A Message from the Dean of Students

Welcome to an exciting year at the Benjamin Franklin Institute of Technology. It is with great enthusiasm that I welcome you to this engaging and inclusive community of faculty, staff, and students. BFIT is a vibrant community and we encourage you to take advantage of all we have to offer. Our faculty are experts in their field and have a passion for teaching. Our Academic Success Center provides tutoring from faculty members who are dedicated to providing you with the highest quality support.

During your tenure at BFIT, you will work harder than you have ever worked before, studying and making your dream become a reality with a level of focus that will enable you to meet our high academic expectations. We encourage you to take advantage of this incredible opportunity to immerse yourself in a craft that will lead to a wonderful career.

The student experience goes beyond the classroom. We have intramural sports, clubs and organizations, community service programs, and countless activities to help you connect with other students. Through being engaged both in the classroom and out, you will enhance your educational experience.

The purpose of the student handbook is to provide you with information relating to school policies, services, and programs that will help enable your success here. A critical component to being a college student is responsibility and accountability. Therefore, we strongly encourage you to read this student handbook as you are responsible for the information contained within.

Congratulations on your pursuit of a degree at BFIT. We look forward to working with you as you pursue your educational goals. If you have any questions about the student handbook, I encourage you to stop by my office or seek out any of the members of the Student Affairs Staff.

Take care,

Brian Bicknell, Ed.D
Dean of Students

Academic Calendar

Fall Semester	2012-2013	2013-2014
Labor Day	September 3	September 2
Check-in and SYE	September 4	September 3
Classes Begin	September 5	September 4
Add/Drop and Incomplete Deadline	September 14	September 13
Columbus Day	October 8	October 14
Mid Term Ends	October 19	October 18
Withdrawal Deadline	November 2	November 1
Veterans' Day	November 12	November 11
Thanksgiving	November 21-23	November 27-29
Registration Begins	November 26	November 25
Classes End	December 18	December 17
Spring Semester	**2012-2013**	**2013-2014**
Check-in and SYE	January 22	January 21
Classes Begin	January 23	January 22
Martin L. King Jr.	January 21	January 20
Add/Drop and Incomplete Deadline	February 5	February 4
Presidents' Day	February 18	February 17
Mid Term Ends	March 8	March 7
Spring Break	March 11-15	March 10-14
Withdrawal Deadline	March 29	March 21
Patriots Day	April 15	April 21
Registration Begins	April 16	April 22
Monday Schedule	April 18	April 24
Classes End	May 9	May 8
Graduation	May 18	May 17
Summer Session	**2012-2013**	**2013-2014**
Session I Begins	May 15	May 14
Add/Drop and Incomplete Deadline	May 21	May 20
Memorial Day	May 27	May 26
Withdrawal Deadline	June 12	June 11
Session II Begins	July 10	July 9
Add/Drop and Incomplete Deadline	July 16	July 15
Withdrawal Deadline	August 6	August 5

Note: BFIT is not open for classes on the holidays noted above.
Please also be aware that dates are subject to change if necessary.

Directory of Administrative Staff

George Chryssis .....President
Anthony Benoit .....Dean of Academic Affairs
Brian Bicknell .....Dean of Students
Michael Bosco .....Dean of Enrollment Management
Keith Dropkin .....Chief Financial Officer
Stephen Lozen .....Director of Operations

Rachel Arno .....Director of Advising
Kristina Barger .....Access and Success Coordinator
Sharon Bonk .....Director of Library Services
Jessica Cabana.....Assistant Director of Admissions
Elsie Capone .....Business Office Associate
Min Chen.....Assistant Director of Admissions
Vienedre Collins .....Assistant Director of Admissions
Jackie Cornog .....Associate Dean of Academic Affairs
Charlie Cremens .....Director of Boston Public School Partnerships and Director of Athletics
Shelly Dropkin .....Human Resources Director
Katelyn Germano .....Admissions Communications Coordinator
Julie Hankinson .....Cataloger
Jack Harari .....Assistant Director of Career Services and Industry Partnerships
Tatjana Haskaj.....Director of Financial Aid
Sally Heckel .....Assistant Director of Advising
Sandra Iheuwa .....Financial Aid Advisor
Kathleen Keleher .....Instructional Technology Librarian
James Klasen.....Registrar
Andrew LaMacchia .....Assistant Soccer Couch
Marvin Loiseau .....Director of Admissions
Amanda Marstaller .....Assistant Director of Admissions
Shawn McDonough.....Head Soccer Couch
Mike Mennonno .....Student Accounts Coordinator
Myftar Mrtaj.....Director of Facilities
Nick Pirelli.....Director of Student Involvement and Leadership
Janice Protano .....Business Office Manager
Carole Ragucci .....Executive Assistant to the President
Molly Russell .....Development Officer
Zach Santomauro .....Associate Director of Admissions
Brett Wellman .....Director of Residence Life and Student Conduct

Academic Programs & Department Chairs

Academic Development ..... Tanya Rogers
Architectural Technology ..... Eric Larsen
Automotive Technology ..... Dave Protano
Computer Engineering Technology..... Larson Rogers
Computer Technology ..... Larson Rogers
Electrical Technology..... Tracey Arvin
Electronic Engineering Technology ..... James Giumarra
Humanities and Social Sciences ..... Jackie Cornog/Jeff Van Dreason
Heating, Ventilation, Air Conditioning .... Don Broza
& Refrigeration
Mathematics and Physics ..... James Johanson
Mechanical Engineering Technology ..... TBA
Medical Electronics Engineering Tech ..... James Giumarra
Ophthalmic Assistant ..... Blair Wong
Opticianry ..... Blair Wong

All names and titles were consistent at time of publication and subject to change.

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Academic Policies and Resources

Academic Honesty

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. 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, etc

For more examples and full explanations of each, please see the Advising page on the BFIT website. 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. It is important to note that ignorance is not an acceptable excuse.

To preserve the College's reputation and integrity, cases of academic dishonesty will be reported and may face disciplinary action. Documentation of alleged violations, proceedings, and any resulting sanctions will be kept on file in the office of the Director of Advising 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. The student's advisor will be notified during any instance of academic dishonesty.

With any suspected act of dishonesty, the instructor will provide documentation of the incident and any supporting evidence to the Director of Advising. Students will be contacted by the Director of Advising to discuss the incident and methods of prevention for the future. Based on the student's conduct history, the Director of Advising 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 Office or Student Conduct Board and may be adjusted. Faculty may be solicited for further information, appearing before the Student Conduct Board, or for recommendations for sanctioning.

Procedures and Sanctioning

1. A first violation of academic honesty will result in a meeting with the Director of Advising 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, or other means to educate oneself or others on academic honesty.
2. 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

Director of Advising 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.

3. 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.

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 Associate Dean of Academic Affairs. Appeals must be received by the Associate Dean of Academic Affairs, electronically, within five (5) class days of the outcome of the conduct meeting.

Students must base an appeal on one or more specific aspects of the original conduct meeting:

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

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. The outcome of an appeal is final.

The Appeal Officer may make the following decisions:

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

**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) offers drop-in tutoring from faculty members throughout the year that is free to all BFIT students. Subjects for tutoring include math, physics, English, writing, computers, and electronics. Students may work in groups or one-on-one with tutors and can ask for assistance with homework, long term projects, or basic course skills. The ASC is equipped with desktop and WiFi computer access.

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. 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.

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 prevents 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 spell out these policies.

Career Services and Industry Partnerships

The mission of the Office of Career Services and Industry Partnerships (CSIP) is to build and maintain close ties with industry and provide students and graduates with the tools necessary to start and advance in their careers. CSIP also coordinates and oversees all required and voluntary internship programs. The office posts employment, internship, and volunteer opportunities on the

student portal and supports students in transferring to four-year programs after graduation.
Each semester, the Office of Career Services and Industry Partnerships conducts workshops to help students get ready to take a job. Specifically, students are assisted in identifying potential employers, preparing a résumé and letters of application, and interviewing successfully. Students are coached in how to use the Internet and social media to obtain employment. CSIP encourages students to visit for individual assistance and career planning in addition to attending a workshop. CSIP conducts Career Success Seminars, at which graduating students are prepped to enter the workforce or continue their education.

During the fall semester, the Office of Career Services and Industry Partnerships hosts a Part-Time Job Fair to provide students with job opportunities while attending college. During the spring semester, CSIP hosts an Annual Career Fair where employment recruiters meet with and interview prospective graduates for employment and internship opportunities. Finally, CSIP holds a Spring College Transfer Fair where representatives of four-year schools can meet interested students.

Graduates are strongly encouraged to maintain contact with the Office of Career Services and Industry Partnerships, which offers alumni services including job searching assistance throughout their careers!

Change of Major

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

Computer Labs

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 Franklin Union Building (rooms 208, 302, 303, 305, and 306). 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, Academic Success Center, and the Mazzola Computer Lab. All computer spaces, whether in use for class or individual academic work, should be free of food and drink at all times.

Course Withdrawal

A student may withdraw from a course through the eighth (9th) week of class and receive a grade of "W" (withdrawal) recorded on the official transcript. After the eighth (9th) week, a grade of WF will be applied. In seven week sessions, a withdrawal after the fourth (4th) week will result in a grade of WF.

Dean's List

The Dean's List is comprised of those students who have a grade index of 3.5 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 unless other arrangements are made.

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 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.

Or you may contact us 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, s/he should contact the Department Chair and Academic Advisor to arrange a meeting. If the faculty member is the Department Chair students should contact the Associate Dean or 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

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 3 requirements left may appeal to the registrar. Students who complete all of their requirements in the HVAC&R programs before the end of the summer semester will be allowed to participate in the graduation ceremony.

Students earning a grade point average of 3.5 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 of their intention by filing a petition to graduate form at least four weeks before the graduation date. This form can be obtained from the Registrar and requires various signatures. Potential graduates will need to complete Financial Aid exit counseling and clear any college balance. The Registrar 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 (See College Catalogue for full details.)	
W	Withdrawal	
WF	Withdrawal- Failure	

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. By law, students who are currently covered by a family (or other) plan must submit a waiver form. The waiver can be completed on line at www.chpstudent.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 Enrollment Management Offices. 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, tetanus, hepatitis B, diphtheria, and TdAP (Tetanus/Dyptheria 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

A grade of I (incomplete) is given to students, who, due to extenuating circumstances acceptable to their instructors, failed to complete all the requirements of a course. This agreement must be made between both the student and instructor before grades are submitted at the end of a semester. 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 an extension of the two-week time limit must be made in writing to the instructor before the end of the extension period and the Registrar should be notified if an extension is granted. NOTE: All arrangements for completing course requirements are made with the course instructor.

Library

The Lufkin Memorial Library, located in Room 108 of the Franklin Union Building, provides the resources necessary to meet the needs of the College's educational programs. There are approximately 17,000 volumes available in paper and online format, 35 print magazine subscriptions, and electronic databases providing access to the full text of over 16,000 magazines. The library has 8 computers, which are available for academic purposes.

Students' BFIT IDs serve as their library cards to borrow material, and to access online databases remotely.

Books may be borrowed for three weeks, and may be renewed upon request. Reference books, reserve items, and magazines may not be borrowed. If the

library does not have an item, we can request it from another library and have it sent to BFIT, often electronically. Items may take one week to ten days to arrive through interlibrary loan. Library hours are posted in the library each semester.

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.

Tuition Refund Schedule
All other students are refunded tuition according to the following schedule:

Withdrawal notice filed*:	Amount of Refund
During the first week of classes	80%
During the second week of classes	70%
During the third week of classes	60%
During the fourth week of classes	40%
During the fifth week of classes	20%
After the fifth week of classes	0%

For summer sessions the following schedule applies:

Withdrawal notice filed*:	Amount of Refund
During the first week of classes	80%
During the second week of classes	60%
During the third week of classes	40%
After the third week of classes	0%

* Housing Charges will follow the tuition refund policy. Please see the Director of Residence Life and Student Conduct to officially withdraw from housing.

Return of Title IV Federal Student Aid Policy
Federal regulations require that students, who withdraw from all classes prior to completing more than 60% of an enrollment term, will have their eligibility for Federal financial aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

$$\frac{\text{\# of days completed by the student}}{\text{Total \# of days in term}}$$

The total number of calendar days in a term excludes any scheduled breaks of more than 5 days.

Unearned Federal aid (the amount that must be returned to the appropriate program) will be returned in the following order: Federal Direct Stafford Loans (unsubsidized, then subsidized), Federal Direct Parent PLUS Loans, Federal Pell Grant, Academic Competitiveness Grant (ACG), and Federal SEOG.

Please note that students are responsible for any balance owed BFIT as a result of the repayment of Federal aid funds.

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 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.

SAP Review
At the end of each semester, the Registrar will review each student's academic record to ensure that the student is meeting Satisfactory Academic Progress.

All students are categorized in four SAP groups:
Good Standing, Academic Alert, Academic Warning, and Academic Suspension.
If a student is meeting all of the conditions for Satisfactory Academic Progress, but that student's CGPA is below 2.0, he or she will be placed on Academic Alert and notified that the CGPA will need to improve. Academic Alert serves as a red flag to students noting that their academic progress needs to improve. It is strongly recommended that these students meet regularly with their academic advisor and regularly utilize tutoring services.

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 meet immediately with their academic advisors 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.

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.

Suspension Appeal
Appeals should be filed as soon as possible after notification is received to the Associate Dean of Academic Affairs. Appeals must be submitted prior to the first week of the semester. To appeal the suspension students will need to provide a letter and any documentation that supports claims of extenuating circumstances. Supporting letters from advisors and professors are also encouraged. Grounds for appeal include the student's documented illness, the death or serious illness of an immediate family member, or other unusual circumstances. Additional documentation may be requested, depending on the nature of the appeal.

Once the appeal is filed, it will be preliminarily reviewed by the Associate Dean of Academic Affairs and he/she will schedule an appointment with the appealing student. The Associate 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 may receive financial aid.

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 Associate Dean of Academic Affairs 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.

SOS System

The SOS system 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 the SOS system. SOS creates an electronic file for the student and sends the message to the student's advisor. This allows both the instructor and the advisor to support and help the student get back on track.

Student Accounts

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

Textbooks and Tools

BFIT's textbooks are on-line at bfit.textbookx.com. Textbooks can be shipped directly to BFIT or your home address. Textbookx.com accepts all major credit cards and book vouchers. Student book vouchers may be a part of your financial aid package. Check with our Student Accounts Office on the first floor of the Kendall building for more information. You may call 1-800-221-8480 or email Institutions@Akademos.com with any questions. Additionally, ISBN numbers for textbooks are made available so students have the option to buy books at alternative sources. Students can pick up their textbooks from the Kite and Key College Store or contact the Department of Student Affairs. Students interested in selling their textbooks are encouraged to use bfit.textbookx.com

Tools are required for students in architectural technology, automotive 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

- For each official transcript requested, the fee will be $5 (regular service up to 5 business days)
- Same day service will be available for $15 (student must come into office to pick up transcript)
- Overnight delivery service will be available via UPS for $40

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 at BFIT.
- 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. 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

There is a zero tolerance policy for the use, possession or intent to distribute alcohol or drugs on the BFIT or BFIT Housing premises. These offenses are serious in nature and will result in sanctions that may include suspension from the residence hall and/or expulsion from the college.

Please refer to the Student Code of Conduct for specific violations of the Alcohol and Drug policies.

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, 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 Smoking Policy

Smoking is not permitted anywhere at Benjamin Franklin Institute of Technology, including all common work areas, elevators, hallways, vehicles, restrooms, student lounge, conference and meeting rooms, faculty/staff offices, classrooms and all other enclosed areas. 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). Signs are posted in this area.

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 campus housing.

Fire Safety Policy

Students will follow the directions of faculty and staff and leave the building quickly and orderly. All students using the Berkeley Street or Tremont Street exits will turn left and move to the end of the block; students using the alley exits will head to Tremont Street. Students should remain on the sidewalk, away from the building, until notified.

Students shall not tamper with any of the college's fire fighting apparatus or fire reporting devices. Failure to comply with this regulation may result in suspension or expulsion from BFIT.

Hazing Policy

Organizing or participating in hazing shall be deemed misconduct and charges will be filed in writing to the Director of Residence Life and Student Conduct 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.

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.

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, 617-588-1365 (daytime)
- Director of Residence Life and Student Conduct, 617-588-1336 (daytime)
- Graduate Residence Coordinators, 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 for the full policy and reporting process.

Severe Weather Cancellation Policy

In the case of severe weather, BFIT may cancel classes. Official cancellation information will be available via television and on-line by 5:30 AM on all major local affiliates (WBZ-CBS, WHDH-NBC and WCVB-ABC). Note: Students should watch specifically for "Benjamin Franklin Institute of Technology". Cancellation of evening classes will be posted on affiliates by 2 PM In general, classes will be held if at all possible.

Please notice that we are **not** connected in any way to the Boston Public Schools Policy.

In addition, we will simultaneously email through the student list-serve and post the announcement on the College website (www.bfit.edu) and our Emergency Notification Site (www.bfit.edu/emergency).

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 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.

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 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 will be consulted 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 him/herself 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 the Dean of Students or a designee 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 on conduct behavior grounds, must be consulted with the Dean of Students, Dean of Academic Affairs, and the Conduct Coordinator.

Zero Tolerance
The College has 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, Conduct Coordinator, or designated professional staff members.

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

01. Intentionally or recklessly endangering, threatening, or causing physical harm to any person or the College
02. Verbal abuse, intimidation, or harassment of another person or group of persons
03. Disrespectful or disorderly conduct including, but not limited to, obscene behavior, vulgar and profane language, and inappropriate dress
04. 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
05. Possession of a weapon on campus property and residence including, but not limited to, firearms, guns, knives, or any other object to cause harm.
06. Drug policy
    a. Possession, use, sale, or distribution or illegal drugs
    b. Illegal sale, distribution, or abuse of legal pharmaceuticals
    c. 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 drugs such as cocaine, heroin, marijuana, and methamphetamine.
    d. Odor, or visual signs of being under the influence of illegal or abused drugs
07. Alcohol policy
    a. Possession, use, sale, or distribution of alcohol, alcoholic beverages, or alcohol-infused 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

08. Theft of or being in possession of student or college-owned property
09. Vandalism, damage, destruction, or unauthorized use of student or college-owned property
10. Trespassing
    a. Unauthorized access to BFIT grounds, buildings, classroom, offices, or rooms
    b. Use or accessing opposite gender bathrooms is prohibited
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 indentify 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. Smoking policy
    a. Smoking anywhere inside the BFIT campus buildings or residence hall
    b. 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 college activities including teaching, college services, discipline, events, 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 by their guest
    b. Leaving a non-student guest unattended on campus grounds
19. Bias-related Harassment and Discrimination Policy
20. Sexual Misconduct Policy
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
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 exiting 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
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.

<u>The Conduct Process</u>

A student, who demonstrates unacceptable behavior, thereby failing to be a responsible member of the BFIT community, may be subject to disciplinary

action. Reports of alleged violations will be provided to the designee of Student Conduct system who will review the incident, call in members of the faculty, staff, and/or students and determine an appropriate outcome based on the preponderance of the evidence.

Preponderance of the evidence
Since the hearing officer is never an eyewitness, he/she 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*.

Violations of established school 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 choosing better decisions and respecting the College and the community members within.

Conduct Resolution Process
The college believes it is in the best interest of the student and the BFIT community to resolve conduct matters as quickly and rightfully and following the procedures outlined here.

Complaints about questionable student behavior will be documented by completion of the "Incident Report" form and submitted to the appropriate student conduct designee.

A. Individual Conduct Hearing

01. Upon receipt of an incident report, the Conduct Hearing Officer will review the report and determine if any alleged violations have occurred.
02. 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 the seriousness of the matter determines a more prompt response. **It is the student's responsibility to attend the schedule conduct meeting. Failure to attend (or to schedule an alternate meeting beforehand) will result in the case being heard without the student's input.**
03. During the conduct meeting, the 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 Hearing Officer.
04. Based on the preponderance of the evidence from the report and the testimony of the student, the Hearing Officer will determine if the student is responsible for each of the charges.
05. If the student is found **not responsible**, the alleged charges are dismissed. If the student is found **responsible**, the Hearing Officer/Board will assign appropriate sanctions with due dates. In the case of suspension or expulsion, the student's instructors, Academic

Advisor, and Department Chair will be notified, as well as the Dean of Academic Affairs, Dean of Students, and President.

06. The Hearing Officer will notify the student of the conduct decision in writing through the "Conduct Meeting" form either at the time of the meeting or within 24 hours of the meeting if more discussions are needed.
07. Students may appeal only a decision rendered the Hearing Officer or Conduct Board once, 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. He/she may offer information and assist the chairperson in facilitation. He/she 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, attorneys, and the general public are not permitted inside the boardroom.

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

Complainant / Victim: Any member of the BFIT community (student, faculty, or staff) may file a written complaint with the Office of Student Affairs against a student alleging violation(s) of the Code of Student 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 Code of Student 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 Office of Student Affairs may present witnesses to the Student Conduct Board. A list of witnesses is required and must be submitted to the Office of Student Affairs no later than two (2) class days prior to the scheduled hearing.

Advisor: The advisor can be any member of the BFIT community (faculty, staff, or student) who is not on the Student Conduct Board and is not parent/guardian 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.

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 Student Conduct Coordinator and serve a one-year voluntary term. Student members are voting members of the board.

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 or assault
- Third alcohol violation
- Second drug violation
- Academic Honesty

Once a case has been identified for the Student Conduct Board, the Conduct Board Coordinator will contact the charged student to inform him/her 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 college academic calendar.

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 Code of Student Conduct and BFIT Residence Life policies prior to the hearing.

STUDENT CONDUCT BOARD DELIBERATIONS AND OUTCOMES
After the Conduct 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), in the Office of the Dean of Students. 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, he/she 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

Campus Security

The Benjamin Franklin Institute of Technology is protected and served by its Securitas personnel. BFIT's security staff is present on campus to detect and deter criminal activity on campus.

Routine security procedures and policies are posted noticeably at BFIT. Emergency protocol is posted throughout the college. All campus security issues should be reported to the Director of Security.

The Director of Security can be reached at telephone extension 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 Director of Security.

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.

College Store

The Kite and Key College Store provides a variety of services for students. Show your school spirit by purchasing college apparel and supplies including sweatshirts, hats, travel mugs, and notebooks.

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

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 Enrollment Management. 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 in Franklin Union Building, Kite and Key College Store. Students must have a current, valid identification card for identifying purposes, 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 nontransferable. 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 Director of Student Involvement and Leadership. 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.

Usage for 2012-2013 - Fall and Spring Semesters:

- September 4, 2012 - May 9, 2013
- Items left in an assigned locker after May 16, 2013 will be discarded

Usage for 2013 Summer Sessions:

- May 15 - August 27, 2013
- Items left in an assigned locker after August 28, 2013 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.

Fall 2012 Semester:

- Unclaimed items will be discarded after January 2, 2013

Spring 2013 Semester:

- Unclaimed items will be discarded after May 23, 2013

Summer 2013 Sessions:

- Unclaimed items will be discarded after August 28, 2013

Student Portal

The student portal is a critical resource 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". In the portal you can communicate with your instructors, see listings of campus events, job postings, academic deadlines, tuition payments, financial aid information and other important announcements! Your user name and password will be automatically sent to you upon setting up your BFIT e-

mail. If you forget your user name or password, stop by the Department of Student Affairs for assistance.

Transportation

T Passes

Students may purchase T passes or "Charlie Cards" at Back Bay or any major T station. Passes are not sold at the college.

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 owe 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.
- Non-resident cars parked in the Castle Square housing development parking areas will be tagged and towed.

Where To Go For Answers

Academic Advising	Student Affairs, Franklin Union Building, Academic Success Center
Academic Information	Advisor or Department Chair
Add/Drop Course	Advisor or Registrar
Athletics and Intramural Sports	Director of Athletics, Franklin Union Building, ext. 1299
Bill Payment	Student Accounts, Enrollment Management Office, 1st Floor Kendall Building, ext. 1349
Career Services	Franklin Union Building
Change of Address/Phone #	Student Portal or Registrar's Office, 1st Floor, Kendall Building, ext. 1344
Change of Major	Advisor, Department Chair or Registrar
College Apparel	Kite & Key College Store, 1st Floor Franklin Union Building, ext. 1295
Community Service	Student Affairs, Franklin Union Building
Copy Machine	Computer lab across from the Kite & Key College Store, Franklin Union Building
Counseling Services	Student Affairs, Franklin Union Building
Financial Aid/ Loans	Financial Aid Office, 1st Floor, Kendall Building, ext. 1358 or 1373

Graduation Petition Forms	Registrar's Office, 1st Floor, Kendall Building, ext. 1344
I-20 Forms	Admissions Office, 1st Floor, Kendall Building, ext. 1368
ID Cards.....	Kite & Key College Store, 1st Franklin Union Building, ext. 1295
International Student Advisor	Admissions, 1st Floor, Kendall Building, ext. 1364
Lockers.....	Student Affairs, Franklin Union Building, ext. 1352
Lost and Found	Security, Franklin Union Building Lobby, ext. 1355
Payments	Student Accounts Office, 1st Floor, Kendall Building, ext. 1349
Recreation Center.....	Room 01, Franklin Union Building
Residence Life	Student Affairs, Franklin Union Building, ext. 1336
Suggestions or Complaints	Student Affairs, Dean of Students, Franklin Union Building, ext. 1365
Textbook Pick-up.....	Kite and Key College Store, 1st Floor Franklin Union Building, ext. 1295
Transcripts	Registrar, 1st Floor Kendall Building, ext. 1344
Tutoring.....	Academic Success Center, Franklin Union Building
Work- Study	Financial Aid, Enrollment Management Office, 1st Floor Kendall Building, ext. 1358 or 1373

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 Director of Financial Aid 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, Athletics, Counseling, Disability Support Services, Residence Life and Student Conduct, and Student Involvement and Leadership. The department coordinates services and activities for students outside of the

classroom, including academic support, 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

The Office of Advising provides general information on advising, registration, referral resources for students with documented disabilities, and coordinates college wide academic success initiatives such as tutoring. Each student is assigned a faculty or staff member who serves as his/her advisor. Advisors want to maintain close contact with students to support their success and encourage several meetings between advisor and advisee each semester. Advisors offer support, review academic progress, help with the registration process for future semesters, provide information, and offer suggestions for career preparation success. Students in academic difficulty need to seek help by talking with their advisor and asking for assistance through the various academic support services.

Athletics

The College offers Men's Varsity Soccer participating with active membership in the National Junior College Athletic Association, Division III. The Chargers compete against teams from the New England region and have the opportunity to qualify for post-season play at the regional, district and national levels. To meet eligibility requirements, students must be full-time (12 or more credits) and maintain the standards set forth by the NJCAA and BFIT. All members of the college community are encouraged to come out and support our Chargers! Check the calendar section for a listing of games. Visit the 'Athletics' portion of the BFIT website for updated schedule, roster and results.

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.

Intramural offerings include:

- Basketball
- Soccer
- Volleyball
- Flag Football
- Wiffle Ball
- Billiards
- Air Hockey
- Table Tennis
- Dominos

Counseling Services

Students dealing with personal challenges are encouraged to visit the Director of Advising or Dean of Students. Students may be referred to a clinician on campus or outside services. Students will bring concerns to a clinician for many reasons including: inability to concentrate; family problems; relationship problems; sexuality issues; coping with loss; feelings of depression, anxiety, suicide; physical abuse; alcohol and drug abuse. BFIT places high priority on making available to students every opportunity possible for personal growth and satisfaction.

Disability Support Services

The 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.

In accordance with the American Disabilities Act, (of 1990), the Benjamin Franklin Institute of Technology is committed to providing reasonable accommodations for students with documented disabilities.
Students with documented disabilities, who seek accommodations, must provide clinical documentation to the Assistant Director of Advising before receiving services. All information regarding the disabilities is treated confidentially.
For proper and timely accommodations, students with documented disabilities must follow these steps:

- Bring clinical documentation that contains specific recommendations to the Assistant Director of Advising as soon as possible. If documentation is older than three years, a new evaluation will be required. A licensed psychologist or educational specialist must do the clinical evaluation. Notes from special education teachers or tutors are not acceptable forms of documentation. It is the student's responsibility to arrange for all testing necessary to receive proper accommodations. The Assistant Director of Advising may be able to provide referrals to appropriate psychological and educational testing services if necessary.
- If it is determined that accommodations are needed and a release has been signed, introductory letters describing the accommodations needed will be sent to both the student and the appropriate instructors.
  Students will be encouraged to contact instructors to let them know about the disability and the types of accommodations required. Together a student and Assistant Director of Advising will determine what accommodations are needed. Once the student signs a release, a Confidential Accommodations Request Form will be submitted to the appropriate instructors, and copies will be kept by the student and on file in the Assistant Director of Advising office.
- 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.

First Year Experience (FYE)

The First Year Experience (FYE) is a 2-day new-student orientation designed to assist students in the successful transition to college. In addition, students will become acquainted with their program of study, meet key faculty, staff and their advisor. FYE creates opportunities for new students to build lasting friendships with classmates, strengthen their academic preparedness, learn about resources at the college, and find out what to expect in college-level classes.

Returning students will also have the opportunity to apply for the Student Ambassador position. A Student Ambassador is a student leadership opportunity that allows returning students to participate in FYE and help welcome new students. This position allows new students to hear what the student experience is like at BFIT directly from experienced students while also affording the Student Ambassadors the opportunity to facilitate activities with faculty. After FYE, Student Ambassadors are usually asked help with a variety of other college wide events and initiatives.

Residence Life

The Benjamin Franklin Institute of Technology offers limited housing through a relationship with Midtown Hotel, in the Back Bay. Midtown Hotel is located across the street from the Prudential Center, and is only a 10-15 minute walk to BFIT main campus.

Two Graduate Residence Coordinators (GRCs) live on site throughout the academic year. They will conduct monthly meetings at the residence hall to assist students with the transition to college, build community, create social opportunities through educational and social programming, and advise the Residence Hall Association. Residence Life staff will review and enforce all policies of BFIT and Midtown Hotel.

Sophomore Year Experience (SYE)

SYE is a one day program to help returning students prepare for a new academic term at the beginning of the fall and spring semesters. Students will be able to check- in with Enrollment Management to pick up their new class schedule, ensure personal information on file is up-to-date, financial aid packages are in place, and bills or payment plans are taken care of. Students will also have a chance to meet with other offices such as Academic Affairs, Advising, and Career Services to get tips on a successful return to classes after summer or winter break.

Student Conduct

Students in violation of the BFIT Student Code of Conduct or BFIT Residence Life Handbook may be subject to various disciplinary actions based on the

severity of the incident and/or the student's level of responsibility. The Student Conduct system is designed to be educational, so students are learning within the process why their actions or behaviors were inappropriate or not acceptable for the community, and what they can do to be a more positive member of the community.
A student, who demonstrates unacceptable behavior, thereby failing to be a responsible member of the BFIT community, may be subject to disciplinary action. Reports of alleged violations will be provided to the designee of the Student Conduct system who will review the incident, call in members of the faculty, staff, and/or students and determine an appropriate outcome based on the preponderance of the evidence. The college encourages students to act responsibly, respectfully, and engage in appropriate behaviors.

Student Involvement & Leadership

The Office of Student Involvement and Leadership is the key resource for identifying involvement opportunities on and off-campus. We encourage student engagement through co-curricular opportunities such as community events, 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.

Commuter Services
Join other commuters for free coffee and granola bars in the Union Lobby every Wednesday morning at the Coffee House
Union Programs
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 student team champion receives individual trophies and has their team name engraved on the official TFC trophy displayed at the college.

Union Programs include:
- Franklin Technology Challenge
- Halloween Party
- Multicultural Feast
- Student Engagement Awards
- Springfest
- Talent Show

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.
Our office has books, articles, and listings of opportunities to enrich leadership styles and growth for individuals and student organizations.

Leadership Programs include:

- Leadership Development Program
- Student Leader Council
- Student Leadership Summit

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.

Student Organizations include:

- Institute of Electrical and Electronics Engineers (IEEE)
- Student Government Association (SGA)
- Phi Theta Kappa (PTK) International-Honor Society
- Residence Hall Association (RHA)
- Society of Automotive Engineers (SAE)