



BENJAMIN FRANKLIN

INSTITUTE OF TECHNOLOGY

Student Handbook

Welcome to the 2020-2021 Academic Year

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

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

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

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

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

Regards,

Jackie Cornog

Dean of Students

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

Administrative Staff Directory

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

Anthony Benoit, President
Dr. Aisha Francis, Chief Executive Officer
Kristen Hurley, Director of Business Development

Academic Affairs (Kendall Building, 2nd Floor)

Dr. Marvin Loiseau, Dean of Academic Affairs
Mozhgan Hosseinpour, Director of Curriculum Development and Assessment
James Klasen, Assistant Dean of Records & Research
Mary Duggan, Director of Learning Systems
Amanda Marsteller, Director of Institutional Reporting

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

Scott Steele, Dean of Finance and Operations
Calvin Conyers, Associate Dean of Admissions and Recruitment
Min Chen, Director of Admissions
Ackeem Hill, Assistant Director of Admissions
Jenny Marcelin, Assistant Director of Admissions
Kyra Thomas, Admissions Recruiter
Shannon Simpson, Early College Coordinator

Advancement (Kendall Building, 3rd Floor)

Angela Johnson, Chief Advancement Officer
Molly Russell, Associate Director of Development
Victoria Murray, Development Associate
Allison Taylor, Development Associate

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

Scott Steele, Dean of Finance and Operations
Alan Blair, Controller
Shani Wilkerson, Director of Financial Aid
Jamila Coulter, Student Accounts Coordinator
Elsie Capone, Business Office Associate
Shawn Whitlock, Business Office Assistant

Student Services (Union Building, 1st Floor)

Jackie Cornog, Dean of Students
Brett Wellman, Assistant Dean of Student Life
Shawn Ayala, Assistant Dean of Student Success
Sally Heckel, Director of Learning
Sharon Bonk, Director of Information Literacy
Emma Michalowski, Director of Student Wellness and Support
Michael Felix, Lead Student Success Coach
Serge Andre, Lead Student Success Coach, Interim Director of Career Services
Frantzy Suffrard, Student Success Coach
Abby McDonough, AmeriCorps Peer Mentoring Coordinator

Academic Department Directory

Automotive Technology and Automotive Management

Department Chair: David Protano

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

Electrical Engineering and Engineering Technology

Director: Dr. Gerald Elysee

Electrical Engineering Program Chair: Lisa Shatz

Faculty: Richard Azzi, Margaret Goodwyn, Fathima James, Greg Sonek, Craig Christenson, Dr. Nikhil Satyala, Prapun Goyal, Roy Garber, Temitayo Banjo, Tammy Chu, Cheryl Dorsey, Afshan Kirmani, Karen Newkirk, Mostapha Ziad

Construction Management and the Trades

Director: Tracey Arvin

Construction Management Program Chair: Leslie Tuplin

HVAC&R Program Chair: John Terasconi

Faculty: Dave Polson, Thomas DeCosta, Rui Gomes, Christopher Villano, Donald Fess, John McDonagh, Thomas Pagliarulo, Alan Meltzer, Mark MacCormack

Opticianry

Department Chair: Blair Wong

Faculty: George Bourque, Kathryn Plante, Robert Goldman, Joanne Le, Kevin Silva

General Education

Director: Michael Grigevich

Mathematics and Sciences Program Chair: Peter Kang

Faculty: Daniel DiPaolo, Steven Lawrence, James Lawton, Kendra Stanton-Lee, James Johanson, David Kamin

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

Academic Policies and Resources

Academic Honesty

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

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

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

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

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

To preserve the college's reputation and integrity, cases of academic dishonesty will be reported and students may face disciplinary action. Documentation of alleged violations, proceedings, and any resulting sanctions will be kept on file in the office of the Assistant Dean of 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 Assistant Dean of Student Life. Students will be contacted by the Assistant Dean of Student Life to discuss the incident and methods of prevention for the future. Based on the student's conduct history, the Assistant Dean 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

A first violation of academic honesty will result in a meeting with the Assistant Dean 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 Assistant Dean of Academic Affairs, or other means to educate oneself or others on academic honesty.

A second violation of the academic honesty policy, whether this be in the same or a different course, will result in a meeting with the Assistant Dean of 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.

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 Assistant Dean of Academic Affairs and the student will have the opportunity to bring one member of the college's faculty or staff to serve as a support person. The support person will have the opportunity to speak on the student's behalf at the student's request.

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

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

Appeal Process

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

A student should submit a formal and well written appeal:

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

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

The decision to proceed with the appeal submitted is up to the discretion of the Dean of Students and/or designee. If the decision is to proceed, then every effort will be made to schedule an appeal meeting within five (5) class days. Within 48 hours of submission, students will be notified if their appeal meets the above criteria and will be scheduled for an appeal meeting or if their appeal does not meet the criteria and is denied.

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

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

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

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

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

The Appeal Officer may make the following decisions:

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

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

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

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

Academic Success Center

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

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

Add/Drop Period

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

Address Change

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

Attendance Policy

Students of the Benjamin Franklin Institute of Technology are expected to attend all classes. Attendance is taken at each class meeting and absences become a part of students' record. The college recognizes that occasions may arise that prevent students from attending class. If this occurs, a student should talk to the instructor as soon as possible to

determine any missed work. It is important for students to understand that they are responsible for any work missed and that missed classes and/or work can seriously harm grades.

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

Career Services and Industry Partnerships

The Department of Career Services and Industry Partnerships (CSIP) has a dual mission in our work with students and employers. We provide students and recent graduates with the tools necessary to start and advance in their careers. We also build and maintain close ties with industry in order to connect our students to employment opportunities and help ensure BFIT programs continue to be relevant to workforce needs.

CSIP coordinates student internship placements, promotes employment opportunities, and helps students prepare for their post-graduation career and/or continuing education plans. Career services support is provided to students through individualized appointments as well as small workshops. Additionally, CSIP staff members run both Career Success Seminars and Career Success Workshop during students' final year at the college. These semester-based seminars and mini-workshops series cover career-readiness topics with a goal of preparing students with the tools necessary to seek, secure, and sustain employment in their field of study post-graduation.

CSIP routinely invites employers to recruit on campus. Throughout the year, many companies visit our campus to meet with students, hosting Lunch & Learns to build awareness about opportunities within their company. The department hosts annual fall and spring recruitment events to promote awareness among students about prospective employers and help connect students to industry recruiters seeking to hire future BFIT graduates for internship and employment opportunities.

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 Union Building (rooms 200, 208, 301, 302, 305, 306, 410 and 411). Please do not enter a lab for individual computer use when a class is in session. Other computer spaces at the college include the Library, the Academic Success Center, and the Career Center (when available). No food and drinks are permitted in computer labs or spaces at any time.

Course Withdrawal

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

Dean's List

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

Distribution of Grades

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

Dropout Detective

Dropout Detective 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 Dropout Detective. Dropout Detective 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.

Equal Opportunity Policy

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

Family Educational Rights and Privacy Act

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

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

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

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

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

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

You may contact the DOE at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW Washington, D.C. 20202-5920, <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

Grade and Attendance Action

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

Graduation Requirements

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

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

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

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

Cum Laude	3.50-3.74 cumulative grade point average
Magna cum Laude	3.75-3.89 cumulative grade point average

Summa cum Laude	3.90-4.00 cumulative grade point average
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Petition to Graduate

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

Grading System

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

A	Superior	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67

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

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

Health Insurance

Under the provisions of Chapter 23, Section 22, of the 1988 Health Security Act (Massachusetts General Law), students in the Commonwealth of Massachusetts are required to have health insurance. Students with coverage by another comparable plan must submit a waiver form. The waiver can be completed online at <http://www.bfit.edu/>. Check the materials you received from the Student Accounts office or with the office directly for details. The Health Security Act also requires BFIT to provide students who have no coverage with Health Insurance and to bill all such students for the premium. The Student Accounts Office is located on the 1st floor in the Admissions and Financial Aid Office. The phone number is 617-588-1298.

Immunization Forms

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

Incomplete Grades

The incomplete (I) grade is appropriate in cases where students have made a good faith effort to finish a course on time but have not done so due to factors out of their control. This grade is reserved for cases where the unfinished work can

be clearly identified and completed within a short period of time. This agreement must be made between both the student and instructor before grades are submitted at the end of the semester. To assign the incomplete grade the instructor must send an e-mail to the Dean of Academic Affairs with a copy to the Registrar's Office stating the student's name, the course name, the student's current grade in the course, and the reason for the request. Attach to the message a completion plan that meets the following semesters add/drop deadline, approved by the instructor and the student, that includes a list of work still required with a brief description of when and how it will be completed. The incomplete must be made up before the add/drop deadline of the following semester or it will be changed to an F (failure). Any request for extension beyond the add/drop period must be made in writing to the Instructor and the Dean of Academic Affairs before the end of the deadline and the Registrar's Office should be notified if an extension is granted.

Lufkin Memorial Library

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

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

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

Official Withdrawals

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

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

See the Academic Catalog for the tuition refund schedule.

Return of Title IV Federal Student Aid Policy

The law specifies how Benjamin Franklin Institute of Technology must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you. Funds are returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS

Loan, Pell Grant, and FSEOG under federal guidelines. The college will return the excess funds to the department of education within 45 days as set by federal guidelines.

The amount of assistance that you have earned is determined on a pro-rated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. Students and Parents will be notified in writing of their eligibility and must respond with 45 days in order to have the post withdrawal disbursement credited to the student account. If you do not give your permission the college will not disburse any additional funding. However, it may be in your best interest to allow the school to disburse the funds to reduce your unpaid balances at the school.

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

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

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If the institution is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

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

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

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

Payment of Fees

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

Payment Plans

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

Satisfactory Academic Progress

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

SAP Standards are based on both qualitative and quantitative measurements.

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

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

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

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

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

Satisfactory Academic Progress Review

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

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

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

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

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

Suspension Appeal

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

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

Dismissal

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

Service Learning

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

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

Student Accounts

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

Textbooks and Tools

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

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

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

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

Transcript Policy

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

Transfer of Credit

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

Veterans' Benefits and Massachusetts Rehab

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

Campus Policies

Alcohol and Drug Policy

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

Regardless of age, there will be no use, possession or distribution of alcoholic beverages on campus. Persons 21 years or older will have the responsibility of conducting themselves in a professional manner at all times. Knowingly being in the presence of someone using, possessing or having the intent to distribute alcohol or drugs is prohibited. Although Massachusetts state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards; and recreational marijuana for those 21 years or older, universities are still subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 which prohibits marijuana use, possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds.

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

Bias-related Harassment and Discrimination Policy

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

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

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

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

Campus Tobacco and Smoking Policy

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

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

The policy applies to all students, employees, and visitors, with no exceptions. Smoking is allowed only in the designated area at BFIT (picnic area on the corner of Appleton and Tremont Street), where signage is posted, and never inside the facility. In addition, to lessen the effects of second-hand smoke, individuals smoking outside of college buildings are prohibited from smoking within 25 feet from exterior entrances, the plaza, operable windows or outdoor air-intakes, regardless if the smoking is on or off the college campus.

Fire Safety Policy

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

Fire alarm boxes are located throughout the college campus. Upon hearing the alarm, faculty, staff, and students are required to immediately exit the building. Once outside the building, evacuation coordinators will direct occupants to designated areas. Students should remain on the sidewalk, away from the building, until notified. Unauthorized re-entry into a building during an evacuation is not permitted. Violators of this policy are subject to disciplinary action. Alarm Systems: Smoke detectors and sprinkler systems must not be covered or blocked. Tampering with any component of the smoke detection system or sprinkler system is prohibited. Nothing may be attached to wiring, smoke detectors, and/or sprinkler system components. Violators will be charged for repair and/or replacement of any detection device with possible disciplinary action.

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

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

Hazing Policy

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

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

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

Information Technology and Computer Use Policy

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

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

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

Medical Injury and Illness Policy

Unless you're properly trained to deal with medical emergencies, call for help immediately and attempt to avoid any direct contact with the victim's bodily fluids. Never provide medical advice or recommend treatment for any medical injury or illness. Do not attempt to transport the victim to a medical facility. Only properly sanctioned services can provide safe medical transportation.

Minor Injuries/Illnesses (Non-Emergency) – contact BFIT Security (617-588-1355 | 617-549-2796)

1. Contact BFIT security (cell 617-549-2796) and provide the following information:
 - a. Your name
 - b. Identity of victim
 - c. Exact location of victim
 - d. Type of emergency
2. Assign someone to stay with the victim until BFIT security arrives, and disperse bystanders.
3. Do not move the victim unless there is an imminent danger to life or safety. If you must move the victim, try to stabilize the head and neck and avoid doing any further harm to the victim.
4. If the victim is conscious, try to comfort them and obtain medical information (medications, relevant medical history, etc.). Any medical information will assist medical professionals if the victim loses consciousness.
5. If conscious and oriented, the individual has the right to determine their own health care needs and the response to those needs, including the right to refuse treatment. If the individual refuses treatment, the responding campus security officer will request that they sign a Medical Release form and have their signature witnessed. If the individual refuses to sign the medical release, indicate this on the signature line and have the refusal signed by a witness.

Major Injuries/Illnesses (Emergency) – contact 9-1-1

1. If serious injury or illness (life threatening, loss of consciousness, disorientation, or unresponsiveness) occurs on campus, immediately call 9-1-1 and then notify BFIT Security (617-549-2796) and inform them of the specific location of the emergency. Follow the directions of the 911 operator, and provide the following information if requested:
 - a. Type of emergency
 - b. Exact location of the victim
 - c. Condition of the victim
 - d. Identity of the victim
 - e. Suspected known cause of the injury or illness
 - f. Any dangerous conditions
2. Assign someone to stay with the victim until emergency medical personnel arrives, and disperse bystanders.
3. Do not move the victim unless there is an imminent danger to life or safety. If you must move the victim, try to stabilize the head and neck and avoid doing any further harm to the victim.
4. If the victim is conscious, try to comfort them and obtain medical information (medications, relevant medical history, etc.). Any medical information will assist medical professionals if the victim loses consciousness.

Missing Student Policy

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

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

- Dean of Students, 617-588-1364 (daytime)
- Assistant Dean of Student Life, 617-588-1336 (daytime)
- BFIT Security Officers, 617-588-1355 (daytime, evenings)

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

Severe Weather Cancellation Policy

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

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

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

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.

BFIT Equal Opportunity, Harassment, and Nondiscrimination Policy

1. Introduction

A. Statement of Values

Benjamin Franklin Institute of Technology (BFIT) is committed to providing a safe learning and working environment that is free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, BFIT has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. BFIT values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

B. Scope of the Policy and Procedure

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using BFIT's Title IX Resolution Process, Student Conduct Process or Employee Disciplinary Process as determined by the Title IX Coordinator.

When the Respondent is a member of the BFIT community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the BFIT community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Nothing in this Policy or any of BFIT's procedures for the resolution of sexual misconduct complaints shall be construed to abridge academic freedom, principles of free speech, or BFIT's educational mission.

2. Important Concepts and Definitions

A. Important Terms

Advisor means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Complainant means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

Investigator means the person or persons charged by BFIT with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

Parties include the Complainant(s) and Respondent(s), collectively.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.

Title IX Coordinator is at least one official designated by BFIT to ensure compliance with Title IX and the Recipient's Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

b. BFIT Consent Policy

To be effective, consent must be an informed, deliberate and voluntary decision to engage in mutually acceptable sexual activity. Consent is an affirmative process. It is the responsibility of the person who wants to engage in sexual activity to make sure that they have received consent from any other person(s) involved. If an individual initiating sexual activity is not sure if they have received consent, they have an obligation to seek additional clarification. Failure to do so could violate this policy and lead to disciplinary action. Consent cannot be based on assumptions. BFIT policy always requires that individuals obtain consent before engaging in sexual activity.

Consent is active not passive. Signals of consent must be part of a mutual and ongoing process, offered freely and knowingly. Consent can be given by words or actions as long as those words or actions create clear, mutually understandable permission regarding the conditions of sexual activity. Relying solely on non-verbal communication can lead to misunderstandings and harmful consequences for all of the parties involved because this form of communication may be unclear. Individuals should be able to clearly articulate why and how they knew that they had received consent and what they considered to be indications of consent before they engaged in sexual activity

Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person. Consent can be withdrawn at any time before or during sexual activity by either party

If a person is mentally or physically incapacitated or impaired so that they cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

c. Force, Coercion, and Incapacitation

As used in the offenses below, the following definitions and understandings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

3. Role of the Title IX Coordinator and Deputy Coordinators

Jackie Cornog
Title IX Coordinator
Dean of Students
617-588-1343
titleix@bfit.edu

Brett Wellman
Deputy Title IX Coordinator
Asst. Dean of Students
(617) 588-1336
bwellman@bfit.edu

Michael C. Perez
Deputy Title IX Coordinator
Human Resources
(617) 588-1676
hr@bfit.edu

The Title IX Coordinator, along with the Title IX Team, oversees implementation of BFIT’s **Equal Opportunity, Harassment, and Nondiscrimination Policy**. The Title IX Coordinator has the primary responsibility for coordinating BFIT’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

4. Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The members of the Title IX Team are

vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to BFIT Administration. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

5. Notice: Reporting Complaints of Discrimination, Harassment, and/or Retaliation

Notice or complaints of discrimination, harassment, and/or retaliation may be made by filing a complaint with, or giving verbal notice to, the Title IX Coordinator or a deputy. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address above.

A Formal Complaint means a document filed & signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that BFIT investigate the allegation(s). A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, or by using the contact information in the section above.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

BFIT encourages all community members affected by Discrimination, Harassment, and/or Retaliation to seek immediate assistance. Doing so promptly may be important to ensure the person's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the College and/or law enforcement in responding effectively.

In case of an emergency or ongoing threat, please immediately contact BFIT Security. The BFIT Security Desk is located in the Lobby of the Union Building or you can call Security at (617) 588-1355. If security is not available, please go to a safe location and call 911.

6. Supportive Measures

BFIT will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the college's education program or activity, including measures designed to protect the safety of all parties or BFIT's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, BFIT will inform the Complainant, in writing, that they may file a formal complaint with BFIT either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

BFIT will maintain the privacy of the supportive measures, provided that privacy does not impair BFIT's ability to provide the supportive measures. BFIT will act to ensure as minimal an academic impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related
- Adjustments
- Timely Warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

7. Emergency Removal

BFIT can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with the CARS (Collaboration for At-Risk Students) Team using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator or Human Resources (if an employee) prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within 48 hours of notification objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions.

The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

BFIT will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student's or employee's access to or use of facilities or equipment, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

8. Promptness

All allegations are acted upon promptly by BFIT once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but BFIT will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in BFIT's procedures will be delayed, BFIT will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

9. Privacy

Every effort is made by BFIT to preserve the privacy of reports. BFIT will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

BFIT reserves the right to designate which officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Information will be shared as necessary with Investigators, hearing panel members, decision makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

BFIT may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

10. Jurisdiction

This policy applies to the education program and activities of BFIT to conduct that takes place on the campus or on property owned or controlled by BFIT, or at BFIT-sponsored events. The Respondent must be a member of BFIT's community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to BFIT's educational program. BFIT may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial BFIT interest.

Regardless of where the conduct occurred, BFIT will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial BFIT interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the BFIT.

If the Respondent is unknown or is not a member of the BFIT community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of BFIT's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, BFIT may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from BFIT's property and/or events.

All vendors serving BFIT through third-party contracts are subject to the policies and procedures of their employer.

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

11. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to BFIT's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time is at the discretion of the Title IX Coordinator who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the College will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

12. Online Harassment and Misconduct

The policies of BFIT are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Recipient's education program and activities or use BFIT's networks, technology, or equipment.

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

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the BFIT community.

13. Policy on Nondiscrimination

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 BFIT does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs, or in the context of employment. Sexual misconduct, including sexual harassment as defined in this Policy, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: No person

in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Sex discrimination is also prohibited under Title VII of the Civil Rights Act of 1964, Massachusetts General Laws Chapter 151B, and other applicable statutes.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the BFIT community whose acts deny, deprive, or limit the educational or access, benefits, and/or opportunities of any member of the BFIT community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the BFIT policy on nondiscrimination.

When brought to the attention of BFIT, any such discrimination will be promptly and fairly addressed and remedied according to the grievance process described in **the BFIT Resolution Processes for Alleged Violations of the policy on Equal Opportunity, Harassment, and Nondiscrimination**.

14. Policy on Disability Discrimination and Accommodation

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

Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the Recipient, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

Michael Perez, Director of HR, has been designated as BFIT's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

Grievances related to disability status and/or accommodations will be addressed using the procedures below.

a. Students with Disabilities

BFIT is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the College.

All accommodations are made on an individualized basis. A student requesting any accommodation should first contact Sally Heckel, Director of Learning, who coordinates services for students with disabilities.

The Director of Learning reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate for the student's particular needs and academic program(s).

b. Employees with Disabilities

Pursuant to the ADA, BFIT will provide reasonable accommodation(s) to all qualified employees with known disabilities when their disability affects the performance of their essential job functions, except when doing so would be unduly disruptive or would result in undue hardship to BFIT.

An employee with a disability is responsible for submitting a request for an accommodation to the ADA/504 Coordinator and providing necessary documentation. The ADA/504 Coordinator will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

15. Policy on Discriminatory Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. BFIT's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include relevant, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under BFIT policy. When speech or conduct is protected by academic freedom, and/or the first amendment it will not be considered a violation of BFIT policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by BFIT policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

BFIT does not tolerate discriminatory harassment of any employee, student, visitor, or guest. BFIT will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, BFIT may also impose sanctions on the Respondent through application of the appropriate grievance process.

BFIT reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under BFIT policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Director of Human Resources, and students should contact the Director of Student Conduct.

b. Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the Commonwealth of Massachusetts regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

BFIT has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

Quid Pro Quo:

An employee of the college, conditions the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct.

Sexual Harassment:

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity.

Sexual assault:

Sex Offenses, Forcible:

Any attempted or actual sexual act directed against another person, without consent of the Complainant, including instances where the complainant is incapable of giving consent.

Forcible Rape:

Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Forcible Sodomy:

Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling:

The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible:

Incest:

Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Massachusetts state law.

Statutory Rape:

Non-forcible sexual intercourse, with a person who is under the statutory age of 16 (age of consent in MA).

c. Dating Violence:

Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.

- i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
- ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- iii. Dating violence does not include acts covered under the definition of domestic violence.

d. Domestic Violence:

- a. Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Massachusetts or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Massachusetts.

e. Stalking:

- a. Engaging in a course of conduct, on the basis of sex, directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or the safety of others; or Suffer substantial emotional distress.

For the purposes of this definition—

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

f. Other Civil Rights Offenses

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

Sexual Exploitation,

Taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Creation, possession, or dissemination of child pornography

Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;

Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;

Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;

Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to

any person within the BFIT community, when related to the admission, initiation, joining, or any other group-affiliation activity;

Bullying, defined as:

Repeated and/or severe Aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally that is not speech or conduct otherwise protected by the First Amendment.

Violation of any other BFIT policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

16. Expectations Regarding Unethical Relationships

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty member and student or supervisor and employee). These relationships may, in reality, be less consensual than perceived by the individual whose position confers power or authority. Similarly, the relationship may also be viewed in different ways by each of the parties, particularly in retrospect. Circumstances may change, and conduct that was once welcome may, at some point in the relationship, become unwelcome.

Even when both parties have initially consented to romantic or sexual involvement, the possibility of a later allegation of a relevant Policy violation still exists. BFIT does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the Recipient. However, for the personal protection of members of this community, relationships in which power differentials are inherent (e.g., faculty-student, staff-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or otherwise evaluative role over the other party are inherently problematic. Therefore, persons with direct supervisory or otherwise evaluative responsibilities who are involved in such relationships must bring these relationships to the timely attention of their supervisor and/or the Title IX Coordinator. The existence of this type of relationship will likely result in removing the supervisory or evaluative responsibilities from the employee or shifting a party from being supervised or evaluated by someone with whom they have established a consensual relationship. When an affected relationship existed prior to adoption of this policy, the duty to notify the appropriate supervisor still pertains.

While no relationships are prohibited by this policy, failure to timely self-report such relationships to a supervisor as required can result in disciplinary action for an employee. The Title IX Coordinator will determine whether to refer violations of this provision to Human Resources for resolution, or to pursue resolution under this Policy, based on the circumstances of the allegation. BFIT reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this policy.

17. Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. BFIT is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for BFIT or any member of the BFIT community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

18. Mandated Reporting

All BFIT employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator, who will take action when an incident is reported to them.

The following sections describe the reporting options at BFIT for a Complainant or third-party (including parents/guardians when appropriate):

a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

On-Campus

- Student Wellness & Support
First Floor, Union Building
(617) 588-1302
emichalowski@bfit.edu

Off-campus (non-employees):

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Student health and wellness and the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

BFIT employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client.

b. Anonymity Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

c. Mandated Reporters and Formal Notice/Complaints

All employees of BFIT, with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made.

Supportive measures may be offered as the result of such disclosures without formal action by the college.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of BFIT policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though BFIT is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required to report their own experience, though they are, of course, encouraged to do so.

19. When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the college proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires BFIT to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. BFIT may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the college's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the college proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that BFIT's ability to remedy and respond to notice may be limited if the Complainant does not want the college to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the college's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the BFIT to honor that request, the college will offer informal resolution options, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by BFIT, and to have the incidents investigated and properly resolved through these procedures.

20. Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, BFIT must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

BFIT will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

21. False Allegations and Evidence

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under BFIT policy.

22. Amnesty for Complainants and Witnesses

The BFIT community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the BFIT community that Complainants choose to report misconduct to college officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, BFIT maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

23. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA -based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to Campus Security Authorities regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, security, local police, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

24. Anonymous Reports and Reports from Third Parties

Any person may make an anonymous report concerning an act of sexual misconduct. A person may report the incident without disclosing their name, identifying the respondent, or requesting any action. Depending on the level of information available about the incident and the people involved, however, the College's ability to respond to an anonymous report may be limited.

Anonymous reports may be made by submitting an Incident Report Form to Assistant Dean of Student Life, the Title IX Coordinator or one of the Deputy Title IX Coordinator(s). In cases in which the report was made anonymously or by a third party (such as a friend, roommate, adviser, or faculty member), this Policy will apply in the same manner as if the complainant had made the initial report. A Title IX Coordinator or Deputy Title IX Coordinator will make every effort to meet with the complainant to discuss available options and on-campus and off-campus resources.

25. Filing a Criminal Complaint and Coordination with Law Enforcement

BFIT encourages complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Massachusetts law. If necessary, the College may notify the Boston Police Department of allegations of sexual violence. The College can also assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. However, a complainant may also choose not to pursue criminal action, and under most circumstances, the Boston Police Department will not force a complainant to pursue criminal charges if they are not willing to do so.

26. Prevention and Education

BFIT expects all community members to take reasonable actions to prevent or stop discrimination, harassment, and/or retaliation. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Members of the BFIT community who intervene to prevent or stop discrimination, harassment or retaliation will be supported by the College and protected from retaliation.

27. Training

In connection with its obligations under Title IX, BFIT is committed to ensuring appropriate training for its Title IX Coordinator, Deputy Title IX Coordinator, and others involved in responding to, investigating, or adjudicating violations of the **Equal Opportunity, Harassment, and Nondiscrimination Policy**. In addition, the college conducts yearly training on Title IX issues for Students, Faculty and Staff.

28. Revision of this Policy

This Policy supersedes any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

29. Administrative Contact Information

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Jackie Cornog
Title IX Coordinator
Dean of Students
PHONE: 617-588-1343
EMAIL: titleix@bfit.edu

Inquiries may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Region I – Boston Office
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
617-289-0111
By Email: OCR.Boston@ed.gov

U.S. Department of Justice, Office on Violence Against Women
<https://www.justice.gov/ovw/protecting-students-sexual-assault>
U.S. Department of Justice
Office on Violence Against Women
145 N Street, NE, Suite 10W.121
Washington, DC 20530
202-307-6026

U.S. Citizenship and Immigration Services
www.uscis.gov/about-us/find-uscis-office/field-offices/massachusetts-boston-field-office
Boston Field Office
John F. Kennedy Federal Building
15 New Sudbury Street
Room E-160
Boston, MA 02203
800-375-5283

Massachusetts Commission Against Discrimination (“MCAD”)
<http://mass.gov/mcad>
1 Ashburton Place, Sixth Floor

Boston, MA 02108
617-994-6000

U.S. Equal Employment Opportunity Commission
131 M Street, NE
Washington, DC 20507
202-663-4900 / (TTY) 202-663-4494

EEOC Boston Field Office
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
United States

Student Code of Conduct

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

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

Interpretation of Regulations

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

Inherent Authority

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

Disciplinary Action while Criminal Charges Are Pending

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

Interim Suspension

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

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

Standards of Classroom Behavior

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

Reporting

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

Zero Tolerance

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

Prohibited Conduct

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

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

- b. Use of electronic or vapor cigarettes inside BFIT campus owned or leased buildings
 - c. Smoking within 25 feet of any college entrance
14. Solicitations, sales and promoting for personal gain or profit are prohibited
15. Dishonesty Policy
- a. Providing false information to a college official
 - b. Alteration or misuse of documents, including student identification cards
 - c. Impersonation, misrepresentation, or fraud
 - d. Plagiarism or other academic cheating or misconduct
 - e. Violation of a confidentiality agreement or other work expectations as a student employee
16. Obstruction or disruption of normal college activities including teaching, college services, discipline, events, and operation and maintenance of facilities
17. Hazing, in compliance with provisions of the Massachusetts General Laws, Chapter 269: Sections 17, 18, 19
18. Bias-related Harassment and Discrimination Policy
19. Sexual Misconduct Policy,
- a. Sexual Assault, attempted sexual assault, or indecent exposure
 - b. Domestic or dating Violence
 - c. Stalking, voyeurism, or unwanted attention.
20. Social networking misconduct
- a. Posting offensive or inappropriate pictures, comments, or other information online about the College or on College-maintained websites
 - b. Offensively and inappropriately representing the college online in pictures or comments
 - c. Harassing another person, whether student or faculty/staff, online
 - d. Committing discriminatory harassment through statements, images, or other descriptions.
21. 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
22. Inciting others to commit or being an accessory to commit any violations to the code

23. Violation of any general college policy, student life policy, residence life policy, federal, state or local law is prohibited.

The Conduct Process

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

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

Preponderance of the evidence

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

Due Process

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

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

Conduct Resolution Process

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

Based on the severity of the incident, or a continued potential threat to campus safety, the Conduct Hearing Officer may schedule the hearing as a **Virtual Conduct Hearing** via telephone, or web cam service. Students who are scheduled for a Virtual Conduct Hearing will be notified and be required to call in for the hearing, or receive a call from the college. Failure to participate in the virtual hearing will result in the case being heard with the students' input.

A. Individual Conduct Hearing

1. Upon receipt of an incident report, the Conduct Hearing Officer will review the report and determine if any alleged violations have occurred.
2. After reviewing the student's class schedule, the Conduct Hearing Officer will notify the student via email of a conduct meeting to resolve the incident. The Conduct Hearing Officer will allow at least two (2) days notice for the scheduling of the meeting, unless the student asks for a different day or time due to an approved conflict, or if the seriousness of the matter determines a prompt response. It is the student's responsibility to attend the scheduled conduct meeting. Failure to attend (or to schedule an alternate meeting beforehand) will result in the case being heard without the student's input.
3. During the conduct meeting, the Conduct Hearing Officer will present the incident to the student and discuss the alleged violations and any responsibility of the student. The student is safe from self-incriminating themselves and cannot receive any new charges as a result of what they tell the Conduct Hearing Officer.

4. Based on the information from the report along with the testimony of the student, the Conduct Hearing Officer will determine, based on the preponderance of the evidence, if the student is responsible for each of the alleged charges.
5. If the student is found not responsible, the alleged charges are dismissed. If the student is found responsible, the Conduct Hearing Officer will assign appropriate sanctions with due dates.
6. The Conduct Hearing Officer will notify the student of the conduct decision in writing within 24 hours of the meeting. In the case of suspension or expulsion appropriate BFIT personnel will be notified.
7. Students may appeal a decision rendered the Conduct Hearing Officer through the appeal process outlined below. The outcome of the appeal is final, and cannot be appealed further.

B. Student Conduct Board Hearing

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

PARTICIPANTS IN THE STUDENT CONDUCT BOARD HEARINGS

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

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

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

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

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

Conduct Board Members:

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

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

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

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

Conduct Board Coordinator: is a professional in the Office of Students Affairs that serves as the advisor to the Conduct Board for a specific conduct case. The Conduct Coordinator may rotate based on the specific incident to avoid conflicts of interest

STUDENT CONDUCT BOARD CASE SELECTION AND NOTIFICATION

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

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

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

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

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

STUDENT CONDUCT BOARD DELIBERATIONS AND OUTCOMES

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

A majority vote will be taken by the board, and the chairperson shall only cast a vote in the case of a tie. The Chairperson will notify the Conduct Board Coordinator of the results of the vote. If the student is found in

violation of any of the charges, the Conduct Board Coordinator will then share any prior conduct history with the board as they prepare sanctions for the charged student.

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

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

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

Appeal Process

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

A student should submit a formal and well written appeal:

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

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

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

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

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

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

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

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

The Appeal Officer may make the following decisions:

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

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

Campus Resources

Campus Safety

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

Emergency Management

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

Emergency Notification System

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

Student Right to Know and Campus Security Act

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

College Store

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

Email Accounts

All BFIT students are assigned a @ben.bfit.edu email address upon enrollment. You will be given directions on how to access your Office 365 email account. It is important that you log into your email daily, or have your BFIT email forwarded to your personal email account, as email is the official form of communication at the college.

Financial Aid Office

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

The Financial Aid Office is located within the Office of Admissions and Financial Aid. Office hours are Monday through Friday from 8:30 am to 4:30 pm. Walk-ins are welcome or you may schedule an appointment by e-mail at financialaid@bfit.edu.

Identification Cards

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

Lockers

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

Lost and Found

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

Student Portal and Canvas

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

Transportation

MBTA and Commuter Rail Passes

Students may purchase T passes or "Charlie Cards" at Back Bay or any major T station. A semester pass (local bus, LINK, Inner Express Bus, and Outer Express Bus) program is offered at the college. For more information, contact the Assistant Dean of 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 are over time on the meters. Private parking lots are located within walking distance of

the college. Additionally, parking in the South End requires a resident parking sticker except under visitor or handicapped signs or at meters; parking is not allowed in the Animal Rescue League parking lots or on any private property; double parking, parking in loading zones, driveways, or in BFIT's automotive alleyway is not allowed; and non-resident cars parked in the Castle Square housing development parking areas will be tagged and towed.

Work- Study Program

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

Student Affairs

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

Advising and Student Success

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

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

Athletics

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

Intramural Sports Program

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

Counseling Services and Student Support

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

Disability Support Services

Benjamin Franklin Institute of Technology is dedicated to extending all available services and support systems to everyone, without regard to race, color, national origin, religion, sex, age, disability, sexual orientation, veteran or disabled veteran status. Toward the goal of providing an equal and unbiased education, the college is prepared to take

every possible step to allow students access to its services, and to provide the broadest possible opportunity for participation at BFIT.

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

All information regarding the disabilities is treated confidentially.

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

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

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

New Student Orientation

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

Student Conduct

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

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

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

Student Life

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

Ben's Den Recreation Center

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

Campus Activities

Annual programs are offered to build community and develop students' physical and mental abilities. Some of the college's flagship programs include Fall Fest, Black History Month programming, Lunar New Year, Franklin Technology Challenge, and Spring Fest. The Campus Activities Coordinator, along with the Campus Activities Board, will offer other pop-up programming throughout the year to involved and engage students.

Volunteer Programs

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

Leadership Programs

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

Student Organizations

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

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

Quick Guide: Where to go for assistance

Academic Advising	Advisors, Success Coach, Academic Success Center
Academic Information	Advisor or Department Chair
Add/Drop Course	Advisor or Registrar's Office
Alcohol and Drug Use Support	http://www.bfit.edu/student-services/resources-and-forms
Athletics and Intramural Sports	Student Life, Basketball Coach
Bill Payment – In Person	Student Accounts
Bill Payment – Online	http://www.bfit.edu/admissions---aid/student-financial-services/student-accounts
Change of Address/Phone Number	Student Portal or Registrar's Office
Change of Major	Advisor, Department Chair, Registrar's Office
College Apparel and Supplies	Kite & Key College Store
College Catalog	http://www.bfit.edu/academics/college-catalog
Community Service	Campus Activities
Copy Machine	Hallway outside of the Career Center
Counseling Services	Office of Student Wellness and Support
Financial Aid/Loans/Scholarships	Financial Aid Office
Graduation (Petition to Graduate)	Registrar's Office
Health Insurance Waiver	www.universityhealthplans.com
I-20 Forms	Admissions Office
ID Cards	Kite & Key College Store
International Student Advisor	Admissions Office
Job Assistance	Career Services and Industry Partnership Staff
Learning Disability Support	Learning Specialist
Lockers	Kite & Key College Store
Lost and Found	Security
Math Assistance	Academic Success Center
My Ben	http://www.bfit.edu/my-ben/my-ben-portal

Recreation Center	Ben's Den (Union Building Lower Level)
Request a Transcript – In Person	Registrar's Office
Request a Transcript – Online	http://www.bfit.edu/academics/registrar/request-academic-transcripts
Research Assistance	Library or Academic Success Center
Resume Assistance	Career Services and Industry Partnership Staff
Sexual Assault Support Resources	http://www.bfit.edu/student-services/resources-and-forms
Student Portal	https://cams.bfit.edu/eStudent/login.asp
Suggestions or Complaints	Student Affairs or Dean of Students
Tutoring	Academic Success Center
Work-Study	Financial Aid Office
Writing Assistance	Academic Success Center