

QUICK GUIDE FOR ACADEMIC ADVISORS AT FRAMINGHAM STATE COLLEGE

Add/Drop Period: Students have the first six (6) class days at the beginning of the semester to make changes to their schedules. Students cannot Add or Drop a course after the 6th academic day of the semester. After the 6th day, they may withdraw from a course until the ninth week of the semester and receive a grade of “W,” which will not affect their quality point average.

Advanced Placement: Students scoring a ‘3’, ‘4’ or ‘5’ on an AP test receive a course credit at FSC.

Advising Website: Faculty advising is supported by the Advising Center at CASA. Please refer your advisees to CASA if you are not sure about an answer, or call us at x4541 (Chris Gregory) or x4510 (Joe McCaul). The Advising website (www.framingham.edu/casa/advising.htm) also features helpful resources.

Change of Major: The *Requirements for Declaring a Major* for each individual department is available at the Advising website at www.framingham.edu/casa/advising.htm. Students must obtain a change of major form (from the Office of the Registrar) and meet with the appropriate chair to discuss admission to the major. The completed form must be presented to the Office of the Registrar before the actual change can occur.

Course Load: While a normal course load is 4 classes, a student with three (3) classes (including 43.095, General Math) is still considered full time. Juniors and seniors with a cumulative quality point average (CQPA) of 2.70 or above may request permission to enroll in a fifth course with permission of their department chair. However, the fifth class must be added during the Add/Drop period. See “Course Load” in the undergraduate catalog for further details.

Degree Requirements: Students must have a minimum CQPA of 2.0 and a minimum of the correct 32 course credits to graduate from FSC. They must also meet all requirements for their major and the Goal General Education requirements. Students must follow the degree requirements listed in the college catalog in effect when they first matriculated at FSC. If they are away from FSC for two consecutive semesters, they must follow the requirements of the catalog during the semester in which the student is readmitted.

Disability Accommodations: The Office of Academic Support in CASA supports students and faculty in administering policies and procedures related to academic accommodations for students with disabilities. Visit www.framingham.edu/casa/academicssupport.htm for forms and information.

E-mail: Students who receive their e-mail at another account should be advised to have their FSC e-mail forwarded to their “stunmail” account, as in studentname@stunmail.frc.mass.edu.

General Education Requirements: Students under General Education 3 (“GenEd3” began in Fall 2003) must meet 12 goals plus the Constitution and Lab Science requirements. Note that exceptions apply with some majors in which only 11 General Education courses are required and/or some goals are considered to be fulfilled through the major. See worksheets for individual majors at www.framingham.edu/CASA/advising.htm. Students may not use a course from their major department to fulfill a General Education requirement. Students must also take a minimum of 11-12 Gen Ed courses even if they have met all requirements with fewer than 11-12 courses.

Grade Requirements: As a general rule there are no minimum grade requirements for a course. If a student passes a course with a D-, she has fulfilled the requirements for that class. Individual departments can and do set higher minimums for students in their major for particular courses. See individual department pages in the undergraduate catalog.

Honors: There is a Framingham State College Honors Program as well as individual departmental honors programs. Separate from the Honors Program, all students are eligible for inclusion on the Dean’s List (4 credit-bearing courses and a semester QPA of 3.25 or higher) and President’s List (Dean’s List for 3 or more consecutive semesters). Graduation Honors are bestowed upon students with a final CQPA of 3.25 or higher.

Minors: Encourage advisees to work toward a minor. See “Minors” in the undergraduate catalog.

Probation/Suspension: A student with 1- 8 courses completed (including any failed courses or transfer courses) must maintain a CQPA of 1.7 or above to avoid being placed on probation. For students with 9 or more courses completed, the minimum CQPA that must be maintained is 2.0. Once on probation, a student has one semester to raise the CQPA to the required level (1.7 for freshmen, 2.0 for sophomores and above) to avoid being suspended for a minimum of one semester. If suspended, the student may reapply to FSC after one semester. While suspended, a student may take courses through the FSC Division of Graduate and Continuing Education (DGCE). If the student is readmitted, courses taken at FSC during the suspension period and passed with a C- or better will be reflected in the student’s CQPA. Complete details are listed under “Academic Probation” and “Academic Suspension/Dismissal” in the undergraduate catalog. *Please note that a first-year student who fails to earn any quality points in the first semester will be suspended.*

Repeated Courses: Students may repeat FSC courses in which they earn a grade lower than a C-. The most recent grade will be included in the student’s CQPA, while the previous grade will be removed. Both grades will remain on the student’s transcript.

Registration Period: Registration occurs in the fall and spring at approximately mid-semester. Students’ registration day and time is listed on their registration forms. Students who miss the registration period may drop off their form at the Registrar’s Office, and it will be processed during the clean-up period which begins immediately after freshman registration. All students may attempt changes to their schedules during the clean-up period. Refer them to CASA.

Summer/Intersession Classes: Classes taken at FSC’s Division of Graduate and Continuing Education need no prior approval and the grades are included in the matriculated student’s CQPA. Classes taken at other colleges require prior approval. (Forms are available from the Registrar). After the class is completed a transcript must be sent to FSC’s registrar within 6 weeks of completion of the course. In order to receive transfer credit, the student must receive a grade of C- or higher. The grade will not be included in the student’s FSC CQPA.

Undeclared Students: “Words of Wisdom” for the Undeclared Student are available at the Advising website. Students may remain undeclared until they are juniors. A student with 16 or more courses, including the courses in which they are currently enrolled, will not be allowed to register until the student has a declared major. In some circumstances, Extensions of Undeclared Status may be granted by Dr. Gregory in CASA provided certain criteria are met.

Websites: CASA maintains a website (www.framingham.edu/CASA/advising.htm) with advising information including Major Worksheets for all the majors offered at the college. Other websites include the Registrar’s Office Forms’ page (www.framingham.edu/registrar/forms) and the Education Department’s homepage (www.framingham.edu/education.htm), the latter of which contains information for education majors and those interested in becoming education majors.

Withdrawal from College: Students planning to withdraw from the college are asked to obtain a College Withdrawal Form from the Registrar’s Office. They are asked to meet with the Dean of Students in the College Center or with Dr. Gregory in CASA. Students wishing to withdraw after the ninth week of the semester will receive grades in all of their courses except in cases involving extenuating circumstances.

ADVISING HOTLINE

CHRISTOPHER GREGORY, DIRECTOR OF THE ADVISING
CENTER @ 4541 OR JOE McCAUL, ACADEMIC ADVISOR @ 4510

Visit us at www.framingham.edu/casa/advising.htm