



Student Handbook

Welcome to the 2023-2024 Academic Year

I am pleased that you will be joining the Benjamin Franklin Cummings Institute of Technology 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 alum of Benjamin Franklin Cummings 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 is the first tool that will help you understand the policies and procedures of the college. I encourage you to review this document to understand your rights and responsibilities as a student. 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 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, Canvas and your student portal, the online library, and the Kraft Center for Student Success—don't be afraid to ask for help if you need it;
4. Get involved in campus activities. 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 Franklin Cummings Tech 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 your success coach early and often. In addition to supporting your academic path, 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

*To contact employees via e-mail, use the employee's first initial and last name @franklincummings.edu
President's Office (Kendall, 2nd Floor)*

Dr. Aisha Francis, President and Chief Executive Officer
Kristen Hurley, Chief Strategy Officer
Mia Hazlett, Senior Executive Assistant

Academic Affairs (Kendall, 2nd & 4th Floor)

Dr. Marvin Loiseau, Dean of Academic Affairs
Mozhgan Hosseinpour, Director of Curriculum
Development and Assessment
Dr. Meredith Quinn, Executive Director of the Center for
Computing and Interdisciplinary Technology
Dr. Nikhil Satyala, Executive Director of the Center for
Energy Efficiency and the Trades
Lara Tavares, Director of Early College and Community
Connections
Jazmyne Taylor, Administrative Assistant
Dr. Carlos Valentim, Data Analyst Consultant
Keyana White, Coordinator of Clean Tech Programs

Admissions and Financial Aid (Kendall, 1st Floor)

TBA, Dean of Admissions and Early College
Min Chen, Director of Admissions
Jackie Grant, Admissions Counselor
Kweisi Johnson, Associate Director of Admissions
James Klasen, Assistant Dean of Records & Research
Kaitlyn Mastrangelo, Enrollment Systems Specialist
Shani Wilkerson, Director of Financial Aid

Advancement (Kendall, 3rd Floor)

Courtney Roy-Branigan, Chief Campaign Officer
Joe Byrne, Senior Grant Writer
Eliza Wilson, Individual Giving Officer
Jenny Marcelin, Development Coordinator

Finance and Business Office (Kendall, 3rd Floor)

Kevin Hepner, Chief Financial Officer/Dean of Finance &
Administration
Alan Blair, Controller
Elsie Capone, Business Office Manager
Gertrudes Timas-Ramos, IT Helpdesk Support Specialist
TBA, Assistant Director of Employee Relations

Student Services (Union, 1st Floor)

Jackie Cornog, Dean of Students
Shawn Ayala, Associate Dean of Students
Sharon Bonk, Director of Information Literacy & Online Librarian
Michael Felix, Director of Career Services and Leadership Programming
Emma Michalowski, LICSW, Director of Student Wellness and Support
Jill Sands, Learning Specialist
Roberto Rivera, Student Success Coach
Sophia Ryan, Student Success Coach
Wongly Sine, Student Success Coach
Kwanna Wise, Career Navigator

Academic Department Directory

Automotive Technology

Program Chair: James Dellot
Faculty: Donald Tuff, Francis Tuminelli, William Hans, Ed Mackness, Evan Mancini, Margaret O'Neil, William O'Neil, Curt Raposa, Mark Campbell, John Tortelli

Construction Management

Construction Management
Program Chair: Leslie Tuplin
Faculty: Dave Polson, Lap Yan, Terry McGovern, Gregg Stanley

Computer and Information Technology

Program Chair: Dr. Fatima James
Faculty: Richard Azzi, Margaret Goodwyn, Dr. Olumide Adebayo, Rashian Burns, Rachid Elaafer, Steven Garcia, David LaFond, Michael Lord, Timothy Fredrickson, Dr. Ritesh Mukherjee

Electrical Engineering

Program Chair: Dr. Craig Christensen
Faculty: Dr. Greg Sonek

Engineering Technology

Program Chair: Dr. Kamyar Pashayi
Faculty: Mozghan Hosseinpour, Roy Garber, Wallace Scott, Melvin Lugo Alvarez, Alimael Rivera

Health Information Technology

Program Chair: Dr. Gerald Elysee
Faculty: Tammy Chu, Cheryl Dorsey, Afshan Kimani, Karen Newkirk, Kristi J. Reed

HVAC&R

Program Chair: John Terasconi
Faculty: Thomas Pagliarulo, Laura Venterosa, Mark MacCormack, Anthony Silva, Kevin Burns, Charles Randall

Practical Electricity

Program Chair: Rui Gomes
Faculty: Scott Hays, Steven Porter, Joseph Sollis, Anthony De Guglielmo

Opticianry

Director: Blair Wong
Faculty: George Bourque, Robert Goldman, Joanne Le, Kevin Silva, Da Ni Yan

General Education

Director: Deja Monroe
Faculty: Steven Lawrence, James Lawton, Sharon Bonk, Sarah Poulette, Allaphia Richards, Peter Kang, James Johanson, Dr. Semiray Girgis, Danielle Kim, Philip Chang

Academic Policies

Academic Honesty

Academic dishonesty is a serious issue. Honesty in all academic work is expected of every student at all times. This means everyone does their own work without assistance from other persons or sources on any assignment or exam unless otherwise directed by the instructor. The use of Chat GPT and other artificial intelligence (AI) tools are prohibited without the permission of the instructor. Students who use Chat GPT or other AI tools without permission, or who use

them in improper ways, are violating FC Tech's Academic Honesty Policy. 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, sharing work, or receiving assistance from another person or student
- Aiding and abetting cheating
- Using any form of technology including Chat GPT and other artificial intelligence, cell phones, laptops, etc., as a tool for academic dishonesty
- Violating the US Copyright Law, which prohibits the unlawful copying and using of original works (published and unpublished)

It is the responsibility of each student to understand Benjamin Franklin Cummings Institute of Technology's (Franklin Cummings Tech) expectations for academic honesty and to seek help in understanding the policy if necessary.

Franklin Cummings Tech instructors are obligated to investigate concerns regarding academic honesty when a student's in-class work differs significantly from their 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 their 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 Dean of Students until a student has graduated from the college. This file may be utilized in the event of any further infraction of institutional rules or policies.

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

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

Procedures and Sanctioning

A first violation of academic honesty will result in a meeting with the Dean of Students and may result in a failing grade for the assignment as well as an educational component to allow the student to learn from the process. Educational sanctions may include online modules, research or reflection essays, meeting with the Associate 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 Dean of Students or the Student Conduct Board, and may result in a grade of F for the final course

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

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

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

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

Appeal Process

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

A student should submit a formal and well written appeal:

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

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

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

Since the original Conduct coordinator 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 still be treated as individual occurrences and subject to disciplinary action as outlined above.*

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 keep their address up to date in the Student Portal by making those changes themselves or getting assistance from their Success Coach or the Registrar. Failure to do this will prevent important material from reaching the students.

Attendance Policy

Students of the Franklin Cummings Tech 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 contact their instructor and check Canvas 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, Franklin Cummings Tech 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 Franklin Cummings Tech, which may have additional consequences for missing class time. Look closely at course syllabi and other documents that will detail these policies specifically for each of your courses.

Change of Major

All changes of major are handled during the registration process through the Success Coach, Registrar's Office, and student. The Registrar's Office will process the official change.

Computer Labs

There are many computer labs at Franklin Cummings Tech 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. Please do not enter a lab for individual computer use when a class is in session. Other computer spaces at the college include the Kraft Center for Student Success 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 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 alert message to the student's Success Coach and department chair. This allows both the instructor and the coach to support and help the student get back on track.

Equal Opportunity Policy

Benjamin Franklin Cummings 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

Franklin Cummings Tech 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.

Franklin Cummings Tech 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/fpc/index.html>.

Grade and Attendance Action

Any student who feels there has been an error in their 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 and maintaining Satisfactory Academic Progress 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 annual graduation ceremony.

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

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

Petition to Graduate

Students who plan to graduate must inform the Registrar's Office of their intention by filing a petition to graduate form at least four weeks before the commencement date. This form can be obtained online at <https://franklincummings.edu/academics/registrar/grad-petition/>. 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:

Letter Grade	Description	Grade Weight
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33

C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	60-66	1.00
F	Below 60	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 https://www.universityhealthplans.com/secure/waiver.cgi?group_id=332. Check the materials you received from the Student Accounts office for details; contact studentaccounts@franklincummings.edu for assistance. The Health Security Act also requires Franklin Cummings Tech 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 by any full- and part-time students under the age of 30. 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, meningococcal (specifically the MenACWY vaccine), and TdAP (Tetanus/Diphtheria and Pertussis). Note: It is required by law that Franklin Cummings Tech 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 semester's 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.

Kraft Center for Student Success

The Kraft Center for Student Success, staffed by faculty, success coaches, and peer tutors, coordinates academic support for students. It offers free drop-in tutoring throughout the year for all Franklin Cummings Tech students, Monday through Friday. Our tutors are Franklin Cummings Tech faculty and peer tutors led by the Learning Specialist. The Center houses tutoring for Math, Physics, English and Computer Technology, with tutoring for major courses available in labs. The Center also offers TutorMe, a 24/7/365 online tutoring service for students. TutorMe can be accessed through each of your Canvas courses. Access the class in which you need tutoring help and select “TutorMe (Online Tutoring)” from the left navigation menu.

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

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, transcripts, 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. See the Student Accounts page for information about setting up payment plans on your Student Portal: <https://franklincummings.edu/admissions-and-aid/financialaid/studentaccounts/>

Satisfactory Academic Progress

Benjamin Franklin Cummings Institute of Technology 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 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 Benjamin Franklin Cummings Institute of Technology.

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 to 14	2.0	50%
	15 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 their program. For students who have changed majors, only courses applying to the new program will be calculated in the CGPA.
- 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 drop deadline, 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. For students who have changed major, only credits attempted and earned which are applied to the new program count towards the completion rate.
- 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. Once a student can no longer complete their program without exceeding Maximum Time Frame, they will be academically suspended. Transfer credits are counted in the total number of credits attempted. Developmental courses are excluded.

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 an Associate or Bachelor seeking student fails to meet satisfactory academic progress for one semester, they will be placed on Academic Warning and notified by letter to their permanent address. Certificate students will be placed on Academic Suspension. A student on Academic Warning retains their financial aid for an additional semester. Academic Warning means that students are no longer meeting the college's academic progress requirements. These students are required to meet with 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, reaches maximum time frame, 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 they are 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 to be reinstated into their academic program and to restore their financial aid. An appeal form may be found here: <https://franklincummings.edu/sap-appeal/>. If a student's appeal is accepted, that student's academic status will be changed to Probation and the student must follow the academic success plan put in place by their Success Coach.

Suspension Appeal

Suspension Appeals should be completed online at <https://franklincummings.edu/sap-appeal/>. Appeals should be submitted as soon as possible after notification is received. 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, who may 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.

Dismissal

If a student fails to make Satisfactory Academic Progress at the end of the probationary semester or if they fail 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).

Student Accounts

Student Accounts handles questions concerning billing, tuition, and health insurance waivers. Students should visit the Student Portal for more information about balances and payment plans.

Textbooks and Tools

The cost for all textbooks required for each course will be available at the time of registration and will be purchased individually by the student. Franklin Cummings Tech estimates that a student will average about \$450 per semester for books. 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 Textbook Ordering page of our website:

<https://franklincummings.edu/academics/franklincummingstech-franklin-cummings-tech-bfit-textbook-list/ordering-textbooks/>

For textbooks that are required in certain programs (such as Automotive Technology, Electrical Technology, Practical Electricity, Mathematics, and College Composition I), the College has arranged for the cost of books to be added to student invoices. This way, 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. Students will be responsible for purchasing any additional textbooks or other materials required for courses.

Tools are required for students in certain programs (such as Automotive Technology, Computer Technology, Health Information Technology, and HVAC&R). 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. This way, students are able to utilize financial aid funds to pay for the expense of tools directly. Students who currently have the required tools needed for their major must obtain authorization from the department chair to use those tools for course work. To waive the tool fee from their student account statement, waivers must be completed by the end of the first week of the semester. The department chair will evaluate the tools' quality, appropriate safety guidelines, and in class use, 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 Franklin Cummings Tech website. For details and fees associated with ordering a transcript, please visit the Registrar's Office webpage at <https://franklincummings.edu/academics/registrar/request-a-transcript/>

Transfer of Credit

Students who wish to take courses at other colleges to satisfy requirements in their programs at Franklin Cummings Tech must obtain course descriptions from the prospective school, and receive endorsement from the appropriate Department Chair and the Registrar's Office at Franklin Cummings Tech. 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 Franklin Cummings Tech.

Veterans' Benefits and Massachusetts Rehab

Veterans benefits are available for veterans, veterans' widows, and children of deceased or disabled veterans. Students with certain physical or emotional disabilities may seek aid from the State Rehabilitation Commission in their area.

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. Students are asked to provide a certificate of eligibility from the VA Administration. Forms should be filed as soon as possible after being accepted to Franklin Cummings Tech.

Any student receiving either Ch. 31 or Ch. 33 VA benefits will not be subject to the following while waiting for VA payments: being held from registering for courses, being assessed a late penalty fee, being required to obtain alternative or additional sources of funding or denied any additional information needed for certification. All students using VA benefits should speak to the on campus certifying official in the Registrar's Office, if they have any questions or need additional assistance.

Withdrawals

Students who find it necessary to withdraw completely from Franklin Cummings Tech 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. More information about the process, and a link to the Withdrawal form, can be found at <https://franklincummings.edu/admissions-and-aid/financialaid/withdrawals-and-reentry-to-the-college/>.

Upon receipt of the Official Withdrawal Form from the Registrar, the Franklin Cummings Tech 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 Cummings 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 <https://franklincummings.edu/admissions-and-aid/financialaid/>.

Campus Policies

Alcohol and Drug Policy

Franklin Cummings Tech maintains a supportive environment focused on teaching, learning, and therefore has a zero-tolerance policy on the use, possession, or intent to distribute alcohol or controlled substances, including marijuana, on the Franklin Cummings Tech campus. Students have the responsibility of conducting themselves in a professional manner at all times. Using or being in the presence of someone using, possessing or having the intent to distribute alcohol or controlled substances 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. Students should not attend any courses or activities, or be on the Franklin Cummings Tech premises while under the influence of alcohol or controlled substances, which includes marijuana.

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: <https://franklincummings.edu/student-life/health-wellness/student-wellness-resources/crisis-support-contact-list/>

Bias-related Violence, Harassment, or Intimidation Policy

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

We expect that all members of this community will treat each other with dignity and respect, and that all members of the community will assume the responsibility of appropriately confronting acts of bias-related violence, intimidation, and harassment which may occur. This policy statement identifies a non-exhaustive list of examples of behavior that are unacceptable and outlines the procedures for handling violations.

Definition: Bias-related violence, intimidation and harassment is defined as verbal, written or physical conduct which is based on race, religion, gender, age, ethnicity, national origin, physical appearance, disability or sexual orientation. In addition, such conduct inevitably has the effect of unreasonably interfering with an individual's academic, co-curricular, social or work-related participation in the college community. 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.

Nothing in this definition should be construed as an abrogation of freedom of expression. However, protected freedom of expression ends when prohibited bias-related violence, intimidation or harassment begins. 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 Cummings 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, Franklin Cummings Tech 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.

No smoking is allowed in college buildings or within 25 feet from exterior doors, the plaza, windows or air-intakes. Note that the use of controlled substances, including marijuana, is strictly prohibited.

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 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.

Information Technology and Computer Use Policy

Use of the college's website, server, and all other computer equipment and services are only for academic, educational, and professional purposes which are directly related to official college and academic business in support of the college's mission.

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 Franklin Cummings Tech policies. 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.

Franklin Cummings Tech supports the policy of EDUCOM on Software and Intellectual Rights, which states, "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and the right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations may be grounds for sanctions against members of the academic community."

Violations of Student Code of Conduct will be referred to the Student Conduct system, in which the student may face temporary or permanent loss of computer access privileges and other sanctions.

Please see the college's website and the Student Code of Conduct for a full listing of prohibited conduct.

Medical Injury and Illness Policy

Call for help immediately and attempt to avoid any direct contact with victims' bodily fluids. Never provide medical advice or recommend treatment for any medical injury or illness. Do not attempt to transport victims to a medical facility. Only properly sanctioned services can provide safe medical transportation.

Minor Injuries/Illnesses (Non-Emergency) – contact Franklin Cummings Tech Security (617-588-1355)

1. Contact Franklin Cummings Tech security (617-588-1355) 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 Franklin Cummings Tech security arrives; 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 Benjamin Franklin Cummings Institute of Technology Security (617-588-1355) 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; 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 on campus who suspects a student to be missing should report their concern to Student Services. 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, emergency contacts 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, icornog@franklincummings.edu, 617-588-1363 (daytime)
- Franklin Cummings Tech 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, Franklin Cummings Tech may move classes to remote learning, cancel classes, and/or close the college. Official cancellation information will be available via television by 4:45 AM on all major local affiliates (WBZ-CBS, WHDH-NBC, WCVB-ABC, and WFXT-FOX). Evening classes will be posted on affiliates by 1 PM.

In addition, we will simultaneously send an alert through our Campus Alerts Emergency Notification System, which will e-mail, call, text the information. We will also post on the College website (<http://franklincummings.edu>) and on campus social media networks.

Note: Franklin Cummings Tech is not connected to the cancellation policy of Boston Public Schools.

Social Networking and Online Responsibility Policy

Franklin Cummings Tech 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 the college or the student code of conduct;

Students must remember that they are representatives of Benjamin Franklin Cummings Institute of Technology and are in the public eye. Inappropriate posts while representing the college in any way could result in disciplinary action.

Student Complaint and Grievance Process

The college is hopeful that minor disagreements and concerns between faculty members and students can be resolved with informal meetings and mediation between the student and faculty members. However, there are times when informal meetings and mediations are not applicable.

If a student has academic or personal/professional concerns about a faculty member, they should first address these concerns with the faculty member in question, if possible. If that option is not available, or if it does not seem like an appropriate avenue, the student should contact the department chair or program director associated with the faculty member to schedule a meeting. If the student's concern is with a department chair or program director, or if that avenue is not available or appropriate, the student should contact the Dean of Academic Affairs to schedule a meeting to discuss their concerns.

Concerns about a faculty member, whether academically, professionally, or personally, should be reported through the appropriate channels within academic affairs (faculty member, department/program chair, Dean of Academics) to be investigated, mediated, and/or resolved. Because these incidents potentially can impact students' academic success and/or mental health, the Dean of Students should be consulted as the advocate for students, within the resolution process initiated by Academic Affairs.

Benjamin Franklin Cummings Institute of Technology Equal Opportunity, Harassment, and Nondiscrimination Policy

1. Introduction

A. Statement of Values

Benjamin Franklin Cummings Institute of Technology (Franklin Cummings Tech) 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, Franklin Cummings Tech has developed internal policies 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. Franklin Cummings Tech upholds the equal dignity of all members of our 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 Franklin Cummings Tech'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 Franklin Cummings Tech community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the Franklin Cummings Tech community. Franklin Cummings Tech 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 Franklin Cummings Tech's procedures for the resolution of sexual misconduct complaints shall be construed to abridge academic freedom, principles of free speech, or Franklin Cummings Tech'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 Franklin Cummings Tech 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 Franklin Cummings Tech 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. Franklin Cummings Tech 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. Franklin Cummings Tech 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.

Example of an Absence of Consent Due to Use of Threat:

Abel and Davon met at new student orientation and became friends. Over lunch a few days later, Abel confides in Davon that he has recently “come out” to a few close friends, but most people do not know he is gay. Abel worries how people will react if they knew. Later that day, Abel makes it clear that he has romantic feelings for Davon and they start kissing. Davon wants to have sex, but Abel tells him he is not ready for that. Davon threatens to “out” Abel on Instagram and Twitter if he does not have sex with him. Out of fear for his reputation, Abel submits to Davon even though he really does not want to. *Any sexual activity that then occurs is forced sexual contact and violates this Policy.*

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.

Example of physical force:

Jordan and Courtney return to his apartment after class. They consensually begin kissing and touching each other. Jordan wants to have sex, but Courtney tells him that she does not want to go that far. When Courtney tries to get off the bed and leave the room, Jordan holds her down and they have

sex. Jordan's use of force renders the sexual intercourse non-consensual and violates this Policy.

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.

Example of Coercion:
Claudia and Ramzi have been dating for about a month. Claudia has told Ramzi repeatedly that because of her strong religious beliefs she won't have sex before marriage. At first Ramzi seems okay with this, but as time goes on he starts badgering her to have sex with him. Recently, Ramzi went to Claudia's apartment to watch a movie. They started kissing and touching each other.

Ramzi wanted to have sex but Claudia, once again, said she didn't want to. Ramzi pressures Claudia by saying that she "got him so hot, you can't stop now". He also implies that having sex with him is the only way for Claudia to show him she loves him. Ramzi continues to pressure Claudia until she eventually submits to his advances. *Ramzi's conduct constitutes coercion in that he pressured Claudia into additional sexual conduct that she did not consent to, in violation of this policy.*

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
Jcornog@franklincummings.edu

Human Resources
Title IX Coordinator for staff/faculty
(617) 588-1676
hr@franklincummings.edu

The Title IX Coordinator, along with the Title IX Team, oversees implementation of Franklin Cummings Tech's **Equal Opportunity, Harassment, and Nondiscrimination Policy**. The Title IX Coordinator has the primary responsibility for coordinating the college'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 Franklin Cummings Tech 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 Franklin Cummings Tech 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.

Franklin Cummings Tech 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 Franklin Cummings Tech Security. The Franklin Cummings Tech Security Desk is 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

Franklin Cummings Tech 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 the college'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, the college will inform the Complainant, in writing, that they may file a formal complaint with the college at present 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.

The college will maintain the privacy of the supportive measures, provided that privacy does not impair the college's ability to provide the supportive measures. The college 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

The college 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.

The college 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 the college 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 the college will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in the college's procedures will be delayed, the college 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 the college to preserve the privacy of reports. The college 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.

The college 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.

The college 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 the college to conduct that takes place on the campus or on property owned or controlled by the college, or at college-sponsored events. The Respondent must be a member of the college'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 the college's educational program. The college may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial college interest.

Regardless of where the conduct occurred, the college 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 college 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 college.

If the Respondent is unknown or is not a member of the college 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 the college's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

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

All vendors serving the college 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 the college'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 the college 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 the college's networks, technology, or equipment.

While the college may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the college, 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 college community.

13. Policy on Nondiscrimination

The Benjamin Franklin Cummings 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.

The college 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 Franklin Cummings Tech community whose acts deny, deprive, or limit the educational or access, benefits, and/or opportunities of any member of the Franklin Cummings Tech 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 Franklin Cummings Tech policy on nondiscrimination.

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

14. Policy on Disability Discrimination and Accommodation

Franklin Cummings Tech 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.

Director of HR, has been designated as Franklin Cummings Tech 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

Franklin Cummings Tech 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 the Learning Specialist, who coordinates services for students with disabilities.

The Learning Specialist 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, Franklin Cummings Tech 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 Franklin Cummings Tech.

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.

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Franklin Cummings Tech'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 Franklin Cummings Tech policy. When speech or conduct is protected by academic freedom, and/or the first amendment it will not be considered a violation of Franklin Cummings Tech policy, though supportive measures will be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Franklin Cummings Tech 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.

Franklin Cummings Tech does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Franklin Cummings Tech 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,

15. Policy on Discriminatory Harassment

graphic, or physical conduct that is severe or pervasive **and** objectively offensive.

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

Franklin Cummings Tech 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 Franklin Cummings Tech 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.

Franklin Cummings Tech 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 the 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.

Examples of Dating Violence

Jamal and Lydia have been dating for the past few months. This morning, when Lydia arrived in their shared Physics class, Jamal grabbed Lydia’s arm and forcefully pushed her out of the classroom, saying that her outfit was too revealing and that she needed to go home and change. Lydia is humiliated. Later, Jamal says he

is sorry for embarrassing Lydia, though this is not the first time Jamal has acted in this way towards Lydia. Lydia says things are okay now, but she wonders when it will happen again.

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.

Example of Stalking

Fiona dated Jasmine briefly, but they broke up after a few weeks. After the breakup, Jasmine began to show up every day at Fiona's work begging for her to take her back. Fiona told Jasmine she wasn't interested and to stop contacting her. Jasmine also started texting Fiona, sending her multiple messages each day. Fiona told her to stop, and even changed her phone number, but Jasmine found out her new number and began sending even more texts. Jasmine's behavior is stalking and constitutes a violation of this policy.

f. Other Civil Rights Offenses

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Franklin Cummings Tech 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, defined as 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 Franklin Cummings Tech 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 Franklin Cummings Tech 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. Franklin Cummings Tech 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. Franklin Cummings Tech 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. Franklin Cummings Tech is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Franklin Cummings Tech or any member of the Franklin Cummings Tech 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.

Example of Retaliation.

Kelly reported to the Assistant Dean of Students that she felt her ex-boyfriend, Tony, was stalking her. Franklin Cummings Tech's Title IX Coordinator conducted an investigation and a hearing board found Tony responsible for the behavior reported. Tony was suspended from the college. A week after the disciplinary decision was issued, during a shared lab class, Tony's friends disrupted Kelly's equipment so she would receive a failing grade.

18. Mandated Reporting

All Franklin Cummings Tech 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 Benjamin Franklin Cummings Institute of Technology 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@franklincummings.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
- A list of resources can be found at <https://franklincummings.edu/student-life/health-wellness/student-wellness-resources/crisis-support-contact-list/>

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.

Franklin Cummings Tech 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 Franklin Cummings Tech, 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 Franklin Cummings Tech 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 Franklin Cummings Tech 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 Franklin Cummings Tech 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. Franklin Cummings Tech 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 Franklin Cummings Tech'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 Franklin Cummings Tech 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 Franklin Cummings Tech, 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, Franklin Cummings Tech 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.

Franklin Cummings Tech 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 Franklin Cummings Tech policy.

22. Amnesty for Complainants and Witnesses

The Franklin Cummings Tech 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 B Franklin Cummings Tech 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, Franklin Cummings Tech 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) ~~(O&B)~~All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) ~~(O&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 Services/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 Dean of Students, 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

Franklin Cummings Tech 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

Franklin Cummings Tech 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 Franklin Cummings Tech 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, Franklin Cummings Tech 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: jcornog@franklincummings.edu

Human Resources
Title IX Coordinator for staff/faculty
(617) 588-1676
hr@franklincummings.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 Cummings Institute of Technology has a rich tradition in which all members of the community teach and learn in an environment conducive to academic, professional, and personal development. All members of the Franklin Cummings Tech 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 time of the criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

Interim Suspension

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

- A. The Dean of Academic Affairs, 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 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 Franklin Cummings Tech Security (security@franklincummings.edu or 617-588-1355) or to the 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 regard to threats of violence will be at the discretion of the 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 controlled substances, including marijuana, illegal or abused drugs
 - b. Knowingly being in presence of controlled substances, 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 controlled substances, illegal or abused drugs
 - e. Odor, or visual signs of being under the influence of controlled substances, 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 Franklin Cummings Tech grounds, buildings, classrooms, or offices
11. Failure to comply
 - a. With the lawful directions of any Franklin Cummings Tech 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 Franklin Cummings Tech 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 Franklin Cummings Tech campus owned or leased buildings
 - b. Use of electronic or vapor cigarettes inside Franklin Cummings Tech campus owned or leased buildings
 - c. Smoking of any kind 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
 - 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 Benjamin Franklin Cummings Institute of Technology regulations
 - p. Downloading, displaying, storing, or transmitting violent, obscene, lewd, or sexually harassing images or text on any computer/phone on college premises
 - 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 conduct coordinator is never an eyewitness, they may never have absolute proof of what really happened. The best the conduct coordinator/conduct board can do is to be persuaded of what most likely happened based upon evidence. The preponderance of evidence is used to base a decision during the conduct process and can be defined as – with the evidence at hand the incident was more likely than not to have occurred.

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 their defense

Conduct Resolution Process

The college believes it is in the best interest of the student and the Franklin Cummings Tech community to resolve conduct matters quickly and rightfully by following the procedures outlined below. 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, a continued potential threat to campus safety, or if the college is unable to have face-to-face meetings, the Conduct coordinator may schedule the hearing as a **Virtual Conduct Hearing** via telephone, or web cam service. Students who are scheduled for a virtual conduct hearing will be notified and be required to call in for the hearing or receive a call from the college. Failure to participate in the virtual hearing will result in the case being heard without the students' input.

A. Individual Conduct Hearing

1. Upon receipt of an incident report, the Conduct coordinator will review the report and determine if any alleged violations have occurred.
2. After reviewing the student's class schedule, the Conduct coordinator will notify the student via email of a conduct meeting to resolve the incident. The Conduct coordinator 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 coordinator 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 coordinator.

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 coordinator 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 Franklin Cummings Tech personnel will be notified.
7. Students may appeal a decision rendered by the Conduct coordinator 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 members such as students, faculty, and staff will meet with relevant parties, report findings and recommend sanctions to the Conduct 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.

Complainant/Victim: Any member of the Franklin Cummings Tech community (student, faculty, or staff) may file a written complaint with the 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 coordinator. The complainant / victim may be called to testify to the board regarding the incident in question.

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

Advisor: The advisor can be any member of the Franklin Cummings Tech 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 Dean of Students for assistance in acquiring an advisor for the hearing. The student should contact the Dean of Students in advance to seek permission for the advisor to attend. It is up to the discretion of the Conduct coordinator to approve or deny an advisor.

Conduct Board Members:

The Student Conduct Board may convene with 3-5 members and will be officiated by a chairperson as designated by the Conduct Coordinator: Student members, Faculty/Staff members, Chairperson/Conduct Coordinator.

Student members: shall be selected through a nomination and application process coordinated by the Dean of Students 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 Benjamin Franklin Cummings Institute of Technology 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 Coordinator/Chairperson. It is the responsibility of the Chairperson to keep decorum and to keep the proceedings running smoothly.

Conduct Coordinator: is a professional in the Office of Students Services 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 selected for the Student Conduct Board, in addition to being reviewed by the Conduct Coordinator/Title IX Coordinator, may be based on the following:

- Any incident that endangers the health or safety of a member of the Benjamin Franklin Cummings Institute of Technology community based on severity
- Sexual Misconduct Policy, including sexual assault, domestic violence, dating violence, and stalking
- Repeated substance abuse violations
- Repeated academic honesty violations
- Any incidents that may result in educational sanctions, suspension, or expulsion from the college

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

The Conduct Coordinator will convene 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. It is the student's responsibility to prepare for the Student Conduct Board hearing. Charged students should thoroughly read the entire Student Code of Conduct prior to the hearing.

STUDENT CONDUCT BOARD DELIBERATIONS AND OUTCOMES

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

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

send the results of the Hearing with recommended sanctions to the Conduct Coordinator. The student will receive the outcome of the hearing in writing within 48 hours. The student remains in a probationary status until the official sanctions are sent. Sanctions go into effect immediately upon dissemination.

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) days of the date of the outcome of the conduct meeting.

A student should submit a formal and well written appeal:

- To appeal being found “responsible” for one or all violations
- To appeal the level of sanctioning from the original hearing body

It is up to the student 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) 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 can do is to be persuaded of what most likely happened based upon evidence. The preponderance of evidence is used to base a decision can be defined as– with the evidence at hand the incident was more likely than not to have occurred.

Since the original conduct coordinator 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 presented, 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 Conduct Coordinator 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

Benjamin Franklin Cummings Institute of Technology's security staff is present on campus to detect and deter criminal activity on campus. Campus Security can be reached at 617-588-1355, or security@franklincummings.edu. Students and faculty/staff 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 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 Franklin Cummings Tech 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: <https://franklincummings.edu/student-life/campus-safety/>

Student Right to Know and Campus Security Act

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

Email Accounts

All students are assigned a Franklin Cummings Tech email address upon enrollment. IT Support will send you directions on how to access your Office 365 email account. It is important that you log into your email daily or have your Franklin Cummings Tech 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 Franklin Cummings Tech assists students and their families to meet the cost of a college education. At Franklin Cummings Tech, 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 Franklin Cummings Tech education. In order to be considered for financial aid at Franklin Cummings Tech, an 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 <https://franklincummings.edu/admissions-and-aid/financialaid/>.

The Financial Aid Office is located within the Office of Admissions and Financial Aid. Contact financialaid@franklincummings.edu.

Lockers

Franklin Cummings Tech provides lockers upon request. Questions regarding lockers should be brought to the 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 the academic year from September to May. Items left in an assigned locker after classes end in May will be discarded. For students taking summer courses, lockers may be used 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. Franklin Cummings Tech 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 Benjamin Franklin Cummings Institute of Technology. Plan to use Canvas daily and to use the portal for access important information, including balance and payment plan, financial aid status, course schedule, and unofficial transcript.

To access the portal, go to

<https://campsportals.bfit.edu/estudent/login.asp><https://campsportals.franklincummings.edu/eStudent/login.asp>. Your username and password will be sent to you before your first on-boarding meeting.

To access Canvas, go to <https://franklincummings.instructure.com/login/canvas>. You can also download the app, called Canvas Student, to your mobile device. You will use Canvas for day-to-day course management including tracking assignments, checking grades, receiving class announcements and notifications, and communicating with your professors.

If you need log-in information to any of your student accounts, including Canvas, Student Portal, and Office 365, email itsupport@franklincummings.edu.

Transportation

MBTA and Commuter Rail Passes

The MBTA, also known as the T, operates public transportation for the greater Boston area. You can purchase a pass at fare machines located in subway stations. A CharlieCard is a reusable transit fare card. In addition to getting a CharlieCard from fare vending machines, the College has CharlieCards without value on them available for students. Please reach out to Associate Dean of Students or the Director of Student Wellness and Support to obtain a CharlieCard. You can learn more about using the T on the [MBTA's website](#).

The MBTA's Youth Pass program offers reduced fares on the bus, subway, Commuter Rail, Express Bus, and ferry to young adults with lower incomes under 25 who live in participating cities. These special CharlieCards can be loaded with cash value for roughly 50% reduced one-way fares, or \$30 monthly LinkPasses! If you'd like to learn more visit the College's [Resource Guide](#).

Parking

There are no parking lots at Franklin Cummings Tech. Students must obey the City of Boston's parking rules and regulations and park at meters. 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. 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 Franklin Cummings Tech's alleyway is not allowed; and non-resident cars parked in the Castle Square housing development parking areas will be tagged and towed. Also keep note of local street cleaning policies when cars can be 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 paycheck 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 paycheck. 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 their Success Coach or Financial Aid during the first and second week of classes.

Student Services

The Department of Student Services is led by the Dean of Students and is made up of: Advising and Student Success, Career Services, Disability Support Services, Online Library Services, Student Conduct, Student Life, and Wellness and Support. The department coordinates student organizations, campus events and provides holistic coaching to help students achieve economic mobility through college credentials and transformative career pathways. We believe authentic student-centered support empowers students to thrive inside and outside of the classroom.

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 Success Coach 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, regular review of academic progress, help with registration for future semesters, and suggestions for career preparation and readiness. 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. Success Coaches are located in the Kraft Center for Student Success.

Career Services and Industry Partnerships

The Office of Career Services 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 Franklin Cummings Tech programs continue to be relevant to workforce needs.

Career Services promotes employment opportunities, coordinates student career exploration placements, and helps students prepare for their post-graduation career and/or continuing education plans. Career services support is provided to students through individualized appointments, career education curriculum, and workshops. Staff members run both the Career Success Seminars and Career Success Workshop based on academic program. These semester-based seminars and short-term workshops 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.

Career Services 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 about prospective employers and help connect students to industry recruiters. These career fairs create an atmosphere for industry recruiters to hire future Franklin Cummings Tech graduates for internships and employment, as well as general exposure to the industry.

Handshake Career Services Platform

Handshake is the college's career platform and online career center. Students will be able to create a career profile, find employment, and regularly connect with employers. Students receive access at the start of the first semester through their college email account. If you have not received login information, contact careers@franklincummings.edu.

Disability Support Services

Franklin Cummings Tech 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 Franklin Cummings Tech. 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 disabilities is treated confidentially.

For reasonable and timely accommodations, accepted students with documented disabilities should follow these steps before they start classes 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 to determine what, if any, Franklin Cummings Tech 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 fill out an 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 form, and each will receive a copy of the signed form while the original form is 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.

Online Library Services

Franklin Cummings Tech offers online access to collections, services and programming that meet the needs of the college's educational programs and facilitates effective use of information and acquisition of information literacy skills for all Franklin Cummings Tech students, faculty, and staff, regardless of where they are physically located or the modality by which they take their courses. The online library collection includes over 100,000 eBooks, 20 online databases with access to full-text magazines, newspapers, and other resources.

The online library is accessed by logging into Franklin Cummings Tech's Canvas portal and selecting the "Online Library" from the navigational menu. Databases are both privately owned and available through Franklin Cummings Tech's membership in the Massachusetts Library System, a state supported collaborative that fosters cooperation, communication, innovation and sharing among libraries of all types. Databases include: Ebsco's Academic eBook Collection and OmniFile Full-Text Select, Infobase Facts on File's Issues & Controversies and Today's Science, Gale's Academic Onefile, Business, Diversity Studies, Economics & Theory, Environmental Studies, General OneFile, Global Issues In Context, Health & Medicine, New York Times, Onefile Psychology, Religion & Philosophy, Vocations & Careers, Opposing Viewpoints in Context, Science in Context, Proquest's Boston Globe, Taylor & Francis' Sustainable Development Online.

Ask-A-Librarian is available for students to receive reference help from Franklin Cummings Tech's accredited librarian, and 24/7 access to accredited librarians is available via TutorMe. Through its partnership with the Boston Public Library students are provided a BPL library card during the first few weeks of classes and are eligible to use the resources and facilities at the BPL central library and its branches.

New Student Orientation

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

Student Conduct

The Benjamin Franklin Cummings Institute of Technology has a rich tradition in which all members of the community teach and learn in an environment conducive to academic, professional, and personal development. All members of the Franklin Cummings Tech community must take responsibility for their actions and be willing to accept the consequences of their deeds.

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

Student Life

Campus Engagement

Franklin Cummings Tech seeks to create opportunities for engagement and Diversity, Equity, and Inclusion activities by celebrating heritage months, such as Black History and Women's History Month, Lunar New Year, and by providing student led pop-up programming throughout the academic year that allow students to network and connect.

Franklin Leaders

A significant component of the co-curricular educational experience of Franklin Cummings Tech students is leadership training. Franklin Leaders are student and alumni leaders who represent the college community, share their unique stories, and who work to enhance the student experience. Franklin Leaders will have the opportunity to serve as a resource to Franklin Cummings Tech students while receiving necessary tools to develop their leadership skills.

Student Organizations

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

Student Wellness and Support

At Franklin Cummings Tech, we know that outside circumstances can affect students' academic performance. Through the Office of Student Wellness and Support, students can meet one-on-one with a member of our Wellness Team to collaboratively identify challenges, create a plan for success, and connect with on-campus and community-based resources. Student Wellness is here to support students with any issue outside the classroom that may be getting in the way of their academic success. Common reasons for seeking support are basic need insecurity (food, housing, etc.), transportation challenges, mental health/wellness concerns, and more. Students dealing with personal challenges are encouraged to visit the Director of Student Wellness and Support, a Success Coach or the Dean of Students. Learn more about the Office of Student Wellness and Support, as well as the resources available to students on our [website](#).

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

Quick Guide: Where to go for assistance

Academic Advising	Success Coach, Kraft Center for Student Success
Add/Drop Course	Success Coach or Registrar's Office: https://franklincummings.edu/academics/registrar/
Alcohol and Drug Use Support	https://franklincummings.edu/student-life/health-wellness/student-wellness-resources/crisis-support-contact-list/
Bill Payment – In Person	Student Accounts
Bill Payment – Online	Student Portal: https://camsportals.franklincummings.edu/eStudent/login.asp
Change of Address/Phone Number	Student Portal: https://camsportals.franklincummings.edu/eStudent/login.asp Registrar's Office: https://franklincummings.edu/academics/registrar/
Change of Major	Success Coach, Department Chair, Registrar's Office
College Catalog	https://franklincummings.edu/academics/course-catalog/
Financial Aid/Loans/Scholarships	Financial Aid Office: https://franklincummings.edu/admissions-and-aid/financialaid/
Graduation (Petition to Graduate)	https://franklincummings.edu/academics/registrar/grad-petition/
Health Insurance Waiver	www.universityhealthplans.com
I-20 Forms	Admissions Office
International Student Advisor	Admissions Office
Job Assistance	Career Services and Student Services Staff
Learning Disability Support	Learning Specialist
Lockers	Dean of Students jcornog@franklincummings.edu
Lost and Found	Security
Math Assistance	Kraft Center for Student Success
Request a Transcript – In Person	Registrar's Office: https://franklincummings.edu/academics/registrar/
Request a Transcript – Online	https://franklincummings.edu/academics/registrar/request-a-transcript/
Research Assistance	Library or Kraft Center for Student Success
Resume Assistance	Career Services and Student Services Staff

Sexual Assault Support Resources	https://franklincummings.edu/student-life/health-wellness/student-wellness-resources/crisis-support-contact-list/
Student Portal	https://camsportals.franklincummings.edu/eStudent/login.asp
Suggestions or Complaints	Dean of Students jcornog@franklincummings.edu
Tutoring	Kraft Center for Student Success
Wellness Support	Office of Student Wellness and Support
Work-Study	Financial Aid Office: https://franklincummings.edu/admissions-and-aid/financialaid/
Writing Assistance	Kraft Center for Student Success