Academic Responsibilities
Students are responsible for understanding all institutional policies, procedures, and requirements. These include, but are not limited to, degree and major course requirements, course prerequisite requirements, minimum residency and honors requirements, and the university's grading and course repeat policies. Students who fail to comply with these policies, procedures and requirements do so at their own risk. The Degree Requirement Summary (DRS) or Degree Audit Summary (DAS) is provided to you to be used as a guideline for your program requirements. Each student shares the responsibility for the accuracy of his or her DRS/DAS. Any inaccuracies should be called to the attention of the Registrar's Office.

Code for Ethical Computer Use
All members of the Bentley community make use of computers in the pursuit of their primary endeavors at Bentley University. Such use must be performed in a legal context that ensures the use of these resources fosters the achievement of the individual user’s goals, consistent with Bentley University’s educational and research objectives.
This context requires that computing resources not be abused, wasted, or employed in such a way as to interfere with, or cause harm or damage to, another person, institution, or company within or outside the Bentley University community. All members of the community are obliged to act responsibly in the use of computer hardware and software, data and computer outputs.
The use of computing resources must be in compliance with state and federal laws and Bentley University policies (e.g., sexual harassment, discrimination, etc.).
All members of the Bentley community are responsible for understanding the full policy and its implications. For detailed information, please refer to the postings in any computer lab and to the Student Handbook, online at http://ecampus.bentley.edu/shandbook.

Course Cancellations, Schedule Revisions, Instructor Changes
Bentley University reserves the right to cancel courses or to reschedule courses in which registration is below an acceptable minimum. The university makes every effort to inform students already registered of such changes. The faculty names listed in the registration information are tentative and subject to change. The university does not guarantee choice of individual instructors.

Course Selection Responsibilities
No student will be permitted to remain enrolled in courses unless all prerequisites and corequisites have been satisfactorily fulfilled, either through Bentley courses, transfer credit, proficiency examinations, or concurrent registrations. Students who select courses for which prerequisites and corequisites are not satisfied will be dropped from those courses. Course prerequisites are listed in the schedule section of the registration booklet. Consult your academic advisor with any questions.

Rights Regarding Educational Records
This policy is issued in compliance with the regulations established by the Department of Education, 20 C.F.R. Part 99.6, for the university's implementation of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, also known as FERPA. This policy is also guided by the laws in the Commonwealth of Massachusetts concerning privacy. The University has established strong policy guidelines that support its adherence to the FERPA and protect the rights of students, except under certain circumstances stated in the statute and its regulations and as noted below.

Notice:
Students and Parents receive notice of FERPA and their rights under FERPA through the electronic publication of the Student Handbook each academic year.

Access/Amendment To Educational Records:
Students and eligible parents have the right to access to the student’s educational records upon written request to the Office of Student Affairs. An exception to this policy is made for requests from students or others for transcripts and degree information which may be made directly to the Office of the Registrar. Requests for disclosure of educational records may be made by electronic signature when available. Each department/division of the university will determine if it will assess fees for copies of an educational record or transmission of an educational record to another party. All requests for changes to a student’s educational record must be made in writing to the Vice President of Student Affairs.

Location of Educational Records:
Educational records may be kept by the Registrar, each Committee, Board and Department of the University, and by faculty and staff of the university in paper or electronic form.
Directory Information:

Unless otherwise requested by the student, Bentley (information desk, Registrar's Office, deans' offices, etc.) may release to the public, student data considered "directory information." If a student desires that directory information not be released, it is his or her responsibility to notify the Registrar's Office in writing. Please note that students do not have the flexibility of choosing to release or not release particular items defined as directory information.

Bentley will not sell or give directory information for commercial purposes to external vendors who are not affiliated with the institution. The university may use all student data for its official operations of any student organizations or other university-sponsored functions. Directory information, as defined by the Family Educational Rights and Privacy Act of 1974, includes the following information relating to a student: name, address, email address, telephone number, date and place of birth, class, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, academic honors, degrees and awards received, and the most recent previous educational agency or institution attended.

Further information related to students’ rights regarding educational records can be found in the Student Handbook online at http://ecampus.bentley.edu/shandbook.

Disclosure Without Consent:

Statutory Exceptions:
The Statute provides that under a number of circumstances, the university will disclose educational record information to other person/entities without seeking prior consent or notice to a student or eligible parent. Such examples include but are not limited to: grand jury subpoenas, accrediting organizations, requests in connection with a student’s application for financial aid, requests from state or local police/court authorities, and disclosure to other “university personnel” who “have legitimate educational interests” in the information and records.

“University personnel” includes the officers and directors of the University, all members of the university administration, faculty, staff, persons serving on judicial, promotion and academic boards and committees, and any professional providing assistance to the university (such as lawyers, accountants, law enforcement personal, medical personnel).

The university has determined that there are certain persons who have the right to review a student’s educational records and personally identifiable information in every case:

- Officers of the University, Provost and the Deans. Other university personnel will have access to educational records and personally identifiable information in circumstances where the Vice President of Student Affairs, or her designee, concludes based upon the information available to her/him at the time of the decision, that the disclosure of the records and/or information will assist the university in making decisions concerning a student’s academic status or standing at the university or the health, safety or well-being of a student or other members of the university community.

- The vice president for Student Affairs or his or her designee reserves the right to contact parents of a dependent student when it has been determined that the student’s success is at risk. Students have the right to file a complaint with the Family Educational Rights and Privacy Office concerning any alleged failure on the part of Bentley to comply with the Family Educational Rights and Privacy Act of 1974.

Drug and Alcohol Violations:
The university may inform parents or legal guardians of a student under the age of 21 of the student’s violation of federal state and local laws and university rules and regulations concerning drug and alcohol use and possession.

Health and Safety Emergencies:
The university may disclose educational records and personally identifiable information to members of the university community, professionals assisting the university and law enforcement personnel when it determines, based upon the information available at the time, that there is a health and safety emergency and that the disclosure will aid the University in protecting the health and safety of University community or a student.

Results of Disciplinary Proceedings:
The university informs victims of any crime of violence or non-forcible sex offense of the final results of a disciplinary proceeding and the action taken against the perpetrator student when the proceeding finds a violation.

Further information related to students’ rights regarding educational records can be found in the Student Handbook online at http://ecampus.bentley.edu/shandbook.

Nondiscrimination

Bentley University does not discriminate in admission or access to, or treatment or employment in, any of its educational programs or activities, including scholarships, loans, and athletics, on the basis of race, color, sex, marital or parental status, age, national or ethnic origin, religion, handicap or disability. The university complies with Title VI of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act and Revenue Procedure 75-50 prohibiting such discrimination. Anyone believing that he or she has experienced adverse treatment may register a complaint with Earl Avery, Special Assistant to the President, at 781-891-2907.