

## Welcome to the 2015-2016 Academic Year

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

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

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

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

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

Regards,

*Mike*

Michael A. Bosco, M.Ed.  
Dean of Student Services  
[mbosco@bfit.edu](mailto:mbosco@bfit.edu)

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## Academic Calendar

Fall Semester	2015-2016	2016-2017
Check-In	September 8, 2015	September 6, 2016
Classes Begin	September 8, 2015	September 6, 2016
Add/Drop/Incomplete Deadline	September 21, 2015	September 19, 2016
Columbus Day – No Classes	October 12, 2015	October 10, 2016
Monday Schedule	October 13, 2015	October 11, 2016
Mid Term Ends	October 27, 2015	October 25, 2016
Veterans' Day – Classes Held	November 11, 2015	November 11, 2016
Withdrawal Deadline	November 12, 2015	November 10, 2016
Registration Begins	November 23, 2015	November 21, 2016
Thanksgiving	November 26, 2015	November 24, 2016
Classes End	December 18, 2015	December 16, 2016
Spring Semester	2015-2016	2016-2017
Check-in	January 19, 2016	January 17, 2017
Classes Begin	January 20, 2016	January 17, 2017
Add/Drop/Incomplete Deadline	February 2, 2016	January 30, 2017
Presidents' Day – No Classes	February 15, 2016	February 20, 2017
Monday Schedule	February 17, 2016	February 22, 2017
Mid Term Ends	March 4, 2016	March 3, 2017
Spring Break	March 7-11, 2016	March 6-10, 2017
Summer Registration Begins	March 28, 2016	March 27, 2017
Withdrawal Deadline	April 1, 2016	March 30, 2017
Fall Registration Begins	April 11, 2016	April 10, 2017
Patriots Day – No Classes	April 18, 2016	April 17, 2017
Monday Schedule	April 21, 2016	April 18, 2017
Classes End	May 5, 2016	May 3, 2017
Graduation	May 14, 2016	May 13, 2017
Summer Session	2015-2016	2016-2017
Session I Begins	May 11, 2016	May 10, 2017
Add/Drop/Incomplete Deadline	May 17, 2016	May 16, 2017
Memorial Day	May 30, 2016	May 29, 2017
Monday Schedule	June 1, 2016	May 31, 2017
Withdrawal Deadline	June 14, 2016	June 13, 2017
Session I Ends	June 29, 2016	June 28, 2017
Session II Begins	July 11, 2016	July 10, 2017
Add/Drop/Incomplete Deadline	July 15, 2016	July 14, 2017
Withdrawal Deadline	August 11, 2016	August 3, 2017
Session II Ends	August 26, 2016	August 25, 2017

## **Administrative Staff Directory**

### **President's Office (Kendall Building, 2<sup>nd</sup> Floor)**

Carole Andreotti, Executive Administrator/Events Director  
Anthony Benoit, President  
Shelley Dropkin, Director of Human Resources  
TBA, Chief of Staff

### **Academic Affairs (Kendall Building, 2<sup>nd</sup> Floor)**

Brian Bicknell, Dean of Academics  
Sharon Bonk, Director of Library Services  
Jackie Cornog, Associate Dean of Academic Affairs  
Julie Hankinson, Library Cataloger  
Kathleen Keleher, Instructional Technology Librarian  
James Klasen, Assistant Dean of Records & Research  
Robert Sendras, Interim Assistant Registrar

### **Admissions & Student Financial Services (Kendall Building, 1<sup>st</sup> Floor)**

Marvin Loiseau, Associate Dean of Admissions and Student Financial Services  
Darwin Almonte, Assistant Director of Admissions and Community Outreach  
Min Chen, Associate Director of Admissions and International Recruitment  
Charlie Cremens, Director of BPS Partnerships and Admissions Recruitment  
Jacob Freedman, Admissions Communications Coordinator  
Manoucheca Julce, Financial Aid Counselor  
Kiera Mahoney, Assistant Director of Admissions  
Amanda Marstaller, Associate Director of Operations and Transfer Outreach  
Steve O'Leary, Student Accounts Coordinator  
Jamie Santiago, Interim Director of Student Financial Services  
TBA, Admissions Recruiter

### **Career Services and Industry Partnerships (Union Building, 1<sup>st</sup> Floor)**

Phyllis Molta, Director of Career Services and Industry Partnerships  
Jack Harari, Associate Director of Career Services and Industry Partnerships  
Emily Lefevre, Student Employment Specialist

### **Development (Kendall Building, 3<sup>rd</sup> Floor)**

Anne Cademenos, Chief Development Officer  
Carl Pett, Development Associate  
Molly Russell, Associate Director of Development

### **Finance & Administration (Kendall Building, 3<sup>rd</sup> Floor)**

Elsie Capone, Business Office Associate  
Keith Dropkin, Chief Financial & Administrative Officer  
Myftar Myrtaj, Director of Facilities  
Janice Protano, Business Office Manager  
Shawn Whitlock, Business Office Assistant

### **Marketing (Kendall Building, 2<sup>nd</sup> Floor)**

Jaime Crespo, Director of Marketing

**Student Affairs (Union Building, 1<sup>st</sup> Floor)**

Michael Bosco, Dean of Student Services  
Jamie Doerrbecker, Director of Event Services  
Chris Espinoza, Campus Activities Coordinator/Resident Director  
Lakeisha Gerald, Student Success Coach  
Thomas Gocking, Manager of Campus Security (Securitas)  
Matt Groppo, Head Soccer Coach & Athletic Recruiter  
Sally Heckel, Assistant Director of Student Success  
Ashley Mansfield, Director of Student Success  
Brett Wellman, Director of Student Life  
TBA, Licensed Social Worker/Success Coach

**Academic Department Directory****Automotive Technology and Automotive Management**

Department Chair: David Protano  
Faculty: Francis Barile, Sharon Bonk, Richard Cadotte, James Dellott, Keith Dropkin, Joseph Golden, John Killeen, Anthony Oliveri, Tim Ornellas, Jose Ortiz, Scott Ouellette, Donald Tuff, Ed Mackness, Andrew Wong

**Building Technology & Design and Construction Management**

Department Chair: Eric Larsen  
Faculty: Todd Lariviere, Michael Rocino

**Computer Technology and Health Information Technology**

Department Chair: Larson Rogers  
Faculty: Richard Azzi, Megan Connolly-Fitzgerald, Gerald Elysee, Marianne Lepp, Karen Newkirk, Jeannette Passanisi, David Tavilla

**Department of Academic Development**

Department Chair: Tanya Rogers  
Faculty: Steven Lawrence, Brett Wellman

**Electrical Technology and Practical Electricity**

Department Chair: Tracey Arvin  
Faculty: Thomas DeCosta, Charlie Palmieri, Christopher Villano

**Electronics Engineering Technology and Biomedical Engineering Technology**

Department Chair: James Giumarra  
Faculty: Brian Baril, Barry Hammell, Mozghan Hosseinpour, Bill Purtell, Shawn Trainor, Russ VerNooy, Patricia Volpe

**Eye Health Technology – Opticianry and Ophthalmic Assisting**

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

**HVAC&R Technology**

Department Chair: Kevin Bell

Faculty: Gerard Geffard, Mark MacCormack, Ron Masse

**Humanities & Social Sciences**

Department Co-Chairs: Jackie Cornog, Jeff VanDreason

Faculty: Sharon Bonk, Michael Grigelevich, Kathleen Keleher, Todd Natti

**Mathematics & Physics**

Department Chair: James Johanson

Faculty: Stella Fateh, Alfonso Joel Martinez, Teresa McClure, Margaret McPartland, Catherine Mount, David Post, Chris Urbine

**Mechanical Engineering Technology**

Department Chair: Joanna Dowling

Faculty: Roy Garber, David Post

**Technology Business & Management**

Department Coordinator: Michael Bosco

Faculty: John Killeen, Russ VerNooy

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

**Example: John Smith = jsmith@bfit.edu**

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

**Full details on faculty rank and credentials can be found in the College Catalog.**

## Academic Policies and Resources

### Academic Honesty

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

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

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

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

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

To preserve the College's reputation and integrity, cases of academic dishonesty will be reported and 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 Student Life until a student has graduated from the college. This file may be utilized in the event of any further infraction of institutional rules or policies.

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

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

#### *Procedures and Sanctioning*

1. A first violation of academic honesty will result in a meeting with the Director of Student Life and may result in a failing grade for the assignment as well as an educational component to allow the student to learn from the process. Educational sanctions may include online modules, research or reflection essays, meeting with the Director of Student Success, 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 Student Life 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.

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

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

#### *Appeal Process*

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

A student should submit a formal and well written appeal:

To appeal a "responsible" decision for one or all violations from the original verdict

To appeal the level sanctioning from the original hearing body

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

The decision to proceed with the appeal submitted is up to the discretion of the Associate Dean of Academic Affairs 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.

*\*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 included in the cost of tuition. Subjects for tutoring include math, physics, English, writing, building technology, computer technology, electrical technology and electronics engineering technology. 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, printer, 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. A student must attend at least one class session of each course before the end of the add/drop period to remain on the course roster. Please refer to the academic calendar for specific dates. All course changes must be made through the Registrar's Office. No change will be made after this period except through the written consent of the appropriate instructor.

#### **Address Change**

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

#### **Attendance Policy**

Students of the Benjamin Franklin Institute of Technology are expected to attend all classes. Attendance is taken at each class meeting and absences become a part of students' record. The college recognizes that occasions may arise that 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 detail these policies.

### **Career Services and Industry Partnerships**

The mission of the Department 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 Department of Career Services and Industry Partnerships conducts workshops to help students get ready to seek 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 workshops. CSIP conducts Career Success Seminars, at which graduating students are prepped to enter the workforce or continue their education.

During the fall semester, the Department 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.

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

### **Change of Major**

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

### **Computer Labs**

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, 301, 302, 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 tenth (10th) week of class and receive a grade of "W" (withdrawal) recorded on the official transcript. After the tenth (10th) week, a grade of WF will be

applied. In seven (7) week sessions, a withdrawal after the fourth (4th) week will result in a grade of WF. See the Academic Calendar for specific dates in each semester or term.

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

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

#### **Distribution of Grades**

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

#### **Equal Opportunity Policy**

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

#### **Family Educational Rights and Privacy Act**

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

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

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record, setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;

- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

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 their 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

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

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

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

### *Petition to Graduate*

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

### **Grading System**

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

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

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

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

### **Health Insurance**

Under the provisions of Chapter 23, Section 22, of the 1988 Health Security Act (Massachusetts General Law), students in the Commonwealth of Massachusetts are required to have health insurance. Students with coverage by another comparable plan must submit a waiver form. The waiver can be completed online at [www.universityhealthplans.com](http://www.universityhealthplans.com). Check the materials you received from the Student Accounts office or with the office directly for details. The Health Security Act also requires BFIT to provide students who have no coverage with Health Insurance and to bill all such students for the premium. The Student Accounts Office is located on the 1st floor in the Admissions & Student Financial Services 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, hepatitis B, and TdAP (Tetanus/Dyphtheria and Pertussis). Residential students are also required to provide proof of meningitis immunization. Note: It is required by law that BFIT have a health form on file for each student.

### **Incomplete Grades**

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

add/drop period must be made in writing to the Instructor and the Dean of Academic Affairs before the end of the deadline and the Registrar's Office should be notified if an extension is granted.

### **Library**

The Lufkin Memorial Library, located in Room 108 of the 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 be used in-library only. 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.

*See the Academic Catalog for the tuition refund schedule. Housing Charges will follow the tuition refund policy. Please see the Director of Student Life 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:

# of days completed by the student ÷ 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's Office will evaluate students at the conclusion of each semester to determine if Satisfactory Academic Progress is being made. Students who leave the College and subsequently return will be evaluated for SAP before financial aid is offered, regardless of the term in which they return to BFIT.

SAP Standards are based on both qualitative and quantitative measurements.

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

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

- Cumulative Grade Point Average (CGPA) is the qualitative measurement for SAP. Students must maintain a minimum CGPA based on the number of credits attempted as noted above. If a student repeats a course, the lower grade is replaced by the higher grade when calculating the CGPA. The lower grade will remain on the transcript and continue to be reflected in the term GPA. Once a credit is earned for a course, financial aid will only be available for a student to retake said course one time. Students retaking courses where credit has not been earned may be eligible for financial aid. Instances when students may need to retake a course in which they have already earned credits include the need to improve their CGPA for graduation eligibility or if there is a requisite minimum passing grade before the student can progress to the next level of course sequence in his/her program.
- Completion Rate is one part of the quantitative measurements for SAP. Degree-seeking students with less than 40 credits attempted are required to successfully complete 50% of all attempted course work in their current degree program each semester. Degree-seeking students with 40 or more credits attempted are required to successfully complete 67% of all attempted course work in their current degree program each semester. Any course in which



a student is enrolled after the regular add/drop period is considered an attempted course. A passing grade is considered to be successful completion of a course. Failure, withdrawal after the second week, or an Incomplete (I) grade in a class constitutes an attempted course which is not successfully completed. Each repeated course work attempt counts towards the credits attempted. Developmental credit and transfer credit will count towards both credits attempted and credits earned.

- Maximum Time Frame is the second part of the quantitative measurement for SAP. Students must complete their program within 150% of the program length. This is measured in terms of credits attempted and earned. For example, a 60-credit-hour degree must be completed without attempting more than 90 credits. Students exceeding the maximum time frame will be ineligible for additional financial aid. Transfer credits are counted in the total number of credits attempted. Developmental courses are excluded. Students reaching Maximum Time Frame lose all access to Financial Aid.

#### *Satisfactory Academic Progress Review*

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

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

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

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

#### *Suspension Appeal*

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

Once the appeal is filed, it will be preliminarily reviewed by the Associate Dean of Academic Affairs and he/she might 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 should appeal to the Director of Student Financial Services for financial aid eligibility.

#### *Dismissal*

If a student fails to make Satisfactory Academic Progress at the end of the probationary semester or if he or she fails to maintain the conditions and benchmarks agreed upon in the academic plan, that student will be dismissed from the College. Students who have been dismissed from the College shall be able to appeal their dismissal to the 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/Starfish System**

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

#### **Student Accounts**

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

#### **Textbooks and Tools**

BFIT's textbooks are available for purchase online at [bfit.textbookx.com](http://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 Coordinator on the first floor of the Kendall building for more information. You may call 1-800-221-8480 or email [Institutions@Akademos.com](mailto: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 Student Affairs. Students interested in selling their textbooks are encouraged to use [bfit.textbookx.com](http://bfit.textbookx.com)

For textbooks that are required in the Automotive Technology, Electrical Technology, and Practical Electricity programs the College has arranged for the cost of books to be added to student invoices. By doing so, students are able to utilize financial aid funds to pay for the expense of books directly. Students that already have the required books needed should contact the department chair to waive the book fee from their invoice. Waivers should be completed by the end of the first week of the

semester. Students who wish to waive the book fee must have their books approved, and in classes, during the first week of the semester. Note: this only includes technical books, all general education textbooks will need to be purchased separately by the student.

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

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

### **Transcript Policy**

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

### **Transfer of Credit**

Students who wish to take courses at other colleges to satisfy requirements in their programs at BFIT must:

- Obtain course descriptions from the prospective school.
- Receive endorsement from the appropriate Department Chair or Registrar's Office at BFIT.
- If approval is given, the student must earn a grade of C or better in the course and provide an official transcript of this grade to the Registrar's Office. Please Note: The grade you receive will not be reflected in your grade point average at BFIT.

### **Veterans' Benefits and Massachusetts Rehab**

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

## **Campus Policies**

### **Alcohol and Drug Policy**

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

### **Fire Safety Policy**

In case of fire in the building, the nearest college fire alarm box will be sounded immediately and Campus Safety will be notified as to the location of the fire. Fire alarm boxes are located throughout the college campus. Upon hearing the alarm, faculty, staff, and students are required to immediately exit the building. Once outside the building, evacuation coordinators will direct occupants to designated areas. Students should remain on the sidewalk, away from the building, until notified. Unauthorized re-entry into a building during an evacuation is not permitted. Violators of this policy are subject to disciplinary action.

Campus Emergency Management has individuals responsible for developing and maintaining the Emergency Operations Plan and training staff including all elements of evacuation.

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

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

Drills: Drills are conducted each semester. Whether drills are conducted during the day or night, full cooperation in quickly and safely evacuating the buildings is expected. Since everyone's ultimate concern is life safety, noncompliance or failure to cooperate in any way will lead to disciplinary action.

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

If you have any questions, please contact the Dean of Student Services (U112).

### **Hazing Policy**

Organizing or participating in hazing shall be deemed misconduct and charges will be filed in writing to the Director of Student Life or Dean of Student Services. 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 Student Services or designee will place the call.

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

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

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

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

### **Severe Weather Cancellation Policy**

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

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

*Note: We are not connected to the cancellation policy of Boston Public Schools.*

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

#### *Introduction*

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

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

#### *Sexual Assault, Domestic Violence, Dating Violence, and Stalking*

- Sexual Assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.
- Domestic Violence includes felony or misdemeanor crimes of violence committed by:
  - A current or former spouse or intimate partner of the survivor;
  - A person with whom the survivor share a child in common;
  - A person who is or was residing in the same household as the survivor; or

- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- Dating Violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.
- Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

#### *Reporting an Incident*

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

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

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

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Director of Student Life (U113 or by calling 617-588-1336) or to the Dean of Student Services (U112 or by calling 617-588-1364) or to the College's Title IX Coordinator, Brian Bicknell, at 617-588-1365.

Employees who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Director of Human Resources, Kendall Building, 2nd floor, 617-588-1302.

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

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

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

#### *Written Notification of Right and Options*

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

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

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

*Procedures Survivors Should Follow*

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

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

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

*On Campus and Off Campus Resources*

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

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

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

*Sexual Assault Response Team Members:*

Name	Title	Phone
Michael Bosco	Dean of Student Services	617-588-1364
Brett Wellman	Director of Student Life	617-588-1336
Shelley Dropkin	Director, Human Resources	617-588-1302
TBA	Social Worker/Success Coach	617-588-1342
Brian Bicknell	Title IX Coordinator/Dean of Academic Affairs	617-588-1365



*Benjamin Franklin Institute of Technology Departments:*

Name	Location	Phone
Dean of Student Services Office	Union Building, U112	617-588-1364
Student Life Office	Union Building, U113	617-588-1336
Human Resources Office	Kendall, 2nd Floor	617-588-1302
Social Worker/Success Coach's Office	Union Building, 1 <sup>st</sup> Floor	617-588-1342
BFIT Security	Union Building, Lobby	617-588-1355
Title IX Coordinator/Dean of Academics	Kendall, 2nd Floor	617-588-1365

*Off-Campus Resources Available*

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

*Accommodations*

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, Benjamin Franklin Institute of Technology is committed to providing them as safe a learning or working environment as possible. Upon request, Benjamin Franklin Institute of Technology will make any reasonably available change to a survivor's academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the BFIT community, the College's Title IX Coordinator, Dean of Student Services, or Benjamin Franklin Institute of Technology Security Department may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus. Students may contact the Dean of Student Services' office (Union Building, U113, 617-588-1364) for assistance, and employees may contact the Office of Human Resources (Kendall Building, 2nd floor, 617-588-1302) for assistance.

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

Benjamin Franklin Institute of Technology is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property as well as properties immediately adjacent to Benjamin Franklin Institute of Technology. Therefore, if any member of the BFIT community obtains an order of protection or restraining order, he or she should promptly inform BFIT Security and the Dean of Student's Office and provide the Dean of Student Services with a copy of that order, so that the College can enforce it. Benjamin Franklin Institute of Technology is also committed to protecting survivors from any further harm, and if the Benjamin Franklin Institute of Technology Dean of Student Services determines that an individual's presence on campus poses a

danger to one or more members of the College community, the Dean can issue an institutional No Contact or No Trespass Order barring that individual from BFIT property.

#### *Survivor Confidentiality*

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

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

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

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

A survivor's ability to speak in confidence and with confidentiality may be essential to his or her recovery. Benjamin Franklin Institute of Technology thus expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy. Failure by a Benjamin Franklin Institute of Technology employee to maintain privacy in accordance with Benjamin Franklin Institute of Technology policy will be grounds for discipline. While federal law requires Benjamin Franklin Institute of Technology to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of survivors.

#### *Benjamin Franklin Institute of Technology Educational Programs*

Benjamin Franklin Institute of Technology is committed to increasing the awareness of and prevention of violence. Benjamin Franklin Institute of Technology makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape,

acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

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

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

#### *Conduct Proceedings*

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

BFIT's Title IX Coordinator will oversee all investigations of allegations of gender-based violence. Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary probation, deferred suspension, suspension from college housing, dismissal from college housing, suspension from the college, or dismissal from the college. In addition, Benjamin Franklin Institute of Technology may issue No Contact Orders and No Trespass Orders to those found responsible.

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

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

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

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

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

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

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

### **Sexual and Other Unlawful Harassment Policy**

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

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

- Threats that the rejection of sexual advances will adversely affect academic or professional progress.

- Conduct that has the purpose or effect of substantially interfering with a person's academic or professional performance, or of creating an intimidating, hostile or demeaning educational or employment environment.

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

#### **Social Networking and Online Responsibility Policy**

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

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

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

#### **Student Code of Conduct**

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

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

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

#### *Interpretation of Regulations*

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

#### *Inherent Authority*

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

#### *Disciplinary Action while Criminal Charges Are Pending*

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

### *Interim Suspension*

The Dean of Student Services (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 informed regarding an interim removal of a student from class during a disciplinary investigation.
- B. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to 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 a conduct hearing officer in order to discuss the issue.

### *Standards of Classroom Behavior*

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

### *Zero Tolerance*

The College supports a zero tolerance policy against any violent action or threat of violent action toward a student, faculty, staff member, or to the Institution as a whole. Students are expected to engage in appropriate conversations and use appropriate language at all times. Interpretation of language in regards to threats of violence will be at the discretion of the Dean of Student Services, Director of Student Life, 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 Student Code of Conduct and result in disciplinary action.

1. Intentionally or recklessly endangering, threatening, or causing physical harm to any person or the College
2. Verbal abuse, intimidation, or harassment of another person or group of persons
3. Disrespectful or disorderly conduct including, but not limited to, obscene behavior, vulgar and profane language, and inappropriate dress
4. Fire Safety
  - a. Tampering with safety alarms or equipment
  - b. Failure to evacuate or provide reasonable cooperation during an emergency
  - c. Knowingly creating a fire hazard that impacts the health and safety of community members
5. Possession of a weapon on campus property and/or within campus housing including, but not limited to, firearms, guns, knives, or any other object intended to cause harm.
6. Drug policy
  - a. Possession, use, sale, or distribution of illegal drugs
  - b. Knowingly being in presence of illegal drugs
  - c. Illegal sale, distribution, or abuse of legal pharmaceuticals
  - d. Possession of drug paraphernalia including but not limited to any legitimate equipment, product, or material that is created or modified for making, using, or concealing illegal drugs.
  - e. Odor, or visual signs of being under the influence of illegal or abused drugs

7. Alcohol policy
  - a. Possession, use, sale, or distribution of alcohol, alcoholic beverages, or alcohol-infused products, powdered alcohol, or other modified alcoholic products
  - b. Possession of alcohol paraphernalia including but not limited to any legitimate equipment, product, or material that is created or modified for making, using, or concealing alcohol. Examples include, but are not limited to shot glasses, flasks, funnels, etc.
  - c. Odor, or visual signs of being under the influence of alcohol
8. Theft of or being in possession of student or college-owned property
9. Vandalism, damage, destruction, or unauthorized use of student or college-owned property
10. Trespassing or unauthorized access to BFIT grounds, buildings, classroom, offices, or residential rooms
11. Failure to comply
  - a. With the lawful directions of any BFIT official, staff member, faculty, or student employee who is acting in accordance with the duties of the position or who has responsibility on behalf of the college in the absence of a particular official.
  - b. Refusal to identify oneself and present proper identification when requested by BFIT security or faculty/staff members
  - c. With the successful completion of assigned sanctions by a Conduct Hearing Officer within the timeframe provided
12. Gambling, including but not limited to the wagering of money for other things of value, on school grounds
13. Smoking policy
  - a. Smoking anywhere inside the BFIT campus buildings or residence hall
  - b. Use of electronic or vapor cigarettes inside BFIT campus buildings or residence hall
  - c. Smoking within 25 feet of any college entrance
14. Solicitations, sales and promoting for personal gain or profit are prohibited
15. Dishonesty Policy
  - a. Providing false information to a college official
  - b. Alteration or misuse of documents, including student identification cards
  - c. Impersonation, misrepresentation, or fraud
  - d. Plagiarism or other academic cheating or misconduct
  - e. Violation of a confidentiality agreement or other work expectations as a student employee
16. Obstruction or disruption of 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 of Conduct by their guests
  - b. Leaving a non-student guest unattended on campus grounds or in campus housing
  - c. Violation of the terms of the campus housing guest policy
19. Bias-related Harassment and Discrimination Policy
20. Sexual Misconduct Policy, including Sexual Assault, Domestic Violence, Dating Violence, and Stalking
21. Social networking misconduct
  - a. Posting offensive or inappropriate pictures, comments, or other information online about the College or on College-maintained websites
  - b. Offensively and inappropriately representing the college online in pictures or comments

- c. Harassing another person, whether student or faculty/staff, online
- 22. Information Technology and Computer Use Policy
  - a. Unauthorized use of computer accounts
  - b. Using the college network to gain unauthorized access to any computer system
  - c. Connecting unauthorized equipment to the campus network
  - d. Unauthorized attempts to circumvent data protection schemes or uncover security loopholes
  - e. Knowingly or carelessly performing an act that will interfere with the normal operation of computer, terminals, peripherals, or networks
  - f. Knowingly or carelessly running or installing on any computer system or network, or giving to another user a program intended to damage or to place an excessive load on a computer system or network
  - g. Deliberately wasting/overloading computing resources, such as printing too many copies of a document
  - h. Violating terms of applicable software
  - i. Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text, images, etc, including textbooks and other academic resources
  - j. Using college resources for commercial activity such as creating products or services for sale
  - k. Using electronic mail to harass or threaten others
  - l. Initiating or propagating electronic chain letters
  - m. Inappropriate mass mailing, including "spamming," "flooding," and "bombing" of electronic users
  - n. Forging the identity of a user or machine in an electronic communication
  - o. Transmitting or reproducing materials that are slanderous or defamatory in nature or that otherwise violate existing laws of BFIT regulations
  - p. Displaying obscene, lewd, or sexually harassing images or text in a public computer lab or location that can in view of others
  - q. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner
- 23. Residence Life Policies
  - a. Health and safety; excessive clutter
  - b. Halls sports are not permitted anywhere inside the building
  - c. Pets are prohibited
  - d. Proper attire and behavior
  - e. Quiet and courtesy hours
  - f. Candles or any device with open flame is prohibited
  - g. Sublet or give unauthorized access to assigned room
  - h. Unauthorized use or removal of public or room furniture
  - i. Illegal or unauthorized cooking appliances
  - j. Vandalism, damage, destruction, or unauthorized use of housing-leased property
- 24. Inciting others to commit or being an accessory to commit any violations to the Code
- 25. Violation of any general College policy, student life policy, residence life policy, federal, state or local law is prohibited.

### The Conduct Process

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



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

#### *Preponderance of the evidence*

Since the hearing officer is never an eyewitness, 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.

#### *Due Process*

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

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

#### *Conduct Resolution Process*

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

Complaints about questionable student behavior will be documented on an incident report form and submitted to the appropriate student conduct designee.

#### *A. Individual Conduct Hearing*

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

*B. Student Conduct Board Hearing*

Student Conduct Board Hearings are formal proceedings where a board consisting of students, faculty, and staff will meet with relevant parties, report findings and recommend sanctions to the Conduct Board Coordinator. The role of the Coordinator is to brief all parties before each hearing to ensure a clear understanding of the rule(s) in question and of the hearing procedures. 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 Student Code of Conduct or Residence Life policies.

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

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

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

*Conduct Board Members:*

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

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

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

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

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

#### *STUDENT CONDUCT BOARD CASE SELECTION AND NOTIFICATION*

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

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

Once a case has been identified for the Student Conduct Board, the Conduct Board Coordinator will contact the charged student to inform 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 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 Student Code of Conduct and BFIT Residence Life policies prior to the hearing.

#### *STUDENT CONDUCT BOARD DELIBERATIONS AND OUTCOMES*

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

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

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

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

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

#### *Appeal Process*

To initiate the appeal process, students will submit their appeal, electronically, in writing to the Dean of Student Services (or designee). Appeals must be received by the Dean of Student Services 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 Student Services 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

### 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.

### Department of Campus Safety

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. Campus 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.

### *Emergency Management*

Campus Emergency Management directs the development, implementation, and maintenance of the college's emergency management program. They provide, enable, promote, and support the college community in effectively mitigating, preparing for, responding to, and recovering from emergencies. The Director of Emergency Management can be reached at telephone extension 1390.

### *Emergency Notification System*

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

### *Student Right to Know and Campus Security Act*

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

### Email Accounts

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

### Student Financial Services

The Student Financial Services 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](http://www.fafsa.edu). For more information about the financial aid process and types of aid available please visit the website, [www.bfit.edu](http://www.bfit.edu).

The Student Financial Services Office is located within the Office of Admissions & Student Financial Services. 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](mailto:financialaid@bfit.edu).

### **Identification Cards**

Identification Cards are issued to all students. Photos are taken and your card is produced in 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 Life. 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 2015-2016 - Fall and Spring Semesters:

- September 8, 2015 - May 5, 2016
- Items left in an assigned locker after May 13, 2016 will be discarded

Usage for 2015 Summer Sessions:

- May 11, 2016 - August 26, 2016
- Items left in an assigned locker after August 27, 2016 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 2015 Semester: Unclaimed items will be discarded after January 8, 2016
- Spring 2016 Semester: Unclaimed items will be discarded after May 20, 2016
- Summer 2016 Sessions: Unclaimed items will be discarded after August 31, 2016

### **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](http://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. A semester pass (local bus, LINK, Inner Express Bus, and Outer Express Bus) program is offered at the college. For more information contact the Director of Student Life.

*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.

**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 Student Financial Services during the first and second week of classes.



## **Student Affairs**

### **About Student Affairs**

The Department of Student Affairs is lead by the Dean of Student Services and is made up of: Advising and Student Success, Athletics, Campus Activities, Counseling, Disability Support Services, Residence Life, and Student Conduct. 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 and Student Success**

The Office of Advising and Student Success provides general information on advising, registration, referral resources for students with documented disabilities, success coaching, 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. Students should contact the Director of Student Success for more information.

### **Athletics**

The college offers a Men's Varsity Soccer program. The team participates 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 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. Students should contact the Soccer Coach for more information.

### **Intramural Sports Program**

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

### **Counseling Services**

Students dealing with personal challenges are encouraged to visit the Social Worker (clinician) or Dean of Student Services. Students may work with the clinician on campus or an outside resource for additional 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 ADA (American Disabilities Act) Amendment Act of 2008 (ADAAA) 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 Student Success before receiving services. All information regarding the disabilities is treated confidentially.

For proper and timely accommodations, students with documented disabilities should follow these steps:

Bring clinical documentation that contains specific recommendations to the Assistant Director of Student Success as soon as possible, preferably before the semester begins. It is most helpful if a licensed psychologist or educational specialist has completed the evaluation within the last 3 years. Notes from special education teachers or tutors are helpful forms of documentation only if they include disability diagnosis and specific recommendations for accommodations. If testing or evaluation is necessary, it is the student's responsibility to make those arrangements. The Assistant Director of Student Success may be able to provide referrals to appropriate psychological and educational testing services if necessary.

Meet with the Assistant Director of Student Success to discuss challenges associated with their disabilities and the services provided at BFIT, and to determine what, if any, services the students want or need. If it is determined that accommodations are needed, the student signs a release and works with the Assistant Director of Student Success to complete a confidential accommodation request form describing the accommodations needed.

Contact instructors to let them know about the disability and the types of accommodations required and present them with the accommodation request form, ideally during the first week of classes. The student, the Assistant Director of Student Success, and the instructors sign the accommodation request; the student and the instructor each will keep a copy and the original form will be kept on file in the office of the Assistant Director of Student Success.

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 two-day orientation designed to assist new 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.

Orientation Leader positions allow 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 Orientation Leaders the opportunity to facilitate activities with faculty. After FYE, Orientation Leaders 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 Fisher College at the Stuart Street Hostel, in the Theater District. The Stuart Street Hostel is located

near the Citi Wang Performing Arts Center and the Wilbur Theater, and is only a 10-15 minute walk to BFIT main campus.

The Campus Activities Coordinator & Resident Director lives on site throughout the academic year. He or she 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, Fisher College, and the Stuart Street Hostel.

### **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 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 Life**

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

#### *Ben's Den Recreation Center*

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

#### *Campus Activities*

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

#### *Volunteer Programs*

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

#### *Leadership Programs*

A significant component of the co-curricular educational experience of BFIT students is leadership training. Our programs use strategies that allow students to develop skills and abilities, provide opportunities for increased understanding of the group dynamics, and highlight college resources. By participating in these programs, students will be able to make the most of their co-curricular involvement, and in turn, enhance their overall personal development.

*Student Organizations*

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

*This handbook is an official publication of the Benjamin Franklin Institute of Technology. It is subject to change at any time.*

### Where To Go For Answers

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