

Framingham State University

Nursing Department

Undergraduate Student Handbook



2014 – 2015

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PHILOSOPHY OF THE FRAMINGHAM STATE UNIVERSITY

NURSING PROGRAM

NURSING

Nursing is a science and an art that is developing its own body of knowledge. It builds upon, incorporates, synthesizes, and extends knowledge from the natural and behavioral sciences and the humanities. Nursing utilizes scientific knowledge to enable the person to progress towards higher-level wellness through goal-directed, health-related activities. Nursing facilitates wellness through interaction.

The faculty believes that the object of nursing is the person, viewed holistically. Nursing focuses on the person as a physiological, psychological, sociocultural, and developmental being who progresses through the life cycle as a unified whole within the environment. The person, as a recipient of nursing care, may be an individual, family, group, or community. The person has the right and ability to make choices, is responsible and accountable for decision making, and has potential for high-level wellness. Each person's current or potential state of health can be described in relation to a location on the wellness-illness continuum, ranging from high-level wellness to states of illness/premature death. The faculty believes that the goal of nursing is to promote the person's movement along the wellness-illness continuum toward high-level wellness.

The faculty believes that the person's state of health is dynamic and is influenced by the environment. The environment, a composite of those elements external to the person, comprises an integrated system with the person. The environment and the person share a mutual simultaneous energy exchange that results in the person's state of health.

Nursing, a caring profession, is evidence-based practice related to concepts of prevention based on knowledge, attitudes, and skills. Nursing is both comprehensive and individualized based on the person's socioeconomic status, life style, gender, culture, and personal values and beliefs. The nurse facilitates movement towards high-level wellness through the concepts of health promotion and prevention.

Nurses formulate decisions based on nursing judgments and the nursing process that is a scientific and deliberate method of providing care. Nursing occurs through interaction with persons and with the environment through the application of the nursing process. Nurses produce or facilitate change within the person and/or the environment to promote wellness.

NURSING EDUCATION

The faculty believes that the professional nurse is prepared at the baccalaureate level. Upper Division baccalaureate nursing education provides opportunities for the integration of professional education with the natural and behavioral sciences and the humanities, leading to self-fulfillment and professional development.

Nursing education is based on nursing theory, other related theories and the scientific process as it applies to nursing, and is organized around prevention. Professional nurses understand and meet the person's physiological, psychological, sociocultural, and developmental needs to promote wellness.

Evidence-based teaching provides learning experiences designed to achieve sequence, continuity, synthesis of knowledge, values, and skills as outlined by the educational objectives. The teaching and learning processes involve the faculty and students in selecting learning experiences, evaluating student progress, and appraising instructional methods. Faculty members create the educational climate that encourages intellectual inquiry, critical thinking, creativity, and the achievement of the Nurse of the Future (NOF) competencies. The ultimate responsibility for learning belongs to the student.

Nursing education is sensitive to influences that are inherent in changes within society, and is responsive to the educational needs of the practitioner of nursing in the Commonwealth of Massachusetts.

Department of Nursing Mission Statement

Framingham State University's vision is to create a vibrant and innovative educational environment that is dedicated to academic excellence, ethical citizenship, personal and professional growth, global stewardship, and public purpose and commitment through an inclusive and collaborative community. This vision underpins the University's mission to prepare students for a productive life enhanced by learning and leadership that will contribute to the culturally diverse world of the 21st century. Further, the Framingham State learning community promotes free inquiry, the respectful exchange of ideas, ethical conduct, and the belief that diversity in its many forms is essential to the educational experience. In an environment that supports active, collaborative learning, students work closely with faculty to engage significant bodies of knowledge and develop their ability to gather and evaluate information, communicate effectively, think critically and creatively, reason quantitatively, and apply information and emerging technologies. Teaching is the primary role of faculty, who engage in their disciplines through instruction, scholarship, and service on campus and in their professional communities. The faculty of the Nursing Department concurs with these perspectives.

The Nursing Department's mission is to provide education as a dynamic ongoing process that promotes the intellectual, social, cultural, and ethical development of the nurse as student. The nursing curricula are based on the p that the baccalaureate and graduate levels of education provide the foundation for life-long learning. The goal of the undergraduate program is preparation of nurses who are able to function as generalists in a variety of health care settings through the nursing activities of education, assistance, advocacy, and motivation. Health promotion is achieved through application of the concept of prevention, the program's supporting conceptual framework. At the graduate level, nurses synthesize practical skills with theory, advanced technologies, and research to provide leadership and promote global health by assuming advanced roles in practice, academic, and service agencies as well as contributing to professional organizations, communities, and the profession as a whole.

CONCEPTUAL TERMS

Caring: Caring is the process whereby the nurse meets the need for care by alleviating the person's vulnerability and promotes health and recovery through first-hand knowledge of the family and the community. It is a service to the whole person which provides protection, enhancement and preservation of human dignity. Caring is achieved through conscious judgment and manifests itself in concrete acts. Necessary conditions for caring include:

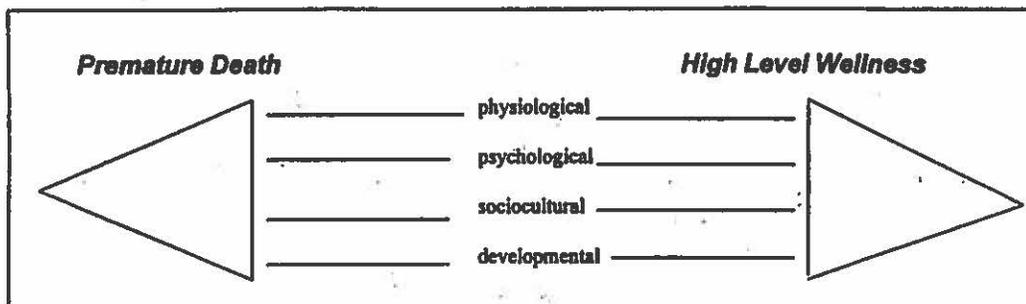
1. Awareness and knowledge about one's need for care
2. An intention to act, and actions based on knowledge.
3. A positive change as a result of caring, judged solely on the basis of welfare to other.

Person: The person is defined as the recipient of nursing care. Person may be an individual, family, group, or community. Person is perceived holistically: a physiological, psychological, sociocultural, and developmental being, in interaction with the environment. A person has the right and ability to make choices, is responsible and accountable for decision-making, and has potential for high-level wellness.

Health: Health is a dynamic state on the wellness-illness continuum, ranging from high-level wellness, to states of illness/premature death.

Wellness-illness continuum: Illness-wellness is a continuum upon which the dynamic state of health is located.

Wellness-Illness Continuum



High-Level Wellness: An integrated method of functioning which is oriented toward maximizing the person's potential (physiologically, psychologically, socioculturally, and developmentally) within the environment where he is functioning.

Premature Death: Cessation of life prior to that which is expected of the person in relation to developmental, physiological, psychological, and sociocultural expectations.

Prevention: Prevention is the process of identifying problems or potential problems and intervening in order to promote wellness. The goal of prevention includes:

1. **Primary Prevention:** - to prevent the initiation of illness through the reduction of risk factors, and the promotion of wellness.
2. **Secondary Prevention:** - to arrest the development of illness through early detection of illness and the promotion of wellness.
3. **Tertiary Prevention:** - to minimize the consequences of illness and disability through the promotion of wellness.

Health Promotion: An interpersonal process and an intrapersonal product. As an interpersonal process, health promotion is motivating clients, through the provision of education, to adopt positive, empowering beliefs, attitudes and behaviors which will assist the client in attaining their highest level of wellness. As an intrapersonal product health promotion is the incorporation by the client of empowering beliefs, attitudes and behaviors which result in the actualization of increasing levels of wellness.

Environment: The faculty believe that the person exists within an environment which influences the state of health. The environment is a composition of those elements external to the person, including all aspects of that person's healthcare system. It is a component that, together with the person, comprises an integrated healthcare delivery system. The environment

and the person share a mutual simultaneous energy exchange which determines the person's state of health.

Nursing Process: The nursing process is a scientific and deliberate method of providing care. The nursing process includes assessment, nursing diagnosis, goal setting, implementation, and evaluation which focuses on the unique human response of a person or group of people to an actual or potential alteration in health

Assessment: The first step of the nursing process, during which data are gathered for the purpose of identifying actual and/or potential health problems

Nursing Diagnosis: Nursing Diagnosis is the analysis of data in order to:

1. identify actual or potential problems/nursing diagnoses
2. identify the cause, or etiology, of the problem
3. identify usual life styles and coping patterns
4. determine which problems can be treated independently by a nurse, and which problems require that the nurse seek direction or orders from another health care professional, usually a physician.

Setting Goals: Formulating a plan of action that will reduce or eliminate the identified problems promoting wellness. The plan of action will include:

1. setting priorities - (i.e. What problems are the most important, and therefore must be accomplished first?)
2. establishing goals - (i.e. Exactly what must be accomplished and by when?)
3. prescribing evidence-based nursing interventions - You must decide what nursing actions/patient activities will help to achieve the goals that you and the patient have set.

Implementation: Putting the plan into action. It involves the following activities:

1. continuing to collect information to determine whether new problems are occurring and how the person is responding to your actions
2. performing the evidence-based nursing activities of education, motivation, advocacy, and assistance

3. documenting nursing care.

Evaluation: Comparison of person's response to the nursing care intervention and the predetermined goals. The comparison determines whether nursing care will continue, be modified, or terminated.

NURSING ACTIVITIES:

Education: Facilitating the learning of a new thought, skill, attitude or behavior through the utilization of a broad repertoire of teaching strategies.

Assistance: Performing activities for the person when he is unwilling or unable to assess his own health status, problem solve or care for himself.

Advocacy: Intervening with others on the behalf of the person.

Motivation: Providing the person with the requisite knowledge skills and support, to make desired changes in his own behavior or deciding to make change(s) related to personal behavior.

Accountability: Being answerable to someone for something one has done. Moral accountability is being answerable to someone for how moral requirements of nursing practice have been carried out. Legal accountability is being answerable to someone for how legal requirements of nursing practice have been carried out.

Communication: A process by which information is exchanged between individuals through a common system of symbols, signs and behaviors.

Decision Making/Critical Thinking: Is the ability to combine attitudes, knowledge, and skills in the perception and solution of professional problems.

Nursing Leadership: From a visionary perspective, utilizing effective communication, collaboration, intraprofessional team building, affirmation of values, motivation, mediation, mentoring, empowerment, and risk-taking to affect innovative change.

Nurse of the Future (NOF) Competencies:

Patient-Centered Care: The Nurse of the Future will provide holistic care that recognizes individual's preferences, values and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Professionalism: The Nurse of the Future will demonstrate accountability for the delivery of standard based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Leadership: The Nurse of the Future will influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.

Systems-Based Practice: The Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context and health system care and the ability to effectively call on **microsystem** resources to provide care that is of optimal quality and value (Adapted from ACGME).

Informatics and Technology: The Nurse of the Future will use information and technology to communicate, manage knowledge, mitigate error and support decision-making.

Communication: The Nurse of the Future will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision-making, to enhance patient satisfaction and health outcomes.

Teamwork and Collaboration: The Nurse of the Future will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning and development. (Adapted from QSEN).

Safety: The Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN).

Quality Improvement: The Nurse of the Future uses data to monitor the outcomes of care processes, and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN).

Evidence-Based Practice: The Nurse of the Future will identify, evaluate and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. (Adapted from QSEN).

FRAMINGHAM STATE UNIVERSITY

UNDERGRADUATE EXPECTED STUDENT PROGRAM OUTCOMES

Characteristics of the Graduate

1. Apply nursing theory and research principles in making evidence-based decisions on nursing practice in relation to the three levels of preventive health nursing care.
2. Use nursing process as a means of decision making for refining and extending practice and ensuring patient safety.
3. Synthesize the theoretical and empirical knowledge from the natural and behavioral sciences and the humanities with nursing theory in preventive health care.
4. Provide nursing activities of education, motivation, advocacy, and assistance to the person in relation to health.
5. Demonstrate accountability for decision making related to professional nursing.
6. Evaluate research for applicability of its findings to nursing theory and practice.
7. Demonstrate leadership skills through interaction with others as a professional nurse.
8. Communicate effectively in collaboration with members of the intraprofessional team to enhance the health care delivery system.
9. Participate in resolving community and societal health needs through nursing activities.
10. Provide comprehensive and individualized nursing care based on assessment which includes the person's socioeconomic status, life style, gender, culture, and personal values and beliefs.
11. Use current technologies to enhance nursing practice.

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

Selected Policies

(See the University Catalog and the Ram Student Handbook for additional policies.)

I. Current Registration

Enrollment in any nursing course is contingent upon current unrestricted Registered Nurse licensure in Massachusetts. No student will be permitted to participate in class or practice learning experiences without evidence of current licensure in the student's departmental file. Any lapse in licensure will result in immediate dismissal from the program.

II. Liability Coverage

The University holds a policy of professional liability insurance that covers enrolled students and faculty. However, students are encouraged to carry their own personal liability insurance policy as active practicing professionals.

III. Progression in the Nursing Major

The organizing and sequencing of the curriculum follows both the all-University requirements and those of the Nursing Department. All students within the program meet the University-wide requirements of thirty-two (32) courses, at four (4) credit hours each, for a total of one-hundred twenty-eight (128) credit hours for graduation. In fulfilling this mandate, each student completes the general education requirements, the program entry course requirements, the prerequisites, and the courses of the Nursing major.

The table below lists the courses of the Nursing major. The major consists of eight (8) courses, thirty-two (32) credits/128 credit hours. See the Table below for the breakdown of each course into class and practice learning environment hours in a full-time model. The content of these courses is derived and organized so that it flows from the philosophy, concepts, and objectives of the program. The Program provides the student with knowledge, values, and skills to meet, as a generalist, the nursing needs of the person at the entry level of professional practice.

Upper Division Courses of the Nursing Major – Full Time Model

Courses	Course Credit	Credit Hours
NURS 310 Professional Nursing Perspectives	1	4
NURS 325 Nursing Informatics	1	4
NURS 330 Primary Prevention in the Community	1	4
General Education Courses as needed	1-2	4-8
TOTAL	3-5	12-20
NURS 420 Nursing Theory	1	4
NURS 430 Secondary Prevention	1	4
NURS 440 introduction to Nursing Research	1	4
General Education Courses as needed	1-2	4-8
TOTAL	3-5	12-20
NURS 460 Nursing Leadership	1	4
NURS 470 Tertiary Prevention	1	4
General Education Courses as needed	1-2	4-8
Free Elective (1)	1	4
TOTAL	3-5	12-20

1. All program prerequisites as listed in the University Catalog for the upper division nursing major must be met.
2. All eight upper division nursing courses are required.
3. A minimum QPA of 2.0 in nursing courses is required for continuance.
4. A grade of at least C- is required in each nursing course. Any student receiving below a C- must repeat the Nursing course. If a student receives below a C- in a nursing course, he or she can repeat the course only once.

DEGREE REQUIREMENTS

Completion of thirty-two (32) courses meets the requirements for graduation from Framingham State University. Students must take a minimum of three courses to

be considered full time. Each course is the equivalent of a 4 semester-hour course in terms of the work expected.

GENERAL EDUCATION REQUIREMENTS

For Registered Nurses who graduated from public Associate Degree in Nursing Programs in Massachusetts, according to the ACC 14-27, the Nursing Education Transfer Compact (NETC), approved by the Board of Higher Education on January 28, 2014, Framingham State University will

- Accept in transfer as a block up to a maximum of 72 credits, without time restriction, earned in a Board of Registration in Nursing (BORN) approved public Associate Degree in Nursing (ADN) Program.
- Accept credits earned through a previous bachelor's degree as fulfilling the General Education requirements.
- Accept General education/distribution core courses (Mass Transfer Block) without time restriction as having met the General Education requirements. Certification of Mass Transfer is awarded at a Massachusetts community college.
- The Nursing Department will honor the NETC components listed above for Registered Nurses who graduated from PUBLIC Associate Degree in Nursing Programs.

Students who do not meet the General Education requirements through the Mass Transfer Core Curriculum, must meet the Domain Requirements. See Framingham State University Undergraduate Catalog for details.

NURSING MAJOR REQUIREMENTS

NURS310 Professional Nursing Perspectives
NURS325 Nursing Informatics
NURS330 Primary Prevention in the Community
NURS420 Nursing Theory
NURS430 Secondary Prevention
NURS440 Introduction to Nursing Research
NURS460 Nursing Leadership
NURS470 Tertiary Prevention

In addition, students may need to complete a number of free electives to meet the BS in Nursing degree requirement of 128 credit hours.

As mandated by the Mass. General Laws 444 of the Acts of 1996, a Criminal Offender Record Information (CORI) check will be performed on students who will have practice learning environment experiences in community and home settings.

Seven (7) course credits earned by challenge examination (NACE II and Clinical Practice Exams) for registered nurses who graduated from a program not approved by a state Board of Registration in Nursing.

V. Policy for NLN Exams

- **NLN Achievement Examinations**

Anatomy and Physiology: two (2) course credits - to be passed at or above 75th percentile.

Principles of Microbiology: one (1) course credit - to be passed at the 55th percentile.

- **NLN Nursing Accelerated Challenge Examinations II (NACE II)**

Five (5) course credits on successful completion of all three exams, each to be passed with a decision score of 90.

- **Clinical Practice Exam****

Two (2) course credits – to be passed at the 70% level.

**The Clinical Practice exam is a 4-hour paper and pencil test. The applicants complete two nursing care plans, including information regarding common communication skills, medication administration, and procedures. It is recommended that applicants take this exam following the completion of the Accelerated Challenge Examinations.

Payment: A money order or cashier's check is to be made payable to "Framingham State University Nursing with "Deposit to GP- 13 Nursing Trust Fund" in the memo portion of the check. No personal checks or cash will be accepted. Results: Upon completion of an examination, a copy of the results of the exam will be placed in your Department of Nursing folder and one will be mailed to you. Verification of passing scores will be sent to the Office of the Registrar for appropriate credit to be recorded on your official transcript.

NLN Examination During Class Time

Students will not be permitted to take NLN exams when the student taking the exam is scheduled to be in a Nursing or non-Nursing class.

Policy for NLN Accelerated Challenge Examination II and Clinical Practice Examination Retakes

1. If a student fails a part of the NLN Nursing Accelerated Challenge Examinations II (hereafter called NACEII), or the Clinical Practice Examination, the student will contact his or her academic advisor. The student then has the option to make an appointment with the faculty person who is the clinical expert

in that area. To obtain expert guidance, the student will bring the score breakdown of the test results.

2. If the student fails the first retake of an NACEII Exam or Clinical Practice Exam, the student **MUST** make an appointment with the clinical expert. The student will bring the score breakdown of the test results.

The student must present a "Permission for Second Retake" form, signed by the clinical expert, before the student will be allowed to sign up for the second retake. (See Appendix xv for the Permission for Second Retake form).

3. If the student fails the second retake of an NACEII Exam or Clinical Practice Exam, the student is required to take a formal course in the content area or other course of study with prior approval of the clinical expert advising and the Nursing Department Chairperson. The student will be required to present evidence of satisfactory completion of the course to the clinical expert advising, before the student can apply to the Nursing Department Chairperson for a final retake. (See Appendix xvi for the form to apply to the Nursing Department Chairperson for a final retake).

4. Failure to successfully complete this final retake will result in dismissal from the Nursing major.

VI. Evaluation

A. Grading System

Alphabetical	Numeric	Quality Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	82-80	2.7
C+	79-77	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59-0	0.0

B. Examinations

1. Final Exams - University Catalog

Final examinations are required in all courses except those which have different requirements as determined by the departments offering the courses. Unless exceptions are approved by the Department Chairperson and the Dean of Students, final examinations will be given during regularly scheduled examination periods and the student must take the examinations at the prescribed time.

2. Students are required to take all examinations on the date(s) scheduled in the course syllabi.

3. Should an emergency arise whereby a student is unable to take the examination on the scheduled date, permission for the absence must be obtained from the appropriate instructor **by the student**, as soon as possible prior to the date of the examination.

4. Students who are absent from a scheduled examination without prior faculty permission, will not be permitted to take the examination and will receive a "0" for a grade for that examination.

5. Students are responsible to negotiate with the faculty person for a make-up date. Permission to take a makeup exam is at the discretion of the instructor.

6. If permission is granted, the examination must be re-scheduled within two weeks of the original exam date.

C. Student Learning Outcomes for each nursing course

Each instructor defines the assignments/requirements for his or her own course/s. These requirements (Student Outcomes) in addition to examinations fulfill the Expected Student Learning Outcomes (course objectives) and thus, fulfill the Expected Student Program Outcomes (Characteristics of the Graduate) as specified on p. 9. The student outcomes include the activities assigned in the didactic and practice learning experience (PLE) component. The details of each assignment/activity, including evaluation criteria, are defined in the course syllabi and PLE evaluation forms.

Student Outcomes

	NURS 310	NURS 325	NURS 330	NURS 420	NURS 430	NURS 440	NURS 460	NURS 470
Scholarly Writing	X	X	X	X		X	X	X
Presentation/ Discussion	X	X	X			X	X	X
Care Plan	X			X	X		X	X
Nursing Action: Assistance	X	X	X	X	X		X	X
Nursing Action: Motivation	X		X	X	X		X	X
Nursing Action: Advocacy	X		X	X	X			X
Nursing Action: Education	X	X	X	X	X		X	X

D. Academic Honesty

The Nursing Department supports the University Policy Regarding Academic Honesty, as published in the Framingham State University Catalog and the RAM Student Handbook. Cheating and plagiarism are serious offenses and are subject to scrutiny under due process, as specified in the RAM Student Handbook. Academic dishonesty can result in an "F" for the course.

University Policy Regarding Academic Honesty

Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty.

Academic honesty requires but is not limited to the following practices: appropriately citing all published and unpublished sources, whether quoted, paraphrased, or otherwise expressed, in all of the student's oral and written, technical and artistic work; and observing the policies regarding the use of technical facilities. Infractions of the Policy on Academic Honesty include, but are not limited to:

1. Plagiarism: claiming as one's own work the published or unpublished literal or paraphrased work of another. It should be recognized that plagiarism is not only academically dishonest but also illegal.

2. Cheating on exams, tests, quizzes assignments, and papers including the giving or acceptance of these materials and other sources of information without the permission of the instructor(s).

3. Unauthorized collaboration with other individuals in the preparation of course assignments.

4. Submitting without authorization the same assignment for credit in more than one course.

5. Use of dishonest procedures in computer, laboratory, studio, or field work. Further clarification on academic honesty will be provided, when appropriate, in individual courses.

6. Misuse of the University's technical facilities (computer machinery, laboratories, media equipment, etc.), either maliciously or for personal gain. Examples include but are not necessarily limited to:

a. Accessing the private files of another person or agency without express permission.

b. The unauthorized use of technical facilities for purposes not connected with academic pursuits.

When evidence indicates that a student has improperly used a technical facility, an appropriate supervisor (faculty or staff member) may take appropriate action reflecting the seriousness of the infraction, ranging from a verbal warning to, but not beyond, denial of use of the facility. If coursework may have been plagiarized, the supervisor will also inform all concerned faculty members, who may take action as described in the procedures for handling cases alleged infractions of academic honesty.

E. Practice Learning Experience Component

Each upper division nursing course has a practice learning experience component (PLE). Agency contracts for the PLE (when required) will be signed by both student and agency (PLE) representative prior to beginning of the experience. Forms are included in the specific course syllabi. Grading criteria are specified in each course syllabus. A

satisfactory grade in practice learning experience component is necessary to receive credit for the course.

Course Credit/Contact Hours/Week

Courses	Credits	Class **	Contact Hours*/ per week PLE**	Total
NURS310 Professional Nursing Perspectives	4	4	2	6
NURS 325 Nursing Informatics	4	4	2	6
NURS 330 Primary Care in the Community	4	4	2	6
NURS 420 Nursing Theory	4	4	2	6
NURS 430 Secondary Prevention	4	4	2	6
NURS440 Introduction to Nursing Research	4	4	2	6
NURS 460 Nursing Leadership	4	4	2	6
NURS 470 Tertiary Prevention	4	4	2	6

* Fifty minute contact hour

** One credit for one class hour/week

PLE – Practice Learning Experience Component

Blended-learning – A combination of online and traditional face-to-face on-campus class meetings within a course. The Nursing Department blends online sessions with on-campus classes on a set day. For example, a blended learning format course might be scheduled for Wednesday at 8:30 a.m. Students would meet on campus on selected Wednesdays. For the remaining course dates, alternative learning opportunities would feature online course topic modules, Discussion Board activities, and/or off-campus assignments.

F. Preparation

Two hours of preparation time are recommended for each scheduled hour of class or practice learning experience (PLE) component .

G. Appeals Procedure

1. Grade Appeal Policy

The University recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and University policies. The instructor's policy will be designated in the course syllabus distributed at the beginning of the semester. It is the instructor's responsibility to grade student work in a manner consistent with those procedures published in the syllabus. The following procedure is employed in the event that students wish to appeal a final grade based on a mechanical error in calculation or if there is reason to believe that the grade was calculated in a manner inconsistent with the policies of the instructor, the department, and the University. Appeals based on other criteria can be pursued through affirmative action procedures.

There are two levels at which a grade may be appealed:

Level I: Informal

Within the first month of the semester following the semester of the course in which the final grade is questioned, students will pursue their concerns on the informal level, as designated below. Every effort will be made to resolve the students' concerns informally at Level I. The informal procedure is a two-step process in which the student first meets with the course instructor. The basis for a possible appeal is inconsistency with grading procedures specified in the course syllabus. In many cases resolution can be achieved by the instructor providing an explanation of the way that the grade was derived. After this meeting, if the matter is not resolved, the student would meet with the department chair. If the appeal is not resolved at the departmental level, the student has the right to pursue a formal appeal. In order to proceed with the formal level of appeal, a formal complaint must be made, defined as a complaint by a student that is written and signed with knowledge that it will be shared with all involved parties and administration.

Level II: Formal

Step 1: Dean of Students

If the students' concerns are not resolved through the informal level, students may appeal the grade, in writing, with the Dean of Students or designee prior to the end of the sixth week in the fall semester for courses taken in the prior spring or summer session, or prior to the end of the sixth week in the spring semester for courses taken in the prior fall or intersession. The Dean of Students will determine whether or not the student has a basis for appeal. If the dean decides there is no basis for appeal, the matter will be concluded; otherwise the matter will be forwarded with all forms and any other pertinent materials to the chair of the All University Committee (ACC). The Dean of Students or designee notifies the Vice President of Academic Affairs that the appeal has been forwarded to ACC.

If the appeal is not resolved at Step One of the Formal Level of appeal, then the next steps involve Faculty Governance followed by the third and final

step, The Ad Hoc Grade Appeal Committee and the Appeal Procedure. For details on these steps, please refer to the current FSU Undergraduate Catalog for the full explanation of the process.

VII. Cumulative Grade Point Average

As specified in the University Catalog, cumulative QPA is based on the total courses attempted. A minimum QPA must be maintained according to the following:

<u>Status</u>	<u>Courses</u>	<u>QPA</u>
Freshman	0-7	1.50
Sophomore	8-15	1.75
Junior-Senior	16-32	2.00

Course credits attempted include all work taken at Framingham State University plus all University credits accepted in transfer. However, only quality points earned at Framingham State University will be utilized in determining the student's grade average. (See University Undergraduate Catalog.)

VIII. Adding or Dropping Courses

A. Students may add and/or drop a semester course (or change section of same) without penalty, if they do so before the end of the sixth academic day.

B. Students can drop a course (or change section of same) by logging onto "My Framingham" and indicate the course that is to be dropped through the registration process.

C. Students may add a course by logging onto "MyFramingham" and completing the registration process. If the desired course is "closed", students may download an "over-ride form" for faculty/chair signatures.

IX. Transfer Courses

A. On Admission

All Framingham State University courses are 4-credit courses and therefore all 3-credit-hour transfer courses transferred at the end of the semester are totaled and divided by 4 (4 credits). See also procedure for

Obtaining Off-Campus Course Approval and Appendix iii-iv. All approved courses transferred into Framingham State University after matriculation will be awarded Framingham course credit in an amount equal to the cumulative total number of semester credits transferred divided by 4 and rounded to the nearest whole number. For example, if a student takes three 3-credit courses, he or she will obtain two Framingham State University course credits.

Transcript credit is given only for courses in which the student received a grade of C- or better.

Although credit is awarded for all approved transfer courses, the grades will not be recorded on the student's Framingham State University transcript nor be counted in computing the quality point average.

Students may inquire further when seeking approval of courses to be taken at other institutions, and they will be notified of the total number of course credits they have earned from such courses whenever additional approved courses are transferred.

B. Matriculated Students

In order for matriculated undergraduates to receive credit for courses taken at other institutions, approval must be obtained in advance from appropriate department chairs. Application forms are available in the Office of the Registrar. Applications for approval of a course to be transferred should be accompanied by the appropriate course description from the catalog from that institution. Transcripts of these approved courses must be submitted to the Office of the Registrar within 6 weeks after the completion of the course. It is the student's responsibility to have official transcripts sent directly by the institution to the Office of the Registrar.

C. Procedure for Obtaining Off-Campus Course Approval

To receive credit for courses taken at other institutions, matriculated students must obtain approval prior to registering for the course from the appropriate department chairs. Retroactive approval will NOT be given.

1. In order to obtain transfer course credit for courses to be taken off campus, use a current Course Approval Form which is obtained from the Office of the Registrar.

2. Make a photocopy of the description of the course you want to take, from the current University Catalog of the University where you will be taking it. A department brochure from that school would also have a course description.

3. Attach this course description to your completed course approval form.

4. Speak with the Framingham State University department chairperson who oversees the course subject, e.g., Chemistry, to set up an appointment to have the course approved and the Course Approval form signed.

5. You are responsible for having the form signed, if you have to leave it. Do not ask the Chairperson to deliver the form to the Nursing Department. Do not ask the Nursing Department to get this signature for you.

6. Once you have the signed form, bring it to the Nursing Department and leave it with the secretary for the Chairperson's signature. Bring the signed original to the Office of the Registrar and leave a copy of this form in the Nursing Department for your student file.

7. Students should understand that 3 credit transfer courses are calculated by adding up all transfer credit hours and dividing by 4. Example: Sally takes a 3 credit Sociology course at a University other than FSU. She has previously received 34 credit hours for transfer courses. She now (with the Sociology course) has 37 credit hours. Thirty-seven (37) divided by 4 = 9 courses. If she had taken the Sociology course at FSU, she would have 10 courses.

X. Accommodation Statement for Special Needs

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments. For further information about this, please visit the website at <http://www.framingham.edu/center-for-academic-support-and->

advising/disability-services/index.html or contact Ms. LaDonna Bridges, Director of Academic Support/Disability Services, in the Center for Academic Support and Advising (CASA) at 508-626-4906 or lbridges@framingham.edu

XI. Snow Emergency Policy

The Following Procedures will be in Effect during Snow Emergencies

In the event of severe weather conditions or other emergency situations, notice of delayed openings or cancellation of classes will be broadcast on radio station WBZ 1030 AM and WBZ TV Channel 4.

The FSU website will also post an announcement on the main webpage (www.framingham.edu) if the University closes or delays the start of classes.

Announcements will be made beginning at 6:00 a.m.

You may also call 508.626.4898 for a recorded weather message.

Students can also sign up for the "FSU Alert System" which will notify students of weather or other emergency situations via their choice of e-mail, text, or voice messages. Please see the MyFramingham portal and click on the FSU Alert box to sign up.

PLEASE DO NOT CALL CAMPUS POLICE.

Nursing Department classes will not meet in the morning if day-school classes are cancelled. Late afternoon classes will not meet if evening-school classes are cancelled. Please use your good judgment when deciding to come to class.

XII. Change in Status Forms

A. Inactive Status

NOTE: Inactive students must reapply through admissions.

In the event that a student is not actively enrolled in Framingham State University day school classes, but plans to be active in the future;

for example, students who are enrolled in Continuing Education, enrolled in another University, taking NLN examinations, or inactive for a semester, the following procedures must be followed:

Use the Inactive Status Form to Notify:

1. The Chairperson of the Nursing Department
2. The Office of the Registrar

B. Reactivation

Notify in writing:

1. The Chairperson of the Nursing Department
2. Office of the Registrar so that computer registration forms are generated.

C. Change of Enrollment/Division Status Request to change from

1. Day Division to DGCE
2. DGCE to Day Division
3. Full-time to part-time
4. Part-time to full-time

Fill out the Change of Enrollment/Division Status Request and return it to the Office of the Registrar.

XIII. Tuition and Fees

TUITION AND FEES

Students are billed on a semester basis. Estimated annual expenses are described in the University Catalog and are subject to change without advance notice.

Students taking three or more day courses will be considered as full-time students and must pay all charges and fulfill all responsibilities as full-time students. If they carry one or two day courses, they will be classified as part-time students, subject to all part-time charges and regulations.

In the event that students desire to take a course in the evening program in addition to one or more day-school courses because of a hardship, and an equivalent type is not available in the day program, they must petition the Vice President of Enrollment's office. If this is done, students must pay the full cost of the evening course in addition to day program charges.

All payment of bills to the Student Accounts Office must be paid by certified check, bank check, money order, MasterCard, or Visa. Personal checks over \$50.00 will not be accepted.

XIV. Withdrawal

- A. Course withdrawal** - use the Course Withdrawal with Notification of "W" Form. Be sure to check the Academic Calendar for last date to drop a course.
- B. Withdrawal from the University** - In the event that a student desires to withdraw from the University these procedures must be followed:

Withdrawal in person:

Obtain Withdrawal from University in form in the Dean of Students Office (McCarthy College Center, Room 504) and at this time review procedure for possible readmission at a future date with a staff person.

Obtain signature from the Dean of Students.

Obtain signature from the Office of Residence Life (if applicable).

Obtain signature from the Financial Aid Office.

Obtain signature from the Student Accounts Office.

Return the completed withdrawal form to the Office of the Registrar.

Withdrawal via FAX:

Occasionally, due to extenuating circumstances, a student will need to withdraw from the University but cannot do it in person.

In that case, a letter can be faxed to the Office of the Registrar (508-626-4589), which includes the student's name, student ID number, student's signature, and contact information and the effective date of withdrawal.

Students officially withdrawing from the University after the Course Add/Drop period and before the deadline of the Course Withdrawal period (prior to the end of the ninth week of the semester; see semester calendar) will receive a notation of WX in all courses. If withdrawal from the University is attempted after the end of the Course Withdrawal period, students will receive a final grade in all courses. Students with extraordinary circumstances (such as documented hospitalization or sickness) should consult with the Dean of Students Office. *Note: Retroactive withdrawals are only granted based on extenuating circumstances.*

All completed withdrawal forms must be submitted to the Office of the Registrar. *Note: A student is not officially withdrawn from the University until the appropriate form has been completed and has been validated by the Office of the Registrar. Non-attendance does not constitute withdrawal from the University.*

XV. Return after Withdrawal

1. A student who withdraws from the University in good academic standing without completing baccalaureate studies may return to the University upon written request to the Admissions Office. To insure return at the time desired, the student must make such a request to the Office of Undergraduate Admissions before August 1st, for the Fall semester, or before December 1, for the Spring semester. Requests received later than these dates may result in a semesters delay in the return of the student to the University.
2. In determining "good standing," the University will consider academic and social records (University judicial record), as well as financial records of the applicant student.
3. Students who have withdrawn for more than one semester must follow degree requirements stated in the University Catalog at the time of return.*
4. Students should refer to the University's policy on refunds as outlined in the University Expenses section of the current catalog.

*Matriculated undergraduate students attending the Day Division or Continuing Education Division who do not enroll in the subsequent fall or spring semester are considered inactive (withdrawn). To insure return at the time desired, the student must make such as request to the Office of Undergraduate Admissions before August 1st for the fall semester or before December 1st for the spring semester. Requests received later than these dates may result in a semester's delay in the return of the student to the University.

XVI. Degree Application for Graduation

All students who expect to receive their degree from Framingham State University are required to complete a formal degree application. This application is available in the Office of the Registrar. No student's name may appear on the graduating list unless all degree requirements have been met and all financial debts to the University have been settled.

N.B. In order to accept your diploma on stage at graduation, the University requires your attendance at Graduation Rehearsal. The date for Graduation Rehearsal varies. Students will be notified of the date by email.

XVII. Graduation Honors

The baccalaureate degree is conferred with honors upon a student with a final cumulative point average of:

Cum laude.....3.25 - 3.59

Magna cum laude.....3.60 - 3.79

Summa cum laude.....3.80 - 4.00

To be eligible for graduation honors, a student must have completed all degree requirements and *must have completed a minimum of 16 course credits at Framingham State University. (University Catalog).*

XVIII. Attendance

Each course syllabus will include requirements for both class and practice learning environment experience attendance, including the impact of non-attendance on the course grade.

The University policy is as follows (University Catalog and RAM Student Handbook): Classroom instruction is a principal component of the educational process. Students and faculty have mutual responsibility for contributing to the academic environment of the classroom. Consistent class attendance and participation in classroom activities are essential. It is expected that students will attend all classes. Students should consult the course outline or syllabus to determine the relationship between attendance and the goals, objectives, and grading of each course.

XIX. Dress Code

Students are expected to dress in conservative professional attire when participating in any activity in which the student is a representative of the Nursing Department. Additionally, in certain practice learning environment assignments, students may be required to wear a white lab jacket or coat and a name pin. Specific dress guidelines will be addressed in each course, as indicated.

XX. Required Equipment

1. Students are required to have:
 - A. name pin, i.e. Mary Jones, R.N.
Framingham State University
 - B. bell-type stethoscope
2. In order for students to borrow equipment from the Department, they must sign a Nursing Property Loan Report Form. Students are responsible for borrowed equipment. Grades will be held until equipment is returned in satisfactory condition.

XXI. CORI Investigation

As mandated by the Mass. General Laws 444 of the Acts of 1996, a criminal offender record Information check (CORI) will be performed on students who will have practice learning environment experience in community and home settings. The Department Chairperson will review the results of CORI and make decisions on an individual basis. See Appendix p. xiii for Nursing Department CORI Policy.

XXII. Continuing Education Credit for Licensure

Past practice of the Massachusetts Board of Registration in Nursing has been to accept nursing courses in lieu of CEUs or contact hours. This is based on one contact hour for each 50 minutes of class time. A four (4) credit course is 15 weeks X four (4) credit hours, which is the equivalent of 60 contact hours, or 6.0 CEUs. This only applies to courses in nursing.

If asked for documentation, submit a copy of your FSU grade report with your RN license renewal application to meet the Continuing Education requirement.

XXIII. Appropriate Classroom Behavior Policy

The faculty of the Nursing Department defines appropriate classroom behavior as:

- 1) Being punctual, coming to class on time
- 2) Being attentive
 - a. No personal conversations during lecture and/or class discussions.
 - b. Using computers for academic, course-related purposes only; No texting or web surfing in class.
- 3) Being courteous and respectful to faculty and colleagues; no interrupting
- 4) Active participation in class discussions
- 5) Being prepared for class
- 6) Giving faculty prior notice for absences by email or voice mail
- 7) Wearing appropriate dress in class when guests are present and/or making oral presentations, and in off-campus practice learning experiences.

XXIV. Cellular Phone Policy

A. All cell phones must be kept on silent alert (vibration or visible flash) while in the classroom.

B. Any calls must be answered outside the classroom.

XXV. Policy for Accidents Occurring in the Practice Learning Environment

- A. It is the student's responsibility to seek medical attention within two hours of the injury or accident
- B. Faculty supervising the practice learning experience will complete a written report to the Chairperson who will follow up with the student.

XXVI. Change in Biographical Data

If you have a change/correction in address, emergency contact, name change, social security number or date of birth, you will need to obtain a Biographical Data Change Form, fill it out and return it to the Office of the Registrar. Please call the Nursing Department office if your mailing address or email address changes. It is important for program evaluation that the Nursing Department has your correct mailing/email information.

APPENDICES

NURSING MAJOR (UPPER DIVISION ONLY)

Note: Only students holding current Registered Nurse licensure are eligible for admission to the Nursing major. Applicants may receive credit for courses taken at other institutions or through challenge examinations (see catalog).

For Registered Nurses who graduated from public Associate Degree in Nursing Programs in Massachusetts, according to the ACC 14-27, the Nursing Education Transfer Compact (NETC), approved by the Board of Higher Education on January 28, 2014, Framingham State University will

- A. Accept in transfer as a block, up to a maximum of 72 credits (or 18 FSU course credits), without time restriction, earned in a Board of Registration in Nursing (BORN)-approved public Associate Degree in Nursing (ADN) Program.**
- B. Accept credits earned through a previous bachelor's degree as fulfilling the General Education requirements.**
- C. Accept General education/distribution core courses (MassTransfer Block) without time restriction as having met the General Education requirements. Certification of MassTransfer is awarded at a Massachusetts Community College.**

The Nursing Department will honor the NETC components listed above for Registered Nurses who graduated from either public or private Associate Degree in Nursing Programs.

Students who do not meet the General Education requirements through the MassTransfer Core Curriculum must meet the Domain Requirements listed below.

DOMAIN GENERAL EDUCATION (10 courses required):
 Domain II B is satisfied through completion of the Nursing major, leaving ten courses to be completed to satisfy the remaining General Education subdomains through courses taken outside the major department. Only courses designated (Gen. Ed. Domain) after the course title will meet General Education requirements. Please refer to the catalog for complete information.

<u>COURSE #</u>	<u>TITLE</u>	<u>SUBDOMAIN'S MET</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Domain General Education Subdomains
 (check off as completed)

Common Core:	A. ENGL 110 Expository Writing	_____
	B. MATH XXX (credit-bearing)	_____
Domain I:	A. Creative Arts	_____
	B. Humanities	_____
	C. Language	_____
Domain II:	A. Analysis, Modeling, Problem-Solving	_____
	B. Natural Sciences (two)	X
Domain III:	A. Perspectives on the Past	_____
	B. Perspectives on Contemp. World	_____
	C. Global Comp., Eth. Reasoning, Human Dev.	_____
	Laboratory Science	_____

X = Fulfilled through major

MAJOR AND RELATED COURSES

<u>COURSE #</u>	<u>COURSE TITLE</u>
NURS 310	Professional Nursing Perspectives
NURS 325	Nursing Informatics
NURS 330	Primary Prevention in the Community
NURS 420	Nursing Theory
NURS 430	Secondary Prevention
NURS 440	Introduction to Nursing Research
NURS 460	Nursing Leadership
NURS 470	Tertiary Prevention

FREE ELECTIVES to meet the BS requirement of 32 FSU course equivalents.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

2014 - 2015



**Framingham
State University**

Framingham State University
Office of the Registrar
100 State Street, PO Box 9101
Framingham, MA 01701-9101

Off-Campus Course Approval Form

To be used for courses taken Off-Campus while being actively enrolled in a degree program at Framingham State University (FSU) through either the Day Division or the Division of Continuing Education (DGCE).

- Directions:**
- 1 Use one form for *each* course.
 - 2 Complete the form and obtain the appropriate signatures.
 - 3 Return completed form to the Office of the Registrar *prior to taking the course*.
 - 4 An Official Transcript ("Issued to Student" not acceptable) of the Off-Campus course listing the final grade and course credits to be received by the Office of the Registrar at Framingham State University upon completion of the course. This transcript must be requested by the student from the college/university at which the course was taken.

Please Print

Student Name: _____ FSU ID#: _____

Address: _____ Major 1: _____

_____ Major 2: _____

_____ Minor(s): _____

Anticipated Semester & Year of Graduation: _____

College/University where the course is to be taken: _____

Course Number: _____ Course Title: _____ Semester Hours: _____

Semester and year during which the course will be taken: _____

Please give the specific start and end dates of the course: Course begins on: _____ and ends on: _____

MM/DD/YYYY MM/DD/YYYY

By signing below, I understand it is my responsibility to obtain all required approvals for the above requested course prior to taking the course and, that after completion of the course, an official transcript must be requested from the host college/university by me to be sent directly to Framingham State University, Office of the Registrar. I also understand that retroactive approvals for Off-Campus coursework will not be permitted. I have read the back of this form, which explains how transfer credit is awarded to my FSU undergraduate academic transcript.

Student's Signature _____ Date _____

.....

To be completed by the Course and Major Department Chairs. This course will fulfill the following requirement(s):

General Education Requirement:

- GenEd Version 3*
- | | |
|-----------------------------------|------------------------------|
| Goal _____ 1 Writing | _____ 11 Non-Western Studies |
| _____ 2 Quantitative | _____ 12 Gender, Class, Race |
| _____ 3 Language | _____ Lab Course |
| _____ 4 Literature/Philosophy | _____ Corequisite Course |
| _____ 5 Visual/Performing Arts | |
| _____ 6 Physical Science | |
| _____ 7 Life Science | |
| _____ 8 Historical Studies | |
| _____ 9 Social Behavioral Science | |
| _____ 10 Forces in the U.S. | |

Other requirement(s):

- _____ Major Department Requirement
- _____ Major Department Elective
- _____ Major-Related Requirement
- _____ Major-Related Elective
- _____ Minor Requirement
- _____ Minor Elective
- _____ Free (Open) Elective
- _____ General Math (Non-Credit)

Course Substitution and/or Equivalent comments:

Approved By:

Signature of student's Major Department Chair _____ Date _____

Signature of Course Department Chair _____ Date _____

rev 10Apr2011 copy

Please Print

Student's Name: _____ FSU ID#: _____
Last Name First Name MI

Framingham State University
Office of the Registrar
100 State Street, PO Box 9101
Framingham, MA 01701-9101

Off-Campus Course Approval Form Transfer Credit Worksheet

Additional information regarding approval and posting of an Off-Campus course:

Approval for ANY Off-Campus coursework must be obtained PRIOR to enrolling in the course. Retroactive approvals are NOT permitted. Only courses with a final grade of C- or better will be accepted as transferable. A Pass/Fail grade is NOT transferable.

Non-FSU courses will not be included in the overall grade point average. Therefore non-FSU courses will not count as a course repeat.

Transferable courses are subject to conversion to Framingham State University (FSU) course credits by dividing the total cumulative transferable semester hours by four (4) and rounding to the nearest whole number (rounded down for xx.25 and under, and rounded up for xx.50 and over). Students must complete eleven (11) to twelve (12) course-credits*, depending on the student's major, in General Education and must complete a minimum of thirty-two (32) course-credits* for degree requirements.

**One (1) course-credit is equivalent to four (4) semester hours.*

"Total cumulative transferable semester hours" is defined as any transferable semester hours which were recognized at the time you were admitted into the University along with any other Off-Campus coursework which has been approved after matriculation.

Refer to the FSU Undergraduate Catalog, Academic Regulations section, for the policy regarding "Transfer Courses (after matriculation)" for further information.

To be completed by the Office of the Registrar:

Credit Conversion All Previously Approved Transferable Semester Hours _____ divided by 4 = _____

(Proposed Additional Transfer Semester Hours + Previous Semester Hours) _____ divided by 4 = _____

New FSU course credits (the difference between the two conversions) = _____
(One course credit is equivalent to four (4) semester hours)

In instances where the number of New FSU course credits is zero, the new course completed will transfer to FSU and will fulfill the requirements as approved on the reverse side of this form even though the number of new FSU course-credits to be awarded will be as indicated above.

Reviewed by: _____ Date: _____

To the Student after request has been processed by the Office of the Registrar:

The above conversion calculation supersedes all calculations completed by the Office of the Registrar on any earlier form submitted. Please refer to checked statement below to see how the transfer credit will be awarded.

_____ new FSU course-credit(s) will be awarded for the next _____ course(s) to be completed off-campus.

_____ See the reverse side of the Course Approval Form for _____ for the calculation that applies to all the proposed off-campus courses combined.

_____ A minimum of _____ semester hours of coursework must be completed at _____

_____ in order for you to receive transfer credit for _____ new FSU course-credit(s)

rev 10/02/2011/arp

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

INACTIVE STATUS FORM

Date _____

Student Name _____ ID# _____
(print)

Request for inactive status in day school.

_____ Enrolled in course in Framingham State University Continuing Education

_____ Enrolled in course at another college

_____ Taking N.L.N. examinations

_____ Inactive due to _____

Note: All students who reapply to the University must reapply through the Office of Admissions.

I plan to resume active status in day school:

Semester _____ Year _____

Signature

Please return one copy to the Nursing Department and one copy to the Office of the Registrar.



Change of Division/Enrollment Status Request

For matriculated Undergraduate and Masters & PBTL Students ONLY

Requests must be submitted to the Office of the Registrar no later than 7 business days prior to the start of either the fall or spring semester.

Please Print

Framingham State University Student ID#: _____

Last Name: _____ First Name: _____ MI: _____

(Must match the name under which University records)

Daytime Phone #: (_____) _____ Evening Phone #: (_____) _____

Degree Type: Undergraduate Masters PBTL Masters: _____
(Circle appropriate type)

Student's Signature: _____ Date: _____ Currently Enrolled at FSC?
(Please circle) Yes No

Please indicate the SEMESTER and YEAR this change of enrollment status is effective: _____

Please indicate CHANGE REQUESTED (Division Change or Enrollment Status or Both):

DIVISION CHANGE Day Division to the Division of Graduate and Continuing Education (DGCE)

OR

Division of Graduate and Continuing Education (DGCE) to the Day Division.
Note: Students changing to the Day Division must submit a completed Proof of Residency form else Out-of-State Tuition will be charged.

ENROLLMENT STATUS Full-time to Part-time Please indicate One or Two courses: _____
(3 or 4 courses) (1 or 2 courses)

OR

Part-time to Full-time (Note: Issue of Health Insurance and Immunization Records)

Please indicate the REASON for the Division or Enrollment Status change:

FOR OFFICE USE ONLY

DISPOSITION

____ APPROVED

____ NOT APPROVED

Signature of Registrar or Designee

Date

Comments: _____

Office Action: _____ Notified Student if necessary if not approved.

_____ Entered Change into Student Data Base for the appropriate semester(s).

Office Staff Date & Initials: _____

msr Change2012.asp



Framingham
State University

**OFFICE OF THE
UNIVERSITY REGISTRAR**

“W”

PLEASE PRINT (SU) ONLY

Course Withdrawal with Notation of

STUDENT ID#	LAST NAME FIRST NAME MIDDLE INITIAL	MAJOR	CURRENT SEMESTER
CRN	COURSE SUBJECT & NUMBER	SECTION	COURSE TITLE

Professor's Signature/Date

Student's Signature/Date

Official withdrawal from the course - for semester course, no later than the end of the ninth week or, for a quarter course, no later than the end of the fourth full week of the quarter. (See Academic Calendar for exact deadlines.)

1. Obtain the signature of the course professor.
2. Student's signature required.
3. Return this form to the Office of the Registrar by the date indicated on Academic Calendar.

Revised October 2011

FRAMINGHAM STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
100 State Street
PO Box 9101
Framingham, MA 01701-9101
508-626-4545

NOTICE OF WITHDRAWAL FROM FRAMINGHAM STATE UNIVERSITY

Please Print:

Date Submitted: _____

Withdrawal date effective (check one): Immediately End of the current fall or spring semester

Student's FSU ID#: _____ Last four digits of your Social Security # (if FSU ID# unknown): _____

Last Name: _____ First Name: _____ M.I.: _____

Campus Address (if resident): _____

Why did you originally choose FSU? (if more than one reason, rank using 1, 2, 3, etc.):

- _____ Proximity to home
- _____ Affordability
- _____ Availability of financial aid
- _____ Academic reputation of the University
- _____ Type of Major
- _____ Not accepted at the school I would have preferred to attend _____
(Name of college/university)
- _____ Other (please specify) _____

When you first enrolled, did you enroll as a First-Year Student or as a Transfer Student? (circle one) FY / TR

When you first enrolled, did you intend to complete a bachelor's degree at FSU? (circle one) YES / NO

Students officially withdrawing from the University after the Course Add/Drop period and before the deadline of the Course Withdrawal period (prior to the end of the ninth week of the semester; see current Academic Calendar) will receive a notation of "WX" in all courses. After this time students will receive a final grade in all courses. Students attempting to complete the semester, but planning on withdrawing after final grades have been posted, will have a withdrawal date of either January 1st or June 1st depending on the current semester.

It is the student's responsibility to obtain each of the signatures below and to submit the completed form to the University Registrar (MC 515). A student is not officially withdrawn from the University until this form has been completed and has been validated by the University Registrar. Non-attendance does not constitute withdrawal from the University.

Signatures:

Date:

Student:	_____	_____
Dean of Students:	_____	_____
Residence Life:	_____	_____
Financial Aid:	_____	_____
Student Accounts:	_____	_____
Registrar:	_____	_____

For Office of the Registrar Use Only:

Processed by: _____ Date: _____

- Page 1 of 1 -

rev 2/jan/2014/ezp

REASONS FOR WITHDRAWAL FROM FRAMINGHAM STATE UNIVERSITY

To be completed by the Student
(If more than one reason, rank using 1, 2, etc.)

Personal Reasons:

- Medical or health-related / Do you plan to return? _____ When? _____
- Goals since entering the University have changed (please describe) _____

- Change in personal situation, marriage, military, moving, other (please describe) _____

- Other (Please explain) _____

Financial Reasons:

- Cost of attending the University
- Financial Aid situation (not enough in Grants or Loans)
- Change in work schedule (need to work full or part time)
- Other (please explain) _____

Academic Reasons:

- Academic advising
- Attitudes of faculty and/or staff
- Course work load
- Course content
- Program or major not offered
- Other (please explain) _____

Institutional Reasons:

- Social activities
- Athletic activities
- Food services
- Residence halls
- Parking
- Other (please explain) _____

Other Reasons:

- Wanted a larger school
- Wanted a smaller school
- Wanted a school closer to home
- Wanted a school farther away from home
- Wanted to live on-campus
- Wanted to live at home
- Wanted a major not offered at FSU (please explain) _____
- Wanted to transfer to a different institution (please explain) _____
- Other (please explain) _____

If one thing could have been changed in your situation at Framingham State University to encourage you to stay, what would it have been? _____



Framingham
State University

FRAMINGHAM STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
100 State Street
PO Box 9101
Framingham, MA 01701-9101
(T) 508.626.4545/ (F) 508.626.4589

NOTICE OF CANDIDACY FOR GRADUATION
BACCALAUREATE DEGREE

PRINT your name EXACTLY as it appears on your University Records (*Legal Name Only – this is the name that will appear on your diploma*):

First Name	Middle Name or Initial	Last Name	Daytime Phone Number
<p>Framingham State University has four graduation dates. The following is the application deadline for these dates:</p> <p style="text-align: center;">November 1st for December graduation December 1st for January graduation February 1st for May graduation May 1st for August graduation</p> <p><small>Beginning December 1st, 2010 graduation, courses will be assessed a \$40.00 graduation fee. This fee will appear on the student's account and will need to be paid before the graduation date.</small></p>			FSC ID#: _____
			<i>If unknown then need to provide SSN:</i> _____-_____-_____

Indicate Major Concentration Code(s): Major1 _____ Major2 _____

Indicate Minor Code(s): Minor1 _____ Minor2 _____ Minor3 _____

Proposed date of graduation (All degree requirements must be completed prior to the graduation date): Degree to be attained (Check one):

- | | |
|---|---|
| <input type="checkbox"/> December
<input type="checkbox"/> January Year: _____
<input type="checkbox"/> May
<input type="checkbox"/> August | <input type="checkbox"/> Bachelor of Arts (B.A.)
<input type="checkbox"/> Bachelor of Science (B.S.)
<input type="checkbox"/> Bachelor of Science in Education (B.S.Ed.)
<small>(Only available to those students completing the Continuing Education major – Early Childhood or Elementary)</small> |
|---|---|

- Please check one:
- I DO plan to attend the Winter Commencement (Graduation) Ceremony*.
- I DO plan to attend the May Commencement (Graduation) Ceremony* (must attend mandatory rehearsal)
- *All degree requirements must be completed prior to the graduation date.

Are you planning to take courses in Continuing Education or at another institution* to complete your degree requirements?

No

Yes If yes, please indicate where? _____

*NOTE: You must file a completed Course Approval Form for each course taken at another institution prior to the start of the course. You must request an official transcript of the final grade in from the host institution to the Office of the Registrar and be received prior to the commencement ceremony.

The number of courses _____ When? _____

PLEASE NOTE: Information releases made available to the press which list the hometown of graduates is generated from the HOME (permanent) address on file in the Office of the Registrar at the time of graduation. If you have, or wish to, invoke your FERPA rights to have Directory Information withheld, please notify the Office of the Registrar in writing immediately.

The information that I have provided on this form is true to the best of my knowledge. I understand that if I change plans and will not graduate as specified on this form, I will notify the Office of the Registrar in writing as soon as possible. I also understand that I must re-submit by the posted deadline for a later graduation date in order to obtain a degree if this notice becomes void.

Student's Signature: _____ Date: _____

OFFICE USE ONLY: Date Processed on database _____ Initials _____
Senior Audit Log Updated _____ Initials _____



Framingham
State University

INTERDEPARTMENTAL
TRANSCRIPT REQUEST

Office of the Registrar

FOR INTERNAL USE ONLY - NOT ISSUED TO STUDENT

PLEASE PRINT CLEARLY

Student's Name: _____

FSU ID#: _____ Major/Concentration: _____

Currently Enrolled: Yes / No Anticipated Semester of Completion: _____

Reason for Request: _____

Student's Signature: _____ Date: _____

SEND TRANSCRIPT TO: _____

NAME OF DEPARTMENT: _____

BUILDING & ROOM #: _____

Framingham State University
Nursing Department

**Practice Learning Experience
Accident Report**

1. Name(s) of student(s) involved _____
2. Date of accident _____
3. Time of accident _____
4. Course name and number _____
5. Name of faculty supervisor _____
6. Witnesses (if any) _____
7. Factual information about what happened _____

8. Was medical care sought within two hours? Yes _____ No _____
If yes, what was the outcome of the medical care? If no, student must sign below to indicate that he/she assumes responsibility for the consequences.

Student's signature: _____

Comments:

Framingham State University

Biographic Data Change Form

RETURN FORM WITH ORIGINAL SIGNATURE TO:

If an Employee: Human Resources Office, Dwight Hall 209, 100 State St, Framingham MA 01701-9101

If a Student: Office of the Registrar, Dwight Hall 22D, 100 State St, PO Box 9101, Framingham MA 01701-9101

NOTE: If you are (or were) both an employee and student, only one form must be completed and returned to the Human Resources Office.

Please Print

Student Framingham State University ID#: _____ (Or last four digits of SSN if ID# not known) _____

Last Name: _____ First Name: _____ MI: _____

Student's (or Employee's) Signature: _____ Date: _____ Presently Attending? Y

Note: No action will be taken without the Student's or Employee's Signature on this form.

Change of Address:

All students may have two addresses maintained in the University's database. When the University is not in session, all mail is sent to the "Permanent" or "Home" address. "Local" address is considered either your Residence Hall or your off-campus address if different from your permanent address.

Please check all that apply for your address change. **NOTE:** If you are an Out-of-State student and are attempting to change your "Permanent Address" and expect to be considered as a resident of Massachusetts for tuition purposes, you must submit a new Proof of Residency form with supportive documentation before you can be considered for in-state tuition.

- Mailing (where most mail is sent during the semester)
 Permanent (Home also considered as "Billing")

New Address: _____
Street

City or Town _____ State _____ Zip Code - 4 _____
 D daytime Telephone Number: _____
(Area Code)

Change (or Update) of Emergency Contact:

In case of emergency, please provide/update the following information:

Full name of Person to be contacted: _____
 Daytime Telephone: _____ Relationship to you: _____
(Area Code) Father, Mother, Spouse, etc.

Change (or Correction) of Name:

Student must provide legal documentation (a photocopy of the legal document will suffice) before a name change will be recorded in the University's database.

Changing Last Name to: _____
 Changing First Name to: _____
 Changing Middle Name to: _____

Change (or Correction) of Social Security Number:

Student must provide legal documentation (a photocopy of Social Security Card) before a change will be recorded in the University's database.

Old/Incorrect SSN: _____
 New/Correct SSN: _____

Change (or Correction) of Date-of-Birth:

Student must provide legal documentation (a photocopy of birth certificate or driver's license) before a change will be recorded in the University's database.

Incorrect Date-of-Birth: ____/____/____
YY MM DD
 Correct Date-of-Birth: ____/____/____
YY MM DD

Request for Confidential Status (Non-Disclosure) of Directory Information (FERPA):

Please Initial here to invoke your FERPA block to Directory Information: _____

Unless indicated otherwise, Framingham State University makes Directory Information available to the public as per the Family Education Rights and Privacy Act (FERPA) of 1974. Should a student indicate they wish to invoke FERPA, Directory Information will not be released to non-University personnel. Please be advised that once you have filed for "Non-Disclosure of Directory Information", this block will permanently remain on your University record until you request in writing that it be removed. Be advised that academic honors and confirmation of degree completion are also blocked, unless or until the block is removed by the student.

REV 11/06/2013/asp

Framingham State University
Nursing Department
CORI Policy

For nursing majors enrolled in selected nursing courses, the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

II. An informed review of a criminal record requires adequate training. Accordingly, the chairperson authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify a student from a practice learning experience (clinical) or practicum. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. If the chairperson is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, the chairperson will make a determination based on a comparison of the CORI record and documents provided by the applicant. The chairperson may contact CHSB and request a detailed search consistent with CHSB policy.

VII. If the chairperson reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;

- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

VIII. The chairperson will notify the applicant of the decision and the basis of the decision in a timely manner.

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

**PERMISSION FOR THE SECOND RETAKE OF AN NLN ACCELERATED
CHALLENGE EXAMINATION II OR CLINICAL PRACTICE EXAMINATION**

STUDENT NAME:

STUDENT FSU ID #:

DATE:

The student identified above has met the criteria stated in the

**POLICY FOR NLN NURSING ACCELERATED CHALLENGE EXAMINATION II
(NACE II) AND CLINICAL PRACTICE EXAMINATION RETAKES**

and has my permission to apply for the second retake of the examination in the
following content area:

Signature of Clinical Expert

Date

Note: The student is required to submit a copy of this completed form to his or her assigned academic advisor.

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

**PERMISSION FOR THE FINAL RETAKE OF AN NLN NURSING
ACCELERATED CHALLENGE EXAMINATION II (NACE II) OR CLINICAL
PRACTICE EXAMINATION**

STUDENT NAME: _____
STUDENT FSU ID #: _____
DATE: _____

The student identified above has met the criteria stated in the POLICY FOR NLN NURSING ACCELERATED CHALLENGE EXAMINATION II (NACE II) AND CLINICAL PRACTICE EXAMINATION RETAKES and has my permission to apply for the FINAL retake of the examination in the following content area:

Signature of Clinical Expert

Date

My signature indicates my understanding that unsuccessful completion of this retake will result in dismissal from the Nursing major.

Signature of Student

Date

The above student has fulfilled the stated criteria for final retake of the above examination. The student has been advised that unsuccessful completion of this retake will result in dismissal from the Nursing major.

Chairperson, Nursing Department

Date

NOTE: The student is required to submit a copy of this completed form to his or her assigned academic advisor.

NURSING PROPERTY LOAN REPORT

Framingham State University
Nursing Department
100 State St. HH220
Framingham, MA 01701

Today's Date: _____

This is to acknowledge that I have received on loan from the nursing department, the equipment/study materials/item/book below in good condition. I agree to be entirely responsible for the item until it is returned in good condition by

____/____/____, (approximate date)

Please print the required information below:

Item Description	F.S.U. Property Control Number (If applicable)	Model/Serial # or ISBN (if applicable)	Condition of item

Name of borrower _____ FSU Student ID# _____

Email: _____

Phone: _____

Home

Address: _____

Note: The borrower assumes all responsibility for any damage, loss or theft of the item. All costs associated with the loss, theft or damage while on loan to the Borrower shall be the sole obligation of the borrower and shall be billed to the borrower's student account, subject to all collection costs, including attorney's fees, and the withholding of transcripts and degrees until this financial obligation is met. Rev. 07/24/2007 DEF