

Welcome to the 2018-2019 Academic Year

I am pleased that you will be joining the BFIT family and that you have chosen to work toward earning a credential that can give you a strong foundation needed to build your future in a technical field.

I strongly believe that with your hard work and with the support of the faculty and staff, you have the potential to walk across the stage at graduation and become a proud alumnus of Benjamin Franklin Institute of Technology.

Throughout your time at the college you will receive many tools that will help you in earning a certificate, an associate degree, or a bachelor's degree. This student handbook and planner is the first tool that will help you understand the policies and procedures of the college and keep track of your schedule and assignments. I encourage you to use this tool frequently so that you are able to balance obligations as a student with other obligations in your life. Additionally, I'd like to share a few pieces of advice for you to keep in mind. These tips are, in my experience, habits of students that graduate and get good jobs in their field. Consider making a routine of each of these tips while you are a student here at the college:

1. Get to know your faculty, your advisor, your success coach, and the staff members of the college—they can help be supportive of you as a student and as a future member of your industry;
2. Build relationships and friendships with your classmates—these are the people that will be your connections while you're a student and in your field after graduation;
3. Attend each and every class session and understand how to use the resources that are provided to you including this student planner and handbook, Canvas and your student portal, the library, and the Academic Success Center (ASC)—don't be afraid to ask for help if you need it;
4. Get involved in campus activities and a student organization. Students that are engaged in student life typically perform better in the classroom and have a higher level of preparation for their post-graduation job than those who aren't involved;
5. Have a clear understanding of your motivation for attending BFIT and if (and when) times get tough, reflect on that motivation and persevere through the challenges. Don't be afraid to ask for help when you need it; and
6. Meet with the Career Services staff early and often. They will provide you with extra support in preparing your resume, learning about interviewing strategies and skills, and can connect you with our industry partners that are seeking candidates for jobs while you are a student and after graduation. Remember, nobody will ever hand you a job. A job search will require you making the effort to prepare yourself and to show an employer why you are the best candidate for the position.

I look forward to working with you this year and seeing you walk across the stage to receive your diploma at graduation.

Regards,
Jackie Cornog
Dean of Students

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*All names and titles were consistent at time of publication and are subject to change.
Full details on faculty rank and credentials can be found in the College Course Catalog.*

Academic Calendar

Fall Semester	2018-2019
Student Orientation Day 2	September 4, 2018
Classes Begin	September 5, 2018
Add/Drop/Incomplete Deadline	September 18, 2018
Columbus Day – No Classes	October 8, 2018
Monday Schedule	October 9, 2018
Mid Term Ends	October 23, 2018
Withdrawal Deadline	November 9, 2018
Veterans' Day – Observed	November 12, 2019
Registration Begins	November 19, 2018
Thanksgiving Break	November 21-23, 2018
Classes End	December 18, 2018
Spring Semester	2018-2019
Check-in	January 16, 2019
Classes Begin	January 22, 2019
Add/Drop/Incomplete Deadline	February 4, 2019
Presidents' Day – No Classes	February 18, 2019
Monday Schedule	February 20, 2019
Mid Term Ends	March 8, 2019
Spring Break	March 11-15, 2019
Withdrawal Deadline	April 4, 2019
Patriots Day – No Classes	April 15, 2019
Monday Schedule	April 16, 2018
Registration Begins	April 16, 2019
Classes End	May 8, 2019
Graduation	May 18, 2019
Summer Session	2018-2019
Session I Begins	May 14, 2019
Add/Drop/Incomplete Deadline	May 20, 2019
Memorial Day	May 27, 2019
Monday Schedule	May 28, 2019
Withdrawal Deadline	June 17, 2019
Session I Ends	July 2, 2019
Session II Begins	July 15, 2019
Add/Drop/Incomplete Deadline	July 19, 2019
Withdrawal Deadline	August 15, 2019
Session II Ends	August 30, 2019

Administrative Staff Directory

President's Office (Kendall Building, 2nd Floor)

Anthony Benoit, President
Linda Rey, Executive Administrator
Diane Daniels, Director of Human Resources

Academic Affairs (Kendall Building, 2nd Floor)

Larson Rogers, Dean of Academics
Sharon Bonk, Director of Library Services
Julie Hankinson, Library Cataloger
Kathleen Keleher, Instructional Technology Librarian
James Klasen, Assistant Dean of Records & Research
Robert Sendras, Assistant Registrar
Amanda Marstaller, Director of Institutional Reporting
Yasmine Julmisse, Assistant Director of BPS Partnership
Lara Tavares, Assistant Director of Admissions for BPS Partnerships
Mary Duggan, Director of Learning Systems

Admissions and Financial Aid (Kendall Building, 1st Floor)

Marvin Loiseau, Dean of Recruitment
Calvin Conyers, Director of Admissions
Min Chen, Senior Associate Director of Admissions
Kiera Mahoney, Assistant Director of Admissions
Ackeem Hill, Admissions Counselor
Terrence Forbes, Admissions Counselor
Kyra Thomas, Admissions Recruiter
TBA, Community Outreach Recruiter
Thomas Barrows, Admissions Operations Specialist
Alyika Pierre, Admissions Operations Coordinator
Jamie Santiago, Director of Financial Aid
Shani Wilkerson, Assistant Director of Financial Aid
Ludnie Deneus, Financial Aid Counselor
Danielle Cunningham, Financial Aid Assistant

Career Services and Industry Partnerships (Union Building, 1st Floor)

Emily Leopold, Director of Career Services and Industry Partnerships
Lauren Butler, Assistant Director of Career Services and Industry Partnerships
Serge Andre, Career Counselor

Development (Kendall Building, 3rd Floor)

Kimberly Freedman, Chief Development Officer
Molly Russell, Associate Director of Development
Carly Johnson, Development Assistant

Finance and Business Office (Kendall Building, 3rd Floor)

Maureen Joyce, Chief Financial Officer
Elsie Capone, Business Office Associate
Shawn Whitlock, Business Office Assistant

Student Affairs (Union Building, 1st Floor)

Jackie Cornog, Dean of Students
Brett Wellman, Assistant Dean of Students
Chris Espinoza, Assistant Director of Student Life
Thomas Gocking, Manager of Campus Security

Shawn Ayala, Director of Student Success
Michael Felix, Student Success Coach
Charles Lai, Student Success Coach
Sally Heckel, Learning Specialist
Julia Rickey, Director of Student Wellness and Support

Academic Department Directory

Automotive Technology and Automotive Management

Department Chair: David Protano

Faculty: Sharon Bonk, Richard Cadotte, James Dellott, Joseph Golden, Anthony Oliveri, Tim Ornellas, Jose Ortiz, Scott Ouellette, Donald Tuff, Francis Tuminelli, Ed Mackness, Andrew Wong

Computer Technology and Health Information Technology

Department Chair: Gerald Elysee

CT Program Coordinator: David Tavilla

Faculty: Richard Azzi, Marianne Lepp, Karen Newkirk

Construction Management and Building Technology & Design

Department Coordinator: Thomas DeCosta

Faculty: Eric Larsen, Leslie Tuplin

Electrical Technology and Practical Electricity

Department Chair: Tracey Arvin

Faculty: Thomas DeCosta, Jeffrey Pfluke, Christopher Villano

Electronics Engineering Technology and Biomedical Engineering Technology

Department Chair: James Giumarra

Faculty: Brian Baril, Barry Hammell, Mozhgan Hosseinpour, Bill Purtell, Nikhil Satyala, Shawn Trainor, Russ VerNooy, Patricia Volpe

Eye Health Technology – Opticianry and Ophthalmic Assisting

Department Chair: Blair Wong

Faculty: Ellen Adams, Olivia Bartlett, John Bell, Jeffrey Bird, George Bourque, John Deering, Christine Kiernan, Evangelina Laboy, Ahhyee Ma, John Parrelli, Kathryn Plante, Catherine Salucky, Carolyn Shea, Jane Shuman, Jennifer Tourtellot, Sharon Weihrausch, Darlene Winn

HVAC&R Technology

Department Chair: John Terasconi

Faculty: Mark MacCormack, Tom Pagliarullo, Anthony Silva

Humanities and Social Sciences

Department Chair: Jeff VanDreason

Faculty: Abra Berkowitz, Sharon Bonk, Daniel DiPaolo, Michael Grigevich, Kathleen Keleher, Steven Lawrence, James Lawton, Dawn Letourneau, Todd Natti, Brett Wellman

Mathematics and Physics

Department Chair: Marlow Lemons

Faculty: James Johanson, David Kamin, Catherine Mount, David Post

Mechanical Engineering Technology

Department Chair: Joanna Dowling

Faculty: Roy Garber, Pragun Goyal, Thomas Naderi, David Post

Technology Business & Management

Department Chair: Joanna Dowling

Faculty: Russ VerNooy

To contact employees via e-mail use the employee's first initial and last name @bfit.edu

Academic Policies and Resources

Academic Honesty

Academic dishonesty is a serious issue. Honesty in all academic work is expected of every student at all times. This means each individual does his or her own work without assistance from other sources on any assignment or exam unless otherwise directed by the instructor. You are unable to learn what you need to know if you do not do your own work.

A violation of academic honesty can include but not be limited to:

- Plagiarism
- Falsifying documents
- Submitting the same assignment in multiple classes
- Copying or sharing work from another student
- Aiding and abetting cheating
- Using any form of technology, i.e. cell phones, laptops, student S: drive, etc, as a tool for academic dishonesty

It is the responsibility of each student to understand BFIT's expectations for academic honesty and to seek help in understanding the policy if necessary.

BFIT instructors are obligated to investigate concerns regarding plagiarism when a student's in-class work differs significantly from his/her outside work. For example, an investigation may occur when one paper is noticeably different in fluency, style or syntax from others by the student; and/or, a paper obviously uses sources which are not cited or which are improperly acknowledged; and/or, work (papers, labs, exams) is submitted at a level of understanding and insight beyond that which a student has typically exhibited in his/her work.

To preserve the college's reputation and integrity, cases of academic dishonesty will be reported and students may face disciplinary action. Documentation of alleged violations, proceedings, and any resulting sanctions will be kept on file in the office of the Assistant Dean of Students until a student has graduated from the college. This file may be utilized in the event of any further infraction of institutional rules or policies.

With any suspected act of dishonesty, the instructor will provide documentation of the incident and any supporting evidence to the Assistant Dean of Students. Students will be contacted by the Assistant Dean of Students to discuss the incident and methods of prevention for the future. Based on the student's conduct history, the Assistant Dean of Students may refer the case to the Student Conduct Board.

The range of sanctions and the procedures followed are outlined below; however, implementation of sanctions will lie with the Hearing Officer or Student Conduct Board and may be adjusted. Faculty may be solicited for further information as well as appearing before the Student Conduct Board.

Procedures and Sanctioning

A first violation of academic honesty will result in a meeting with the Assistant Dean of Students and may result in a failing grade for the assignment as well as an educational component to allow the student to learn from the process. Educational sanctions may include online modules, research or reflection essays, meeting with the Assistant Dean of Students, or other means to educate oneself or others on academic honesty.

A second violation of the academic honesty policy, whether this be in the same or a different course, will result in a meeting with the Assistant Dean of Students or the Student Conduct Board, and may result in a grade of F for the final course grade. Due to the repeat nature of the

incident, the student may be subject to increased sanctioning including academic probation for a minimum of one semester and increased educational sanctions.

A third violation of the academic honesty policy will result in an automatic F for the course in which the infraction occurred and may include further disciplinary action including suspension or expulsion from the college. All documentation and evidence will be placed in the student's file and, in this case, may become a permanent record regardless of the student's graduation status at the college. A mandatory meeting will take place with the Dean of Academic Affairs and the student will have the opportunity to bring one member of the college's faculty or staff to serve as a support person. The support person will have the opportunity to speak on the student's behalf at the student's request.

* Note: If suspension is part of the sanction for a 3rd offense and a student is found responsible for another incident of Academic Honesty upon returning to the college, this may be grounds for automatic expulsion.

Students will receive written notification within one week after meeting with a Hearing Officer or the Student Conduct Board.

Appeal Process

To initiate the appeal process, students will submit their appeal, electronically, in writing to the Dean of Students (or designee). Appeals must be received within five (5) class days of the date of the outcome of the conduct meeting.

A student should submit a formal and well written appeal:

- To appeal a "responsible" decision for one or all violations from the original verdict
- To appeal the level sanctioning from the original hearing body

It is up to the student(s) appealing to be persuasive and professional in their appeal letter. Appeal arguments should detail any information that was not available at the time of the original conduct meeting, as well as any additional information that is provided by witnesses or character references.

The decision to proceed with the appeal submitted is up to the discretion of the Dean of Students and/or designee. If the decision is to proceed, then every effort will be made to schedule an appeal meeting within five (5) class days.

Within 48 hours of submission, students will be notified if their appeal meets the above criteria and will be scheduled for an appeal meeting or if their appeal does not meet the criteria and is denied.

Since the appeal officer is never an eyewitness, they may never have absolute proof of what really happened.

The best the appeal officer/panel can do is to be persuaded of what probably happened. The preponderance of evidence is used to base a decision during the conduct system and can be defined as – the lowest level of proof which typically means more likely than not.

Since the original Conduct Officer has ruled on responsibility based on a preponderance of the evidence, the appeal is not a re-hearing of the original case. Instead, the student has the opportunity to present any new information which supports the reason for the appeal, including new information that was not previously available, information regarding excessive or inappropriate sanctions, information to prove the finding was not supported by the evidence,

and/or information regarding procedural errors. The appeal officer will then render a decision based on the information provided.

The decision by the appeal officer will be based on any of the following criteria:

- Procedural error
- Finding not supported by the evidence
- Excessive or inappropriate sanction
- New evidence not previously available

The Appeal Officer may make the following decisions:

- Uphold previous decision/sanctioning
- Revise previous decision/sanctioning
- Overturn previous decision/sanctioning
- Refer the case back to the original Hearing Officer for a rehearing (in case of procedural errors)

The appeal may never increase any sanctions or add charges. Students should be aware that any outcome of the appeal is final.

Students will be notified of the outcome of their appeal in writing within 48 hours of their appeal meeting. Students should be aware that during the appeal process, all sanctions and limitations are in effect unless otherwise noted.

* Note: if multiple violations of academic honesty occur within a timeframe prior to required meetings taking place, the violations will be still be treated as individual occurrences and subject to disciplinary action as outlined above.

Academic Success Center

The Academic Success Center (ASC), staffed by faculty and success coaches, coordinates academic support for students. It offers free drop-in tutoring throughout the year for all BFIT students, Monday through Friday from 7am-5pm. All our tutors are BFIT faculty. The ASC houses tutoring for Math, Physics, English and Computer Technology, with tutoring for major courses available in labs.

The ASC has a professional atmosphere and is equipped with WiFi connected computers. Specialized tutoring requests can be made through the Office of Student Success. The Learning Specialist is available to meet with students who have additional learning needs and/or want to request accommodations. In addition, the Learning Specialist can help students with academic success skills, such as organization, time management, and test preparation.

Add/Drop Period

After a student is pre-registered, course changes can be made through the add/drop period. For 15 week courses, this period lasts through the second week of classes and for 7 week courses, the add/drop period ends after the first week of classes. A student must attend at least one class session of each course before the end of the add/drop period to remain on the course roster. Please refer to the academic calendar for specific dates. All course changes must be made through the Registrar's Office. No change will be made after this period except through the written consent of the appropriate instructor.

Address Change

Students are required to report all address changes to the Registrar's Office. Failure to do this will prevent important material, such as grade reports or registration forms, from reaching the students. Students may update their address through the Student Portal.

Attendance Policy

Students of the Benjamin Franklin Institute of Technology are expected to attend all classes. Attendance is taken at each class meeting and absences become a part of students' record. The college recognizes that occasions may arise that prevent students from attending class. If this occurs, a student should talk to the instructor as soon as possible to determine any missed work. It is important for students to understand that they are responsible for any work missed and that missed classes and/or work can seriously harm grades.

As a guide for students who wish to avoid failing grades, BFIT has established a fixed number of hours a student might be able to miss in a class before falling into the danger of failing for lack of attendance. These fixed hours are determined by multiplying the total credit hours for the course by two. Once a student has exceeded this maximum in any class, that student may be strongly advised to withdraw from the course. Two consecutive weeks of absences may result in an automatic withdrawal from BFIT. Some courses and programs may have additional consequences for missing class time. Look closely at course syllabi and other documents that will detail these policies.

Career Services and Industry Partnerships

The Department of Career Services and Industry Partnerships (CSIP) has the dual mission of providing students and graduates with the tools necessary to start and advance in their careers as well as building and maintaining close ties with industry. By fostering relationships with industry partners, CSIP helps to ensure that our programs remain relevant to workforce needs and identify employment opportunities for our students. The department also coordinates and oversees student internship opportunities, promotes employment opportunities, and supports students in transferring to four-year programs after graduation.

CSIP routinely invites employers to recruit on campus. Throughout the year, many companies visit our campus to meet with students, hosting lunch & learns to build awareness about opportunities within their company. The department hosts an annual Fall Job & Internship Fair to promote awareness among students about job opportunities and internships during college. In the spring, CSIP hosts an annual Career Fair for industry recruiters to meet with and interview prospective graduates for employment and internship opportunities.

CSIP staff run the Career Success Seminar as well as mini Career Success Workshops for all students during their final year at the college. These seminars and workshops cover career-readiness topics with a goal of preparing students with the tools necessary to search for and secure employment in their field of study post-graduation.

Change of Major

All changes of major are handled during the registration process through the Advisor, Registrar's Office, and student. If the advisor and student come to an agreement, the Registrar's Office will be notified and will process the official change.

Computer Labs Academics Catalog

There are many computer labs at BFIT that are used for both 'hands-on' classrooms and for individual academic work. When they are not being used for classes, students are free to use them for academic work. These labs are located in the Union Building (rooms 200, 208, 301, 302, 305, 306, 410 and 411). Please do not enter a lab for individual computer use when a class is in session. Other computer spaces at the college include the Library, the Academic Success Center, and the Career Center. No food and drinks are permitted in computer labs or spaces at any time.

Course Withdrawal

A student may withdraw from a course through the tenth (10th) week of class and receive a grade of "W" (withdrawal) recorded on the official transcript. After the tenth (10th) week, a grade of WF will be applied. In seven (7) week sessions, a withdrawal after the fourth (4th) week will result in a grade of WF. See the Academic Calendar for specific dates in each semester or term.

Dean's List

The Dean's List comprises those students who have earned a grade point average of 3.50 or higher, have no current grade below C, and have successfully completed a minimum of 12 credit hours during the semester.

Distribution of Grades

All mid-term and final grade reports are accessed through the student portal/Canvas unless other arrangements are made with the Registrar's Office.

Equal Opportunity Policy

The Benjamin Franklin Institute of Technology policy prohibits discrimination on the basis of race, creed, color, religion, national origin, ancestry, sex, age, marital status, veteran status, political belief or affiliation, criminal record (applications only), CORI check results, mental or physical disability, pregnancy, retaliation, sexual harassment, sexual orientation, gender identity or expression and genetic information and any other class of individuals protected from discrimination under state and federal law. This policy extends to all rights, privileges, programs, and activities including admission, employment, financial assistance, and educational programs.

Family Educational Rights and Privacy Act

BFIT maintains the confidentiality of student educational records and protects the student's right of access to those records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (P.L. 93-380) as amended (P.L. 93-5681) (also known as the Buckley Amendment).

FERPA affords students certain rights with respect to their educational records. They are:

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record, setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

BFIT may disclose, without consent, “directory” information such as a student’s name, address, telephone number, e-mail, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Students should contact the Registrar’s Office if they do not want their directory information released. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. You may contact the DOE at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920, <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

Grade and Attendance Action

Any student who feels there has been an error in his or her grade or attendance record in any class should contact the instructor immediately and arrange a meeting to determine whether an error or omission has occurred. If a student is dissatisfied with the results, they should contact the Department Chair and their Advisor to arrange a meeting. If the faculty member is the Department Chair students should contact the Dean of Students or the Dean of Academic Affairs. Students are reminded that attendance at the college is very important.

Graduation Requirements

Students in good standing who satisfy the following minimum requirements will be recommended by the faculty for graduation:

- A student must obtain a minimum GPA of 2.00 in all the credit bearing courses in a student's major as defined by the course catalog as reflected on the Student's Degree Audit.
- Earn a cumulative grade point average of 2.00 or better

Degree seeking students who have no more than two requirements left to graduate may participate in the annual graduation ceremony provided they meet the requirements for graduation listed above. Students with three requirements left may appeal to the Registrar's Office. Students in certificate programs who complete all of their requirements by the end of the summer semester will be allowed to participate in the graduation ceremony.

Students earning a grade point average of 3.50 or higher qualify for honors distinctions. Such honors are determined by a student's cumulative grade point average once all required coursework is complete and is awarded in the following categories:

- Cum Laude: 3.50-3.74 cumulative grade point average
- Magna cum Laude: 3.75-3.89 cumulative grade point average
- Summa cum Laude: 3.90-4.00 cumulative grade point average

Petition to Graduate

Students who plan to graduate must inform the Registrar's Office of their intention by filing a petition to graduate form at least four weeks before the commencement date. This form can be obtained from the Registrar's Office and requires various signatures. Potential graduates will need to complete Financial Aid exit counseling and clear any college balance and complete an exit survey for Career Services. The Registrar's Office then verifies that all individual program requirements have been met and that the student is qualified to graduate.

Grading System

The grading system employs the five letters and corresponding values defined below:

A	Superior	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00

C-		1.67
D+		1.33
D	Below Average	1.00
F	Failure	0.00
I	Incomplete*	
W	Withdrawal	
WF	Withdrawal-Failure	

* See *College Catalog* for full details and requirements about incomplete grades.

Health Insurance

Under the provisions of Chapter 23, Section 22, of the 1988 Health Security Act (Massachusetts General Law), students in the Commonwealth of Massachusetts are required to have health insurance. Students with coverage by another comparable plan must submit a waiver form. The waiver can be completed online at www.universityhealthplans.com. Check the materials you received from the Student Accounts office or with the office directly for details. The Health Security Act also requires BFIT to provide students who

have no coverage with Health Insurance and to bill all such students for the premium. The Student Accounts Office is located on the 1st floor in the Admissions and Financial Aid Office. The phone number is 617-588-1349.

Immunization Forms

Immunization forms must be filed with the Admissions Office at the time of acceptance. The document may be in the form of a statement signed by a Health Care Provider indicating that the student is in good health and free from communicable diseases. It should include the dates of the last immunizations for measles, mumps, rubella, varicella, hepatitis B, and TdAP (Tetanus/Dyphtheria and Pertussis). Residential students are also required to provide proof of meningitis immunization. Note: It is required by law that BFIT have a health form on file for each student.

Incomplete Grades

The incomplete (I) grade is appropriate in cases where students have made a good faith effort to finish a course on time but have not done so due to factors out of their control. This grade is reserved for cases where the unfinished work can be clearly identified and completed within a short period of time. This agreement must be made between both the student and instructor before grades are submitted at the end of the semester. To assign the incomplete grade the instructor must send an e-mail to the Dean of Academic Affairs with a copy to the Registrar's Office stating the student's name, the course name, the student's current grade in the course, and the reason for the request. Attach to the message a completion plan that meets the following semesters add/drop deadline, approved by the instructor and the student, that includes a list of work still required with a brief description of when and how it will be completed. The incomplete must be made up before the add/drop deadline of the following semester or it will be changed to an F (failure). Any request for extension beyond the add/drop period must be made in writing to the Instructor and the Dean of Academic Affairs before the end of the deadline and the Registrar's Office should be notified if an extension is granted.

Lufkin Memorial Library

The Lufkin Memorial Library provides the information and resources necessary to meet the needs of the college's educational programs. In support of this mission, the library offers collections, services and programming that facilitate effective use of information and acquisition of information literacy skills. The library provides information and instruction in multiple formats to meet these needs and embraces appropriate technologies to enhance research and learning.

The Lufkin Library, located on the first floor of the BFIT Union Building in Room U108, has approximately 5000 physical volumes, 25 print periodicals, access to over 100,000 electronic books, and 26 online databases with access to full-text magazines and other resources. The library is open 60+ hours per week and a reference librarian is on-duty at all times. A secure wireless internet connection is accessible in the library. The Lufkin Library is a member of the Massachusetts Library System, a state-supported collaborative that fosters cooperation, communication, innovation, and sharing among member libraries of all types.

For further information on library services, please visit our webpage: <http://www.bfit.edu/Academics/Library>.

Official Withdrawals

Students who find it necessary to withdraw completely from the Benjamin Franklin Institute of Technology must file an Official Withdrawal Form with the Registrar within a few days of withdrawal. Absence from class does not reduce a student's financial obligation nor guarantee that a final grade will not be recorded.

Upon receipt of the Official Withdrawal Form from the Registrar, BFIT's Business Office may make a partial tuition refund. The date on which such notice is received will be considered the effective date of withdrawal. Students failing to file an Official Withdrawal Form will be provided a refund consistent with Federal Regulations.

See the Academic Catalog for the tuition refund schedule. Housing Charges will follow the tuition refund policy. Please see the Assistant Dean of Students to officially withdraw from housing.

Return of Title IV Federal Student Aid Policy

The law specifies how Benjamin Franklin Institute of Technology must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs). Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. Funds are returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan, Pell Grant, and FSEOG under federal guidelines. The college will return the excess funds to the department of education within 45 days as set by federal guidelines.

The amount of assistance that you have earned is determined on a pro-rated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your

school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. Students and Parents will be notified in writing of their eligibility and must respond with 45 days in order to have the post withdrawal disbursement credited to the student account. If you do not give your permission the college will not disburse any additional funding. However, it may be in your best interest to allow the school to disburse the funds to reduce your unpaid balances at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:
 your institutional charges multiplied by the unearned percentage of your funds, or
 the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If the institution 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 Direct 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.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Financial Aid Office at 617-588-1358. TTY users may call 1-800-730-8913. Information is also available on Student Financial Services on the web at www.bfit.edu/admissions---aid/student-financial-services.

Payment of Fees

Students with delinquent accounts may be prohibited from attending class until the matter is cleared through the Student Accounts Office. Graduation regalia will be withheld from any student with a balance exceeding \$200. Diplomas and transcripts and grade reports will not be accessible until the entire balance has been paid.

Payment Plans

Various payment plan options are available. Students should contact the Student Accounts Office for information.

Satisfactory Academic Progress

BFIT monitors Satisfactory Academic Progress (SAP) to ensure the successful and timely completion of students' academic careers. SAP is measured through evaluating the credits attempted and completed as well as the term and Cumulative Grade Point Average (CGPA) of each student. The U.S. Department of Education requires all students that receive financial aid must make progress toward their program of study. The Registrar's Office will evaluate students at the conclusion of each semester to determine if Satisfactory Academic Progress is being made. Students who leave the College and subsequently return will be evaluated for SAP before financial aid is offered, regardless of the term in which they return to BFIT.

SAP Standards are based on both qualitative and quantitative measurements.

	Credits Attempted	Minimum CGPA	Minimum Completion Rate
Associate/ Bachelor Degree	1 to 19	1.7	50%
	20 to 39	1.9	50%
	40 or more	2.0	67%
Certificate Programs	1 or more	2.0	67%

Note: Students attempting at least 9 credits in a semester who fail to earn a Term GPA of at least 1.0 will be considered as not making Satisfactory Academic Progress.

- Cumulative Grade Point Average (CGPA) is the qualitative measurement for SAP. Students must maintain a minimum CGPA based on the number of credits attempted as noted above. If a student repeats a course, the lower grade is replaced by the higher grade when calculating the CGPA. The lower grade will remain on the transcript and continue to be reflected in the term GPA. Once a credit is earned for a course, financial aid will only be available for a student to retake said course one time. Students retaking courses where credit has not been earned may be eligible for financial aid. Instances when students may need to retake a course in which they have already earned credits include the need to improve their CGPA for graduation eligibility or if there is a requisite minimum passing grade before the student can progress to the next level of course sequence in his/her program.
- Completion Rate is one part of the quantitative measurements for SAP. Degree-seeking students with less than 40 credits attempted are required to successfully complete 50% of all attempted course work in their current degree program each semester. Degree-seeking students with 40 or more credits attempted are required to successfully complete 67% of all attempted course work in their current degree program each semester. Any course in which a student is enrolled after the regular add/drop period is considered an attempted course. A passing grade is considered to be successful completion of a course. Failure, withdrawal after the second week, or an Incomplete (I) grade in a class constitutes an attempted course which is not successfully completed. Each repeated course work attempt counts towards the credits attempted. Developmental credit and transfer credit will count towards both credits attempted and credits earned.
- Maximum Time Frame is the second part of the quantitative measurement for SAP. Students must complete their program within 150% of the program length. This is measured in terms of credits attempted and earned. For example, a 60-credit-hour degree must be completed without attempting more than 90 credits. Students exceeding the maximum time frame will be ineligible for additional financial aid. Transfer credits are counted in the total number of credits attempted. Developmental courses are excluded. Students reaching Maximum Time Frame lose all access to Financial Aid.

Satisfactory Academic Progress Review

At the end of each semester, the Registrar's Office will review each student's academic record to ensure that the student is meeting Satisfactory Academic Progress. All students are categorized in three SAP groups: Good Standing, Academic Warning, and Academic Suspension.

If a student fails to meet satisfactory academic progress for one semester, he or she will be placed on Academic Warning and notified by letter to their permanent address. A student on Academic Warning retains their financial aid for an additional semester. Academic Warning means that students are no longer meeting the College's academic progress requirements. These students are required to attend a student success workshop and meet with their advisor within the first week of the semester to create an academic success plan.

It is required that these students meet regularly with their academic advisor to assess the academic success plan and regularly utilize tutoring services. Students on warning may elect to participate in a semester long seminar that focuses on improving their academic performance.

A student who fails to make Satisfactory Academic Progress for two consecutive semesters or whose CGPA falls below 1.0 will be placed on Academic Suspension and notified by letter to their permanent address.

A student placed on Academic Suspension will lose financial aid eligibility and if he or she is registered for classes in the next semester, those classes will be dropped. A student placed on Academic Suspension has the right to appeal the suspension. If a student's appeal is accepted, that student's academic status will be changed to Probation. In addition, a student must also appeal to the Financial Aid Office to restore financial aid eligibility.

Suspension Appeal

Appeal requests should be e-mailed as soon as possible after notification is received to the Dean of Students. Appeals submitted once the semester has begun might not be considered. Grounds for appeal include the student's documented illness, the death or serious illness of an immediate family member, or other unusual circumstances. Documentation may be requested, depending on the nature of the appeal.

Once the appeal is filed, it will be preliminarily reviewed by the Dean of Students Affairs and they might schedule an appointment with the appealing student. The Dean will then convene the SAP Appeal Committee to consider the request and render a decision about the student's ability to subsequently enroll. A member of the SAP Appeal Committee will contact the student with the committee's decision and any necessary actions that the student will need to take prior to matriculating. If a student's appeal is accepted, that student's academic status will be changed to Probation. Students on probation must make satisfactory academic progress. Students on probation should appeal to the Director of Financial Aid for financial aid eligibility.

Dismissal

If a student fails to make Satisfactory Academic Progress at the end of the probationary semester or if he or she fails to maintain the conditions and benchmarks agreed upon in the academic plan, that student will be dismissed from the College. Students who have been dismissed from the College shall be able to appeal their dismissal to the Dean of Students after the period of time designated by the Satisfactory Academic Progress Appeal Committee (not including summer terms).

Service Learning

Service-learning is part of the educational experience we offer students at BFIT. Some of the departments have a service-learning component that involves time spent outside the classroom in an effort to deepen student's understanding of theories and knowledge learned in the classroom. Our students engage in meaningful community service with many local agencies and businesses.

When our students have service-learning experiences as part of their coursework, they accomplish many goals, from enriching their learning experience to helping the community become a better place, from expanding their resume to experiencing potential careers. Service learning enhances student learning and the college experience, and it is beneficial to all partners involved.

Starfish

Starfish is a key element in the communication that supports strong advising. It is an internal web-based early warning system designed to alert advisors immediately when an instructor has a concern about a student. For example, if a student misses several assignments or classes the instructor sends a message through Starfish.

Starfish creates an email message and sends the message to the student's advisor and department chair. This allows both the instructor and the advisor to support and help the student get back on track.

Student Accounts

Student Accounts handles questions concerning billing, tuition, textbook vouchers, and health insurance waivers.

Textbooks and Tools

Students can purchase or rent electronic versions of their textbooks through <https://www.redshelf.com> or purchase print versions through online booksellers such as Amazon or Barnes and Noble. You can look up books by the ISBN number and compare prices at different outlets. Refer to the BFIT textbook page <http://www.bfit.edu/academics/textbook-to> see the list of textbooks that are included in student tuition.

For textbooks that are required in the Automotive Technology, Electrical Technology, Practical Electricity, HVAC, Mathematics, and College Composition I, the College has arranged for the cost of books to be added to student invoices. By doing so, students are able to utilize financial aid funds to pay for the expense of books directly. Students that already have the required books needed should contact the department chair to waive the book fee from their invoice. Waivers should be completed by the end of the first week of the semester. Students who wish to waive the book fee must have their books approved, and in classes, during the first week of the semester. Note: this only includes technical books, all general education textbooks will need to be purchased separately by the student.

Tools are required for students in Automotive Technology, Computer Technology, Health Information Technology, and HVAC&R programs. To facilitate the ease of purchase of tools for students in these programs, the College has arranged for the cost of tools to be added to student invoices. By doing so, students are able to utilize financial aid funds to pay for the expense of tools directly. Students that already have the required tools needed for each of the programs listed above should contact the department chair to waive the tool fee from their invoice. Waivers should be completed by the end of the first week of the semester. Students who wish to waive the tool fee must have their tools of quality approved, and in classes, during the first week of the semester.

Other programs at the College may require tools and/or materials that will not be included on student invoices.

Transcript Policy

Transcripts may be ordered in person at the Registrar's Office or online through the BFIT website. For details and fees associated with ordering a transcript visit the Registrar's Office webpage at <http://www.bfit.edu/academics/registrar/request-academic-transcripts>.

Transfer of Credit

Students who wish to take courses at other colleges to satisfy requirements in their programs at BFIT must obtain course descriptions from the prospective school, receive endorsement from the appropriate Department Chair or Registrar's Office at BFIT, and if approval is given, the student must earn a grade of C or better in the course and provide an official transcript of this grade to the Registrar's Office. Please Note: The grade you receive will not be reflected in your grade point average at BFIT.

Veterans' Benefits and Massachusetts Rehab

Those who qualify for benefits under any Veteran Bill or Massachusetts Rehab must contact the Registrar's Office at the beginning of the academic year concerning the processing of the necessary forms. Forms should be filed as soon as possible after being accepted to the college.

Campus Policies

Alcohol and Drug Policy

The college supports a zero tolerance policy for the use, possession or intent to distribute alcohol or drugs on the BFIT campus or within BFIT housing premises. These offenses are serious in nature and will result in sanctions that may include suspension from the campus housing and/or expulsion from the college.

Regardless of age, there will be no use, possession or distribution of alcoholic beverages on campus or in campus provided housing. Persons 21 years or older will have the responsibility of conducting themselves in a professional manner at all times. While the college does not have jurisdiction outside of college property or at the campus housing premises, any student that appears intoxicated upon entering either of these buildings will be in violation and subject to sanctions.

Knowingly being in the presence of someone using, possessing or having the intent to distribute alcohol or drugs is prohibited. Although Massachusetts state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; and recreational marijuana for those 21 years or older, universities are still subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 which prohibits marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds.

Please refer to the Student Code of Conduct for specific violations of the Alcohol and Drug policies. For information regarding support with alcohol or drug use please visit <http://www.bfit.edu/student-services/resources-and-forms>.

Bias-related Harassment and Discrimination Policy

It is the goal of Benjamin Franklin Institute of Technology to maintain an environment free of violence, intimidation and harassment. Bias-related behavior based on race, religion, gender, gender identity, age, ethnicity, national origin, physical appearance, disability or sexual orientation assaults the dignity and worth of the individual and will not be tolerated. Indeed, victimization will be actively opposed.

Bias-related violence, intimidation and harassment exists, for example, when:

- Behavior is intended to intimidate, insult or stigmatize an individual or group;
- Use is made of provocative words or nonverbal symbols which, by virtue of their form, are commonly understood to convey direct and visceral hatred or contempt for human beings; or
- An act of violence is committed in connection with a bias.

Please see the College's website for the full policy and reporting process for any bias-related incident.

Campus Tobacco and Smoking Policy

Benjamin Franklin Institute of Technology supports findings from the Surgeon General that tobacco use in any form, active or passive, is a significant health hazard. As a result, BFIT institutes a Campus Tobacco and Smoking Policy to support a safe and healthy learning and working environment.

For the purpose of this policy, the college defines 'tobacco' to include any lighted cigarette (tobacco, clove), cigars, pipes, hookah, or any other smoking products including e-cigarettes and vapor cigarette devices, and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products, including but not limited to dip, chew, or snuff, in any form.

The policy applies to all students, employees, and visitors, with no exceptions. Smoking is allowed only in the designated area at BFIT (picnic area on the corner of Appleton and Tremont Street), where signage is posted, and

never inside the facility. In addition, to lessen the effects of second-hand smoke, individuals smoking outside of college buildings are prohibited from smoking within 25 feet from exterior entrances, the plaza, operable windows or outdoor air-intakes, regardless if the smoking is on or off the college campus, including BFIT housing.

Fire Safety Policy

In case of fire in the building, the nearest college fire alarm box will be sounded immediately and Campus Safety will be notified as to the location of the fire.

Fire alarm boxes are located throughout the college campus. Upon hearing the alarm, faculty, staff, and students are required to immediately exit the building. Once outside the building, evacuation coordinators will direct occupants to designated areas. Students should remain on the sidewalk, away from the building, until notified. Unauthorized

re-entry into a building during an evacuation is not permitted. Violators of this policy are subject to disciplinary action.

Alarm Systems: Smoke detectors and sprinkler systems must not be covered or blocked. Tampering with any component of the smoke detection system or sprinkler system is prohibited. Nothing may be attached to wiring, smoke detectors, and/or sprinkler system components. Violators will be charged for repair and/or replacement of any detection device with possible disciplinary action.

Evacuation: College officials reserve the right to evacuate any building or facility for emergency reasons. Noncompliance or failure to cooperate with faculty and staff during an emergency, real or drill, will result in disciplinary action.

Fire Doors: Fire doors must not be propped open or disabled.

Hazing Policy

Organizing or participating in hazing shall be deemed misconduct and charges will be filed in writing to the Assistant Dean of Students or Dean of Students. Such charges will be considered "extraordinary circumstances" and the student(s) concerned may be interim suspended, effective immediately, pending further investigation of the case.

The Hazing Act requires the College to have a disciplinary policy for the organizers and participants of hazing, and to set it forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students.

Please see the full Hazing Policy on the College's website and College Course Catalog.

Information Technology and Computer Use Policy

Misuse of computing, networking or information resources may result in the loss of computing and/or networking access. Additionally, misuse can be prosecuted under applicable BFIT or campus policies, procedures, or collective bargaining agreements. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Repeated minor infractions or misconduct that is more serious may result in referral to the Student Conduct system, in which the student may face temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to, the unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use or copying of licensed software, repeated harassment, or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, employer, or other appropriate Institute office for further disciplinary action.

Please see the College's website and the Student Code of Conduct for a full listing of prohibited conduct and the College Course Catalog for the full policy.

Missing Student Policy

Anyone who suspects a student to be missing should report their concern to the Residence Life staff or designated Student Affairs professionals. All reports made to the College will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to College officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Dean of Students or designee will place the call.

A suspected missing person should be reported to any of the following staff members:

- Dean of Students, 617-588-1364 (daytime)
- Assistant Dean of Students, 617-588-1336 (daytime)
- Resident Director, 617-315-5843 (evenings, overnight)
- BFIT Security Officers, 617-588-1355 (daytime, evenings)

The enacted policy is in accordance with Section 485 of the Higher Education Act (HEA), which states that every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

Please see the College's website or the College Course Catalog for the full policy and reporting process.

Severe Weather Cancellation Policy

In the case of severe weather, Benjamin Franklin Institute of Technology may cancel classes or close the college. Official cancellation information will be available via television by 4:45 AM on all major local affiliates (WBZ-CBS, WHDH-NBC, WCVB-ABC, WFXT-FOX and NECN). Students should watch specifically for "Benjamin Franklin Institute of Technology". Cancellation of evening classes will be posted on affiliates by 1 PM.

In addition, we will simultaneously email through our Emergency Notification System which will e-mail, call, text, post the on the College website (www.bfit.edu) and post on campus social media networks.

Note: BFIT is not connected to the cancellation policy of Boston Public Schools.

CAMPUS SaVE ACT: Policy Concerning Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Introduction

Benjamin Franklin Institute of Technology is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (Clery Act) and the Campus Sexual Violence Elimination Act (SaVE Act), Benjamin Franklin Institute of Technology has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the BFIT community (students, faculty, and staff) as well as contractors and visitors.

Benjamin Franklin Institute of Technology will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this Policy, in any form. Such acts of violence are prohibited by BFIT policy, as well as state and federal laws. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from BFIT, regardless of whether they are also facing criminal or civil charges in a court of law.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking

- Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.
- Domestic Violence includes felony or misdemeanor crimes of violence committed by:
 - A current or former spouse or intimate partner of the survivor;
 - A person with whom the survivor share a child in common;
 - A person who is or was residing in the same household as the survivor; or
 - Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.
- Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Reporting an Incident

Benjamin Franklin Institute of Technology encourages any member of the BFIT community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a BFIT student, faculty or staff member, visitor, or contractor has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to BFIT Security at x1355 from an on-campus telephone, or 617-588-1355 from an off-campus telephone.

Individuals who are on campus can also make an in-person report to the Security staff. Security will assist all members of the BFIT community by assessing the incident, advising the survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, BFIT Security can assist the survivor in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a survivor should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to any of the members of the Sexual Misconduct Response Team.

Sexual Assault Response Team Members:

Name	Title	Phone
Kathleen Keleher	Title IX Coordinator	617-588-1348
Julia Rickey	Director of Student Wellness and Support	617-588-1302
Jackie Cornog	Dean of Students	617-588-1343
Brett Wellman	Assistant Dean of Students	617-588-1336
Diane Daniels	Director, Human Resources	617-588-1376

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Director of Human Resources, Kendall Building, 2nd floor, 617-588-1376.

These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required to report to area law enforcement in order to receive assistance from or pursue any options within Benjamin Franklin Institute of Technology.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including Benjamin Franklin Institute of Technology Security) does not commit the survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

Written Notification of Right and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a survivor to:

- A. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
- C. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
- D. Request the police remain at the scene until your safety is otherwise ensured;
- E. Request that a police officer assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- F. Obtain a copy of the police incident report at no cost from the police department.

Procedures Survivors Should Follow

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The survivor of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a survivor has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the survivor is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

On Campus and Off Campus Resources

Benjamin Franklin Institute of Technology and the City of Boston offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize.

The following BFIT employees and on campus offices can assist members of the BFIT community in considering their options and navigating through any resources or recourse they may elect to pursue.

A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or Benjamin Franklin Institute of Technology in order to access the following resources:

Benjamin Franklin Institute of Technology Departments:

Name	Location	Phone
Dean of Students	Union Building, U112	617-588-1343
Assistant Dean of Students	Union Building, U113	617-588-1336
Human Resources Office	Kendall, 2nd Floor	617-588-1376
BFIT Security	Union Building, Lobby	617-588-1355
Title IX Coordinator	Library, Union Building	617-588-1348
Director of Student Wellness and Support	Union Building, U121	617-588-1302

Off-Campus Resources Available

Resource	Phone
BFIT Employee Assistance Program	877-757-7587
Boston Area Rape Crisis Center	617-492-7273
Gay & Lesbian Helpline	617-267-9001
Safe Link (24-hour Domestic Violence multilingual hotline)	877-785-2020
MA Office for Victim Assistance (www.mass.gov/mova)	617-586-1340
MA Coalition Against Sexual Assault and Domestic Violence (www.janedoe.org)	617-248-0922
National Sexual Assault Hotline	800-656-4673

Accommodations

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, Benjamin Franklin Institute of Technology is committed to providing them as safe a learning or working environment as possible. Upon request, Benjamin Franklin Institute of Technology will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the BFIT community, the College's Title IX Coordinator, Dean of Students, or Benjamin Franklin Institute of Technology Security Department may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Dean of Student's office (Union Building, U113, 617-588-1343) for assistance, and employees may contact the Office of Human Resources (Kendall Building, 2nd floor, 617-588-1376) for assistance.

Security officers will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor's household, building, school, college, or workplace.

Benjamin Franklin Institute of Technology is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property as well as properties immediately adjacent to Benjamin Franklin Institute of Technology. Therefore, if any member of the BFIT community obtains an order of protection or restraining order, he or she should promptly inform BFIT Security and the Dean of Student's Office and provide the Dean of Students with a copy of that order, so that the College can enforce it. Benjamin Franklin Institute of Technology is also committed to protecting survivors from any further harm, and if the Benjamin Franklin Institute of Technology Dean of Students determines that an individual's presence on campus poses a danger to one or more members of the College community, the Dean can issue an institutional No Contact or No Trespass Order barring that individual from BFIT property.

Survivor Confidentiality

Benjamin Franklin Institute of Technology recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. Different BFIT officials and personnel are able to offer varying levels of privacy protections to survivors.

BFIT requires all College employees to share with the College's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the survivor's choice whether he or she wishes to participate in the investigation; however the College may proceed with an investigation without the survivor's participation if there is a concern for the safety of other members of the community.

Reports made to the BFIT Security will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the BFIT community are required by College policy to report any instances of known child abuse or neglect to BFIT Security, and BFIT Security will in turn report such information to the appropriate state authorities.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with BFIT's members of the Sexual Assault Response Team, the Title IX Coordinator, or other College officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling BFIT's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the survivor's choice whether to participate in the investigation; however the College may proceed with the investigation without the survivor's participation if there is a potential threat to other members of the community.

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. Benjamin Franklin Institute of Technology thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials

who must be informed of the information pursuant to College policy. Failure by a Benjamin Franklin Institute of Technology employee to maintain privacy in accordance with Benjamin Franklin Institute of Technology policy will be grounds for discipline.

While federal law requires Benjamin Franklin Institute of Technology to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

Benjamin Franklin Institute of Technology Educational Programs

Benjamin Franklin Institute of Technology is committed to increasing the awareness of and prevention of violence. Benjamin Franklin Institute of Technology makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, Benjamin Franklin Institute of Technology offers practical guidance for risk reduction, violence prevention, and bystander intervention.

- Personal Safety Workshops – In an effort to educate the BFIT community about safety, the college provides opportunities for all members of the community to learn about safety precautions. Student Affairs staff conduct awareness workshops for BFIT community members on a wide variety of subjects including but not limited to alcohol awareness, the definition of consent and sexual assault, and wellness.
- New Student Orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of Student Life to first year and transfer students.
- Crime Bulletins and Alerts – The Assistant Dean of Students periodically distributes crime bulletins or alerts to inform members of the BFIT community about incidents of crime in the areas surrounding the College that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to a specific incidents, but as general reminders to community members about measures that members of the community can take to enhance personal and property security.
- New Employee Orientation – All new employees receive training on Sexual Harassment and Title IX through the Office of Human Resources.

Conduct Proceedings

Benjamin Franklin Institute of Technology strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by Benjamin Franklin Institute of Technology. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact orders between the parties, altering an individual's work or class schedule or a student's housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

BFIT's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred

suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, Benjamin Franklin Institute of Technology may issue No Contact Orders and No Trespass Orders to those found responsible.

If a Title IX investigation concludes that evidence exists which suggests a student more likely than not engaged in sexual assault, domestic violence, dating violence, or stalking, the matter will be referred to the Dean of Students' office for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources will handle any incidents involving employees and College affiliates who are found by the College to have engaged in behavior that violates College policy, including but not limited to sexual assault, domestic violence, dating violence, or stalking.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution.

Benjamin Franklin Institute of Technology seeks to investigate and adjudicate any official complaints of sexual abuse, domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student conduct code, including but not limited to charges that he or she engaged in sexual assault, domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Title IX Coordinator and the Dean of Students(or designee) have discretion to decide whether sufficient evidence warrants referring charges of misconduct against a student to a Student Conduct Board (a "Board"). Full information about the Student Conduct Board process can be found in the Student Handbook.

When the Title IX Coordinator completes an investigation and/or when a Board issues a decision, both the complainant and the respondent shall simultaneously be informed in writing within 2 business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties. Full information about the appeals process can be found in the Student Handbook.

For additional information about employee conduct please consult the Employee Handbook.

Sexual and Other Unlawful Harassment Policy

Sexual harassment of a student, an employee, or any other person at the Benjamin Franklin Institute of Technology (BFIT) is impermissible and intolerable. Sexual harassment is a form of sex discrimination and a violation of Title VII of the Civil Rights Act of 1964 and Title XI of the Educational Amendments of 1972.

It is against the policies of BFIT for any member of the student body, administration, faculty or staff to sexually harass another person at BFIT. Sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual favors, or other physical conduct or expressive behavior of a sexual nature. Examples of sexual harassment include:

- Threats that the rejection of sexual advances will adversely affect academic or professional progress.
- Conduct that has the purpose or effect of substantially interfering with a person's academic or professional performance, or of creating an intimidating, hostile or demeaning educational or employment environment.

Violations of this policy by faculty, administrators, staff or students will lead to disciplinary action, including suspension, expulsion or termination. For the full policy and the reporting process, please see the College's website.

Social Networking and Online Responsibility Policy

Benjamin Franklin Institute of Technology understands the popularity and usefulness of social networking sites and supports their use by students provided that:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate college, student athlete, or the student code of conduct;
- Photos and/or comments posted on these sites do not depict team-related or college-identifiable activities (including wearing/using team uniforms or gear inappropriately).

Students must remember that they are representatives of Benjamin Franklin Institute of Technology and are in the public eye.

Student Code of Conduct

The Benjamin Franklin Institute of Technology (BFIT) has a rich tradition in which all members of the community teach and learn in an environment conducive to intellectual and moral development. All members of the BFIT community must take responsibility for their actions and be willing to accept the consequences of their deeds.

The College has a set of regulations, not meant to limit a student's freedom, but to ensure the well-being and rights of all community members. Students are expected to conduct themselves in a manner reflecting favorably on the college.

Failure to comply with student regulations will lead to disciplinary action and may lead to separation from the college.

Interpretation of Regulations

The purpose of publishing the conduct policy is to give students general notice of prohibited behavior. This code is not written with the specificity of a criminal statute.

Inherent Authority

The college reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing conduct action for any violation of state or federal law -- on or off-campus, or any behavior that negatively affects the college's educational interests.

Disciplinary Action while Criminal Charges Are Pending

Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Interim Suspension

The Assistant Dean of Students (or designee) may suspend a student from the college for an interim period pending disciplinary or criminal proceedings, or medical evaluation.

- A. The Dean of Academic Affairs, along with the faculty of the suspended student, will be informed regarding an interim removal of a student from class during a disciplinary investigation.
- B. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the college poses a substantial and immediate threat to themselves or to others, or to the stability and continuance of normal college functions.
- C. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before a conduct hearing officer in order to discuss the issue.

Standards of Classroom Behavior

The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class, or dismissal based upon conduct behavior grounds, must be consulted with the Assistant Dean of Students, Dean of Students, and the Dean of Academic Affairs.

Reporting

Any student, faculty, or staff member may report actions and behaviors that affect the well-being and rights of all community members. To ensure a safe and comfortable learning and working environment for all, the college supports a see-something, say-something philosophy, without fear of retaliation. Students, faculty, and staff should report incidents or concerns to BFIT Security (security@bfit.edu) at 617-588-1355 or to the Assistant Dean of Students. An official "incident report" is available on the college's student conduct website.

Zero Tolerance

The College supports a zero tolerance policy against any violent action or threat of violent action toward a student, faculty, staff member, or to the Institution as a whole. Students are expected to engage in appropriate conversations and use appropriate language at all times. Interpretation of language in regards to threats of violence will be at the discretion of the Dean of Students, Assistant Dean of Students, or designated professional staff members.

Prohibited Conduct

All students are expected to act responsibly and respectfully both in and out of the classroom at all times. The following misconduct would constitute a violation of the Student Code of Conduct and result in disciplinary action.

1. Intentionally or recklessly endangering, threatening, or causing physical harm to any person, yourself, or to the College
2. Verbal abuse, intimidation, harassment, or continuing of unwanted behaviors
3. Disrespectful or disorderly conduct including, but not limited to, obscene behavior, vulgar and profane language, inappropriate dress, or unprofessional interactions with faculty and staff.
4. Fire Safety
 - a. Tampering with safety alarms or equipment
 - b. Failure to evacuate or provide reasonable cooperation during an emergency
 - c. Knowingly creating a fire hazard that impacts the health and safety of community members
5. Possession of a weapon on campus property and/or within campus housing including, but not limited to, firearms, guns, knives, or any other object intended to cause harm.
6. Drug policy
 - a. Possession, use, sale, or distribution of illegal, medicinal marijuana, or abused drugs
 - b. Knowingly being in presence of illegal drugs or abused drugs
 - c. Illegal sale, distribution, or abuse of legal pharmaceuticals
 - d. Possession of drug paraphernalia including but not limited to any legitimate equipment, product, or material that is created or modified for making, using, or concealing illegal or abused drugs.
 - e. Odor, or visual signs of being under the influence of illegal or abused drugs
7. Alcohol policy
 - a. Possession, use, sale, or distribution of alcohol, alcoholic beverages, or alcohol-infused products, powdered alcohol, or other modified alcoholic products
 - b. Possession of alcohol paraphernalia including but not limited to any legitimate equipment, product, or material that is created or modified for making, using, or concealing alcohol. Examples include, but are not limited to shot glasses, flasks, funnels, etc.
 - c. Odor, or visual signs of being under the influence of alcohol
8. Theft of or being in possession of student or college-owned property
9. Vandalism, damage, destruction, or unauthorized use of student or college-owned property
10. Trespassing or unauthorized access to BFIT grounds, buildings, classroom, offices, or residential rooms
11. Failure to comply
 - a. With the lawful directions of any BFIT official, staff member, faculty, or student employee who is acting in accordance with the duties of the position or who has responsibility on behalf of the college in the absence of a particular official.
 - b. Refusal to identify oneself and present proper identification when requested by BFIT security or faculty/staff members
 - c. With the successful completion of assigned sanctions by a Conduct Hearing Officer within the timeframe provided
12. Gambling, including but not limited to the wagering of money for other things of value, on school grounds
13. Tobacco and smoking policy

- a. Smoking, or tobacco use, anywhere inside the BFIT campus buildings or residence hall
 - b. Use of electronic or vapor cigarettes inside BFIT campus buildings or residence hall
 - c. Smoking within 25 feet of any college entrance
14. Solicitations, sales and promoting for personal gain or profit are prohibited
15. Dishonesty Policy
- a. Providing false information to a college official
 - b. Alteration or misuse of documents, including student identification cards
 - c. Impersonation, misrepresentation, or fraud
 - d. Plagiarism or other academic cheating or misconduct
 - e. Violation of a confidentiality agreement or other work expectations as a student employee
16. Obstruction or disruption of normal college activities including teaching, college services, discipline, events, housing, and operation and maintenance of facilities
17. Hazing, in compliance with provisions of the Massachusetts General Laws, Chapter 269: Sections 17, 18, 19
18. Guest Policy
- a. BFIT students are responsible for any violations of the Code of Conduct by their guests
 - b. Leaving a non-student guest unattended on campus grounds or in campus housing
 - c. Violation of the terms of the campus housing guest policy
19. Bias-related Harassment and Discrimination Policy
20. Sexual Misconduct Policy,
- a. Sexual Assault, attempted sexual assault, or indecent exposure
 - b. Domestic or dating Violence
 - c. Stalking, voyeurism, or unwanted attention.
21. Social networking misconduct
- a. Posting offensive or inappropriate pictures, comments, or other information online about the College or on College-maintained websites
 - b. Offensively and inappropriately representing the college online in pictures or comments
 - c. Harassing another person, whether student or faculty/staff, online
 - d. Committing discriminatory harassment through statements, images, or other descriptions.
22. Information Technology and Computer Use Policy
- a. Unauthorized use of computer accounts
 - b. Using the college network to gain unauthorized access to any computer system
 - c. Connecting unauthorized equipment to the campus network
 - d. Unauthorized attempts to circumvent data protection schemes or uncover security loopholes
 - e. Knowingly or carelessly performing an act that will interfere with the normal operation of computer, terminals, peripherals, or networks
 - f. Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place an excessive load on a computer system or network

- g. Deliberately wasting/overloading computing resources, such as printing too many copies of a document
 - h. Violating terms of applicable software
 - i. Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc, including textbooks and other academic resources
 - j. Using college resources for commercial activity such as creating products or services for sale
 - k. Using electronic mail to harass or threaten others
 - l. Initiating or propagating electronic chain letters
 - m. Inappropriate mass mailing, including “spamming,” “flooding,” and “bombing” of electronic users
 - n. Forging the identity of a user or machine in an electronic communication
 - o. Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws of BFIT regulations
 - p. Displaying obscene, lewd, or sexually harassing images or text in a public computer lab or location that can in view of others
 - q. Attempting to monitor or tamper with another user’s electronic communications, or reading, copying, changing, or deleting another user’s files or software without the explicit agreement of the owner
23. Residence Life Policies
- a. Health and safety; excessive clutter
 - b. Halls sports are not permitted anywhere inside the building
 - c. Pets are prohibited
 - d. Proper attire and behavior
 - e. Quiet and courtesy hours
 - f. Candles or any device with open flame is prohibited
 - g. Sublet or give unauthorized access to assigned room
 - h. Unauthorized use or removal of public or room furniture
 - i. Illegal or unauthorized cooking appliances
 - j. Vandalism, damage, destruction, or unauthorized use of housing-leased property
24. Inciting others to commit or being an accessory to commit any violations to the code
25. Violation of any general college policy, student life policy, residence life policy, federal, state or local law is prohibited.

The Conduct Process

A student who demonstrates unacceptable behavior, allegedly violating college policies, may be subject to disciplinary action. Reports of alleged violations will be provided to a designee of the Student Conduct system who will review the incident and determine an appropriate outcome based on the preponderance of the evidence.

Violations of established college policy may result in a range of educational sanctions from warning to college expulsion. The College views the conduct system as an educational opportunity to assist a student in making better decisions and respecting the College and the community members within.

Preponderance of the evidence

Since the hearing officer is never an eyewitness, they may never have absolute proof of what really happened. The best the hearing officer/conduct board can do is to be persuaded of what probably happened. The preponderance of evidence is used to base a decision during the conduct process and can be defined as – the lowest level of proof which typically means more likely than not.

Due Process

With any alleged violation of student conduct, all students shall be guaranteed basic due process procedural rights, including:

- The right to be notified of alleged charges in writing
- The right to an impartial conduct hearing or conduct hearing board
- The right to present relevant evidence and witnesses in his or her defense

Conduct Resolution Process

The college believes it is in the best interest of the student and the BFIT community to resolve conduct matters quickly and rightfully by following the procedures outlined here. Complaints about questionable student behavior will be documented on an incident report form and submitted to the appropriate student conduct designee.

Based on the severity of the incident, or a continued potential threat to campus safety, the Conduct Hearing Officer may schedule the hearing as a Virtual Conduct Hearing via telephone, or web cam service. Students who are scheduled for a Virtual Conduct Hearing will be notified and be required to call in for the hearing, or receive a call from the college. Failure to participate in the virtual hearing will result in the case being heard without the students' input.

A. Individual Conduct Hearing

1. Upon receipt of an incident report, the Conduct Hearing Officer will review the report and determine if any alleged violations have occurred.
2. After reviewing the student's class schedule, the Conduct Hearing Officer will notify the student via email of a conduct meeting to resolve the incident. The Conduct Hearing Officer will allow at least two (2) days notice for the scheduling of the meeting, unless the student asks for a different day or time due to an approved conflict, or if the seriousness of the matter determines a prompt response. It is the student's responsibility to attend the scheduled conduct meeting. Failure to attend (or to schedule an alternate meeting beforehand) will result in the case being heard without the student's input.
3. During the conduct meeting, the Conduct Hearing Officer will present the incident to the student and discuss the alleged violations and any responsibility of the student. The student is safe from self incriminating themselves and cannot receive any new charges as a result of what they tell the Conduct Hearing Officer.
4. Based on the information from the report along with the testimony of the student, the Conduct Hearing Officer will determine, based on the preponderance of the evidence, if the student is responsible for each of the alleged charges.
5. If the student is found not responsible, the alleged charges are dismissed. If the student is found responsible, the Conduct Hearing Officer will assign appropriate sanctions with due dates.
6. The Conduct Hearing Officer will notify the student of the conduct decision in writing within 24 hours of the meeting. In the case of suspension or expulsion appropriate BFIT personnel will be notified.

7. Students may appeal a decision rendered the Conduct Hearing Officer through the appeal process outlined below. The outcome of the appeal is final, and cannot be appealed further.

B. Student Conduct Board Hearing

Student Conduct Board Hearings are formal proceedings where a board consisting of students, faculty, and staff will meet with relevant parties, report findings and recommend sanctions to the Conduct Board Coordinator. The role of the Coordinator is to brief all parties before each hearing to ensure a clear understanding of the rule(s) in question and of the hearing procedures. They may offer information and assist the chairperson in facilitation. They may also offer advice or clarification regarding appropriate sanctions or questions regarding policies and procedures during deliberations in closed session.

PARTICIPANTS IN THE STUDENT CONDUCT BOARD HEARINGS

Participants in a Student Conduct Board hearing are limited to those persons identified below. Student Conduct Board hearings are closed proceedings, therefore, parents, guardians, family members, attorneys, and the general public are not permitted inside the boardroom.

Charged Student: Student charged with allegedly violating the Student Code of Conduct or Residence Life policies.

Complainant/Victim: Any member of the BFIT community (student, faculty, or staff) may file a written complaint with the Assistant Dean of Students against a student alleging violation(s) of the Student Code of Conduct. During a Student Conduct Board hearing, the complainant may present documentation and information showing why they believe the charged student is responsible for the alleged violation(s) of the Student Code of Conduct. Often times, the presentation of the case shall be handled by the Conduct Board Coordinator. The complainant / victim may be called to testify to the board regarding the incident in question.

Witnesses: Either party or the Student Affairs office may present witnesses to the Student Conduct Board. A list of witnesses is required and must be submitted to the Assistant Dean of Students no later than two (2) class days prior to the scheduled hearing.

Advisor: The advisor can be any member of the BFIT community (faculty or staff) who is not on the Student Conduct Board and is not parent/guardian, family member, or attorney of the charged student. The advisor may assist the student in preparing for the hearing, attending the hearing, and if necessary, assisting the student with an appeal. The advisor may not speak to the board during the hearing, but may communicate with the charged student. Students should contact the Assistant Dean of Students for assistance in acquiring an advisor for the hearing. It is up to the discretion of the Conduct Hearing Coordinator to approve or deny an advisor.

Conduct Board Members:

The Student Conduct Board shall consist of the following 5 members (but may convene with as few as 3 members): Student members, Faculty/Staff members, Chairperson, and the Conduct Board Coordinator.

Student members: shall be selected through a nomination and application process coordinated by the Director of Student Life and serve a one-year voluntary term. Student members are

voting members of the board. Student members must be in good academic and conduct standing.

Faculty/Staff members: shall be a faculty or staff member of BFIT and shall serve a one-year voluntary term. Faculty/Staff members are voting members of the board.

Chairperson: shall be an additional faculty or staff member who will chair the conduct board hearing and keep all formal documents of the proceedings to be given to the Conduct Board Coordinator. It is the responsibility of the Chairperson to keep decorum and to keep the proceedings running smoothly. The Chairperson shall only vote in the case of a tie.

Conduct Board Coordinator: is a professional in the Office of Students Affairs that serves as the advisor to the Conduct Board for a specific conduct case. The Conduct Coordinator may rotate based on the specific incident to avoid conflicts of interest (academic related, commuter student and residential student involvements).

STUDENT CONDUCT BOARD CASE SELECTION AND NOTIFICATION

Cases for the Student Conduct Board may be selected or referred by following:

- Incidents that may result in expulsion or suspension from BFIT
- Any incident that endangers the health or safety of another member of the BFIT community based on severity (student, faculty, or staff)
- Sexual Misconduct Policy, including sexual assault, domestic violence, dating violence, and stalking
- Repeated substance abuse violations
- Repeated academic honesty violations

Once a case has been identified for the Student Conduct Board, the Conduct Board Coordinator will contact the charged student to inform them that the case is being referred to the Student Conduct Board.

The Conduct Board Coordinator will notify the Contact Board and schedule a date for the hearing. The case should be scheduled within 10 class days of the incident, unless otherwise scheduled due to the breaks in the academic calendar. It is the students' responsibility to attend the scheduled conduct board hearing. Failure to attend (or to schedule an alternate meeting beforehand) will result in the case being heard without the students' input.

The charged student shall receive the scheduled date of the Student Conduct Board Hearing with a list of the alleged charges. It is the student's responsibility to contact an Advisor if necessary and prepare for the Student Conduct Board hearing. Charged students should thoroughly read the entire Student Code of Conduct and BFIT Residence Life policies prior to the hearing.

STUDENT CONDUCT BOARD DELIBERATIONS AND OUTCOMES

After the Conduct Board Coordinator and the Charged Student have presented their cases, the Student Conduct Board will deliberate in closed session to determine if the student is responsible for the alleged charges. The board will make the decision of responsibility based on the preponderance of evidence which can be defined as – the lowest level of proof which typically means more likely than not.

A majority vote will be taken by the board, and the chairperson shall only cast a vote in the case of a tie. The Chairperson will notify the Conduct Board Coordinator of the results of the vote. If the student is found in violation of any of the charges, the Conduct Board Coordinator will then share any prior conduct history with the board as they prepare sanctions for the charged student.

The Student Conduct Board will open session and inform the charged student of the outcome. If the student is found not responsible, the hearing is adjourned. If the student is found responsible for any of the violations, the Chairperson will inform student and give the recommendation of sanctions to the charged student and the Conduct Board Coordinator. The charged student may make suggestions to the board for sanctioning and the board may choose to accept or deny the suggestions. The Conduct Board Coordinator will make the final acceptance of sanctions before the board and charged student.

Once the sanctions are accepted, the board hearing is adjourned.

The student will receive the outcome of the hearing in writing within 48 hours. Sanctions go into effect immediately at the conclusion of the Student Conduct Board Hearing.

Appeal Process

To initiate the appeal process, students will submit their appeal, electronically, in writing to the Dean of Students (or designee). Appeals must be received by the Dean of Students within five (5) class days of the date of the outcome of the conduct meeting.

A student should submit a formal and well written appeal:

- To appeal a "responsible" decision for one or all violations from the original verdict
- To appeal the level sanctioning from the original hearing body

It is up to the student(s) appealing to be persuasive and professional in their appeal letter. Appeal arguments should detail any information that was not available at the time of the original conduct meeting, as well as any additional information that is provided by witnesses or character references.

The decision to proceed with the appeal submitted is up to the discretion of the Dean of Students and/or designee. If the decision is to proceed, then every effort will be made to schedule an appeal meeting within five (5) class days.

Within 48 hours of submission, students will be notified if their appeal meets the above criteria and will be scheduled for an appeal meeting or if their appeal does not meet the criteria and is denied.

Since the appeal officer is never an eyewitness, they may never have absolute proof of what really happened. The best the appeal officer/panel can do is to be persuaded of what probably happened. The *preponderance of evidence* is used to base a decision during the conduct system and can be defined as – the lowest level of proof which typically means more likely than not.

Since the original Conduct Officer has ruled on responsibility based on a preponderance of the evidence, the appeal is not a re-hearing of the original case. Instead, the student has the opportunity to present any new information which supports the reason for the appeal including,

new information that was not previously, information regarding excessive or inappropriate sanctions, information to prove the finding was not supported by the evidence, and/or information regarding procedural errors. The appeal officer will then render a decision based on the information provided.

The decision by the appeal officer will be based any of the following criteria:

- Procedural error
- Finding not supported by the evidence
- Excessive or inappropriate sanction
- New evidence not previously available

The Appeal Officer may make the following decisions:

- Uphold previous decision/sanctioning
- Revise previous decision/sanctioning
- Overturn previous decision/sanctioning
- Refer the case back to the original Hearing Officer for a rehearing (in case of procedural errors)

The appeal may never increase any sanctions or add charges. *Students should be aware that any outcome of the appeal is final.* Students will be notified of the outcome of their appeal in writing within 48 hours of their appeal meeting. Students should be aware that during the appeal process, all sanctions and limitations are in effect unless otherwise noted.

Campus Resources

College Store

The Kite and Key College Store provides a variety of services for students, including student ID cards, lockers, school supplies, and apparel. The college store is located on the lower level of the Union Building.

Department of Campus Safety

BFIT's security staff is present on campus to detect and deter criminal activity on campus. Campus Security can be reached at 617-588-1355. Students and faculty are cautioned against confronting people or placing themselves in a situation that may subject them to potential harm. Any security problems should be immediately reported to the Manager of Campus Security.

Emergency Management

Emergency Management directs the development, implementation, and maintenance of the college's emergency management program. They provide, enable, promote, and support the college community in effectively mitigating, preparing for, responding to, and recovering from emergencies. The Director of Emergency Management can be reached at 617-588-1336.

Emergency Notification System

In the event of an emergency affecting the BFIT community, students will automatically receive an emergency notification via voice mail, text messaging, and email through the College's alert system to contact information provided by the student. All students should update current emergency contact information each semester. It is students' responsibility to maintain accurate and up-to-date contact information in our system. If you have not done so, visit the campus safety page: www.bfit.edu/safety.

Student Right to Know and Campus Security Act

In November 1990, the Student Right-to-Know and Campus Security Act were signed into law. The act requires each institution receiving Title IV student aid assistance to prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on a number of specific crimes. In addition to publishing crime statistics, the act requires colleges and universities to provide timely warnings to the campus community of certain crimes reported to the campus security or law enforcement which may be considered a threat to other students and employees. The information must be disseminated in a manner that will aid in the prevention of similar occurrences.

Email Accounts

All BFIT students are assigned a @ben.bfit.edu email address upon enrollment. However, as opposed to a traditional email address with an inbox that holds your BFIT email, your @ben.bfit.edu address simply forwards your BFIT email to any one of your personal email accounts. If you change your personal address at any time you will be responsible for updating the forwarding address through the Student Portal. If you don't have a personal email address, you can visit with Student Affairs for assistance in creating one. As long as you keep your forwarding address updated, your BFIT address will remain active even after you've graduated. E-mail is the official and primary form of communication at the college.

Financial Aid Office

The Financial Aid Office at Benjamin Franklin Institute of Technology assists students and their families to meet the cost of a college education. At BFIT, we combine federal, state and institutional aid programs to create a financial aid package that is designed to help every student be able to afford a BFIT education. In order to be considered for financial aid at BFIT, the Free Application for Federal Student Aid (FAFSA) must be completed each year. The FAFSA application can be completed on-line at www.fafsa.edu. For more information about the financial aid process and types of aid available please visit the website, www.bfit.edu.

The Financial Aid Office is located within the Office of Admissions and Financial Aid. Office hours are Monday through Friday from 8am to 4pm. Walk-ins are welcome or you may schedule an appointment by e-mail at financialaid@bfit.edu.

Identification Cards

Identification Cards are issued to all students. Photos are taken and your card is produced at the Kite and Key College Store. Students must have a current, valid identification card in order to borrow books from the Library and take advantage of discounts at many area businesses. For this reason an ID card is to be used only by the student to whom it is issued and is non-transferable. Replacement cards can be obtained and will be provided at a \$5 charge to the student.

Lockers

BFIT provides lockers with individual combinations for all students. Questions regarding lockers should be brought to the Assistant Dean of Students. Students may not place their own lock on their locker. The college reserves the right to remove locks and to inspect all lockers should this be deemed necessary. Lockers may be used during academic year from September to May. Items left in an assigned locker after classes end in May will be discarded. Lockers may be used during the summer terms from May to August. Items left in an assigned locker after summer classes end in August will be discarded.

Lost and Found

Lost items should be reported to Campus Security. Proper identification on all items will facilitate the return of a lost item to the owner. BFIT is not responsible for lost or stolen items on and off campus. Unclaimed items will be discarded or donated at the end of each semester and summer term.

Student Portal and Canvas

The student portal and Canvas are critical resources for student success at BFIT. To access the portal go to BFIT's homepage at www.bfit.edu and look for the button that says "My Ben". Your user name and password will be automatically sent to you upon setting up your BFIT e-mail. To access Canvas: You can find the link on the top section of the BFIT.EDU website home page. You can also download the application to your mobile device. It is called Canvas Student. To set up Canvas, first you must set up your BFIT email. This email will have a format that ends with @ben.bfit.edu as the email identification. This student email is your user ID for Canvas. To obtain a password (even for the first time users), you enter your username@ben.bfit.edu and then click the "Forgot Password?" link. That will provide you with an email where you can enter a password. If your instructor is enabling Canvas for your coursework in that class, then you will be able to use Canvas for day-to-day task management to track assignments, grades, and notifications. The portal serves as an important information

tool that includes a listing of campus events, job postings, academic deadlines, tuition payments, financial aid information and other important announcements. If you forget your user name or password, stop by the Department of Student Affairs for assistance.

Transportation

MBTA and Commuter Rail Passes

Students may purchase T passes or “Charlie Cards” at Back Bay or any major T station. A semester pass (local bus, LINK, Inner Express Bus, and Outer Express Bus) program is offered at the college. For more information contact the Assistant Dean of Students.

Parking

There are no parking lots at BFIT. Students driving to BFIT must obey the City of Boston’s parking rules and regulations and park at meters or in available ‘visitor parking’ on the street. Meter attendants patrol the parking areas and ticket cars that are parked illegally or are over time on the meters. Private parking lots are located within walking distance of the college. Additionally, parking in the South End requires a resident parking sticker except under visitor or handicapped signs or at meters; parking is not allowed in the Animal Rescue League parking lots or on any private property; double parking, parking in loading zones, driveways, or in BFIT’s automotive alleyway is not allowed; and non-resident cars parked in the Castle Square housing development parking areas will be tagged and towed.

Work- Study Program

Federal Work-Study is a program that provides on-campus job opportunities for students with financial need. Students may also choose to work off-campus in one of our community service positions. Students are responsible for finding a qualifying job, and, as they work, will complete time sheets and receive a pay check for the number of hours worked. Most students work between 5 and 10 hours per week, with earnings intended to cover educationally related expenses. Unlike other financial aid or scholarship awards, work study does not reduce the tuition bill; students will receive a pay check. Work study awards do not require repayment. Jobs are available on a first come-first served basis and interviews are required. Interested students should contact the Financial Aid Counselor during the first and second week of classes.

Student Affairs

About Student Affairs

The Department of Student Affairs is lead by the Dean of Students and is made up of: Advising and Student Success, Athletics, Campus Activities, Disability Support Services, Residence Life, Student Conduct and Wellness and Support. The department coordinates services and activities for students outside of the classroom, including academic support, counseling, student organizations, campus events, and extracurricular activities. The department is dedicated to the holistic support of students through efforts that enhance academic, social, and personal growth.

Advising and Student Success

The Office of Advising and Student Success provides general information on advising, registration, referral resources for students with documented disabilities, and coordinates college wide academic success initiatives including tutoring and workshops related to time management and study skills.

Each student is assigned a faculty or staff member who serves as their advisor. Advisors maintain close contact with students to support their success and encourage several meetings between advisor and advisee each semester. Advisors offer support support through assessment of strengths and challenges, review of academic progress, help with the registration for future semesters, and suggestions for career preparation and success. Students who are struggling academically are encouraged to seek help by meeting with their advisor and asking for assistance through the various academic support services.

Athletics

The college offers NJCAA Division III Varsity Basketball each academic year, playing in the winter season. The Chargers compete against teams from the New England region and have the opportunity to qualify for post-season play at the regional and national levels per NJCAA rules and regulations. To meet eligibility requirements, students must be full-time (12 or more credits) and maintain the standards set forth by the NJCAA and BFIT. Teams will compete in the NJCAA Division III intercollegiate competition.

Intramural Sports Program

The Intramural Sports Program provides gaming, recreation, exercise, and, most of all, fun to all of our participants. Intramurals enhance the academic experience by allowing participants to gain important aspects of daily life, including teamwork, respect, integrity, competition, and personal accomplishment. A variety of team-based and individual events are planned such as regular season competitions, intramural ladder tournaments, one-day tournaments and special events. Students should contact the Assistant Director of Student Life for more information.

Counseling Services and Student Support

Our Director of Student Wellness and Support has one main goal—to have students be successful in classes. We recognize sometimes stress outside the classroom impacts success in the classroom. In an effort to support students, we provide one-on-one meetings to help identify stressors and strategies to manage things that might interfere with academic success. We also have an on-site food pantry and can provide referrals to community support programs for students in need. Students dealing with personal challenges are encouraged to visit the Director of Student Wellness and Support, a Success Coach or the Dean of Students. BFIT places high priority on making available to students every opportunity possible for personal and professional growth.

Disability Support Services

Benjamin Franklin Institute of Technology is dedicated to extending all available services and support systems to everyone, without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, veteran or disabled veteran status. Toward the goal of providing an equal and unbiased education, the college is prepared to take every possible step to allow students access to its services, and to provide the broadest possible opportunity for participation at BFIT.

Students with disabilities who may desire accommodations should make every effort to submit documentation to the Learning Specialist as early as possible prior to their first semester at the college.

All information regarding the disabilities is treated confidentially.

For reasonable and timely accommodations, accepted students with documented disabilities should follow these steps prior to enrolling at the college:

1. Submit clinical documentation that contains specific recommendations to the Learning Specialist as soon as possible, preferably before the semester begins. It is most helpful if a licensed psychologist or educational specialist has completed the evaluation within the last 3 years. Notes from special education teachers or tutors are helpful forms of documentation only if they include disability diagnosis and specific recommendations for accommodations. If testing or evaluation is necessary, it is the student's responsibility to make those arrangements. The Learning Specialist may be able to provide referrals to appropriate psychological and educational testing services if necessary.
2. Schedule an appointment to meet with the Learning Specialist to discuss challenges associated with their disabilities and the services provided at BFIT, and to determine what, if any, services the student wants or needs. If it is determined that accommodations are needed, the student signs a release and works with the Learning Specialist to complete a confidential accommodation request form describing the accommodations needed.
3. Students are encouraged to contact instructors to let them know about the disability and the types of accommodations required and present them with the accommodation request form, ideally during the first week of classes. The Learning Specialist, the student, and the instructor sign the accommodation request; the student and the instructor each will keep a copy and the original form will be kept on file in the office of the Learning Specialist.

When requesting extended time for test taking, completing papers or take-home assignments, students should remind instructors at least two weeks prior to the due date. The instructors need sufficient time to make alternative arrangements.

New Student Orientation

Your first steps at BFIT will be at New Student Orientation, where you will meet classmates, the Student Success team and other important members of the BFIT community. You will have the opportunity to attend Financial Literacy and Career Services workshops, learn about the support services available to you at BFIT and gain tips on how to be successful.

Residence Life

Benjamin Franklin Institute of Technology offers limited housing through a relationship with Fisher College at the Stuart Street Hostel in the historic Theater District of downtown Boston. The Stuart Street Hostel is located near the CitiWang Theater and the Wilbur Theater, and is only a 10-15 minute walk to BFIT campus.

The Resident Director lives on site throughout the academic year. They will conduct bi-monthly meetings at the residence hall to assist students with the transition to college, build community, and create social opportunities through educational and social programming. Residence Life staff will review and enforce all policies of BFIT, Fisher College, and the Stuart Street Hostel.

Student Conduct

Benjamin Franklin Institute of Technology (BFIT) has a rich tradition in which all members of the community teach and learn in an environment conducive to intellectual and moral development. All members of the BFIT community must take responsibility for their actions and be willing to accept the consequences of their conduct.

The college has a set of regulations, not meant to limit a student's freedom, but to ensure the well-being and rights of all community members. Students are required to conduct themselves in a manner reflecting favorably on the college. Failure to comply with student regulations will lead to disciplinary action and may lead to separation from the college.

Student Life

The Office of Student Life is the key resource for identifying involvement opportunities on and off-campus. We encourage student engagement through co-curricular opportunities including commuter services, student organizations, recreation, leadership programs, and civic engagement.

Ben's Den Recreation Center

The Recreation Center is located in the lower level of the Union Building. A pool table, table tennis table, foosball table, air hockey table, board games, and televisions are all available. It's a great place to meet new people and make new friends.

Campus Activities

Annual programs are offered to build community and develop students' physical and mental abilities. A highlight of each year is the Franklin Technology Challenge (FTC). Held in March, students, faculty and staff teams face off in a variety of competitions connected to college majors. The winning team receives prizes and has their team name engraved on the official FTC trophy displayed at the College.

Volunteer Programs

Volunteer programs provide students, faculty, and staff with opportunities to address and improve the critical concerns of the community. These opportunities support and encourage students to make a difference, serve as a vehicle for personal growth and leadership, and be active and engaged citizens in their local communities.

Leadership Programs

A significant component of the co-curricular educational experience of BFIT students is leadership training. Our programs use strategies that allow students to develop skills and abilities, provide opportunities for increased understanding of the group dynamics, and highlight

college resources. By participating in these programs, students will be able to make the most of their co-curricular involvement, and in turn, enhance their overall personal development.

Student Organizations

Student Organizations focus on students' personal growth and development through each year. They are designed to promote and develop leadership and socialization skills through active engagement at the college and local community. While student organizations are voluntary and open to the college community, some require students to meet eligibility requirements based on prior scholastic and demonstration of leadership.

This handbook is an official publication of the Benjamin Franklin Institute of Technology. It is subject to change at any time. Updates will be emailed to students and posted on the BFIT website.

Where To Go For Answers

Academic Advising	Advisors, Success Coach, Academic Success Center
Academic Information	Advisor or Department Chair
Add/Drop Course	Advisor or Registrar's Office
Alcohol and Drug Use Support	http://www.bfit.edu/student-services/resources-and-forms
Athletics and Intramural Sports	Student Life, Soccer Coach
Bill Payment – In Person	Student Accounts
Bill Payment – Online	http://www.bfit.edu/admissions---aid/student-financial-services/student-accounts
Change of Address/Phone Number	Student Portal or Registrar's Office
Change of Major	Advisor, Department Chair, Registrar's Office
College Apparel and Supplies	Kite & Key College Store
College Catalog	http://www.bfit.edu/academics/college-catalog
Community Service	Campus Activities
Copy Machine	Computer Lab across from the Kite & Key College Store
Counseling Services	Success Coach or Dean of Students
Financial Aid/Loans/Scholarships	Financial Aid Office
Graduation (Petition to Graduate)	Registrar's Office
Health Insurance Waiver	www.universityhealthplans.com
I-20 Forms	Admissions or Dean of Students
ID Cards	Kite & Key College Store
International Student Advisor	Dean of Students
Job Assistance	Career Services and Industry Partnership Staff
Learning Disability Support	Learning Specialist
Lockers	Kite & Key College Store
Lost and Found	Security
Math Assistance	Academic Success Center
My Ben	http://www.bfit.edu/my-ben/my-ben-portal
Recreation Center	Ben's Den (Union Building Lower Level)
Request a Transcript – In Person	Registrar's Office
Request a Transcript – Online	http://www.bfit.edu/academics/registrar/request-academic-transcripts
Research Assistance	Library or Academic Success Center
Resume Assistance	Career Services and Industry Partnership Staff
Sexual Assault Support Resources	http://www.bfit.edu/student-services/resources-and-forms
Student Portal	https://cams.bfit.edu/eStudent/login.asp
Suggestions or Complaints	Student Affairs or Dean of Students
Tutoring	Academic Success Center
Work-Study	Financial Aid Office
Writing Assistance	Academic Success Center