

# ACADEMIC POLICIES AND PROCEDURES

Students enrolled in any division of the university are responsible for familiarizing themselves with (and understanding) the implications of all institutional policies, procedures, and requirements affecting progress toward their academic goals. These include, but are not limited to, degree and major course requirements and the university's grading and course-repeat policies. Students who ignore these policies, procedures, and requirements do so at their own risk. See the Student Handbook (<http://www.bentley.edu/campus-life/student-life/division-student-affairs/the-student-handbook/>) for additional information.

## Academic Engagement/Attendance Policy

There is a strong positive relationship between class attendance and participation and academic success. Students are expected to maintain academic engagement by attending and/or participating in all classes. Students are responsible for the work and deadlines associated with class assignments. There is no university-wide class attendance policy, but individual instructors are encouraged to set attendance requirements for their courses in the class syllabi.

## Verification of Participation

Students are expected to be on campus and participating in classes beginning on the first day of each term. In compliance with federal guidelines, students who do not attend or engage academically in any courses during the first week of class will be designated as a "no show" and will be dropped from all courses.

## Late Arrival/Enrollment

Students are expected to be enrolled and participating in courses by the end of the add/swap period. Students will not be added to any courses after the add/swap deadline, unless approved by the relevant department chair. Students may be administratively dropped from any in-person or hybrid course, including those courses for which they are already registered, if they have not started attending by the first class following the end of the add/swap period.

## Administrative Withdrawal

Students are expected to be engaged and active participants in class throughout the term. Faculty are expected to outline the attendance and participation expectations for students in the class syllabus. An enrolled student may be administratively withdrawn after a prolonged period of absence or nonparticipation. Examples of prolonged periods of nonparticipation are listed below, but faculty may define a prolonged period of nonparticipation differently in the syllabus.

- Two or more consecutive weeks of nonparticipation during a semesterlong course; or
- Nonparticipation in two consecutive class meetings or assignments during an abbreviated session (e.g., more than one week but less than a traditional semester); or
- Nonparticipation in any single class meeting during a course that is one-week or shorter (e.g., executive format courses, courses in Winter session or May Intensive sessions).

If it is determined that an administrative withdrawal is in the best academic interest of the student, the student will be administratively withdrawn from their class(es) and a notification of this decision will

be sent to the student's university email. Students may appeal the administrative withdrawal decision to the Committee on Academic Policy Exceptions Review within 3 business days. Students remain liable for any tuition costs related to the administratively withdrawn course(s). An administratively withdrawal could impact the student's financial aid eligibility or account status at Bentley. Students who have extenuating circumstances may appeal using the Tuition Refund Application (<https://d2f5upgbvbx8pz.cloudfront.net/sites/default/files/inline-files/Fillable%20Tuition%20Refund%20Application%20Updated%20AY2022-2023%20updated%2010%2006%2022.pdf>).

## Academic Honors and Awards

### President's List

The President's List identifies all full-time students who complete at least 12 course credits in the semester with a qualifying, unrounded grade point average of 3.7 or better and with no grade below B.

### Dean's List

The Dean's List identifies all full-time students who completed at least 12 course credits in the semester with a qualifying, unrounded grade point average of 3.3 or better and with no grade below C.

### Graduation Honors

At Commencement, Bentley awards honors to degree recipients who have completed at least 60 hours at Bentley toward a bachelor's degree. The following standards apply:

- Summa Cum Laude — GPA of 3.8 or higher
- Magna Cum Laude — GPA of 3.6 to 3.799
- Cum Laude — GPA of 3.4 to 3.59

GPA calculations are not rounded.

### David A. Fedo Award for Exceptional Contributions to the Arts and Sciences

Established in 1991, this award was named in honor of David A. Fedo, the former Associate Dean of Liberal Arts (1980-1990), to recognize students who demonstrate outstanding leadership and dedication to the Bentley community. Recipients are selected through a nomination process.

### Robert J. Weafer Award for Undergraduate Academic Excellence

The Weafer Award is awarded to the undergraduate degree candidate(s) who earned the highest Bentley GPA of students graduating in that academic year (i.e., summer, fall, and spring). The student must earn at least 90 credits at Bentley and graduate with a degree in a business discipline. In the event that there are more than one students who have the highest GPA, both students will receive the award.

## Academic Integrity

Bentley students and faculty are held to the highest standards of ethical behavior and moral conduct. Faculty are expected to adhere to Bentley's Ethics policy and the ethics conventions of their disciplines. Each student is expected to abide by the Honor Code and to become familiar with the entire academic integrity system.

### The Bentley Honor Code

As a Bentley student, I promise to act honorably in my courses and my professional endeavors, adhering to both the letter and spirit of Bentley's academic integrity system. I will neither take advantage of my

classmates nor betray the trust of my professors. My work will be honest and transparent, and I will hold myself and my peers accountable to the highest ethical standards.

## I. Academic Integrity System Structure

**Academic Integrity Council** consists of at least five faculty volunteers selected by the Director of Academic Integrity and approved by the Nominations Committee, as well as a graduate student and an undergraduate student designated by their respective student government associations. The Academic Integrity Council reviews the state of academic integrity in the Bentley community; advises the Director of Academic Integrity on the process and procedures of the Academic Integrity System; and recommends Faculty Manual revisions as appropriate. A faculty member of the council serves as chair when an Academic Integrity Hearing is required.

**Director of Academic Integrity** is appointed by the Provost; works with academic departments and the student organizations to implement proactive education and prevention related to issues of academic integrity; reports to the Provost; oversees the academic integrity process to ensure its adherence to the spirit and letter of Bentley's Academic Integrity System; and consults frequently with faculty, students, and the Academic Integrity Council. When necessary, the Director organizes hearings and stores Academic Integrity Incident Reports (the only official record). In the event of an integrity case filed by the Director, the provost appoints a temporary Director. The Director is also responsible for ensuring that new Bentley faculty members are familiar with the Honor Code and Academic Integrity System.

## II. Faculty and Student Responsibilities and Rights in the Academic Integrity System

### Faculty Responsibilities and Rights

All faculty members are responsible for promoting academic integrity by managing their classes, assignments, and examinations so as to reduce temptation and opportunity for plagiarism and cheating. Faculty are required to clearly define the expectations and procedures for academic work, either as part of the individual assignment or in the syllabus or other document that presents course work guidelines. These include, for example, overall classroom assessment procedures; examination protocols; and guidelines for citing sources in written work, and for collaborating and/or receiving outside assistance with homework and other assignments.

Each faculty member is expected to abide by the principles and procedures established in Bentley's Academic Integrity System.

A faculty member who believes an academic integrity violation has occurred **must** file an Academic Integrity Incident Report. Staff members who become aware of a possible violation must notify the Director of Academic Integrity. **No sanction can be imposed on a student without a report first being filed with the Director.**

The faculty member who alleges an academic integrity violation is entitled to ask the Director for additional resources to support the investigation of the violation, and may question relevant students about an alleged violation.

### Student Responsibilities and Rights

Each student is expected to become familiar with and at all times adhere to the Bentley Honor Code and Academic Integrity System, including standards and expectations set out in each course syllabus, assignment,

and/or examination concerning collaboration, methods of research and data collection, and other practices.

Students are also expected to uphold the Academic Integrity System. Therefore, a student who is aware of a possible violation of the standards established in the system is expected to report the suspected violation to a faculty member or the Director. A student who is suspected of committing a violation must respond promptly and honestly when informed of a suspected academic integrity violation, and must provide information that may aid in the investigation of an alleged violation.

A student charged with an academic integrity violation is entitled to ask the Director for a list of student support services and will be allowed to respond to an alleged violation before the report is finalized.

### Role of Observers

If a member of the Bentley community believes that s/he has observed behavior related to a faculty member's class that violates academic integrity, it is the observer's responsibility to bring the matter to the faculty member's attention. If the observer is not satisfied with the faculty member's response, the observer has the right to bring the matter directly to the Director's attention for possible action. The Director will consult with the faculty member and investigate the incident to determine whether or not a report should be submitted. The Director may arrange a hearing, with or without the faculty member's explicit consent, if there is sufficient evidence to suggest a violation may have occurred.

### Incidents Outside the Normal Purview of Course Instructors

When an incident is brought to the Director's attention that falls outside the normal purview of an individual instructor, involves students in multiple classes, or classes taken in previous semesters, the Director may impanel a hearing to adjudicate it. In such instances, the Director may appoint another faculty or staff member to provide the student(s) with counsel regarding the case.

## III. Violation Levels Defined and Recommended Sanctions

Violations are categorized as either Level I or Level II based on severity. The level of an alleged violation determines the appropriate steps in the academic integrity process and recommended sanctions.

### 1. Levels Defined

- a. A Level I violation is a minor infraction, generally confined to student work within an individual course, including but not limited to:
  - i. failing to apply appropriate conventions for citing and documenting sources;
  - ii. giving assistance to or receiving assistance from another student or any other person on an assignment or exam when such collaboration is prohibited; or
  - iii. accessing prohibited materials during an examination.
- b. Any violation not categorized as Level I is a Level II violation. Level II violations are serious breaches of academic integrity. They include, but are not limited to, the following examples:
  - i. committing any violation such as those listed under Level I that pertain to more than a small portion of the course grade;
  - ii. submitting the same work or major portions thereof to satisfy the requirements of more than one course without written permission from each faculty member (including Honors and Capstone requirements);
  - iii. using illicit means of acquiring data, fabricating evidence, falsifying data, or fabricating sources;

- iv. collaborating to exchange information during an examination or engaging in any action during an exam prohibited by the instructor, such as copying another student's work, utilizing prohibited materials (for example, books, notes, calculators, cell phones or other electronic devices), or helping other students to copy another student's work on an examination;
  - v. altering a graded assignment or examination and asking for it to be re-graded;
  - vi. stealing and/or distributing an examination;
  - vii. purchasing or otherwise illicitly acquiring and submitting a paper or any other course materials as original work;
  - viii. creating a paper or other course materials for sale and/or distribution;
  - ix. reproducing or distributing university course materials without instructor permission;
  - x. having a substitute take an examination or taking an examination for someone else;
  - xi. stealing another student's work;
  - xii. intentionally impeding an investigation of an academic integrity incident or giving false witness in a hearing;
  - xiii. engaging in actions designed to hinder the academic success of another student or students – for example, by impeding access to course materials, or hiding or removing library resources;
  - xiv. using improper means to access computer files; and/or
  - xv. forging or falsifying a grade, transcript, or diploma.
- c. Any alleged violation involving a student who at the time has an earlier report on file or under investigation must go to a hearing.
2. Recommended Sanctions
- a. Level I sanctions may include, but are not limited to:
    - i. a make-up assignment at a more difficult level than the original;
    - ii. failure or other reduced grade on the examination or assignment.
  - b. Level II sanctions may include, but are not limited to:
    - i. any sanctions for Level I violations;
    - ii. course grade of F;
    - iii. course grade of F being permanently calculated into the Grade Point Average;
    - iv. exclusion from activities such as study abroad, honors societies and programs, and varsity athletics;
    - v. suspension from Bentley University;
    - vi. expulsion from Bentley University.

#### IV. Academic Integrity Incident Reports and Consequences

The relevant faculty member should meet with the student(s) to discuss an alleged violation. If the faculty member still suspects that a violation has occurred, a report must be promptly filed.

1. In the case of an alleged Level I or Level II violation, if the student(s) does not agree that a violation has taken place, the Director will schedule a hearing.
2. In the case of an alleged Level I or Level II violation, if the student(s) agrees that the incident is a violation of academic integrity, the faculty member shall propose a sanction(s) in consultation with the Director.

- a. For a Level I violation, if the student agrees to the proposed sanction(s), the faculty member implements the proposed sanction(s) only after the report has become an official record in the office of the Director. Unless the student has a prior violation on record, no hearing is required. If, however, new information becomes available, the Director has the option of scheduling a hearing.
  - b. For a Level II violation, if the student agrees to the proposed sanction(s) no hearing is required unless the student has a prior violation on record. The faculty member implements the proposed sanction only after the Academic Integrity Council reviews and approves the sanction. Proposed sanctions that are more severe than a majority of Academic Integrity Council members believe are appropriate will require a hearing.
  - c. For Level I and Level II violations, if the student does not agree to the sanction(s) and/or on the nature of the violation, the Director will schedule a hearing.
3. Regardless of level, second violations must go to a hearing.
  4. Regardless of level or prior agreement, the Director has the authority to call a hearing with the agreement of the student to resolve the incident in the interest of academic integrity.
  5. If it is determined at a hearing that the allegations were unfounded, the report is destroyed.
  6. At a hearing, only the current report and related information will be disclosed when determining whether the student is responsible for the violation. Once a student has been found responsible for a violation, the Director will disclose prior reports, if any, to the hearing members before sanctions are determined. Only records filed with the Director are actionable.
  7. Within the university, the existence and contents of all reports are confidential, and will be maintained by the Director for seven years.

#### V. Academic Integrity Hearing

A hearing is convened by the Director. The hearing members review evidence of an academic integrity incident, decide if a violation has occurred, and set sanctions with consideration given to the faculty member's proposed sanction.

1. **Student and Faculty Rights:** When a hearing is convened, both faculty and students are entitled to:
  - a. a fair hearing in a reasonable amount of time;
  - b. ample notice of the hearing, a summary of the violation to be discussed, and an explanation of the hearing process;
  - c. access to the Director to prepare for the hearing;
  - d. the presence of witnesses accepted by the Director to give pertinent testimony;
  - e. the opportunity to hear and respond to all testimony presented in the hearing;
  - f. the opportunity to speak on one's behalf;
  - g. the presence of one person who is not an attorney to provide support;
  - h. written notice, within a reasonable amount of time, of the hearing's findings and any sanctions;
  - i. notification of appeal decisions, if any.
2. **The Hearing:** A hearing requires five voting members. Three must be full-time faculty members, with at least one who is a member of the Academic Integrity Council. The Director solicits students from graduate and undergraduate student government, corresponding with the student(s) subject to the incident review. One faculty member,

who is a member of the Academic Integrity Council, serves as chair of the hearing. The Director attends all hearings in a neutral supporting role and is not a voting member. The hearing membership listens to evidence, determines the presence or absence of an academic integrity violation and, where appropriate, sanctions a student.

3. **Scheduling:** The Director reserves the right to schedule hearings in a way that accommodates extenuating circumstances and minimizes the impact on academic schedules of all involved parties.
4. **Communication:** The Director communicates the findings of the hearing in writing to the faculty member and student involved within five working days. If it is determined at a hearing that a violation has occurred, the report and supporting documentation are retained in confidence for seven academic years by the Director. Outcomes affecting transcripts will be reported to the Registrar's Office and other relevant campus officials. In addition, the Director is authorized to respond to requests from the Director of the Honor's Program and the authorized non-student representative of the Falcon Society to verify that specified students, identified by name and student number, have not had sanctions imposed that violate the program guidelines regarding rules of membership to these programs.
5. **Sanctions for Special Circumstances:** Sanctions may involve restrictions on or disqualification from participation in university programs or extracurricular activities only with a hearing. When such a sanction is imposed, the Director may disclose only those restrictions involving that program or activity to the relevant campus official.
6. **Sanctions Involving Grades and Graduation:** The timing of the filing of reports may result in investigation procedures that cannot be concluded before grade reporting or degree auditing for graduation. In the case of incidents that may reasonably be expected to affect a course grade, the faculty member of the course will post a grade of incomplete, pending the completion of the academic integrity investigation. In the event that this incomplete affects a graduation requirement, the student shall remain otherwise eligible to "walk at graduation." The right of an Honors Program student to walk with the Honors Program cohort at graduation is governed by that program's guidelines. The awarding of the degree and final transcript must await the result of the investigation. In cases where the incident cannot be addressed prior to grade reporting or prior to awarding the degree and final transcript, relevant sanctions may be applied retroactively, including transcript modification and/or rescinding the degree, as determined by a hearing.
7. **Appeals:** A student may appeal the outcome of a hearing only when: new material or information unavailable at the time of the hearing becomes available, or evidence is provided that a fair process has not been followed.
  - a. An appeal of hearing decisions must be submitted in writing to the Provost and must explain in detail the reason for the appeal. It must be submitted no later than five working days from the date of the written notification from the Director informing the student of the hearing outcome. The student will be notified within a reasonable time whether the appeal will be granted. Sanctions determined by a hearing will stand until a decision on the appeal is made.
  - b. The Provost's decision as to whether an appeal will be granted is final. If the appeal is denied, the sanction is implemented and the academic integrity process ends. The student cannot appeal the Provost's decision.

- c. If an appeal is granted, the Provost will then either determine an appropriate sanction or refer the case to a new hearing. If the case is to be heard again, the student will be notified within a reasonable time as to the date and time of the hearing.
- d. The Provost, or a designee, will inform the Director of the outcome of any student appeal.
- e. The Director will notify other university officials as necessary.

## Academic Standing

Bentley assigns undergraduate students an academic standing at the end of each fall and spring term in which a student is enrolled in classes at Bentley.

### Academic Standing: External Reporting

Students having completed one semester at Bentley with a grade point average (GPA) of 1.80 or higher will be reported, upon a student's request or as required by law, to other institutions of higher education and other interested parties as being in **good academic standing**. Students with a cumulative GPA of 2.00 or higher who have completed two or more semesters at Bentley will be reported to external parties as being in **good academic standing**.

Students having completed their first semester at Bentley with a GPA below 1.80 and students having completed two or more semesters at Bentley with a cumulative GPA below 2.00 shall be reported externally as **not in good academic standing**.

### Academic Standing: Internal Definitions

Internally, Bentley University further differentiates Academic Standing to help identify students for the purposes of supporting student learning and as part of its requirement to maintain minimum academic standards.

Bentley recognizes four types of academic standing based on student performance:

1. **Good Academic Standing** – Students in Good Academic Standing have a cumulative GPA sufficient to graduate and show consistent success in the term under review. New students enter the university in Good Academic Standing.
2. **Academic Concern** – Students in Academic Concern remain in Good Academic Standing but have a cumulative GPA and/or inconsistent performance in the term under review that suggests that they may be at some risk of falling out of Good Academic Standing.
3. **Academic Recovery** – Students in Academic Recovery have a cumulative GPA and/or performance in the term under review that indicate they are experiencing academic difficulties. Students in Academic Recovery may benefit from a higher level of support to help them meet their academic goals.
4. **Academic Separation** – Students in Academic Separation have experienced academic difficulties over one or more terms and there is concern that the student is unable to achieve consistent academic success at this time. Students in Academic Separation are required to suspend their studies at Bentley for a minimum period of one year (including one fall semester and one spring semester). Bentley remains committed to supporting students in Academic Separation with their long-term goals of academic success and degree completion. Students in Academic Separation are strongly encouraged to work with their academic advisor or student success



coach during their time away from Bentley to discuss appropriate introspection, self-reflection, personal development, and preparation activities during their time away from Bentley. Before being approved to resume their studies at Bentley, students in Academic Separation must demonstrate their ability to achieve consistent academic success at Bentley if approved to resume their studies at Bentley.

Undergraduate students at Bentley shall be considered in Good Academic Standing if they meet **all** the following criteria:

- They have a cumulative GPA of 2.00 or higher (1.80 GPA or higher after their first semester at Bentley)
- They earn no failing (F) grades in credit-bearing courses in the term under review
- They earn not more than one grade in the D range (D+, D, or D-) in credit-bearing courses in the term under review

Students in Good Academic Standing in the term under review shall be placed on Academic Concern if they meet **any** of the following criteria:

- They have a cumulative GPA between 2.00 and 2.19 (between 1.80 and 2.19 GPA after first semester at Bentley)
- They have a semester GPA below 2.00 in the term under review
- They earn one failing (F) grade in a credit-bearing course in the term under review
- They earn two grades in the D range (D+, D, or D-) in credit-bearing courses in the term under review

Students in Good Academic Standing in the term under review shall qualify for review by the Committee on Academic Standing (CAS) to determine whether Academic Recovery or Academic Separation is warranted if they meet **any** of the following criteria:

- They have a cumulative GPA lower than 2.00 (lower than 1.80 after the first semester at Bentley)
- Two or more failing (F) grades in credit bearing courses in the term under review
- One failing (F) grade and one or more grades in the D range (D+, D, or D-) in a credit-bearing course in the term under review
- Three or more grades in the D range (D+, D, or D-) in credit-bearing courses in the term under review

Students (1) who began the term under review in Academic Concern or Academic Recovery, (2) who are unable to qualify for Good Academic Standing based on the criteria above, or (3) who are unable to meet the conditions of their academic standing, are subject to further review by CAS and may be candidates for Academic Recovery or Academic Separation.

#### **Committee on Academic Standing (CAS)**

Potential outcomes from review by CAS include a change in academic standing to Academic Concern, Academic Recovery, or Academic Separation. As a result of a change in academic standing, CAS typically directs students to fulfill one or more of the following:

- Meet with an assigned academic advisor or student success professional
- Achieve passing grades in all credit-bearing courses in their next term
- Achieve a semester GPA of 2.00 or higher in their next term
- Maintain, achieve or demonstrate significant progress toward a cumulative GPA 2.00 or higher

- Enroll in and successfully complete specific courses
- Enroll in and successfully complete the Strategies for Academic Success (SAS) or similar student success course
- In the case of Academic Separation, suspend their studies at Bentley University for a period of at least one year (including one fall semester and one spring semester) and seek authorization to resume their studies (as described below)

#### Notes on CAS Practices

Every effort is made to identify students who are subject to review by CAS in advance of CAS's convening to determine academic standing. Identified students are offered support in writing a statement that describes their experiences in the term under review and the challenges they faced, and that presents their plan for success in the term to come. Students are encouraged to provide relevant documentation that can support their letter to CAS where appropriate. CAS considers this information, along with other data, to determine the appropriate academic standing and associated conditions for students to meet in the future.

The first semester in which a student qualifies for review by CAS is likely to result in the student being placed in Academic Recovery. However, CAS is empowered and has discretion to determine whether Academic Separation is in the best interest of the student on a case-by-case basis, including during the first semester in which a student qualifies for review by CAS.

Students who qualify for review by CAS may choose to voluntarily suspend their studies by taking a voluntary academic leave of absence, if they believe that time away from Bentley is in their best interest. Students taking a voluntary academic leave of absence after qualifying for review by CAS are expected to suspend their studies at Bentley for a minimum of one year (including one fall semester and one spring semester and must seek authorization to resume their studies utilizing the same process described below following Academic Separation.

CAS may, at its discretion, consider any Incomplete grade (I) as a failing grade (F) in determining a student's eligibility for review and in determining what standing and associated conditions are in the best interest of the student.

CAS meets after each fall semester and spring semester to assign student academic standings. CAS can delegate its authority to assign academic standings of Academic Concern or Academic Recovery, with associated performance requirements, to appropriate university officials when it is determined that a student qualifies for such standing after the full CAS has met following a given semester (e.g., as a result of late grades or grade changes).

#### Academic Separation

Students on Academic Separation are required to suspend their studies at Bentley for a minimum period of one year (including one fall semester and one spring semester). The rationale is to provide students with sufficient opportunity for introspection, self-reflection, personal development, and preparation without risk of damage to their academic record. Bentley remains committed to supporting each student in Academic Separation with their long-term goals of academic success and degree completion. Students are encouraged to find productive ways to spend their time away, based on their individual needs. Students are also strongly encouraged to meet with their assigned academic advisor or student success coach throughout their time away from Bentley to discuss appropriate self-reflection, learning, personal development, and preparation activities during their time away from Bentley so that they

can achieve consistent academic success at Bentley if approved to resume their studies at Bentley.

Academic Separation is intentionally designed as a temporary break from a formal educational experience. Students are expected to suspend their studies to engage in introspection, self-reflection, personal development, and preparation to return to a formal educational experience. Students on Academic Separation, therefore, may not automatically earn transfer credit at Bentley for courses taken at other educational institutions while on Academic Separation.

Students on Academic Separation who believe that taking courses (usually at a part-time basis) at another educational institution may support their personal growth and preparation to return to Bentley may work with their assigned advisor to request that they be able to receive transfer credit for such course work. If the student's plan for course work is approved, the university will inform the student, in advance, whether specific courses are eligible for credit at Bentley upon their approved return to Bentley. No official notation or change of the student's academic transcript will be made until such time as the student is approved to return to Bentley. All requirements and expectations for transfer credit evaluation, as defined in the Course Away Policies and Guidelines (<https://www.bentley.edu/offices/registrar/course-away> (<https://www.bentley.edu/offices/registrar/course-away/>)) and any other relevant policies or processes, apply. Courses that have not received pre-approval are ineligible for transfer credit.

The deadline for submitting a request to resume studies is March 15 for a fall term return and October 15 for a spring term return, though students are encouraged to communicate their goals for return to studies with their academic advisor or success coach well in advance of these dates. Requests to return received after these deadlines may not be considered for such term and may instead be considered for the next available fall or spring term.

To request authorization to resume studies, students will provide a statement and supporting documentation to CAS that describes their activities while away from Bentley, demonstrates how they have overcome obstacles they have faced in the past, explains what they have learned from their experiences, and presents a detailed plan for consistent success in their Bentley coursework moving forward. Students' academic advisor or success coach can provide students with support in drafting and submitting their request to resume studies.

### Appeals Process

Students may request an appeal of their change in standing within four (4) business days of their placement on Academic Separation. Appeals are reviewed by the Dean of Business and the Dean of Arts and Sciences or their designees. Please note that bases for appeal are strictly limited. Appeals must present either:

1. New information that was unavailable at the time CAS met that could substantially and materially affect the decision by CAS; or
2. Evidence of an error or misapplication of university policy (e.g., substantiated bias, material deviation from established policy or procedure).

Please note that a student's failure to provide relevant details, context, or information in a letter or statement to CAS prior to CAS's meeting will not be considered "new information" and is, thus, not grounds for an appeal.

### Additional Notes

Financial aid applicants must also be aware of satisfactory academic progress (SAP) standards set in accordance with federal regulation. More information on SAP policy can be found in the University Catalogue ([catalog.bentley.edu/undergraduate/admission/financial-aid/](https://catalog.bentley.edu/undergraduate/admission/financial-aid/)). Merit scholarship recipients should refer to their admission letters for their specific scholarship requirements. Undergraduate students who have questions or concerns about meeting their enrollment or cumulative GPA requirements can contact Student Financial Services.

Members of varsity sport programs are required to meet progress toward degree credit requirements and maintain minimum overall GPA requirements set forth by the NCAA. Further clarification on these requirements can be found in the Student Athlete Handbook ([https://bentleyfalcons.com/documents/2024/6/11/2023-24\\_Student\\_Athlete\\_Handbook.pdf](https://bentleyfalcons.com/documents/2024/6/11/2023-24_Student_Athlete_Handbook.pdf)).

International students should be aware of the potential impact of academic status change on their immigration status. The Center for International Students and Scholars (<https://www.bentley.edu/offices/center-international-student-scholars/>) is available as a resource.

## Advanced Standing Program Policy

Students enrolled in an Advanced Standing program at Bentley University take up to four graduate courses that are shared between their undergraduate and graduate degrees.

If a student decides to discontinue an Advanced Standing Program, they should consider the following:

- Enrolled students can choose to discontinue their Advanced Standing Program at any point. Although students cannot typically re-enter the same Advanced Standing program, under special circumstances they may petition the program director to rejoin it.
- Students have the option to reapply to another Advanced Standing Program once they discontinue their original program. Acceptance to the new Advanced Standing Program is not guaranteed.
- Students switching from one Advanced Standing Program to another may not exceed a total of four graduate courses between programs.
- Discontinuing an Advanced Standing Program will terminate future program fees. However, students remain liable for previously assessed program fees.
- If a student discontinues an Advanced Standing Program during their undergraduate degree and has not yet completed four graduate courses, they may qualify to do a blended term during the last semester of senior year (fall or spring semesters only). Blended term courses may be eligible to be applied to a future graduate program, subject to the blended term rules (<https://catalog.bentley.edu/undergraduate/specialized-programs/falcon-fast-track/>).
- If a student discontinues an Advanced Standing Program during their undergraduate degree program but is still interested in graduate study, the student may apply in their senior year to a graduate program through the Office of Graduate Admission (<https://www.bentley.edu/graduate/>).
- Graduate courses taken as an undergraduate student through an Advanced Standing Program will count toward the undergraduate degree but may not count in any graduate program other than the original Advanced Standing Program. This rule applies even if the student discontinued the Advanced Standing Program while an undergraduate. However, courses taken through an

Advanced Standing Program may be used as pre-requisites or as a justification for substitutions in a new graduate program.

## Course Away Policies and Guidelines

Once enrolled at Bentley, students can transfer up to 10% of their Bentley program from other institutions through the Course Away Policy. Students are responsible for ensuring they understand and adhere to the Course Away credit maximum.

- Courses must be pre-approved through the Course Away process (<https://www.bentley.edu/offices/registrar/course-away/>).
- Students take courses elsewhere at their own risk. Students should exercise care as to whether they think courses taken elsewhere will offer the proper foundation for their subsequent coursework at Bentley.
- A minimum grade of 2.0 (C) must be earned to be eligible for course credit.
- Students are permitted to take courses away only during interim periods between terms or during the summer term.
  - Please note: Permission to take courses outside of Bentley during Fall or Spring terms will only be granted for students with extenuating circumstances and for compelling reasons. Requests to take courses during Fall or Spring terms must be approved by the Associate Provost of Academic Services and Operations.
- For seniors intending to graduate in May, and who are approved to take courses away in the Spring term, official transcripts must be received in time to be processed prior to graduation. (Please see the Registrar's office for deadlines and special instructions.)
- The Registrar's Office reviews courses students wish to take at institutions outside of the U.S., but in their home country.
- Students taking in-person courses at institutions outside of the U.S., but not in their home country, must submit the request and corresponding course syllabi to the Cronin Office of International Education for review.
- Internships and/or internship courses are not eligible for Course Away credit except for approved internship by the Cronin Office of International Education.
- Students opting to take a course at another institution must ensure they meet the prerequisites established by that institution.
- Courses must be credit-bearing courses comparable to 3 or more semester credits and may not duplicate previous coursework. Please note: CEU (Continuing Education Unit) courses are not transferable.
- A maximum of 6 total credits may transfer into a major and 3 total credits may transfer into a minor.
- Course and Major Focus Communication Intensives may not be transferred to satisfy this requirement.
- Course Away approvals apply to undergraduate program requirements only.
- The earned grade will not appear on the transcript. TR will be posted with the earned credit.

### To receive credit for approved courses:

Students are required to have an official transcript from the college or university where a course was taken sent to the Bentley Registrar's office in order to have credits added to the Bentley transcript. Students should contact the Registrar's office of the college or university where they were enrolled for information on having a transcript sent to Bentley.

- Request an official transcript from the outside institution and have it sent to the Office of the Registrar at [registrar@bentley.edu](mailto:registrar@bentley.edu).
- If the transcript needs to be sent via mail, it should be directed to: Bentley University, Office of the Registrar, Course Away, 175 Forest Street, Waltham, MA 02452.
- Transcripts for summer courses away are due by October 15 of the same year; transcripts for winter courses away are due by March 15 of the same year.

## Prerequisite Waiver Practice

If a student's intended course away is needed to meet the corequisite or prerequisite for a course at Bentley, the prerequisite waiver form must be accompanied by documentation confirming that the student is registered for the course away.

The prerequisite waiver form and the proof of course registration must be submitted to the Registrar's office at [registrar@bentley.edu](mailto:registrar@bentley.edu). Without this documentation, the student will not be permitted to register for the Bentley course with the applicable corequisite or prerequisite.

Please refer to the Course Overload Policy (p. 7) for information on credit limits during the summer and winter terms.

## Course Overload Policy

Full-time student status is defined as enrollment in 12-16 credit hours. Authorization to carry more than 16 credit hours in any one semester is generally given only to students with a 2.7 or higher cumulative grade point average (GPA), or to students with a cumulative GPA of 2.0 or higher and a minimum of 75 earned credits. In special cases, students may file a petition with Academic Services to waive the GPA requirement. Students may not exceed a total of 19 credit hours in any given semester.

## Summer Course Overload Policy

Students may enroll in no more than 13 credits of summer course work, 16 if their current GPA is at least a 2.7. This includes summer credits earned at Bentley\*, regardless of course delivery mode; transfer credits earned at another institution through the Course Away process; or a combination of Bentley and Course Away (transfer) credits. Students taking courses for credit beyond this limit may not apply the additional course credits to their academic program.

\*Summer courses are defined as courses taken between the end of the Bentley spring semester until the beginning of the Bentley fall semester in any given calendar year. Bentley summer courses include May intensives.

## Winter Course Overload Policy

Undergraduate students may only register for, and take, one Bentley course during the winter session period in December/January. Due to the compressed workload inherent in these intensive courses, students are strongly discouraged from taking additional courses outside of Bentley during the winter break.

## Course Prerequisites

Students are not permitted to attend courses unless all prerequisites are satisfactorily completed, either through Bentley courses or transfer credit.

Departments are not obligated to grant waivers to accommodate a student's required course of study. Students may petition the appropriate department chairperson for a waiver of a prerequisite for a particular course. The university makes every effort to notify students who fail to

meet the appropriate prerequisites. The responsibility, however, is the student's and the university has the authority to remove students from courses without notice.

## Course Repeat Policy

Generally, students are not permitted to repeat courses for which they have received a passing grade, i.e., a D- or higher. The university's policy on repeating courses is designed to assist students in meeting the cumulative grade point average(s) needed to graduate. Students may only repeat passed courses to raise their overall grade point average (Bentley GPA) and/or the grade point average for courses in their major(s) (Major GPA) to satisfy their graduation requirements, based on the guidelines outlined below. Note that students may not earn duplicate credit for the same course.

All earned grades from Bentley courses, including F's, will be calculated in a student's Bentley GPA even when a course is later repeated. In the instance where a student must repeat a major course to meet a minimum Major GPA of 2.00, the grade from a repeated course, unless lower than the original grade, will substitute in the Major GPA(s). The original grade in the major course will be calculated in the Bentley GPA but will no longer be included in the Major GPA(s).

### Cumulative grade point average (GPA) restrictions are as follows:

- Repeating a major passed course: Major GPA must be below 2.00 and course grade must be below a C.
- Repeating non-major passed courses: Bentley GPA must be below 2.00 and course grade must be below C.

A student can repeat a course a maximum of two times after the original attempt. This includes grades of F, W and AU.

Students who opt to repeat a prerequisite course may not enroll concurrently in the subsequent course.

## Grading Standards

### Grading System

#### Course Grades

Academic performance is officially recorded on a academic term basis in letter grades and quality points. Passing grades that range from D- (0.7) to A (4.0) earn quality points; failures are recorded as F and earn no quality points.

What follows is the grading rubric for undergraduate courses. The ranges in the "Numerical Equivalent" column apply to the letter grade unless specified otherwise in the course syllabus.

#### Standard Grading

Grade	Quality Points	Numerical Equivalent
A	4.0	95 to 100
A-	3.7	90 to less than 95
B+	3.3	87 to less than 90
B	3.0	83 to less than 87
B-	2.7	80 to less than 83
C+	2.3	77 to less than 80
C	2.0	73 to less than 77
C-	1.7	70 to less than 73
D+	1.3	67 to less than 70
D	1.0	63 to less than 67

D-	0.7	60 to less than 63
F	0	Less than 60

#### Pass/Fail/D Grading

Grade	Quality Points	Numerical Equivalent
P (Pass)	None*	70 or higher
D+	1.3	67 to less than 70
D	1.0	63 to less than 67
D-	0.7	60 to less than 63
F	0.0	Less than 60

\*Does not factor into GPA

#### Grade Point Average

Grade point average is obtained by multiplying the course grade by the semester hours of credits the course carries and dividing the total quality points earned by the total semester hours of course work taken.

Academic performance is officially recorded on a semester basis in grades and grade points. Passing grades, ranging from D- to A, earn quality points; failures and incompletes are recorded as "F" and "I," respectively, and earn no quality points. For example, the table below reflects Flex Falcon's semester grades:

Course Grade	Semester Hours	Quality Points
A- (3.7)	3	11.1
B (3.0)	3	9.0
C+ (2.3)	3	6.9
F (0.0)	3	0.0
I = Incomplete	Not Counted	N/A
P = Pass	3	N/A
Totals:	12	27

To calculate Flex's GPA, divide the total number of quality points by the total GPA credits for the term. Flex's semester GPA is 2.25. To calculate their cumulative GPA, students should take the the total GPA credit hours from undergraduate Bentley courses and dividing by the total quality points from all terms.

#### Grade Reports/Transcripts

A report of grades, or unofficial transcript, is available by accessing the Degree Works Audit through Workday (<https://my.bentley.edu>).

Bentley University uses an electronic transcript request (<https://www.parchment.com/u/registration/33514/institution/>) and fulfillment process. This process offers advanced security features and improved efficiency to meet student needs.

Transcripts are not released to students who receive a Perkins loan and do not complete an exit interview or have a financial hold.

Students have an obligation to complete their administrative responsibilities. When deemed appropriate by the university, students may be restricted from viewing and accessing grade information in an effort to enforce compliance with these responsibilities.

#### Class Standing and Credits

Students are designated as First Year, sophomores, juniors, or seniors according to the number of courses successfully completed, including transfer and examination credits awarded. Credits are awarded in semester hours. Bentley does not rank individual class standing.



Class standing is a prerequisite for many business courses. However, class standing may be waived for full and part-time students according to the provisions of the Window Policy (<http://www.bentley.edu/offices/registrar/registration-policies/#window%20policy>). The Window Policy permits any student who is nine credits short of standing to enroll in leveled courses, providing the course prerequisites have been met.

### Number of Credit Hours Successfully Completed Classification

Credit Hours	Class Standing
0-29	First Year
30-59	Sophomore
60-89	Junior
90+	Senior

### Grading Designations

#### Pass/Fail/D

**P** - "Pass" earns no grade points in the computing of the grade point average. Eligibility to register for a course under the Pass/Fail Policy is restricted. Students must declare their intent during the Add/Swap/Drop period and this declaration is irrevocable.

**D** - The grades of D-, D, or D+ are issued as part of the Pass/Fail/D grading policy when a student's earned grade is below a C-. The grade points associated with a D-, D, or D+ will be computed into the grade point average.

#### Other Grade Designations

**F** - "Failure" earns no grade points in the computing of the grade point average. The course may be repeated for credit in order to clear the "F-." See the Course Repeat Policy (p. 8) in this catalogue.

**I** - "Incomplete" is a temporary designation given when course requirements that can be made up are not yet completed. Undergraduate students must make up all incomplete grades for spring semester or summer term courses by October 1 and for fall semester courses by March 1.

Failure to clear the incomplete within the above-stated time periods will result in automatic conversion of incompletes to "F" grades.

**S** - "Satisfactory" is given for passing work.

**U** - "Unsatisfactory" is given for work below passing.

**W** - "Withdrawal" signifies that a student has withdrawn during the period beginning with the third week and continuing through two-thirds of the semester. Retroactive withdrawals are not permitted.

**AU** - "Audit" must be declared before the end of the third week of classes with the requirements for the retention of such status to be spelled out by the individual instructor to the student. If the requirements are not fulfilled, the AU can be changed to a W. After the first three weeks, AU status cannot be changed to a credit status.

A student is permitted to audit any course being offered by the undergraduate college, provided the student obtains the permission of the instructor. Students may take the examinations for the course, but receive no credit for them. Transcripts contain a memorandum entry when a course is audited. Audited courses count towards the total number of credits allowed for a term. For example, a student enrolled in 15 credits may add a course for audit to a schedule, but the audited course is considered part of the 18 credits allowed per term.

There is no change of any grade one year after its original submission or after a degree has been awarded.

### Pass/Fail/D Course Policy

As Bentley attracts more highly qualified students and offers a greater range of challenging courses, the pass/fail option has become a way for interested students to risk taking elective courses that are intellectually challenging without jeopardizing their GPA as long as they pass the course as defined below.

Policy - Available for sophomores, juniors and seniors:

- The pass/fail option can be used for one (1) course in the Bentley curriculum.
- A pass/fail option can only be used for courses that are Business electives, Arts and Science electives, or Unrestricted electives.
- A student who earns a D-, D, or D+ in a course for which they have enrolled pass/fail, will have the letter grade recorded on the academic record. The grades of D-, D, or D+ earned in a course for which a student registered pass/fail will be averaged into a student's overall grade point average.
- Students are not permitted to use pass/fail grades toward their Foundations for Success, Business Dynamics, Context and Perspectives, Business Environment, or major courses.
- That pass/fail option may be used for courses taken in a minor, with the exclusion of the Business Administration Minor.
- That pass/fail option may not be used for Honors courses.
- Blended term students are restricted from taking pre-program required courses or courses for advanced credits standing as pass/fail.
- Students may not use the pass/fail option for courses taken in Bentley-sponsored education abroad programs.
- Students may not use the pass/fail option for internships, directed studies, tutorials, Service Learning (SL) 120, SL 121, or faculty-led international courses.
- An academic department may request that a particular course be excluded from the pass/fail option. Exclusions are noted with "not eligible for P/F" along with course prerequisites in course listings.
- A pass/fail declaration must be indicated by the student prior to the end of the drop period. No faculty member or department chair can waive this deadline.
- **The decision to take a course pass/fail is irrevocable.** Pass/Fail declarations should be checked for accuracy. No changes will be permitted after the deadline.

Grading Scale:

- Faculty will submit letter grades that will be converted by the Registrar's Office. The pass/fail designation will be updated after all grades are received.
- A "P" (C- through A) will earn academic credit and is not calculated in the term and cumulative GPA.
- A "D-, D, or D+" will earn academic credit and is calculated in the term and cumulative GPA.
- An "F" will not earn academic credit and is calculated in term and cumulative GPA.

## Incomplete Grades Policy

As a general rule, all coursework must be completed by the end of the semester in which the course is offered. An incomplete grade is a temporary designation issued when required work, which can be made up, is not completed by the end of the semester.

### Eligibility for an Incomplete Grade

- An incomplete grade may be granted to a student at the discretion of a faculty member as an accommodation due to the student experiencing unforeseen and extraordinary circumstances at the end of the semester.
- A student must have consistently demonstrated passing academic work prior to the request for an incomplete.
- Incompletes are not automatically granted for students who miss large amounts of class due to illness or personal circumstances. Instructors *must not* issue an incomplete due to lack of class attendance and/or a lack of completed work. An incomplete grade should *not* be issued in the following situations:
  - The student needs to attend and repeat most of the course.
  - The student stopped attending class.
  - To allow the student the opportunity to complete additional work or improve upon previously completed requirements after the semester has ended.
- A faculty member's failure to complete grading by the deadline is not a permissible reason to issue an incomplete. When a grade designation is required, the faculty member, Registrar, and department chair will coordinate such designation.

An incomplete grade issued in the fall or winter session term must be completed no later than March 1 of the subsequent spring semester. An incomplete grade issued in the spring or summer term must be completed no later than October 1 of the subsequent fall semester. Faculty members have the discretion to require outstanding coursework to be submitted earlier than the deadlines stated above. Faculty members should email the Registrar's office to set a deadline earlier than those stated above. It is the student's responsibility to work with the faculty member to clear the incomplete grade.

An incomplete grade not completed within the required period will automatically convert to an 'F'. The completion deadline for an incomplete grade may not be extended. A faculty member has up to one year from the last day of the semester for which the incomplete was granted to change a grade. A change of grade may not be submitted after this one-year period without permission from the Associate Provost for Academic Services and Operations.

## Final Grade Dispute Policy

In very rare instances, students may dispute a course grade. Such cases will be considered by a faculty-led review process described below. Every attempt should be made to preserve confidentiality for all involved in the process.

At any point during the process, the student may terminate the process and accept the original course grade. The Bentley University administration, including deans, has no authority to change course grades. Following are the steps to dispute a final course grade:

1. All grading disputes shall begin with the student arranging a conference with the instructor. The student must initiate the dispute resolution process within 30 days of the posting of the final course grade.

2. If the dispute has not been resolved after the student-instructor conference, the student may choose to request a conference with the department chair of the instructor's primary department, which is normally the department in which the course is offered. If the course in question has a course coordinator (such as for the General Business courses), the course coordinator shall be included in this meeting, even if he or she is from a different department.
3. If the instructor for the course with the disputed grade is the department chair, the student should contact the chair of the Faculty Senate and request a Hearing Committee.
4. Prior to the conference with the department chair, a written, detailed explanation of the complaint, along with supporting documents, will be submitted by the student to the department chair.
5. After the conference with the student, the department chair shall consult with the instructor:
  - a. If the department chair believes that the instructor graded correctly, the process ends and the course grade will not be changed.
  - b. If the department chair believes that the student may have been graded incorrectly, the department chair will suggest that the instructor consider reevaluating the course grade.
6. If the instructor still does not believe a course grade change is warranted, the department chair shall request that the chair of the Faculty Senate convene a Hearing Committee of three tenured faculty members to resolve the case.
7. The chair of the Faculty Senate is directed to choose by lot three tenured faculty members from all eligible faculty members. Members of the instructor's primary academic department are ineligible. The chair of the Faculty Senate will ask the three-member hearing committee to select a committee chair, who will inform the instructor's department chair that the Hearing Committee has been formed, except in the case where the instructor is the department chair.
8. The Hearing Committee will examine all evidence from the instructor and from the student disputing the course grade. Within one week of the Hearing Committee's final decision, written findings and the Hearing Committee's decision will be forwarded to the student, instructor, department chair, and course coordinator, if appropriate.
  - a. If the Hearing Committee rejects the assertion by the student that the course grade is incorrect, the process ends and the grade will not be changed.
  - b. If the Hearing Committee decides in favor of the student and the instructor is unwilling to follow the Hearing Committee's recommendation, the Hearing Committee shall direct the registrar to replace an F or other grade with an S grade. The course counts toward graduation, but is not included in the student's grade point average.
9. Within 10 days of receiving the Hearing Committee's written decision, the student must respond in writing to the Hearing Committee chair, accepting either the Hearing Committee's decision or the original grade. If the student does not respond, the original grade stands. Then the Hearing Committee will inform the registrar, department chair, instructor, course coordinator, and student of the outcome of the dispute process.

## Incoming Advanced Standing Credit Policy

This policy applies to undergraduate students entering Bentley as new students who are seeking credit for exams or college/university courses

**taken while enrolled in high school.** Incoming first-year students may be able to transfer up to 30 credits. A complete list of approved advanced standing program policies can be found here (<https://www.bentley.edu/undergraduate/advanced-standing-credit/?locale=en>). Students should submit materials related to these policies as soon as possible, but no later than the **first day of classes of their first semester**.

## Internships

Tuition: **All internships that are approved for credit will be assessed tuition.** Internship courses are subject to all tuition refund deadlines, as well as the deadline policies for add, swap, drop, and withdrawal.

### One-Credit Internship Opportunity

The **one-credit internship course** allows undergraduate students to earn one academic credit for internship work experience completed during the summer, fall, or spring. The student must complete a minimum of 45 hours of work at the internship over the span of at least four weeks in order to receive credit for the course. Students will need to have completed a minimum of 30 credits prior to taking this class in order to be eligible. This class can only be taken once. Students can decide to take this class as a business (ID 209) or arts and sciences (ID 210) elective.

In order to be approved for this course, the student must fill out an online form ([https://www.bentley.edu/offices/academic-services/1credit\\_internship/](https://www.bentley.edu/offices/academic-services/1credit_internship/)) available through the undergraduate course catalog. Once submitted, the student's form will be reviewed by the Associate Dean of Business or the Associate Dean of Arts and Sciences, depending on how they want the credit to count in their degree audit. Students must apply no later than the add/drop period of the academic semester during which the internship takes place. Credit will not be granted retroactively. Upon approval, the Associate Dean will assign the student a professor who will oversee the academic work associated with the internship and assign the student a grade of Satisfactory or Unsatisfactory.

### Three-Credit Internship Opportunity

Student eligibility for three-credit internships:

- Third year or fourth year level standing—see department guidelines for specific course prerequisites
- Minimum GPA of 3.0 (Finance 2.7 and XD is 3.3)
- Approval of departmental internship coordinator prior to acceptance of internship

Course requirements vary by department, but usually include weekly journals, a term paper, and meetings with the internship coordinator. Minimum work hours are established by individual departments, ranging from a minimum of 12 hours per week for 12 weeks to 35 hours per week for Fall, Spring, or Summer terms. Internships last for one semester only, or through the full Summer term, and end at the close of the semester.

Maximum credits: Students may pursue a maximum of two 3-credit internships during the undergraduate program. Only one internship (3 credits) can be used in the major field of study.

**Registration:** Students must be registered for an internship by the Registrar's office. Departmental documents approving a student for an internship for credit must be submitted no later than the last day of the third week of classes in the fall or spring semester. *A late add of an internship for credit is not permitted.*

Students who are pursuing a summer internship for credit must be registered for the course no later than the first day of the undergraduate summer term, not including the May intensive session. Departmental internship coordinators can be found here (<https://www.bentley.edu/offices/academic-services/advising-directory/>).

Not all internships are considered credit-worthy, and not all students qualify to pursue an internship for credit. It is important that you meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to you. The Pulsifer Career Center (<https://www.bentley.edu/offices/career-development-support/student-internships/>) can also provide you with resources to help you find a suitable internship.

## Leave of Absence/Withdrawal Policy

### Leave of Absence

Students who wish to pause their studies and resume them at a future date should apply for a leave of absence. A leave of absence must be for at least a semester and may be granted for up to two years. To apply for a leave of absence, the student must fill out the Leave of Absence Form (<http://www.bentley.edu/offices/student-affairs/leave-absence/>).

If a student is suspended from the university for any reason, the suspension supersedes the Leave of Absence, even if the Leave of Absence has already been requested and processed.

Before applying for a leave of absence, please note that:

While on a leave of absence, a student will not have access to Bentley's residence halls, events, or activities. If the student has received a Title IV loan, and the leave lasts more than 120 days, the loan will go into repayment at the end of its grace period.

### Withdrawal/Transfer from the University

If a student decides to leave the university permanently, the student should fill out the Withdrawal/Transfer Form (<http://www.bentley.edu/offices/student-affairs/leave-absence/>). Once the withdrawal/transfer process is complete, the individual is no longer considered a Bentley student. Should an individual(s) change their mind after the withdrawal/transfer process is complete, the former student must reapply to Bentley through the Office of Admission. Students must also settle all payments due to the university with Student Financial Services.

For more details about the leave of absence and withdrawal/transfer processes, please see the Student Handbook (<https://www.bentley.edu/offices/registrar/student-catalogues/>). For any questions, please email [LOA@bentley.edu](mailto:LOA@bentley.edu).

## Online Course Policy

Online courses are defined as courses in which the primary delivery modality of content is outside of a physical classroom (asynchronous remote, synchronous remote, and hybrid/high-flex).

All undergraduate students are eligible to enroll in online courses in the summer (including May intensive) and Wintersession. In the fall and spring terms, undergraduate students, other than exchange students and those participating in study abroad programs, may enroll in online courses as long as they meet the following eligibility criteria:

- Students admitted to Bentley as first-time, first-year students must have attended Bentley for at least two semesters and have a class

standing of second year or higher, as defined in Workday Student, in the fall or spring term in which they take an online course, or

- Transfer students who have a class standing of second year or higher, as defined in Workday Student.

Students can take **only one online course** per term in the Fall, Spring, May Intensive, and Wintersession periods.

## Religious Observances Policy

Bentley University is committed to supporting a diverse and inclusive campus culture. We recognize the diversity of religious traditions represented in the campus community and affirm the rights of students to receive reasonable accommodations when their sincerely held religious observances conflict with an academic requirement, except when such an accommodation would create an undue hardship. We offer reasonable religious accommodations in accordance with Massachusetts state law and Bentley core values.

### Massachusetts General Laws, Chapter 151C, Section 2B states:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. A copy of this section shall be published by each institution of higher education in the catalog of such institution containing the list of available courses.

The following are guidelines for students and faculty to follow in order to arrive at an agreed-upon accommodation:

#### **For students:**

If a student anticipates being unable to attend class, take an exam, or turn in an assignment because of a religious observance, they are strongly encouraged to discuss their needs with their professors at the outset of the semester, but not less than two weeks before the day of the religious observance in order to ensure that the faculty member and the student can adequately determine an appropriate accommodation. Students are expected to work with the faculty member to identify an accommodation that satisfies the specific need of the student while maintaining the necessary academic requirements. In general, reasonable religious observance accommodations will be made for the day of the religious observance, but not for any days preceding or succeeding it.

#### **For faculty:**

Faculty are expected to respect the religious traditions of their students and make reasonable accommodations when academic requirements conflict with a student's sincerely held religious beliefs or practices, unless when such accommodations would cause undue hardship. Faculty should not expect the student to disclose their religious affiliation in order to receive a religious accommodation. Faculty are expected to work with the student to identify an accommodation that meets the student's needs and those of the class and that maintains equity for all

students in the class. A day missed under this accommodation cannot be counted against the attendance policy.

#### **For students and faculty:**

Academic Services (<https://www.bentley.edu/offices/academic-services/undergraduate-academic-services/>) is a resource to students and faculty when determining reasonable accommodations for religious observances. Students and faculty can reach out to Academic Services at any time with questions regarding how to agree upon a reasonable accommodation. A student is encouraged to work with their professors directly, but they may also choose to work solely with Academic Services, who will then liaise with their professor. Once an accommodation is agreed upon, that agreement should be documented in writing; an email between the student and professor can serve as such documentation.

## Return to Studies After a Leave of Absence

Students who seek to return to Bentley to complete their degree after an absence of no more than two years are subject to the catalogue year degree requirements and policies in place when they first matriculated. Students requesting to return to Bentley to resume their studies after an absence of more than two years are subject to the catalogue year degree requirements and policies in place at the time of their return.

When possible, students returning after an absence of more than two, but no more than five years will be awarded credit for courses previously completed at Bentley. These credits will be applied to meet the new program degree requirements with review by relevant departments.

Students who seek to return to Bentley to complete their degree after an absence of more than five years must reapply for admission through the Office of Undergraduate Admission. Students must submit a transfer application and fulfill the transfer application requirements by their respective deadlines. Due to changing degree requirements, the undergraduate admission staff will determine which courses taken at Bentley (and elsewhere) will be accepted for credit under the current degree requirements for the term in which the student applies.

Credit evaluations using the established transfer credit policies (p. 13) will be completed after a student has been potentially readmitted to Bentley and a maximum of 60 credits from all sources combined can be awarded. A maximum of two courses, typically six credits, taken towards major requirements will apply.

## Substitutions to Undergraduate Academic Programs

Faculty design program requirements to ensure educational outcomes and accreditation needs. Ultimately, students are solely responsible for understanding and fulfilling program requirements.

However, if a program requirement is unavailable, and this impacts a student's ability to graduate in a timely manner, a department chair or program coordinator may approve a substitution under the following circumstances:

- An academic requirement to complete a required or optional program is not available within one semester of the student's planned graduation date.
- An academic requirement to complete a required or optional program is available only outside of a normal fall or spring semester and would



require the student to pay additional tuition and/or fees to complete the program.

- The student demonstrates a compelling need for allowing a substitution within an academic program due to circumstances beyond the student's control.

Students requesting a program requirement substitution must follow these guidelines:

- For minor requirements, send a written request to the appropriate minor coordinator, who will evaluate the request for substitution.
- For major requirements, send a written request to the department chair, who will evaluate the request for substitution.

Department chairs and/or program coordinators will not approve a student's request for a course or other substitution for the following reasons:

- Student misses a deadline for program declaration.
- Student fails to review and understand the stated requirements of a program after declaring the program.

For any substitution request for an academic program, the decision of the department chair and/or program coordinator is final.

## Transfer Credit Policy

This policy applies to undergraduate transfer students who have earned credits at another accredited institution. Students seeking to receive Bentley credit for coursework completed at another institution must submit copies of course syllabi, course descriptions, and an up-to-date transcript to the Transfer Admissions office. These materials must be submitted by **July 15 for students admitted for the fall semester and January 15 for students admitted for the spring semester. Materials submitted after these deadlines will not be considered for transfer credit.** Credit will be evaluated by the Transfer Admissions team, in consultation with faculty, to determine if the course learning outcomes/curriculum match 70% of a course offered at Bentley. Additionally, a student must have received a C or higher in the course to receive Bentley credit.

## Undergraduate Posthumous Degree Policy

An undergraduate degree may be awarded posthumously to a student in recognition of their academic achievement at the time of their death. The degree will be awarded based on the following considerations:

- The student was enrolled at the time of their passing.
- The student was in good standing.
- The student's earned credits constitute at least 75% of the total credits needed for graduation.

A student who is not eligible for a posthumous degree may instead be awarded a memorial certificate which recognizes the student's progress toward a degree and contributions to the Bentley community.

The Provost makes the final recommendation to the Board of Trustees. If approved by the Board of Trustees, the Registrar's Office will confirm the degree or memorial certificate.