oil, or 50- 99 marijuana plants	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less or 1-49 marijuana plants	Up to 5 years imprisonment. Fine up to \$250,000

OTHER DRUGS

The sale, possession, manufacturing or distribution of any illicit drug is a criminal offense and prohibited at Bentley. In addition, selling or distributing of your prescription medications to another person is prohibited. Further, it is a violation of University policy to possess or consume someone else’s prescribed medication. Illegal use, possession or supply of drugs or drug paraphernalia will result in disciplinary action by the university and/or criminal prosecution.

Penalties for Violating Other Drugs Policies

Sanctions for other drug violations are levied on a per-person basis and may include suspension or expulsion from university-owned housing, suspension or expulsion from Bentley, parental notification and/or fines ranging up to \$1,000. Any drug paraphernalia found on campus will be confiscated and destroyed by University officials.

Students violating drug policies may also face criminal persecution. The following details penalties for first offenses under Massachusetts and Federal law.

State Law Prohibits:	Sanctions for Violations
<p>Driving under the influence of other drugs</p>	<p>1st offense fine of \$500-\$5,000 and/or imprisonment for up to 2.5 years</p> <p>2nd offense fine ranging from \$600-\$10,000 and imprisonment for 60 days to 2.5 years</p> <p>3rd offense fine ranging from \$1,000 to \$15,000 and imprisonment for 2.5 to 5 years</p>
<p>Unlawful manufacturing, distribution and dispensing of drugs</p>	<p>Class A & B Substances: fine of \$1,000-\$10,000 and/or imprisonment up to 2.5 years</p> <p>Class C Substances: fine of \$500-\$5,000 and/or imprisonment up to 2.5 years</p> <p>Class D Substances fine of \$500-\$5,000 and imprisonment up to 2 years</p> <p>Class E Substances fine of \$250 to \$500 and/or imprisonment up to 9 months</p> <p>Penalties are greater if intention to distribute is to someone under 18 years old</p>

Denial of Federal Aid (20 USC 1091)

Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking (Sale/Distribution) Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following table is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$8 million.

Drug/Substance	Amount	Penalty - 1st Conviction
Barbiturates	Any Amount	Up to 5 years prison. Fine up to \$250,000
Cocaine	5 kgs. or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	Less than 100 grams	10-63 months prison. Fine up to \$1 million
Crack Cocaine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	5-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	5 grams or less	10-63 months prison. Fine up to \$1 million
Ecstasy	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
GHB	Any amount	Up to 20 years imprisonment. Fine up to \$1 million. 3 years of supervised releases (following prison)
Hashish	10-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	10 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Hash Oil	1-100 kg	Up to 20 years imprisonment. Fine up to \$1 million.
	1 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Heroin	1 kg or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	100-999 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	100 grams or less	10-63 months prison. Fine up to \$1 million
Ketamine	Any amount	Up to 5 years imprisonment. Fine up to \$250,000. 2 years supervised release
LSD	10 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	1-10 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million

Drug/Substance	Amount	Penalty - 1st Conviction
Marijuana	1000 kg or more	Not less than 10 years prison, not more than life. Fine up to \$10 million
	100-999 kg	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	50-99 kg	Up to 20 years imprisonment. Fine up to \$1 million
	50 kg or less	Up to 5 years imprisonment. Fine up to \$250,000
Methamphetamine	50 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-49 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
PCP	100 grams or more	Not less than 10 years prison, not more than life. Fine up to \$4 million
	10-99 grams	Not less than 5 years prison, not more than 40 years. Fine up to \$2 million
	10 grams or less	10-21 months prison. Fine up to \$1 million
Rohypnol	1 gram or more	Up to 20 years imprisonment. Fine up to \$1 million
	less than 30 mgs	Up to 5 years imprisonment. Fine up to \$250,000

Federal Drug Possession Penalties (21 USC 844)

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to \$250,000, or both if:

- A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
- B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
- C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

ALCOHOL, MARIJUANA AND OTHER DRUGS: RESOURCES & RISKS OF USE

Health, academic, and legal consequences can occur with use of legal and illegal substances and there are many people on campus who can help you or a peer you are concerned about. In accordance with the provisions of the Drug Free Schools and Communities Act, this section includes information about campus and community resources for alcohol, marijuana and other drugs and an overview of health risks of use.

For an immediate emergency, especially if alcohol toxicity, drug overdose, or potential to harm oneself or others is suspected, please call University Police at 781.891.3131.

University Police and Health Center staff can use Narcan for emergency treatment of opioid overdose.

ON-CAMPUS RESOURCES FOR ALCOHOL AND DRUGS

Office of Wellness and Health Promotion: Staff provide private consultations on alcohol, marijuana or vaping, prevention education for students and groups, educational resources and referrals. Callahan Building, Second Floor 781-891-2600

The Counseling Center: Staff provide confidential consultations to help assess student need and connection to appropriate services on or off campus. Callahan Building, Second Floor 781.891.2274

The Health Center: Staff provide confidential care and referrals to appropriate services on and off campus.

OFF-CAMPUS RESOURCES FOR ALCOHOL AND DRUGS

Students looking for information on counseling and or treatment for substance abuse should consult their health insurance provider for guidelines, recommendations and coverage options.

The following websites can help with finding support and treatment including inpatient and outpatient programs, deferment programs, counseling and more:

- **Massachusetts Substance Abuse Information and Education Helpline** provides education and referral information across the state of Massachusetts visit [HELPLINEMA.ORG](https://www.helpline.org) or call 1.800.327.5050
- **U.S. Department of Health and Human Services Treatment Facility Locator** visit [FINDTREATMENT.SAMHSA.GOV](https://www.samhsa.gov/treatment) or call 1.800.662.4357

These reputable programs are affiliated with local hospitals:

- **ALCOHOL AND DRUG ABUSE TREATMENT CENTER AT MCLEAN HOSPITAL**

Offers both inpatient and outpatient treatment and support programs (844.222.6037)

- **MT. AUBURN HOSPITAL PREVENTION AND RECOVERY CENTER**

Provides intervention, assessments and outpatient treatment services (617.499.5051)

- **MASSACHUSETTS GENERAL HOSPITAL ADDICTION RECOVERY MANAGEMENT SERVICES**

Comprehensive outpatient treatment program for young adults (14 to 26 years) and their families (617-643-4699)

SELF HELP ORGANIZATIONS

- **Alcoholics Anonymous:** Self-help organization providing support services 617.426.9444 | [AABOSTON.ORG](https://www.aaboston.org)
- **Al-Anon and Alateen:** Self-help support services for anyone affected by someone else's drinking 617.843.5300 | [AL-ANON.ALATEEN.ORG](https://www.al-anon.alateen.org)
- **Marijuana Anonymous:** Self-help organization providing support services [MARIJUANA-ANONYMOUS.ORG](https://www.marijuana-anonymous.org)
- **Narcotics Anonymous:** Self-help organization providing support services 1.866.624.3578 | [NEWENGLANDNA.ORG](https://www.newenglandna.org)

Substance	Short Term Effects	Long Term Effects
Alcohol	<ul style="list-style-type: none"> ■ slurred speech ■ drowsiness ■ headaches ■ impaired judgment ■ decreased perception and coordination ■ distorted vision and hearing ■ vomiting ■ breathing difficulties ■ unconsciousness ■ coma ■ blackouts 	<ul style="list-style-type: none"> ■ toxic psychosis ■ physical dependence ■ neurological and liver damage ■ fetal alcohol syndrome ■ vitamin B1 deficiency ■ sexual problems ■ cancer ■ physical dependency
Amphetamines	<ul style="list-style-type: none"> ■ increased heart rate ■ increased blood pressure ■ dry mouth ■ loss of appetite ■ restlessness ■ irritability ■ anxiety 	<ul style="list-style-type: none"> ■ delusions ■ hallucinations ■ heart problems ■ hypertension ■ irritability ■ insomnia ■ toxic psychosis ■ physical dependence
Barbiturates	<ul style="list-style-type: none"> ■ slurred speech ■ muscle relaxation ■ dizziness ■ decreased motor control 	<ul style="list-style-type: none"> ■ severe withdrawal symptoms ■ possible convulsions ■ toxic psychosis ■ depression ■ physical dependence
Cocaine	<ul style="list-style-type: none"> ■ loss of appetite ■ increased blood pressure and heart rate ■ contracted blood vessels ■ nausea ■ hyper-stimulation anxiety ■ paranoia ■ increased hostility ■ increased rate of breathing ■ muscle spasms and convulsions ■ dilated pupils ■ disturbed sleep 	<ul style="list-style-type: none"> ■ depression ■ weight loss ■ high blood pressure ■ seizure ■ heart attack ■ stroke ■ hypertension ■ hallucinations ■ psychosis ■ chronic cough ■ nasal passage injury ■ kidney, liver, and lung damage

Substance	Short Term Effects	Long Term Effects
Gamma Hydroxy Butyrate	<ul style="list-style-type: none"> ■ euphoria ■ decreased inhibitions ■ drowsiness ■ sleep ■ decreased body temperature ■ decreased heart rate ■ decreased blood pressure 	<ul style="list-style-type: none"> ■ memory loss ■ depression ■ severe withdrawal symptoms ■ physical dependence ■ psychological dependence
Heroin	<ul style="list-style-type: none"> ■ euphoria ■ flushing of the skin ■ dry mouth ■ “heavy” arms and legs ■ slowed breathing ■ muscular weakness ■ death from overdose 	<ul style="list-style-type: none"> ■ constipation ■ loss of appetite ■ lethargy ■ weakening of the immune system ■ respiratory (breathing) illness ■ muscular weakness ■ partial paralysis ■ coma ■ physical dependence ■ psychological dependence
Ketamine	<ul style="list-style-type: none"> ■ dream-like states ■ hallucinations ■ impaired attention and memory ■ delirium ■ impaired motor function ■ high blood pressure ■ depression 	<ul style="list-style-type: none"> ■ urinary tract and bladder problems ■ abdominal pain ■ major convulsions ■ muscle rigidity ■ increased confusion ■ increased depression ■ physical dependence ■ psychological dependence
LSD	<ul style="list-style-type: none"> ■ dilated pupils ■ changes in body temperature, blood pressure and heart rate ■ sweating ■ chills ■ loss of appetite ■ decreased sleep ■ tremors ■ changes in visual acuity ■ mood changes 	<ul style="list-style-type: none"> ■ may intensify existing psychosis ■ panic reactions ■ can interfere with psychological adjustment and social functioning ■ insomnia ■ physical dependence ■ psychological dependence

Substance	Short Term Effects	Long Term Effects
MDMA	<ul style="list-style-type: none"> ■ impaired judgment ■ confusion ■ blurred vision ■ teeth clenching ■ depression ■ anxiety ■ paranoia ■ sleep problems ■ muscle tension 	<ul style="list-style-type: none"> ■ may intensify existing psychosis ■ panic reactions ■ can interfere with psychological adjustment and social functioning ■ sleeplessness ■ nausea ■ confusion ■ increased blood pressure ■ sweating ■ depression ■ anxiety ■ memory loss ■ kidney failure ■ cardiovascular problems ■ convulsions ■ death ■ physical dependence ■ psychological dependence
Marijuana/Cannabis	<ul style="list-style-type: none"> ■ euphoria ■ sensory distortion ■ poor coordination of movement ■ slowed reaction time ■ panic ■ anxiety 	<ul style="list-style-type: none"> ■ bronchitis ■ lethargy ■ shortened attention span ■ suppressed immune system ■ personality changes ■ cancer ■ psychological dependence ■ physical dependence possible for some
Mescaline	<ul style="list-style-type: none"> ■ nausea ■ vomiting ■ anxiety ■ delirium ■ hallucinations ■ increased heart rate, blood pressure, and body temperature 	<ul style="list-style-type: none"> ■ lasting physical and mental trauma ■ intensified existing psychosis ■ psychological dependence

Substance	Short Term Effects	Long Term Effects
Morphine/Opiates	<ul style="list-style-type: none"> ■ euphoria ■ increased body temperature ■ dry mouth ■ “heavy” feeling in arms and legs 	<ul style="list-style-type: none"> ■ constipation ■ loss of appetite ■ collapsed veins ■ heart infections ■ liver disease ■ depressed respiration ■ pneumonia/other pulmonary complications ■ physical dependence ■ psychological dependence
PCP	<ul style="list-style-type: none"> ■ shallow breathing ■ flushing ■ profuse sweating ■ numbness in arms and legs ■ decreased muscular coordination ■ nausea ■ vomiting ■ blurred vision ■ delusions ■ paranoia ■ disordered thinking 	<ul style="list-style-type: none"> ■ memory loss ■ difficulties with speech and thinking ■ depression ■ weight loss ■ psychotic behavior ■ violent acts ■ psychosis ■ physical dependence ■ psychological dependence
Psilocybin	<ul style="list-style-type: none"> ■ nausea ■ distorted perceptions ■ nervousness ■ paranoia 	<ul style="list-style-type: none"> ■ confusion ■ memory loss ■ shortened attention span ■ flashbacks may intensify existing psychosis
Steroids	<ul style="list-style-type: none"> ■ increased lean muscle mass ■ increased strength ■ acne ■ oily skin ■ excess hair growth ■ high blood pressure 	<ul style="list-style-type: none"> ■ cholesterol imbalance ■ anger management problems ■ masculinization in women ■ breast enlargement in men ■ premature fusion of long bones preventing attainment of normal height ■ atrophy of reproductive organs ■ impotence ■ reduced fertility ■ stroke ■ hypertension ■ congestive heart failure ■ liver damage ■ psychological dependence

OTHER LEGAL SUBSTANCES: RISKS OF USE

Cigarettes and Tobacco Products

Cigarettes, Juuls, cigars, pipes, chewing tobacco e-cigarettes and other vaporized smoking devices all contain nicotine, a highly addictive stimulant that affects dopamine. Nicotine increases blood pressure, respiration and heart rates. Additionally, people who use nicotine typically have elevated blood sugar levels because the drug suppresses the pancreas from releasing insulin. Nicotine use in adolescence does pose additional risks. Research indicates impacts on adolescent brain development, specific to experiences of pleasure. Use can impact impulse control and attentiveness for learning as well as increase chances of developing a mood disorder.

Tobacco smoke contains thousands of chemicals, some of which have carcinogenic properties. One-third of all cancers and nine-tenths of lung cancer cases are attributed to cigarette use. Besides cancer, smoking causes lung disease, chronic bronchitis and emphysema. Users have increased risk for heart disease including heart attack, stroke and vascular disease. People who smoke typically have a shorter life span than non-smokers as well.

Vaporized nicotine, ingested via e-cigarettes and Juuls, exposes the lungs to a variety of chemicals, some of which are carcinogenic.

Source: National Institute on Drug Abuse Info Fact Nicotine, revised June 2009 and available at WWW.DRUGABUSE.GOV.

Non Medical Use of Prescription Drugs

Some people think that prescription drugs are safe because health care providers prescribe these substances. When health care providers prescribe a medication, they prescribe it **ONLY** for one person for a specific reason. Health care providers first assess if the patient has any allergies, prescribe only therapeutic doses for that specific patient for the specific condition and take into consideration any interactions with other medications that patient is taking. However, when someone takes medications meant for someone else, uses larger quantities than prescribed or uses a medication for something other than what it was prescribed—including recreational use, prescription drug abuse occurs. Prescription drug abuse is against the law, risky and unsafe. Abuse of prescribed substances can be highly addictive and can cause serious medical problems and also death. Risks are increased when consumed in conjunction with alcohol or other drugs. Most often, Opioids, depressants and stimulants are abused prescription drugs.

It is important to note that non-medical use of stimulants such as ADHD medications does not aid in studying. In fact, research indicates that students who abuse stimulants actually skip more classes, spend less time studying and have lower GPA's. These substances increase heart rate, blood pressure and blood glucose. Stimulants are generally taken orally, however some abusers snort them or crush and inject them into their bodies. This poses risk of blockage to small blood vessels. When taken in larger doses or without a prescription, these stimulants can increase dopamine levels subsequently increasing risk of developing an addiction. In high doses, use can cause rapid, irregular heartbeat, hyperthermia, risk of seizure and heart failure.

Source: National Institute on Drug Abuse Info Fact Prescription and Over-the-Counter Medications, revised 2014 and available at WWW.DRUGABUSE.GOV.

Medical Assistance Policy

98% of Bentley students said they want a friend to call for help if their health or safety was in danger. Looking out for Bentley student's health and safety is everyone's business. As our core values state, we are responsible for helping keep our community safe. In instances of a drug or alcohol related emergency, all members of our community are expected to seek help.

Under the University's Medical Assistance Policy, any student who requests help from a university official for themselves or another student, will not be charged through our **CONDUCT SYSTEM** for alcohol policy violations. It is at the discretion of University officials whether other policy violations will be addressed (e.g. hazing, or fire safety violations). University officials will not conduct unnecessary searches or be looking for these violations, but if they are present and visible, they may be addressed to ensure the safety and security of the community as a whole.

A student who needs medical assistance for alcohol or other substance use will be required to complete a medical follow up with the Health Center and harm reduction education with the Office of Wellness & Health Promotion, or other educational follow up as determined by the Office of Student Conduct staff.

In certain instances, the Office of Student Conduct may also recommend that reporting students complete risk reduction and preventative education. This is to ensure that all students have the necessary information to preventive future occurrences.

These educational requirements will not become part of a conduct record unless students fail to comply.

Always call University Police 781-891-3131 if you are concerned for a student's health and safety AND if they exhibit any of the signs listed below.

C: Cold clammy skin, bluish lips

U: Unconscious — cannot be woken up or Unsettled and disoriented

S: Slowed — irregular breathing patterns or Stopped breathing

P: Puking excessively and while passed out S: Seizing actively

This policy does not apply to students who are found intoxicated/incapacitated by alcohol/drug consumption by University Officials, such as Resident Assistants and University Police. It only applies to those students or organizations who seek assistance for an alcohol or other substance related medical emergency.

When seeking medical assistance, the reporting party or organization needs to remain with the student (provided it is safe to do so) until medical assistance arrives. This ensures you can relay relevant observations and medical information to first responders, and so that the person can qualify for medical assistance.

The University holds the right to waive the Medical Assistance Policy should there be significant and/or repeated concerns regarding a student's health and wellbeing. Student Employees who have significant responsibility for the health and wellbeing of other students may have their employment status impacted as resulted from intoxication/incapacitation.

Recognized Student Organization/Team Medical Assistance Policy

Bentley University seeks to be a caring community that is committed to the health and safety of all of its members. With University recognition student organizations and teams are not only obligated to uphold the **BENTLEY CORE VALUES** and other Bentley policies, but are also entrusted with the welfare of their members. Therefore, student organizations and teams are expected to contact University Police (if on campus, 781-891-3131) or 911 (if off campus), when an intoxicated/incapacitated member or guest is in need of medical assistance.

Recognized student organizations or teams that fail to seek such assistance are undermining this special trust and their status as a recognized organization or team may be subject to review.

A recognized student organization or team that seeks immediate assistance from appropriate sources will not be subject to formal University disciplinary sanctions relating to the actions of the student needing assistance.

The leadership and/or members of the student organization or team may be referred for educational follow-up as determined by University officials. If other violations of University policy related to the incident are discovered (e.g. Hazing), the student organization or team may be referred to the **STUDENT CONDUCT SYSTEM** and/or other administrative action. However, the student organization or team's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in any conduct processes. In cases of repeated or egregious incidents, the University reserves the right to pursue formal conduct or administrative action on a case-by-case basis.

FREQUENTLY ASKED QUESTIONS REGARDING MEDICAL ASSISTANCE AND RECOGNIZED STUDENT ORGANIZATION/TEAM MEDICAL ASSISTANCE POLICY

What happens to my friend after they are transported? Your friend will be brought off campus to be monitored by trained professionals. If a student is taken to a hospital they will be monitored and treated by medical professionals. If they need a ride back will be provided one by University Police. If a student is taken to Waltham Police Department, they will be monitored but will not be arrested. In keeping with our usual practice, a student's emergency contact will be notified of the health and safety concern.

Upon their return, your friend will be contacted by a member of the Residential Center to check-in. Within two business days, your friend will receive information regarding follow-up from the Office of Student Conduct.

What will be asked of me if I stay with my friend? When University Police and/or other University Officials arrive to the scene they will ask you general information regarding your friend and the current incident. You may be asked to identify yourself and your friend (if they are unable to), as well as answer questions regarding your friends alcohol/drug consumption that day. Additional information may be asked to better understand the aid needed, such as do you know if they have any medical diagnosis, or if you are aware that they take any medication, and other questions pertaining to their health and wellness.

When will someone know that they have been approved under the Medical Assistance Policy? A student will be informed by the Office of Student Conduct that they have received medical assistance. They should be informed within two business days, however, this may be shared with the individual earlier if that information is available. Please note: members of the Residential Center or University Police will likely not be able to confirm that an individual has been covered by this policy, so if they are not sure, please do not be discouraged as an official notice will be provided to the involved student(s).

What educational follow up will occur after a student receives medical assistance? It is Bentley policy that all students who receive treatment at an area hospital meet with a campus medical provider for an informational meeting to discuss discharge paperwork and concerns. Students will be also be referred to B.A.S.I.C.S. (Brief Alcohol Screening Intervention for College Students) with the Office of Wellness & Health Promotion. The B.A.S.I.C.S. program involves two meetings over a two week period of time. It follows a harm-reduction philosophy so students can learn steps to protect themselves from bad outcomes in the future. These educational requirements will not become part of a conduct record unless students fail to comply.

Will event hosts be in trouble for serving minors? The primary concern will always be focused on the person in need. As the medical assistance policies state, other violations of University policy may be referred to the **STUDENT CONDUCT SYSTEM**, but again, making the call to get help for those who need it will be considered a mitigating factor should Conduct follow up occur. Students/Organizations/Teams hosting parties or events should keep in mind the risks and responsibilities associated with being a safe and responsible host. For more information about responsible hosting, contact one of these resources: Student Programs & Engagement (781-891-2700), the Office of Student Conduct, (781-891-2161), the Center for Wellness and Health Promotion (781-891-2274).

Does the Medical Assistance policy apply to non-Bentley guests? Will their Bentley host be in trouble? Regardless of the individual, you are expected to get help for someone in need of medical assistance. Non-Bentley individuals are not subject to the conduct process, however are still held to the on campus standards and state and local laws. Please review the policy language regarding other factors that would influence the **CONDUCT SYSTEM**. Your follow-up will be determined by the Office of Student Conduct but your willingness to seek help will be viewed as a mitigating factor in any conduct processes.

General Policies

The following are general policies at Bentley University. Should a student violate a policy, they will be referred to the **STUDENT CONDUCT SYSTEM**. When a student is notified about a policy violation, their conduct letter will include their alleged policy violations. The titles below reflect the charges/violations that will show in a student's conduct letter. *The Office of Student Conduct and Bentley University reserve the right to update campus policies throughout the academic year.*

GENERAL STATEMENT ON POLICIES AND LEGAL RESPONSIBILITIES

Attendance at Bentley bears with it responsibilities to obey the laws of the Commonwealth and federal laws, as well as the policies of the university on or off campus. Students may be charged with violations of university policy if they are involved in incidents that also violate laws of the Commonwealth or federal laws. Such violations include, but are not limited to, malicious behavior, fight/altercation, assault, harassment, breaking and entering, larceny, disorderly conduct, trespassing, driving under the influence, drug possession and distribution, hate crimes, abuse and illegal copyright infringement.

ABUSE OF THE STUDENT CONDUCT SYSTEM

Including but not limited to:

- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Falsification, distortion, or misrepresentation of information to a student conduct officer or hearing body.
- Influencing or attempting to influence another person to commit an abuse of the **STUDENT CONDUCT SYSTEM**.
- Attempting to discourage an individual's proper participation in, or use of, the **STUDENT CONDUCT SYSTEM**.
- Attempting to intimidate or retaliate against a member of the hearing body or any other participant prior to, during, and/or after a student conduct proceeding.
- Institution of a student conduct code proceeding in bad faith.
- Failure to comply with the sanction(s) imposed under **CODE OF CONDUCT**.

ABUSE OF UNIVERSITY RESOURCES

Demonstrating a lack of regard for University regulations or policies.

Examples include but are not limited to:

- a. accumulating an excessive number of violations within an academic year;
- b. violating an excessive number of Housing Contract policies;
- c. inappropriately requiring support from the university (UP, Residential Center, etc.);
- d. needing university resources for a guest's behaviors/policy violations

Please note that Student Conduct, the Residential Center and University Police reserve the right to determine what constitutes an excessive number of violations.

ACADEMIC INTEGRITY VIOLATION

Bentley students are held to the highest standards of ethical behavior and moral conduct. Each student is expected to abide by the Honor Code and to become familiar with the entire academic integrity system. Details may be found in **ACADEMIC INTEGRITY**. Violations of the Honor Code and Academic Integrity policies will be referred to the Academic Integrity Office.

ALCOHOL, MARIJUANA, AND OTHER DRUG VIOLATION

Students are expected to follow all alcohol, marijuana, and other drugs policies, in addition to state and federal laws. For detailed information: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

ASSAULT/ASSAULT AND BATTERY

An assault is defined as the threat or attempt to use physical force against another person. Battery is the successful attempt at an assault.

APPLIANCE OR OTHER PROHIBITED ITEM

For health and safety reasons, certain items are prohibited on campus and within the residence halls. Please refer to the [APPLIANCE AND OTHER PROHIBITED ITEM](#) policy for additional information. Students found in possession of prohibited items may be referred to the student conduct system.

BALCONY POLICY

Balconies on the buildings are aesthetic only and were not built to accommodate people. Standing, sitting or storing anything on balconies is prohibited. Offenders of this policy are subject to action up to and including suspension and expulsion from the residence halls.

BIAS AND/OR HATE INCIDENT

A bias incident is characterized as a behavior or act—verbal, written or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age. Behavior reflecting bias may constitute a violation of Bentley University policy. For additional information about bias/hate incidents: [BIRT](#)

Bias incidents that violate Bentley University policy or Massachusetts State Law will be referred to and addressed through the University's student conduct process and/or the criminal courts. Bias incidents that violate neither the law nor University policy will be addressed by an educational response that may include conflict resolution, coordinated by [BIRT](#).

BICYCLES/MOTORCYCLES

Students should use bicycle racks or their rooms to store bikes. Do not leave bikes in the hallways or stairways as they present a fire safety hazard. It is against the law to obstruct fire exits in any way. Motorcycles are not allowed within any buildings and will be removed and stored at the owner's expense.

BOMB THREATS/POSSESSION OF EXPLOSIVES

Bomb threats are punishable by up to 20 years in prison and/or a \$10,000 fine, according to Massachusetts general law. Possession of bombs and explosives is also prohibited, with a fine of not more than \$1,000 and imprisonment of no more than 2.5 years. It is Bentley's intent to investigate all incidents of this nature and prosecute such cases to the fullest extent of the law. Notification and/or evacuation of buildings will be determined by University Police protocol. Building occupants will be directed to a safe area away from the building. The calling in of a bomb threat or possession of explosive devices are serious offenses and against the law. Anyone found responsible of this violation will be dealt with to the full extent of the law and face university penalties, including expulsion.

BREAKING AND ENTERING

Breaking and entering is the entering of a room and/or building through force without authorization.

CANDLES AND OTHER OPEN FLAME DEVICES

Candles and any other items (i.e. torches, butane burners) with an open flame are prohibited. For additional information about fire safety refer to [SAFETY AND SECURITY](#).

COMPLICITY

Any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of prohibited conduct by another person. In addition, complicity can be a student in the presence of a campus violation who and/or a student conscious of a violation and making no effort to stop the behavior/campus policy violation.

COURTESY HOURS

To ensure that students are able to study and sleep in the residence halls, courtesy hours are in effect whenever quiet hours are not. All students are expected to assist in enforcing this policy. (i.e. if quiet hours end at 9am, then courtesy hours begin at 9am and continue until quiet hours that following night). Students may receive courtesy knocks from a Resident Assistant or professional staff member, however, this should not be expected by students as they are expected to be mindful of their noise regardless of the time of day.

CREATING A HEALTH OR FIRE HAZARD

Safety and fire related violations compromise and jeopardize the safety of the campus community. Such violations include, but are not limited to: tampering with fire safety equipment (including smoke detectors), hanging items on a sprinkler head, covering your wall with excessive amounts of cardboard/decorations, and not regularly cleaning your housing assignment resulting in unsanitary and/or unlivable conditions. For additional information: [SAFETY AND SECURITY](#)

DAMAGE/VANDALISM

We are committed to ensuring that our facilities remain well maintained. Respect for university property is highly esteemed, as reflected in the [BENTLEY CORE VALUES](#). Malicious destruction and/or vandalism anywhere on campus (including inside student rooms, classrooms, the Student Center and any other area of campus) will not be tolerated. Students found vandalizing the campus in any way are subject to conduct action.

DISORDERLY CONDUCT

A disorderly person is defined as: engaging in fighting or threatening, violent or tumultuous behavior, or creating a hazardous or offensive condition that serves no legitimate purpose.

DISRESPECT TO UNIVERSITY OFFICIALS

Respect is a [CORE VALUE](#) and disrespect will not be tolerated. Disrespect to a University Officials (i.e. faculty, staff, contracted employees, student employees) may include, but are not limited to: insulting, swearing, inappropriately gesturing, and interfering with the University Official's ability to complete their responsibilities.

DISRUPTION OF THE ACADEMIC ENVIRONMENT

Behavior that interferes and disturbs the academic environment may be referred to the student conduct system. Students must not interfere or disturb any academic settings (i.e. classrooms, academic events/programs, academic offices) which includes, but is not limited to: creating noise that disrupts the teaching of a class(es), behavior that halts the facilitation of a class, and interrupting an academic program/event. For additional information about academic policies: [ACADEMIC PROGRAMS, POLICIES AND PROCEDURES](#)

DISRUPTIVE BEHAVIOR

Disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity, including, but not limited to: teaching, research, events, administration, student conduct proceedings, the living/learning environment, or other University activities is prohibited and students engaging in these behaviors are subject conduct action through the [STUDENT CONDUCT SYSTEM](#).

DISTRIBUTION OF A CONTROLLED SUBSTANCE, MARIJUANA, AND/OR ILLEGAL DRUGS

Distribution and/or inappropriate use of prescription and non-prescription drugs, marijuana, and/or illegal drugs are prohibited. For detailed policy information as well as state and federal laws: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

DRIVING UNDER THE INFLUENCE

The offense of operating a motor vehicle while intoxicated by drugs or especially alcohol.

EMAIL AND NETWORK POLICY

All students are responsible for understanding the policies governing computing and network usage. View these policies online at the [IT OFFICE WEBSITE](#). To learn about Bentley technology and network resources please visit the [CLIENT SERVICES WEBSITE](#).

EMAIL COMMUNICATION POLICY

All administrative offices use email to communicate official information to students. All official communication to students will be sent to your Bentley email account. Students should check their account frequently for important updates, information and specific instructions. A Bentley email account may be forwarded to a personal or work email address. Be advised that Bentley does not officially track or maintain non-Bentley email accounts. Each personal or work email account should be set to receive email from Bentley. Students may update the forwarding email address as frequently as needed by accessing the “Forward Bentley Email” option in [MYBENTLEY](#) > Student Self-Service > Personal Information.

ENDANGERING HEALTH AND SAFETY

Consistent with the [BENTLEY CORE VALUES](#), violence is not tolerated at Bentley. Taking or threatening action that threatens or endangers the safety, reputation, physical or mental health, or life of any person, whether intentionally or as a result of recklessness or gross negligence, is prohibited. Threats of violence or violence against another, may result in expulsion.

Due to the COVID-19 pandemic, Bentley University expanded its Endangering Health & Safety policy as an overarching guide for students to follow in order to preserve the health and safety of all community members. All students are prohibited from creating a health or safety hazard on the Bentley University campus and the University may request or require a student to leave campus if the University determines that their continued presence in the community poses a health or safety risk for community members.

The Endangering Health and Safety policy will be applied to COVID-19 related violations (i.e. proper mask wearing, physical distancing, room capacity) on an as needed basis. Examples of the charges that were applied during the COVID-19 pandemic, as well as examples that may be added due to the evolving needs of the Pandemic, can be found below. Bentley University will notify students if COVID-19 related safety measures need to be implemented.

- COVID-19 Screening Testing Non-compliance
- Off-Campus Travel (COVID-19)
- COVID-19 Vaccine Compliance

FAILURE TO COMPLY

The [BENTLEY CORE VALUES](#) state that we strive at all times to treat one another with respect. This includes interactions with administrative personnel, faculty and student employees. Administrative personnel includes, but is not limited to, RAs, University Police, student event staff, Dana Center and fitness center staff and all other full- and part-time Bentley staff.

All students are required to comply with a request of a faculty member, administrative staff member or student employee. These requests include but are not limited to: ceasing disruptive classroom behavior, leaving a certain area, not providing identification, ceasing behavior (physical or verbal) that may be a violation of a university policy or rule, not complying with an interim measure or directive issued by a University official.

The university will not tolerate behavior (whether physical or verbal) that includes, but is not limited to, threats of injury, obscenities, harassment, disruption of the academic environment or conduct that attempts to or prevents administrative personnel or faculty from carrying out their responsibilities or enforcement of university rules.

FAILURE TO COMPLETE SANCTIONS

Students are responsible for knowing and understanding their sanctions. They are also responsible for completing their sanction by the assigned due date. Failure to complete a sanction by the assigned due date may result in further conduct action up to and including expulsion from the university.

FAILURE TO EVACUATE

Students must evacuate the building during an alarm. In addition, students may be asked to evacuate a building for alarm testing or other testing purposes. Students must abide by the requests of the university. For additional information visit [SAFETY AND SECURITY](#).

FALSE ID/FORGERY

Forgery is prohibited and against the law. This includes altering or misusing university documents or records (including all software and computer databases) and personal identification (i.e., possession of an altered driver's license or one that belongs to someone else), as well as deliberate misrepresentation of facts that could adversely affect the mission of the university.

FIRE ALARM (ACCIDENTAL)

Students, specifically in apartment housing, may accidentally set off the fire alarm due to cooking or while completing other necessary tasks. Should a student set off the fire alarm accidentally they will be referred to the student conduct office. Sanctioning may be educational to ensure student is successful while living on campus. For additional information visit [SAFETY AND SECURITY](#).

FIRE ALARM (PULLED OR SET)

Students who pull or set off the fire alarm intentionally will be referred to the conduct system. Students who violate this policy may also be referred to the legal system/University Police. Students who pull or set the fire alarm are subject to sanctions up to expulsion from the University. For additional information visit [SAFETY AND SECURITY](#).

FIREARMS/WEAPONS

The possession of any firearm, weapon, including mace or any object made to look like or used as a firearm or weapon, on campus is prohibited. Massachusetts laws also strictly restrict the possession of firearms and weapons as well, regardless of whether they are licensed and/or loaded in any building or on the grounds of any university, without written authorization from the university. Violation is punishable by a fine, imprisonment or both. Bentley takes immediate action if a student brings or has in his or her possession any type of firearm, weapon or any object made to look like or used as a firearm or weapon on campus, including the possibility of criminal prosecution, confiscation and/or immediate suspension or expulsion from the university.

FIRECRACKERS/FIREWORKS

Possession and/or discharge of fireworks and firecrackers is dangerous and disruptive and is prohibited. Violators are referred to the [CONDUCT SYSTEM](#), with penalties ranging up to expulsion.

FORCIBLE ENTRY POLICY

Forcible entry and/or unauthorized presence in University-owned buildings or property is strictly prohibited, and any students engaging in these behaviors will be adjudicated through the [STUDENT CONDUCT SYSTEM](#).

FRAUD

Fraud and fiscal irregularities generally involve an intentional or deliberate act, omission or concealment with the intent of obtaining an unauthorized benefit, such as money, property or other personal or business advantage, by deception or other unethical means.

Examples include, but are not limited to:

- Misappropriation, misapplication, removal, or concealment of University property
- Forgery, falsification, or alteration of documents and/or information (e.g., checks, bank drafts, deposit tickets, promissory notes, time cards, travel expense reports, contractor agreements, purchase orders, etc.)
- Theft or misappropriation of funds, securities, supplies, inventory, or any other University assets including furniture, fixtures, equipment, data, and intellectual property
- Billing customers and third party payers for services when it is known that the services were not provided
- Authorizing payment to vendors when it is known that the goods were not received or services were not performed
- Misuse of University facilities, such as vehicles, telephones, mail systems, or computer-related equipment
- Engaging in bribery, accepting kickbacks, or seeking unauthorized rebates
- Actions related to concealing or perpetuating any fraud or fiscal irregularity

GAMBLING/BOOKMAKING

Bentley supports all federal and state laws regarding illegal gambling. Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event; playing card games for money; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, telephone or other electronic communication device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; and involvement in bookmaking or wagering pools with respect to sporting events. Students involved in illegal gambling, particularly bookmaking, risk suspension and/or expulsion from the university.

GLASS CONTAINER POLICY

To ensure the safety of the community, glass bottles and glass containers are prohibited from all outdoor recreational areas around the residence halls.

GUIDELINES FOR OUTSIDE USE OF GROUNDS

In general, public grounds are considered open space for people to relax in and travel through. People using such space are asked to maintain the aesthetics of the areas they use. Every effort is made to limit the number of scheduled events in these spaces for maximum use. To ensure the most effective use of outside grounds, as well as to minimize the physical damage to property and reduce the noise levels for the university neighborhood, guidelines have been established for the use of outside grounds. Events geared for more than 30 people or those planned to occur on a regular basis, must be coordinated through the Conference Center, the Office of Student Programs & Engagement and Athletics.

GUESTS

All Bentley-owned, leased or affiliated residential buildings are considered private property wherein trespassing or solicitation is forbidden. Access to and presence in all residence halls and apartment buildings is limited to university employees, residents and their guests. Violators may be subject to immediate removal from campus and/or prosecuted as trespassers. *Due to COVID-19 safety concerns, guest policies on campus may change at the discretion of the University. Students will be notified via Bentley email regarding guest policy changes.*

The responsibilities of hosts are as follows:

- Inform guests of university rules, regulations and policies and inform them that they must abide by these at all times.
- Take responsibility for the actions of the guest(s). Should a guest violate any of the forementioned, the host will assume responsibility for the violation and may be subject to further action.
- Remain with your guest(s) at all times.

The responsibilities of guests are as follows:

- Become informed of university rules, regulations and policies and abide by the same.

- Carry identification with you at all times and identify yourself and your host to any university official upon request.
- Remain with your host at all times. Guests who violate university policies may be banned from the university for a specified amount of time by the University.
- The right of a student to live in reasonable privacy takes precedence over the right of a roommate to entertain a guest in the room. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. Guests of resident students may remain overnight for no longer than three nights.
- Guests who occupy university housing for longer than three nights may be removed and trespassed from campus if deemed necessary by the University.

HALL SPORTS

The use of sporting equipment or projectiles inside the residence halls is prohibited. Indoor use of such equipment poses a threat to the physical safety of residents, can result in damage to university or individual property and may create noise problems.

HARASSMENT

Harassment is defined as repeated use of written, verbal, or electronic or physical act or gesture, or any combination thereof, directed at a person that places that person in reasonable fear for their physical safety or prevents the person from conducting their customary or usual affairs, or substantially interferes with the academic environment.

HARASSMENT BASED ON SEXUAL ORIENTATION, GENDER, OR GENDER IDENTITY

Harassment based on sexual orientation, gender, or gender identity is defined as derogatory comments, actions, or conduct that may include acts of verbal, nonverbal, cyber, or physical aggression, intimidation, or hostility, even if those acts do not involve conduct of a sexual nature. Such conduct is directed toward an individual by virtue of their actual or presumed sexual orientation, gender, or gender identity and:

- Humiliates or intimidates an individual;
- Impedes academic or work performance; and/or
- Interferes with university life.

HAZING

For the full legal definition of **HAZING**.

Hazing is a criminal offense in Massachusetts and violates Bentley's code of conduct. It is defined as any conduct or method of initiation into any student organization, whether on public or private property, that willfully or recklessly endangers the physical or mental health of any student or other person. This includes behaviors like whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or any other substance, or any other brutal treatment, or forced physical activity that is likely to adversely affect the physical health or safety of the person. It also prohibits behavior that would subject a person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation. Another important aspect of the law concerns the failure to report hazing. It is not only illegal to subject someone to hazing behavior, it is also illegal to witness such behavior and not report it. Some examples of hazing include but are not limited to:

- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring members to perform duties not assigned to all members
- Socially isolating members
- Lineups and drills/tests on meaningless information
- Name calling

- Requiring members to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession
- Verbal abuse
- Threats or implied threats
- Asking members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting members to perform personal service to other members, such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting members to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others
- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

INCENDIARY DEVICES AND/OR DANGEROUS CHEMICALS

Possession of incendiary devices is prohibited from all campus buildings. Incendiary devices and dangerous chemicals may include, but are not limited to: dynamites or any other forms of explosives, flammable liquids or compounds, and incendiary bombs or grenades.

LARCENY

Theft of any property that belongs to another individual, property, or organization.

LOCAL ADDRESS POLICY

It is the policy of Bentley University to collect accurate addresses for all students. Having accurate campus and local addresses for all students enables Bentley to respond appropriately to emergencies and crises (e.g., fires, criminal activity). Additionally, when a concern is reported about an off-campus house or apartment, accurate address information will allow the university to determine if, in fact, the residents are Bentley University students. Failure to provide the university with a valid local or campus address during the semester check in process is a violation of university policy, and those who fail to do so may be referred to the **STUDENT CONDUCT SYSTEM**. Similarly, providing a false address is also a violation of university policy and will result in conduct system action.

LOUNGE FURNITURE

The furniture/equipment in each lounge or common area is for the use of all the residents/occupants of the building. To assure continued use of the lounges and common areas, it is important that students do not remove or damage the furniture. Furniture from any common area on campus cannot be brought outside. Any student who removes lounge or common area furniture may be fined and other conduct sanctions may follow.

MAINTAINING BENTLEY CORE VALUES

Bentley is a community of students, faculty and staff who are committed to learning. To create the best environment for learning to occur, we as a community embrace these core values to guide our conduct: Caring, Collaboration, Diversity, Honesty, Impact, Learning, and Respect. Students are expected to maintain the core values and those who fail to do so may be referred to the student conduct system. For detailed information: [BENTLEY CORE VALUES](#)

MALICIOUS BEHAVIOR

Intentional acts to cause harm or damage to a person or their reputation.

MEDICAL ASSISTANCE

As our core values state, we are responsible for helping keep our community safe. In instances of a drug or alcohol related emergency, all members of our community are expected to seek help. Under the University's Medical Assistance Policy, any student who requests help from a university official for themselves or another student, will not be charged through our conduct system for alcohol policy violations. It is at the discretion of University officials whether other policy violations will be addressed (e.g. hazing, or fire safety violations). University officials will not conduct unnecessary searches or be looking for these violations, but if they are present and visible, they may be addressed to ensure the safety and security of the community as a whole. A student who needs medical assistance for alcohol or other substance use will be required to complete a medical follow up with the Health Center and harm reduction education with the Office of Wellness & Health Promotion, or other educational follow up as determined by the Office of Student Conduct. In certain instances, the Office of Student Conduct may also recommend that reporting students complete risk reduction and preventative education. This is to ensure that all students have the necessary information to preventive future occurrences. These educational requirements will not become part of a conduct record unless students fail to comply. Always call University Police 781.891.3131 if you are concerned for a student's health and safety.

This policy does not apply to students who are found intoxicated/incapacitated by alcohol/drug consumption by University Officials, such as Resident Assistants and University Police. It only applies to those students or organizations who seek assistance for an alcohol or other substance related medical emergency. When seeking medical assistance, the reporting party or organization needs to remain with the student (provided it is safe to do so) until medical assistance arrives. This ensures you can relay relevant observations and medical information to first responders, and so that the person can qualify for medical assistance. The University holds the right to waive the Medical Assistance Policy should there be significant and/or repeated concerns regarding a student's health and wellbeing. Student Employees who have significant responsibility for the health and wellbeing of other students may have their employment status impacted as resulted from intoxication/incapacitation.

Link to full Medical Assistance Policy: [MEDICAL ASSISTANCE](#)

MEDICAL INTOXICATION (INVOLUNTARY TRANSPORT)

Students may require medical assistance due to intoxication caused by alcohol and/or other drugs. University Police and/or local EMTs will assess a student's health status to determine if a student requires medical assistance off-campus at a local hospital. Students who fail to comply with the directives given by University Police and/or local EMTs to be transported, regardless of age, will be deemed as being transported for medical assistance involuntarily. For additional information visit: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

MEDICAL INTOXICATION (VOLUNTARY TRANSPORT)

Students may require medical assistance due to intoxication caused by alcohol and/or other drugs. University Police

and/or local EMTs will assess a student's health status to determine if a student requires medical assistance off-campus at a local hospital. Students who cooperate with the directives given by University Police and/or local EMTs to be transported, regardless of age, will be deemed as being transported for medical assistance voluntarily. For additional information visit: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

NOISE ORDINANCE

The city of Waltham has enacted a noise ordinance that prohibits loud radios or stereo equipment, shouting in public streets, loudspeakers, horns or signaling devices and other noisy activities. The university maintains a "good neighbor policy" with all residents near Bentley-owned and operated properties (our campus). Students are not permitted to play amplified sound or place speakers in/out their windows or to create any type of disturbance that might disrupt the peace and quiet of the neighborhood. Student organizations may organize and produce outdoor events with amplified sound only with the permission of the Office of Student Programs & Engagement.

OFF-CAMPUS CONDUCT

Students may be charged by the University for misconduct off campus if the individual or organization is accused of violating local, state or federal laws or Bentley policies, rules or procedures as outlined throughout this Handbook. In such instances, the Student Conduct Staff will review the conduct and determine whether they warrant referral to the [BENTLEY CONDUCT SYSTEM](#). Students may be held accountable for violating policy wherever they are located, be it on campus, off campus, while abroad or while home on break.

OFF-CAMPUS DISTURBANCES

Students in off-campus apartments or houses should demonstrate respect and concern for both their neighborhood and the Bentley community. The university may refer any student(s) identified as being involved in conduct that violates Bentley rules, regulations, policies and procedures to the [BENTLEY CONDUCT SYSTEM](#) for disciplinary action. Events held off campus by Bentley students or student organizations are expected to be in compliance with all campus policies. Students or student organizations hosting the event are responsible for ensuring behavior that reflects well upon that community. Event hosts can be held responsible for their guests' safety and actions both on and off campus. Failure to comply with campus policies may result in disciplinary action against the individuals and/or the sponsoring organization.

OFF-CAMPUS FUNCTIONS

Bentley organizations and individuals sponsoring off-campus functions are considered representatives of the campus community and are responsible for ensuring behavior that reflects well upon that community. Failure to do so may result in disciplinary action against the individuals and/or the organization. The university does not accept legal or financial obligations incurred by campus organizations or individuals choosing to hold functions off campus that are not officially sponsored by the university; the person entering into agreement with the representatives(s) of the organization for the use of their premises by that organization should be informed of this position. Organizations or individuals may not use the Bentley name in any promotional material distributed off campus unless approved in advance by the Office of Student Programs & Engagement. Organizations or individuals can be held accountable for the behavior of individuals attending their events even if that event is held at an establishment other than Bentley University.

OFF-CAMPUS — STUDY ABROAD

Students enrolled in a study abroad program, through Bentley or another third party, may be charged with violating Bentley policy during their time abroad. While abroad, students are encouraged to review the policies and guidelines of the school they are visiting.

ONLINE MISCONDUCT

The University's harassment policies are written and interpreted broadly to include online and virtual conduct that have an effect on its education program and activities. Any behavior that is prohibited by the policy is also prohibited in cyber-forms through the use of technology, networks, or equipment. While the University may not control websites,

social media, and other venues in which harassing communications are made, however, when such communications are reported, it will respond in a variety of means to address and mitigate the effects. Bentley encourages members of the community to be good digital citizens and to refrain from online misconduct. Examples of online misconduct include but not limited to: feeding anonymous gossip sites, sharing inappropriate content via web/video conferencing, text messages, emails, chats, instant messaging, screensavers, blog, or other social media sites, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the campus community.

ORGANIZATIONAL CONDUCT VIOLATION

Student Organizations are expected to abide by all campus policies as well as state/federal laws. Student Organizations may be referred to the student conduct system for campus policies violations. Please note, Student Organizations, as well as individuals within them, can be held accountable for behavior both on and off campus, on an organizational and an individual basis. For additional information visit: [CONDUCT SYSTEM](#)

OPEN CONSUMPTION OF ALCOHOL

Open consumption of alcohol is prohibited, regardless of age. Open consumption may include, but not limited to: drinking out of a cup in a public space (i.e. green space, hallway, parking lot), drinking a beer can or other alcoholic beverage in a public space. *There may be certain campus events where alcohol is provided and permitted for those of legal drinking age.*

PARKING

Vehicles can only be parked in lined parking spaces. Resident students are only allowed to park in residential lots. First-year resident students are not allowed to park their motor vehicles on campus. Violations of this rule will result in the immediate towing of the vehicle at the owner's expense. All students repeatedly violating the parking policies are subject to action that may include loss of parking privileges. Repeat freshman offenders may face loss of parking privileges for their sophomore year. If no residential parking spots are available, University Police will designate an overflow lot. All motor vehicles must be out of the designated area by 8:00 a.m. Overnight parking is NOT allowed except in residential lots. Please refer to a campus map for lot designations. Only motor vehicles displaying a current and proper decal are permitted to park on campus. Parking is assigned and regulated by University Police. A student bringing an unregistered vehicle onto campus will be subject to action, loss of parking privileges and/or ticketing and towing. In case of an emergency or extraordinary circumstances, freshmen may request permission for a one-day pass from the University Police dispatcher. Short-term parking (one week or less) may be requested from University Police. For further information please visit the [RULES & REGULATIONS](#) page.

PET POLICY

No pets are allowed in residential buildings, except for fish in tanks no larger than 10 gallons. Those found with unauthorized pets are subject to fines, conduct action, and cleaning costs. Service and emotional support animals living in the residence halls are not considered "pets" and any questions regarding such animals should be referred to the Residential Center and/or Disability Services.

PHYSICAL CONFRONTATION

Any act of aggression where an individual expresses anger or emotional dysregulation by hitting, pushing, or otherwise physically assaulting any member or guest of the university.

POSSESSION/USE OF DRUG PARAPHERNALIA

Possession and/or use of drug paraphernalia are prohibited. For additional information visit: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

POSSESSION/USE OF MARIJUANA

Possession and/or use of marijuana are prohibited. For additional information visit: [ALCOHOL, MARIJUANA, AND](#)

OTHER DRUGS

POSSESSION/USE OF CONTROLLED SUBSTANCE

Possession and/or use of controlled substances are prohibited. For additional information visit: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

POSSESSION/USE OF ILLEGAL DRUG

Possession and/or use of illegal drugs are prohibited. For additional information visit: [ALCOHOL, MARIJUANA, AND OTHER DRUGS](#)

PSYCHOLOGICAL HARASSMENT

Psychological harassment is pattern of behavior undermining a person's sense of self-worth or self-esteem, constant criticism, possessiveness, damaging possessions, blackmailing, coercion, threats, intimidation, diminishing a person's abilities, name-calling, public humiliation, and damaging a person's relationship with others. This type of harassment may have serious impacts on a person's mental health. As stated in Bentley's [CODE OF CONDUCT](#), students have the right to be free from physical and psychological harassment based upon gender, sexual orientation, race, color, religion, nationality, ethnicity, disability status, veteran status or age. Students who psychologically harass another person will be referred to the [STUDENT CONDUCT SYSTEM](#).

PUBLIC INTOXICATION

Any individual who is deemed to be intoxicated as a result of alcohol and/or other drugs in a public setting.

QUIET HOURS

During quiet hours, noise emanating from a room, suite or apartment should not be audible in a hallway or abutting room. Quiet hours are in effect from 10:00 p.m. to 8:00 a.m., Sunday through Thursday evenings and from 1:00 a.m. to 9:00 a.m. on Friday and Saturday nights, except as modified by the academic calendar. 24/7 quiet hours may be enforced during certain times during the academic year (i.e. finals periods). Students will be notified of 24/7 quiet hours via Bentley email.

RELATIONSHIP VIOLENCE

At Bentley, relationship violence encompasses dating violence and domestic violence and can involve current or former intimate partners, spouses, social or dating relationships.

- Dating Violence and Domestic Violence is any act of violence or pattern of abusive behavior in a relationship. The acts of violence or abuse can be but are not limited to actual or threatened physical, sexual, verbal, emotional, financial, or digital. It is unwanted and causes physical or emotional harm. Relationship violence occurs in both same-sex and opposite-sex relationships. The determination of the existence of a relationship is based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. All students, faculty, and staff should be aware that the University is prepared to respond to any incidents of dating violence and domestic violence. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.
- Examples of relationship violence include, but are not limited to:
 - Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, or throwing objects at a person.
 - Sexual abuse: attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent, or marital rape.
 - Psychological or emotional abuse: a pattern of behavior undermining a person's sense of self-

worth or self-esteem, constant criticism, possessiveness, damaging possessions, threats, intimidation, diminishing a person's abilities, name-calling, public humiliation, and damaging a person's relationship with their friends or family.

- Financial abuse: Taking money from or prohibiting access to bank accounts.
- Digital abuse: Controlling social media accounts, or harassment through social media or other forms of technology.

RETALIATION

Retaliation occurs when an adverse action is taken against an individual for raising concerns about conduct which is prohibited by law or policy. All members of the Bentley community have the right to raise concerns or file a complaint through the student conduct system without fear of retaliation. Additionally, it is both unlawful and a violation of University policy to retaliate against an individual for filing a report of bias, sexual misconduct, gender-based discrimination, or harassment. Retaliation is also prohibited against anyone who participates, assisted, or refused to participate in an investigation or adjudication of sexual misconduct, gender-based discrimination, and harassment. Acts of alleged retaliation should be reported immediately to the Student Conduct staff and will be promptly investigated. Bentley is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Examples of retaliation can include hostility, intimidation, threats, coercion, exclusion, or discrimination directly or indirectly. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

Retaliation, or the perception, of, can be committed by any person who retaliates against:

- i. anyone filing a report of under this Policy or a Formal Complaint,
- ii. the parties or any other participants (including any witnesses or any University employee) in the Adjudication Process relating to a Formal Complaint,
- iii. any person who refuses to participate in the Adjudication Process, or
- iv. any person who under this Policy opposed any unlawful practice is subject to disciplinary action up to and including dismissal or separation from the University. If any participant in the Adjudication Process believes they have been subject to Retaliation (as defined in this Policy), they should immediately report the alleged retaliatory conduct to the Title IX Coordinator.

RESIDENTIAL CENTER POLICY VIOLATION

The Residential Center has specific policies for residential students. Should you violate a Residential Center policy you may be referred to the student conduct system and jeopardize your ability to live on campus. For additional information, [RESIDENTIAL CENTER POLICIES](#) and [LIVING ON CAMPUS](#)

ROOM CAPACITY

Bentley University recognizes that students may want to have visitors or guests gather in their room, suite or apartment. Due to space and safety concerns, the number of non-residents allowed in each dwelling is limited to 10 visitors per room in the halls, 20 visitors per suite in suite-style buildings and 30 visitors per apartment in apartment buildings. For additional information visit: [ROOM/SUITE/APARTMENT VISITOR CAPACITY](#) **Please note: room capacity numbers may change at any time due to the evolving needs of the Covid-19 Pandemic.*

SALES AND SOLICITATION

The use of any University property for the purpose of sale or otherwise gaining a profit is prohibited. Individual students and/or student organizations wishing to conduct sales or promotional activities must request and receive written authorization from Student Programs & Engagement to conduct sales on University property.

SCREEN POLICY

Residents will be assessed a fine for every unauthorized screen removal. Residents who are having problems with their

screens are responsible for reporting the issue immediately to a residential staff member or via the work order system. Throwing or dropping objects out of the windows will result in a policy documentation and subsequent conduct hearing. Using windows as entrances or exits to residence halls is strictly prohibited and will result in action within the student conduct system. Riser restrictors are installed in windows on ground floor units for student safety. Tampering with riser restrictor's compromises student safety and is prohibited.

SERVICE OF ALCOHOL TO MINORS

In Massachusetts, it is a criminal offense to furnish alcohol to a minor under the legal drinking age of 21. Providing alcohol to any individual who is under the federal legal drinking age of 21 is prohibited and will be processed through the student conduct system.

SEXUAL ASSAULT

Sexual Assault is a form of sexual misconduct that is a violation of University policy as well as federal and state statutes. The Commonwealth of Massachusetts defines sexual assault as "any sexual activity that is forced, coerced, or unwanted" and refers to the crimes of rape and indecent assault and battery.

Bentley University adheres to the following definitions of rape and indecent assault and battery:

- i. **Rape** includes penetration (oral, anal, or vaginal) no matter how slight, of any orifice with a body part or any object without effective consent.
- ii. **Indecent Assault and Battery** includes non-consensual sexual contact without penetration.
- iii. **Incest** sexual activity between family members or close relatives.
- iv. **Statutory rape**, which in Massachusetts is when a person has sexual intercourse with an individual under age 16.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. This behavior may not fall within the definition of non-consensual sexual contact/activity or sexual harassment, but it is still a violation of policy. There are many degrees and types of sexual exploitation, including, but not limited to:

- i. **Photographing or Video/Audio Taping Sexual Contact or Activity:**
Photographing or taping someone (via audio or video) involved in sexual activity, or in a state of undress without their consent or knowledge constitutes prohibited sexual exploitation. Even if a person consented to the sexual activity or intercourse, photographing or taping someone without their knowledge goes beyond the boundaries of that consent.
- ii. **Disseminating Photographs or Video/Audio Tapes of Sexual Contact or Activity:**
The dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress without their knowledge or consent constitutes a separate and additional act prohibited by this policy.
- iii. **Voyeurism:**
Voyeurism is the act of observing, spying on, or listening to a person involved in sexual contact/activity, or in a state of undress without their knowledge or consent.
- iv. **Inducing Intoxication/Incapacitation for the Purpose of Sexual Activity:**
Offering drugs, alcohol, or other substances to a person with or without their knowledge with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity is a violation of this policy. This type of conduct constitutes sexual exploitation, regardless of whether any sexual activity takes place.

SEXUAL HARASSMENT

Sexual Harassment: Bentley University adheres to the following definition of sexual harassment as an umbrella category,

which includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Generally, this umbrella category prohibits unwanted conduct of a sexual nature that may take the form of sexual advances, inappropriate sexual or suggestive comments, inquiry, sounds or jokes; unsolicited touching or fondling; unwanted intercourse, or assault.

Sexual Harassment is defined as follows:

- Unwelcome requests for sexual favors; and/or
- Other behavior of a sexual nature where:
 - Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or participation in a university-sponsored educational program or activity. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual (often referred to as quid pro quo harassment); or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, as well as creating an intimidating or offensive educational, social, living, or working environment.
- Harassing conduct that is sufficiently severe, pervasive, and objectively offensive (often referred to as hostile environment). Such conduct denies, limits, or interferes with the ability to participate in, or benefit from:
 - Educational programs, services, opportunities, or activities; or
 - Employment access, benefits, or opportunities.

SHUTTLE POLICY

The university provides shuttle service to and from north campus, main campus, lower campus and Garden Crest Apartments. In addition, there is daily service to Harvard Square in Cambridge and Waverly Square in Belmont connecting with MBTA service.

During Thanksgiving and spring breaks, there will be limited or no shuttle service. Major holidays and other breaks will also have limited or no service. Shuttle schedule information is available **ONLINE**. If shuttle service has been changed, canceled or suspended, the campus community will be notified via Bentley email and on the **SHUTTLE WEBSITE**.

All standards of student behavior apply both on the shuttle and at the shuttle stops. Specific rules include, but not limited to:

- All passengers must show a Bentley ID. Transportation will not be provide to anyone without their Bentley ID.
- Alcohol and other controlled substances are not permitted on the shuttle in either open or closed containers.
- Smoking is not permitted on the shuttle.
- Behavior that is disorderly, harassing or disruption will result in disciplinary action that may include immediate removal from the shuttle and/or a ban on using its services.
- Each student may have one guest on the shuttle. For exceptions to this policy (i.e., for permission for more than one guest), please contact the shuttle line 24 hours in advance, at extension 2685 or email **GA_SHUTTLE@BENTLEY.EDU**. If a guest violates any of the aforementioned, the host will assume responsibility for the violation and may be subject to further action.

Individuals who violate the Shuttle Policies may be subject to action through the **BENTLEY STUDENT CONDUCT SYSTEM**.

SMOKE FREE POLICY

Smoking (including cigarettes cigars, pipes, e-cigarettes, and any other smoke-producing tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by campus, including (but not limited to):

- All interior space on campus and property leased by the University.

- All outside property or grounds on the university campus, including areas such as walkways, breezeways, patios, and parking lots; including all vehicles.
- All outside property leased by the university.
- All vehicles leased or owned by the university.
- All indoor and outdoor athletic facilities.

For more information, please visit the [BENTLEY UNIVERSITY SMOKE FREE WEBSITE](#).

STALKING

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety, fear for the safety of others, or suffer emotional distress. Stalking can occur between strangers, individuals who know each other, or individuals who are or were previously in a relationship. Stalking behaviors may include unwanted following or watching, unwelcome gifts, or communications in person, in writing, or through the use of technology. It also includes accessing personal information to monitor a person's activity. Any stalking behavior can be done directly, indirectly, or through a third-party. For purposes of this definition, a reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

SUSPICIOUS BEHAVIOR

Suspicious behavior or activity can be any action that is out of place and does not fit into the usual day-to-day activity of our campus community or in alignment with the Bentley Core Values, and causes concern to any member of the community.

SPEED LIMIT

The speed limit on campus is 20 miles per hour. All drivers are expected to adhere to the speed limit. Violators may be stopped by University Police and issued a ticket. Please note that there are speed bumps at various locations on campus to reduce speeding.

TAMPERING WITH FIRE EQUIPMENT

Students are prohibited from tampering with fire equipment which may include, but is not limited to: covering a smoke detector, setting off a fire extinguisher, and damaging any fire safety equipment (i.e. exit signs). For additional information visit [SAFETY AND SECURITY](#)

THEFT/UNAUTHORIZED USE OF PROPERTY

Theft or attempted theft or the unauthorized use or possession of University property or services or the property of others, is prohibited.

TRASH DISPOSAL AND RECYCLING

All members of the Bentley community and their guests are responsible for removing their own rubbish from the buildings. Dumpsters for trash and recycling are conveniently located outdoors for this use. Due to fire and sanitary codes, it is important that trash not be left in hallways or stairwells. Offenders will be fined for each bag of rubbish that is not disposed of properly. Repeat offenses will result in further action.

TRESPASSING

The act of entering University property without permission.

UNAUTHORIZED POSSESSION/USE OF BENTLEY PROPERTY

Members of the Bentley community are prohibited to have Bentley property in their possession. Bentley property includes, but is not limited to, fire exit signs, lounge furniture, Facilities equipment and/or Sodexo property.

UNCOOPERATIVE WITH UNIVERSITY OFFICIAL

Students are expected to cooperate with University Officials (i.e. faculty, staff, contracted employees, student employees). Being uncooperative with a university official may be but is not limited to: refusing to follow a directive from a university official, not answering questions from a university official, and any behavior that prevents a university official from complete their responsibilities.

UNDERAGE ALCOHOL

The consumption and/or possession of alcohol under a federal legal. Massachusetts legal age to consume/possess alcohol is 21.

USE OF THE BENTLEY NAME, IMAGE OR LOGO

The use of the Bentley name and/or logo for T-shirts, hats and other imprinted items is reserved exclusively by the university and the Bentley bookstore. The use of the Bentley name, logo, image or design aesthetic is prohibited. Exceptions to this policy may be granted to athletic teams (through the Athletic Director) and recognized student organizations (through the Office of Student Programs & Engagement). Bentley University reserves the right to prevent the sale of any Bentley-imprinted items that violate this policy, and student who utilize the Bentley name, image or logo without authorization may be subject to disciplinary action through the **STUDENT CONDUCT SYSTEM**.

VEHICULAR VIOLATION

Egregious behavior that violates local and/or federal vehicular laws, including but not limited to driving under the influence (DUI) and operating under the influence (OUI), failing to stop at stop signs, reckless driving, failing to stop for pedestrians in a crosswalk, etc.

VERBAL FIGHT/ALTERCATION

An altercation and/or fight that is verbal between people.

VIOLATION OF COMPUTER ETHICS

Community members are expected to utilize campus computers, Wi-Fi provided by Bentley University, and computer related equipment that is issued to community members (i.e. loaner laptop) appropriately. Cybersecurity can be maintained through secure passwords, keeping a secure device, being aware of information clicked on, etc.

VIOLATION OF UNIVERSITY RULES

The handbook includes campus policies and procedures that students are expected to follow. There may be times during the year that students are notified of new or updated policies or procedures on campus. Should a student fail to comply with a university rule, this general policy violation may be applied to their alleged violations and they will be referred to the student conduct system.

Conduct System

The Bentley University student conduct process is designed to address student behavior, provide proactive initiatives, support a safe and stimulating campus climate and educate students via individual meetings, group meetings, board hearings and through the delivery of holistic sanctioning. The philosophy of the Bentley University Conduct System is based on the belief that:

- Students are responsible for their individual actions as well as for the way the community functions as a whole.
- When students can learn from their experiences, receive help from the university, constructively examine their behavior and take positive steps toward changing that behavior, the proper conduct response should be educational in nature.
- When students become involved in behavior that violates the spirit and/or substance of federal, state, or local law or Bentley rules, regulations, policies and procedures basic to the welfare of the university community at large or the individual therein, the university is bound to take disciplinary action that modifies, restricts or denies the student's status as a member of the university.

The Bentley Conduct System affirms and protects the right of every member of the community to:

- Be free from physical and psychological harassment based upon gender, sexual orientation, race, color, religion, nationality, ethnicity, disability status, veteran status or age.
- Study, sleep and socialize in a clean, well-kept, and safe environment.
- Focus on academics and be free from anything that may disrupt the academic environment.

Actions that interfere with or threaten these or any other basic student rights constitute a violation of University rules, regulations, policies, and procedures. In addition, the University expects students to observe all federal, state, and local laws and university rules, regulations, policies, and procedures, including those regulating:

- Use and sale of alcohol and drugs
- Sounding of fire alarms, illegal use of extinguishers and fire evacuation
- Possession of firearms, weapons and incendiary devices
- Theft
- Assault
- Gambling

Students who are found to be in violation of federal, state, or local law, in these or any other matters, will not be protected by the university from full prosecution by the appropriate law enforcement agents. The university reserve the right to take disciplinary action, after a fair hearing, which may result in suspension or expulsion independent of related decisions being rendered in a court of law. In cases where the Dean of Student Affairs or their designee, has a reasonable belief that an individual has engaged in a serious violation of university rules, regulations, policies, and procedures and/or federal, state or local law, the vice president or a designee may impose any sanction on the student, which will remain in effect until the completion of the conduct hearing process and all appeals. In the event that a student violates the imposed sanctions prior to the completion of the conduct hearing process and all appeals, the vice president or a designee may impose a permanent sanction on the student.

TITLE IX AND GENDER-BASED DISCRIMINATION POLICIES AND CONDUCT PROCESS

Bentley University engages in voluntary compliance with Title IX of the Higher Education Amendments (1972), and actively seeks to eliminate barriers to education resulting from sex- and gender-based discrimination. For Bentley University's full Title IX and Gender-Based Discrimination Policy and conduct procedures, please visit the [TITLE IX WEBSITE](#) or reference [TITLE IX](#) in this handbook. The following types of incidents will be adjudicated through either the Title IX adjudication process or through the Gender-Based Harassment & Discrimination adjudication process:

sexual harassment (including incidents of sexual assault), relationship abuse (including incidents of dating violence and domestic violence), stalking, harassment based on sexual-orientation, gender or gender identity, complicity, sexual exploitation, online misconduct, hostile environment, and retaliation.

THE OFFICE OF STUDENT CONDUCT

The Office of Student Conduct is located in the Student Center 320. The office coordinates the Bentley University Conduct System and works with other departments and student organizations across campus to implement proactive programs and activities.

For additional information about the Office of Student Conduct please visit: [HTTPS://WWW.BENTLEY.EDU/OFFICES/STUDENT-AFFAIRS/CONDUCT-SYSTEM](https://www.bentley.edu/offices/student-affairs/conduct-system)

Contact Information: GA_STUDENTCONDUCT@BENTLEY.EDU | 781-891-2161

Professional Staff

The Office of Student Conduct has two full time professional staff members: Director and Assistant Director. The professional staff in the office serve in an administrative and consultive capacity to the conduct system. Their role is to maintain official and complete files on all formal conduct proceedings. They oversee the conduct process to ensure its faithfulness to the spirit and letter of the Bentley Conduct System by consulting frequently with the administrative hearing officers and student conduct board members. In addition, they have the responsibility of overseeing the appointments of students to serve on conduct boards. They also oversee the training of all students and staff members within the Conduct System.

Student Conduct Assistants

Student Conduct Assistants (SCAs) are student employees in the Office of Student Conduct. SCAs are well-trained and experienced within the Office of Student Conduct as they help to staff the front desk in STU 320, serve on the Student Conduct Board, and support all initiatives within the Office of Student Conduct. SCAs facilitate Pre-Administrative Hearing Meetings and represent the Office of Student Conduct in many other capacities.

CONDUCT PROCESS

The Bentley Conduct System adheres to the tenets of fair process and consists of administrative hearing officers, student conduct board members and the Office of Student Conduct staff. When the Office of Student Conduct receives a report of an alleged violation, a case is created and referred to one of three conduct levels:

Level	Description	Sanction Information
LEVEL I	This level is for minor violations of campus policy and/or students with a minimal conduct history	The highest CORE SANCTION that may be given is disciplinary probation. Any ADDITIONAL SANCTION may be assigned.
LEVEL II	This level is for more serious violations of campus policy and/or students with a previous conduct history	The highest CORE SANCTION that may be given is suspension/housing suspension. Any ADDITIONAL SANCTION may be assigned.
LEVEL III	This level is for the most serious violations of campus policy and/or students with previous conduct violations	All CORE SANCTION are available for this level (up to expulsion). Any ADDITIONAL SANCTION may be assigned.

This is the conduct process for most policy violations. Additional processes at Bentley include:

- For **ACADEMIC INTEGRITY** policies, please see the **ACADEMIC CATALOGUE**.
- For the conduct and adjudication process relating to sexual misconduct and gender-based harassment and discrimination, please go to the **TITLE IX WEBSITE / TITLE IX**

Determining Conduct Case Level and Process

The level at which the case will be heard is determined by the seriousness of the alleged violation(s) and the conduct history of the student. Once the case is assigned to a level, the Office of Student Conduct will determine whether the case will be referred to the Administrative Hearing process or Student Conduct Board process. For an Administrative Hearing, the student will receive an email from an assigned Administrative Hearing Officer with more details about the process. For a Student Conduct Board, the Office of Student Conduct will notify the student via email about their conduct process information.

The Office of Student Conduct reserves the right to determine whether or not to proceed with a charge due to the length of time that has passed since the event. The office also reserves the right to schedule conduct proceedings for dates that have a minimal impact upon the academic schedules of all involved parties or when extenuating circumstances exist.

Student Conduct may provide assistance in mediating some types of complaints. The Vice President of Student Affairs has the ultimate responsibility for the Conduct System. When appropriate, the Vice President or a designee from this office may modify the sanctions of an administrative hearing officer or a conduct board.

Administrative Hearings and Administrative Hearing Officers

In many cases, most students will meet with a single hearing officer to discuss the alleged conduct/alleged policy violation, and impact on the student and community. It is the administrative hearing officer's responsibility to notify the student that an alleged violation has been filed, give a summary of the complaint, explain the conduct process to the student and either resolve the matter administratively or refer the case to the Office of Student Conduct. For the case to be resolved administratively, a student must freely admit to the alleged violation and request that the administrative hearing officer take appropriate action. Moreover, the administrative hearing officer must be of the opinion that the administrative process is the most effective means of resolving the case. If any of these criteria are not met, the administrative hearing officer will refer the case to the Office of Student Conduct. In any case, all records of conduct proceedings are kept within the Office of Student Conduct to be kept on file. Should the student fail to respond to the notification from the hearing officer or if the student fails to attend the scheduled administrative hearing, the case may be resolved in their absence at the administrative hearing. All information regarding the conduct process will be communicated via Bentley email. Appeals of decisions made by administrative hearing officers can be submitted via the **ADVOCATE STUDENT PORTAL**.

Pre-Administrative Hearing Meetings

For students going through the Administrative Hearing process, they will have the ability to participate in a Pre-Administrative Hearing meeting. These meetings are designed to educate students about the Bentley student conduct process prior to their Administrative Hearing with a Hearing Officer. A Pre-Administrative Hearing meeting is not mandatory and is intended to provide support and education about the conduct process to students prior to their official Administrative Hearing. Pre-Administrative Hearings will be conducted by Student Conduct Assistants (SCAs), which are student employees in the Office of Student Conduct. SCAs will explain the conduct process, answer questions a fellow student may have, explain campus policies and potential sanctions, and be able to refer questions to a student's Hearing Officer/Office of Student Conduct.

- Information shared with SCAs is private but not confidential. SCAs will take notes during the meeting and all information will only be shared with the student's Hearing Officer and the Office of Student Conduct.
- Whether a student participates in a Pre-Administrative Hearing does not impact the decision of their conduct case. It is solely intended to support students through the conduct process and ensure they are successful by offering an opportunity to learn more about what to expect during the conduct process.

For additional information about the Administrative Hearing Process and the Administrative Hearing Officers please visit: [HTTPS://WWW.BENTLEY.EDU/OFFICES/STUDENT-AFFAIRS/CONDUCT-SYSTEM](https://www.bentley.edu/offices/student-affairs/conduct-system)

STUDENT CONDUCT BOARD PROCESS

The Bentley University Student Conduct Board provides an impartial evaluation of the conduct of students accused of violating University policy. These boards enforce policy through appropriate sanctions and education. A Student Conduct Board is comprised of faculty, staff, and students. Students on the board are employed as Student Conduct Assistants within the Office of Student Conduct. Faculty and Staff members of the Student Conduct Board are appointed by the Office of Student Conduct.

Students will be notified via email if their conduct case will be heard by the Student Conduct Board. Students will have an opportunity to meet with the Office of Student Conduct to learn more about the process and their rights prior to the board hearing. Before a scheduled board hearing, a student who is appearing before any board may request from the Office of Student Conduct the names of the members of the board for their case. Any reasonable concerns about board members should be raised at that time.

While the Student Conduct Board is charged with hearing all the facts in each case and reviewing them impartially, its procedures are not bound by formal rules of evidence or necessarily strict presumption of innocence. The Student Conduct Board is responsible for determining the validity of the alleged violations brought against a student and taking appropriate action.

The Student Conduct Board hears all Levels of cases but is traditionally reserved for Level III cases. Level III cases are the most serious violations. Information about the boards, depending on the Level of the case, are listed below:

Level I and Level II Cases:

The board will consist of primarily students, however, may include faculty/staff. The board will range from three to five members. The board has the authority to impose sanctions consistent with the sanctioning philosophy. The board may also levy fines and place limited restrictions upon a student found to be in violation of Bentley University policy. If a student fails to attend the hearing, the case may be resolved in that student's absence. Appeals can be submitted via the [ADVOCATE STUDENT PORTAL](#). An appeal must be submitted within five (5) working days of the decision notification date.

Level III Cases:

The Student Conduct Board for Level three cases is the highest-ranking conduct body in the Bentley University Conduct System. It is the disciplinary body that reviews Level three cases and has the authority to suspend or expel students from Bentley University for disciplinary reasons. The board consists of a students, faculty, and staff. If a student fails to attend the hearing, the case may be resolved in that student's absence. Appeals of the decisions by Student Conduct Board must be submitted via the [ADVOCATE STUDENT PORTAL](#) and will be sent to the Dean of Students. An appeal must be submitted within five (5) working days of the decision notification date.

Student Conduct Board Hearings

The student conduct board adheres to the following guidelines when hearing a case:

- The Office of Student Conduct selects a time for the hearing (within a reasonable amount of time) and sends notices to all people directly involved, including the person making the complaint, requesting their attendance.
- At the beginning of the hearing, a member of the Student Conduct Board reviews the incident and summarizes the charges and supporting information.
- The party to the complaint presents his or her case in full and responds to questions from the committee.
- The student is given an opportunity to present his or her case, to answer questions from the Student Conduct Board and to ask questions of the other party and witnesses.
- The conduct board may request persons having information about the charge to attend the hearing.

- After a thorough review of the case and the student's conduct history, the conduct body meets in private and decides an appropriate resolution; results of the hearing are communicated to the student within a reasonable amount of time.
- A conduct hearing will proceed even if the conduct of the student has led to a civil or criminal proceeding unless the Dean of Student Affairs or their designee decides otherwise.
- All records of conduct proceedings are submitted to the Office of Student Conduct to be kept on file.
- Conduct hearings are private meetings and open only to those members of the campus community directly involved and approved by the adviser or the chair of the board; no recordings of hearings are allowed.
- The conduct board at Bentley makes decisions regarding the responsibility of the accused based on a preponderance of the evidence and a majority vote of the board members.

Students' Right in a Student Conduct Board Hearing

Students referred to any conduct board are entitled to:

- A fair hearing within a reasonable amount of time from the referral.
- Ample notice of the hearing, a summary of the violation to be discussed and an explanation of the conduct process.
- The opportunity to speak on their own behalf.
- The opportunity to hear all evidence presented in the hearing.
- The opportunity to respond to all evidence presented in a hearing.
- Present material witnesses to give relevant and pertinent testimony (witnesses must be reviewed by the Office of Student Conduct prior to the hearing).
- The presence of one person to give support (with prior approval from Office of Student Conduct). The support person invited by the student is prohibited from taking part in any dialogue during the hearing. Their communication is limited to private conversations with the student for whom they are providing support. Private conversations must not disrupt the proceedings. The Student Conduct Board has the right to stop the proceeding or remove the support person if his or her presence interferes with the activities of the hearing body.
- Written notice within a reasonable amount of time notifying the student of the conduct body's findings and, if appropriate, sanctions.
- The opportunity to appeal the decision of the board.

Students who have been victimized by another student and whose case is referred to a conduct board are entitled to:

- Ample notice of the hearing and an explanation of the conduct process.
- An opportunity to attend the proceeding when evidence is presented.
- Present material witnesses to give relevant and pertinent testimony (witnesses must be reviewed by the Office of Student Conduct prior to the hearing).
- The opportunity to submit to the conduct body a written impact statement that will be considered during sanctioning (if sanctioning occurs).
- The presence of one person to give support (with prior approval from Office of Student Conduct). The support person invited by the student is prohibited from taking part in any dialogue during the hearing. Their communication is limited to private conversations with the student for whom they are providing support. Private conversations must not disrupt the proceedings. The Student Conduct Board has the right to stop the proceeding or remove the support person if his or her presence interferes with the activities of the hearing body.
- For alleged victims of any crime of violence, to know the outcome of any disciplinary proceeding.

STUDENT CONDUCT BOARD TIMELINE

The conduct boards, as described previously, hear cases from the beginning of the fall semester through the beginning of spring semester final exam window. From the beginning of spring semester final exam window through the end of the summer, the various boards are dissolved and conduct matters are handled by administrative hearing officers. All decisions rendered during this interim period must conform to the spirit of the conduct system as expressed in this document. Appeals of decisions rendered during this time may be made to the administrative hearing officer specified in the sanction letter. It may also be necessary for administrative hearing officers to hear cases during exam periods or other times when conduct boards are unable to convene. A student conduct board can be convened in a special session if deemed necessary by the Office of Student Conduct. If a student conduct board cannot be convened in a special session, the hearing may be postponed to the earliest date available.

APPEALS

Appeals of conduct decisions must be made in writing and must state and explain in detail the reason(s) for the appeal. In order for an appeal to be considered, an appeal must be submitted no later than five (5) working days of the decision notification date.

Appeals may be made if:

- There has been a failure of fair process.
- New, relevant information can be introduced.
- The sanctions impose an undue hardship.

The appeals process is the final step a student can take in the student conduct system. The decision rendered as to whether or not an appeal will be granted is final. If an appeal is denied, the student cannot appeal the decision for that case again. The student will be notified within a reasonable amount of time as to whether or not an appeal is granted. Sanctions given by the administrative hearing officer or student conduct board will stand until the decision on the appeal is made. If an appeal is granted, the case either will be resolved administratively or forwarded to the appropriate personnel. If the case is to be heard again, the student will be notified within a reasonable amount of time as to the date and time of the hearing. If the appeal is denied, the conduct process ends.

CONDUCT PROCESS FOR STUDENT ORGANIZATIONS

Student organizations are defined as but not limited to:

- Recognized student organizations, registered with Student Programs & Engagement Organizations

If the conduct of members of a student organization violates a campus policy (on or off-campus) or results in an off-campus citation, the student organization is subject to referral to the Student Conduct System. The incident will be referred to the Office of Student Conduct for review, and if necessary, for resolution. During that period of review and/or resolution, the Office of Student Conduct, in consultation with Student Programs & Engagement, reserves the right to implement an Interim Suspension or other form of interim measure to an organization. The student organization retains the same rights and responsibilities as an individual student in the university conduct process. The Office of Student Conduct will determine if a student organization participates in the **Administrative Hearing process** or **Student Conduct Board Hearing process**. A student organization is responsible for supervising all organization-sponsored events on or off campus, even though other security measures may be taken. If a student organization is found to be responsible for violating university policies, rules, regulations and/or federal state or local laws, sanctions such as loss of privileges and/or recognition may be imposed. State and federal privacy laws do not apply to student organizations.

If a student organization demonstrates one or more of the behaviors below, the Office of Student Conduct may refer the student organization to the Student Conduct System:

- The conduct is endorsed by the student organization or any of its officers including, but not limited to, active or passive consent or support, having prior knowledge that the conduct was likely to occur and not taking any substantive action to prevent it (e.g., canceling the event, notifying the Office of Student

Conduct, Student Programs & Engagement, University Police or local police, etc.), or helping to plan, advertise, or promote the conduct

- The conduct is committed during an activity paid for by the organization, or paid for as a result of one or more members of the organization contributing personal funds in lieu of or in addition to organizational funds to support the activity or conduct in question
- The conduct occurred on property currently owned, controlled, rented, leased, or used by the organization or any of its members for an organizational event. To *determine organizational affiliation, historical property information may be used in the investigation process.*
- The purpose of the activity was related to recruitment, initiation, admission into, affiliation with, or as a condition for continued membership in the organization
- Non-members of the organization learned of the activity through members, advertisements, or communications associated with the organization, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or endorsed by the organization
- Members of the organization attempted to conceal the activity of other members who were involved
- One or more officer(s) of the organization had prior knowledge or reasonably should have known that the conduct would take place
- Whether the alleged incident occurred at or in connection with an organization-sponsored event or activity or at an event or activity that would reasonably be associated with the student organization
- A significant percentage, as determined by the Office of Student Conduct, of the student organization was present during the time of the violation
- Violate University policies, rules and regulations, federal and state or local laws, on or off campus

It is important to note that when a student is a member of a recognized student organization, a student organization and the student(s) who contributed to the violation may be held collectively and individually responsible for violations of the Bentley Student Handbook. Therefore, a student may go through a student conduct process as an individual and as a member of a student organization, simultaneously. Student organizations may be held accountable for violations without regard to whether members of such organizations are individually held accountable for the same misconduct.

Interim Measures

The Office of Student Conduct, in collaboration with Student Programs & Engagement, may issue interim measures pending consideration of the conduct case. Interim measures may include but are not limited to: an order for the organization to suspend all activities and operations, no contact orders, and loss of privileges. The need for appropriate interim measures will vary between cases and will be communicated to the officers of the student organization. Failure to abide by interim measures is an additional violation of campus policy.

Conduct Process

A student organization will be represented by all officers during the conduct process. Officers will be required to attend mandatory conduct hearings. The Office of Student Conduct will inform the officers of a student organization if they will participate in the Administrative Hearing process or Student Conduct Board process.

The conduct process for a student organization may include an investigation involving Bentley University Police or other Police departments depending on the location and nature of the incident.

Hazing

Information about hazing incidents can be found here: [BENTLEY HAZING POLICY](#) and [MASSACHUSETTS HAZING POLICY](#)

Additional Information:

- The Office of Student Conduct will determine **APPROPRIATE CHARGES/VIOLATIONS** and level of the conduct **CASE**.
- Student organizations have the same rights as individual students during an administrative hearing or student conduct board process. State and federal privacy laws do not apply to student organizations.
- If a student organization is affiliated with a national or international organization, the Office of Student Conduct and/or Student Programs & Engagement may notify the national/international office at any time. The Office of Student Conduct and/or notifying office may attempt to work in partnership with the national/international office.
- The full range of **SANCTIONS** may be imposed on a student organization
- The appeals process will be determined by the level of the conduct case. Please refer to the **APPEALS SECTION** for additional information.

INCOMPLETE SANCTIONS AND FINES

Students are responsible for knowing and understanding their sanctions. They are also responsible for completing their sanction by the assigned due date. Failure to complete a sanction by the assigned due date may result in further conduct action up to and including expulsion from the university.

CONDUCT FILES

Conduct files are considered educational records and are therefore included under the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment), except as amended. Please refer to the **RIGHTS REGARDING EDUCATIONAL RECORDS** section of this handbook for more information.

Current students can view their conduct history on their Advocate Student Portal. Past students can request their conduct history online by visiting: [HTTPS://WWW.BENTLEY.EDU/OFFICES/STUDENT-AFFAIRS/CONDUCT-SYSTEM](https://www.bentley.edu/offices/student-affairs/conduct-system)

The University will not release copies of evidence, including any reports related to the incident, outside of the University, except for an instance in which the University receives a legally issued subpoena. The Office of Student Conduct will share reports with any involved party verbally over a video teleconference or in person, if available, in the Student Center suite 320. Parties who read or view reports or evidence in person will be prohibited from copying, taking pictures, or otherwise disseminating the content. This is done intentionally to ensure confidentiality and privacy.

ADMINISTRATIVE ACTIONS

In cases where the Vice President of Student Affairs or their designee has a reasonable belief that an individual poses a threat to the safety of the university community or themselves, they may temporarily or permanently restrict or remove the student from the campus and the University.

REQUIRED EVALUATIONS

Student Conduct may require a student to undergo an evaluation (physical, psychological or both) when the student's conduct gives rise to significant concerns pertaining to their well-being and/or ability to conduct themselves appropriately in the community. Behaviors which may result in a required evaluation include, but are not limited to, the following:

- Threats of danger to self or others.
- Inflicting mental or bodily harm upon any person (including self-harm).
- Engaging in an intentional or reckless action from which mental or bodily harm could result (including to self).
- Engaging in any other behaviors or physical conditions that in the opinion of university personnel are a serious cause for concern, such as seriously impaired capacities for self-care.
- Engaging in **SUSPICIOUS BEHAVIOR**

If deemed necessary, a required evaluation is a mandatory assessment of a student's psychological or physical well-being. The University Care team will review this information and make a recommendation to Student Conduct staff.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. A student requesting an accommodation in regard to an administrative or conduct board hearing must follow the appropriate process for requesting an accommodation through **DISABILITY SERVICES**. Disability Services will make a determination regarding the request and notify the appropriate parties. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

Sanctions

Disciplinary sanctions may be imposed upon students by appropriate Bentley personnel (Administrative Hearing Officers and/or Student Conduct Board). The section below defines the sanctions that may be imposed via the **BENTLEY STUDENT CONDUCT SYSTEM**.

Information about Bentley Sanctions:

- Sanctions are intended to provide accountability for the students while balancing the Office of Student Conduct's restorative philosophy which is to provide educational and reflective opportunities
- When determining sanctions, the following factors are considered: seriousness of the responsible violations, conduct history of the student, and information shared during the conduct process (frequency of behavior + severity of behavior = sanction)
- Sanctions may have deadlines (noted in Student Conduct Letter) and actionable items which are mandatory for the student to complete as instructed

The following two sections (Core Sanctions, Additional Sanctions) include all sanctions that may be assigned to a student when found responsible for a campus policy violation.

CORE SANCTIONS

These sanctions are listed in a hierarchy order with verbal warning being the least severe sanction and expulsion being the most severe sanction. The Student Conduct System is not based on a "strike" method. Although these sanctions can build upon each other, a student can be placed on any of these sanctions at any time based on the severity of behavior, regardless of prior history.

Core sanctions may impact a student's standing within the conduct system. A verbal warning, written warning, and probation place the student in "good standing" with the conduct system. Disciplinary Probation and above place a student in "not good standing" with the conduct system. A student not in good standing may be unable to participate in certain Bentley opportunities, as determined by individual offices. Other Bentley offices may request access to a student's conduct record or ask for this information to be shared on an application. Please refer to **STUDENT CONDUCT RECORDS** for additional information.

Verbal Warning

This sanction is a verbal caution that informs students that further violation of Bentley University policy may result in additional conduct action. *Student's status remains in good standing with this sanction.*

Written Warning

This sanction is a written notice to the student that informs them that for a period of time, if they are to violate Bentley University policy further, they may be subject to additional conduct action. *Student's status remains in good standing with this sanction.*

Probation

Probation is a specified period of time in which further violation of University policy may result in removal from the Bentley University residential community and/or limited access as a commuter student. If a student were to violate Bentley University policy further while on probation, they may be subject to additional conduct action. *Student's status remains in good standing with this sanction.*

Ban from Campus/Campus Events

A student may be prohibited from entering certain buildings or restricted from attending particular events on campus. Other privileges may also be revoked. *Student's status remains in good standing with this sanction.*

Ban from University Housing

A student may be prohibited from entering certain buildings. Other privileges may also be revoked. *Student's status remains in good standing with this sanction.*

Disciplinary Probation

Disciplinary Probation is a specified period of time that identifies a student's status is no longer in good standing. Disciplinary Probation may also include exclusion from Bentley owned or operated property, and/or Bentley University sponsored events. During this time, further violation of University policy may result in removal from the Bentley University residential community, and/or suspension or expulsion from Bentley University. *A student is considered not in good standing with the University with this sanction.*

Deferred Suspension from University Housing

Deferred suspension from University Housing is a specified probationary period. During this time, further violation of university policy may result in immediate removal from Bentley University Housing with no refund for university housing or meal plan fees. If a suspension is imposed later on, the student will be notified of the start and end date during the conduct process. *A student is considered not in good standing with the University with this sanction.*

Deferred Suspension from the University

A deferred suspension from the university is a specified period of time during which violations by a student may result in immediate suspension from the university with no refund of tuition or fees. If a suspension is imposed later on, the student will be notified of the start and end date during the conduct process. *A student is considered not in good standing with the University with this sanction.*

Suspension from University Housing

Suspension from University Housing indicates that a student may be excluded, for a specified period of time, from living in and/or visiting all University owned or operated housing. Students removed from University Housing are not permitted in or around University Housing and trespassing may result in further conduct action. Students who are suspended from University housing are not eligible for a refund of the cost of housing or board plan fees due to the student being found responsible for the alleged behavior. *A student is considered not in good standing with the University with this sanction.*

Suspension from the University

A student may be excluded from classes and other privileges and activities for a specified period of time. Students suspended from the university are not to be on campus unless they received permission from the Office of Student Conduct. Additional action will be taken against those who trespass, and/or criminal prosecution for trespassing is possible. Students suspended from the university are not eligible for a refund of their tuition. Conditions for readmission to Bentley, if any, will be determined by the Office of Student Conduct and/or Vice President of Student Affairs. *A student is considered not in good standing with the University with this sanction.*

Expulsion from University Housing

Expulsion from University Housing is a permanent ban from all Bentley University owned or operated residence halls. Students expelled from University Housing are not permitted to be in or around the residential areas. Trespassing may result in further conduct action and/or criminal prosecution, and students expelled from University housing are not eligible for a refund of housing or board fees. *A student is considered not in good standing with the University with this sanction.*

Expulsion from the University

University Expulsion is a permanent separation from the University. A student who has been expelled is prohibited from participating in any University activity or program. The individual may not be in or on any University owned or leased property. Additional action will be taken against those who trespass and/or criminal prosecution for trespassing is possible. Students expelled from the university are not eligible for a refund of their tuition.

ADDITIONAL SANCTIONS

The sanctions may be imposed alone or with any other sanctions. Sanctions not listed below may also be given to a student on a case by case basis.

Educational Sanctions

An educational sanction is designed to help the student become more aware of university rules, policies and regulations and to help students understand that there are consequences to their actions. Examples of educational sanctions include:

- writing a paper or completing a reflective prompt
- designing and making posters informing students of various university policies, rules and regulations
- accompanying resident assistants on duty rounds and monitoring study lounges

Referral

A student may be referred to counseling, the Alcohol and Other Drug Resource Center, the Center for Health and Wellness or other offices when deemed appropriate in a conduct proceeding.

Community Service/Work Sanction

A student may be sanctioned to complete work for a certain number of hours with an office on campus or a community service project coordinated by Bentley (service may take place off campus).

Restitution

A student may be sanctioned to make restitution for damage to or misappropriation of property. Restitution can be paid in the Cashier's Office in Rauch or online (link sent by Office of Student Conduct).

Fines

A student may be fined for any violation of Bentley rules, regulations or policies. Fines range from \$25 to \$1,000 and are levied on a per person basis. All fines are to be paid at the Cashier's Office in Rauch or online (link sent by Office of Student Conduct).

Parental or Guardian Notification (Staff Issued)

In certain situations, parents or guardians may be notified when students violate university policies. This may include serious violations that put the student's success at Bentley in jeopardy.

Parental or Guardian Notification (Student Issued)

In certain situations, a student may be asked to notify their parents of their conduct history. This sanction provides students an opportunity to discuss their conduct record with their parent/guardian themselves. Further violations of campus policies may result in staff contacting the student's parent or guardian.

Falcon-Connect Mentor Program

The Falcon-Connect Mentor program will be implemented in two ways. First, a student may be sanctioned to meet with a mentor throughout a specified period of time while they are still enrolled at Bentley. The frequency of the meetings will be determined during the conduct process. The intentions of these meetings is to provide on-going support and ensure the student is successful at Bentley.

Second, students who are separated from the university due to conduct-related matters will be required to meet with a staff member from the university during the first semester of their return. In these meetings, the student and staff member will discuss the student's academic and social progress. The student may be required to attend certain Bentley-sponsored programs and event in order to complete this mentorship program.

Fire Safety Meeting

There are a variety of fire safety related sanctions that may be imposed due to fire safety related policy violations. Students may be sanctioned to attend a group fire safety meeting hosted by Bentley's Facilities Management/Life Safety, complete an online fire safety module, or have an individual meeting with Bentley's Facilities Management/Life Safety.

Substance Use Sanctions

Students who violate campus policies related to alcohol, marijuana, and other drugs may be sanctioned one or more of the following:

- **E-CHUG:** The E-CHUG (Electronic Checkup to Go) is a free, confidential, online assessment for students to learn more about their drinking behaviors and any risks that may result. The program provides the student with personalized feedback specific to their drinking patterns and experiences.
- **Marijuana 101:** Marijuana 101 is a fast-paced online course that integrates personal feedback and interactive modules to help students get a broader understanding of their choices, attitudes and beliefs around marijuana and any impact on student success, social engagement, career, personal health and financial well-being.
- **AlcoholEdu:** AlcoholEdu for Sanctions is an online educational program focusing on reducing the harms associated with the misuse of alcohol. The program is in two parts and can be taken in multiple sittings.
- **BASICS:** BASICS is a two part, confidential, non-confrontational, interview for students to learn more about their substance use behaviors and any risks that may result. BASICS is focused on harm reduction.
- **Risk Reduction Assessment:** This is a self-assessment where a student can self-report their substance use and receive strategies to mitigate risk when using substances

Medical Follow Up

If a conduct case includes a medical transport, a medical follow up with the Center for Health and Wellness may be sanctioned.

Automobile Rules and Regulations

All vehicles must display a parking decal. Registering your vehicle is done through [BCE.BENTLEY.EDU](https://bce.bentley.edu) and your decal can then be picked up at the Card Office. The decal issued to you is renewable until you graduate. There is a nonrefundable fee for the semester that the decal was issued, and it is automatically renewed each semester you are registered for classes unless you take appropriate steps to void the decal. A vehicle may display only one (1) parking decal at a time. If a second decal is issued because of a change in residential status, the first must be removed.

When picking up your decal, you must bring your driver's license, motor vehicle registration, and Bentley ID with you. All vehicles parking on Bentley property must be registered and insured. For further details regarding decal registration and associated fees, please visit the [PARKING & DRIVING](#) page.

PEDESTRIAN CROSSWALKS

All drivers are reminded that pedestrians have the right of way at a crosswalk.

PARKING FINES

Parking tickets are electronic and a printed copy may be placed on the vehicle windshield or handed to the driver. All parking fines must be paid in full unless dismissed through the appeal process.

APPEAL

To appeal a ticket, you must first submit a written appeal within fourteen days of the issuance date. Instructions for appeal are printed on the back of the ticket, or you can submit a written appeal by visiting the [TICKETS & CITATIONS](#) page.

TOWING

Vehicles may be towed for many reasons, including:

- Failure to display a current Bentley parking decal or valid pass.
- Parking in a manner that interferes with the movement of emergency vehicles or endangers life or property of others.
- Illegally parking in a fire zone, tow zone or handicapped zone.
- Other violations of the parking policy. The policy is available at the University Police Station. It is the responsibility of the owner and/or operator of the towed vehicle to pay the towing & storing charges. Towing charges are generally in excess of \$100/tow.

VIOLATIONS

Any student who violates state, local, or university policies regarding motor vehicle violations is subject to ticketing and towing. These violations include, but are not limited to, driving an unregistered vehicle, driving under the influence of drugs or alcohol (will also be subject to arrest), transporting alcohol by a minor, speeding, and freshman parking without authorization or in the wrong lot. Students who repeatedly violate parking policies will be referred to the [CONDUCT SYSTEM](#) in addition to ticketing and towing. Penalties may include the loss of parking privileges.

Athletics Policies

IDENTIFICATION

A valid Bentley ID is required to use all of our Athletic Facilities including the Dana Center and Bentley Arena. There are no exceptions to this policy and identification must be carried at all times per University guidelines. Allowing another person to use your ID is a violation of this policy. No guest or day passes are available.

SCHEDULING SPACES/FIELDS

If you are looking to schedule an athletic space/field please reach out to the appropriate contact.

Most Athletic Fields and Athletic Facilities are available for use when not occupied by our Varsity or Club teams.

DANA CENTER/ ATHLETIC FIELDS	BENTLEY ARENA	BENTLEY UNIVERSITY POOL
Marty McCarthy	Bo Stewart	Mary Samko
MMCCARTH1@BENTLEY.EDU	BSTEWART@BENTLEY.EDU	MSAMKO@BENTLEY.EDU
781-891-2936	781-891-2289	781-891-3415

CLUB SPORTS/INTRAMURAL SPORTS

All Club Sports fall under the supervision of the Athletic Department: We currently offer 12 Club Sports that compete in their respected leagues.

For more information on Club Sports please contact Marty McCarthy at MMCCARTH1@BENTLEY.EDU or 781-891-2936.

Bentley University offers a number of different Intramural sports on campus throughout the year. You can find out more information on our website [HTTPS://BENTLEYFALCONS.COM](https://BENTLEYFALCONS.COM) under the Intramural tab.

For more information on Intramural Sports please contact Mike Hill at MHILL@BENTLEY.EDU or 781-891-2852.

FITNESS CENTER

Anyone with a Valid Bentley ID will have access to the Fitness Center located inside the Dana Center. You will need your ID to gain access to the Fitness Center.

For Current Policies and Hours please visit [HTTPS://BENTLEYFALCONS.COM](https://BENTLEYFALCONS.COM).

LOCKER ROOMS

All personal belongings should be secured in lockers in either the men's or women's general locker rooms. Your Bentley ID will give you access to these locker rooms. No overnight locks are allowed in the locker room. The university is not responsible for lost, stolen or damaged personal property. The use of this facility is a privilege and all policies will be strictly enforced to ensure that every member of the Bentley University community has a safe and comfortable atmosphere in which to exercise.

CODE OF CONDUCT STATEMENT

The NCAA, NE-10 Conference, and Atlantic Hockey Conference promote good sportsmanship by student-athletes, coaches and fans. We request your cooperation in supporting the student-athletes and officials in a positive manner at all athletic contests. Profanity, derogatory comments or other intimidating actions directed at athletes, officials, team representatives or other fans will not be tolerated and are grounds for removal from the contest. Any violations of the code of conduct may result in the student being referred to the **CONDUCT SYSTEM**.

The NE10, and Atlantic Hockey have many traditions, but bad sportsmanship isn't one of them. We appreciate your cooperation in creating a safe and positive game environment. RESPECT, it's the name of the game.

Title IX and Gender-based Harassment and Discrimination Policy

Mission of Bentley University: To educate creative, ethical, and socially responsible organizational leaders by creating and disseminating impactful knowledge within and across the business and the arts and sciences

Mission and Purpose of this Policy: To eliminate all barriers on Bentley University's campus that are rooted in forms of discrimination, harassment, and retaliation on the basis of an individual's sex, gender, sexual orientation, gender identity, and/or gender expression. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity.

Questions Regarding this Policy: Please forward any questions, complaints, or notice of alleged policy violations, or regarding this policy and procedures, to those responsible for Bentley's Title IX and Gender-Based Harassment and Discrimination Policy compliance below:

LIZ HUMPHRIES

Title IX Coordinator
Director, Student Conduct
Student Center 320
ehumphries@bentley.edu
781-891-2225

JUSTIN WOODARD

Deputy Title IX Coordinator for Student Support
Associate Director, Residential Center
jwoodard@bentley.edu
Student Center 320
781-891-2319

KELLY KELLEHER

Deputy Title IX Coordinator for
Faculty/Staff Support
Business Partner, Human Resources
Rauch 201
781-891-3427

COURTNEY FINN

Deputy Title IX Coordinator/Senior
Women's Administrator
Associate Director, Athletics
Dana Center
781-891-2368

I. POLICY STATEMENT AND OVERVIEW

Bentley University will always respond to complaints, reports, allegations, and information about harassment, sex-and gender-based discrimination, and retaliation regardless of how the information was brought to the University's attention. The University's response is designed to stop the prohibited conduct, prevent its recurrence, and address any lingering impact that it had on individuals, members of the campus community, and all University-related programs or activities.

Bentley University is firmly committed to establishing an environment free of harassment and discrimination on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits sexual and gender-based harassment, sexual assault (non-consensual sexual touching, forcible or not), stalking, domestic violence, and

sexual exploitation, stalking, and retaliation (collectively referred to in this policy as prohibited conduct). These forms of prohibited conduct are harmful to the well-being of our campus community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff.

All violations of prohibited conduct under this policy will result in discipline, including potential separation from the University. Some forms of prohibited conduct may also violate state and federal laws, and criminal prosecution may occur independently of any disciplinary action imposed by the University.

This policy also sets forth the procedures that will be used to respond and investigate reports of prohibited conduct.

Bentley University complies with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the University's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA) as amended; Title VII of the Civil Rights Act of 1964; and its stated counterpart, M.G.L. c. 151B; Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and other applicable law.

Bentley also reaffirms the rights impacted parties to decide whether they wish to be involved in any of the University's processes to address sexual harassment and sex-and gender-based harassment, discrimination, and retaliation. Bentley is also strongly committed to supporting impacted parties through the numerous support services available. All students and employees have access to confidential resources that they may use for support and guidance regardless of whether they make a report to the University or participate in a University investigation and adjudication process, please refer to **APPENDIX A**. The University encourages those who wish to receive confidential support services regarding sex- and gender-based discrimination and harassment under these policies to seek assistance from staff in the Counseling Center, the Health Center, the Boston Area Rape Crisis Center, REACH Beyond Domestic Violence, and/or seek medical attention.

Responsible employees of the University are expected to report allegations of sexual harassment and other forms of sex- and gender-based discrimination that they observe or learn about to the Title IX Coordinator. Employees whose positions legally require confidentiality (i.e., licensed mental health counselors and health professionals) are not responsible employees. To review the full list of designations of employees at Bentley University, please refer to **APPENDIX E**. If you have a question regarding reporting responsibilities, please contact the Title IX Coordinator.

All employees of Bentley University are strongly encouraged to offer information on how to report such incidents to students and colleagues, as well as report this conduct directly to the Title IX Coordinator. Responsible employees who fail to report allegations of sexual harassment and other forms of sexual misconduct that they observe or learn about may be subject to disciplinary action. Bentley University is mandated to respond promptly and appropriately to any allegations of sexual harassment or other forms of gender-based discrimination and retaliation. Under these policies, the University will consider the effects of off-campus conduct for faculty, staff, students, visitors, and community members when evaluating whether a hostile environment was created on campus.

Any person responsible for or involved in retaliation will be subject to disciplinary action up to and including expulsion or termination.

Retaliation against anyone who reports an incident of harassment, or discrimination as defined in this policy, brings forward a complaint or participates in an investigation and adjudication process under this policy is prohibited. Retaliation is also prohibited against those who, in good faith and reasonable manner, oppose an act or policy believed to constitute sex- or gender-based discrimination and harassment. It is the responsibility of Bentley University's Title IX Coordinator to ensure that inquiries into reports of misconduct described above are made, as well as formal investigations and resolutions consistent with applicable adjudication procedures that are described in this policy.

Additionally, Bentley seeks to ensure that our campus and culture are inclusive for all students, and, as such, has committed to engaging in several preventative and proactive educational programs and initiatives. For a list of some of the programs Bentley offers, please see Section XVII of this document.

Bentley reserves the right to amend this and other policies immediately to ensure compliance with federal and state rules, regulations, and laws.

II. BENTLEY'S TITLE IX COORDINATOR AND TITLE IX STAFF

The Title IX Coordinator for Bentley University is responsible for providing leadership regarding Title IX and the Gender-Based Harassment and Discrimination Policy. The Title IX Coordinator has the primary responsibility for coordinating Bentley's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Title IX Coordinator will also ensure that ongoing training and education regarding sex/gender-based harassment, discrimination, and retaliation take place, as well as compliance-related reporting. Additionally, the Title IX Coordinator will be responsible for:

- Tracking and monitoring incidents, including sex-based discrimination, harassment, retaliation, and other sexual misconduct outlined in this policy;
- Ensuring that the University responds effectively to each report; and
- Provides appropriate supportive measures to parties involved with or without the filing of a formal complaint

After an alleged violation of this policy is reported, the Title IX Coordinator will ensure that the appropriate measures are taken, including providing supportive measures, obtaining an external investigator, assigning advisors, and which resolution process will apply based on the allegations raised. However, the Title IX coordinator **will not** participate in the investigation, the resolution process, or decision making regarding the investigation report (see Appendices C and D for more information on investigation procedures and protocols).

Bentley University also has three **Deputy Title IX Coordinators**. These individuals can offer further information to those who may have questions about these policies, and formal reports can be submitted to them. The Deputy Title IX Coordinators will also keep individuals involved in the formal investigations process and provide updates regarding its progress. Similar to the Title IX Coordinator, the Deputy Title IX Coordinators **will not** participate in the investigation, the hearing panel, or in the deliberations regarding the investigation report. The Title IX Coordinator and Deputy Title IX Coordinators will act with independence and authority free from bias and conflicts of interest.

The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable about and will provide information on all options for report resolution. Both the Title IX Coordinator and the Deputy Title IX Coordinators can assist in providing supportive measures to remedy the impact of an incident.

In addition to the Title IX Team members listed above, Bentley has determined administrators as Officials with Authority to address and correct harassment, discrimination, and retaliation. These Officials with Authority listed below may also accept notice or complaints on behalf of Bentley University.

JOHN PIGA

Associate Dean of Student Affairs

Student Center 320

jpiga@Bentley.edu

781-891-2148

GEORGE CANGIANO

Vice President & Chief Human Resources Officer

Student Center 318

gcangiano@bentley.edu

781-891-2380

III. SCOPE OF THIS POLICY

The federal mandates established by Title IX and the Clery Act reaffirm that students, staff, faculty, and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, and visitors) have the right to be free from discrimination based on their gender, sex, sexual orientation, and gender appearance/expression.

Third parties are both protected by and subject to this policy. A third party may report potential policy violations committed by a member of the University community, and the University will take appropriate steps to investigate and respond to the conduct consistent with the authority granted by the University's jurisdiction, if any, over the respondent. A third party who is accused of violating University policy may be permanently barred from the University or subject to other restrictions for failing to comply with this policy and may not be granted the full rights and processes afforded to Bentley community members through the provisions of this policy.

All procedures regarding incidents involving students can be found in **APPENDIX C** of this policy, while all procedures for incidents involving employees are found in **APPENDIX D** of this policy.

IV. JURISDICTION OF THIS POLICY

This policy applies to the education program and activities of the University, to any behaviors or conduct that takes place on the campus or property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by student organizations that are recognized by the University.

This policy can also apply to the effects of off-campus misconduct. Thus, the policy applies to any behaviors involving community members both on and off-campus.

The University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the behavior affects a substantial University interest.

Regardless of where the conduct occurred, Bentley will address any complaints and determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. The alleged violations and/or the location (jurisdiction) of where the alleged behavior took place, will determine which adjudication process is applied: the Title IX Adjudication Process or the Gender-Based Harassment & Discrimination Adjudication (GBHD) Process. Examples of off-campus coverage of this policy include incidents that occur on faculty-led study abroad trips, the Commencement Week trip for graduating seniors, internship programs/sites, service-learning sites, and off-campus residences of students.

The Respondent must be a member of the University community in order for its policies to apply. However, if the Respondent is unknown or is not a member of the University's community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Furthermore, even when the Respondent is not a member of the Bentley community (where the University does not have disciplinary authority over the Respondent), the Title IX Coordinator will still take reasonably available steps to support a Complainant through supportive measures, remedies, and resources.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environments external to the University (whereas the facilitating or host organization may give recourse to the Complainant through its policies and procedures of sexual harassment, non-discrimination, and retaliation).

The University will not release copies of evidence, including any reports related to the incident, outside of the University, except for an instance in which the University receives a legally issued subpoena. The Title IX Coordinator and Deputy Coordinators will share reports with any involved party verbally over a video teleconference or in person, if available, in the Student Center suite 320. Parties who read or view reports or evidence in person will be prohibited from copying, taking pictures, or otherwise disseminating the content. This is done intentionally to ensure confidentiality and privacy.

V. COORDINATION WITH OTHER BENTLEY UNIVERSITY POLICIES

This policy addresses sexual and gender-based harassment, sexual assault (non-consensual sexual touching, forcible or not), stalking, domestic violence, and sexual exploitation, stalking, and retaliation (collectively referred to in this policy as prohibited conduct and defined in more detail below).

Other forms of sex discrimination (not based on harassment or violence), and discrimination and harassment based on race, color, nationality or ethnic origin, sex, age, or disability are governed by the University's Non-Discrimination Policy

In addition, the conduct of students, employees, and faculty is governed by the following policies:

1. STUDENT CODE OF CONDUCT

- Applies to all other forms of student misconduct (e.g., alcohol, drug use, threats or physical

abuse, possession of firearms, etc.)

- Overseen by **STUDENT CONDUCT SYSTEM**

2. EMPLOYMENT POLICIES AND PRACTICES

- Set the standards of personal conduct for employees
- Include the staff disciplinary and adjudication policies
- Overseen by Vice President and Chief Human Resources Officer

3. FACULTY HANDBOOK

- Sets the standards of personal conduct for faculty members
- Includes the statement of academic freedom (See Also Academic Freedom and Freedom of Speech, below)
- Consists of the University's adjudicatory policy
- Overseen by Vice President and Chief Human Resources Officer

4. UNIVERSITY POLICY ON CONSENSUAL RELATIONSHIPS

- Prohibits romantic and/or sexual relationships between employees and students (undergraduate, graduate or doctoral), and employees and any individual whom that person supervises or evaluates in any way

Where conduct involves the potential violation of both this policy and another University policy, the University may choose to investigate other potential misconduct under the procedures outlined in this policy, instead of the procedures ordinarily used to address potential violations of such other University policies, provided that it does not unduly delay a prompt or equitable resolution of the report

VI. ACADEMIC FREEDOM AND HARASSMENT

Bentley University is committed to principles of free speech and upholding the tradition of academic freedom. This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Harassment or discrimination prohibited by this policy is not a proper exercise of academic freedom

VII. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Bentley is committed to compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. A student requesting an accommodation regarding a Title IX investigation/adjudication process must follow the appropriate procedure for requesting an accommodation through the Office of Disability Services (located in Jennison Hall). Additionally, the Office of Disability Services can provide students with a comprehensive list of off-campus resources.

The Office of Disability Services will make a determination regarding the request and notify the appropriate parties. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the ADA requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available. For more information regarding options for assistance, regarding both immediate and ongoing concerns, please see Appendices A and B.

VIII. RESOURCES FOR INFORMATION AND ASSISTANCE

Bentley University offers various resources for students, staff, and faculty seeking information or support under Title IX and Gender-Based Discrimination and Harassment Policy. Bentley also acknowledges that each person experiences

and responds in differing ways and there are a variety of formal and informal options for support. Please review the information regarding your options for support, assistance, and reporting so that you can make an informed decision based on personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.

Any member of the Bentley community (including visitors) is welcome to contact the Title IX Coordinator for information regarding these policies or the procedures outlined within it. The resources highlighted in **APPENDIX A** and **APPENDIX B** also provide information, assistance, and support to those who seek it.

IX. CONFIDENTIALITY, PRIVACY, AND REPORTING RESPONSIBILITIES OF BENTLEY EMPLOYEES

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

A. Confidentiality

Confidentiality refers to the protection of information disclosed to individuals such as licensed professional mental health counselors, licensed medical professionals, and ordained clergy. When an individual shares information with a confidential resource (on campus or in the community), that is a confidential communication that will not be reported to the Title IX Coordinator under this policy.

At Bentley, complete confidentiality can only be guaranteed when a concern is shared with clinicians in the Health Center, the Counseling Center, Spiritual Life Staff, Staff within the Center for Wellness and Health Promotion, and the Ombudsperson, and when the concern does not involve a continuing threat of serious harm to self or others.

When an individual shares information with a confidential resource, the details of that communication will not be reported, and the identity of the reporting party will be protected by the Confidential resource. If a disclosure is made to a Confidential Employee, that employee will only share non-identifiable information with the Title IX Coordinator or Deputy Coordinators. (i.e. 1 count of Sexual Assault, on-campus, residence hall, month of September). Confidential Resources may be deemed as confidential through their professional licensure (i.e. physicians) or through this policy. Professional Staff within the Center for Wellness and Health Promotion and the Ombudsperson are deemed as Confidential Employees under this policy.

A list of Confidential Resources on and off-campus is available in **APPENDIX E**. Confidential Resources submit non-personally identifiable information about Clery-reportable crimes to the Bentley University Police Department for purposes of anonymous statistical reporting under the Clery Act. (i.e. 1 count of Sexual Assault, on-campus, residence hall, month of September).

B. Privacy

Privacy refers to the discretion that will be exercised by the University in the course of any investigation or other processes under this policy. Bentley understands that breaches of privacy compromise the ability of the University to investigate and resolve claims of prohibited harassment, discrimination, and retaliation. The Title IX Coordinators will attempt to protect the privacy of all reports and proceedings to the extent reasonably possible. Information related to a report of prohibited conduct will be shared in the most limited manner possible with University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. Additionally, in order to comply with its obligations regarding campus safety and Title IX, University employees receive training in how to safeguard private information. The University will make reasonable efforts to investigate and address reports of prohibited conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will take into consideration the privacy of the parties to the extent reasonably possible. The privacy of student education records is governed by the **FAMILY EDUCATIONAL PRIVACY ACT** (FERPA).

C. Disclosures and Reporting Responsibilities of Bentley Employees

All involved parties have many options, including seeking counseling or assistance from a Confidential Resource,

making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Individuals are encouraged to seek assistance and to explore all potential reporting and support options.

Please note that faculty and staff members on campus have different roles and responsibilities for reporting information should a student disclose any prohibit conduct under this policy.

It is important to understand the different responsibilities of Bentley's employees. Every employee is designated as either a Confidential Employee, a Responsible Employee, and all Other Employees.

Confidential Employees: This is an employee who may talk to an individual in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees (e.g., physicians, nurses, professional counselors, clergy) will not trigger an investigation into an incident against the individual's wishes. If a disclosure is made to a Confidential Resource, that employee will only share non-identifiable information with the Title IX Coordinator or Deputy Coordinators. (i.e. 1 count of Sexual Assault, on-campus, residence hall, month of September). Confidential Resources may be deemed as confidential through their professional licensure (i.e. physicians) or through this policy. Professional Staff within the Center for Wellness and Health Promotion and the Ombudsperson are deemed as Confidential Employees under this policy.

Responsible Employees: Include faculty and staff, who are expected to call the Title IX Coordinator when an incident of sexual violence, misconduct, gender-based harassment, discrimination and/or retaliation is reported to them, especially if there is cause for fear of a person's safety. The disclosure includes the identities of both the Complainant and Respondent (if known) to the Title IX Coordinator. A report to responsible employees constitutes a report to Bentley and obligates the University to respond to the incident and take appropriate steps to address the situation. When a responsible employee receives a disclosure and notifies the Title IX Coordinator, the Title IX Coordinator or Deputy Coordinators reach out to the Complainant to provide immediate resources and information, as well as an offer to meet to discuss options further. A community member will never be forced to speak with the Title IX Coordinator or Deputy Coordinators until, and if, they would like to.

All Other Employee: Include faculty members and other Bentley staff employees who do not fall under the categories of Confidential Employees or Responsible Employees. While these employees do not have any expectation to keep shared concerns confidential and are not required to report those concerns, the University encourages them to assist an individual who shares concerns. Individuals may seek advice from any other these employees on campus after an incident occurs. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk with them.

This policy is intended to make members of the community aware of the various reporting and confidential disclosure options available to them. Ideally, this information will inform individuals so they can make deliberate choices about where to turn should they experience sexual misconduct, gender-based harassment, discrimination, and/or retaliation. Bentley encourages impacted parties to talk to someone identified in one or more of these groups. For more information on which employees serve in each of these capacities, please see [APPENDIX E](#).

X. SUPPORTIVE MEASURES

One way in which Bentley will support those who bring forward claims of sexual misconduct, sex-or gender-based discrimination, harassment, and retaliation is to offer individualized supportive measures, without any fee or charge. Supportive measures are non-disciplinary, non-punitive personalized services offered to parties. The goal of supportive measures is to provide support to remedy the impact of the alleged misconduct, preserve equal access to education, and protect safety. Supportive measures are available with or without the filing of a formal complaint.

Examples of supportive measures include:

- Implement contact limitations ("University No Contact Orders") to all parties involved
- Changes in housing assignment or room combination
- Assistance from support staff
- Academic support services

- Help in rescheduling exams; extensions of a deadline; and other course-or program-related adjustments
- Limiting access to University facilities and activities pending resolution of the matter
- Change in class schedule, withdrawals, or leave of absence
- Change in work schedule or job assignment
- Arrangements for counseling, medical, and/or other health services
- Safety planning
- Providing campus security escorts
- Provide transportation accommodations
- Increased security and monitoring of certain areas of the campus
- Guided conversations to confront behavior
- Action planning to resolve a conflict in the future

These are just some examples of the supportive measures that the University may take to support individuals involved in an incident of sexual misconduct, sex-or gender-based discrimination, harassment, and retaliation. As each individual will have their own needs and requests, the University is committed to tailoring supportive measures to the specifics of each incident, in a fair and equitable manner (without unreasonably burdening the other party). Individuals seeking to access supportive measures can contact the Title IX Coordinator or the Deputy Title IX Coordinators. The decision to impose supportive measures is made at the discretion of the Title IX Coordinator. The University will also enforce any orders that are issued by the Courts of the Commonwealth of Massachusetts

XI. EMERGENCY REMOVAL

Bentley can act to remove a Respondent entirely or partially from its education program or activity on an emergency basis after an individualized safety and risk analysis, it is determined that such a removal is justified because the Respondent poses an immediate threat to the physical health or safety of any student or other individuals arising from the report or prohibited conduct under this policy. The risk analysis is performed by Senior Level Administrators, including the Title IX Coordinator, the Bentley University Police Department, and Student Affairs Staff Members using its standard objective violence risk assessment procedures. Under these circumstances, the Respondent will be notified in writing of the emergency removal from the University’s education program or activity, and the Respondent will have an opportunity to immediately challenge the decision following the emergency removal.

XII. DEFINING AND RECOGNIZING PROHIBITED CONDUCT

Bentley can act to remove a Respondent entirely or partially from its education program or activity on an emergency basis after an individualized safety and risk analysis, it is determined that such a removal is justified because the Respondent poses an immediate threat to the physical health or safety of any student or other individuals arising from the report or prohibited conduct under this policy. The risk analysis is performed by Senior Level Administrators, including the Title IX Coordinator, the Bentley University Police Department, and Student Affairs Staff Members using its standard objective violence risk assessment procedures. Under these circumstances, the Respondent will be notified in writing of the emergency removal from the University’s education program or activity, and the Respondent will have an opportunity to immediately challenge the decision following the emergency removal.

A. Definition of the Prohibited Conduct Under the Title IX Policy:

1. Sexual Harassment: Bentley University adheres to the following definition of sexual harassment as an umbrella category, which includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Generally, this umbrella category prohibits unwanted conduct of a sexual nature that may take the form of sexual advances, inappropriate sexual or suggestive comments, inquiry, sounds or jokes; unsolicited touching or fondling; unwanted intercourse, or assault

Sexual Harassment is defined as follows:

- i. Unwelcome requests for sexual favors; and/or
- ii. Other behavior of a sexual nature where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or participation in a university-sponsored educational program or activity. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual (often referred to as quid pro quo harassment); or
 - b. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, as well as creating an intimidating or offensive educational, social, living, or working environment
- iii. Harassing conduct that is sufficiently severe, pervasive, and objectively offensive (often referred to as hostile environment). Such conduct denies, limits, or interferes with the ability to participate in, or benefit from:
 - a. Educational programs, services, opportunities, or activities; or
 - b. Employment access, benefits, or opportunities.

2. Sexual Assault is a form of sexual misconduct that is a violation of University policy as well as federal and state statutes. The Commonwealth of Massachusetts defines sexual assault as "any sexual activity that is forced, coerced, or unwanted" and refers to the crimes of rape and indecent assault and battery. Bentley University adheres to the following definitions of rape and indecent assault and battery:

- i. **Rape** includes penetration (oral, anal, or vaginal) no matter how slight, of any orifice with a body part or any object without effective consent.
- ii. **Indecent Assault and Battery** includes non-consensual sexual contact without penetration.
- iii. **Incest** sexual activity between family members or close relatives.
- iv. **Statutory rape**, which in Massachusetts is when a person has sexual intercourse with an individual under age 16.

The severity of the violation is the same whether the Respondent is a stranger or known to the Complainant. All students, faculty, and staff should be aware that the University is prepared to respond to any incidents of sexual assault. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

3. Relationship Violence: At Bentley, relationship violence encompasses dating violence and domestic violence and can involve current or former intimate partners, spouses, social or dating relationships

- i. **Dating Violence and Domestic Violence** is any act of violence or pattern of abusive behavior in a relationship. The acts of violence or abuse can be but are not limited to actual or threatened physical, sexual, verbal, emotional, financial, or digital. It is unwanted and causes physical or emotional harm. Relationship violence occurs in both same-sex and opposite-sex relationships. The determination of the existence of a relationship is based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. All students, faculty, and staff should be aware that the University is prepared to respond to any incidents of dating violence and domestic violence. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

Examples of relationship violence include, but are not limited to:

- **Physical abuse:** hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, or throwing objects at a person.
- **Sexual abuse:** attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent, or marital rape.
- **Psychological or emotional abuse:** a pattern of behavior undermining a person's sense of self-worth or self-esteem, constant criticism, possessiveness, damaging possessions, threats, intimidation, diminishing a person's abilities, name-calling, public humiliation, and damaging a

person's relationship with their friends or family.

- **Financial abuse:** Taking money from or prohibiting access to bank accounts.
- **Digital abuse:** Controlling social media accounts, or harassment through social media or other forms of technology.

4. Stalking: is a persistent course of conduct directed at a specific person that is unwelcome, repeated, and would cause a reasonable person to fear for their safety, fear for the safety of others, or suffer emotional distress. Stalking can occur between strangers, individuals who know each other, or individuals who are or were previously in a relationship. Stalking behaviors may include unwanted following or watching, unwelcome gifts, or communications in person, in writing, or through the use of technology. It also includes accessing personal information to monitor a person's activity. Any stalking behavior can be done directly, indirectly, or through a third-party. For purposes of this definition, a reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

B. Other Prohibited Conduct: Gender-Based Harassment and Discrimination (GBHD)

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Bentley additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

1. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. This behavior may not fall within the definition of non-consensual sexual contact/activity or sexual harassment, but it is still a violation of policy.

There are many degrees and types of sexual exploitation, including, but not limited to:

- i. **Photographing or Video/Audio Taping Sexual Contact or Activity:** Photographing or taping someone (via audio or video) involved in sexual activity, or in a state of undress without their consent or knowledge constitutes prohibited sexual exploitation. Even if a person consented to the sexual activity or intercourse, photographing or taping someone without their knowledge and/or consent goes beyond the boundaries of that consent
- ii. **Disseminating Photographs or Video/Audio Tapes of Sexual Contact or Activity:** The dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress without their knowledge or consent constitutes a separate and additional act prohibited by this policy.
- iii. **Voyeurism:** Voyeurism is the act of observing, spying on, or listening to a person involved in sexual contact/activity, or in a state of undress without their knowledge or consent.
- iv. **Inducing Intoxication/Incapacitation for the Purpose of Sexual Activity:** Offering drugs, alcohol, or other substances to a person with or without their knowledge with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity is a violation of this policy. This type of conduct constitutes sexual exploitation, regardless of whether any sexual activity takes place.

2. Harassment Based on Sexual Orientation, Gender, or Gender Identity: Harassment based on sexual orientation, gender, or gender identity is defined as derogatory comments, actions, or conduct that may include acts of verbal, nonverbal, cyber, or physical aggression, intimidation, or hostility, even if those acts do not involve conduct of a sexual nature. Such conduct is directed toward an individual by virtue of their actual or presumed sexual orientation, gender, or gender identity and:

- i. Humiliates or intimidates an individual;
- ii. Impedes academic or work performance; and/or
- iii. Interferes with university life.

3. Online Misconduct

The University's harassment policies are written and interpreted broadly to include online and virtual conduct that have an effect on its education program and activities. Any behavior that is prohibited by the policy is also prohibited in cyber-forms through the use of technology, networks, or equipment.

While the University may not control websites, social media, and other venues in which harassing communications are made, however, when such communications are reported, it will respond in a variety of means to address and mitigate the effects.

Bentley encourages members of the community to be good digital citizens and to refrain from online misconduct. Examples of online misconduct include but not limited to: feeding anonymous gossip sites, sharing inappropriate content via web/video conferencing, text messages, emails, chats, instant messaging, screensavers, blog, or other social media sites, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the campus community.

4. Complicity

Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of prohibited conduct by another person.

5. Retaliation

Retaliation occurs when an adverse action is taken against an individual for raising concerns about conduct which is prohibited by law or policy. All members of the Bentley community have the right to raise concerns or file a complaint through the student conduct system without fear of retaliation. Additionally, it is both unlawful and a violation of University policy to retaliate against an individual for filing a report of sexual misconduct, gender-based discrimination, or harassment. Retaliation is also prohibited against anyone who participates, assisted, or refused to participate in an investigation or adjudication of sexual misconduct, gender-based discrimination, and harassment. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Bentley is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Examples of retaliation can include hostility, intimidation, threats, coercion, exclusion, or discrimination directly or indirectly. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

Retaliation, or the perception, of, can be committed by any person who retaliates against:

- i. anyone filing a report of under this Policy or a Formal Complaint,
- ii. the parties or any other participants (including any witnesses or any University employee) in the Adjudication Process relating to a Formal Complaint,
- iii. any person who refuses to participate in the Adjudication Process, or
- iv. any person who under this Policy opposed any unlawful practice is subject to disciplinary action up to and including dismissal or separation from the University. If any participant in the Adjudication Process believes they have been subject to Retaliation (as defined in this Policy), they should immediately report the alleged retaliatory conduct to the Title IX Coordinator.

XIII. DEFINITION OF CONSENT

- A. Bentley's University's definition of consent applies to all of the acts listed above as prohibited conduct under this policy. Bentley University adheres to the following definition of consent:

Consent is a clear and voluntary agreement to engage in specific acts of sexual contact or activity, communicated through mutually understandable words or actions. Consent is always freely informed and actively given. Consent is an affirmative process. It is the responsibility of the person who wants to engage in sexual activity to make sure that they have received consent. If an individual initiating sexual activity is not sure if they have received consent, they have an obligation to seek additional clarification, as consent cannot be based on assumption. The existence of a dating relationship does not imply consent, and even

once consent has been given, it can be withdrawn at any time. If consent is withdrawn, that sexual activity should cease immediately.

Consent can never be assumed or implied. The absence of “No” or silence does not mean that consent has been given. Additionally, consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent is not present and may never be obtained:

- i. Through the use of coercion, manipulation, intimidation, or force;
 - ii. From an individual who is incapacitated; or
 - iii. From an individual who is under the legal age of consent (16 in the state of Massachusetts).
 - iv. Definitions of coercion, force, and incapacitation are included below:
- B. **Coercion** is unreasonable pressure for sexual activity. Coercion can include the use of verbal or physical conduct such as manipulation, intimidation, isolation, force, or threats. Coercion includes continued pressure after an individual has made it clear that they do not want to engage in the behavior. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- C. **Force** is not only limited to physical violence but also includes threats, intimidation, abuse of power, coercion, duress, or any combination of these behaviors to overcome an individual’s freedom to choose whether to engage in sexual activity. Sexual activity that is forced is, by definition, non-consensual. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.
- D. **Incapacitation** consent is not present when an individual is incapacitated. An Incapacitated individual is someone who cannot make rational, reasonable decisions because they lack the capacity to understand the “who, what, when, where, why, or how” of sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, or use of alcohol or other drugs. Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person, and if there is any doubt as to the level or extent of the other person’s intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.
- a. **In evaluating consent in cases of alleged incapacitation**, the University asks two questions: (1) Did the person initiating sexual activity know that the other party was incapacitated? and if not, (2) Should a sober, reasonable person in the same situation have known that the other party was incapacitated? If the answer to either of these questions is “Yes,” consent was absent, and the conduct is likely a violation of this policy.
- E. **Under legal age**, consent is never present if an individual is under the legal age of consent (16 in the state of Massachusetts).

XIV. ADDITIONAL PROVISIONS, DEFINITIONS, AND CLARIFICATIONS

- A. **Complainant:** An individual bringing forth a report that they have experienced one or more alleged policy violations that could constitute harassment, discrimination, and/or retaliation under these policies.
- B. **Respondent:** An individual who is alleged to have carried out one or more of the prohibited acts or conduct defined in these policies.
- C. **Advisor:** Throughout any investigation or resolution, each party has the right to consult with an Advisor of their choosing. The advisor may be any person chosen by the party or appointed by the University. The parties may be accompanied by their respective advisor at any meeting or proceeding related to the investigation or resolution of a report under this policy. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, the University may establish restrictions regarding the

extent to which the advisor may participate in the proceedings. Advisors may not speak on behalf of the parties or otherwise participate in, or in any manner, delay, disrupt, or interfere with meetings and/or proceedings. Generally, the Title IX Office and investigator will communicate directly with the Complainant or Respondent, and any communications with an advisor may only occur after a FERPA waiver has been executed. An advisor should plan to make themselves reasonably available, and the University will not unduly delay the scheduling of meetings or proceedings based on the advisor's unavailability. The specific role of an Advisor differs between the two adjudication processes. Please see **APPENDIX C** for more information.

- D. **Witness:** An individual, identified by one or more parties or the investigator, who has been deemed to have relevant information regarding the investigation. Witnesses reserve the right to determine whether they would like to participate in an investigation.
- E. **Expert Witness:** An individual, identified by one or more parties or the investigator, who may provide professional opinion regarding evidence discovered in the independent investigation.
- F. **Leniency (Amnesty):** Individuals may be concerned about reporting sexual misconduct and gender-based harassment and discrimination, believing that their own behavior might subject them to disciplinary action (e.g., a Complainant or witness is underage and was using alcohol or drugs at the time of the incident). Witnesses and Complainants should be assured that the focus in matters of sexual misconduct, harassment, and discrimination is always on the reported behavior, not on whether someone was, for example, using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances. This is also in keeping with Bentley's medical amnesty and medical assistance policies.

In situations involving allegations of sexual misconduct, Bentley University will seek to make the sexual misconduct allegation the primary focus of any investigation or disciplinary action. In such circumstances, the University will exercise leniency regarding secondary conduct violations (e.g., underage drinking), and those issues will not be subjected to adjudication. It should be noted that the use of alcohol or drugs does not excuse sexual misconduct, and a person who has been incapacitated through the use of alcohol or drugs (or by any other means) cannot give effective consent to sexual activity.

- G. **Use of Alcohol or Drugs:** A person who has consumed alcohol and/or drugs still has a responsibility to obtain ongoing consent for any sexual activity with another person. The use of alcohol or other drugs by the person initiating sexual activity will never be accepted as an excuse for failing to obtain consent. Please see Bentley's definition of Consent, in Section XIII of this document, for more information.
- H. **Preserving Evidence:** All parties involved in a matter under the Title IX and Gender-Based Harassment and Discrimination policy should preserve as much evidence as possible. In addition to any physical evidence that may be preserved, the following may also be helpful to an investigation and adjudication process:
 - Any letters,
 - Notes,
 - Emails,
 - Phone calls,
 - Videos,
 - Photos,
 - Text Messages,
 - Social media postings (Facebook, Instagram, Twitter, Snaps, etc.),
 - Computer and Phone screenshots,
 - Voicemails, or any other form of evidence that may be helpful.
 - Chat room, message boards, blogs

XV. REPORTING AN INCIDENT

Bentley reaffirms the rights of Complainants to decide whether they wish to be involved in any of the University's processes to address sex- and gender-based harassment or discrimination. All involved parties have many options, including seeking counseling or assistance from a Confidential Resource, making a Formal Report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Individuals are encouraged to seek assistance and to explore all potential reporting and support options.

Speaking to the Title IX Coordinator or Deputy Coordinators does not launch an immediate investigation. A Complainant will always be given various options for how they would like to proceed, or not proceed.

Individuals may choose to seek action or assistance both on campus as well as through the surrounding community. Additional or supportive measures may be provided to remedy the impact of the alleged misconduct as well as an investigation and adjudication process. The following situations are an example of reasons why you might choose to report an incident of misconduct:

- To seek formal action against someone, such as removing them from a class or campus
- To educate the person about their behavior through the use of the University's processes and procedures
- To make Bentley aware of the behavior in case, it is part of a larger pattern
- To help prevent similar incidents happening again in the future
- To confront the individual and make your voice heard about how you feel about what happened
- To receive supportive measures such as assistance in changing classes or other on-campus arrangements
- To receive support in coping with an incident

A. Reporting Confidentially

If you are an employee seeking support but want to maintain confidentiality, the best on-campus resources for you includes speaking with the Ombudsperson as a Confidential resource. If you are a student seeking support but want to maintain confidentiality, the best on-campus resources for you include speaking with Confidential resources within the Health Center, the Counseling Center, the Center for Wellness and Health Promotion, and the Spiritual Life staff. All of these resources are included in the cost of attendance for students, and the clinicians in the Health Center and Counseling Center staff can be seen on an emergency basis. The off-campus resources listed in **APPENDIX E** are also confidential resources. You may consider a confidential option if you:

- Would like to know about support and assistance but are not sure if you want to pursue formal action against the individual;
- Have questions or would like to process what happened with someone without involving police or Title IX procedures/Gender-Based Harassment and Discrimination procedures; and/or
- Do not want the Respondent (i.e., alleged violator) to know that you are seeking help or support

Please be aware that confidential resources have some obligations to report, **notably when the individual is in imminent danger or posing imminent danger to others**. There are also obligations to report situations involving the abuse of a minor. For additional information, please see section IV: Confidentiality, Privacy, and Reporting Responsibilities of Bentley Employees beginning on page 11 of this policy.

B. Informal Resolution

Individuals may seek an informal resolution in place of a formal report and investigation. In order to initiate informal resolution, a Complainant needs to submit a formal complaint. The University, however, has the discretion to determine whether the nature of the reported conduct is appropriate for an informal resolution, to determine the type of informal resolution that may be appropriate in a specific case, and to refer a report for formal investigation at any time.

Participation in an informal resolution process is voluntary and requires written consent from all involved parties. The University will not compel a complaining party or Respondent to engage in an informal resolution, will not compel a

Complainant to directly confront the Respondent, and will allow a Complainant or Respondent to withdraw from the informal resolution process at any time. The University may decline the request for informal resolution in any particular case and may terminate an ongoing informal resolution process at any time. Pursuing an informal resolution does not preclude later use of a formal investigation if the informal resolution fails to achieve a resolution acceptable to the parties and the University. When the Complainant or the Respondent withdraws from an informal resolution process, or when an informal resolution is otherwise terminated for any reason, any statements or disclosures made by the parties during the course of the informal resolution may be considered in a subsequent formal investigation.

With any informal resolution, each party has the right to choose and consult with an Advisor. The Advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). The parties may be accompanied by their respective Advisors at any meeting or proceeding held as part of the informal resolution. While the Advisors may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings. Informal resolutions may include:

- i **Resolution with the Assistance of a Neutral Party:** A Complainant may seek assistance in informally resolving a report of prohibited conduct from the Title IX Coordinator, who can arrange to have a trained, neutral party facilitate a meeting or meetings between the parties. The availability of this informal resolution is subject to the agreement of the Title IX Coordinator, the Complainant, and the Respondent.
- ii **Interventions and Remedies:** Informal resolution agreements may involve a host of interventions and remedies, such as actions designed to maximize the complaining party's access to educational, extracurricular, and/or University employment activities; increased monitoring, supervision, and/or security at locations or activities where the prohibited conduct occurred or is likely to reoccur; targeted or broad-based educational programming or training for relevant individuals or groups; academic and/or University housing modifications for involved parties; workplace modifications; and/or any other remedial or protective measures that can be tailored to the involved individuals to achieve the goals of the Policy.

Any form of informal resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to the University, the Complainant, and the Respondent is reached through an informal resolution process, the terms of the agreement are implemented, and the matter is resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further action is necessary, or if a Respondent fails to comply with the terms of the informal resolution, the matter may be referred for a formal investigation. The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolutions. The Complainant and Responding parties should also know that the Complainant has the option to bring criminal or civil actions against the Respondent.

C. Formal Reporting Options

Bentley University encourages all students, faculty, and staff to file a formal report of an incident to designated campus officials. A list of all responsible employees (those designated officials who have a duty to report incidents of misconduct to the Title IX Coordinator) can be found in **APPENDIX E** of this policy. Reporting to any of these individuals is considered official notice to the University. After you filed a report and requested an investigation, you should expect the University to investigate and properly resolve the incident through administrative procedures. Information disclosed in a formal report will be shared only with individuals who need to know of the incident, including the incident investigator, Complainant, Respondent, Advisors, witness(es), and Title IX Coordinators.

Please note that separate protocols exist for criminal reports. If you would like to file a criminal report, please contact University Police at 781-891-2201. Please note: University Police will meet with members outside of the Bentley Police station if requested.

Please note, privacy provisions in Section IX shall apply to a Formal Report.

You may consider filing a report if you:

- Would like formal action taken. Formal action can include assistance in obtaining a restraining order or University "No Contact" order, filing criminal charges, or conduct or employment action for the Respondent if they are found responsible for violating University policy.
- Would like the University to be aware of the situation in case it happens again.

For more information on Title IX and the Gender-Based Harassment and Discrimination procedures (including investigations and hearings), please contact the Title IX Coordinator or Deputy Title IX Coordinators. You can also review the full policy and appendices [HERE](#).

XVI. INVESTIGATION AND ADJUDICATION PROCEDURES AND PROTOCOLS

For information regarding investigation and adjudication procedures and protocols for reports involving students, please see [APPENDIX C](#) of this policy. For procedures and protocols for reports involving only faculty and staff, please see [APPENDIX D](#) of this policy.

XVII. PREVENTION AND EDUCATION

Bentley University prides itself on being a leader in providing ongoing educational programs, annual training, lectures, and initiatives for its community related to sex/gender-based discrimination risk reduction and bystander intervention. Examples of these educational efforts include

- HAVEN (a mandatory online training that educates and raises awareness regarding sexual assault for both undergraduate and graduate students)
- AlcoholEdu (a mandatory online training that inspires students to reflect on and consider changing their drinking behaviors)
- Consent Day
- White Ribbon Campaign
- Walk a Mile in Her Shoes
- Guess the Straight Person
- One Love Foundation's Escalation workshop
- Bringing in the Bystander training
- Ally training
- Documentaries and guest speakers
- Training around trauma-informed approaches to sexual misconduct
- Training around sensitivity toward marginalized identities

XVIII. TRAINING OF TITLE IX COORDINATORS, INVESTIGATORS, HEARING OFFICERS, APPELLATE AUTHORITIES, FACULTY AND STAFF

The University will provide appropriate training to all Title IX-related personnel with responsibilities under this policy, including the Title IX Coordinators, Deputy Coordinators, Investigators, and those with authority over University Adjudication Processes, and Appeals. The training will be conducted each academic year and will cover the University's applicable prohibited conduct, adjudication processes, due process, and applicable federal and state laws and regulations. The annual training will also ensure that all Title IX-related personnel will be able to appropriately address allegations, provide accurate information to members of the community, protect the safety, and promote accountability. These training materials are publicly available on the [UNIVERSITY'S TITLE IX AND GENDER-BASED HARASSMENT & DISCRIMINATION WEBSITE](#) and will be made available for in-person review upon request.

XIX. ANNUAL REVIEW

This policy is maintained by the Title IX Office. The University will review this policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution processes (including the fairness of the process, the time needed to complete the process, and the sanctions imposed). The review may incorporate feedback from parties and an aggregate view of reports, resolution, and climate.

I. Appendices

There are several appendices to this policy which can be found on our [WEBSITE](#).

These appendices include:

APPENDIX A: Resources for Reporting Parties

APPENDIX B: Resources for Responding Parties

APPENDIX C: Investigation and Adjudication Procedures for Incidents Involving Students

APPENDIX D: Investigation and Adjudication Procedures for Employee-to-Employee Matters (pending approval from George Cangiano)

APPENDIX E: Types of Employees at Bentley University

APPENDIX F: Title IX in Athletics

Living on Campus

Living on campus has many benefits. Among these is the opportunity to live in close proximity to other students and engage in the social and academic interactions that such proximity allows. Those interactions should always take place with the understanding that individual and group behaviors should not have a negative impact on the greater Waltham or campus communities; we all need to be well mannered and considerate neighbors.

ROOM/SUITE/APARTMENT VISITOR CAPACITY

Bentley University recognizes that students may want to have visitors or guests gather in their room, suite or apartment. Due to space and safety concerns, the number of non-residents allowed in each dwelling is limited to 10 visitors per room in the halls, 20 visitors per suite in suite-style buildings and 30 visitors per apartment in apartment buildings. Due to Covid-19 safety concerns, the specific number of visitors within a residence hall may fluctuate at the discretion of the University. Additionally, unvaccinated individuals or those who have not yet completed their vaccination process are still required to wear face coverings and observe physical distance when visiting residence halls.

Note that courtesy and quiet hours policies remain in effect. If it is determined that a room, suite or apartment is causing excessive noise or disruption, or other policy violations are occurring, staff may require guests to leave the space.

APPLIANCES/PROHIBITED ITEMS

Below is a list of prohibited appliances and other prohibited items in the residence halls. *This list may not include all prohibited items.*

Hall and Suite Prohibited Items	Apartment Prohibited Items	All Residence Halls:
<p>Appliances and Devices:</p> <p>In general, no kitchen appliances besides a microwave is permitted</p> <ul style="list-style-type: none"> ■ Toasters ■ Space Heaters ■ Halogen Lamps ■ Hot Plates ■ Neon Signs ■ Rotisserie Cooker ■ Outdoor Grills ■ Popcorn Poppers ■ Indoor Grills ■ Clothes Steamers ■ Electric Blankets ■ Fog Machines ■ Heating Pads ■ Lava Lamps ■ Rice Paper Lamps ■ George Foreman Grill ■ Electric Fireplace 	<p>Appliances and Devices:</p> <ul style="list-style-type: none"> ■ Space Heaters ■ Halogen Lamps ■ Hot Plates ■ Neon Signs ■ Rotisserie Cooker ■ Outdoor Grills ■ Popcorn Poppers ■ Clothes Steamers ■ Electric Blankets ■ Fog Machines ■ Heating Pads ■ Lava Lamps ■ Rice Paper Lamps ■ Electric Fireplace 	<p>Flammable Materials:</p> <ul style="list-style-type: none"> ■ Live Trees/Wreaths ■ Ash Trays ■ Incense ■ Candles ■ Oil Lamps ■ Charcoal ■ Paint Thinner/Gas ■ Any Smoking Paraphernalia ■ Air wick or other scent plug-ins <p>Electrical:</p> <ul style="list-style-type: none"> ■ Overloaded Outlets ■ Extension Cords ■ Power strips Without Surge Protector And Auto-Shutoff Feature ■ Cords Under Rugs/Tape ■ One-To-Three Socket Adapters

DISPOSAL OF SHARP MEDICAL WASTE

To ensure the safety of all students in our residence halls as well as all university staff, residents who use any kind of sharp medical supplies (hypodermic needles, lancets, infusion needles, etc.) are required to dispose of them in an approved “sharps” container.

Students who use sharp medical supplies are expected to adhere to the following protocol:

- Obtain an approved sharps container from the Bentley University Health Center (free of charge) during regular business hours. The Health Center is located in Rhodes Hall.
- All sharp medical waste (used or not) should be placed in this container. This container can be stored in the resident's room.
- When the container is 2/3 full or once the contents rise to the full level marker on the container, it should be returned to the Health Center who will properly dispose of the container and issue a new one (also free of charge).

It is imperative that students do not dispose of sharp medical supplies in regular trash or recycling containers within the residence halls (or elsewhere on campus). It is also imperative that students do not flush used needles or other sharp medical supplies down the toilet or place in glass containers. This behavior exposes members of the community to a potential health hazard. Failure to comply with the proper disposal of sharp medical waste may result in disciplinary action against the individual.

MEDICAL & RELIGIOUS ACCOMMODATION PROCESS

Bentley University recognizes that we will need to make particular accommodations for students who have an existing medical diagnosis (with documentation from a specialist) and/or religious needs (with documentation from their clergy).

The petition process for a Housing & Meal Plan Accommodation is a pre-selection process, with all approved applicants securing an appropriate assignment before their respective Housing Selection Process begins.

Bentley University, in accordance with the Americans with Disabilities Act (ADA), believes that students with food allergies should reasonably and equally enjoy the university's food services and meal plans. Students who choose to live in a university residence hall or suite style accommodation are required to purchase a university meal plan. Students housed in those types of settings who have food allergies or other dietary restrictions, may request reasonable accommodations. Requests for such accommodations are made through the Residential Center and reviewed by the Medical & Religious Accommodation Committee.

POLICY ON THE USE OF DRONES AND UAVS ON CAMPUS

The operation of a drone or UAV (unmanned aerial vehicle) over Bentley property is prohibited in the absence of approval by the Bentley University Chief of Police. In order to obtain approval for the operation of a drone or UAV over Bentley property, the operator must file an application with the Chief of Police at least 48 hours prior to the planned operation. The application forms may be obtained at the Police Department. For more information on this policy, please visit the [CAMPUS SAFETY WEBSITE](#).

PROPERTY VIOLATIONS

Violations of university property encompass violations of policies that are destructive or detrimental to the physical environment of the campus.

SCREEN/WINDOW POLICY

Residents will be assessed a fine for every unauthorized screen removal. Residents who are having problems with their screens are responsible for reporting the issue immediately to a residential staff member or via the work order system. Throwing or dropping objects out of the windows will result in a conduct violation and subsequent conduct hearing. Using windows as entrances or exits to residence halls is strictly prohibited and will result in action within the [CONDUCT SYSTEM](#).

Riser restrictors are installed in windows on ground floor units for student safety. Tampering with riser restrictor's compromises student safety.

CONDITIONS OF COMMON AREAS

If damages occur to common areas within buildings (hallways, bathrooms, stairwells, lobbies, lounges, laundry rooms, basements, elevators), and responsibility cannot be ascertained, the damage charge can be assessed equally among the residents in the floor/building. For the purpose of community billing, common area damages are defined as trash, vandalism (broken exit signs, broken glass, broken windows, damaged ceiling tiles, etc.), bodily fluids, fire extinguisher discharge, and furniture removal. Residents or the guest(s) of residents who damage community areas of a residence hall are strongly encouraged to accept responsibility. Damages may result in fines being assessed directly to the students' account for labor, repair or replacement cost. Students will be informed upon discovery of community damage or vandalism. The residents of the area in question will be informed of the community billing process.

PETS

No pets are allowed in residential buildings, except for fish in tanks no larger than 10 gallons. Those found with unauthorized pets are subject to fines, conduct action, and cleaning costs. Service and emotional support animals living in the residence halls are not considered "pets" and any questions regarding such animals should be referred to the Residential Center and/or Disability Services.

Residential Center Policies

GENERAL INFORMATION ABOUT HOUSING

Only Bentley students who carry a full course load (12 or more credits) are eligible for housing. The housing contract is for this academic year only. Students whose association with Bentley has been terminated or who are no longer functioning as students are not permitted to return to university housing.

The university reserves the right to enter any room or apartment to inspect and/or perform maintenance of the physical plant and to handle emergencies that threaten the safety of residents (including but not limited to smoke, fire, flooding, life-threatening illness or possible criminal activity). Staff members respect the privacy of student rooms, but will respond and take appropriate action when students create a disturbance or nuisance or when there is a clear and present danger.

CLOSING DATES AND INFORMATION

The University is not in session during official vacation periods; therefore students must vacate all rooms during breaks in between semesters. Students may remain in housing over some University breaks, but the dining halls are not open.

All students must vacate their rooms or apartment within 24 hours of their last final exam or by the closing date listed in the housing contract of that semester, whichever comes first. Students who do not vacate their rooms by the closing time and day may be assessed \$100 and face conduct action. The university is not responsible for personal property left behind after the move-out date and time. Everything left behind is disposed of immediately after the move-out date. Please remember to take all your belongings with you when you move out. Please see the Housing & Meal Plan Contract.

ROOM CHANGE PROCESS

The Residential Staff is available to assist residents with any problems they may be encountering. Requests for room changes may occur throughout the year for many reasons (desire for a new community, unresolved roommate conflicts, etc.). The Residential Center staff is available to assist residents in the room change process after alternative options have been discussed.

STUDENT-INITIATED ROOM/BUILDING CHANGES

After the initial census of the building is completed (the first two weeks of each semester), students may request to change their room and/or building assignment provided that space is available and the proper procedures have been followed. Students experiencing roommate problems should speak with their Resident Assistant and Residence Director. Unauthorized room changes may result in financial adjustment and/or disciplinary action.

UNIVERSITY-INITIATED ROOM/BUILDING CHANGES

The university reserves the right to change room assignments at its discretion. In order to achieve full utilization of facilities, the Residential Center reserves the right to assign and change student room assignments at its discretion, to assign anyone on a temporary basis to vacancies and to consolidate vacancies. Students who refuse to accommodate the university in its attempts to make best use of vacant space will have disciplinary action through the **CONDUCT SYSTEM**.

HOUSING REFUNDS

Due to the high fixed costs of operating and maintaining the residence halls, room charges are made for the entire academic year (although payable by semester). Charges are not refunded when a student withdraws from housing.

WITHDRAWAL FROM HOUSING

If a student believes they have an extenuating circumstance they may request permission to terminate the housing contract by completing and submitting the appropriate Contract Release Form. Information about this form is available on the Residential Center website. Contract releases are not granted often. Please note this is a request and the Director or designee will review each request. A member of the Residential Center will inform you of the committee's decision via e-mail to your Bentley University email account.

Please Note: The student remains financially responsible for all housing and meal plan charges until the petitioning process is completed and approved.

POLICIES ON ROOM OCCUPANCY

The Residential Center has been charged with the responsibility of maintaining 100% occupancy of the residential facilities. The Residential Center will make every effort to notify current residents of a room change.

UNWELCOMING ENVIRONMENT

If you are found to be creating an unwelcoming environment to someone who is currently living in a space or moving into a space, or if a student is unable to move into a vacant space due to the environment you have created, you will be held responsible through the **CONDUCT SYSTEM**.

UNAUTHORIZED RESIDENTS

Only people who have a current housing contract are permitted to reside in university housing. If anyone is found living in university housing not permitted by Residential Center staff, they, along with the residents who have permitted them to stay in their room/apartment, will be subject to action up to and including fines, removal from the university, and payment of the full cost of the space.

FURNITURE AND PAINTING

University furniture may not be removed from any student accommodations. The university will not remove or store any Bentley-issued furniture. Lofts are not allowed unless provided by the university. University furniture may not be used outdoors. No outside furniture is permitted due to California flammability standards. Due to the high potential for damage to university and student property, waterbeds are prohibited. Residents may not paint their room, suite, or apartment.

COMBINATION CHANGES

Most rooms and apartments have combination locks instead of keyed doors. When a student receives the combination to their living unit, they should keep it confidential. Students will be charged for a combination change, unless the change is necessary for administrative reasons (e.g., room changes, withdrawals or security incidents).

LOCKING OF RESIDENTIAL BUILDINGS

To provide security for residents, all exterior doors of residential buildings are locked 24 hours a day. Access to the buildings is gained by resident student ID cards. Students can assist in increasing the security of their buildings by not propping open the exterior doors, not letting other people in and not pulling a door to try to force it open. Violators of any of these security precautions will be referred to the **CONDUCT SYSTEM**. Students should immediately contact University Police or the Residential Center staff if they see unauthorized people in the halls. Students should also lock their room/suite/apartment doors for safety.

MAINTENANCE

The Residential Center acts as a liaison to the Facilities Management department in all matters related to the maintenance of residence halls. Students should submit an **ONLINE SERVICE REQUEST** through "Infor." if their living area requires repair or maintenance work. This information is relayed to the Residential Center, which initiates and expedites a work request. If an emergency develops after normal business hours, contact University Police, through an RA if possible. The Residential Center maintains a continuous status check on requests and notifies the student if any problems arise in connection with the work.

Student Center Policies

The policies for the Student Center are meant to ensure a welcoming, safe, and enjoyable atmosphere and experience for all members of the Bentley University community. It is the responsibility of Student Center Staff within Student Programs & Engagement to enforce these policies. The Student Center policies can also be found on the [STUDENT CENTER WEBSITE](#).

ALCOHOL

In accordance with the university's liquor license and Massachusetts state law, alcohol and open containers are restricted throughout the Student Center, with the exception of inside Harry's, Bentley's campus pub, during bar service hours. No outside alcohol is permitted inside Harry's at any time.

ANIMALS

Pets and other animals are not permitted inside the Student Center, with the exception of service animals. Emotional support, therapy, comfort, or companion animals are not considered to be service animals. The Food and Drug Administration (FDA) restricts the presence of live animals on the premises of a food establishment to service animals that are controlled by the disabled employee or person and patrol dogs accompanying police or security officers. In accordance with this policy and due to the presence of multiple dining destinations in the building, all other animals are strictly prohibited in Student Center indoor spaces. Guests in the building with animals that do not fit this policy will be asked to leave. For additional information, contact Bentley Disability Services.

- **Service Animals:** The Americans with Disabilities Act of 1990 (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities”. Currently, only dogs meet the definition of service animals, apart from miniature horses.
- **Emotional Support Animals:** Emotional support animals (ESA), sometimes referred to as “comfort animals,” or “companion animals,” are animals whose presence alone helps an individual with a disability. Unlike service animals, ESAs are not trained to perform a task or service. ESAs are not legally protected to be in public buildings and are not permitted in the Student Center.

BALLOONS

The use of helium balloons in the Student Center requires advance approval from the Associate Director of Student Programs & Engagement. If approved, balloons must be securely tied down or fastened using a weight to ensure that balloons will not become loose in the building or stuck on the ceiling. Loose balloons are the responsibility of the group or individual and may impact the group's ability to have balloons in the space in the future. All remnants of balloons, ribbon, or string must be removed following the conclusion of the approved program. Helium balloons cannot be given away as part of a program or promotion. Building staff may ask groups or individuals at any time to relocate or remove balloons from the space or building if interrupting normal operations of the space.

BUILDING HOURS

All persons visiting the Student Center must adhere to the posted hours of operation. Building hours are clearly marked at each main building entrance. Anyone remaining inside the building at closing time must comply with requests from building staff asking guests to leave. All programs, events, and meetings taking place in the Student Center must be held during normal building hours of operation unless prior approval has been granted by the Associate Director of Student Programs & Engagement.

CHALK ADVERTISING

Marketing and advertising on the ground outside the Student Center with chalk is permitted with advance approval from the Associate Director of Student Programs & Engagement. Chalk displays are intended to be temporary and

wash away with a reasonable amount of water or rainfall. Chalk should not be used on exterior building walls or on the ground where an overhang or roof might prevent it from easily washing away.

DECORATIONS

Groups hosting programs and events within the Student Center are permitted to use, display, or hang decorations in accordance with this policy. Groups are responsible for removing all decorations or other similar items and supplies immediately following the conclusion of the event. All remnants of decorations, such as tape, must be removed as well. Decorations left behind will be discarded. The only tape or adhesive permitted to be used on painted walls or wood surfaces is painter's tape. All other tapes or adhesives used to attach or hang decorations will be removed immediately. Glitter and confetti are not permitted for use in the Student Center. Violations to this policy may impact a group's ability to reserve space in the building in the future.

EXTERNAL VENDORS

The Student Center works with external vendors whose purpose is to promote services and/or sell items within, or directly outside, the building. Vendors must adhere to all guidelines and expectations listed in the Bentley Student Center Vendor Agreement. All vendors are also expected to follow university and building policies and must cooperate with directives from any staff member or university official.

FIRE PIT

The Student Center fire pit, located outside on the second-floor patio, is intended to create a warm and decorative atmosphere and cannot be used for cooking or roasting marshmallows. The Student Center reserves the right to turn off the fireplace at any time for health and safety reasons. A red emergency shutoff button is located on the exterior wall of the building in the event that it is needed.

FURNITURE

All furniture within the Student Center must remain in its designated area at all times. Requests to move or re-arrange furniture in any space must be approved by the Associate Director of Student Programs & Engagement.

GAME EQUIPMENT

Equipment to utilize the pool and ping pong tables, located in the Living Room on the second floor of the Student Center, is available at the Business Center desk on the third floor of the building. Items can be borrowed for free by exchanging a Bentley ID, to be returned when the items are brought back. Equipment must be returned before the building closes each night. People may be held responsible for damaged or lost items.

GUESTS

The Student Center is a public space that welcomes all members of the Bentley community and off-campus visitors and guests. All guests are expected to follow university and building policies and must cooperate with directives from any staff member or university official.

HARRY'S PUB

Bentley's campus pub, Harry's, is located on the second floor of the Student Center and provides late night food, bar service, and programming. Failure to adhere to any Harry's policies may result in referral to Student Conduct and/or University Police.

General

- Guests of all ages are welcome – you do not need to be 21+ to enter.
- Capacity cannot exceed 138 people. Once capacity is reached, guests must wait in line to enter the space until someone exits.
- Games and game pieces may not leave Harry's.

- Dining buzzers for food orders may not leave the Student Center.
- Last food order will take place at 12:45 AM (Sunday-Thursday) and 1:45 AM (Friday-Saturday).
- Be respectful. Behavior must be in accordance with the Bentley University Student Handbook.
- All guests are expected to comply with university officials.

Alcohol

- Guests wishing to drink alcohol must be 21+ with a valid government issued ID and receive a Harry's wristband from staff at the door.
- Guests may be asked to provide a second form of ID.
- Fake IDs will be confiscated and guests found in possession of fake IDs will be referred to University Police.
- Guests seen holding an alcoholic drink without a wristband will be addressed by University Police.
- Alcohol from Harry's is not permitted to leave the space.
- No outside alcohol is allowed inside Harry's.
- Harry's staff members have the ability to refuse alcohol service to guests who appear to be intoxicated.
- Drinks must be paid for at time of purchase—no open tabs allowed.
- Maximum of two drinks per person per purchase.
- Last call for alcohol is at 12:30 AM.
- Please drink responsibly and do not leave your drink unattended.

LOST AND FOUND

The Student Center provides a lost and found service for misplaced items in the building. Guests are asked to turn in any lost items to the Business Center desk on the third floor of the Student Center. Upon receiving a lost item, staff members will log the item and all available information in hopes to return the item to the owner. Staff members will make every attempt to contact the owner of a found item if they are able to identify a name or contact information. Staff members will not accept or store any items to the lost and found that are deemed dangerous or illegal. The Student Center is not responsible for the safety or security of lost items. Items can be picked up at the Business Center desk during normal building hours of operation. At the end of each semester, all unclaimed items will be donated or discarded.

MUSIC REHEARSAL ROOM

The Music Rehearsal Room, located in the Trees Residence Hall, is available for use by all members of the Bentley community. For anyone wishing to utilize the room, a key can be borrowed from the Business Center desk on the third floor of the Student Center. The key can be borrowed by exchanging a Bentley ID, to be returned when the key is brought back. The Music Rehearsal Room key must be returned before the building closes each night. People may be held responsible for lost keys.

OPEN FLAMES AND CANDLES

The use of candles, incense, or any kind of open flame in the Student Center is strictly prohibited, with the exceptions of sternos for food service. Exceptions may be requested to the Associate Director of Student Programs & Engagement for religious programs or purposes. Approved requests must work with the Manager of Life Safety Services to ensure that safety precautions are considered and followed throughout the duration of candle use.

POSTING

All flyers, posters, and banners displayed in the Student Center must have an approval stamp. Flyer approval can be requested by emailing GA_SPE@BENTLEY.EDU. All posted items must include the name of the sponsoring organization or department and event information, including event name, date, time, and location. Postings should be

appropriate and refrain from any offensive language or images that would contradict the Bentley Core Values. Non-Bentley affiliated postings are not permitted in the Student Center.

Groups are permitted to post on interior or exterior brick surfaces and hang on the walls of the stairway leading down to the second floor near the 921 Dining Hall. Posting on painted walls, glass surfaces, wood, windows, or doors is not permitted. Loose flyers and posters should not be left on tables or other surfaces throughout the building.

Groups are responsible for hanging their own items. All postings must be well secured to avoid the possibility of becoming loose or falling off the wall. Tape is not permitted on any surfaces in the building, with the exception of brick walls.

Posters, flyers, and banners should be posted for no longer than two weeks. Groups are responsible for removing outdated flyers no later than 24 hours following the conclusion of a program or event.

Flyers, posters, and banners in violation of this policy will be removed and discarded by building staff. Groups will be notified via email of any violations and repeat offenses may impact the ability to post in the future.

For additional information about the campus posting policy, please visit the [STUDENT ORGANIZATION GUIDEBOOK](#).

RECREATIONAL MOBILITY DEVICES AND VEHICLES

All self-propelled and motorized recreational devices and vehicles, including bicycles, scooters, skateboards, rollerblades, skates, hoverboards, mopeds, and motorcycles are prohibited from use inside the Student Center. These items should not be left in places that would obstruct building operations or create a fire safety hazard, such as hallways, doors, elevators, entrances, or stairways. Guests must walk these devices or vehicles through the building or keep them stored outside.

This policy does not include any self-propelled or motorized devices or vehicles intended to assist an injured or disabled person with mobility. University Police Officers are exempt from this policy in the event they must ride a bicycle as a means to function in their role.

SMOKING

Smoking is prohibited anywhere on campus, including the Student Center. Additionally, vaping is not permitted in the Student Center.

SPACE REQUESTS AND RESERVATIONS

Meeting and event spaces in the Student Center can be requested by members of the Bentley community online via [EMS](#). All reservations must be done 72 hours in advance. All meetings and events must follow university policy. Additionally, student organizations must adhere to all expectations outlined in the [STUDENT ORGANIZATION GUIDEBOOK](#). In a case that an event is not in compliance with policy, [EMS](#) reservations may be canceled and the hosting group or individual notified.

Resources

Every member of the Bentley University community has the right to physical safety and freedom from harassment. If you have been physically or sexually assaulted or harassed, please do not feel that you are alone. There are many people at Bentley who can help you.

For support and help, you may call the individuals listed below or anyone else from their offices. For 24-hour emergency help, including weekends, evenings and nights, call University Police at 781-891-3131. At your request, they will try to reach the following offices:

- **Academic Services**
781-891-2803
- **Athletics**
781-891-2493
- **Center for International Students and Scholars**
781-891-2829
- **Center for Wellness and Health Promotion**
781-891-2600
- **Counseling Center**
781-891-2274
- **Dana Athletic Center**
781-891-2256
- **Dean of Student Affairs**
781-891-2161
- **Disability Services**
781-891-2004
- **Health Center**
781-891-2222
- **Human Resources**
781-891-3427
- **Multicultural Center**
781-891-2132
- **Ombudsperon Eliane Markoff**
781-891-3102
- **Residential Center**
781-891-2148
- **Spiritual Life**
781-891-241
- **Beth Israel Hospital**
617-667-7000
- **Beth Israel Rape Crisis Program**
617-667-8141
- **Brigham and Women's Hospital**
617-732-5500
- **Newton-Wellesley Hospital**
617-243-6000
- **Mount Auburn Hospital**
617-492-3500
- **Waltham Police Department (non-emergency)**
781-893-3700
- **Boston Area Rape Crisis Center**
800-841-8371
Confidential, 24-hour hotline; rape counseling; and Male Survivor Initiative
- **Fenway Community Health Center**
888-242-0900
Violence recovery program for gay, bi-sexual and transgender survivors
- **Samaritans**
877-870-4673
A 24-hour crisis hotline to discuss all issues

Important Numbers

- **Academic Services**
781-891-2803
- **Athletics**
781-891-2493
- **Bentley Library**
781-891-2168
- **Bookstore**
781-891-3107
- **Career Services**
781-891-2244
- **Health Center**
781-891-2222
- **Center for International Students and Scholars**
781-891-2829
- **Center for Wellness and Health Promotion**
781-891-2600
- **Counseling Center**
781-891-2274
- **Disability Services**
781-891-2004
- **Education Abroad**
781-891-3474
- **Financial Assistance**
781-891-3441
- **Multicultural Center**
781-891-2132
- **Ombudsman**
781-891-2907
- **Residential Center**
781-891-2148
- **Service–Learning Center**
781-891-2170
- **Spiritual Life Center**
781-891-2418
- **Student Employment**
781-891-2968
- **Student Financial Services**
781-891-2162
- **Student Programs & Engagement**
781-891-2700
- **Student Affairs**
781-891-2161
- **University Police**
781-891-2201
781-891-3131 (*emergency*)



BUILDINGS

- B11 Harrington House
- B12 Stratton House
- B14 Boylston A and B
- B15 Rhodes Hall
- B16 Collins Hall
- B17 Kresge Hall
- B18 Forest Hall
- B19 Miller Hall
- B20 Falcone North
- B21 Falcone West
- B22 Falcone East
- B23 Student Center
- B24 Slade Hall
- B25 Tree Dorms
- B31 Orchard North
- B32 The Castle
- B33 The Cape
- B34 Orchard South
- B35 Lewis Hall
- B36 Facilities/Receiving
- B37 Dana Athletic Center
- B38 Dovecote
- B39 Copley South
- B41 Copley North
- B42 Fenway Hall
- B43 Arena
- B45a University Police
- B45b Counseling Center
- B52/B53 LaCava Center
- B54 Bentley Library
- B55 Morison Hall
- B56 Adamian Academic Center
- B57 Smith Academic Technology Center
- B58 Lindsay Hall
- B59 Jennison Hall
- B61 Rauch Administration Center
- B63 North Campus A
- B64 North Campus B
- B65 North Campus C
- B66 North Campus D
- B121 President's House

PARKING

GENERAL

- L1 LaCava 1
- L2 LaCava 2
- L3 Rauch
- L6 LaCava 3
- L7 Morison 7
- L8 Morison 8
- L9 Morison 9
- L20 Arena
- L22 Dana 1
- L31 Athletics 3

RESIDENT

- L11 Miller 1
- L12 Miller 2
- L16 Trees
- L17 Forest
- L19 Stratton
- L21 Orchard Decks
- L44 North Campus A
- L45 North Campus B
- L46 North Campus C
- L47 North Campus D

FACULTY AND STAFF

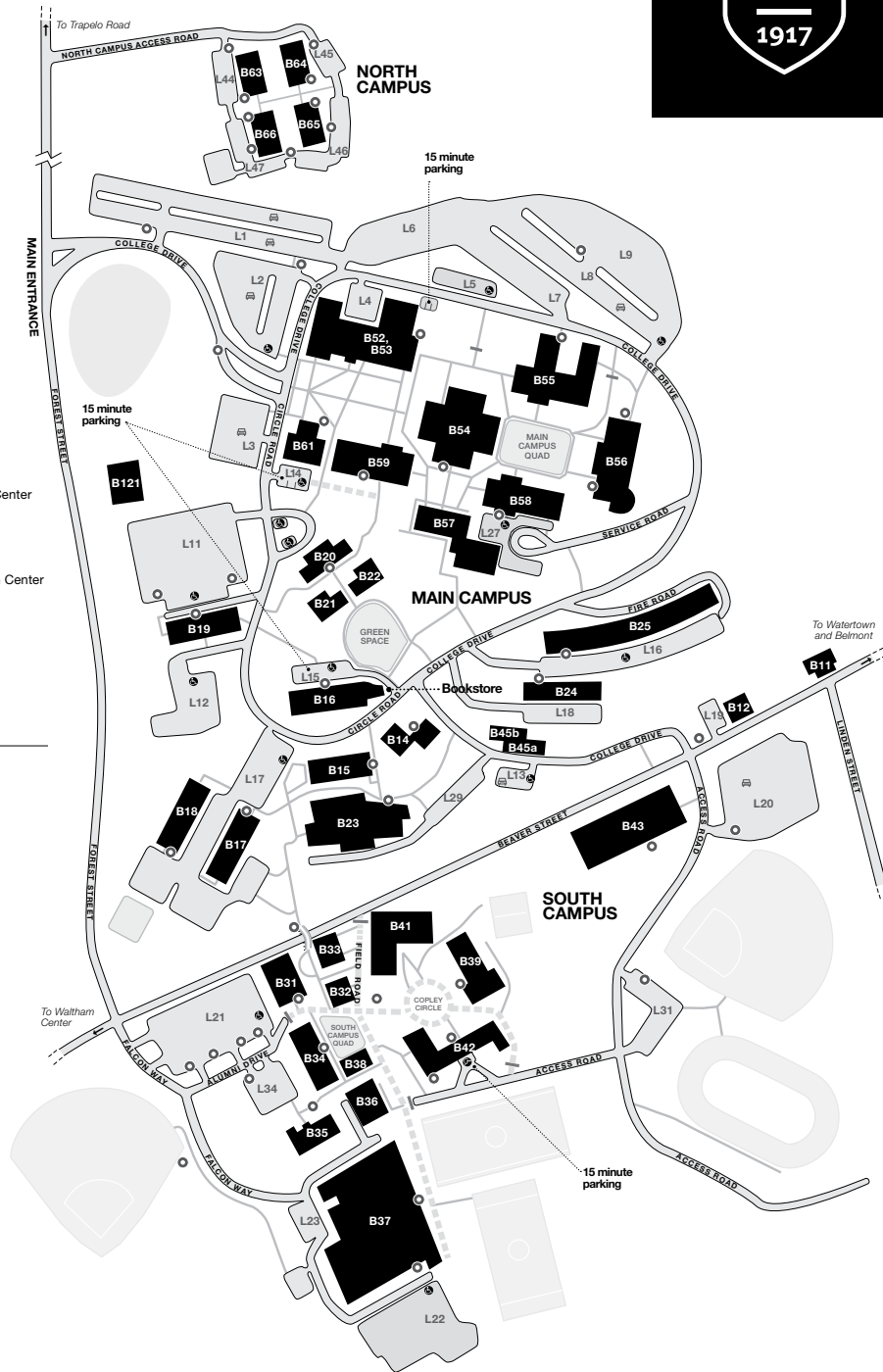
- L13 Police
- L18 Slade
- L23 Dana 2
- L26 Harrington
- L29 Student Center
- L34 Lewis

FACULTY-ONLY PARKING

- L5 Main Campus

SERVICE AND VENDOR

- L4 LaCava
- L14 Jennison (short-term)
- L15 Collins (short-term)
- L27 Smith



KEY

- = EMERGENCY PHONES
- = HANDICAPPED PARKING
- = VISITOR PARKING
- = AUTHORIZED VEHICLE ACCESS
- = VEHICLE GATE

CAMPUS MAP