



**BENTLEY**  
UNIVERSITY



UNDERGRADUATE  
**STUDENT**  
**HANDBOOK**

2014-2015

## FROM THE DEAN OF STUDENT AFFAIRS

**Dear Students:**

The Bentley Beliefs outline our commitment to community. This handbook enumerates, in greater detail, how we as a community live out those beliefs 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.

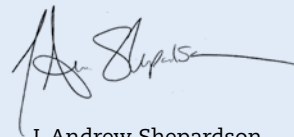
I encourage you to use this handbook as a resource during your time at Bentley. As members of the Bentley community, we all have excellent resources available to us, from outstanding faculty, staff and students, to exceptional facilities and programs. It is important to understand the responsibilities 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 Beliefs, 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 781.891.2161.

Sincerely,



J. Andrew Shepardson  
*Vice President for Student Affairs and Dean of Students*

## 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. 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 Erin Kelley, Director Student Conduct and Development 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.

### **Nondiscrimination**

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. Anyone believing that he or she has experienced adverse treatment may register a complaint with Earl Avery, special assistant to the president, at 781.891.2907.

### **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.

### **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.

### **Jeanne Clery Disclosure of campus security 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.”

## 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 2014. Changes will be sent directly to students via e-mail and will be posted in the online student handbook at [www.bentley.edu/student-handbook](http://www.bentley.edu/student-handbook). This handbook is not intended to be a contract between the university and its students.

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## THE BENTLEY BELIEFS

Bentley University is a community of faculty, students and staff who are gathered to learn and to support learning. To maintain and nurture our community and to maximize learning, we embrace the Bentley Beliefs, which govern our conduct in classrooms, residence halls and places of work. Our learning is a privilege. It is predicated upon our acceptance of the responsibilities described below.

### WE STRIVE AT ALL TIMES TO TREAT EACH OTHER WITH RESPECT

In language, personal interactions and the treatment of property not our own, we treat others as they would like to be treated.

We recognize the inherent dignity and worth of every person in our community. We are each responsible to help keep our community safe, without vandalism, hate speech, physical violence and harassment.

### WE ACKNOWLEDGE AND LEARN FROM OUR DIFFERENCES

We are all different — rural, urban, gay, straight, lesbian, bisexual, from somewhere in the United States or from abroad, of differing religions, philosophies and physical abilities. We seek to understand one another. We protect and affirm the right of each person to be him- or herself.

### WE ACT WITH INTEGRITY AND HONESTY IN OUR ACADEMIC, PERSONAL AND PROFESSIONAL AFFAIRS

Within a framework of mutual respect, we are honest in our writing, classroom work and professional involvement. We are willing at all times to examine our own conduct in the light of ethical standards.

### WE SEEK TO FURTHER THE LEARNING AND GROWTH OF EACH MEMBER OF OUR COMMUNITY AND OURSELVES

We affirm that we are here, first and foremost, to learn. We acknowledge that much of our learning will occur through our interactions with others. Our own conduct will be of key importance in making possible our learning and growth and that of others.

# RIGHTS, RESPONSIBILITIES AND POLICIES

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, responsibilities and policies 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

## Freedom of Association

Bentley offers a number of organized associations and activities. Students are free to join the associations of their choice on and off campus, excluding those organizations on suspension or expulsion from the university.

## Freedom of Petition

When a student believes that there is some matter of serious concern to the university community that does not promise a solution through administrative review procedures, he or she may present the case to the Student Government Association or the Graduate Student Association.

## Freedom of Speech

Bentley respects students' rights to explore and discuss questions that interest them and to express opinions publicly and privately, within the limits of the law and policies of the university including the Bentley Beliefs.

## Freedom of Assembly

It is the policy of Bentley to protect the right of each member of the academic community to assemble. The university makes its facilities available for peaceful assembly, welcomes guest speakers and protects the exercise of these rights from disruption or interference, within reasonable time, place and manner limits.

The substitution of noise for speech and force for reason is a rejection and not an exercise of academic freedom; Therefore, Bentley cannot allow disruptive or disorderly conduct on its premises to interrupt its proper operation. If students engage in disruptive or disorderly conduct, they are subject to disciplinary action; to possible sanctions, including expulsion; and to charges of violations of law.

## Freedom of Protest

Students have the right to protest and the university respects the right of each member of the academic community to be free from coercion and harassment. The university recognizes that academic freedom is no less dependent on ordered liberty than any other freedom

and understands that the harassment of others is especially reprehensible in a community of scholars.

## 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.

Notice: Students and parents 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 the Dean of Student Affairs. 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, deans' 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 with the:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

concerning any alleged failure on the part of Bentley to comply with the Family Educational Rights and Privacy Act.

#### **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 sex offense 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 men and women of all races and economic backgrounds. 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.

#### **ALCOHOL AND OTHER DRUG POLICIES**

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. Included among these laws are those that govern 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 and the serving of alcohol to people who are either underage or intoxicated. 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.

Penalties for violating the alcohol policy of Bentley include but are not limited to warnings and probations, fines, educational seminars, parental notification and educational community service projects. It is hoped that education will help students understand more about the residual effects of alcohol both physically and socially. Alcohol violations may also result in suspension or expulsion from the university. Penalties are levied on a per-person basis.

Please refer to the Alcohol and Other Drugs Resources Section for more information on the legal and health risks associated with drug abuse.

#### **Massachusetts Law**

Massachusetts' Operating Under the Influence statute creates a permissible inference that an individual with a blood alcohol content of .08 or greater has violated the law. For a first offense, violators are subject to a fine of not less than \$500 nor more than \$5,000 and/or imprisonment for up to two and one-half years. 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 lose their license for 180 days.

The following list details some of the specifics of the law in Massachusetts regarding alcoholic beverages. The law:

1. Prohibits issuance of any license for the sale of alcoholic beverages to persons less than 21 years of age.
2. Subjects persons who misrepresent their age or present falsified IDs to purchase alcoholic beverages to fines of \$300 and loss of license.
3. Prohibits persons less than 21 years of age from knowingly transporting or carrying on their person any alcoholic beverages, except in the course of formal employment. There is a fine of \$50 for the first violation and \$150 for each subsequent offense. A police officer (including University Police) may arrest, without warrant, any person who violates this section of the law.
4. Allows parents to be notified if at any court proceeding, persons are charged with serving or selling alcoholic beverages to a person under 21 years of age.
5. Prescribes fines of up to \$2,000 and/or imprisonment not to exceed one year for patrons of licensed premises who deliver or procure to be delivered, any alcoholic beverage to or for the use of a person he or she knows or has reason to believe is less than 21 years of age.

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.

## Use of Alcohol on the Bentley Campus

### General Regulations

1. The Commonwealth of Massachusetts recognizes only a Massachusetts driver's license as positive proof of age for individuals wishing to consume alcoholic beverages at university functions. For Bentley students who are non-Massachusetts residents, the only acceptable form of identification for proof of age is a

valid driver's license from the student's place of permanent residence or a valid passport. University management reserves the right to deny service of alcohol or entrance to areas of alcohol service to anybody at any time.

### NO EXCEPTIONS!

2. A Bentley identification card is required for admission to all campus events at which alcohol is served. All Bentley students are subject to verification by official registrar's records. Any exceptions to the ID policy must be approved by the Dean of Student Affairs. Guests are admitted only if they are accompanied by their Bentley host. No more than one guest is admitted per host. (Exceptions to this policy can be made by the Dean of Student Affairs in advance of the event.) Out-of-state guests wishing to purchase alcoholic beverages who do not possess a Massachusetts driver's license must produce positive proof of age and picture identification. University IDs will not be accepted as proof of age.
3. The areas on the Bentley campus that are currently licensed are the Student Center, the Dana Center, the third floor of the LaCava Conference Center, the LaCava Cafeteria and Harry's Pub in the Student Center. Sale of alcoholic beverages in any other area on campus must be accompanied by a one-day liquor license from the city of Waltham. All state and local ordinances pertaining to the sale and distribution of alcohol apply for all licensed areas.
4. Obviously intoxicated individuals will not be served alcoholic beverages under any circumstances.
5. **Open Bar Policy.** Bentley does not permit "open bars" on the campus at events sponsored by student organizations, on-campus groups, visiting conference groups or other special guests. Sponsoring organizations may present, without charge to individuals, up to two drink tickets per person for

the event.

Appropriate university personnel will redeem all tickets and bill the sponsoring organization for the number of tickets used. Individuals will not be allowed to use more than two tickets and all subsequent bar sales will be on a cash basis for that individual. Each cash-paying customer must be in compliance with university policies on alcohol consumption. The number of tickets issued to each group will be determined by the "count" given to Dining Services for the event. Any changes in this number must be approved by the catering manager. The two-ticket drink procedure must be approved in advance by the Dean of Student Affairs.

6. **Outdoor Event Policy.** The use of alcohol at outdoor events is covered extensively in the section on "Regulations on Use of Alcohol in Public Areas" and "Regulations in Use of Alcohol at Student-Sponsored Events."

## Regulations on Use of Alcohol in Public Areas

Regardless of a person's age, alcoholic beverages may not be consumed in any public area. Public areas are defined as all areas outside of residence hall rooms, suites and apartments and all university grounds except for licensed areas.

## Regulations for Licensed Service of Alcohol at Events

The use of alcohol should not be the primary focus of any event. This attitude must be reflected in all aspects of program planning and implementation and specifically in the promotion of the event and the pricing of alcohol provided at the event (e.g., program promotion should not emphasize alcohol and prices may not be lowered to encourage drinking). The following points should be made regarding events.

1. At functions where alcoholic beverages are available, sufficient food and non

alcoholic beverages must also be readily available during the entire event.

2. No alcohol can be dispensed at outdoor programs unless (and only for exceptional cases) a liquor license is obtained for the event. Appropriate university personnel must dispense the alcoholic beverages at these events.
3. Events where alcoholic beverages are available are required to have event staff and University Police officers on duty for the duration of the event to assist in monitoring the event. Waivers of this requirement may be granted by the department controlling the facility in which the event is held and University Police and are issued primarily for small functions.
4. The organization(s) or individual(s) sponsoring an event has responsibility for ensuring that the above regulations are followed. Should an organization or student fail to fulfill its obligation, action within the Conduct System will result.

## Student Responsibility

1. After gaining admission to an event, individuals of legal drinking age (21 years of age and older) who wish to purchase and consume alcoholic beverages will be directed to a station where IDs will be checked and their age verified.
2. This station will be staffed by event staff. At that station, the patrons must present a Bentley ID and one form of government-issued picture ID. IDs will be compared to a printout of all duly registered Bentley students, which will be supplied by the Office of the Registrar, to verify the student's birth date. This document will be considered to be the preeminent authority in regard to the student's age. Any discrepancies between IDs and the printout will be resolved on the next regular business day during normal operating hours.

3. Patrons of verified legal drinking age will have a colored plastic wristband affixed to their wrist by event staff. Only individuals wearing wristbands will be allowed to consume alcohol.
4. Any server, staff member, event staff, student manager or University Police officer may request to see proper ID at anytime during an event.
5. Alcoholic beverages are limited to one serving per purchase.
6. Servers may deny service, at their sole discretion to any individual they consider to be intoxicated.
7. Anyone not wearing the appropriate wristband found consuming alcoholic beverages at any event will be removed from the premises immediately and subject to disciplinary action. Sanctions are applicable to both minors and individuals of legal drinking age who have not gone through the proper procedure for procuring a wristband. Additional sanctions will be levied for uncooperative or abusive behavior.
8. Whenever a person's behavior is abusive or threatening or when a person fails to produce identification or leave the event when asked to do so, appropriate staff is summoned. If the individual remains uncooperative, university police officers will be called to handle the situation.
9. Complete lists of those prohibited from entering events are kept at the door. Violations or attempted violations are referred to the Office of the Dean of Student Affairs.
10. Purchasers and consumers of alcoholic beverages will not be physically separated from individuals not of legal drinking age, but both remain responsible for compliance with all policies on the consumption of alcohol.

## Use of Alcohol in the Residence Halls

### General Regulations

1. Residential students may possess alcohol in their room/suite/apartment provided they are of the legal drinking age in the state of Massachusetts.
2. Common sources of alcohol such as kegs and beer balls are prohibited from the residence halls with the exception of registered kegs for registered parties. Please refer to the Party Policy below for further information. Any unregistered 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 (additional fines such as those for unregistered parties may be added).
3. 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.

### Registered Party Policy

The party policy is currently under review. All students will be notified via e-mail of any changes. In the interim, please refer to the current party policy below; the Residential Center website ([bentley.edu/residential-center](http://bentley.edu/residential-center)) also provides the most current policies.

Parties are defined as events with up to 45 invited guests. They must be completely contained in the apartment. All parties must be registered.

***Apartment-style dwellings are the only type of accommodations where parties are allowed.***

Party-eligible apartments are located only in the following buildings: Collins, Falcone, Boylston A and B orchard North and South and Rhodes.

In order to have alcohol at a party, the apartment residents must follow these guidelines:

1. Each apartment resident must attend a party registration workshop run by the Residential Center.
2. At least half of the residents are 21 years of age (i.e. a five person apartment must have three people 21 years of age).
3. The primary host is 21 years of age.
4. Each apartment resident must be in good standing (not on a current sanction).
5. Each apartment resident must sign the party registration form.

The laws of the Commonwealth especially pertain to the serving of minors. Sponsors are responsible for ensuring that alcohol is not served to anyone less than 21 years of age. Knowingly or unknowingly serving alcohol to a minor is a violation of state law and Bentley University policy. Should such a violation be discovered, action within the Conduct System will ensue.

Gatherings of 45 or more people are not allowed. Registered parties are not permitted during early move-in periods, interim housing, vacations, nights before classes or anytime during finals.

Only a limited number of parties are allowed on each floor and in each building. This number is determined on a per-building basis and is subject to the approval of the Residential Center. Additionally, each party-eligible apartment may only register for as many as eight parties per semester.

Registered parties must be registered with the Residential Center by 4:00 p.m. on the Thursday prior to the party.

Registered parties must comply with any request made by other residents to lower the noise level. Parties must end

by 1:30 a.m., at which time quiet hours begin. Nonalcoholic beverages and food must be available for the duration of the party. Any damage done in the vicinity of the apartment is billed back to the apartment residents. This may include other floors and stairwells.

It is the responsibility of the party hosts to ensure that a party is "responsibly run." A "responsibly run" party is one that:

1. Complies with all items on the party registration form, including no service of alcohol to minors.
2. Abides by the stipulations put forth in the party registration workshop.
3. Adheres to all alcohol policies and procedures.
4. Stops consumption of alcohol by an individual who is obviously intoxicated.

Registered parties with alcohol are limited to one keg or 12 750ml bottles of wine for the duration of the party. At the end of the event at 1:30 a.m., that keg may not be used or tapped on campus again. A keg may only be brought on campus the day it is to be used at a registered event. Kegs must be removed from campus the day following the event for which they were registered.

Failure to comply with party registration guidelines may result in immediate revocation of party privileges.

### Unregistered Parties

Unregistered parties are events where there are more people present than the room, suite or apartment occupancy allows and one or more alcohol policy violations are present. The Residential Center staff responds to apartments and rooms whose residents are hosting unregistered parties. Residents of the room will be referred to the Conduct System for appropriate action.

### Party Registration Workshops

At the beginning of each semester, a schedule of party registration workshops will be made available. All the residents of an apartment must be of legal drinking age and successfully



complete one of these workshops to be eligible to register private parties in the apartment. Workshops will be held several times each semester. Contact the Residential Center for more information.

## Penalties for Violations of Alcohol Regulations

Penalties for violating the alcohol policy of Bentley include but are not limited to warnings and probations, fines, educational seminars and educational community service projects. It is hoped that education will help students understand more about the residual effects of alcohol both physically and socially.

Repeated alcohol violations may also result in suspension or expulsion from the university. Penalties are levied on a per-person basis.

## Other Drugs

The sale, possession or distribution of any drug, including the illegal possession, sale and or distribution of prescribed medications, is a criminal offense. In addition to legal ramifications, Bentley regards the illegal use of drugs as unacceptable because of the potential negative effect upon the individual student and other community members.

Illegal use, possession or supply of drugs or drug paraphernalia will result in disciplinary action by the university and/or criminal prosecution. Sanctions may include suspension or expulsion from university-owned housing, suspension or expulsion from Bentley, parental notification and/or fines ranging up to \$1,000. Penalties are levied on a per-person basis.

Although in November 2012, Massachusetts voters approved a ballot question allowing qualifying patients with certain medical conditions the ability to obtain and use medical marijuana, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal

funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed in any Bentley University housing or any other Bentley University property; nor is it allowed at any university sponsored event or activity off campus.

Please refer to the Alcohol and Other Drugs Resources Section for more information on the legal and health risks associated with drug abuse.

## OTHER POLICY 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.

## Harassment

Every member of the Bentley community has the right to be free from physical and psychological harm, whether related to gender, race, national origin, color, sexual orientation, age, veteran or disability status or any other aspect of human identity. It is Bentley policy to prohibit any form of racism, sexism, heterosexism, religious intolerance or other activity or behavior that threatens the dignity and well-being of members of our community. All students, faculty and staff should be aware that the university is prepared to respond to harassment including bullying. Individuals who engage in harassing behavior may be subject to disciplinary

action that can include suspension or expulsion from Bentley.

## Sexual Harassment

Sexual harassment is defined as:

1. Unwanted sexual advances that may take the form of inappropriate sexual or suggestive comments, sounds or jokes; unsolicited touching or fondling; unwanted intercourse or assault.
2. Unwelcome requests for sexual favors.
3. Other behavior of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly 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.

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile or offensive educational, social, living or working environment.

## Racial and Religious Harassment

Religious or racial harassment is defined as derogatory comments or actions or verbal or physical conduct, of a religious or racial nature, directed toward an individual that:

1. Humiliates or intimidates an individual.
2. Impedes academic or work performance.
3. Interferes with university life. Examples of racial or religious harassment may include offensive graffiti or other written demeaning messages, dressing in "blackface," or attempts at humor that denigrates religious or ethnic groups.

## Harassment Based on Sexual Orientation/Gender Identity

Harassment based on sexual orientation/gender identity is defined as derogatory comments or actions or verbal

or physical conduct directed toward an individual by virtue of his or her presumed status as a heterosexual, gay, lesbian, bisexual or transgendered, which:

1. Humiliates or intimidates an individual.
2. Impedes academic or work performance.
3. Interferes with university life.

## Stalking

Massachusetts law defines stalking as a willful and malicious pattern of conduct or acts directed at another person that seriously alarms and causes a reasonable person to suffer substantial emotional distress. The law further states the stalker makes a threat with the intent to place the person in fear of death or bodily injury.

Stalking behaviors may include 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. Individuals found responsible for instances of stalking will be subject to disciplinary action that can range from education to expulsion. For more information on stalking, including methods for reporting incidents, Bentley University Title IX policy at [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-sexual-assault).

## Hazing

Bentley supports all laws of the Commonwealth governing hazing by all recognized student organizations and athletic teams. The university supports the right of all student organizations to recruit new members, but in no way condones any act of hazing. "Hazing" is doing anything that demeans people, forces them to do anything that demeans people or forces them to do anything they do not want to do. The specifics of the anti-hazing statute are in Sections 17, 18 and 19 of Chapter 269 Massachusetts General Laws, Crimes Against Public Peace.

### **Section 17 — Hazing; organizing and 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 \$3,000 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 18 and 19, 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; 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 17 and is at the scene of the 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 \$1,000.

### **Section 19 — Hazing Statutes; issuance of copies to student groups**

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 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 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 17 and 18 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 acknowledgement stating that such group, team or organization has received a copy of this section and said sections 17 and 18; that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18 and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18. Each institution of secondary education and each public and private institution of post-secondary education shall file, at least annually, a report with the regents 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 17 and 18 and also certifying that said institution has adopted a disciplinary policy with regards 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 regents 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 a report.

### **Sexual Assault**

More detailed descriptions of sexual misconduct policies can be found in our separate Title IX and Gender-Based Discrimination Policy. To access that policy document, as well as important Bentley resources, please go to the following website: [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-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. Rape includes penetration (oral, anal or vaginal) of any orifice with any object without effective consent. The crime of Indecent Assault and Battery includes non-consensual sexual contact without penetration.

Students seeking to report an incident of sexual assault or sexual misconduct should know that the university is willing to provide interim measures such as providing alternative housing or no-contact orders. Additionally, students who report an incident of sexual assault or misconduct who consumed alcohol or other drugs will not face policy violations as they are protected under the Title IX and Gender-Based Discrimination amnesty policy provision.

The severity of the crime is the same whether the assailant is known to the victim or is a stranger. All students, faculty and staff should be aware that the university is prepared to respond to any

incidents of sexual assault. Individuals who commit sexual assaults will be subject to disciplinary action that can include suspension or expulsion from Bentley as well as civil and criminal penalties. For more information on sexual assault, refer to Bentley's sexual assault information web page at [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-sexual-assault).

### **Consent**

Consent is a clear, active, and affirmative permission to act. The person who initiates sexual activity is responsible for obtaining the other person's consent for that activity each and every time. The existence of a dating relationship does not imply consent.

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 when coercion, manipulation, intimidation, or force is used. 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.

Consent is also not present if a person is known to be (or, based on the circumstances, should reasonably be known to be) mentally or physically 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 a sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, use of alcohol or other drugs.

Consent is never present if an individual is under the legal age of consent (16 in the state of Massachusetts).

*Aspects of this definition were informed by ATIXA's Model Code and Harper College.*

### **Relationship Abuse**

Relationship abuse can be physical, sexual, verbal or emotional. It is unwanted and causes physical or emotional harm. At Bentley, relationship abuse can involve current or former intimate partners, roommates or teammates. Relationship violence occurs in both same-sex and opposite-sex relationships. All students, faculty and staff should aware that the university is prepared to respond to any incidents of relationship abuse. Individuals found responsible for instances of relationship abuse will be subject to disciplinary action that can range from education to expulsion.

For more information on relationship, including methods for reporting incidents, please refer to the resources found on page 79 or visit the resources section on Bentley's sexual assault information web page at [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-sexual-assault).

### **Retaliation**

Retaliation is when a negative 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 to the student conduct system without fear of retaliation. Additionally, it is unlawful and a violation of university policy to retaliate against an individual for filing a report of sexual misconduct or gender-based discrimination. Retaliation against anyone who participates in an investigation of sexual misconduct or gender-based discrimination is also prohibited. Examples of retaliation can include hostility, intimidation, threats, exclusion, and discrimination.

Anyone person who retaliates against an individual reporting sexual misconduct/gender-based discrimination and/or someone who participates in a sexual misconduct/gender-based discrimination investigation is subject to disciplinary action up to and including expulsion from the university.

### **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.

### **Endangering Health or Safety/Physical Confrontations**

Consistent with the Bentley Beliefs, violence is not tolerated at Bentley. Taking or threatening action that threatens or endangers the safety, 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.

### **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.

### **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.

### **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.

### **Sales and Solicitation**

Any activity on campus undertaken by an outside concern for the purpose of sales or sales promotion is strictly forbidden without appropriate authorization. Use by outside concerns of campus services such as photocopying, duplicating, campus mail, electronic mail and the campus directory is prohibited for the purpose of sales or sales promotion without authorization. Individual students and/or student organizations wishing to conduct sales or promotional activities must receive written authorization from the Residential Center (if the activity is taking place in the residence area) or from the Office of Student Activities (if the activity is taking place on campus in areas other than the residence areas).

## **RIGHTS OF OTHERS**

As members of the Bentley community, the Bentley Beliefs are the overarching values that shape our policies and procedures. At the heart of these beliefs is respect. This respect is shown in our language, our interaction with others and our interactions within the community. Lack of respect for others violates the rights of other members of the community. This includes, but is not limited to, quiet hours violations, guest policy violations, harassment, disrespect to administrative personnel and being uncooperative with administrative personnel.

### **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.

The responsibilities of hosts are as follows:

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

The responsibilities of guests are as follows:

1. Become informed of university rules, regulations and policies and abide by the same.
2. Carry identification with you at all times and identify yourself and your host to any university official upon request.
3. 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 dean of student affairs or his or her designee. The right of a student to live in reasonable privacy takes precedence over the right of his or her 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 charged the full cost of the room and their host may be referred for judicial action, with penalties ranging up to suspension from housing. Guests and hosts who are abusive of the guest policy will be disciplined accordingly.

## Hall Sports

The use of sporting equipment (including, but not limited to, balls, Frisbees, golf clubs, bats, skateboards, rollerblades and lacrosse sticks) 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.

## 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 good and considerate neighbors.

### Courtesy Hours

To ensure that students are able to study and sleep in the residence halls and apartments, courtesy hours are in effect whenever quiet hours are not. All students are expected to assist in enforcing this policy. If someone is creating a disturbance, first approach the person and politely ask for quiet. If the person is uncooperative, contact a Residential Center staff member or University Police.

### 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 to 9:00 a.m. on Friday and Saturday nights, except as modified by the academic calendar. If someone is creating a disturbance, first approach the person and politely ask for quiet. For help in enforcing quiet hours, students should contact a Residential Center staff member or University Police.

### 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 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 Activities.

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

### Compliance with Administrative/Faculty Requests

The Bentley Beliefs 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, providing identification and ending conduct (physical or verbal) that may be a violation of a university policy or rule. 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.

## Expectations and Standards for Off-Campus Behavior

### 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.

1. 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 representative(s) of the organization for the use of their premises by that organization should be informed of this position.
2. 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 Activities.
3. 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 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. In such instances, the Office of the Dean of Student Affairs will review the conduct and determine whether they warrant referral to the Bentley Conduct System.

## 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.

## SAFETY AND SECURITY

Members of the University Police are present to provide a safe and secure living, learning and working environment for the students, staff, faculty and guests of the university. However, 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 university is covered. For additional information about securing low-cost personal property insurance, contact the Residential Center.

## Return from Hospitalization

Students who are hospitalized as a result of a mental or physical health crisis and who do not wish to take a medical leave but feel ready to return to campus after discharge from the hospital, must be evaluated for readiness to return to campus before they are permitted to return to the residence halls and/or coursework. Students wishing to return must contact the Dean of Student Affairs office stating their desire to return from a hospitalization. Students must provide the following documentation: a summary of treatment from the discharging hospital and/or subsequent treatment agencies or offices; an opinion from the discharging hospital physician and/or subsequent treatment health professional regarding the student's readiness to return to the academic and social obligations and responsibilities of campus life; and an assessment interview with a clinician of the Center for Health and Wellness or Counseling Center. The Dean of Student Affairs Office will review the documentation, consult with various campus offices regarding the student's academic standing and will decide whether the student will be permitted to return; whether the student will need to take a medical leave; or whether more information is needed.

## 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 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 case of an alarm, touch your door 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. Stay calm. Assemble outside away from the building, in the designated area for that residence hall; do not assemble in the parking lots, as these must be kept clear for the fire equipment. Do not re-enter the building until the alarm is turned off. Fire safety rules and regulations are mounted on room doors. Please become familiar with these; they could save your life.

To the extent that personal safety permits, Residential Center staff may assist students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Do not wait for an RA to tell you to evacuate. 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). Members of the Residential Center staff and University Police will tour the buildings during a fire drill and report those who do not evacuate.

## Fire Alarm Testing

All fire alarm systems are tested periodically throughout the year. During these tests, residents are not required to evacuate their buildings. Notices will be posted to indicate dates and times of these tests.

## Incendiary Devices

Due to high risk of fire, all incendiary substances (including candles, incense, halogen lamps and neon signs) are prohibited in university housing.

## Health and Safety Inspections

In the interest of preventing fire and providing a safer living environment for all resident students, Bentley reserves the right to conduct inspections to determine and correct potentially hazardous conditions.

## Automobile Rules and Regulations

### Registering Your Vehicle

Registration takes place through MyBentley > Personal Information. The decal issued to you is renewable until you graduate and is available through an online process for a fee. Each eligible student and faculty/staff vehicle must display a parking decal. A vehicle may display only one (1) parking decal at a time. If a second decal is issued, the first must be removed. There is a one time, nonrefundable fee valid for the academic year in which the decal was issued. The hours and location of registration will be posted at the beginning of each academic year. When applying for a decal, you are required to have with you a driver's license, motor vehicle registration and Bentley ID card. All vehicles parking on Bentley property must be validly registered and properly insured.

### 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.

### Pedestrian Crosswalks

All drivers are reminded that pedestrians have the right of way at a crosswalk. This is a state law.

## 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.

## Parking Fines

Parking tickets are attached to a vehicle or handed to the driver. A second copy of the ticket is filed at the University Police Station. Violators have five (5) business days either to pay the ticket or appeal. All parking fines must be paid in full by all members of the Bentley community unless dismissed via the appeal process.

## Appeal

To appeal a ticket to the Traffic Review Board, take the ticket to the coordinator of traffic and parking at the University Police Station within five (5) days and indicate your intention to appeal. Failure

to respond within 30 days of receipt of a ticket will result in the loss of right of appeal. Contact University Police for more information.

## Towing

Vehicles may be towed for the following reasons:

1. Failure to display a current Bentley parking decal or valid pass.
2. Parking in a manner that interferes with the movement of emergency vehicles or endangers life or property of others.
3. Illegally parking in a fire zone, tow zone or handicapped zone.
4. 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 and storing charges. Towing charges are generally in excess of \$100 per tow.

## Violations

Any student who violates state, local or university policies regarding motor vehicle violations will be subject to action and/or ticketing and towing. These include, but are not limited to, freshman parking, driving an unregistered vehicle, driving under the influence (will also be subject to arrest), transporting alcohol by a minor and speeding. All 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.

## ID Cards

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. University Police takes ID pictures and produces photo ID cards. Students, faculty and staff can possess only one ID card at a time. In the event that a "lost" card is found, you should destroy the old ID card by cutting it in half. The ID pictures are taken Monday to Friday, from 8:30 a.m.

until 7:00 p.m. at the University Police Station. In an emergency, University Police is available 24 hours a day to replace an ID card. There is a \$5 charge for the first lost card. Second and third replacement cards cost \$10 and all others \$25. Worn out or damaged IDs are replaced without charge. You must bring your damaged card with you when a replacement is made.

ID cards are used for access into all locked buildings on campus, including the residence halls. University Police maintains records of access granted to all buildings. Transferring ID cards from student to student or from student to non-student is a violation of campus policy and subject to disciplinary action.

This includes transferring IDs in order to gain access to dining services, the fitness center or for any other reason.

## Smoking Policy

**Objective:** To comply with Massachusetts law, which prohibits smoking in schools, colleges, classrooms and generally all working or enclosed areas. Designated smoking areas within buildings are not permitted. Although smoking is allowed in outdoor spaces, there must be no migration of the smoke into the indoor space. The law provides for fines ranging from \$100 to \$300 for violations. In addition, the local Board of Health has the authority to revoke the license of a building for repeated violations.

**Policy:** Bentley is committed to providing a safe and healthy work environment for all members of our community. Faculty, students and staff have a right to work in a smoke-free environment (including e-cigarettes). Smoking is prohibited in all buildings of the university. Smoking is also prohibited within 25 feet of buildings.

No smoking signs will be posted and visible at the entrance to all workplaces, restrooms and break rooms. Outdoor ashtrays will be located at least 25 feet from building entrances.

## 1. Outdoor Smoking Areas

Outdoor smoking areas will be established and communicated to all faculty, staff, students and visitors. These designated areas will be at least 25 feet from buildings.

## 2. Smoking Breaks

For those employees who take smoking breaks, the time taken for these breaks must be deducted from their allotted lunchtime.

## 3. Assistance to Smokers

Bentley will provide assistance to those who wish to quit smoking, by offering workshops and group program information via Bentley's health plan provider and employee assistance program. Employees may also contact the Try-to-STOP TOBACCO Resource Center at 1.800.TRYTOSTOP or visit [trytostop.com](http://trytostop.com). Students should contact the Center for Health and Wellness for assistance with smoking cessation.

## 4. How to File A Complaint

An employee or any member of the public may file a complaint if Bentley fails to enforce this smoking policy by contacting the Massachusetts Department of Public Health at 1.800.992.1895 or by contacting the local Board of Health/Health Department.

## 5. Penalties for Policy Violation

Employees who violate this smoking policy will be subject, in addition to the fines, to disciplinary action up to and including termination. Students who violate the policy will be subject to our disciplinary policy.

## 6. Enforcement

All members of the Bentley community are expected to assist with enforcement of this policy by informing any person smoking in non-designated outdoor smoking areas that smoking is in violation of Bentley policy and requesting that the person extinguish his/her tobacco product. Persons who refuse to do so should be asked to leave Bentley property. Enforcement of employee

corrective action is the responsibility of the manager, in conjunction with Human Resources. The Office of the Dean of Student Affairs, through its conduct process, will enforce this policy with respect to students.

## Metal Detector Policy for Student-Sponsored Events

In response to requests and to a necessary acknowledgement of increased physical conflicts in the larger society, the university has purchased a metal detector for use at designated student sponsored events.

Metal detectors will be required if any of the following criteria are met:

- At dances, parties and concerts sponsored by student organizations, when these events are:  
(1) publicized off-campus to the non-Bentley public (Bentley public consists of current Bentley students, faculty and staff as well as alumni and immediate family members of current Bentley students) and (2) expected to draw more than 100 people.
- When deemed necessary by the director of University Police or other appropriate university personnel.

Some events do not fall within the above guidelines, but they may require use of the metal detector as well. In keeping with existing security guidelines organizations will be required to meet with the Cooperative Programming Board (CPB) and/or University Police to determine whether or not a detector might be necessary if any of the following apply:

- More than 100 students and/or guests are expected (alcohol may or may not be served).
- The event is advertised off-campus to the non-Bentley public (even if 100 people are not expected).
- Coverage is requested by the student organization.

In some instances, events are open to current students from area colleges.

Students attending these events must present a valid college picture ID and a valid government-issued picture ID for admittance to these events. In the instance that a guest does not possess a valid college ID, but does possess a valid government-issued picture ID, the student must be signed in by a current Bentley student as outlined below.

Bentley students are responsible for the actions of their guests.

Advertisements (including on the Internet) in places other than colleges and universities is expressly prohibited without prior approval. The sponsoring organization is responsible for insuring that all advertising is coordinated according to these guidelines.

All publicity must clearly state "Current university picture ID and government-issued picture ID required for admittance" and "Metal Detectors in Use." Any publicity to the non-university community (including on the Internet) must be approved by the Office of Student Activities.

Student organizations are limited to sponsoring or cosponsoring one (1) metal detector event per semester. Due to limited financial and human resources, there may not be any more than one metal detector event per weekend.

An organization can petition to have additional metal detector event(s) within the same semester, but the request will be approved only if the organization's two previous metal detector events have averaged at least 100 patrons in attendance and there have been no major problems with previous events. The sponsoring (or co-sponsoring) organization of a second event in a semester will be responsible for paying the costs for all metal detector personnel and equipment for a second event in the same semester.

Metal detector events can only be held in the LaCava Executive Dining Room and surrounding third floor rooms unless prior approval from the Metal Detector Policy Committee has been granted.

Any exceptions to the requirements as specified must be approved by the Metal Detector Policy Committee.

(The directors of University Police, the Multicultural Center, Student Activities and the Associate Director of the Student Center or their designees, will function as the metal detector policy committee.)

## General Event Admittance Policy Guidelines

A valid Bentley University picture ID is required for admittance to all Bentley events.

Guests of Bentley students must have a government-issued picture ID to be signed in by a Bentley student. One guest per Bentley student is allowed and both guest and student need to complete a guest registration form.

The guest must be with the Bentley host at the time of check-in and throughout the event.

## Poster Policy

The posting policy is designed to allow the Bentley community to post materials on campus in a manner that is consistent with the mission and the values of the institution.

### Poster Approval

#### Where to go

All posters, flyers and banners must be approved and stamped by a member in the Office of Student Activities during regular operating hours (8:30 a.m. to 4:30 p.m.) prior to posting.

For "professionally produced posters" there will be a copy of the Campus Posting Policy approval stamp to be incorporated in the design of the poster. Otherwise, the poster must be stamped individually if not professionally pre-printed. You may apply for this use of the approval stamp by contacting the Office of Student Activities, Student Center.

#### Poster Content

The name of the sponsoring organization or individual must appear clearly

on all materials to be posted. All tarps, sandwich boards and any posters, flyers or banners that do not name the sponsoring organization or individual (i.e. teasers) must register with the Office of Student Activities.

All events sponsored by student organizations that are funded by the Student Activity Fee must clearly state on all materials "Funded in part by the Student Activity Fee."

All materials with typographical errors, misspellings and/or misinformation must be corrected before being approved. Any reference to the availability of alcohol at an event must be consistent with the university alcohol policy. Explicitly, this means that items for posting:

- Must not state or imply that alcohol is the major focus of the program.
- Cannot contain terms or phrases, such as "Happy Hour," "Open Bar," "Bar Trips," "All you can drink" or any other similar term or phrase.
- Must not state or imply the quantity of alcohol that will be available at the event.

Materials found offensive, demeaning or discriminatory against any demographic group may not be approved. Final discretionary judgment will rest with the Office of Student Activities or the Office of Residence Life.

The Office of Student Activities must approve any non-paper material prior to posting.

### How Much, How Long and How to Post

Student organizations or individuals may post unlimited small, approved posters, flyers, sandwich boards, tarps or banners on the campus per event, activity or candidate for student office.

Approved tarps, posters, flyers, banners, should be posted no longer than two weeks. Special arrangements may be made with the Office of Student Activities.

Masking tape is the only tape usable on all surfaces deemed appropriate for posting. Duct tape may be used only

on brick. Glue (aerosol or other), scotch tape and any permanent adhesives are not to be used to post anywhere on campus property.

Approved materials must be secured well to disallow any possibility of loose ends blowing in the wind, causing damage or endangering others.

Screens may not be removed to post any approved materials.

#### **Where to Post**

All approved materials must be placed on brick surfaces, wood doors or bulletin boards.

Approved posters, flyers and banners can be posted on the Student Center's exterior.

Approved posters, flyers and banners can be posted on the exterior of residence halls only within five feet of the residence hall entrances.

Buildings with exterior covered porches can have approved posters, flyers and banners posted under the porch roof (this includes inside of porch columns but not outside arch walls).

Chalk is allowed to be placed on sidewalks only.

Decorative balloons may be used on campus, but the ribbon and balloons must be removed the following day (see "where not to post" for restrictions on balloons).

After registering, tarps are allowed to be posted on quad walls, the outside brick wall of the west staircase of Smith in Lot 14 and the outside brick wall between Lindsay Hall, Smith Academic Technology Center in Lot 14, Miller Parking Deck (tarps must not go past cement surface when posting), brick wall of outside staircase between Jennison and Rauch and professional banner posting on the outside wall of the Dana Center (securing approval of Athletics Department). Facilities will only assist in the hanging of the banners for the Dana Center. To receive this service, give the banner to the Office of Student Activities five days in advance

of when you would like it posted.

Exception to painted surfaces: Approved posters, flyers and banners may be posted on painted concrete block in the residence halls.

All table tent advertisements need to be stamped for distribution in LaCava Cafe or the Student Center Seasons Dining Room and cannot exceed 5" x 7".

#### **Where NOT to Post**

Approved posters, flyers and banners cannot be posted on the exterior of Bentley buildings (for exceptions, see "Where to Post") or the pedestrian bridge. Approved posters cannot be posted in the Solomon Baker Library.

Approved posters, flyers and banners cannot be taped or secured to glass, wallpaper, painted surfaces, screens, wood, except for doors and splash-guards in the cafes.

Approved materials are not allowed to be placed on cars, under doors, on the ground (sidewalks, roadways, grass, etc.) or in any location that may cause a safety, fire or litter problem.

Approved materials are not allowed to be placed on the permanent Bentley directional, entrance, electronic signs, lamp posts or traffic signs.

Approved materials must be placed over surfaces that are completely solid. They may not cover any doorways, archways, windows, peepholes, heaters or air vents.

Messages made from using a roll of tape are not allowed on any surface other than on a banner backing.

No portion of any approved posters, flyers and banners (including fastening materials) shall be higher than 20 feet above the ground. All approved materials must be accessible by a person on a 20-foot ladder placed on stable, permanent ground. (Facilities is available to assist in the hanging of these approved materials free of charge.)

Approved materials may not be secured in any fashion to any of the trees, bushes, shrubs, flowers or other living land-

scapes on the campus due to the potential of damage to these items.

LaCava Executive Dining Room specifics: Approved materials hung from the balconies in this location must be secured using a soft rope to the railings ONLY.

Executive Dining Room specifics: Decorations may be placed on brick surfaces during events, hung in accordance with the "How Much and How to Post" section of this policy.

Any additional decor requests need a minimum 48-hour advance notice to The Conference Center (LaCava 205).

Balloons or other suspended materials may not be used in the LaCava Center or the second and third floors of the Student Center without a request to the Office of Student Activities.

#### **Commercial Postings**

Definition: any individual, group or company that has a product or service not directly funded or sponsored by a Bentley department or student club/organization.

Postings are allowed only on bulletin boards with green signs that indicate for "All Postings."

Posting for available rentals, roommates wanted, items for sale, trips and commercial advertisements will be restricted to bulletin boards on campus with the exception of commercial advertisements who are endorsed by a student organization. Items will not be stamped unless the name of the contact person and their phone number from the sponsoring student organization endorsing them appear on the poster or flyer.

Failure to comply with the posting policy may result in either or both of the following:

- Financial charges equivalent to (1) property damage and/or (2) a minimum of one hour of Facilities' labor (for removal of illegally posted materials).
- Private property "trespass" charges.

#### **Electronic Posting**

Posters and flyers sent via electronic

mail must adhere to the university's posting policy and the Computer Ethics policy.

#### **Removal of Posters**

Sponsoring organizations and individuals are responsible for removing all postings within two days after the activity or election.

The sponsoring organization or individual must remove all damaged, unsecured or faded approved materials within 24 hours of notification by the Office of Student Activities or the Residential Center.

#### **Failure to Comply**

Any group that is in violation of the posting policy will pay a minimum of one hour of Facilities charges.

Failure to comply with any of the guidelines may result in: (1) Loss of Cooperative Programming Board incentive funding and/or (2) Loss of scheduling campus facility privileges for up to one semester. Final decisions regarding posting policy issues rest with the administrative staff of the Office of Student Activities.

Any person or group in violation of the posting policy may be referred to the Conduct System.

## **Appliances**

All cooking appliances, except microwave ovens, are prohibited from dormitory rooms. This includes hotplates, hot-pots, toaster ovens, popcorn poppers and any other appliances. Space heaters are not allowed. Offenders may face fines and other disciplinary sanctions.

## **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.

## **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.

### Screen/Window Policy

Screens are permanently mounted on window tracks; they are provided to keep flies and other insects out of the buildings and to make certain that objects are not thrown out of windows. There is a fine per screen for unauthorized removal. Residents who are having problems with their screens are responsible for submit an online service request through "Infor." Throwing or dropping objects out of the window may result in suspension or expulsion from housing and/or the university. 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 restrictors compromises student safety.

### 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.

### 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.

## PROPERTY VIOLATIONS

Violations of university property encompass violations of policies that are destructive or detrimental to the physical environment of the campus. This includes but is not limited to damage, vandalism, pets and failure to dispose of trash properly.

### Damage/Vandalism

In our residential system, we are committed to ensuring that our facilities remain well maintained. Respect for university property is highly esteemed, as reflected in the Bentley Beliefs. Malicious destruction and/or vandalism anywhere on campus (including inside student rooms) will not be tolerated. Students found vandalizing the campus in any way are subject to conduct action up to and including expulsion from the university. Students must pay a damage deposit in the amount of \$100 before they move in. It is intended to cover damage to the room and university property. All or any part of the \$100 is credited to students at the end of the year after damage and other assessed fees are deducted from deposits according to the following schedule. Credits are posted directly to a student account:

1. When damage is attributed to a student or known group of students, the costs are deducted from the deposit in equal parts from the individual or group.
2. When damage is attributed to a student's room or apartment but not a specific occupant of that room and exceeds \$30 per student at the end of the year, the costs are deducted in equal parts from all occupants of that room or apartment.
3. In addition to restitution for damage, students can be held responsible for damage that is deliberately or maliciously caused and be fined or sanctioned accordingly.

For damage in a room or apartment, disciplinary action may be initiated against all occupants of that room or apartment, with penalties ranging up to expulsion from the university. In all cases, students are not eligible for graduation nor can they receive transcripts until damage costs are paid in full. When students move in they are given the opportunity to complete a Room Condition Report. The purpose of this form is to identify damage that exists at the time of moving in, for which the student will not be held responsible.

### Lounge Furniture

The furniture/equipment in each lounge or common area is for the use of all the residents/occupants of the building. Most are open 24 hours. 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.

### Pets

No pets are allowed in residential buildings, except for fish. Those found keeping pets illegally are subject to fines and conduct action.

### Trash Disposal and Recycling

Residents and their guests are responsible for removing their own rubbish from the buildings. Trash receptacles and dumpsters are conveniently located 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.

### 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 The Conference Center, the Office of Student Activities and Athletics.

### Use of the Bentley 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. Exceptions to this policy may be granted to athletic teams (through the athletic director) and recognized student organizations (through the Office of Student Activities). Bentley University reserves the right to prevent the sale of any Bentley-imprinted items that violate this policy.

## TECHNOLOGY AND NETWORK RESOURCES

To learn about Bentley technology and network resources and computing policies, visit [bentley.edu/office/policies/computing-and-network-policies](http://bentley.edu/office/policies/computing-and-network-policies).

## RESIDENTIAL CENTER POLICIES

### Room Change Policy

The Residential Center recognizes that not all people are compatible and at times a room change may be the only solution to a persistently difficult situation. The staff is available to assist residents with any problems they may be encountering. The specifics of the room change policy are as follows:

### **Student-Initiated Room/ Building Changes**

After the first two weeks of each semester, students may change their room and/or building assignment at any time, provided that space is available and the proper procedures have been followed. We recommend that students experiencing roommate problems first speak with their resident assistant and/or residence director before filing for a room change.

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 be subject to paying the full cost of the vacancies.

### **Housing Selection Process**

Returning resident students select their roommates and rooms for the next academic year through the housing selection process. This system of prioritizing room selection is based on class, providing upper—class students preference over underclass students. Resident students planning to participate in the housing selection process must pay a \$200 nonrefundable housing commitment deposit online or at the Cashier's Office early in the spring semester. Failure to indicate intention to return to housing may result in the loss of residency. Questions regarding this policy should be directed to the housing coordinator by March.

If you cannot pay your deposit by the deadline, you must meet with the director of the Residential Center for approval. Students must participate in the housing selection process to have housing in the fall; failure to participate may result in loss of residency. The housing selection process takes place in late March. Further information will be sent to residents through the campus mail in February.

### **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, unless the student meets all of the following conditions:

- Does not register at Bentley for the following semester (full or part time), graduates, is on an internship or is officially dismissed.
- Informs the Residential Center in writing in June for the first semester or late November for the second semester (this condition does not apply to academic dismissals).
- Gains the approval of the director of the Residential Center.
- Only in extraordinary situations (such as serious illness or family catastrophe) is the room charge refunded if these conditions are not met. Housing and meal plan charges accrue until your withdrawal has been approved, a residential withdrawal form is completed and you have completely moved out of housing. In the event of disciplinary suspension or dismissal from housing, no refund of housing charges will be made.

### **Withdrawal from Housing**

Students who wish to withdraw from housing must petition the director of the Residential Center. In order to receive consideration, there must be a significant change in the student's physical, personal or financial situation

beyond the student's control. All petitions take approximately five working days to be processed. *Please note:* The student remains financially responsible for all housing and meal plan charges until the petitioning process is completed and if approved, withdrawal paperwork is processed.

It is the student's responsibility to pick up the approval/denial letter from the Residential Center and to follow the instructions as outlined in the letter. Failure to do so will result in continued billing for housing and meal plan.

If your petition is approved, you must fill out withdrawal paperwork in the Residential Center and follow all withdrawal guidelines as instructed. If your petition is denied, you may appeal in writing to the dean of student affairs if there is any new information that was not considered by the director. This must be done within three working days of receipt of your denial letter.

### **Policies on Filling Vacancies**

The Residential Center has been charged with the responsibility of maintaining 100-percent occupancy of the residential facilities. Accordingly, the following procedure should be followed in the event of a vacancy:

1. When the university is in session, the roommate(s) of a person vacating have one working day from the time a roommate moves out to find an appropriate replacement and to notify the housing coordinator about the choice.
2. When the university is not in session (winter break and summer session), students are not notified when a vacancy occurs in their room or apartment or when it is filled. Due to time restrictions, vacations, work schedules, etc., of all students involved, it is not possible to extend this notification courtesy during these times.
3. After one day, the Residential Center offers the vacant space to the person next in line on the waiting list. This

person has one working day to accept or decline the space.

4. If that person declines the offer, he or she is placed at the end of the waiting list.
5. In the event that the occupants of the room where a vacancy exists perform any acts that prevent the Residential Center from carrying out its responsibility of maintaining 100-percent occupancy, those occupants are charged equally for the vacant space until such time that the vacancy is filled following Residential Center procedure. In addition, those occupants may have administrative and/or further action taken against them with penalties ranging up to expulsion from the university.

### **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 illegally, he or she 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.

Because of 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 his or her living unit, he or she

should keep it confidential. Students are 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. Violations of any of these security precautions will be referred to the Conduct System and could include penalties up to and including suspension from the university. Students should immediately contact University Police or the Residential Center staff if they see unauthorized people in the halls.

## Fines

Fines for violating Residential Center policy may be levied on a per group or per person basis.

## 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.

## Priority of Repair Work

### Priority 1: Response should be within one working day (24 hours)

- Glass windows/side lights that are broken with sharp edges or are out completely
- Smoke detectors not working
- Locks: any window/door lock that is not working that can be accessed from outside and could lead to a break-in or locks/combinations that need to be changed for security reasons
- Plumbing overflows, major leaks and clogged drains, sinks, showers or toilets
- Toilets not working in a residence with only one toilet
- Electrical power out completely, sparking, loose outlet/switch
- Door card-reader not working
- Broken or missing bed, bed frame or damaged mattress
- Furniture of any type blocking fire exits, fire systems, exits and staircases
- Clean up broken glass in entryways and stairwells
- Common bathroom that needs to be cleaned
- Torn carpet that poses a safety hazard
- Lights out in stairwell
- Snow removal on walkways or handicap ramps
- Removal of offensive graffiti
- No room heat (winter conditions outside)
- Bathroom/shower lights out

### Priority 2: Work should be completed in two working days

- Refrigerator/freezer not working
- Stove not working
- Faucet not working
- Broken furniture, tables, chairs, etc. which are Bentley-owned
- Missing lights in all common areas except stairs
- Common areas that need cleaning

### Priority 3: Work should be completed in five working days

- Windows that don't work (up or down)
- Locks not working (not a dorm room lock)
- Air conditioner not working or noisy
- Window glass cracked or frame bent
- Partial electrical problem: half room out, half stove out, living room wall lights out
- Refrigerator or freezer not cool enough
- Toilet or faucet leaking slightly into sink or shower
- Drains not working properly (slow drain)
- Shower door broken but still usable

### Priority 4: Work should be completed in 10 working days

- Plumbing problems: loose toilets, water sprays, sink faucet aerators
- Doors off the track and hardware coming off either door or wall
- Shampooing of dirty carpets
- Screens out (seasonal only)
- Drapery rods that need repair or hanging
- Drapes missing within a living unit
- Removal of non-offensive graffiti
- Vacuum system not working

### Priority 5: Work should be completed in 20 working days

- Small carpet repair
- Wall repair: holes, painting
- Carpentry repair: toothbrush holder, paper towel rack, towel bar, cup dispenser
- Missing cove base
- Drapes off the rungs/missing in common areas
- Bathroom vents that need cleaning

Note: Submit a service request for light bulb replacement.

### Subcontracting Work Policy

The university from time to time hires subcontractors to do work in the rooms or apartments on campus. The following

policy is in place to ensure the utmost security for personal belongings:

1. A combination change will occur the same day subcontracting work has been completed in a room if the company was given the combination. The exterminating company will be excluded from this rule for logistic reasons. Students will be notified by the Residential Center as to when the work will be done.
2. When work is done that requires the door of the room to be open, a block of time to do this work will have to be scheduled. The resident will sign an agreement saying:
  - They will be present during the work.
  - They will not be present during the work, but consent to the work being done and are aware that signing the statement to this effect means that they become liable for anything stolen or damaged.
  - They cannot be there and do not want the work done.

Ample time will be given by the Residential Center so arrangements can be made with the company and the resident to choose a block of time. These arrangements will be made by Bentley.

3. The university reserves the right to deviate from this policy on an exception basis as specific developments warrant.

## Temperature Policy

Bentley University has developed a university-wide temperature policy as part of its effort to use energy responsibly.

Standardizing temperature set-points within campus buildings will help the university to optimize energy use and will drastically reduce greenhouse gas emissions from campus operations.

The purpose of the policy is to clarify expectations about temperature set-points in the different types of spaces within campus buildings.

The heating season is generally from mid-October to mid-May. During this period, the university will heat interior spaces during normal occupied hours to a temperature of 68° F. During the cooling season, interior spaces will be cooled to 74°F. Both temperature set-points have been established as *the comfortable temperature for most people who are dressed appropriately* for the season per ASHRAE Standard 55, Thermal Environmental Conditions for Human Occupancy. Facilities Management recognizes that temperatures will vary within buildings, but every effort will be made to stay within 3°F of the stated set-points. The temperatures will be set by Facilities Management using a centralized building control system which controls most of the campus. Occupants who control their own temperature are asked to adhere to this policy.

For the purpose of this policy, “occupied rooms” are defined as those where people are present in the room. Rooms where people work, learn or live may have “occupied” or “unoccupied” setpoints. The Temperature Policy is continuously updated as new heating, ventilation and air conditioning (HVAC) controls are added to buildings.

This policy was adopted in February 2009. Bentley will work to systematically add energy management control points to each building and will update and publicize the policy on a yearly basis as building and HVAC technology upgrades are completed.

## General Information About Housing

Only Bentley students who carry a normal course load (12 or more credits) are

eligible for housing. To the extent that space is available, other students, faculty and staff may also live in university housing. Full-time graduate students are eligible for housing.

The residence 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 Residential Center reserves the right to place students in any area of Bentley student housing and to change room assignments at its discretion.

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; students must vacate all rooms during winter break. Students may remain in housing over Thanksgiving and spring break, but the dining halls are not open.

Graduate housing stays open from September through the end of finals in the spring.

All students must vacate their rooms or apartments within 24 hours of their last final exam in the fall and spring.

Students who do not vacate their rooms by the closing time and day may be assessed \$100.

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.

### Winter Break Housing

Collins Hall and Orchard North and South are used to house students during the winter break. If you are a resident of these buildings, your apartment may be used to accommodate students who need housing during this time.

Bentley is not responsible for a student's possessions during these times.

## OTHER POLICIES

### Shuttle Policy

The university provides shuttle service to and from north campus, main campus and lower campus. In addition there is daily service to Harvard Square 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 the shuttle service has been cancelled due to inclement weather, call the Shuttle Phone line at 781.891.2685.

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

1. All passengers must show a Bentley ID. Transportation will not be provided to any student without their Bentley ID.
2. 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 scheduling manager in advance, at extension 2685.

3. Alcohol and other controlled substances are not permitted on the shuttle in either open or closed containers.

4. Behavior that is disorderly, harassing or disruptive to the proper functioning of the shuttle will result in disciplinary action that may include immediate removal from the shuttle and/or a ban on using its services.

5. Smoking is not permitted on the shuttle.

### Disability Services

The university will provide reasonable accommodations that do not impose an undue hardship or alter the nature of the service, program or activity for qualified students who have a current diagnosis from a treating medical professional. The accommodations may involve access to academic, residential or co-curricular facilities, provisions for equipment or specific accommodations in the residence facilities or accommodating academic performance in the classroom. Requests for accommodations, especially those involving classroom accommodations, should be made prior to the beginning of a semester when the disability is known.

Accommodations may also be provided for students with temporary challenges due to recent injuries or medical conditions. It should be noted that while the university police do provide transportation services, they do not have a ramped vehicle. Also, since the transports are done by police officers on shift, prior scheduling of transport is urged since immediate transport is subject to the availability of the officers.

If you have a question or concern regarding an accommodation for a physical or mental health disability, please contact the office of disability services in the Counseling Center at 781.891.2274.

Entranceways	Unoccupied Offices & Classrooms	Occupied Offices, Classrooms & Residences		Hallways
	Heating Season	58°F	68°F	62°F
Cooling Season	83°F	74°F	77°F	78°F

## 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 in writing to the Residential Center and must include written documentation (on office letterhead) stating the nature of the restriction and recommended accommodation from a treating physician. Requests will be reviewed by a committee comprised of representatives from the Center for Health and Wellness, the office of Disability Services, the office of the Dean of Student Affairs, the Residential Center and Sodexo Dining Services. Every attempt to provide reasonable accommodations; will be made.

In the rare event that a student's needs cannot be accommodated through the meal plan offerings, the university will work to provide a housing assignment which allows for self-preparation of meals. Accommodations which result in a change of housing assignment are made available to the student requesting accommodation; roommates and suite-mates are not included in that change.

## Health Insurance

Student health insurance information is sent electronically to all new and returning students during the summer. If a student does not receive this information or needs clarification about the program, he or she should contact the Center for Health and Wellness at 781.891.2222.

Billing questions should be addressed to Student Financial Services at 781.891.2162.

The student health insurance program is administered by the Center for Health and Wellness. The billing is done by Student Financial Services. 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 be billed for student health insurance. That means nine or more credits for undergraduate students and 6.75 or more credits for graduate students. To remove the fee for health insurance, an online waiver form must be completed.

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 +1 781.891.2162 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.

### If you already have health insurance

Students who have comparable coverage (through themselves, parents or a family member) and do not require student health insurance offered through Bentley must complete a waiver form online. The online waiver must be received by August 1 for fall enrollments and by January 2 for spring

enrollments. 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.

## Email Communication Policy

All administrative offices use email to communicate official information to students. All administrative and departmental email will be sent to your Bentley Microsoft Outlook email account. Bentley does not officially track or maintain non-Bentley email accounts. Students are encouraged to check their account frequently for important updates, information and specific instructions.

A Bentley Microsoft Outlook email account may be forwarded to a home or work email address. Each work or home 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.

## Fitness Center (Dana Center)

### Identification

A valid Bentley ID is required enter the Fitness Center. No guest or exceptions to this policy Identification must be carried at all times in the center and must be presented when a staff member asks for it. Allowing another person to use your ID to enter the center is a violation of this policy. No guest or day passes are available.

### Check-In/Out

Every user of the center must check in at the desk.

### Cell Phones and Cameras

For the safety, security and privacy of all users, the use of cell phones and any device with a camera are prohibited at all times in the center and all locker rooms.

### General Policies

- Food, chewing gum and drinks are not allowed. Water is permitted only if it is in an unbreakable container.

- Tobacco products are not allowed.
- Injuries, accidents and any equipment problems should be reported immediately to Fitness Center Staff.
- Equipment must be wiped down after each use.
- Dumbbells and weights must be re-stacked in appropriate place after each use.
- Slamming or dropping weights is not allowed.
- Spotters and clips must be used at all times when performing a lift.
- Non-marking, closed toe, athletic shoes are required in all activity areas.
- Athletic tops and pants/shorts (no jeans) are required in all activity areas.
- Propping doors or allowing unauthorized entrances is prohibited.

### Personal Belongings

Any personal belongings should be secured in lockers in either the men's or women's locker rooms. No overnight locks are allowed in the locker rooms and they will be removed. The university is not responsible for lost, stolen or damaged personal property.

Failure to follow these policies or staff instructions will result in your immediate removal from the Fitness Center and/or referral to the Bentley Conduct System.

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.

## CONDUCT SYSTEM

The Bentley University conduct process is designed to address student behavior, provide proactive initiatives, support a safe and stimulating campus climate and educate students via individual meetings, board hearings, 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 and socialize in a clean, well-kept and safe environment.
- Sleep and study in reasonable quiet and privacy.

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
- 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 reserves 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 his or her 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 go to the following website: [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-sexual-assault).

The following types of incidents will be adjudicated through this process: sexual harassment (including incidents of sexual assault), relationship abuse (including incidents of dating violence and domestic violence), and stalking.

### Office of the Dean of Student Affairs

The Office of the Dean of Student Affairs is located in the Student Center 330. The office coordinates the Bentley University Conduct System and also works with other departments and student organizations across campus to implement proactive programs and activities. The staff in the office serves in an administrative and consultative capacity to the conduct system. Their role is to maintain official and complete files on all formal conduct proceedings. They oversee the actual 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 advisers and chairpersons of the conduct boards. 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.

### Required Evaluations

The Office of the Dean of Student Affairs 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.

A required evaluation is a mandatory assessment of a student's psychological or physical well-being. The clinical staff of the Counseling Center or the Center

for Health and Wellness will review this information and make a recommendation to the Office of the Dean of Student Affairs.

### Conduct Process\*

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

#### Level I — Minor Violations

#### Level II — Serious Violations

#### Level III — Most Serious Violations

\*This is the conduct process for most policy violations. For academic integrity policies, please see page 59 in this handbook. For the conduct and adjudication process relating to sexual misconduct and gender-based discrimination, please go to [bentley.edu/campus-life/information-sexual-assault](http://bentley.edu/campus-life/information-sexual-assault).

The level at which the case will be heard is determined by the seriousness of the alleged violation and the conduct history of the student. Once the case is assigned to a level, an administrative hearing officer from that level will arrange a meeting with the student and the case may be referred to a Conduct Board. The Office of the Dean of Student Affairs 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.

The Office of the Dean of Student Affairs 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 Hearing Officers**

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 appropriate Conduct Board. 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 appropriate Conduct Board. In any case, all records of conduct proceedings will be submitted to the Office of the Dean of Student Affairs 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 his or her 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.

### **Members of Conduct Boards**

Student members are appointed after a selection process usually held in the Spring Semester. Faculty members of the Level Three Board are appointed by the Faculty Senate.

Before a scheduled hearing, a student who is appearing before any board may request from the Office of the Dean of Student Affairs the names of the members of the board for his or her case. Any reasonable concerns about board members should be raised at that time.

### **Level One and Two Conduct Boards**

The Level One Conduct Board hears Level One alleged violations not resolved administratively. The board consists of four to six students, one of whom serves as the board chair. A staff member from the Division of Student Affairs serves as an adviser to the board. The board meets weekly or as needed, to hear all cases referred to it. 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 and place students on residential probation. If a student fails to attend the hearing, the case may be resolved in that student's absence. Appeals of decisions made by the Level One Conduct Board can be submitted via MyBentley. An appeal must be submitted within five (5) working days of the decision notification date.

The Level Two Conduct Board hears Level Two alleged violations not resolved administratively. The Level Two Conduct Board consists of a staff member from the Division of Student Affairs who serves as an adviser and four to six students, one of whom serves as the board chair. In addition to the authority of the Level One Conduct Board, the Level Two Conduct Board has the authority to limit a student's access to particular buildings and deny participation in certain activities; place a student on probation; and suspend or expel a student from housing. If a student fails to attend the hearing, the case may be resolved in that student's absence.

Appeals of decisions made by the Level One (or Two) Conduct Board can be submitted via MyBentley. An appeal must be submitted within five (5) working days of the decision notification date.

### **Level Three Conduct Board**

The Level Three Conduct Board is the highest-ranking conduct body in the Bentley University Conduct System. It is the disciplinary body that reviews Level Three cases and the only board that has

the authority to suspend or expel students from Bentley University for disciplinary reasons. The board consists of a faculty chairperson, two faculty members and two students.

While the Level Three 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 Level Three Conduct Board is responsible for determining the validity of the alleged violations brought against a student and taking appropriate action. If a student fails to attend the hearing, the case may be resolved in that student's absence.

Appeals of the decisions by the Level Three Conduct Board must be submitted to the dean of student affairs via the Student advocate portal. An appeal must be submitted within five (5) working days of the decision notification date.

## **Conduct Hearings**

The conduct boards adhere to the following guidelines when hearing a case:

- A case referral is made to the chairperson or adviser of the appropriate conduct board.
- The adviser or chairperson 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, the adviser or chairperson 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 committee 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 in writing 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 his or her designee decides otherwise.
- All records of conduct proceedings are submitted to the Office of the Dean of Student Affairs 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 bodies at Bentley make decisions regarding the responsibility of the accused based on a preponderance of the evidence and a majority vote of the panel.

### **Students' Rights**

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.
- The parties may not have legal counsel (hired, family member or friend) attend the hearing or participate in the conduct system.
- Present witnesses to give relevant and pertinent testimony (witnesses must be reviewed by the adviser, chairperson or director of student conduct and development prior to the hearing).

- The presence of one person to give support (for Level Three Conduct Board cases only or with prior approval of the Office of the Dean of Student Affairs). 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. Advisers to or chairs of the hearing boards have 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 witnesses to give relevant and pertinent testimony (witnesses must be reviewed by the adviser, chairperson or the Office of the Dean of Student Affairs prior to the hearing).
- The opportunity to submit to the conduct body a written victim impact statement that will be considered during sanctioning (if sanctioning occurs).
- For alleged victims of any crime of violence, to know the outcome of any disciplinary proceeding.

Students who have been victims of sexual harassment and sexual assault and whose cases are referred to a conduct system are also entitled to:

- The presence of one person to give support (see earlier note on limitations).

- A waiting area separate from the alleged violator(s).
- The assurance that their unrelated sexual history will not be discussed.
- For alleged victims of sexual harassment and/or sexual assault, the right to appeal the decision under the conditions outlined under the section titled Appeals.

### 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 are too harsh and/or impose undue hardship.

The appeals process is the final step a student can take. 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 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

If the conduct of members of a student organization violates a campus policy 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 the Dean of Student Affairs for resolution. The student organization retains the same rights and responsibilities as an individual student in the university conduct process. A student organization will be held accountable for any members or nonmembers who, at a sponsored event, violate university policies rules and regulations, federal and state or local laws on or off campus. A student organization is responsible for supervising all 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.

### 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, Responsibilities and Policies" section of this handbook for more information.

### Special Circumstances

The conduct boards, as described previously, hear cases from the beginning of the fall semester to the beginning of spring semester finals. From the beginning of spring semester finals to 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 bodies are unable to convene. A conduct board can be convened in a special session if deemed necessary by the Office of the Dean of Student Affairs.

### Administrative Actions

In cases where the vice president of Student Affairs or his or her designee has a reasonable belief that an individual poses a threat to the safety of the university community or themselves, he/she may temporarily or permanently restrict or remove the student from the campus and the university.

### Parental or Guardian Notification

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

### Conduct Review Committee

Students whose conduct does not meet the standards of the academic community as described in the Bentley Beliefs and the student handbook are subject to review by the Conduct Review Committee. Violations as determined by a conduct board, administrative hearing officer or conduct affairs office could also cause a student's conduct to come up for review.

Under the authority of the Office of the Dean of Student Affairs, the Conduct Review Committee takes appropriate action depending upon individual records and situations. Such actions include restrictions on activities; requirements to attend educational programs, workshops or events; calls for continued meetings with a case manager or adviser; and continued status on conduct review. Students



subject to such action are contacted individually and must follow the directions of the Conduct Review Committee. Failure to do so may result in further action.

Bentley and its administrative and academic staff are dedicated to helping students achieve their collegiate goals. However, students are responsible for decisions they make and their consequences. They are encouraged to make full use of their advisers and all resources within the Division of Student Affairs to return to good standing.

## Sanctions

Disciplinary sanctions may be imposed upon students by appropriate Bentley personnel or conduct bodies.

### Verbal Warning

This sanction is a verbal caution that informs students that further violation of Bentley University policy may result in additional conduct action.

### 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 on alcohol abuse, 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.

### Work Sanction

A student may be sanctioned to work for a certain number of hours for Facilities Management or other departments on campus as necessary.

### Written Warning

A written warning is a written notice (for a period of time) to a student that if he/she were to violate Bentley University policy further, they may be subject to additional conduct action.

### Restitution

A student may be sanctioned to make restitution for damage to or misappropriation of property.

### 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 cashiers office.

### Probation

Probation is a specified period of time in which further violation of university policy may result in the loss of good standing, loss of housing credits, removal from the Bentley University residential community and/or limited access to campus facilities as a commuter student. If a student on probation were to violate Bentley University policy further, he or she may be subject to additional action.

### Loss of Housing Credits

Loss of Housing Credits is a specified number of credits deducted from your total housing credit, which may affect your next housing selection. Loss of housing credits when placed on disciplinary probation is a total of either 15 or 30 credits.

### 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-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.

### Suspension from Housing

A student may be excluded, for a specified period of time, from living in and/or visiting any or all housing facilities owned or operated by the university. Students suspended from housing are not to be in or around the halls. Additional action will be taken against those who trespass and/or criminal prosecution for trespassing is possible. Students suspended from housing are not eligible for a refund of their housing costs.

### Expulsion from Housing

A student may be permanently excluded from living in and/or visiting all housing facilities owned and operated by the university. Students expelled from housing are not to be in or around the halls. Additional action will be taken against those that trespass and/or criminal prosecution for trespassing is possible. Students expelled from housing are not eligible for a refund of their housing costs.

### Suspended Suspension from the University

A suspended 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. Being placed on a suspended suspension from the university may result in a loss of 30 credits towards the housing selection process. Students on a suspended suspension from the university are not considered students in good standing.

### Deferred Suspension from Housing/University

A period of time in which a suspension is deferred based on a student's behavior. If during that time the student is found responsible for breaking any university rules or does not complete any of the imposed sanctions, their suspension from the university housing will immediately take effect.

### Expulsion from the University

Status as a student may be terminated for an indefinite period of time. Conditions for readmission, if any, are stated in the order of dismissal. Students expelled from the university are not to be on campus unless they receive permission from the Office of the Dean of Student Affairs. 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.

### Prohibitions and Restrictions

A student may be prohibited from entering certain buildings or restricted from attending particular events on campus. Other privileges, such as party registration or on-campus parking, may also be revoked.

## UNDERGRADUATE COLLEGE: ACADEMIC PROGRAMS, POLICIES AND PROCEDURES

Students enrolled in any school of the university are responsible for familiarizing themselves with and understanding the implications of all institutional policies, procedures and requirements affecting progress toward their academic goals. These include, but are not limited to, degree and major course requirements and the university's grading and course-repeat policies.

Students who fail to comply with these policies, procedures and requirements do so at their own risk.

## UNDERGRADUATE COLLEGE: Part Time and Full Time

### GRADING

Grade	Alphabetical Equivalent	Numerical Equivalent
4.0	A	95-100
3.7	A-	90-94
3.3	B+	87-89
3.0	B	83-86

2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0.0	F	Below 60
P	C (1.7) or better	70 or above
D	.7 to 1.3	60-69

### Quality Point Average

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

Academic performance is officially recorded on a semester basis in grades and quality points. Passing grades, ranging from .7 to 4.0 earn quality points; failures are recorded as F and earn no quality points. Incompletes are recorded as I and are not counted in computing quality point averages.

### Grading Designations

**P** - Pass earns no quality points in the computing of the quality point average. Eligibility to register for a course under the Pass/Fail Policy is restricted.

Students must declare their intent during the Drop/Add period and this declaration is irrevocable. Additional policy information is available in the Enrollment and Registration Policies section.

**D** - "D" earns three quality point equal to 1.0. This grade is issued as part of the Pass/Fail Grading Policy when a student's earned numeric grade is between .7 and 1.3.

**F** - Failure earns no quality points in the computing of the quality point average. The course may be repeated for credit in order to clear the F. See the Course Repeat Policy.

**I** - Incomplete is a temporary designation given by the instructor when the course requirements, which can be made up, have not been completed. It is the student's responsibility to make arrangements with the instructor to clear the deficiency. An I (incomplete) is not counted in computing quality point averages.

Undergraduate students must make up all incomplete grades for the spring semester or summer term courses by November 15 and for fall semester and winter session courses by March 30. Failure to clear the incomplete within the above stated time periods will result in automatic conversion of an I (incomplete) to an F (failure) grade.

If not previously cleared, I (incomplete) is changed to F (failure) unless the Office of the Registrar has been informed in writing by the student exactly what arrangements have been made with the instructor to clear the deficiency, including the final date for these arrangements. These arrangements must be confirmed to the Office of the Registrar, in writing, by the instructor.

**S** - Satisfactory is given in noncredit courses for passing work.

**U** - Unsatisfactory is given for work below passing in a noncredit course.

**W** - Withdrawal signifies that a student has withdrawn during the period beginning with the third week and continuing through two-thirds of the semester.

**AU** - Audit must be declared before the end of the third week of classes with the requirements for the retention of such status to be spelled out by the individual instructor to the student. If the requirements are not fulfilled, the AU can be changed to a W. After the first three weeks, AU status cannot be changed to a credit status. A student is permitted to audit any course being offered by the university, provided he or she obtains the permission of his or her adviser and the instructor. Students may take the examinations for the course, but receive no credit for them.

Transcripts contain a memorandum entry when a course is audited.

There is no change of any grade one year after its original submission, unless approval is granted from the associate dean for academic services.

### Class Designation

The class designation (i.e., first-semester freshman) is officially determined by the Registrar and bears no relation to the number of semesters a student has attended the university. It is based on the total number of courses a student has passed or for which a student has received officially recorded transfer credit.

### Academic Performance Standards

The academic performance committee monitors overall academic performance and accumulated failures. Any student whose overall or term GPA is below 2.0 or who has excessive failures may be subject to academic warning, academic probation, suspension, dismissal or any other restriction the committee deems appropriate.

A freshman student whose overall average is less than 1.9 and a sophomore, junior or senior whose overall average is less than 2.0, is placed on academic probation. Students failing more than six different courses are subject to permanent dismissal from the university.

The academic performance committee takes appropriate action depending on individual records and situations. Such actions include reducing the student's course load, requiring various counseling activities, requiring attendance in the study skills course, suspension and, ultimately, dismissal from the university.

Students subject to such action are contacted individually and must follow the directions of the academic performance committee. Bentley assumes no responsibility for students who act contrary to the committee's decisions. In addition, continued inadequate

academic performance may affect a student's eligibility for federal financial assistance and campus housing.

A student on academic restriction is subject to review by the academic performance committee. A student on probation, whether academic or disciplinary, is strongly advised to review nonacademic commitments and to withdraw from those activities that are not essential to university life.

Members of varsity athletic teams must attain a cumulative average required under NCAA rules to participate in the intercollegiate athletic program.

Students who are suspended (normally for a one-year period) may reapply in writing to the associate dean for academic services. The deadline for reapplication is March 1 for a fall semester re-entry and October 1 for a spring semester. Students must present evidence that they should be readmitted and complete an academic contract with the Office of Academic Services.

Any student whose academic performance is below standard is strongly urged to maintain close contact with his or her academic adviser and the Office of Academic Services. Bentley and its academic and administrative staff are dedicated to helping students achieve their educational goals. However, it is the student who holds ultimate responsibility for success and who must take the appropriate steps to ensure that he or she remains in school.

### Satisfactory Academic Progress Policy for Undergraduate 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. The academic progress of aid applicants and recipients must be evaluated annually by the Office of Financial Assistance. This evaluation will generally occur in May after spring

semester grades are posted as part of our determination of eligibility for the next academic year.

### Eligibility for Bentley Need-Based Aid and All Federal Financial Aid (including Federal PLUS Loans)

Students must have a 2.00 cumulative grade point average (GPA) to be awarded Bentley need-based grant funds or federal financial aid. Students who fail to meet this standard in the fall but who become eligible in the spring will be awarded Bentley funds and federal aid for the spring only if funds are still available in January.

In addition to a 2.00 minimum cumulative GPA, applicants for Bentley funds and federal aid must demonstrate progress by successfully completing (finishing with a passing grade) at least 67 percent of all attempted courses. An attempted course is one in which the student is enrolled after the second week of classes. Failure, withdrawal after the second week or an incomplete (I) in a class constitutes an attempted course which is not successfully completed. Repeated courses will be counted in measuring this standard. Course work transferred to Bentley from another

institution will be counted in the measurement of course completion, but will not factor into a student's cumulative GPA at Bentley. In addition, aid applicants may not attempt more than 150 percent of the number of credits required for their degree. For instance, if your degree requires 122 credit hours, you may not attempt more than 183 credit hours to achieve this degree.

### Notification of Loss of Eligibility

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

and may have reduced eligibility for aid from some programs.

\*Please note: The priority financial aid application deadline for returning students is April 15.

### Appeals

Students with significant and documented extenuating circumstances may appeal to regain eligibility through the Office of Academic Services. Appeals must be made in writing and are approved or denied at the discretion of the associate dean. Appeals must address the reason that a student has failed to make satisfactory academic progress and describe what has changed to allow the student to make satisfactory academic progress in the future. Students whose appeals are approved are granted a semester of aid on financial aid probation. Students are expected to meet the standards of academic progress upon completion of the semester for which they were granted financial aid probation.

Students may also be placed on an academic plan, which will require them to work with the associate dean of academic services to meet specified standards of progress to retain eligibility for aid. Please note that a successful appeal does not guarantee a certain amount of financial assistance. You will be awarded aid based on your financial need and the availability of funds.

## Enrollment and Registration Policies

### COURSE REPEAT POLICY

#### Repeating a Passed Course

Generally, students are not permitted to repeat previously passed courses. Only under certain circumstances may a student repeat a previously passed course. The university's policy on repeating courses is designed to help the student meet the cumulative averages (overall and major) required for graduation. If a student's cumulative and/or major GPA is below a 2.0, she or he can repeat a passed course in which the grade is below 2.0 with approval from both the department chairperson if it's a major

class and from the Registrar for a major or non-major class.

Cumulative average restrictions are as follows:

Repeating passed major courses: major average must be below a 2.0 and the course grade must be below a 2.0.

Repeating non-major passed courses: overall GPA must be below a 2.0 and course grade must be below a 2.0.

Students eligible to repeat courses based on the restrictions listed may repeat required courses and electives that are passed with grades of less than a 2.0 in accordance with the table on left:

Beginning in the spring of 2012, students who earn grades that are passing but below 2.0 in MA 123 and/or GB 112 may choose to retake the course(s) to better prepare for the subsequent course in the sequence(s).

Students who opt to repeat MA 123 and/or GB 112:

- May do so only once and must do so in the following semester.
- May not enroll concurrently in the subsequent course(s).
- Will have the earlier grade(s) replaced by the new grade in calculating the student's GPA, even if the new grade is lower than the original grade. The original grade(s) will remain on the student's transcript but will not calculate into the GPA.

Retaking MA 123 and/or GB 112 under this policy is not subject to and does not count towards the "Total Repeats or Substitutions Allowed" numbers indicated in the table below.

Number of Bentley Courses Passed	Total Repeats or Substitutions Allowed
1-10	1
11-20	2
21-30	3
31-40	4

Classifications	Passed Credits	Class Code	Number of Courses Successfully Completed	Semester GPA	Cumulative GPA*
First-semester freshman	(0-14.5)	1	0-4	1.900	1.900
Second-semester freshman	(15-29.5)	2	5-9	1.900	1.900
First-semester sophomore	(30-44.5)	3	10-14	2.000	2.000
Second-semester sophomore	(45-59.5)	4	15-19	2.000	2.000
Third-semester junior	(60-74.5)	5	20-24	2.000	2.000
Third-semester junior	(75-89.5)	6	25-29	2.000	2.000
Fourth-semester senior	(90-104.5)	7	30-34	2.000	2.000
Fourth-semester senior	(105 and up)	8	35-40	2.000	2.000

\*A cumulative 2.00 GPA (quality point average) is required overall, as well as in the major, to qualify for graduation

## Repeating a Failed Course

Students can repeat or substitute for a failed course.

There are a maximum number of failures in different courses that are permitted. A student who enters Bentley as a:

First year: maximum 6 failures

Sophomore: maximum 5 failures

Junior: maximum 4 failures

Failures exceeding these numbers may result in dismissal from the university.

No paperwork is necessary if the student is retaking the same course (same course designator: e.g., IT 101 failed, retaken as IT 101). If the student is substituting a different course, the student must notify the Registrar before the end of the third week of the semester.

### Course Repeat Restriction

Students are permitted to repeat or substitute for a course only twice after the original attempt. This includes grades of F, W and AU (Audit).

### Additional Course Repeat Policy Information

1. All grades are retained on a student's permanent records.
2. Only the last grade received for a repeated or substituted course is used in compiling graduation credits and computing the quality point average with proper authorization.
3. If a course taken at Bentley is repeated at another accredited college or university, the original grade is no longer considered in computing the Bentley grade point average, provided transfer credit is awarded.
4. Students who wish to substitute one course for another must declare their intention to do so before the end of the third week of the semester with the Registrar.
5. A student returning to Bentley to complete an associate's or bachelor's degree after a five-year hiatus may have the option of retaking for a new grade previously passed courses that are seven or more years old. Only

his or her repeated grade and credit would be calculated into the GPA.

6. Bentley graduates who subsequently return to pursue post-baccalaureate credit may retake a course that was previously passed for the undergraduate degree. The new course, credit and grade would appear on a distinct post-baccalaureate transcript and would not impact the student's undergraduate transcript.

## Tutorial Course

A tutorial is a device through which a student may complete a regular Bentley course at a time when it is not offered in the university's schedule. All regular academic regulations apply to tutorials.

To initiate a tutorial, the student must display a special need for the proposed course, (e.g., the course is needed to allow the student to complete the degree at a particular time or it is needed to allow the student to arrange a sequence of courses so that the degree may be completed at a particular time). If the appropriate faculty member, department chairperson and dean agree that the need exists, then the student is registered under the regular catalogue number of the course.

## Directed study

Directed study is undertaken by a highly qualified student under the guidance of a member of the sponsoring department, whereby the student carries out an agreed-upon, in-depth examination, investigation or analysis of a specialized topic.

Students are eligible for directed study if they have a 3.0 cumulative average or a 3.3 cumulative average for the previous two semesters or a 3.3 cumulative average in at least 12 credit hours in the curriculum area — humanities, social science, math/science, major field — in which the directed study is to be done.

The student approaches an appropriate faculty member with a directed study proposal in writing. If the faculty member approves, a copy of the proposal,

together with a completed petition for the directed study program, is sent to the chairperson of the sponsoring department for approval. If the chairperson approves the proposal, he or she retains the copy of the proposal for his or her own file and forwards the approved petition to the appropriate dean for further action. If the appropriate dean approves, a copy of the approved petition should be sent to the Office of the Registrar, thus allowing the student to register for a directed study in a particular department with a course number 401.

It is the student's responsibility to see that the approved petition reaches the Office of the Registrar by the last date allowed for course registration in that semester. The limitations pertaining to directed study are:

- A student may not take more than two directed study courses in any department.
- A student may not take more than two directed study courses in any semester.
- Directed study courses may only be used for credit as elective courses or, with department permission, as credit for major courses.

## Internships for Credit

Student eligibility for credit internships:

- Junior-level or senior-level standing: see department guidelines for your particular discipline
- Minimum GPA of 3.0 (Finance 2.7)
- Approval of departmental internship coordinator prior to acceptance of internship

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

Course requirements vary by department, but usually include weekly journals, a term paper and meetings with

the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks to 35 hours per week for fall, spring or summer sessions. Internships last for one semester only or through the full summer sessions and end when the semester ends.

Maximum credits: Students may pursue a maximum of two 3-credit internships, one in the major field of study during their undergraduate program.

A list of departmental internship coordinators is available on the Academic Advising website.

Registration: Students must register for an internship during the registration period and must register no later than the "add/drop" period of the semester during which the work is done. That is, if you are working during the summer, you must officially register for a summer internship.

Not all internships are considered creditworthy and not all students qualify to pursue an internship for credit. It is important that students meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to them. The Miller Center for Career Services can also provide students with resources to help find a suitable internship.

Effective with the incoming class of Fall 2012, in cases where you do not meet the requirements for a three-credit internship you have the option of pursuing a One-Credit Internship through Career Services (CDI 102).

Student Eligibility for the Career Services One-Credit Internships are as follows:

- Satisfactory completion of the Career Development Introduction Seminar (CDI 101) during the spring semester of your first year at Bentley University
- Students must be in good academic standing

- Approval of the internship by Undergraduate Career Services prior to acceptance of the internship

## Course Away Policies

- Courses must be approved in writing (“Course Away Form”) 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).

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.

- 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 percent of their Bentley program from other institutions.

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 the Office of 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. Courses must carry a minimum of 3 semester hour credits.
- 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](http://aacsb.edu).
- For seniors intending to graduate in May and who are approved to take courses away in the spring semester, official transcripts must be received no later than eight days prior to graduation. (Please see the Registrar’s Office for deadlines and special instructions.)
- Students are encouraged to have alternative courses reviewed through course away in the event that the first choice becomes unavailable.
- The following courses may not be taken away:
  - GB 110, 112, 212, 213, 214, 215, 310, 320, 410, students cannot take their major communication intensive course away.
- Course Focus Requirements may not be transferred in.
- For the Course Away form to be considered complete, the form must be accompanied by the following:
  - a course description and
  - a copy of your DAS

For more information on Course Away, contact the Office of Academic Services, Lindsay 21.

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 Office of the Registrar for deadlines and special instructions.

Students are encouraged to have alternate courses reviewed through course

away in the event that the first choice becomes unavailable.

## Pass/Fail Policy

As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option enables interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA as long as they pass the course as defined below. Not all courses may be taken pass/fail. (See course notes for exclusions.)

Students may opt for pass/fail grades as follows:

- A student must be a sophomore, Junior or a Senior (class codes 3-8)
- A student is limited to three credits or one pass/fail during their academic career. A student will be permitted to take a 4-credit Natural and Applied Sciences course pass/fail only if it is fulfilling an Arts and Sciences or Unrestrictive Elective requirement.
- The course must be used as a Business Elective, Arts and Sciences Elective or an Unrestrictive Elective. Students are not allowed to use this option toward their General Education, Business Core or Major requirements.
- Pass/Fail grades may be applied to courses in a minor. Bachelor of Arts majors are not able to use the Pass/Fail option for a Business Minor. Students are advised to confer with Academic Services if there are questions.
- The Pass/Fail option may not be used for Honors courses, courses taken in the Bentley Study Abroad Program, faculty-led programs, directed studies, tutorials and SL 120/121 courses.
- Masters candidates may not use the Pass/Fail grading option for pre-program foundation and foundation courses or courses for advanced standing.

## Grading Scale:

- Faculty will submit numeric grades which will be converted by the Registrar’s Office at the conclusion of the grading period.
- The Registrar’s Office will convert a submitted grade to a P, D or F.

A P will be issued for numeric grades greater than or equal to 1.7. A P will not be calculating into a student’s cumulative or term GPA.

A D will be issued for numeric grades between a .7 and a 1.3. A D will be calculated into a student’s term and cumulative GPA as a 1.0.

An F will be calculated into a student’s term and cumulative GPA as a 0.0.

## Procedure:

Students must complete and sign a pass/fail declaration form and submit it to the Office of the Registrar. Forms are available at the Office of the Registrar, the Office of Academic Services and online.

The form must be received prior to the end of the drop/add period.

The decision is irrevocable.

## Course Load/Overload Policy

The normal course load per semester for full-time students is 12 to 17 credits. Full-time students who wish to take an overload (more than 17 credits) may do so if they have an overall GPA of 2.7 or above or are a senior with an overall GPA of 2.0 or above. Full-time students whose GPA falls below these levels must have written permission from the Office of Academic Services (Lindsay 21).

Part-time evening students are restricted to part-time study (10 credits per semester). Students who wish to accelerate their program should meet with an academic adviser to discuss options available to them.

## Drop/Add Policy

Students may add courses to their schedules only through the first week of the semester; students may drop courses through the first two weeks of the semester. Students are strongly encouraged to read all policies related to drop, add and withdrawal from courses contained in the registration materials.

## Course Withdrawal

The effective date of a course drop or withdrawal from the university is the date that the official notice, prepared by the student, is received by the Office of the Registrar or the date the student successfully submits a completed online withdrawal transaction on MyBentley. A student who wishes to withdraw from a course should discuss the matter with his or her adviser and instructor. Students are allowed to withdraw from courses only during the first two-thirds of the term.

A student who fails to attend classes for a course for which he or she registers and does not initiate the proper withdrawal action within published deadlines, receives a grade of F for the course and is liable for any tuition charge applicable to the course.

## Attendance

Students are expected to attend all class meetings; there is a no “cut allowance.” Students must be registered and in class prior to the start of the second week of classes. If a student has not been in attendance by the first class of the second week, the student will need faculty and department chair approval to enter the class. Instructors retain the right to deny admission to a course to any student who wishes to enroll after the first week of classes.

After the second week students may not register for a class and may not attend classes for which they are already registered. Instructors must report missing students as “no-shows” to the Registrar at the end of the second week of classes.

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

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

In such cases the exception will be made by the chair of the relevant department on a case by case basis, in consultation with the associate dean for Academic Services if and when necessary.

Students who will be absent from class for an extended period of time (one week or longer) because of an emergency situation should immediately contact the Office of the Dean of Student Affairs the Center for Health and Wellness or the Counseling Center for assistance.

## 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 advisers, as well as representatives from the offices of Academic Services, Student Life and the Counseling Center are also available. It is the student's responsibility to seek their aid.

## Final Grade Dispute Policy

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

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

Following are the steps to dispute a final course grade:

1. All grading disputes shall begin with the student arranging a conference with the instructor. The student must initiate the dispute resolution process within 30 days of the posting of the final course grade.
2. If the dispute has not been resolved after the student-instructor conference, the student may choose to request a conference with the chair of the instructor's primary department, which is normally the department in which the course is offered. If the course in question has a course coordinator (such as for the General Business courses), the course coordinator shall be included in this meeting, even if he or she is from a different department.
3. If the instructor for the course with the disputed grade is the department chair, the student should contact the chair of the Faculty Senate and request a Hearing Committee.
4. Prior to the conference with the department chair, a written, detailed explanation of the complaint, along with supporting documents, will be submitted by the student to the department chair.
5. After the conference with the student, the department chair shall consult with the instructor.
  - a. If the department chair believes that the instructor graded correctly, the process ends and the course grade will not be changed.
  - b. If the department chair believes that the student may have been graded incorrectly, the department chair will suggest that the instructor consider reevaluating the course grade.
6. If the instructor still does not believe a course grade change is warranted, the department chair shall request that the chair of the Faculty Senate convene a Hearing Committee of three tenured faculty members to resolve the case.
7. The chair of the Faculty Senate is directed to choose by lot three tenured faculty members from all eligible faculty members. Members of the instructor's primary academic department are ineligible. The chair of the Faculty Senate will ask the three-member hearing Committee to select a committee chair, who will inform the instructor's department chair that the Hearing Committee has been formed, except in the case where the instructor is the department chair.
8. The Hearing Committee will examine all evidence from the instructor and from the student disputing the course grade. Within one week of the Hearing Committee's final decision, written findings and the Hearing Committee's decision will be forwarded to the student, instructor, department chair and course coordinator, if appropriate.
  - a. If the Hearing Committee rejects the assertion by the student that the course grade is incorrect, the process ends and the grade will not be changed.
  - b. If the Hearing Committee decides in favor of the student and the instructor is unwilling to follow the Hearing Committee's recommendation, the Hearing Committee shall direct the registrar to replace an F or other grade with an S grade. The course counts toward graduation, but is not included in the student's grade point average.
9. Within 10 days of receiving the Hearing Committee's written decision, the student must respond in writing to the Hearing Committee chair, accepting either the Hearing Committee's decision or the original grade. If the student does not respond the original grade stands. Then the Hearing Committee will inform the registrar, department chair, instructor, course coordinator and student of the outcome of the dispute process.

## Missed Exam or Quiz

A student who is absent from a regular examination or quiz may take a make-up examination in that course only with the approval of the instructor. Such approval is given only when, in the opinion of the instructor, the student was unavoidably absent from the regular examination for a valid and sufficient reason, such as serious illness or death in the immediate family. If possible, the student should notify the instructor prior to the regular examination.

## Final Exams

If a student has three final examinations scheduled on the same day, the student has the option to work with all three faculty members to find one to reschedule. If no faculty agrees to an alternative agreeable to the student, then the middle exam must be rescheduled. Students must request rescheduling at least two weeks prior to the scheduled examination time.

## Honors and Awards

### President's List

A president's list is published each semester to identify all full-time students who complete at least 12 course credits in the semester with a qualifying grade point average of 3.7 or better (real, not rounded) and with no course grade below 3.0. Part-time students must complete at least 12 course credits in a calendar year with the qualifying grade point average noted above.

### Dean's List

A dean's list is published each semester to identify all full-time students who complete at least 12 course credits in the semester with a qualifying grade point average of 3.3 or better (not rounded) and with no course grade below 2.0. Part-time students must complete at least 12 course credits in a calendar year with the qualifying grade point average noted above.

### Honors

Honors are awarded at commencement to degree recipients who have complet-

ed, at the university, at least 30 semester hours toward an associate's degree or 60 semester hours toward a bachelor's degree. The following standards apply:

**3.800 or higher = Summa Cum Laude (bachelor's degree) or Highest Honors (certificate or associate's degree)**

**3.600 - 3.799 = Magna Cum Laude (bachelor's degree) or High Honors (certificate or associate's degree)**

**3.400 - 3.599 = Cum Laude (bachelor's degree) or Honors (certificate or associate's degree)**

Note: GPAs are not rounded

### Bentley Honor Society

The Bentley Honor Society has the following characteristics:

Membership is restricted to full-time or part-time juniors and seniors who have completed a minimum of 30 semester hours at Bentley; Juniors are eligible for membership if they have completed 75 semester hours and are in the top five percent of their class; Seniors are eligible for membership if they have completed 102 semester hours and are in the top 10 percent of their class.

Determination for membership is made twice a year, after the fall and spring semesters.

## Undergraduate Commencement/Graduation

Bentley confers degrees three times per year consistent with the meetings of the Board of Trustees.

Students completing degree requirements at the conclusion of the spring term will be considered May graduates. Students completing degree requirements at the conclusion of the summer term will be considered October/November graduates. Students completing degree requirements at the conclusion of the summer intensive week in May WILL NOT BE CONSIDERED MAY GRADUATES. Students completing degree requirements at the conclusion of the fall term will be considered February/March graduates.

Students are required to file a petition to graduate through MyBentley. Specific dates of each conferral are listed in the academic calendar.

Conferrals are conditioned upon a final audit of the student's degree requirements. Students are required to have a minimum overall cumulative quality point average of 2.0, a minimum cumulative quality point average of 2.0 in his or her major and a minimum cumulative quality point average of 2.0 in his or her minor when one is elected or required. Quality point averages are not rounded.

All students must otherwise be in good standing at Bentley. Each student must meet all financial requirements to Bentley and have completed loan exit interviews when required.

### Walker Policy

Bachelor's degree students may participate in the May commencement exercises as "walkers" if they are within seven credits of completing their graduation requirements, as long as all other criteria are met (i.e., overall, major) GPA are 2.0 or higher and all financial obligations have been met). The actual degree will be conferred and graduation honors determined when all course work has been completed and on one of the three published conferral dates. Students will be required to complete a "Petition to Walk" form and a "participation contract" with the Office of Academic Services in order to be eligible.

Note: Students completing degree requirements at the conclusion of the summer intensive week in May WILL NOT BE CONSIDERED MAY GRADUATES.

Associate degree recipients must complete all degree requirements to participate in commencement exercises.

Concentration certificate students do not participate in the formal commencement, but certificates are conferred three times per year.

## Discontinuing Enrollment

### Withdrawal from the University

If a full-time student decides, for whatever reason, that he or she is unable to continue attending Bentley, the student must officially withdraw from the university. The official withdrawal process is initiated by full-time undergraduate students by contacting the Office of the Dean of Student Affairs to set up an appointment 781.891.2161. Part-time evening undergraduate students should contact Academic Services in Lindsay 21 at 781.891.2803.

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 of classes for the current semester. Withdrawal from individual courses is a different procedure; all students process course withdrawals through BannerWeb or in person at the Office of the Registrar.

### Leave of Absence Policy

Bentley offers a leave of absence policy for students who wish to take time away from the campus. 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. A student begins the formal leave of absence process at the Office of the Dean of Student Affairs, 781.891.2161.

Students may request to be placed on leave of absence for a period of one semester to two years after which it becomes an administrative withdrawal.

NOTE: International students on a leave of absence cannot stay in the United States. Students must begin the leave of absence process prior to the last day to withdraw from a class for that semester. Leaves taken after that will be for the current and subsequent semester. Exceptions to this policy

must be obtained from the Office of Academic Services. A student residing in Bentley-owned housing who wishes to take an official leave of absence is guaranteed a space in university-owned housing upon his or her return, provided that:

- The student returns to housing within one academic year.
- The Residential Center is notified in writing of an official leave of absence, including starting date and anticipated date of return.
- The student pays a \$200 nonrefundable housing commitment deposit to the Residential Center by the following dates: December 1 for spring semester housing; March 9 for fall semester housing.

For further information regarding a residential leave of absence, contact the housing supervisor in the Residential Center at 781.891.2148.

Students on a leave of absence are responsible for meeting all appropriate deadline dates. This includes applications for financial assistance and housing as well as deadlines associated with course registration. For further information, a student should contact the specific office.

Part-time students receiving financial assistance should consult with the Office of Financial Assistance if they plan to discontinue their studies at Bentley.

Students returning from a leave of absence begin the process by submitting a return/readmit form to the Office of the Registrar. For summer or fall return, forms must be completed by March 1; for spring return, October 1.

## MEDICAL LEAVE

Medical leave is an option available to students who, for physical or psychological reasons, are unable to continue at the university. The process begins with a call to the Office of the Dean of

Student Affairs and the completion of the leave form. Medical leaves initiated by a student may be for one semester up to two years.

Although medical leave may be initiated by a student, in certain cases, the university may require a medical leave. In cases where a student's physical or mental health condition raises concerns about the student's ability to remain on campus, the Office of the Dean of Student Affairs, in consultation with Bentley University clinicians, may require the student to take a medical leave. This decision will be made in consultation with the student and his or her family. The decision will focus on concerns raised by the student's condition or behavior and the requirements for continued full participation in academic and social areas as well as appropriate medical care. University initiated medical leave is for at least one semester and up to two years.

Students on medical leave may not be on the Bentley campus or participate in coursework or extracurricular activities at Bentley. Students are urged to use their time on leave to obtain treatment as recommended for the physical/mental health issues or life events that precipitated their leave and to develop their independence and stability. In addition, enrolling in courses at another university is an option following standard course away policies and procedures. Students must consult with the academic services office to ensure that course credits are approved and transferable to Bentley.

A student who wishes to apply for return to campus after a medical leave of absence must submit a return/readmit form (located on the registrar's office website) to the Office of the Dean of Student Affairs. In addition, the student must provide documentation pertaining to his or her treatment and ability to resume academic and social obligations and responsibilities. The university may require the student to be evaluated by university clinicians or

designee and other additional requirements may be determined by the dean of student affairs.

In making a decision as to whether or not the student is able to return to campus, the university will consider the following:

- The student's safety and that of others on campus
- The ability of the student to productively manage the demands of a rigorous educational curriculum
- Whether the university can provide a reasonable accommodation that does not impose an undue hardship or alter the nature of the service, program or activity
- Whether the university can reasonably provide any necessary accommodations
- Feedback from outside clinicians with knowledge of the student's case
- Opinion and evaluation of university clinicians or designee

Students should allow the university appropriate time to evaluate the request to return and allow for additional evaluations as determined by the university. Typically, a request to return should be received no later than October 1 for a spring semester return and March 1 for a summer or fall semester return.

## Refunds

All refund requests must be submitted in writing to the Office of Student Financial Services, using the refund request form. Students who are disputing tuition charges must complete an academic petition form and submit it to the Office of the Registrar no later than the end of the following semester. Petitions received after the deadline will be referred to Student Financial Services for review. All charges remain due until otherwise notified.

## Tuition

Tuition withdrawal credits are made for full-semester courses,

as noted in the academic calendar:

*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 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.

## Room and Board

Due to the high fixed costs of operating and maintaining the residence halls, room charges are for the entire year and are not refunded when a student withdraws from housing, except if the student meets all of the following conditions:

- Does not register at Bentley for any courses, graduates or is on an internship or is dismissed for

academic reasons.

- Informs the Residential Center in writing no later than June 15 for the fall semester or December 1 for the spring semester.
- Gains the approval of the director of the Residential Center. Requests for exceptions should be directed in writing.

No room refund is made to those who leave housing but continue to attend Bentley or to those who fail to notify the university on or before the above dates. Only in extraordinary situations is the room charge refunded if these conditions are not met.

Exceptions are decided by the director of residential services. In the event of disciplinary suspension or dismissal from housing, no refund of housing charges will be made.

## 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 fees.

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 university fees 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 unless we receive a purchase order that states the company will pay upon receipt of the Bentley University bill.

Bentley University does not accept foreign checks under \$250.

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 the housing lottery, 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. The first late fee is charged to the student account between 30 and 45 days after the bill due date. Additional late fees may be charged 60 days after the due date.

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 33 and 50 percent 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.

## ACADEMIC INTEGRITY

Learning is a privilege that demands responsibility. At Bentley, students and faculty are members of an academic community that support integrity both inside and outside the classroom. The expectation at Bentley is that students will take advantage of the opportunity for intellectual development and, in doing so, will conduct themselves in a manner consistent with the standards of academic integrity. When these standards are violated or compromised, individuals and the entire Bentley community suffer. Students who engage in acts of academic dishonesty not only face university censure but also may harm their future educational and employment opportunities.

### The Bentley Honor Code

The students of Bentley, in a spirit of mutual trust and fellowship, aware of the values of a true education and the challenges posed by the world, do hereby pledge to accept the responsibility for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, to abide by the principles set forth in the Honor Code and to follow the procedures and observe the policies set forth in the Academic Integrity System.

The Bentley Honor Code formally acknowledges the necessity for students to take responsibility for their own ethical behavior. Through this code, all students are expected to maintain academic integrity in their own work. In addition, students are expected to take responsible action when there is a reason to suspect academic dishonesty. Success of the code depends upon each student's good will to care enough for other students to counsel them to abandon dishonesty for their own sake and that of the community. Thus, the Honor Code asks all students to share responsibility for maintaining the integrity of Bentley academics.

## Faculty Responsibilities and Rights

### Responsibilities

All instructors are expected to contribute to the creation of a community that follows the standards of academic integrity and to treat students as individuals and with respect. All instructors are responsible for promoting academic integrity by managing their classes, assignments and examinations in such a way as to reduce temptation and opportunity for plagiarism and cheating. Students are more likely to respond positively when they see that assignments and examinations are original, challenging and relevant and are administered and assessed fairly and in a secure environment.

Each instructor is expected to abide by the principles set forth in the Honor Code and to follow the procedures established in Bentley's Academic Integrity System. An instructor who becomes aware of a possible academic integrity violation is expected to respond appropriately.

The Academic Integrity Coordinator is responsible for insuring that all faculty new to Bentley are familiar with the Honor Code and Academic Integrity System. This training is provided for

Withdrawal	Percent of tuition charges to be refunded students 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	80%
Third full week of semester	60%
Fourth full week of semester	40%
Fifth full week of semester	20%
After fifth week	No refund

instructors joining the faculty in the fall semester during the new faculty orientation. Each department is expected to develop a procedure to familiarize instructors joining in the spring or summer semesters with the Honor Code and Academic Integrity System, before they begin teaching.

At the beginning of each course, every instructor is encouraged to define clearly the expectations and procedures for academic work in the course, including guidelines for citing sources in written work, for collaborating and/or receiving outside assistance on homework and other assignments and so on. The instructor is encouraged to provide academic integrity guidelines in writing in the syllabus and in assignments and to facilitate a brief class discussion to explain how the Honor Code and the Academic Integrity System relate to issues of ethical and moral behavior in the particular field or discipline.

### Rights

The instructor who first identifies an alleged offense is entitled to:

An opportunity to ask the Academic Integrity Coordinator for additional resources for support.

The right to question any student about an alleged violation (e.g., a student who completed the course before the violation became apparent or a student in a different section of the course).

A fair Board hearing within a reasonable amount of time.

Ample notice of the hearing.

Access to the Academic Integrity Coordinator to prepare for the hearing.

The presence of reviewed witnesses to give relevant and pertinent testimony.

The opportunity to hear all testimony presented in the hearing. The opportunity to respond to all testimony presented in the hearing.

The presence of one person to provide support, who may not be an attorney (see Academic Board Hearings for further details).

Written notice, within a reasonable amount of time, of the Board's findings and any sanctions.

Notification of appeal decisions.

## Student Responsibilities and Rights

### Responsibilities

Each student is expected to become familiar with the Honor Code as well as the entire Academic Integrity System and to appreciate the reasoning behind it, such as the emphasis placed on moral as well as academic education, personal integrity and community responsibility. Each student is also expected to adhere to the standards and expectations that are set by each course concerning collaboration, methods of research and data collection and other practices relating to completion of course assignments and examinations.

Each student is expected to become familiar with the conventions of academic writing. An important requirement of academic writing is to acknowledge one's sources, including print and electronic resources, as well as any person who makes a contribution to an assignment. A serious violation of academic integrity is the use of another person's language or ideas without acknowledgment and with the fraudulent assertion or impression that someone else's language or ideas are one's own. This violation, known as plagiarism, defeats the goal of intellectual integrity because it involves deceit, fraud or theft. A student who plagiarizes is subject to the provisions of the Bentley Academic Integrity System.

Students who do not fully understand the rules and conventions for borrowing, citing and documenting sources may unintentionally violate these rules or conventions. Instructors understand that an inadvertent violation may occur, for example when a student lacks experience with academic conventions or does not understand the meaning of words and ideas in a source

well enough to paraphrase them properly. Students are expected to seek help in order to avoid such violations. It is the student's responsibility to learn the conventions of academic writing as practiced in the United States and here at Bentley.

## MAINTAINING INDIVIDUAL ACADEMIC INTEGRITY

Manage your time effectively. Prepare early for deadlines and examinations to avoid the temptation to plagiarize or otherwise cheat.

Learn how to cite and acknowledge sources. Academic integrity entails carefully distinguishing the words and ideas of another person's from one's own and acknowledging the source. To learn conventions and procedures for proper citation and acknowledgment, consult an instructor, an English handbook or a tutor at the Writing Center or ESOL Center. For updates on citing electronic sources, consult the Bentley Procedure for Citing Online Sources.

Prepare your own work. Letting someone else do your work for you defeats the purpose of education. Never hand in an assignment produced by someone else and present it as your own. Seek help to complete assignments only from sources approved by your instructor. When in doubt, consult the instructor for clarification before beginning the assignment.

Prepare work that is original to a particular course. Never submit work completed for one course to satisfy the requirements of another course, even if the work has been modified, without written permission from each instructor.

Always be truthful and ethical. Never attempt to deceive your instructor. Never cheat on examinations. Never falsify a record or fabricate data or permit another person to do so. Never deliberately use improper or illicit means of acquiring or distributing data or material. Never sabotage other students' work or prevent other students from having access to materials needed

to complete course assignments.

Protect yourself. Never let other students diminish the value of your achievement by taking unfair advantage. Never put yourself in a situation in which you might be suspected of violating academic integrity principles.

## Maintaining Academic Integrity Across the University Community

Each student, as an integral member of the academic community, is expected to make a commitment to act with academic integrity at all times and not to tolerate dishonesty on the part of other students. A student who is aware of a possible violation of the standards established in the Academic Integrity System should take appropriate action.

A student who has violated the standards of academic integrity should report the violation to the instructor and/or the Academic Integrity Coordinator.

A student who suspects another student of violating the standards of academic integrity should either (1) urge that person to report himself or (2) consult with the instructor or Academic Integrity Coordinator.

A student must respond promptly and honestly when informed of a suspected violation.

A student must respond promptly and honestly to a request for information that may aid the resolution of an alleged violation.

## Rights

A student charged with an academic integrity violation is entitled to:

An opportunity to ask the Academic Integrity Coordinator for a list of student support services.

An opportunity to respond to an alleged violation before the instructor/university official submits the Academic Integrity Report to the Academic Integrity Coordinator.

A fair Board hearing within a reasonable amount of time of the submission of an Academic Integrity Report to the Coordinator.

Ample notice of the hearing, a summary of the violation to be discussed and an explanation of the hearing process.

Access to the Academic Integrity Coordinator to prepare for the hearing.

The opportunity to speak on his or her own behalf.

The presence of reviewed witnesses to give relevant and pertinent testimony. The opportunity to hear all testimony presented in the hearing.

The opportunity to respond to all testimony presented in the hearing.

The presence of one person to provide support, who may not be an attorney (see Academic Board Hearings for further details).

Written notice, within a reasonable amount of time, of the Board's findings and any sanctions.

The opportunity to appeal the decision of the Board.

## Structure and Process

### Academic Integrity Office

The Academic Integrity Office reports to the Alliance for Ethics and Social Responsibility, which is overseen by the Provost's Office. The Office coordinates Bentley's Academic Integrity System and also works with departments and student organizations across campus to implement proactive education and prevention programs and activities related to issues of academic integrity.

### Academic Integrity Coordinator

The Academic Integrity Coordinator is appointed by the vice president for academic affairs. The coordinator serves in an administrative and consultative capacity to the Academic Integrity System and oversees the academic integrity process to insure its faithfulness to the spirit and letter of Bentley's Academic Integrity System by consulting frequently with faculty

and the chair of the Academic Integrity Board. In the event of the incapacity or prolonged absence of the coordinator, the vice president for academic affairs appoints a temporary coordinator.

## Violation Levels, Sanctions and Procedures

Violations at Bentley are classified into four levels according to the nature of the violation. For each level of violation a corresponding set of sanctions is recommended. Neither faculty nor the Academic Integrity Board is bound by these recommendations; they are intended as illustrative guidelines for the academic community. An Academic Incident Report is optional for Level I violations; it is required to document Level II, III and IV violations.

Dishonesty during the investigation of an alleged violation of academic integrity or at a hearing of the Academic Integrity Board is subject to further review and may result in sanctions up to and including suspension or expulsion from Bentley.

## Level I Violations

Level I violations are determined by the instructor to have occurred as a result of excusable inexperience or confusion about classroom standards and expectations on the part of the student.

### Examples of Level I Violations

Level I violations include, but are not limited to, the following examples:

- Failing to apply appropriate conventions for citing and documenting sources on an assignment when the student's actions are determined by the instructor to be a result of excusable inexperience or confusion about citation and documentation rules.
- Failing to understand that collaborating with another person is not permitted on a particular assignment when the student's actions are determined by the instructor to be a result of excusable inexperience or confu-

sion about the instructor's collaboration policy.

- Recommended Level I sanctions may include, but are not limited to, the following examples. The instructor may apply one or more sanctions.
- A revision or make-up assignment.
- A one-on-one tutorial arranged by the instructor.
- An Academic Incident Report clarifying appropriate academic standards for that course. Additional sanction optional.

### Procedures for Level I Violations

The instructor is encouraged to consult with the academic integrity coordinator to discuss the nature of the alleged violation, the process of investigation and suitable sanctions:

- The instructor informs the student of the instructor's belief that a violation has occurred and provides the student with an opportunity to respond.
- The instructor may prefer to handle the violation without filing an Academic Incident Report.
- If the student and instructor agree on both the details of the alleged violation and the sanction proposed by the instructor, the instructor implements the sanction.
- If the student and instructor disagree on either the details of the alleged violation or the sanction proposed by the instructor, the student and instructor meet with the academic integrity coordinator to try to resolve the disagreement. If the disagreement remains unresolved, the instructor is required to complete an Academic Incident Report (see procedures for Level II violations).
- If the instructor chooses to complete an Academic Incident Report, the instructor should follow the procedures for Level II violations.

## Level II Violations

Level II violations are determined by the instructor to be deviations from

classroom standards and expectations concerning study methods and completion of classroom assignments and examinations that represent a small portion of the course work or grade.

### Examples of Level II Violations

Level II violations include, but are not limited to, the following examples:

- Failing to apply appropriate conventions for citing and documenting sources, on an assignment that represents a small portion of the course work or grade, when the student's actions are determined by the instructor to be a result of inexcusable inexperience or confusion about rules for acknowledging sources, including assistance from others.
- Giving assistance to or receiving assistance from another student or any other person, on an assignment that represents a small portion of the course work or grade, when instructions prohibited such collaborative work.

### Recommended Level II sanctions

Level II sanctions may include, but are not limited to, the following examples. The instructor may apply one or more sanctions:

- A make-up assignment at a more difficult level than the original.
- Attendance in a non-credit tutorial or workshop on ethics or related subject.
- Failure or other reduced grade on the examination or assignment.
- Reduced course grade.

### Procedures for Level II Violations

The instructor is encouraged to consult with the academic integrity coordinator to discuss the nature of the alleged violation, the process of investigation and suitable sanctions.

The instructor informs the student of the instructor's belief that a violation has occurred and provides the student with an opportunity to respond.

The instructor is required to complete and sign Parts I and II of an Academic Incident Report.

- If the student and instructor agree on

both the details of the alleged violation and the sanction proposed by the instructor, the student signs Parts I and II of the Report. The instructor sends the Report to the academic integrity coordinator for review. If the student does not have a prior violation on file, the coordinator informs the instructor to implement the proposed sanction and the report is filed. If the student has a prior violation on file, the coordinator schedules a hearing of the Academic Integrity Board.

- If the student and instructor disagree on the details of the alleged violation but agree on the proposed sanction, the student adds his or her view of the incident on Part I of the report and signs Parts I and II. The instructor sends the report to the academic integrity coordinator for review. If the student does not have a prior violation on file, the coordinator informs the instructor to implement the proposed sanction and the report is filed. If the student has a prior violation on file, the coordinator schedules a hearing of the Academic Integrity Board.
- If the student and instructor agree on the details of the alleged violation but disagree on the proposed sanction, the student signs Part I of the report. The instructor sends the report to the academic integrity coordinator. The coordinator meets with the student and/or instructor to try to resolve the disagreement. If the disagreement remains unresolved or if the student has a prior violation on file, the coordinator schedules a hearing of the Academic Integrity Board.
- If the student and instructor disagree on both the details of the alleged violation and the proposed sanction, the student adds his or her view of the incident on Part I of the report and signs Part I. The instructor sends the Report to the Academic Integrity Coordinator. The coordinator meets

with the student and/or instructor to try to resolve the disagreement. If the disagreement remains unresolved or if the student has a prior violation on file, the coordinator schedules a hearing of the Academic Integrity Board. If the disagreement is resolved and the student does not have a prior violation on file, the coordinator informs the instructor to implement the agreed-upon sanction and the report is filed.

### Level III Violations

Level III violations are determined by the instructor to be deviations from classroom standards and expectations concerning study methods and completion of classroom assignments and examinations that represent a major portion of the course work or grade and/or are determined by the instructor or other university official to breach a major principle of academic integrity.

### Examples of Level III Violations

Level III violations include, but are not limited to, the following examples:

- Failing to apply appropriate conventions for citing and documenting sources, on an assignment that represents a major portion of the course work or grade, when the student's actions are determined by the instructor to be a result of inexcusable inexperience or confusion about rules for acknowledging sources, including assistance from others.
- Using another person's language or ideas without acknowledgment and with the fraudulent assertion or impression that someone else's language or ideas are one's own.
- Giving assistance to or receiving assistance from another student or any other person, on an assignment that represents a major portion of the course work or grade, when instructions prohibited such collaborative work.
- Submitting the same work or major portions thereof to satisfy the require-

ments of more than one course without written permission from each instructor.

- Using unethical or improper means of acquiring data.
- Fabricating evidence, falsifying data or fabricating sources on a course assignment.
- Collaborating to develop illicit methods of exchanging information during administration of an examination.
- Using prohibited materials (e.g., books, notes, calculators or cell phones) during an examination.
- Copying another student's work on an examination or acting to facilitate such copying.
- Contributing to multi-student violations of academic integrity within one section of a course.
- Altering a graded assignment or examination prior to submitting it for re-grading.
- Committing two or more Level II violations or repeating a documented Level I violation.

### Recommended Level III Sanctions

Level III sanctions may include, but are not limited to, the following examples. The instructor/university official may apply or propose one or more sanctions.

- Failure or other reduced grade on the examination or assignment.
- Reduced course grade.
- Course grade of F.
- Mandatory withdrawal from a course with no refund.\*
- Suspension.\*
- Expulsion.\*

\* These sanctions may be proposed by the instructor/university official but can be implemented only by action of the Academic Integrity Board.

### Procedures for Level III Violations

The instructor/university official is expected to consult with the academic integrity coordinator to discuss the nature of the alleged violation, the process of investigation and suitable sanctions. In the case of suspected

multi-student violations, the instructor/university official must consult the coordinator prior to beginning an investigation and/or speaking with students about their alleged involvement. Otherwise, follow the procedures for Level II violations.

## Level IV Violations

Level IV violations are determined by the instructor or other university official to represent the most serious breaches of academic integrity. The impact of these violations may extend beyond individual or small group involvement to include the wider university community.

### Examples of Level IV Violations

- Level IV violations include, but are not limited to, the following examples:
- Committing any academic integrity violation after returning from suspension for a previous violation.
- Stealing an examination.
- Distributing an examination without authorization.
- Contributing to multi-student violations of academic integrity across more than one section of a course.
- Purchasing a paper or any other course materials for submission in a course.
- Creating a paper or any other course materials for sale and/or distribution.
- Having a substitute take an examination or taking an examination for someone else.
- Fabricating evidence, falsifying data or fabricating sources on any work submitted external to the university.
- Plagiarizing in a work submitted external to the university.
- Stealing another student's work.
- Engaging in actions designed to hinder the academic success of another student or students, for example, by impeding access to course materials, hiding or removing library resources or willfully and persistently disrupting class activities.
- Willfully using illegal means to access computer files.
- Forging a grade.

- Falsifying a transcript.
- Distributing course material with intent to profit, financially or otherwise, when such distribution is unauthorized.
- Committing two or more documented Level II and/or Level III violations.

### Recommended Level IV Sanctions.

Level IV sanctions may include, but are not limited to, the following examples.

- Suspension.
- Expulsion.

### Procedures for Level IV Violations

The instructor/university official is expected to consult with the academic integrity coordinator to discuss the nature of the alleged violation, the process of investigation and suitable sanctions. In the case of suspected multi-section violations, the course coordinator/program director and department chair must meet with the academic integrity coordinator prior to beginning an investigation and/or speaking with students about their alleged involvement.

- The instructor/university official informs the student(s) of his or her belief that a violation has occurred and provides the student(s) with an opportunity to respond.
- The instructor/university official is required to complete and sign Part I of an Academic Incident Report for each involved student.
- If the student and instructor/university official agree on the details of the alleged violation, the student signs Part I of the Report. The instructor/university official sends the Report to the academic integrity coordinator, who schedules a hearing of the Academic Integrity Board.
- If the student and instructor/university official disagree on the details of the alleged violation, the student adds his or her view of the incident on Part I of the report and signs Part I. The instructor/university official sends the report to the academic integrity coordinator, who schedules a hearing of the Academic Integrity Board.

- The report is maintained permanently by the Academic Integrity Office.

## Academic Integrity Board

The Academic Integrity Board reviews and sets sanctions (1) for cases in which there is a prior record of academic dishonesty, (2) for cases that remain unresolved between student and instructor/university official, (3) when the academic integrity coordinator determines that a hearing is the most effective means of resolving a case, (4) when certain sanctions are recommended and/or (5) for cases that represent the most serious breaches of intellectual honesty. A hearing requires five voting board members: three faculty and two students. One faculty member serves as chair. The coordinator attends all hearings but is not a voting member of the board.

The academic integrity coordinator works with the Faculty Senate Nominating Committee and senate president to select a pool of six to eight full-time faculty and with the Academic Integrity Council for input into selection of a pool of four to six students to serve as board members. Faculty serve three-year terms except for the initial year, in which two are selected for one-year terms and two for two-year terms. At least two faculty join the pool annually. The faculty pool includes at least two members drawn from arts and sciences departments and two from business departments; two members must have experience teaching in the graduate school. Faculty may serve multiple terms. Students serve one-year terms with the opportunity to serve more than one term.

## Academic Integrity Hearings

The Academic Integrity 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, by strict presumption of innocence. The board is responsible for determining the validity of the complaints against

the student and taking appropriate action.

Integrity hearings are private meetings and open only to those members of the campus community directly involved and approved by the coordinator; recordings of hearings are not allowed. Every attempt is made to preserve both student and instructor/university official confidentiality.

Both student and instructor/university official are expected to attend the hearing. Every effort will be made to insure all relevant participants can participate in a hearing. If the student or instructor/university official fails to attend, the case may be resolved in their absence. If any witness fails to appear, the hearing proceeds without the witness.

Both student and instructor/university official may send written notification to the coordinator requesting permission to bring witnesses to the hearing. Witnesses must have direct knowledge of the case; character witnesses are not permitted to attend the hearing.

Witnesses must be reviewed by the coordinator prior to the hearing. All parties must be notified by the coordinator if witnesses are to be present.

A person invited to attend a hearing solely to provide support may not take part in the formal proceedings; involvement must be limited to private interactions with the student or instructor/university official that he or she is supporting. The board chair has the right to stop the proceedings or remove a support person if that person's presence interferes with the legitimate activities of the board.

Neither student nor instructor/university official may have legal counsel (hired, family or friend) attend the hearing.

An instructor at Bentley who has a law degree is considered to be a faculty member in the context of a hearing.

The Academic Integrity Board adheres to the following procedures when hear-

ing a case. In cases involving more than one student, course or sections of one course, the academic integrity coordinator has the authority to define appropriate hearing procedures.

A case referral is made by the academic integrity coordinator.

Within a reasonable amount of time of the referral, but typically only during the fall or spring semester, the coordinator selects a time for the hearing. The coordinator then notifies in writing all people directly involved in the case to notify them of the scheduled hearing.

The board, instructor/university official and student receive in advance of the hearing a copy of the Academic Incident Report, any written evidence the student or instructor/university official wishes to provide, a list of witnesses, the name of the student's support person (if any) and a copy of the Academic Integrity System.

At the beginning of the hearing, the board chair reads the Academic Incident Report.

The instructor/university official who first identified the alleged violation presents evidence to the board.

The student is given an opportunity to respond to the evidence, to answer questions from the board and to ask questions of the instructor/university official and witnesses.

Witnesses are called into the hearing when they are needed, present their evidence, answer questions and then are excused from the hearing.

Both student and instructor/university official are given the opportunity to respond after all evidence is presented.

The student or instructor/university official may present evidence relevant to determination of the sanction.

As participants leave the hearing, all packets are returned to the coordinator for destruction immediately after the hearing.

The board makes decisions regarding the responsibility of the student based on a preponderance of the evidence and a simple majority vote of the panel.

The board considers the nature and circumstances of the current violation as well as the record of a prior violation and imposes an appropriate sanction.

Findings of the hearing are communicated to the instructor/university official and student in writing within a reasonable amount of time.

All records of integrity proceedings are maintained permanently in the Academic Integrity Office.

### Appeals

Appeals of Academic Integrity Board decisions must be submitted in writing to the provost and must explain in detail the reason for the appeal. In order for an appeal to be considered, it must be submitted no later than five (5) working days from the date of the letter from the academic integrity coordinator informing the student of the board's decision.

An appeal is allowed only when:

- New material information unavailable to the board at the time of the hearing becomes available.
- Evidence is provided that fair process has not been followed.

The student will be notified within a reasonable amount of time as to whether the appeal will be granted. Sanctions given by the coordinator or board will stand until the decision on the appeal is made. The provost's decision as to whether an appeal will be granted is final. If an appeal is denied, the student cannot appeal the decision for that case again. The appeals process is the final step a student can take.

If an appeal is granted, the case is either resolved administratively or forwarded to the appropriate university 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 sanction is implemented and the academic integrity process ends.

### Acknowledgements

In the preparation of this document, we have drawn from Bentley's 1980 Academic Honesty System, the Bentley Student Handbook and the Rutgers University Policy on Academic Integrity.

## ALCOHOL AND OTHER DRUGS

### Health Risks Associated with Alcohol

The abuse of alcohol is a concern for colleges and universities nationally. Research posted by the National Institute on Alcohol Abuse and Alcoholism cites that annually:<sup>1</sup>

- 599,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol.
- More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape
- About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers and receiving lower grades overall

According to the Centers for Disease Control and Prevention (CDC), alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all systems in the body. The effects of alcohol vary by individual and are directly related to the amount of alcohol a person consumes. The body metabolizes alcohol through the liver which can only process a select amount of alcohol at a time. The excess alcohol that is not metabolized right away circulates through the body causing intoxication. Intoxication is most dangerous when blood alcohol levels exceed .08 percent. This usually results from binge drinking, which includes the consumption of more than four standard drinks for women and more than five standard

drinks for men within one occasion.<sup>2</sup> A standard drink is 12 ounces of beer, 5 ounces of wine or 1.5 ounces of 80 proof liquor.<sup>3</sup>

Excessive use of alcohol can have both immediate and long-term health effects. Intoxication causes impaired brain functioning that may result in poor judgment, a decrease in reaction time, slurred speech, loss of balance and motor skills coordination. Such impairment can cause unintentional injuries from falling and risky sexual behavior including unprotected sex. Excessive use can also cause stomach illness and vomiting, blackouts and alcohol poisoning which can result in coma or death.<sup>2,4</sup>

The CDC also warns that long-term excessive use of alcohol can contribute to chronic diseases such as cirrhosis of the liver, pancreatitis, cancers of the liver, mouth, throat, esophagus or larynx, high blood pressure and alcohol dependency. Neurological problems such as dementia or stroke are also possible. Excessive alcohol use can also be correlated with psychiatric problems such as anxiety or depression. Lastly, long-term heavy use is also associated with social problems such as family conflict, lower productivity and unemployment.<sup>2,4</sup>

### Sources

1. **National Institute on Alcohol Abuse and Alcoholism**  
College Drinking Prevention: Snapshot of Drinking Consequences Available at [college-drinkingprevention.gov/StatsSummaries](http://college-drinkingprevention.gov/StatsSummaries)
2. **U.S. Department of Health and Human Services Center for Disease Control and Prevention**  
Quick Stats General Information about Alcohol Use and Health. Available at [cdc.gov/alcohol](http://cdc.gov/alcohol)
3. **National Institutes on Alcohol Abuse and Alcoholism**  
What is a Standard Drink  
Available at [rethinkingdrinking.niaaa.nih.gov/whatcountsdrink/whatsastandarddrink.asp](http://rethinkingdrinking.niaaa.nih.gov/whatcountsdrink/whatsastandarddrink.asp)
4. **U.S. Department of Health and Human Services Center for Disease Control and Prevention Alcohol: Frequently Asked Questions.** Available at [cdc.gov/alcohol](http://cdc.gov/alcohol)

## DRUGS OF ABUSE

### Risks Associated with Drug Use

There are several short- and long-term health risks associated with drug use. Many factors contribute to the extent of these effects, including the type of drug, the quantity and frequency of use, how it is ingested, physical and emotional state of the user and whether it is being combined with other drugs or alcohol.

According to the American College Health Association in its pamphlet “Drug Use and You; Know The Risks,” negative health effects of drugs may include high blood pressure, respiratory failure, digestive problems and loss of motor skills coordination, injury, liver damage and deterioration of the heart muscle. Cognitive impairment resulting in poor judgment, impaired memory and reduced alertness may also occur. Drug use can also cause depression, anxiety or psychosis and can lead to the development of tolerance and physical or psychological dependency.

Social and legal consequences also exist. Social problems can include interpersonal conflicts, crime, psychological issues, decreased productivity and financial difficulties. Legal risks vary by type of substance and the extent of the crime.

Further information about the health risks of selected drugs are highlighted below. More detailed information can be found online at the National Institutes of Health-National Institute on Drug Abuse Info facts available at [www.nida.nih.gov/infofacts](http://www.nida.nih.gov/infofacts). You can also visit the Class of 1998 Alcohol and Other Drugs Education Resource Center located within the Center for Health and Wellness for pamphlets, books, DVDs or confidential consultation.

### Anabolic Steroids

Anabolic steroids are manufactured substances that mimic the hormone testosterone. Steroids are often misused for athletic performance enhancement. According to the National Institute on

Drug Abuse (NIDA), hormone imbalance caused by steroid use can have negative and sometimes irreversible effects. Steroid use can cause personality changes including an increase in aggressive behavior and diminished emotional control. NIDA reports the following side effects of steroid use: “In males, adverse effects may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases, liver and kidney tumors or even cancer may develop.” Users who share drug paraphernalia or syringes are at further risk for contracting HIV/AIDS or Hepatitis B.

*Source:* National Institute on Drug Abuse Info Fact Anabolic Steroids, revised July 2009 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Marijuana and Cannabinoids

Cannabinoids include marijuana and hashish. Although some people benefit from the medicinal use of these substances, there is significant health risk affiliated with their use. Marijuana use can cause distorted perception, difficulty thinking, impaired coordination and difficulties with learning, attention and memory. The impact on memory can last long after the drug has worn off.

Despite feelings of relaxation, cannabinoids actually increase a person’s heart rate between 20 and 100 percent. Adversely, some users experience acute panic reaction and anxiety. Because cannabinoids are often smoked, the sharing of smoking materials poses significant risk for contracting illnesses including respiratory infections, influenza, herpes and meningitis.

Like cigarette smoke, marijuana smoke contains carcinogens. People commonly believe that marijuana smoke contains fewer carcinogens than cigarette smoke. This is false. Users of marijuana typically inhale more deeply and hold their breath longer, which in fact

increases exposure to carcinogens in the smoke.

Heavy use can lead to respiratory infections and long-term use can cause a variety of cancers, including testicular cancer in men. Research now supports that marijuana is both physically and psychologically addictive. Physical withdrawal symptoms include insomnia, nausea and headaches.

*Source:* National Institute on Drug Abuse Info Fact Marijuana, revised July 2009 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Cigarettes and Tobacco Products

Cigarettes, cigars, pipes and chewing tobacco e-cigarettes and 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.

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.

*Source:* National Institute on Drug Abuse Info Fact Nicotine, revised June 2009 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Cocaine

Cocaine is a central nervous system stimulant that can constrict blood vessels, dilate pupils and increase body temperature, heart rate and blood pressure. Cocaine use can also cause headaches, abdominal pain and nausea.

Cocaine is highly addictive — tolerance to the substance forms quickly. Cocaine increases levels of dopamine, a neurotransmitter in the brain. Repeated use causes long-term changes in the brain and leads to addiction.

Negative side effects include restlessness, anxiety, hostility and paranoia. Long-term chronic use can result in weight loss, malnutrition, dysphoria, insomnia and fatigue. Overdose of cocaine can lead to heart attack and death. This risk increases when cocaine is mixed with alcohol and or other drugs.

Snorting cocaine can lead to a loss of the sense of smell, problems swallowing, nosebleeds, runny nose and straining of vocal chords. Injecting cocaine can cause allergic reactions and increases risk for contracting blood-borne diseases like HIV/AIDS.

*Source:* National Institute on Drug Abuse Info Fact Cocaine, revised March 2010 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Hallucinogens

Hallucinogens include LSD, mescaline (peyote), PCP and psilocybin (shrooms). Hallucinogens can cause sensory confusion, altered time perception, nausea and visual hallucinations. Some hallucinogens also produce rapid, intense emotional swings. People under the influence of hallucinogens have markedly impaired judgment placing them at risk for dangerous behavior. A common adverse side effect from hallucinogens is a panic reaction or “bad trip.” Some people who use hallucinogens can have psychotic episodes or flashbacks which can occur long after use.

Further health effects vary by substance. LSD can dilate pupils, increase heart rate, blood pressure and body temperature, cause profuse sweating, decreased appetite, tremors, insomnia and dry mouth. Similar to LSD, mescaline increases body temperature and heart rate and causes sweating. Mescaline also causes a loss of motor skills coordination. Psilocybin also impacts muscle coordination, causes muscle weakness, nausea, vomiting and drowsiness. Psilocybin users also run the risk of poison if they eat the wrong type of mushroom. At low doses, PCP can cause shallow breathing, increase heart rate and blood pressure, sweating and numbness. At high doses of PCP,

respiration, blood pressure and heart rate decrease dramatically. Loss of balance, dizziness, vomiting, blurred vision and eye flickering also occur. High doses may also cause seizures, coma or death, especially when mixed with other substances. Unlike other hallucinogens, PCP users can become markedly violent and are therefore at risk of harming themselves or others.

*Source:* National Institute on Drug Abuse Info Fact Hallucinogens, revised June 2009 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Heroin

Heroin is an opiate synthesized from morphine. It can be injected, snorted or smoked. Regardless of ingestion, heroin is highly addictive and may cause severe health problems, including organ damage or fatal overdose. Heroin depresses respiration significantly. Users who inject heroin are at risk for contracting infectious diseases such as HIV/AIDS or hepatitis. Long-term use can lead to collapsed veins, heart infection, liver and kidney disease. Pulmonary complications such as pneumonia are common in users.

*Source:* National Institute on Drug Abuse Info Fact Heroin revised March 2010, available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts) on page 70.

### MDMA

MDMA or Molly ecstasy is a manufactured drug with properties similar to methamphetamine and mescaline, a hallucinogen. MDMA affects serotonin which regulates mood, aggression, sleep, sensitivity to pain and sexual activity. Use of MDMA can cause confusion, depression, sleeplessness and anxiety. These problems can occur shortly after use or weeks after use. Chronic use can lead to cognitive and memory impairment. Research suggests that these effects are long-lasting.

Because it has some stimulant properties, MDMA can increase heart rate and blood pressure. It can also cause excessive sweating, teeth grinding, nausea, chills and blurred vision. In high doses, use can lead to hyperthermia which can cause organ failure and or death.

*Source:* National Institute on Drug Abuse Info Fact MDMA revised March 2010 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Methamphetamine

Methamphetamine is a highly addictive central nervous system stimulant. Methamphetamine increases levels of dopamine. In small quantities, methamphetamine use can cause insomnia, increased respiration, decreased appetite, irregular and rapid heart rates, increased blood pressure and increase in body temperature. Long-term and chronic use can lead to addiction, dramatic weight loss, dental disease, anxiety and mood swings. In some instances, chronic users present with paranoia, hallucinations and delusions. People who use methamphetamine are also at risk for contracting HIV and Hepatitis B and C.

*Source:* National Institute on Drug Abuse Info Fact Methamphetamine, revised March 2010 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

### Prescription Drug Abuse

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, 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. Opioids, depressants and stimulants are the most commonly abused prescription drugs.

### Opioids

Opioids are prescribed medications such as hydrocodone, oxycodone, morphine, codeine. When prescribed, they are ingested orally and are used to manage pain. Opioids may cause drowsiness, constipation and slowed breathing. In large doses, respiratory depression can be severe and cause death. Abusers ingest orally or may crush and inhale or inject the substance. This can result in overdose as higher levels of the drug enter the blood stream. Injecting opioids increases risk of Hepatitis B infection or HIV/AIDS. Regardless of ingestion route, when taken improperly, opioids are highly addictive.

### Depressants

Depressants are prescribed medications that slow brain function. They include barbiturates, used to promote sleep, benzodiazepines used to treat anxiety and non-benzodiazepines which are newer medications used to treat sleep disorders. These medications are addictive, especially when used without a prescription. It is very dangerous to mix these medications, especially with other depressants such as alcohol because of severe respiratory depression which can be fatal.

### Stimulants

Adderall, Concerta and Ritalin are often prescribed for patients with attention deficit hyperactivity disorder (ADHD) or narcolepsy. These drugs are sometimes abused for performance enhancement or recreational purposes. 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 March 2010 and available at [nida.nih.gov/infofacts](http://nida.nih.gov/infofacts)

## LEGAL RISKS

### Legal Risks Associated with Drug Use

Below are some of the legal consequences of drug use. Please refer to the table titled "Federal Trafficking Penalties" on page 77 for more information.

**Possession of Marijuana:** When less than one ounce, a fine of not less than \$100. If under 18, also includes a required drug awareness program and community service, with \$1,000 fine for failure to complete the awareness program. Local communities may have ordinances concerning public consumption and other activities which can include arrest and criminal consequences.

When possession is one ounce or more: First offense: Can be arrested and imprisoned for as long as six months and/or assessed a fine of up to \$500. Potential for loss of license up to five years. Subsequent offenses can carry up to two years imprisonment and a maximum fine of \$2,000.

**Possession of Cocaine (Crack, etc.):** Can be arrested and imprisoned for up to one year and/or assessed a fine of up to \$1,000. Potential for loss of license up to five years.

**Possession of Marijuana with Intent to Distribute:** Can be arrested and imprisoned for up to two years and/or assessed a fine of between \$500 and \$5,000. Potential for loss of license up to five years. Subsequent offenses could lead to imprisonment for between one and two-and-one-half years and/or assessment of a fine from \$1,000 to \$10,000.

**Possession of Cocaine (Crack, etc.) with Intent to Distribute:** Can be arrested and imprisoned for up to 10 years and/or assessed a fine from \$1,000 to



\$10,000 and/or potential for loss of license up to five years. Subsequent offenses could lead to imprisonment for three to 10 years and assessment of a fine of between \$2,500 and \$25,000.

**Possession of Drug Paraphernalia:** Can be arrested and imprisoned for not less than one nor more than two years and fined \$500 to \$5,000.

**Legal Risks of Alcohol Use or Misuse**  
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.

Massachusetts Law indicates the following legal risks associated with alcohol use:

**Underage (21) Possession of Alcohol:**  
Massachusetts prohibits issuance of any license for the sale of alcoholic beverages to persons less than 21 years of age, prohibits persons less than 21 years of age from knowingly transporting or carrying on their person any alcoholic beverages, except in the course of formal employment. There is a fine of \$50 for the first violation and \$150 for each subsequent offense. A three-month driver's license suspension is also possible. A police officer (including University Police) may arrest, without warrant, any person who violates this section of the law.

**Underage (21) Purchase or Attempted Purchase of Alcohol:** Subject to \$300 fine and mandatory six-month license suspension.

**Forgery or Alteration of Massachusetts Driver's License:** refers to persons who misrepresent their age or present falsified IDs to purchase alcoholic beverages. The falsification of identification can lead to arrest, fines up to \$500 and/or imprisonment up to five years. In addition loss of licensure for one year may result.

**Driving while Intoxicated:**  
Massachusetts' Operating Under the Influence Statute creates permissible inference that an individual with a

blood alcohol content of .08 or greater has violated the law. For a first offense, violators are subject to a fine of not less than \$500 nor more than \$5000 and/or imprisonment for up to two and a half years. 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 lose their license for 180 days.

**Driving with an open container:** can be arrested and fined \$100 to \$500.

**Purchasing Alcohol for Minors:**  
Prescribes fines of up to \$2,000 and/or imprisonment not to exceed one year for patrons of licensed premises who deliver or procure to be delivered, any alcoholic beverage to or for the use of a person he or she knows or has reason to believe is less than 21 years of age.

## Help for Substance/ Alcohol Abuse

If you are experiencing problems with drugs and/or alcohol and need help or are concerned about a family member or friend, there are campus and community resources available. For an immediate emergency, please call University Police at 781.891.3131.

## ON-CAMPUS RESOURCES FOR ALCOHOL AND DRUGS

**Alcohol and Other Drugs  
Education Resource Center**  
Provides educational resources and programs, referrals and consultations  
Rhodes Hall, Located in the Center  
for Health and Wellness  
781.891.2777

**The Counseling Center**  
Michael A. Callahan Building,  
Second Floor  
781.891.2274

**Office of the Dean of Student Affairs**  
Student Center, Third Floor  
781.891.2161  
Center for Health and Wellness  
Rhodes Hall, Ground Floor  
781.891.2222

## OFF-CAMPUS RESOURCES FOR ALCOHOL AND DRUGS

**Alcohol and Drug Abuse Treatment  
Center at McLean Hospital**  
Provides treatment and support  
programs  
781.855.2781  
[mclean.harvard.edu/patient](http://mclean.harvard.edu/patient)

**Mt. Auburn Hospital Prevention  
and Recovery Center**  
Provides intervention, assessments and  
treatment services  
617.499.5051  
[mountauburnhospital.org](http://mountauburnhospital.org)

**Massachusetts General Hospital  
Addiction Recovery Management  
Services**  
Comprehensive support and treatment  
program for young adults (15 to 25  
years) and their families 617.643.4699  
[addictionanswers.com](http://addictionanswers.com)

**Massachusetts Substance Abuse  
Information and Education Helpline**  
Provides education and referral  
information across the state of  
Massachusetts 1.800.327.5050  
[helpline-online.com](http://helpline-online.com)

**U.S. Department of Health and Human  
Services Treatment Facility Locator**  
Online substance abuse treatment  
facility locator  
[findtreatment.samhsa.gov](http://findtreatment.samhsa.gov)

**Alcoholics Anonymous**  
Self-help organization providing  
support services 617.426.9444  
[aaboston.org](http://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](http://al-anon.alateen.org)

**Marijuana Anonymous**  
Self-help organization providing  
support services  
[marijuana-anonymous.org](http://marijuana-anonymous.org)

**Narcotics Anonymous**  
Self-help organization providing  
support services  
1.866.624.3578  
[newenglandna.org](http://newenglandna.org)

## PHYSICAL AND PSYCHOLOGICAL RESPONSES TO BLOOD ALCOHOL CONTENT LEVELS (BAC)

Individual responses to alcohol vary. Gender, body size, physical condition, age and use of other substances call all impact how a person metabolizes alcohol. The chart below provides a general overview of how alcohol in various quantities can affect an individual.

Blood / Alcohol Content	Effects
.00-.03	Slight euphoria, mild relaxation and light headedness
.04-.06	Feeling of well-being, lower inhibitions, minor impairment of reasoning and memory, lowering of caution.
.07-.09	Slight impairment of balance, speech, vision, reaction time and hearing. Judgment and self-control are reduced and caution, reason and memory are impaired, .08 is legally impaired and it is illegal to drive at this level. You will probably believe that you are functioning better than you really are.
.10-.15	Significant impairment of motor coordination. Slurred speech; balance, vision, reaction time and hearing will be impaired. Judgment and perception are significantly impaired.
.16-.20	Dysphoria predominates, nausea, may be confused and disoriented. Needs help to stand or walk. The gag reflex is impaired and you can choke if you do vomit. Blackouts are likely.
.25-.30	All mental, physical and sensory functions are severely impaired. Little comprehension of where you are. High risk of asphyxiation from choking on vomit and injury from falls or accidents. One may pass out suddenly and be difficult to awaken.

Adapted from BRAD21.org, available at [www.brad21.org](http://www.brad21.org)

**The Alcohol and Other Drugs Education Resource Center can provide individual students more specific information about the impacts of alcohol based on weight and gender. To make an appointment, please call 781.891.2777.**

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
<b>Cocaine</b> (Schedule II)	500-4999 gms mixture	<b>First Offense:</b> Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.  <b>Second Offense:</b> Not less than 10 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.	5kgs or more mixture	<b>First Offense:</b> Not less than 10 years and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  <b>Second Offense:</b> Not less than 20 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment
<b>Cocaine Base</b> (Schedule II)	5-49 gms mixture		50 gms or more mixture	
<b>Fentanyl</b> (Schedule I)	40-399 gms mixture		400 gms or more mixture	
<b>Fentanyl Analogue</b> (Schedule I)	10-99 gms mixture		100 gms or more mixture	
<b>Heroin</b> (Schedule I)	100-999 gms mixture		1 kg or more mixture	
<b>LSD</b> (Schedule I)	500-4999 gms mixture		10 gms or more mixture	
<b>Methamphetamine</b> (Schedule II)	5-49 gms mixture		50 gms or more pure or 500 gms or more mixture	
<b>PCP</b> (Schedule II)	10-99 gms pure or 100-999 gms mixture	100 gms or more pure or 1 kg or more mixture		

PENALTIES				
<b>Other Schedule I &amp; II drugs</b> (and any drug product containing gamma hydroxy-butyric acid)	Any amount	<b>First Offense:</b> Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 years. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual.		
<b>Flunitrazepam</b> (Schedule IV)	1 gm or more	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
<b>Other Schedule III drugs</b>	Any amount	<b>Second Offense:</b> Not more 10 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
<b>Flunitrazepam</b> (Schedule IV)	30 to 999 mgs	<b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
<b>All other Schedule IV drugs</b>	Any amount	<b>Second Offense:</b> Not more than 6 years. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
<b>Flunitrazepam</b> (Schedule IV)	Less than 30 mgs	<b>First Offense:</b> Not more than 1 year. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
<b>All Schedule V drugs</b>	Any amount	<b>Second Offense:</b> Not more than 2 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## FEDERAL TRAFFICKING PENALTIES – MARIJUANA

PENALTIES	QUANTITY	FIRST OFFENSE	SECOND OFFENSE
<b>Marijuana</b>	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
<b>Marijuana</b>	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
<b>Marijuana</b>	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
<b>Marijuana</b>	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
<b>Hashish</b>	10 kg or less		
<b>Hashish Oil</b>	1 kg or less		

## 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 individuals or office:

### Academic Services

Jane Ellis  
781.891.2904

### Athletics

781.891.2493

### Center for Health and Wellness

Gerri Taylor  
781.891.2222

### Center for International Students and Scholars

Titilola Adewale  
781.891.2829

### The Counseling Center

Stephanie Kendall  
781.891.2274

### Dana Athletic Center

Liz Kasa  
781.891.2060

### Dean of Student Affairs

Andrew Shepardson  
781.891.2161

### Human Resources

Ann Dexter  
781.891.3427

### Multicultural Center

Jeannette Buntin  
781.891.2132

### Special Assistant to the President and Ombudsman

Earl Avery  
781.891.2907

### Residential Center

John Piga  
781.891.2148  
Kathryn Keyes  
781.891.2327

### Spiritual Life

Maria DiLorenzo  
781.891.2194

### Beth Israel Hospital

617.667.7000

### Beth Israel Rape Crisis Program

617.735.3421

### Brigham and Women's Hospital

617.732.5500

### Newton-Wellesley Hospital

617.243.6193

### Mount Auburn Hospital

617.449.5025

### Waltham Police Department

781.893.1212

### Boston Area Rape Crisis Center

800.841.8371  
Confidential, 24-hour hotline; rape counseling; and Male Survivor Initiative

### Fenway Community Health Center

617.927.6250  
Violence recovery program for gay, bisexual and transgendered survivors

### Samaritans

877.870.4673  
A 24-hour crisis hotline to discuss all issues

### RAINN

800.656.4673  
National sexual assault helpline

### Love is Respect

877.331.9474  
loveisrespect.org

### Bentley Sexual Assault and Relationship Violence Site

bentley.edu/campus-life/sexual-assault-and-relationship-violence

## IMPORTANT PHONE NUMBERS

<b>Academic Services</b> 781.891.2803	<b>The Counseling Center</b> 781.891.2274	<b>Spiritual Life Center</b> 781.891.2194
<b>Athletics</b> 781.891.2256	<b>Disability Services</b> 781.891.2479	<b>Student Employment</b> 781.891.2968
<b>Bentley Library</b> 781.891.2168	<b>Education Abroad</b> 781.891.3474	<b>Student Financial Services</b> 781.891.2171
<b>Bookstore</b> 781.891.3107	<b>Financial Assistance</b> 781.891.3441	<b>Student Activities</b> 781.891.2700
<b>Career Services</b> 781.891.2164	<b>Multicultural Center</b> 781.891.2132	<b>Student Affairs</b> 781.891.2161
<b>Center for Health and Wellness</b> 781.891.2222	<b>Ombudsman</b> 781.891.2907	<b>University Police</b> 781.891.2201 781.891.3131 (emergency)
<b>Center for International Students and Scholars</b> 781.891.2829	<b>Residential Center</b> 781.891.2148	
	<b>Service-Learning Center</b> 781.891.2170	

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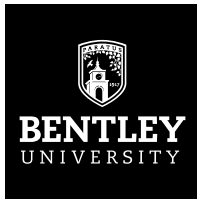
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## BUILDINGS

- 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 East
- B22.....Falcone West
- B23.....Student Center
- B24.....Slade Hall
- B25.....The Trees
- 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
- B45.....University Police
- B52/B53...LaCava Center
- B54.....Bentley Library
- B55.....Morison Hall
- B56.....Adarnian Academic Center
- B57.....Smith Academic Technology Center
- B58.....Lindsay Hall
- B59.....Jennison Hall
- B61.....Rauch Administration Center
- B63.....North Campus Apartments A
- B64.....North Campus Apartments B
- B65.....North Campus Apartments C
- B66.....North Campus Apartments 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
- L10.....Morison 10
- L20.....Athletics 1
- L22.....Dana 1
- L30.....Athletics 2
- L31.....Athletics 3

### RESIDENT

- L11.....Miller 1
- L12.....Miller 2
- L16.....Trees
- L17.....Forest
- L19.....Stratton
- L21.....Orchard Decks
- L41.....North Campus A
- L45.....North Campus B
- L46.....North Campus C
- L47.....North Campus D

### FACULTY AND STAFF

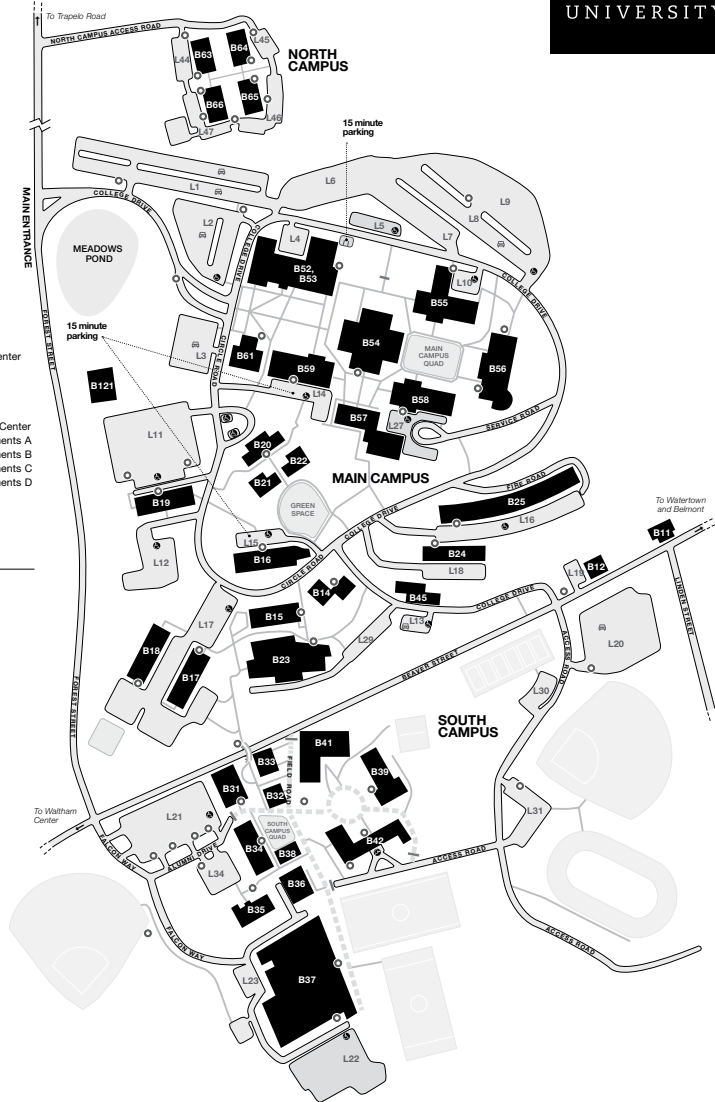
- L13.....Police
- L18.....Slade
- L23.....Dana 2
- L26.....Harrington
- L29.....Student Center
- L34.....Lewis

### FACULTY-ONLY PARKING

- L5.....Main Campus

### SERVICE AND VENDOR

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



### KEY

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

# CAMPUS MAP

**BENTLEY UNIVERSITY** is one of the nation's leading business schools, dedicated to preparing a new kind of business leader — one with the deep technical skills, broad global perspective and high ethical standards required to make a difference in an ever-changing world. Our rich, diverse arts and sciences program, combined with an advanced business curriculum, prepares informed professionals who make an impact in their chosen fields. Located on a classic New England campus minutes from Boston, Bentley is a dynamic community of leaders, scholars and creative thinkers. Bentley University Graduate School of Business emphasizes the impact of technology on business practice, in offerings that include MBA and Master of Science programs, PhD programs in accountancy and in business and customized executive education programs. The university enrolls approximately 4,100 full-time undergraduate, 140 adult part-time undergraduate, 1,430 graduate and 34 doctoral students. Bentley is accredited by the New England Association of Schools and Colleges; AACSB International — The Association to Advance Collegiate Schools of Business; and the European Quality Improvement System, which benchmarks quality in management and business education.



**BENTLEY**  
UNIVERSITY

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