

Undergraduate Advising Handbook 2021-2022



**Academic Services
Jennison 336
781.891.2803**

September 7, 2021

Dear Advisors,

As we return to a more normal fall semester, I want to thank you for your willingness to advise our new students. The vast majority of our incoming students have attended school virtually, either full or part-time, from spring 2020 through their high school graduation in 2021. Given their unique educational experiences, academic advising is all the more important this year to assist new students in feeling welcome and connected to Bentley.

Please refer to this guide for nuts and bolts information about Bentley academic programs and policies, as well as information about a variety of campus offices and services. Don't hesitate to reach out to the Academic Services staff if you have questions or concerns about a student you are working with.

Additionally, if a student raises a question about an academic program, you are unfamiliar with and needs clarification, you may refer the students to ga_academic_services@bentley.edu. Academic Services will also maintain regular drop-in hours, Monday – Friday from 11:00 am – 3:00 pm.

Thank you for your support of our students this fall. The Academic Services team and I look forward to working with you.

Best wishes,

Cathy L. Carlson, Ed.D.
Associate Provost for Undergraduate Programs

Using the Academic Advising Handbook –

This Academic Advising Handbook has been created to assist faculty, staff, and leadership in their efforts to support students throughout their academic experiences at Bentley. While this resource is intended to be rather comprehensive, please note that the Undergraduate Catalogue is the official record of all academic curriculum, policy, and procedure details. Therefore, we encourage you to use this handbook in conjunction with the [Undergraduate Catalogue](#) when advising students.

Academic advising is an essential component of a Bentley University education. The university is committed to providing individual assistance to students throughout their degree programs. To this end, students have an excellent array of resources at their disposal.

Undergraduate Academic Services

Our highly trained Advisors can assist students with a wide variety of personal and academic concerns. Advisors help students:

- ◇ Identify academic, personal, and professional goals
- ◇ Create a long range plan of study
- ◇ Explore majors, LSMs, minors, and other academic programs of interest
- ◇ Plan for course registration
- ◇ Facilitate study abroad academic planning
- ◇ Address academic difficulties and review strategies for enhancing academic success

Faculty

Faculty members also play an important role in shaping students' academic experiences. Faculty in each academic department are available to guide and mentor students as they learn more about a particular field and/or have mutual professional or research interests.

The Bentley Community

All members of the Bentley community play a significant role in helping students meet their undergraduate academic goals. We encourage faculty, staff, and friends to refer students to Undergraduate Academic Services or other appropriate resources as outlined in the following sections.

The Bentley Care Team: Recognizing Concerns & Supporting Students

The purpose of the Bentley Care Team is to promote safety and wellbeing for the University community. This multidisciplinary team accomplishes this by assessing and responding to non-urgent reports of concerning student behavior.

In cases of emergency, reporters must contact University Police (781.891.3131) for on-campus emergencies or 911 for off-campus emergencies first if the person of concern poses an immediate threat to self or others or if the individual experiences a medical emergency (e.g. seizure, loss of consciousness). The Care Team plays a secondary role to all emergency circumstances and should be contacted only after initial emergency notifications are made.

For more information on how to submit a report to the Care Team, as well as frequently asked questions related to reporting, please visit [Bentley Care Team](#). In addition to the Bentley Care Team, there are many other offices on campus that may be helpful resources if there are concerns about student behavior. A list of offices is below:

CAMPUS RESOURCES:

University Police

Emergency: 781.891.3131

Non-Emergency: 781.891.2201

ga_universitypolice@bentley.edu

Office of Academic Services

781.891.2803

ga_academic_services@bentley.edu

Center for International Students and Scholars

781.891.2829

ga_ciss@bentley.edu

Counseling Center

781.891.2274

Office of Disability Services

781.891.2004

sbrodeur@bentley.edu

sbohler@bentley.edu

Health Center

781.891.2222

ga_healthcenter@bentley.edu

Multicultural Center

781.891.2132

ga_multicultural_center@bentley.edu

Ombuds Office

781.891.3102

emarkoff@bentley.edu

Residential Center

781.891.2148

housing@bentley.edu

Spiritual Life

781.891.2418

rolson@bentley.edu

Title IX Coordinator

781.891.2225

ehumphries@bentley.edu

Wellness & Health Promotion

781.891.2600

thrive@bentley.edu



Academic Resources



Critical Advising Dates

Fall Semester 2021

September 2- September 6	Undergraduate New Student Orientation
September 7	Classes begin
September 13	Last date to add or swap classes
September 20	Last date to <u>drop</u> course without academic penalty
September 20	Last date to request pass/fail grade
September 30	Last day to register for fall internship
October 8	Graduation petitions due for students completing undergraduate requirements in fall
October 11-12	Fall mini break – no classes
October 11	Columbus Day/Indigenous Peoples' Day (Admin offices closed)
October 15	Last day to submit Undergraduate Advanced Standing or Transfer Credit
November 8	Wintersession Undergraduate Registration begins
November 9	Spring Undergraduate Registration begins
November 12	Last day to withdraw from a fall course
November 24 – November 26	Thanksgiving break (No classes held. University closed)
December 3	Pre-session for Wintersession courses
December 6	Last Day of classes
December 7	Reading Day
December 8- December 16th	Finals Period

Spring and Summer 2022 terms

The Bentley University [Academic Calendar](#) will be updated as deadlines are finalized for the spring and summer 2022 terms. Please visit this link for updated dates and deadlines.

Advising Directory- Administrative Departments

Undergraduate Academic Services: x. 2803

Cathy Carlson, Associate Provost, x. 2989

Leslie Doolittle, Executive Director, Academic Support Services, x. 2903

PJ Dickson, Educational Support Technology & First Year Academic Programs, x. 2898

Melissa Jenkins, Director, Undergraduate Academic Advising, x. 2090

Meghan Charbonneau, Senior Academic Advisor, x. 2320

Valerie Como, Senior Academic Advisor, x. 2246

Amy Weber, Senior Academic Advisor, x. 2832

Catalina Ocampo, Academic Advisor, x. 2597

Karina Ovalles, Senior Academic Advisor, x. 2427

Stephanie Brodeur, Director, Disability Services, x.2004

Steph Bohler, Associate Director, Disability Services x.2004

Academic Integrity:

MOR 187 x. 2813

Chris Beneke, Director

Athletics & Recreation:

DANA 173B, x. 2218

Catie Noons, Compliance Coordinator & Academics
Assistant, Athletics

Blended Term

JEN 336, x. 2348

Whitney Kuhnlenz, Director Graduate Academic Advising

Center for International Students and Scholars:

STU 310, x. 3129

Christine Lookner, Director
Associate Dean of Student Equity and Inclusion

Counseling Center:

POL 214, x. 2274

Peter Forkner, Director

Cronin Center for International Education:

AAC 161, x. 3474

Natalie Schlegel, Director, International Education

Financial Assistance:

RAU 108, x. 2611

Lauren Sullivan, Director

Honors Program:

MOR 285, x. 2694

Christian Rubio, Director

Multicultural Center:

STU 310, x. 2707

STU 310, x. 2142

Michael McCorvey, Director
Claudette Blot, Manager, Student Transitions

Pulsifer Career Development Center:

LAC 225P, x. 2141

Alyssa Hammond, Director, Undergraduate Career Services/
Career Education & Outcomes

Registrar's Office:

RAU 111, x. 2177

Residence Life:

STU 320, x. 2148

John Piga, Associate Dean, Student Affairs

Chair	Advising Information	
Accountancy & Information Systems Audit and Control Tracy Noga AAC 212, x2432	<i>Major/Minor</i> accountancydept_ga@bentley.edu <i>CPA Advising</i> CPA@bentley.edu IMA Exam/Scholarship Flora Zhou, MOR 324, x2976	<i>Internships</i> Scott Boss, AAC 267, x2353 <i>Graduate Programs MSA/MsAA</i> Len Pepe, AAC 220, x2470
Computer Information Systems Heikki Topi SMI 415, x2799	<i>Major</i> James Pepe, SMI 406, x2736 <i>Minor</i> Akram Ahmed, SMI 405, x2713	<i>Internships</i> Lincoln Matra, SMI 106, x7151
Corporate Finance and Accounting Accounting: Tracy Noga, MOR 147, x2432 Finance: Kartik Raman, AAC 215, x2781	<i>Major</i> Steven Wasserman, MOR 182, x2734	<i>Finance Internships</i> Claude Cicchetti, MOR 121, x2511 <i>Accountancy Internships</i> accountancydept_ga@bentley.edu
Economics Dave Gulley AAC 189, x2355 Please contact all EC Chairs/Advisors via GA_economics@bentley.edu	<i>Assistant to the Chair</i> Patrick Scholten, MOR 189, x2679 <i>Majors</i> Jeffrey Livingston, AAC 171, x2538	<i>Internships</i> Sacha Gelfer, AAC 167, x2737 <i>Minors</i> Bryan Snyder, AAC 274, x2446
English and Media Studies & Creative Industries Ben Aslinger AAC 081, x2944	<i>English Major</i> Tzarina Prater, AAC 075 x3103 <i>English and Media Studies Minor</i> Ken Stuckey, AAC 099, x3495 <i>Creative Industries Major</i> Jennifer Gillan, AAC 093, x2816 <i>Gender Studies Minor</i> Claudia Stumpf, AAC 088, x2512	<i>Expository Writing Program/Director of Writing Center</i> Greg Farber, LIB 023, x2978 <i>ESOL Center Director</i> Casey Hayward, AAC 087 <i>Media & Culture Coordinator/Internships</i> Liz LeDoux, LIN 34, x2961
Finance Kartik Raman AAC 215, x2781	<i>Assistant to the Chair & Major/Minors</i> Trevor Larkan, AAC 272, x2219	<i>Internships & Combined BSMS</i> Claude Cicchetti, MOR 121, x2511
Global Studies Juliet Gainsborough MOR 204, x2868	<i>International Affairs Major/Minor</i> Sean McDonald, MOR 206, x3439 <i>Public Policy Major/Minor</i> Juliet Gainsborough, JEN 223, x2868 (Fall) Robert DeLeo, MOR 274, x2575 (Spring)	<i>Internships</i> Joel Deichmann, MOR 208, x2745 <i>Politics Minor</i> João Resende-Santos, MOR 279, x2647
History Cliff Putney AAC 121, x2285	<i>Major</i> Cliff Putney, AAC 121, x2285 <i>Minor</i> Sung Choi, AAC 123 x2918	<i>Internships</i> Bee Andrews, AAC 109, x2424
Information Design and Corporate Communication Bill Gribbons MOR 294, x2926	<i>IDCC Major/Minor</i> Roland Hübscher, MOR 288, x2932 <i>Creative Industries Major</i> Jennifer Gillen, AAC 093, x2816	<i>Business ICT Concentration</i> Marco Marabelli, SMI 403, x2318 <i>Internships</i> Michael Goldberg, MOR 295, x2548
Information and Process Management Heikki Topi SMI 415, x2799	<i>Minor</i> Marco Marabelli, SMI 403, x2318	<i>Internships</i> Lincoln Matra, 94 SMI 106, x7151

Chair	Advising Information	
Law, Tax, and Financial Planning Marianne Kulow MOR 286, x2645	<i>Minor</i> David Missirian, MOR 273, x3463 <i>Pre-law Advising</i> Kiana Pierre-Louis, MOR 281, x 2875	<i>Internships</i> Steve Weisman, MOR 102, x 2771
Liberal Arts	Jane Griffin, MOR 312, x3187	
Management Linda Edelman AAC 327, x2530	<i>Assistant to Chair/General MG Major</i> Jim McCormack, AAC 325, x3433 <i>Entrepreneurial Studies/Internships</i> Eugene Buff, AAC 335, x2447 <i>Global Management</i> Iris Berdrow, AAC 306, x2130 <i>Human Resources Management</i> Veronica Barber, AAC 326, x 3143	<i>Leadership</i> Aaron Nurick, AAC 316, x2526 <i>Supply Chain & Operations Management</i> Effie Stavoulaki, AAC 304, x2842
Marketing Andrew Aylesworth MOR 216, x3149	<i>MK Major/Minor/Honors</i> Andrew Aylesworth, MOR 216, x3149 <i>Professional Sales Major/Internships</i> Jim Pouliopoulos, MOR 296, x2006	<i>MK Internships</i> Erin Flynn, MOR 237, x2365 <i>Sports Business Management Minor</i> Ian Cross, MOR 238, x3188
Mathematical Sciences Lucy Kimball MOR 375, x2467	<i>Mathematical Sciences Major</i> Lucy Kimball, MOR 375, x2467 <i>Actuarial Science Major/Honors/Internships</i> Emmy Roth, MOR 388, x2990 <i>Data Analytics Major/Data Tech Minor</i> Emmy Roth, MOR 388, x2990	<i>Applied Math Minor</i> Peter Ciccarelli, MOR 396, x2701 <i>Mathematical Sciences & Data Analytics Internships</i> Noah Giansiracusa, MOR 376, x2473 <i>Placement/Learning Center</i> Zsuzsanna Maar, MOR 355, x2084
Modern Languages Christian Rubio MOR 285, x2694	<i>Language, Culture and Business (LCB)- Spanish/Spanish Minor</i> Alison Guzman, MOR 317, x2437 <i>LCB-French/French Minor</i> Laure Astourian, MOR 382, x2195	<i>LCB-Chinese/Chinese Minor</i> Yuan Li, MOR 127, x2651 <i>LCB-Italian/Italian Minor/CLIC Lab</i> Alessia Dalsant, AAC 162A, x2017
Natural and Applied Sciences Ryan Bouldin JEN 142 x2638	<i>Sustainability Sciences & Health Studies Majors/EEGS & HIND Minors/Internships</i> Ryan Bouldin, JEN 142, x2638	<i>Psychology Minor/Internships</i> Clarissa Sawyer, JEN 224, x7110
Philosophy Axel Seemann SMI 104, x2241	<i>Major/Minor</i> Jeffrey Moriarty, AAC 115, x2085	
Service Learning	<i>Nonprofit Organizations Minor</i> Dr. Jonathan White, MOR 101, x2681	
Sociology Anne Rawls MOR 149H, x2438	<i>Minor</i> Curt Smith MOR 193, x 2027	<i>Internships</i> Gary David, MOR 194, x2698

Liberal Studies Major (LSM) Coordinators

American Studies Jacob Crane AAC 086, x3499	Diversity and Society Anne Rawls MOR 194H, x2438	Earth, Environment, & Global Sustainability Ryan Bouldin JEN 107, x2638	Ethics and Social Responsibility Stephen Campbell AAC 117, x2869	Global Perspectives Joel Deichmann MOR 208, x2745
Health and Industry Helen Meldrum MOR 277, x3493	Media Arts and Society Anna Siomopoulos AAC 073, x2858	Political Economy & Development Pon Souvannaseng MOR 229, x2490	Quantitative Perspectives Zsuzsanna Maar MOR 355, x2084	Revised 8/19/21

Academic Support Services

Learning Centers

The Howard A. Winer Learning Lab for Economics, Accounting and Finance (LEAF): LIN 21 x. 3174

The Mathematics Learning Center: JEN 218, x. 3180

Computer Information Systems Sandbox (CIS Sandbox): SMI 234, x. 3491

Center for Languages and International Collaboration (CLIC): AAC 162, x. 2019

Media and Culture Labs and Studio: LIN 10, X. 2902

The Writing Center: Library Lower Level, Room 023, x. 3173

English for Speakers of Other Languages Center (ESOL Center): Library Lower Level, Room 026, x. 2021

Library: x. 2231

Peer Tutoring Program Geek Squad Review Sessions

Peer tutor-led review sessions are offered each fall and spring semester for first year and transfer students who need help with study skills in GB112 and GB 212. Review sessions on additional academic skills-based topics may also be offered when appropriate.

Peer Tutoring Program Organizational Coaching Offerings

For students who are struggling with time management, calendaring, course navigation, using learning management systems (e.g. Blackboard), organization, note-taking, effective studying habits and techniques, and test-taking, one-on-one peer coaching is available through the Peer Tutoring Program. In addition to one-on-one assistance, the Org Coaching Team offers a range of workshops (recorded and/or live events) to help students develop their skills and habits. During the 2021-22 academic year, the Team will develop online resources for students to use.

Strategies for Academic Success Seminar (SAS)

Each semester, Leslie Doolittle teaches the *Strategies for Academic Success seminar* for students on academic probation/warning. The seminar teaches the skills necessary to be academically successful at Bentley. The course is designed to promote the understanding and utilization of the personal and academic support resources available on campus, and to provide students in academic difficulty skills in time management, test-taking, note-taking, active reading, developing positive relationships with faculty, learning, course scheduling, major selection, and motivation.

Tutoring Services (Amy Weber, Tutoring Intake Coordinator, x. 2832)

The Undergraduate Academic Services (UAS) Peer Tutoring program offers one-on-one and small group tutoring services for students who have worked with their instructors and made use of the Learning Centers, but still require additional academic support. The program goal is to help those students in true need who are willing to take responsibility for their own learning. Please see the protocol for obtaining tutoring services outlined below:

1. Students with documented learning disabilities may request a tutor at any time.
2. Students who do not have documented learning disabilities must first seek assistance from the instructor and/or a learning center on campus. In the event that supplemental one-on-one or small group tutoring assistance is needed, students may be referred to UAS to apply for tutoring services. However, UAS tutoring services are to be used in conjunction with continued assistance from the learning centers and the instructor.
3. Students should be referred for tutoring services only after a determination has been made by the staff or faculty member that the student is working diligently and taking responsibility to learn the material but is still at risk for failure. This would include attending class regularly, completing homework as assigned (or at a minimum, making sincere attempts at homework), seeking assistance outside of the classroom from the instructor and the appropriate learning center(s), attending departmental review sessions (if applicable), attending study skills workshops (if appropriate), seeking accommodation through Disability Services (if appropriate), etc.

For more information on review sessions, or for individual assistance in academic and study skills, please contact Leslie Doolittle, Executive Director of Academic Support Services (x. 2903).

4. In order to be referred to tutoring services, students must complete the **Tutoring Request Form** and have it electronically signed by the referring faculty or staff member. The Tutoring Request Form should be submitted via email to Amy Weber, aweber@bentley.edu.
5. Once the completed Tutoring Request Form is submitted, the student will be contacted by the Peer Tutoring Program to schedule an intake meeting to determine their eligibility for tutoring and to ensure appropriate matching and referral services (if appropriate).
6. Please note that we cannot provide a guarantee that a student will be assigned to tutoring. Tutoring services are provided when staffing and resources are deemed appropriate and available.

Disability Services - JEN 336 x 2004

Disability Services, located in Academic Services (JEN 336), provides equal educational opportunities for all full and part-time students with diagnosed disabilities through an accessible, equitable and inclusive learning environment. In addition to equal access, our accommodations and services are designed to promote individual growth and self-advocacy for students with all types of disabilities, including (but not limited to): diagnosed learning disabilities, Attention Deficit/Hyperactivity Disorder, hearing, visual, and mobility-related impairments, medical conditions, psychological disabilities, and temporary disabilities.

Legal Compliance

Bentley University and Disability Services are committed to providing equal educational opportunities for students with disabilities. It is the policy that no qualified student be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any university program or activity.

Bentley supports and is in compliance with two federal civil rights regulations as well as the state regulation.

For more information please visit: [Legal Compliance](#).

Registering with Disability Services

Students interested in receiving academic accommodations and/or support services must register with Disability Services. Accommodations are defined as all adjustments, alterations, or modifications that allow a student with a disability to have equal access to university programs and activities.

For more information on how to register for services please visit: [Registration Process](#).

To receive academic accommodations, students must first provide Disability Services with appropriate documentation of their disability.

- For more information on appropriate documentation please visit: [Documentation](#).

Academic Accommodation Plan

After providing Disability Services with appropriate documentation and need for academic accommodations, students must schedule an appointment with Disability Services during the first three (3) weeks of classes, or soon after diagnosis, to request academic accommodations. An academic accommodation plan will be completed during the appointment indicating the necessary accommodations, modifications, and/or auxiliary aids for that semester.

At the conclusion of the appointment with Disability Services, students are responsible for:

- Making appointments with instructors to confirm relevant course accommodations. Instructors have one week to implement accommodations.
- Requesting accommodations one week prior to each exam to ensure accommodations are set up in a timely manner.
- Contacting Disability Services if instructors have any questions or concerns about the approved accommodations.

Formalizing an accommodation plan is an individual and interactive process with each student.

To learn more about Disability Services, please contact: **Disability Services at 781.891.2004.**

Campus Resources

Academic Services, JEN 336, x. 2803

Academic Services engages students with a holistic, individualized, student-centered approach by valuing what each person uniquely brings to our community. We treat students with dignity and respect, and we seek to continuously educate ourselves on diversity, equity, and inclusion. We are committed to supporting every student's academic and personal development while cultivating student agency. Through a collaborative process, we partner with faculty and staff to support our students as they pursue a meaningful and fulfilling educational experience. We strive to build an inclusive and accessible environment by recognizing student voices of all identities, backgrounds, and abilities. See the Advising Directory on page 7 for contact information for each member of the Undergraduate Academic Services team. Visit [Academic Services](#) for more information.

Registrar's Office, RAU 111, x. 2177

The Registrar's Office is located in the Rauch Administration Building. The office is responsible for assuring the integrity of the academic procedures, data and records. The Registrar's Office administers student registration; maintains academic records, course records, enrollment statistics and degree audit functions; is responsible for commencement-related duties; and enforces academic policy. For answers to registrar-related questions, please visit [Registrar](#).

The Counseling Center, Callahan Building, Second Floor x. 2274

Located on the second floor of the Callahan Building, the Counseling Center is staffed by psychologists and doctoral interns who can meet with students experiencing a range of adjustment, stress and mental health-related issues. For those students who would benefit, we provide confidential, short-term individual and group therapy. Psychiatric medication services may be available for students who are working with therapists in the Counseling Center. In addition to direct services, the Counseling Center provides consultation, outreach events, workshops and training for students, staff and faculty on a wide variety of mental health-related topics.

For more information, visit [Counseling Center](#).

Health Center, Rhodes Hall, x. 2222

Confidential health care is available to all full-time Bentley students through the Health Center, with the cost primarily covered by tuition. The care includes diagnosis and treatment of acute and chronic medical illnesses and injuries, lab testing, contraceptive care, pregnancy testing, STI prevention/testing/treatment, and medical and dental referrals. While allergy injections are not administered on campus, the center's staff can help students arrange treatment at nearby clinics. For the latest information on the services provided, please visit by the Health Center, please visit the [Student Health Center](#).

Wellness and Health Promotion, Callahan Building (above University Police), Second Floor, x. 2600

Finding balance is important for your academic success. Wellness & Health Promotion staff create opportunities for students to explore balance inside and outside of the classroom. Our staff can meet with students individually to discuss health challenges or goals, consult with you privately about risk reduction strategies around alcohol, marijuana or nicotine use and coordinate workshops for student groups on topics such as sleep, stress, relationships, sexual health, alcohol and other drug use, body image, fitness, nutrition and more. Peer educators including the WEs (Wellness Educators) & RSVPs (Relationship + Sexual Violence Prevention Educators) host workshops and events on campus almost every month including the Brining in the Bystander trainings and Project Connect. Staff members can consult with students and student organizations to develop programming that best meets your needs so don't hesitate to reach out. Visit [Wellness and Health Promotion](#) for more information or follow us on [Instagram](#) to be in the know about our events.

Multicultural Center, STU 310, x. 2132

An important part of your business education is exposure to other cultures and perspectives. That's why we celebrate our differences and encourage curiosity. The Multicultural Center is the campus hub for diversity and inclusion activities. Please email at GA_Multicultural_Center@bentley.edu so that a staff member can respond to your inquiry. Please indicate your availability and if you would prefer to be contacted by phone, email, or Zoom. For additional information, please visit the [Multicultural Center](#).

Center for International Students and Scholars, STU 310, x. 2829

The mission of the Center for International Students and Scholars (CISS) is to support international students and scholars in their campus integration and educational pursuits. The CISS team consists of government-approved Designated School Officials (DSOs) who possess in-depth knowledge of F and J immigration regulations. Through advising, they keep the institution, scholars and students, including recent graduates on Optional Practical Training, in compliance with immigration laws. Visit [CISS](#) for more information.

Academic Services for Student-Athletes, DANA CTR, x. 2218

The Athletic Department provides all student-athletes with academic support and is committed to helping all student athletes reach their greatest academic potential. The Athletic Department's Academic Assistance Program includes a study table program, a progress reporting system, class scheduling and tutorial assistance. In addition, all NCAA academic eligibility issues are handled by the Compliance Coordinator who is also in charge of the Academic Assistance Program. The Compliance Coordinator works closely with the Office of Academic Services to best serve the academic needs of all student athletes. Some parts of the Academic Assistance Program are mandatory for certain student-athletes, but all student-athletes are encouraged to take advantage of the resources provided.

Pulsifer Career Development Center- Undergraduate Career Development, LAC 225, x. 2165

From the first year to graduation day and beyond, Undergraduate Career Development helps students identify their strengths, interests and values and develop the skills and contacts required to pave the way for professional success. The center has programs and services to tap at every stage of career planning. These opportunities include: Career Development Introduction (CDI) 101 for first year students, CDI 201 for undecided second & third year students, major focused Career Development Intensive (CDI) 301 for second-, third- and fourth-year students, Individual Career Coaches, Career Assessment, Recruiting Programs, Career Communities as well as the Internship Program. For more information on these opportunities, please visit Pulsifer Career Development Center - Undergraduate Career Development (careeredge.bentley.edu).

Cronin Office of International Education, AAC 161, x. 3474

Bentley's Cronin Office of International Education provides students with academically rigorous and culturally rich international experiences, preparing them for socially responsible leadership in an increasingly interconnected world. The Office of International Education offers eligible undergraduates a wide range of education abroad options. Each year, approximately 500 undergraduates participate in these life-changing and career-enhancing programs. Few experiences are as packed with opportunities for intellectual and professional growth. Students gain valuable insight into other countries and cultures, experiencing different ways of life, new points of view and innovative strategies for doing business. For a description of study abroad programs and other opportunities, as well as the most current information available on study abroad programming, please visit the [Cronin Office of International Education](#).

Blended Term

Bentley undergraduate students with a GPA of 3.2 or higher have the option to participate in a blended term during their last semester of senior year (fall and spring only). Students can take up to two graduate level courses in a blended term and may use the graduate courses taken in blended term toward a master's degree within 5 years. Participation in blended term does not automatically enroll students in graduate school and if interested in pursuing a master's degree, they must apply through graduate admissions. For more information please see [Blended term page](#) .

Honors Program, Director: Christian Rubio, x. 2694

Initially, the Office of Undergraduate Admission handles first acceptance to the Honors Program. However, students who have an excellent academic record and are motivated to work at the Honors level may apply for admission to the Honors Program. Applicants must have at least two full years remaining at Bentley and have maintained at least a 3.4 GPA while at Bentley. If admitted, students must complete their Honors course work including two or three courses in their major, if required, and a Capstone research project or class. In addition, students must adhere to the required overall GPA throughout. Admission is at the discretion of The Honors Leadership Team, in tandem with the Honors Faculty Council. Visit the [Honors Program](#) for more information.

Thoughtful and intentional planning is necessary to fulfill the requirements of your major and the requirements for graduation.

**Looking at:
The Big Picture**

Refer to the chart below to start planning for academic success.

First Year		Sophomore Year	
<p><u>What courses are required?</u></p> <ul style="list-style-type: none"> • FS 111 • MA I and MA II • EXP I • IT 101 • GB 110 • GB 112 • GB 212 • General Education Requirements 	<p><u>What should be my focus this year?</u></p> <ul style="list-style-type: none"> • University Transition • Study Skills • Time Management • Interest Exploration • Campus Involvement • Study Abroad Research • LSM Planning 	<p><u>What courses are required?</u></p> <ul style="list-style-type: none"> • EC 111 • EC 112 • GB 213 • GB 214 • GB 215 • EXP II • General Education Requirements • Arts & Science Electives 	<p><u>What should be my focus this year?</u></p> <ul style="list-style-type: none"> • Interest Exploration • Major Selection • Minor Selection • Begin Major (if prerequisites are met) • Study Abroad Application/Planning • Internship Planning • Career Objectives • Campus Involvement • LSM Declaration
Junior Year		Senior Year	
<p><u>What courses are required?</u></p> <ul style="list-style-type: none"> • GB 310 • GB 320 • 6-12 credits in Major • Complete Gen. Ed. Requirements • Arts & Science Electives • Business Related Elective 	<p><u>What should be my focus this year?</u></p> <ul style="list-style-type: none"> • Begin/Continue Major • Begin/Continue Minor • Internship Experience • Career Tool Building • International Experience 	<p><u>What courses are required?</u></p> <ul style="list-style-type: none"> • GB 410 • 12-24 credits in Major • Arts & Science Electives • Business Related Elective • Unrestricted Electives 	<p><u>What should be my focus this year?</u></p> <ul style="list-style-type: none"> • Internship Experience • On Campus Recruiting • Job Placement • Graduate School Exploration • Petition for Graduation

General Education Core Requirements**46-47cr.**FS 111 *First Year Seminar*

1 cr.

*Transfer students participate in TS 222 Transfer Seminar (non-credit bearing)*Required of all full-time **first year students** in their first semester.IT 101 *Information Technology and Computer System Concepts*

3 cr.

This course provides a comprehensive and current introduction to information technology in general and computer system concepts and personal computers in particular.

EXP I and EXP II Expository Writing Sequence

6 cr.

Literature/Cinema/English Media Studies

3 cr.

May be fulfilled with any Literature (LIT), Cinema Studies (CIN) or English and Media Studies (EMS) course, or MLCH 403 Chinese for Cinema, MLFR 304 French for Cinema, MLIT 304 Italian for Cinema, MLIT 305 Migration in Italian Literature, MLSP 306 Hispanic Cityscapes, MLSP 307 Migrations and the Hispanic World, MLSP 404 Spanish Identities and Cultures in Modern Peninsular Literature, or MLSP 405 Masterpieces of Latin-American and Caribbean Literature: The Battle of the Booms. Certain topics/titles of MLCH 402 or MLSP 301 may also apply.

Mathematical Sciences I and II

6 cr.

Placement is based on educational background or exam. Students complete one of the following sequences:

	<u>1st course</u>	<u>2nd course</u>
Track 1	MA 123	MA 126
Track 2	MA 123L	MA 126L
Track 3**	MA 131	MA 139

***Required of all Actuarial Sciences, Data Analytics, and Mathematical Sciences majors.*

Natural Sciences course with Lab (fulfilled with any NASC course)

4 cr.

Government (fulfilled with one of the following):

3 cr.

Students may take GLS 100 U.S. Government and Politics, GLS 101 Globalization, GLS 102 Comparative Government and Politics, GLS 105 U.S. State and Local Government and Politics, or *GLS 116 International Relations. ***International Affairs majors may take GLS 100, 101, 102 or 105. GLS 116 is required in the major.**

History (fulfilled with any HI course)

3 cr.

PH 101 *Problems of Philosophy*

3 cr.

Behavioral Sciences (fulfilled with any PS or SO course)

3 cr.

EC 111 *Principles of Microeconomics*

3 cr.

EC 112 *Principles of Macroeconomics*

3 cr.

Mathematics/Natural Sciences Elective**

3 cr.

(fulfilled with any MA 200 or higher or NASE)

Humanities/Social Science Elective

3 cr.

****Computer Information Systems majors must complete a MA elective in lieu of a NASE. Actuarial Sciences, Data Analytics and Mathematical Sciences majors are not required to take an MA/NASE elective, and therefore take 15 courses (44 credits) in the General Education Core.**

***Refer to the Registrar's website for an updated list of which courses fulfill the Humanities/Social Science elective requirement.

General Business Core Requirements (Bachelor of Science Degrees)* 27cr.

First Year:

- GB 110 *Legal and Ethical Environment of Business*
- GB 112 *Tools and Concepts in Accounting and Finance*
- GB 212 *Practice and Applications in Accounting and Finance*

Sophomore Year:

- GB 213 *Business Statistics*
- GB 214 *Marketing-Operations Fundamentals*
- GB 215 *Human Behavior and Organizations*

Junior (or Senior) Year:

- GB 310 *Business Processes and Systems*
- GB 320 *Integrated Business Project***

**Though strongly suggested to be taken beforehand, GB 320 may be taken concurrently with GB 410 in the senior year.

Senior Year:

- GB 410 *Global Strategy*

Bachelor of Science Electives*

Business Related Electives	3 cr.
Arts and Science Electives	15 cr.
Unrestricted Electives	0-6 cr.

*Excluding Actuarial Sciences, Data Analytics, and Mathematical Sciences majors, whose GB curriculum and Electives follow the rules for Arts and Science majors.

Business Studies Major or Minor

15-18 cr. †

(Bachelor of Arts degrees & Bachelor of Science Arts & Science Majors)††

First Year:

- GB 110 *Legal and Ethical Environment of Business*
- GB 112 *Tools & Concepts in Accounting and Finance*
- GB 212 *Practice & Applications in Accounting and Finance*

Sophomore Year:

- GB 213 *Business Statistics*
- GB 214 *Marketing-Operations Fundamentals*

(and/or)

- GB 215 *Human Behavior and Organizations*

Bachelor of Arts Electives

Modern Language courses	6 credits
Arts and Science Electives	Varies by Course of Study – See DRS
Unrestricted Electives	Varies by Course of Study – See DRS

† A&S majors (other than LA majors) must select either the Business Studies Major (18 GB credits) or the Business Studies Minor (15 GB credits). **The Business Studies Major also requires 2 business electives.**

†† Liberal Arts (LA) majors are not required to complete the Business Studies Major or Minor

Course Focus Requirements

All students must satisfy a U.S. diversity, international, and communication focus area requirement.

Note: Transfer students who transfer in 30 or more credits are exempt from this requirement.

Modern Language Requirement (6 Credit Hours)

Students pursuing an Arts and Sciences degree (except students pursuing a BS in Mathematical Sciences, Data Analytics or Actuarial Sciences) must complete two semesters of the same modern language, regardless of proficiency levels. Credits earned from AP classes and other institutions approved by Bentley (including abroad) will be considered.

Inside Degree Works

Degree Works is a computer-generated degree audit program that students and advisors can use to track completion of graduation requirements. It also enables students to preview the applicability of intended courses as well as the potential impact of a declaration or change of a program of study (major or minor). It is an important tool to utilize when meeting with your advisees and should be an integral part of your advising discussions. To access a student's Degree Works audit:

1. Go to degreeworks.bentley.edu
2. Enter your username (Bentley ID# in the B12345678 format) and password.
3. Enter the name/ID for the student in question, or select student from drop-down menu.
4. Hit "Process New" each time to ensure most up to date audit.

Some things to know:

- The Degree Works audit is updated overnight and therefore changes will be reflected in relatively short order.
- Courses are arranged according to a complex Best Fit algorithm. As a result, classes may be plotted in different areas at different points in time as a student moves through the Bentley curriculum. As this system is not error-proof, any suspected issues should be reported to the Registrar's Office.
- Students often ask if a course(s) can be moved in their Degree Works audit for a variety of reasons. A common request is asking if a course can be moved from an elective to their major to increase the major GPA. This cannot be done as the Registrar considers these cosmetic changes. Only those changes to Degree Works that are necessary to help a student complete their academic program will be performed. Of note: Bentley does not publish the student's major GPA.

Course focus requirements are not additional courses. Instead, they can be satisfied by any course that has been identified as fulfilling a communication, international, or U.S. diversity intensive. Please note, for all business students, one communication intensive is required in the student's major. The second communication intensive can be either a major course or come from a general education or elective course.

Course Focus Requirements			
Course Focus Requirements			
✔ Course Focus Notes: B.S. students are required to take and pass one 3-credit Diversity-focused course, one 3-credit International-focused course, one 3-credit Communication course, and, a second 3-credit Communication-Intensive course, which is specifically designated in their requirements are printed in the Schedule Book each semester and are available online at my.bentley.edu .			
✔ Communication Intensive/Major Course	FI 351	International Finance	3.3*
✔ Communication Intensive	GLS 236	Campaigns & Elections	IP
✔ U.S. Diversity Intensive	SO 132	Issues & Investigations in Soc	4.0
✔ International Intensive	MLSP 306	7 Cities of Span Speak World	4.0

- As with any computer program, errors do occur in Degree Works. To remedy this situation, students must contact the Registrar's Office; they should ensure that their student ID # is included in any communications.

Inside the Degree Works Audit

Class Code	Third Year	College	Day
Graduation Petition Filed		Majors	Economics-Finance - BS Liberal Studies
Overall GPA	3.86	Concentration	LSM: Global Perspectives
Sport		Minor	Marketing

Class Year

Major/Minor Information

Summary of degree progress:

Unmet conditions for this set of requirements: 122 credits are required. You currently have 89, you still need 33 more credits.

You meet the minimum overall 2.00 Overall GPA requirement.

<input type="checkbox"/> COURSE REQUIREMENTS	Still Needed:
<input type="checkbox"/> General Education Requirements	See General Education Requirements section
<input type="checkbox"/> Business Core Requirements	See Business Core Requirements section
<input type="checkbox"/> Major Requirements	See Major in Economics-Finance section
<input type="checkbox"/> Electives	See Electives section
<input type="checkbox"/> Optional Program(s)	See Optional Program(s) section
<input type="checkbox"/> Course Focus Requirements	See Course Focus Requirements section

The following sections are included in the audit:

- General Education Requirements
- Business Core Requirements
- Major Requirements
- Electives (including Mathematics/Natural Science elective and Humanities/Social Science elective)
- Optional Program Requirements (Honors, Minor, etc.)
- Course Focus Requirements
- Insufficient Courses (if applicable)
- Fallthrough Courses (if applicable)
- In-progress Courses

At the top right of most sections, you can find a summary of credits required vs. credits applied. Within each section, course requirements are represented as follows:

Completed Requirements (in green & yellow)	Requirements Still To Be Done (in red)	In Progress Courses (in blue)
<input checked="" type="checkbox"/> Government <input checked="" type="checkbox"/> History Will also indicate grade and credits earned, as well as term completed. AP = Advanced Placement credit IB = International Baccalaureate credit TC = transfer credit TR = course away credit	<input type="checkbox"/> Human Behavior and Organizations <input type="checkbox"/> Business Processes and Systems <input type="checkbox"/> General Business Field Project <input type="checkbox"/> Global Strategy	<input checked="" type="checkbox"/> Expository Writing II

A legend is included in the bottom section with specific codes used throughout the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	Grade Codes - see FAQ
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Issue - see advisor	@ Any course number
		EX Excluded from GPA

Degree Works: What If Tool

The **What If** tool is particularly helpful if a student is considering a change of program(s) of study and would like to consider the potential impact of those changes. It can be accessed via the left navigation menu:

Degree Audits | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Degree Audits | Student View | Process What-If | Save as PDF | Include in-progress classes | Include preregistered classes

History

What-If (for Undergraduates)

Level: Undergraduate

Degree: Bachelor of Science

Catalog Term: Fall 2015

Choose Your Different Areas of Study

Not all major/minor/concentration combinations are allowed. Consult FAQ for further information.

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject: []

Number: []

Add Course

Courses you are considering

Remove Course

By entering the intended major/minor/concentration and then clicking on the **Process What-If** button, the audit will be temporarily updated to reallocate the student's previously completed coursework and in-progress coursework to the new program(s). This includes various major/LSM/minor combinations the student may be considering. Click on the Degree Audits tab to return to the current audit.

Degree Works: Look Ahead Tool

The **Look Ahead** tool enables you and the student to see the application of future courses to the student's Degree Works audit. It can also be accessed via the left navigation menu:

Degree Audits | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Degree Audits | Student View | Process New | Include in-progress classes | Include preregistered classes

History

What If (For Undergrad Students)

What If History

Look Ahead

To see an audit showing courses for which you plan to register in future terms, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button. Warning: Courses planned in "Look Ahead" may repeat or "double dip" in ways they will NOT when you register. See your advisor to verify the accuracy of planned courses.

Enter a course and click Add Course

Subject: []

Number: []

Add Course

Courses you are considering

Remove Course

By entering the course subject and number, then clicking on the **Add Course** button, the future courses will appear in the list on the right. Once the list is complete, click on the **Process New** button above the blue bar to see how the planned courses apply to the student's Degree Works audit. Those planned courses will appear in blue.

Note the warning in the blue box: it is a reminder that the Look Ahead function does not check for duplicate courses, therefore students need to ensure that their planned courses do not replicate prior coursework.



Programs of Study



The Undergraduate College at Bentley University offers a variety of academic programs. Students may choose a major that enables them to develop expertise in a specific area of business, or they may pursue an arts and sciences degree. All programs in the undergraduate college are characterized by a balanced education in business and the humanities, the social sciences, natural and applied sciences and mathematical sciences — the best combination for preparing tomorrow’s organizational leaders. Our innovative and integrated business and arts and sciences curricula also allow students to pursue optional second majors via the Liberal Studies Major or the Business Studies Major, as well as minors.

Resources for students to discover and declare Programs of Study

- The [Undergraduate Academic Catalogue](#) (updated annually) is the official University record of all academic programs and policies.
- During the fall, Academic Services hosts various programs to provide students with opportunities for major exploration. Additionally, [Academic Services](#) provides a plethora of resources on their webpage that can assist in the academic planning process.
- Faculty, Department Chairs, Program Coordinators, and Academic Advisors are good resources to learn more about academic programs and opportunities, academic expectations, specific course content, course registration, and long range planning.
- The [Pulsifer Undergraduate Career Development Center](#) offers a variety of services and support to help students evaluate their interests and skills, research majors and occupations, and set goals.

To declare or change an Academic Program:

Students declare their academic program (major, LSM, minor) by adding or changing their program of study via the student profile in Workday. Once the major declaration or major change process is complete, the student’s Degree Works audit will be updated. Students should be encouraged to utilize the [Workday Student](#) webpage for step-by-step guides.



The Academic Catalogue is the official statement of Bentley University and should be referred to for all policy and curriculum.

The [Undergraduate Academic Catalogue](#) can be found on the Bentley website.



Majors

Students have the option of pursuing a Bachelor of Science or Bachelor of Arts major. Both prepare students for careers and for life with courses that provide for professional skills, cultural literacy, creativity, and social responsibility.

<u>Bachelor of Science</u>	<u>Bachelor of Arts</u>
Accountancy	Diversity, Equity and Inclusion
Actuarial Science	English
Business Economics	Health Studies
Computer Information Systems	History
Corporate Finance and Accounting	International Affairs
Creative Industries	Language, Culture, and Business
Data Analytics	Liberal Arts
Diversity, Equity and Inclusion	Media and Culture
Economics-Finance	Philosophy
Finance	Public Policy
Information Design and Corporate Communication	Sustainability Science
Information Systems Audit and Control	
Management	
Marketing	
Mathematical Sciences	
Professional Sales	
Quantitative Economics	

Advanced Standing in Finance, (Four Year Combined BS/MS):

BS Corporate Finance and Accounting/MS Finance

BS Economics-Finance/MS Finance

BS Finance/MS Finance

Advanced Standing in Business, (BA/BS & MBA)



The Liberal Studies Major

The Liberal Studies Major (LSM) is a unique opportunity for Bentley students to differentiate themselves from other business majors and sharpen their competitive edge by expanding their knowledge in a particular area of the study of arts and sciences and by increasing their ability to think analytically, critically, and creatively.

The LSM is an **optional integrated double major for all Bachelor of Science students**. It does not stand alone, but is an interdisciplinary second major that is paired with a primary major in a business discipline or with the following arts and sciences majors: Actuarial Science, Data Analytics, and Mathematical Science. The impulse behind the LSM is to help students increase the value of their liberal arts education at Bentley by combining some required courses in the general education curriculum with arts and sciences electives and some business electives under specific concentrations.

LSM Concentrations

American Studies
Diversity and Society
Earth, Environment, and Global Sustainability
Ethics and Social Responsibility
Global Perspectives
Health and Industry
Media Arts and Society
Quantitative Perspectives
Political Economy and Development

The concentrations within the LSM are designed to help students increase the value and meaning of their liberal arts education. Faculty mentors will work with each student to help formulate a plan for taking the courses that fulfill the concentration as well as help students make connections across the material they study in courses representing different disciplines. This process of discovering connections across bodies of knowledge adds depth to breadth, and is a critical dimension of the second major. It is these connections that make the LSM a major rather than just a collection of courses.

Program Goals and Objectives

- Students pursuing an LSM will be able to make connections relevant to the particular concentration's theme across courses and disciplines.
- Students will be able to thoughtfully analyze and meaningfully discuss choices and insights particular to their LSM concentration.
- Students will be able to write coherently about their choices and insights within the LSM and/or between the LSM and their primary major.

Successful LSM graduates will:

- Design a coherent course of study within a particular LSM concentration.
- Produce a culminating project that demonstrates their transdisciplinary insights, connections, and understandings as a consequence of their work within the concentration.

LSM Culminating Project

In consultation with the LSM mentor, students develop a culminating project that demonstrates understanding of the concentration. The project will be pre-approved by the mentor and completed by the end of the LSM course of study.

The culminating project may be completed through (a) a capstone course that is offered in the concentration, (b) an advanced course that is offered in the concentration with a 4th-credit option, or (c) a directed study course. This course will fulfill one of the eight courses required for the major. Note that not all of these options are available in all concentrations. Please check with the concentration coordinator to learn about all of the available options.

During the semester in which the culminating project is to be completed, the student will register for a non-credit LSM "course," LSM 450. To register for LSM 450, students download the LSM 450 registration form from the Registrar's website, complete the form, obtain their mentor's signature and turn in the form to the Registrar's office. (LSM 450 will appear on your Degree Works Audit.) Upon the student's completion of one of the above culminating project options, the LSM mentor will issue a grade of Satisfactory or Unsatisfactory for LSM 450.

Students who declared an LSM prior to Fall 2019 may complete their culminating experience solely through the non-credit LSM course. This course does not fulfill one of the eight courses towards the major. Possibilities for this option include, but are not limited to:

- An essay demonstrating what the student has pulled together from the LSM, with cross-disciplinary insights within the LSM and/or between the LSM and their major. This paper might identify and reflect upon the readings or activities that most contributed to the student's academic growth and insight, or it might draw connections between major assignments done along the way, or it might explore some related topic and present the student's findings.
- A capstone paper prepared for a course taken at the conclusion of the LSM that demonstrates effective reflection on LSM themes and methods. If such a paper is put forward as the culminating project, the student will also include an explanation demonstrating how it fits within the LSM as a whole. (Note
- A project that demonstrates the student's understanding of the core concepts and connections of the concentration. Examples include a play or short story, a piece of artwork, a web page design, a scientific experiment and analysis, or an academic conference presentation that draws on and illustrates one or more key concepts of a particular LSM concentration. If such a project is put forward as the culminating project, the student will also include an explanation demonstrating how it fits within the LSM as a whole.

Frequently Asked Questions

What is the Liberal Studies Major (LSM)?

- An optional integrated double major that is done in conjunction with any B.S. program.
- A major in which *students* plan part of their general education and elective requirements around a chosen concentration.
- A vehicle by which students make meaningful connections across and within disciplines.
- A way for students to explore and reflect upon their discoveries with a faculty mentor.

Why is the LSM a valuable complement to a Bentley business major?

- The business community knows Bentley graduates have an excellent business background, but employers will focus on students who have even more – those who stand out in a crowd.
- The culminating project demonstrates the student's ability to engage analytically and creatively with a particular theme, often from a multidisciplinary perspective.
- According to Career Services, employers want evidence that students can think and express themselves analytically and creatively.

What is the basic structure of the major?

- Students choose one of nine possible concentrations; choices can be found on p. 89.
- The LSM consists of 8 courses, at least 6 of which must be from the arts & sciences.
- These courses all satisfy some other requirement in the Degree Works audit; most will fall in GenEd or elective slots.
- In addition to courses, students will complete a culminating project.

Who is eligible to declare the LSM?

Beginning in Fall of 2013, only students in a B.S. program.

What is the process for declaring the LSM?

- Students considering the LSM should read concentration descriptions and choose one that is of interest to them. Students wishing to receive additional information on one or more concentrations, or who wish to discuss options further, should contact the appropriate concentration coordinator.
- Eligible students declare the LSM and concentration through Workday.
- The LSM must be declared by the last day of classes in the spring semester of sophomore year. **For current sophomores, that date is May 2, 2022**

Are transfer students eligible to declare the LSM?

Yes. The transfer student deadline for declaring an LSM is the last day of classes of the semester in which they have first semester junior class standing, (either fall or spring semester depending on the student). These dates are December 6, 2021, and May 2, 2022, respectively, for the current academic year. The one semester extension will allow extra time to declare an LSM for transfer students, who unlike traditional Bentley students will not have had four semesters to make a decision.

How do students select LSM courses?

- Prior to registration each semester, students may choose to meet with their assigned mentors to discuss course choices.
- The LSM is designed so that students will be able to complete it – as well as a major and minor – without taking any “extra” courses. However, certain business major/LSM/minor combinations may be more difficult to complete than others and early, careful planning is necessary.
- Guidelines and updated course lists for each concentration are located on the LSM web page; courses offered each semester that fulfil LSM requirements will be available on the Registrar’s web page and registration booklet shortly before registration begins.
- Courses whose content may differ from section to section are listed as acceptable “with appropriate theme.”
- As with the primary major, up to two transfer courses or AP courses may be applied to the LSM. The combined number of transfer and AP courses may not exceed two.
- It is possible that one or two courses will count in both the primary major and the LSM. However, no course may count towards both a minor and the LSM.
- LSM progress will be shown on the student’s Degree Works Audit.

Students may now take one elective course under the Pass/Fail/D option. Will this course be admissible as an LSM required course?

No, the Pass/Fail/D option is available only for electives not used within a major.

Can changes be made once a concentration is chosen?

Students may change concentrations by repeating the process above. Concentration changes must be completed by the last day of classes in the spring semester of sophomore year. For current sophomores, that date is May 2, 2022. After this date, the student and the concentration coordinator will need to meet to review whether the student reasonably can complete the requirements for the new concentration by graduation. The Liberal Studies Major Director will make the final decision on the request.

What happens if a student has declared an LSM but has not completed all requirements by graduation?

Since the LSM is an optional major that does not stand alone, a student satisfying all graduation requirements who has not completed all LSM requirements will graduate with their primary major only. Courses taken for the LSM will still appear on the transcript, but the student will not receive credit for the LSM.

Business Studies Major

Overview

The [Business Studies Major](#) (BSM) is an optional second major open only to students majoring in an arts and sciences discipline (see listing above) and only as a second major. Students cannot pursue this major either on its own or in conjunction with another business major. Arts and sciences majors who do not select the BSM must instead enroll in the Business Studies minor, except for Liberal Arts majors. The BSM consists of the first six courses in the General Business Core plus two additional business courses selected by students in consultation with their primary major advisor.

The BSM allows students another innovative way to combine the study of liberal arts and business at Bentley.

To fulfill the BSM, students must complete six required courses and two electives. The required courses are the first six courses in the General Business Core:

GB 110 Legal and Ethical Environment of Business

GB 112 Tools and Concepts in Accounting and Finance

GB 212 Practice and Applications in Accounting and Finance

GB 213 Business Statistics

GB 214 Marketing-Operations Fundamentals

GB 215 Human Behavior and Organizations

For the remaining two courses, students may choose to deepen their knowledge in a particular area by selecting classes within a single discipline such as Marketing, Information Design and Corporate Communication or Management. Students can also take courses in different disciplines but that focus on the same theme, such as nonprofits, technology, or international business. Alternatively, students may choose to take two additional GB courses (GB 310 Business Processes and Systems, GB 320 Integrated Business Project, GB 410 Global Strategy).

The logo consists of the letters 'FYI' in a bold, black, sans-serif font. The letters are slightly slanted to the right and have a thick, blocky appearance.

Advising Issues:

- Actuarial Science, Data Analytics and Mathematical Sciences majors can choose either the LSM or the BSM as an optional second major – but not both. ASC, DA and MA students choosing to do an LSM are required to do a **Business Studies Minor**.
- Because there is a 30-credit limit on business courses completed by Arts & Science majors, students who choose to do a **Business Studies Major** may not complete a minor requiring 3 or more business courses. Students choosing a law, CIS or economics minor, for instance, may have no more than 2 business courses count toward their minor.

Declaring or Changing a Program of Study (Major, LSM, Minor)

Students are required to declare a major during the second semester of their sophomore year. **The major declaration deadline for the coming year is February 25, 2022.** Students who would like to remain undeclared/exploratory, are likewise required to declare this intention by the same deadline. This can be done by speaking with an academic advisor in Undergraduate Academic Services.

- Business Students may only declare an optional second major in a Liberal Studies Major (LSM) concentration.
- Bachelor of Arts students may only declare a second major in the Business Studies Major (BSM).
- Actuarial Science (ASC), Data Analytics (DA) and Mathematical Sciences (MA) can choose either the LSM or the BSM – but not both. ASC, DA and MA students choosing to do an LSM are required to do a Business Studies Minor.
- Bachelor of Arts, ASC, DA, and MA students must choose a Business Studies Major or Minor when they declare their primary major.

Students **declare their Program of Study (major, LSM, minor) in Workday** by adding or changing the program of study via their student profile. For step-by-step instructions, visit [Declaring or Changing a Program of Study](#).

If students have questions about their intended major/minor, they may contact the department chair or designee. See the [Faculty Advising Directory](#) for the most up-to-date contact information.

Once the major declaration or major change process is complete, a student's Degree Works Audit will be updated.

Modern Language Requirement

Students must complete 2 semesters of the same modern language, regardless of proficiency level. Credits earned from AP classes and other institutions approved by Bentley (including abroad) will be considered.

LSM Declaration: After students have declared their LSM concentration on Workday, they will meet with the LSM concentration coordinator to review program requirements and be assigned a faculty mentor.



Advising Issues: Because most BS majors, except Actuarial Science, Data Analytics, and Mathematical Sciences, share the same General Education and Business Core requirements, there is tremendous flexibility in changing a major prior to beginning major courses. However, once students have begun a major, there are some other logistical considerations:

- The major in **Corporate Finance and Accounting** and the major in **Information Systems Audit and Control** both have a 30-credit major requirement. The curriculum is somewhat complex because of the prerequisite structure and will require careful planning. All students should be encouraged to meet with an advisor every semester.
- **Marketing and Management** (without a concentration) majors have two business-related electives in the major, as well as two unrestricted electives and an additional business elective. Therefore, these programs, along with **Business Economics**, are the most accommodating for later major changes.
- The **Business Economics** major combines economics with a variety of other business concentrations.

- **Accountancy, Information Systems Audit and Control, Corporate Finance and Accounting, and Computer Information Systems** involve a relatively lock-step progression through their major courses. Refer students to departmental chairs for additional assistance in planning their major.
- **BA majors** may complete no more than 25% of their course work (30 credits) through business courses. In addition, all BA majors must demonstrate modern language proficiency at the intermediate II level.
- With the exception of Liberal Arts majors, all BA majors must complete either a **Business Studies Major** or **Business Studies Minor**.

Major Exploration Resources-Is this still the case?

During the fall, many academic departments and offices hosts various programs to provide students with opportunities to learn more about majors, minors, LSMs, as well as the BSM. Additionally, major selection programs and workshops can be requested through Undergraduate Academic Services. Please feel free to connect with Undergraduate Academic Services regarding programming opportunities, and strongly encourage students to attend these programs. Programs offered by Academic Services can be found on [Programs & Events](#) webpage.

The professional staff as well as the peer academic advisors in Undergraduate Academic Services are available to speak with students and provide academic progressions for a variety of majors.

Undergraduate Career Services provides a wide range of career development services—personal counseling, workshops, on-line services—to assist students in making the connection between majors and possible careers.

Minors

Completing a minor gives undergraduate students the opportunity to expand their scope of knowledge by focusing more in-depth on an area of study outside of their major. Students are encouraged to consult with the minor coordinator in each academic department. The following is a list of available minors. [Minors](#)

Accountancy	Actuarial Science	Business Economics
Business Risk Assurance	Business Studies (arts & science majors only)	Computer Information Systems
Data Technologies	Earth, Environment, and Global Sustainability	English and Media Studies
Entrepreneurial Studies	Ethics and Compliance	Finance
Gender Studies	Global Management	Health and Industry
History	Human Resources Management	Information and Process Management
Information Design and Corporate Communication	International Affairs	International Economics
Law	Leadership	Management
Marketing	Mathematical Sciences	Modern Languages
Nonprofit Organizations	Philosophy	Politics
Psychology	Public Policy	Sociology
Spanish for Business	Sports Business Management	Supply Chain and Operations Management
Sustainable Investing		

Minor requirements:

- A minor consists of four courses to be determined by the academic department or program and approved by the curriculum committee.
- Courses selected for the minor may fulfill unrestricted electives, arts and science electives, a business related elective, humanities/social science elective, and a math/natural science elective.
- General Education courses, major courses, and business core courses **may not** be used as part of a minor.
- Students may apply no more than two previously completed courses to the minor.
- Students may apply only one course from outside Bentley (transfer, AP, IB, course away, etc.) to the minor.
- Students may only complete a maximum of 2 minors.
- Students must achieve a minimum 2.0 GPA in the minor.
- A minor may not be declared after the student has received a bachelor's degree.
- A course may only apply to 1 minor

For information on department minor coordinators (see the [Faculty Advising Directory](#)).

Major/Minor Exclusions

Students cannot apply a course to both a major and minor field of study. In addition, to prevent students from overlapping course content required in a major by enrolling in a similarly focused minor or Liberal Studies Major, the following combinations will not be allowed: [Major/Minor Exclusions](#)



Academic Policies & Procedures



Academic Policies and Procedures

Attendance Policy

Students are expected to attend every class session. For full semester courses, students (whether currently registered in the course or not) must start attending classes by the first class meeting after the add/swap period ends. An enrolled student who misses the first week of class and is not present at the first class meeting after the add/swap period ends needs faculty and department chair approval to remain in the class. If the add/swap period has ended, instructors retain the right to deny admission to a course to any student who is not yet enrolled. For additional information, please consult the [Attendance Policy](#) in the Undergraduate Catalogue.

Adding, Dropping or Swapping Courses

Bentley offers an automated, online course-registration system that allows students to register for classes using Schedule Planner and Workday. This system also enables students to add or swap courses through the first week of classes, drop courses through the second week of classes, and withdraw from courses within predetermined deadlines. Specific dates can be found on the Registrar's website under [Calendar and Deadlines](#)

Registration Holds

Students with a hold on their account (Financial, International, Health, Check-in, etc.) will not be permitted to add, drop, or swap courses. To find out how to clear your holds, you should select [Viewing My Hold\(s\)](#) in Workday. Students with registration holds are responsible for meeting all drop, add and withdrawal deadlines. Lack of access to Workday is not a valid excuse. For additional information, please visit [Registration Holds](#).

Withdrawing from Courses

Students may withdraw from courses during the first two-thirds of the semester. Specific withdrawal deadlines can be found on the Registrar's website under [Calendar and Deadlines](#). These withdrawal deadlines are strictly enforced.

Students may withdraw from a course in Workday or by filing a "Course Change Form" with the Registrar's Office (RAU 111). Students are not required to have sign-off from faculty instructors. Under extenuating circumstances (e.g., serious illness), students may petition the Office of Academic Services for a late withdrawal.

While there are certainly legitimate reasons to withdraw from a course, students may find it worthwhile to explore opportunities for additional academic support to be able to succeed: working with the course instructor, seeking help through the Learning Center, and obtaining one-on-one tutoring may be advisable.

Prior to deciding about whether to withdraw from a course, it is important that students be made aware that withdrawing from a course could:

- impact financial aid (refer student to financial aid counselor).
- delay completion of an important course pre-requisite, thus jeopardizing timely completion of a necessary sequence.
- put a student in violation of the course attempt policy.
- have implications for an international student studying in the U.S. on a visa

Auditing a Course (For Undergraduate Students Only)

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. "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. [Audit Form](#)

Directed Study

Qualified students can, under the guidance of a faculty member, undertake directed study to conduct an in-depth investigation or analysis of a specialized topic. To be eligible, students must have: a 3.0 cumulative average; or a 3.3 cumulative average for the previous two semesters; or a 3.3 cumulative average in at least 12 credit hours within the curriculum area in which the directed study will be done. More information can be found at: [Directed Study](#).

Tutorial

Tutorials enable students to complete a regular course when it is not offered in the university's schedule. All academic regulations apply to tutorials and students register under the course's regular catalogue number. Visit [Tutorial](#) for additional information.

Course Repeat Policy

Generally, students are not permitted to repeat courses for which they have received a passing grade. Only under certain circumstances may a student repeat a previously passed course. The university's policy on repeating courses is geared to help students meet the cumulative grade point average(s) needed to graduate. Students can repeat both major and non-major passed courses to raise their grade point averages to satisfy their graduation requirement, based on the guidelines outlined below. To repeat a passed course in one's major, the major cumulative average must be below 2.0 and course grade must be below a C. To repeat a passed course outside of one's major, the overall cumulative average must be below 2.0 and course grade must be below C. For more detailed information on course repeat policy and restrictions, please see the [Course Repeat Policy](#).

Additionally, for **MA 123/123L or GB 112**, students who attain grades below C in the first of this two-course sequence may opt to retake the course to better prepare for the next course in the sequence. Students who receive a passing grade (D-, D, D+, C-) are not required to retake the course but would be allowed to repeat it. This provides students who wish to master the material the opportunity to do so, which will increase their ability to succeed in the subsequent course. Students who wish to retake the course must do so in the following semester. The new grade will replace the earlier grade in calculating the student's GPA; however, the original grade will still appear on the student's transcript.

Repeating a Failed Course

Students can repeat a maximum of six different failed courses. Failures exceeding this number may result in permanent dismissal from Bentley. (An F in a repeated course does not count toward the total number of discrete failed courses.) Only required courses that are failed must be repeated; no substitutions are allowed. Elective courses (restricted and unrestricted) that are failed can be repeated or substituted with another course. A student may substitute another course meeting the same requirement for a failed course. While only the new course will be calculated into the grade point average, all courses and grades continue to

appear on the official transcript. Students must notify the Registrar prior to taking a new course to replace a failed course to make sure they are eligible to do so. Students can repeat or substitute for a course a maximum of two times after the original attempt. This includes grades of F, W and AU. For additional information, please see [Repeating a Failed Course](#).

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 in the Undergraduate Catalogue. The pass/fail option can only be used for one (1) course in the Bentley curriculum. The pass/fail declaration must be indicated by the student prior to the end of the drop period. The pass/fail option can only be used for a Business elective, Arts and Science elective or Unrestricted elective. The faculty member will submit a letter grade that will be converted by the Registrar's Office. The pass/fail designation will be updated after all grades are received. The grading scale is as follows:

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.

Additional details are available in the [Pass/Fail/D Course Policy](#) section of the Undergraduate Catalogue.

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. 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. Courses taken elsewhere during a leave of absence fall under the Course Away Policy, page 45. Additional information about the Leave of Absence policy, along with a link to the Leave of Absence form can be found at [Leave of Absence](#).

Return to Studies After an Absence of Five Years or More

Students requesting to return to Bentley to resume their studies after an absence of five years or more are subject to the degree requirements in place at the time of their return. When possible, credit for courses previously completed at Bentley will be applied to meet the new program degree requirements with review by relevant departments. Students returning to Bentley to resume their studies within the five-year period may follow the degree requirements in place at the time of their original matriculation at Bentley.

Withdrawal from Bentley

If a student decides to leave the university permanently, the student should fill out the Withdrawal/Transfer Form. 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 withdrawal or transfer process, along with a link to the Withdrawal/Transfer Form, please see: [Withdrawal Policy](#).

Grading System

Grade Point Average (GPA) and Course Grade

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

The terms “grade point average” and “course grade” are generally interchangeable; however, a grade point average takes into account the number of credit hours in each course when measuring overall academic achievement.

<u>Grade</u>	<u>Alphabetical Equivalent</u>	<u>Numerical Equivalent</u>
4.0	A	95-100
3.7	A-	90-94
3.3	B+	87-89
3.0	B	83-86
2.7	B-	80-82
2.3	C+	77-79
2.0	C	73-76
1.7	C-	70-72
1.3	D+	67-69
1.0	D	63-66
0.7	D-	60-62
0.0	F	Below 60
P	C- or better	70 or better

Grade Point Average:

Grade point average is obtained by multiplying the numerical course grade by the semester hours of credits the course carries to get the quality points earned, then 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:

Course Grade	Semester Hours	Quality Points
A- = 3.7	3	11.1
B+ = 3.3	3	9.9
C = 2.0	3	6.0
F = 0	<u>3</u>	<u>0.0</u>
	12	27.0

Example GPA: 27.0 quality points ÷ 12 semester hours of credits = 2.25 GPA

I = incomplete	Not counted	N/A
P = pass	3	N/A

Incomplete Grades:

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. The policy on eligibility for an incomplete grade as well as the timeline for completion can be found here: [Incomplete Grades Policy](#).

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. The steps to dispute a final course grade are outlined here: [Final Grade Dispute Policy](#)

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

The **Academic Integrity Council** consists of at least five faculty volunteers selected by the Nominations Committee, as well as a graduate student and an undergraduate student designated annually 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.

The **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 Dean's Council; 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 they 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, 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 they 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 faculty submits the report to the director.

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 hearing is warranted. 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. [Integrity Incident Report](#)

1. Level I sanctions may include, but are not limited to:
 - a. a make-up assignment at a more difficult level than the original and/or
 - b. failure or other reduced grade on the examination or assignment.
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), both the faculty member and the student sign the report and it is forwarded to the director. The faculty member implements the proposed sanction(s) only after the report has become an official record in the office of the director. In this instance, no hearing is required. If, however, new information becomes available, the director will schedule a hearing.
 - b. For a Level II violation, if the student agrees to a proposed sanction(s) of lowering an assignment or grade for that course, both the faculty member and the student sign the report and it is forwarded to the director. No hearing is required, but the faculty member implements the proposed sanction only after the Academic Integrity Council reviews and approves the sanction. Proposed sanctions that are more severe require a hearing.
 - c. For Level I and Level II violations, if the faculty member and student cannot agree on a sanction(s), the report is sent to the director, who will schedule a hearing. In this instance, the student is not required to sign the report.
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 tenured and 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 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 college officials as necessary.

Bentley's Academic Integrity System

Office: Smith 417 Phone: 781-891-2844 Email: GA_AcademicIntegrity@bentley.edu

Our system works like this:

1. A violation is suspected.
2. The Faculty Member or university official (hereafter just "Faculty Member") collects evidence.
3. The Faculty Member discreetly contacts the student(s) and they meet to discuss the perceived violation.
4. If the Faculty Member is persuaded that an Academic Integrity Incident Report is warranted, the Faculty Member and student(s) each describe the incident and sign the report (available on the Academic Integrity webpage and Blackboard). In consultation with the Director of Academic Integrity (GA_AcademicIntegrity@bentley.edu; x2844), the Faculty Member proposes an appropriate sanction for the incident. The Faculty Member signs that portion of the report. The student can then either sign (agreeing to the sanction) or not (rejecting the sanction). If the student doesn't agree to the sanction, the Faculty Member should notify the Director of Academic Integrity and a hearing panel will be convened.
5. Whether the student agrees to the sanction or not, the Incident Report, along with all supporting evidence (as well as your syllabus and the relevant assignment), is sent to the Academic Integrity Administrator, Karen Hovsepian (SMI 417) OR via scanned electronic file to GA_AcademicIntegrity@bentley.edu. Only records kept in the AI office are considered official, though the Faculty Member may keep a copy for their, his or her records.
6. Sanctions assigned to Level II violations are reviewed by the Academic Integrity Council. Once it approves, a Level II sanction may be applied.
7. If an Academic Integrity hearing is required, the AI office arranges for the hearing date and time, convenes a hearing panel of three faculty and two students. The Faculty Member, student, hearing panel, and Director of Academic Integrity meet to discuss the situation. After the Faculty Member and student leave the hearing room, the panel deliberates and issues a decision. The Director then writes a formal letter to the student apprising him or her of the decision.
8. If there is a record of a prior violation on file for that student, a hearing is also required and the process described in #7 is followed.

If you suspect a violation of the AI policy:

1. Collect all the evidence you can
2. Use Turnitin for writing assignments. It's easy and the ATC can help you learn it.
3. Invite the student to meet with you to discuss the allegations (please do not confront the student in class or in front of others).
4. Fill out the Incident Report with the student. Both of you should sign the report.
5. File the Incident Report with the AI Office either in hard copy or electronically.

If the student continues to deny the allegation and/or the sanction you assign:

1. Suggest the student meet with the Director of Academic Integrity
2. Invite the Director to attend a meeting between student and Faculty Member.
3. The student can ask to have a hearing, which the AI office will then arrange as described above. The panel's sanction may be more or less severe than the one proposed by the Faculty Member.

RECOMMENDED SANCTIONS

Level I sanctions may include, but are not limited to: 1) a make-up assignment at a more difficult level than the original; 2) failure or other reduced grade on the examination or assignment.

Level II sanctions may include, but are not limited to: 1) any sanctions for Level I violations; 2) course grade of F; 3) course grade of F being permanently calculated into the Grade Point Average; 4) exclusion from activities such as study abroad, honors societies and programs, and varsity athletics; 5) suspension from Bentley University; 6) expulsion from Bentley University.

BENTLEY UNIVERSITY ACADEMIC INTEGRITY INCIDENT REPORT
To be filled out by Faculty Member or other university official

Student's name _____ Student's ID# _____
Undergraduate student ___ Graduate student ___ Other ___ Semester _____ Date of alleged violation _____
Faculty Member/University Official's name _____ Course in which alleged violation occurred _____
Violation level designated by the Faculty Member/University Official _____

Part I - Faculty Member/University Official's summary of the nature and relevant circumstances of the alleged violation.
Please attach all relevant materials, such as Turnitin reports, web source, etc.

Student's Response** : _____

The undersigned are in agreement on the nature and relevant circumstances of the alleged violation.

_____ Faculty Member/University Official	_____ Student
_____ Date	_____ Date

Part II - Faculty Member/University Official's sanction or penalty (if any):

The undersigned are in agreement on this sanction:

_____ Faculty Member/University Official	_____ Student
_____ Date	_____ Date

** If the student has a prior violation on file, the sanction is subject to review by an Academic Integrity hearing panel.
Please return this completed form via hard copy or scanned electronic form to the Academic Integrity Administrator,
Karen Hovsepian (SMI 417) OR via scanned electronic file to GA_AcademicIntegrity@bentley.edu.

Please attach all documenting evidence you have collected regarding the incident. The student may also submit documenting evidence. Only records filed with the AI office are considered OFFICIAL records so **please be sure the original Incident Report is the one you file with us.**

PLEASE DON'T HESITATE TO CALL OR EMAIL
GA_AcademicIntegrity@bentley.edu
781-891-2844
Smith 417

LEVELS

The Faculty Member assigns a level of importance to the violation.

Level I: a minor infraction, generally confined to student work within an individual course

Level II: serious breaches of academic integrity.

More information on violation levels can be found in the faculty manual, as well as on the Academic Integrity Blackboard site, and the Bentley Academic Integrity webpage.

Please be sure these are full, descriptive statements. Students will sometimes be too brief. If the incident should resurface for any reason, the whole story needs to be accessible. So encourage them to be thorough and to use an additional page. Attach additional documentation such as the syllabus, assignment, and any relevant email communications..

Faculty must sign. Students do not have to sign the report. However, if they decline to sign, their case will go to an Academic Integrity hearing at which a panel will arrive at a sanction that may be more or less severe than the one proposed by the Faculty Member.

Class Standing and Credits

Students are designated as First Year, Second Year, Third Year or Fourth Year according to the number of credits successfully completed, including transfer and examination credits awarded. Credits are awarded in semester hours.

<u>Completed Credit Hours</u>	<u>Class Standing</u>
0-29	First Year
30-59	Second Year
60-89	Third Year
90+	Fourth Year

Academic Performance Standards

Students whose academic performance is below standard are strongly urged to maintain close contact with their academic advisors and Academic Services. While Bentley academic and administrative staff are dedicated to helping students attain their collegiate goals, students are ultimately responsible for their success at the university.

Students with an overall grade point average (GPA) below a 2.0 are placed on academic probation. Students with a semester GPA below a 2.0 will receive an academic warning the first time their semester GPA is below a 2.0. A newly admitted First Year or transfer student will be automatically reviewed by the Academic Performance Committee for possible suspension or dismissal if the student's GPA is below a 2.0 during the first semester of enrollment.

Students are also placed on academic probation, regardless of overall GPA, if two or more courses taken under a full-time load (or accumulated equivalent) receive F grades. Additional information on [Academic Performance Standards](#) can be found in the Undergraduate Catalogue.

Satisfactory Academic Progress:

Financial aid applicants must meet standards of academic progress established in accordance with federal regulations. The academic progress of aid applicants and recipients must be evaluated by the Office of Financial Assistance annually. This evaluation will generally occur in May after spring semester grades are posted as a part of our determination of eligibility for the next academic year.

Students must have at least a 2.0 cumulative grade point average (GPA) in order to be awarded Bentley need-based grant funds or federal financial aid. In addition to a 2.0 minimum cumulative GPA, applicants for Bentley funds and federal aid must demonstrate progress by successfully completing (finishing with a passing grade) at least 67 percent of all attempted courses. For more information on Financial Aid and the Satisfactory Academic Progress Policy, please visit the [Financial Aid at Bentley](#) section of the Undergraduate Catalogue.

Academic Honors

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.

Beta Gamma Sigma Honor Society

Beta Gamma Sigma, a national scholastic honor society, recognizes students of business and management who exhibit high academic achievement. Only students who attend schools accredited by the AACSB International — the Association to Advance Collegiate Schools of Business — are eligible for induction into this society. Third and Fourth Year students must be in the top 10 percent of their class.

Bentley Honor Society

The Bentley Honor Society recognizes students who have achieved distinction in their university programs. Membership is restricted to Third and Fourth Year students who have completed at least 30 semester hours at Bentley. Third Year students must have completed 75 semester hours of study and be in the top 5 percent of their class. Fourth Year students must have completed 102 semester hours and be in the top 10 percent of their class. Determination for membership is made twice yearly, after the fall and spring trimesters.

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.

Commencement

Bentley confers degrees three times per year, consistent with the meetings of the Board of Trustees. Students completing degree requirements at the conclusion of the spring term will be considered spring graduates. Students completing degree requirements at the conclusion of the summer term will be considered October/November graduates. Students completing degree requirements at the conclusion of the summer intensive week in May will not be considered spring graduates. Students completing degree requirements at the conclusion of the fall term will be considered February/March graduates.

Students are required to file a petition to graduate. Specific dates of each conferral are listed in the online Academic Calendar. Students must have met all financial obligations to be eligible to participate in the spring ceremony. Once a degree is awarded, the record is sealed, and no grade changes may be recorded.

Graduation requirements: Students must meet the overall, major(s) and minor GPA of 2.0 and have no grade below a D-. Students that do not meet the 2.0 minimum GPA in the minor will be dropped from the minor except in the case of the Bachelor of Arts degree where the minor is required. Failure to meet the GPA for the required minor would make the student ineligible to graduate.

Undergraduate students that are within two courses of completing their degree by the end of the spring term are eligible to participate in the spring ceremony as a "Commencement Participant." Commencement

Participants must file for graduation and meet the 2.0 GPA requirements for the overall and major and have all financial obligations met prior to the ceremony. Commencement Participants must fill out a contract with Academic Services and meet with an academic advisor for approval of the contract.

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 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 have this qualification waived. There is also a [Summer Course Overload Policy](#) governing courses taken during the summer.

Bentley-Brandeis-Regis Exchange

Bentley students may enroll in courses at Brandeis University and Regis College through a cross registration agreement between the institutions. With the advice of an appropriate faculty member and the Associate Provost for Undergraduate Education, students may enroll in any Brandeis or Regis course that is not offered at Bentley. Grades from cross registered courses are recorded on the Bentley transcript and are averaged into a student's overall Bentley grade point average.

Students seeking to enroll in a Brandeis or Regis course must obtain permission from the Brandeis or Regis faculty member teaching the course and receive authorization from the Bentley Associate Provost for Undergraduate Education and the Bentley Registrar's office. For more information, contact Undergraduate Academic Services at 781.891.2803 or ga_academic_services@bentley.edu. Students may also view the application form for cross registration in advance of meeting with the Associate Provost.

Advanced Standing Credit

In addition to awarding credit for course completion, Bentley accepts some standardized examinations (e.g., Advanced Placement, International Baccalaureate, etc.). Students may receive up to 30 credits through alternative sources of credit. Advanced Placement examination results should be forwarded to the Office of Undergraduate Admission. Additional information on [Advanced Standing Credit](#) may be found on the Office of Undergraduate Admission website. Appeals of transfer credit or advanced standing credit may be directed to Leslie Doolittle, Executive Director, Academic Support Services in Undergraduate Academic Services.

Course Away

Once enrolled at Bentley, students can transfer in (through Course Away) up to 10% of their Bentley program from other institutions. Students must complete a minimum of 60 credits (20 courses) at Bentley to meet graduation requirements. Please be sure to carefully review the [Course Away](#) policies and guidelines.

Credit Internship Guidelines

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, drop, and withdrawal.

One-Credit Internship Opportunity

Bentley is now offering a new one-credit internship course that allows undergraduate students to earn one academic credit for internship work experience completed during the summer, fall, or spring trimesters. 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 or arts and science elective. Additional information can be found at: [One-Credit Internship](#).

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 (except for Finance which requires 2.7 and IDCC which requires 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 sessions. Internships last for one semester or through the entire summer academic session (Sessions I and II) and end when the semester or sessions end(s).

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

Registration: Students should register for an internship during the registration period and must register no later than the add/drop period of the semester during which the work is done unless otherwise approved by the Internship Coordinator. If a student is working during the summer, the student must officially register for a summer internship.

Not all internships are considered credit-worthy, and not all students qualify to pursue an internship for credit. It is important that students meet with the appropriate internship coordinator to determine what sort of internship opportunity is available to them. The internship coordinators can be found in the [Faculty Advising Directory](#). The Office of Career Services can also provide students with resources to help them find a suitable internship. Additional information can be found at: [Three Credit Internship](#)

Academic Advising Model @ Bentley University

First-year students are assigned a faculty member as their primary academic advisor. This advising relationship continues through the first year.

Students meet with their First Year Advisor for:

- Early curriculum planning & course selection
- Help with academic and social adjustment issues during their first year
- Academic Programs exploration
- Preliminary study abroad planning
- Academic difficulty intervention
- A review of strategies for enhancing academic success
- Referrals to campus resources when appropriate



After their first year, students are assigned a professional Academic Advisor in Undergraduate Academic Services as part of their support network on campus. Some students may have multiple professional staff as part of their support network.

Students meet with a professional advisor to:

- Identify academic, personal, and professional goals
- Create a long-range plan of study
- Investigate majors, LSMs, minors, and other academic programs of interest
- Assistance with Academic Programs selection
- Study Abroad Planning
- Planning for course registration
- Address academic difficulties and review strategies for academic success
- Referrals to campus resources

Faculty and Professional Advising in Partnership

- Academic Services strives to support first year advisors in their work with new students. Faculty advisors undergo training and are provided resources to utilize in their work with students. Advisors in Undergraduate Academic Services are available for consultation and referral should a student require support in an area of academic policy or procedure beyond a faculty advisor's expertise.
- Faculty advisors are encouraged to maintain lasting connections with their students beyond their first year. Faculty advisors frequently shift to a more mentoring role and students utilize professional advising in Undergraduate Academic Services for day-to-day advising needs and academic support.

Note regarding transfer students: Transfer Seminar instructors will serve as transfer student's academic advisor for their full Bentley tenure.

Peer Advisor Program

Each year, Academic Services recruits a select group of upper-class peer advisors. Peers work closely with the professional advisors and are an additional resource for students looking for *general* academic advising assistance. Peers are extensively trained to provide accurate and friendly service and have the ability to address a variety of student questions and concerns with objectivity.

Peer advisor walk-ins are great for:

- *a discussion on majors available at Bentley*
- *help with creating basic study plans and course selection*
- *questions about course pre-requisites and other graduation requirements*
- *assistance interpreting the Degree Works Audit*
- *referrals to relevant student organizations and other departmental resources*
- *explaining the value and course planning for the Liberal Studies Major, Business Studies Major, and minors*
- *academic advising in relation to studying abroad*

2021- 2022 Peer Advisor Team

Tabitha Brown

Senior

Information Systems Audit and Control

Minor: Law

Matt Crepeau

Senior

ASB Finance

Minor: Computer Information Systems

Allison Dalton

Senior

Computer Information Systems

Minor: Data Technologies

Tierney Kovacs

Senior

Business Economics-Law

Minor: Management/Spanish

Vibha Vishwa

Senior

Economics-Finance

Minor: Computer Information Systems

Isabella Wakeman

Senior

Finance-Financial Planning

Minor: IDCC

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