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## ACADEMIC REGULATIONS

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### REGISTRATION FOR COURSES

Registration for the following term occurs in the fall and spring at approximately mid-semester. Students receive information for registration from the Director of Student Records and Registration Services (Registrar) and plan their courses. After consulting with their advisors, they then register for the succeeding semester. The order of registration proceeds from seniors to freshmen, and within each class, according to the number of courses completed.

### CLASS DETERMINATION FOR REGISTRATION

1. Students are responsible for following the appropriate program of their major to ensure the completion of all course work in the normal four-year sequence. To ensure reasonable opportunity for course planning at registration the following levels are followed:

Completion of fewer than 8 courses represents freshman status;

Successful completion of 8-15 courses represents sophomore status;

Successful completion of 16-23 courses represents junior status;

Successful completion of 24 or more courses represents senior status.

2. Class determination is made at the completion of the fall and spring semesters.

Please note that if a student fails to register at the prescribed time, the student may be allowed to register at late registration or during the course Add/Drop period at the beginning of the semester.

### RESIDENCE REQUIREMENTS

To complete the College residence requirement, a minimum of eight (8) credit-bearing courses (32 semester credit-hours) must be taken on campus.

To complete a major requirement, a minimum of five (5) credit-bearing courses (20 semester credit hours) in the major department must be taken on campus.

To complete a minor requirement, a minimum of three (3) credit-bearing courses (12 semester credit hours) in the minor department must be taken on campus.

### ATTENDANCE

Classroom instruction is a principal component of the educational process. Students and faculty have a 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 classes. Students should consult the course outline or syllabus to determine the relationships between attendance, including tardiness, and the goals, objectives, requirements, and grading of each course.

### THE COURSE LOAD

1. The normal course workload for each semester for full-time students is four (4) courses.
2. The minimum academic load for each semester for full-time students is three (3) courses. The minimum program required for receipt of maximum educational benefit payment under the Veterans' Readjustment Benefits Act of 1966 and for receipt of Social Security benefits as a dependent is three (3) courses per semester.
3. The maximum academic load for each semester for full-time students is five (5) courses. Students may take five courses **only with the consent of the advisor and the major department chair**. Such courses include those taken in Continuing Education and at other institutions. Policies and guidelines for fifth course approval vary among departments. A fifth course may be added only during the semester Add/Drop period.
4. Matriculated students in the Division of Continuing Education (evening) part-time undergraduate program may, under certain circumstances, receive permission to take one or two courses in the Day Division. Approval for this part-time status must be obtained through the Office of the Registrar.
5. Full-time students may, under special circumstances, obtain permission to reduce their course loads to one or two courses. Full-time students obtain approval for part-time day status through the Office of the Registrar.
6. Courses may not be "split," that is, all classes in a given course must be taken by the student within the same section unless granted permission by the instructor.
7. A student may not register for two courses which meet at the same time.
8. In the event that students desire to take a course in the Division of Continuing Education program because one of

an equivalent type is not available in the day program, they may take the evening course and count it as part of their full-time academic load. If this is done, students must pay the full cost of the evening course in addition to day program charges.

### ADDING OR DROPPING COURSES

1. Students may drop a semester course (or change sections of a course) without penalty if they do so before the end of the tenth academic day (see semester calendar).
2. Students may drop a quarter course (or change sections of a course) without penalty if they do so before the end of the fifth academic day (see semester calendar).
3. Students may add a semester course if they do so before the end of the tenth academic day (see semester calendar).
4. Students may add a quarter course if they do so before the end of the fifth academic day (see semester calendar).

In the event that students add or drop any course or change a section of a course, they must obtain the appropriate form from the Registrar's Office and return it to that office when completed.

If students desire to add or drop a course or change a section, they must obtain their advisor's signature on the appropriate form, after determining with the advisor that this change will not adversely affect academic load requirements. In addition, they must obtain other appropriate signatures as indicated on the course Add/Drop form.

### WITHDRAWING FROM COURSES

1. Students have ten (10) academic days (course Add/Drop period) to withdraw from a course with no academic penalty and no notation on their records. Students who withdraw between the third and ninth week of a regular semester (or for a quarter course, no later than the end of the fourth full week of the quarter) will incur no academic penalty as far as the grade point average is concerned but will have a notation of "W" on their permanent records. No student may withdraw from a course during a regular semester after the ninth week unless there are extraordinary circumstances (such as documented hospitalization or sickness). In such cases, with the concurrence of both the Dean of Undergraduate Education and the course instructor, a "W" grade may be authorized.
2. Students wishing to withdraw from a course must either:
  - A. Submit a completed course Add/Drop form to the Registrar's Office before the end of the course Add/Drop period (see semester calendar).
  - or**
  - B. Submit a completed Course Withdrawal form to the Registrar's Office no later than the designated Course Withdrawal period deadline (see semester calendar).

3. Students are not officially withdrawn from courses until the appropriate forms have been completed and have been validated by the Registrar's Office. **Note: Non-attendance does not constitute a withdrawal.**

### DECLARING A MAJOR

Students are not permitted to register for their junior year without having declared a major except in the case of new transfer students admitted to junior standing as undeclared. These students may delay their declaration of a major for one semester. In either case, extension of undeclared status requires written approval through the office of the Dean of Undergraduate Education. Students may not revert to undeclared status once they have reached junior standing.

### CHANGE OF MAJOR

If students desire to change majors or change from undeclared status to a major, these procedures must be followed:

1. They must obtain a Change of Major form from the Registrar's Office.
2. They must have an interview with the chair of the department to which they wish to change. Ordinarily the chair will agree to such a change, but if circumstances warrant, the student may be denied the change or asked to delay the request for change until a later time. Requirements for acceptance into a major differ according to the department.
3. If the change is granted, the chair of the department will assign a new advisor for the student.
4. Students then notify the former department chair and advisor of this change. (The department chair for Undeclared students is the Dean of Undergraduate Education). The former department chair's signature is required on the Change of Major form.
5. After meeting with all faculty concerned, students must return the Change of Major form to the Registrar's Office. Failure to do so will result in the student being carried on registration rolls in the wrong major and not being allowed to register for the next semester in the new program.
6. A change of major must be completed by December 1 of any year to be effective for the spring semester or by May 1 of any year to be effective for the fall semester.
7. Entering transfer students are obliged to comply with all of the above-stated policies for a change of major.
8. It is recommended that students consult department chairs for entrance requirements for their majors. A student applying to the Art Department, for example, must meet performance and portfolio requirements of the Department.

### TRANSFER COURSES (AFTER MATRICULATION)

To receive credit for courses taken at other institutions, matriculated students must obtain approval in advance from appropriate department chairs. Retroactive approval will not be given.

Off-campus course approval forms are available in the Registrar's Office. Applications for approval of a course should be accompanied by the appropriate catalog description from that institution. After obtaining the appropriate signatures for approval of the course, the student must return the completed form to the Registrar's Office. The form will then be reviewed for course credit transferability.

Transcripts of these approved courses must be submitted to the Registrar's Office within six (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.

All approved courses transferred into Framingham State College after matriculation will be awarded Framingham course credit in an amount equal to the cumulative total number of semester hour credits transferred divided by 4 and rounded to the nearest whole number. For example, if students take three 3-credit courses, they will be awarded two (2) Framingham State College course credits.

Transfer credit is given only for courses in which the student received a grade of C- or better. Courses must extend for at least a three-week period and meet a minimum of forty-five hours. Although credit is awarded for all approved transfer courses, the grades will not be recorded on the student's Framingham State College transcripts 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.

### GRADING SYSTEM

Framingham State College uses the following marking system:

Grade	Quality Points
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
D-.....	0.7
E.....	0.0

AU = (Audit-no credit) A student may audit courses with the consent of the instructor. Such course enrollment

will be officially reported on the student's transcript pending approval by the instructor, but the student will not receive any credit. An auditor may not participate actively in course work. A special approval form for this status must be obtained from the Registrar's Office and returned completed by the end of the fifth academic day.

P/F = (Pass/Fail) Students are permitted to take up to two (2) courses on a pass-fail basis, subject to the following conditions:

1. Only students who have successfully completed 16 courses or more are eligible to take a course on a pass/fail basis.
2. Only one (1) course may be taken on a pass/fail basis in any semester.
3. No course may be taken on a pass/fail basis if it is part of the twelve general education course requirements, or a major requirement including major-related, or if the course is within the major department.
4. A student may not choose the pass/fail option when repeating a course.
5. A student must declare whether a course is pass/fail by the last day of the Add/Drop period. The student taking a course on a pass/fail basis will notify the Registrar by the end of that day. Once this has been done, the student may not change status. A student is eligible for Dean's List if one of four courses has "P/F status."
6. A pass grade grants the student course credit but does not count in computing the student's QPA. A failed grade counts as a course attempted with zero points.
7. At the completion of the course when the grade is turned in by the instructor, the Registrar will convert the letter grade and record only "P" (pass) or "F" (fail) on the permanent record. The original letter grade is kept by the Registrar and may be released only with the written permission of the student.
8. Pass/fail will be interpreted in accordance with the present grading system. "E" will be fail and all other grades will be pass.

S/U = (Satisfactory/Unsatisfactory) This grade is used only for student teaching experience. Additional details are available from the Education Department.

W = Withdrawal from a Course. Indicates withdrawal from a semester course in the third through the ninth week of the semester, or for a quarter course, no later than the end of the fourth full week of the quarter. See "Withdrawing from Courses" policy for details.

WX = Withdrawal from the College after the Add/Drop period but before the end of the ninth week of the semester. The student has officially withdrawn from the College and no longer attends classes. See "Withdrawing from the College" policy for details.

N = (Absent from Final Examination) This is a temporary grade with 0 (zero) quality point value given for a student absent from a final examination for justifiable reasons. The Dean of Undergraduate Education will administer a make-up exam only in those instances where the involved faculty member asserts that the exam was missed for reasons that can be justified. The examination which was missed must be taken within two weeks of the last day of the final exam period, or the grade becomes an "E", unless an extension is granted by the faculty member when circumstances warrant.

NG= Grade not submitted by instructor.

IC = (Incomplete) This is a temporary grade with 0 (zero) quality point value which may be given to a student when the instructor is satisfied that circumstances beyond the student's control other than absence from the final examination (see N above) prevented the student from completing the required work for the course. (An "IC" will not be given, however, unless 80 percent of the work has been completed.) Student indifference resulting in inability to get work in on time is not reason for giving an "IC". The "IC" will be changed to any other appropriate grade by the instructor if the course has been fully completed by the end of the first four weeks of the next semester if it is a semester course or by the end of the first two weeks of the next quarter if it is a quarter course. If the work is not completed within the given time, the "IC" will be changed to "E", unless an extension is granted by the Dean of Undergraduate Education when circumstances warrant.

### QUALITY POINT AVERAGE

1. Only the work taken at Framingham State College including the day, evening, intersession and summer programs will be used in determining the quality point average (QPA) of any student.
2. The number of quality points which a student receives in a course is determined by the letter grade (see section on Grading System for explanation of quality points). The quality point average is computed by dividing the total number of quality points by the total number of course credits attempted at the College, by semester or cumulative total. The quality point average (QPA) for each semester and cumulative is presented in three digits, one before and two after the decimal point.
3. The determination of quality point average is made at the end of each session.
4. To remain in good standing, students with 1 - 4 courses attempted must earn a cumulative quality point average of 1.50; students with 5 - 8 courses attempted must earn a 1.70 cumulative quality point average. Students with 9 or more courses attempted must maintain a 2.00 cumulative

quality point average. Students must have a final cumulative quality point average of 2.00 in order to graduate.

5. "E" and "D" grades can never be removed, but the courses in which they have been received may be repeated. **Students must bear in mind that the same course has to be repeated and that the highest grade will be the grade calculated in the QPA.** Continuing courses in which "E" grades have been received must be repeated successfully before the student may take advanced work except when a departmental policy permits otherwise. When the "E" or "D" grade work has been passed successfully, the student's cumulative QPA will be computed on the basis of the repeated course grades. Only grades in Framingham State College courses can be used to remove an "E" or a "D" grade. Students are reminded that only Framingham State College grades are used in determining the QPA. (See #1 above.)
6. Framingham State College Division of Continuing Education courses that are appropriate for Day Division degree completion are posted on Day Division students' permanent records. In the case of suspended/dismissed students, such courses will be evaluated for posting at the time of readmission to the College. Courses that are academically inappropriate for Day Division programs are automatically inhibited and are not calculated in the QPA. Therefore, to receive credit for 600-level courses, students must obtain prior written approval from their major department chairs. (The Registrar's Office provides forms for this purpose.) **Failure to do so will result in denial of course credit toward the degree because 600-level courses are not applied to the baccalaureate degree.**

### WARNINGS

Major warnings (grade of "E") and minor warnings (grade of "D") may be issued to the student at the midpoint of any course. Warnings may also be issued at any time if the student's work is approaching a less than satisfactory level.

### EXAMINATIONS

1. All examinations are to be given within the structure of the College policy regarding academic honesty.
2. Examinations, other than the final examinations, may be scheduled at the discretion of the instructor. It is the responsibility of the student to follow whatever procedures are established and presented in writing to the students by the instructor at the start of each semester for such tests.
3. 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 chair and the Dean of Undergraduate Education, final examinations will be given during regularly scheduled examination periods and the

student must take the examinations at the prescribed time.

4. Students who are absent from a final examination should contact the instructor to discuss the reason for the absence. At the discretion of the instructor, one copy of the final examination may be sent to the Dean of Undergraduate Education. The exam will be administered on posted dates.
5. If a student is absent from the final examination, the student will be given a grade of "N" by the instructor. The "N" grade will be changed to any other grade by the instructor if the exam is made up no later than two weeks after the final day of the final examination period. Unless an exception is approved, failure to make up the exam during this time will result in a grade of "E".
6. Examinations and other graded course materials should be made available to students in a timely fashion. If retained by faculty, they should be kept until the end of the next academic semester and should be made available for the students' review upon request.

### Standards for Oral and Written Performance

The College's policy on oral and written performance in courses is:

1. Proper use of English is expected of students in all courses requiring oral and/or written work.
2. Instructors may evaluate students' oral and written work on the basis of the proper use of English, as well as content.
3. Instructors will specify their policies for evaluating the proper use of English in course assignments.
4. Students showing major deficiencies in the use of English may be referred to CASA by the instructor.

## GRADE APPEAL POLICY

The College recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and College 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 College (appeals based on other criteria can be pursued through affirmative action procedures.)

### 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.

### Step One-Departmental

- A. **Instructor/Faculty:** Students make an appointment with faculty to discuss their concerns about the final final grade in question. The instructor is the authority in evaluating the quality of student coursework. The basis for a possible appeal is inconsistency with grading procedures specified in the course syllabus. In many cases this meeting with the instructor can be a learning experience that provides an understanding of the way that the grade was derived.
- B. **Chair of Department Offering the Course:** If the students' concerns are not resolved in the meeting with the instructor, students may proceed to part B of Step One, discussion with the chair, who will seek a resolution.

### Step Two-Administrative

If the students' concerns are not resolved at the departmental level, students may make an appointment with the Dean of Undergraduate Education for an informal discussion of the basis of the appeal.

### Level II: Formal - The Written Appeal Process.

If the concerns are not met through informal discussion students who wish to pursue the formal grade appeal process initiate Step One prior to the end of the second week in October for courses taken the prior spring semester or the end of the sixth week in the spring semester for courses taken the prior fall semester.

### Step One - Initiating the Formal Appeal Process

- A. Students who wish to go beyond the "informal" process make a request to the Dean of Undergraduate Education to begin the formal grade appeal process and file the appropriate forms.
- B. In a timely fashion, the Dean of Undergraduate Education attaches all forms to any other pertinent materials or information and forwards the appeal to the chair of the All College Committee in a sealed envelope identified only by the academic year filed, the grade appeal number, the administrator transmitting the form, and the date. The Dean of Undergraduate Education notifies the Vice President of Academic Affairs of the appeal.
- C. The Chair of the All College Committee (ACC) logs the appeal and forwards the unopened envelope to the Chair of the Academic Policies Committee (APC).

### Step Two - Formation of the Ad Hoc Grade Appeal Committee and the Appeal Procedure

- A. After consultation with the administrator transmitting the appeal, the Chair of the Academic Policies Committee (APC) appoints an ad hoc grade appeal committee consisting of three (3) faculty members/librarians serving on the APC. No member of the committee may be from the department offering the course whose grade is being appealed, nor from the department of the instructor involved.
- B. As part of the process, the Ad Hoc Grade Appeal Committee may consult with the student, the instructor, and the chair of the instructor's department. If the Ad Hoc Grade Appeal Committee determines that a change in grade may be warranted, the committee will inform the chair and will consult with the instructor prior to making its recommendation to the Vice-President. (Note: the instructor will provide the course syllabus and grading procedures. If grading criteria are not stated clearly or are complicated, the instructor should submit the method for calculating the final grade.)
- C. The Ad Hoc Grade Appeal Committee must submit a written recommendation (either that "the Committee supports the grade as originally recorded" or that "the instructor should review the grade in question") in a sealed envelope along with the appeal documentation for the Vice President of Academic Affairs within one month of receipt of the committee charge. The Chair of the Academic Policies Committee receives the sealed envelope from the Ad Hoc Grade Appeal Committee, logs it, and forwards it unopened to the Chair of the All College Committee, who, in turn, forwards it unopened to the Vice-President. For administrative reasons, the Ad Hoc Grade Appeal Committee's recommendation must be forwarded to the Vice President of Academic Affairs at least three weeks prior to the end of the academic year.
- D. The Vice-President will convey the Ad Hoc Grade Appeal Committee's recommendation to the instructor and the student. If the committee recommends that "the instructor should review the grade in question," the Vice-President will ask the instructor to review the grade and to inform the Vice-President of the outcome. If the review results in an unchanged grade, the Vice-President has the authority to change the grade in such cases where there has been a mechanical error in calculation or if there is reason to believe that the grade has been calculated in a manner inconsistent with the stated grading criteria of the faculty, the department, and the College. The appeal ends at this point.

### ABSENCE BECAUSE OF RELIGIOUS BELIEFS

"Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section." (General Laws, Chapter 151C, Section 2B).

### COLLEGE POLICY REGARDING ACADEMIC HONESTY

Integrity is essential to academic life. Consequently, students who enroll at Framingham State College 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.

Faculty members shall, at their discretion, include in the course syllabus additional statements relating the definition of academic honesty to their courses. They shall administer hour tests and exams in such a manner as to provide the best possible situation for all students. Faculty shall proctor exams, or, if they feel it is suitable to schedule a non-proctored exam, shall designate in writing at the beginning of the examination: 1) where they shall be found during the period and 2) where the exam papers are to be turned in.

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; 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 College'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 of alleged infractions of academic honesty.

### **PROCEDURES FOR HANDLING CASES OF ALLEGED INFRACTIONS OF ACADEMIC HONESTY**

#### **Step One - Faculty/Supervisor Action**

Individual faculty members/supervisors are to deal directly with any academic infractions. The phrase "deal directly" assumes the faculty member/supervisor will confront the student with the fact of dishonesty and take appropriate action. Such action should reflect the seriousness of the infraction and could range from an informal verbal warning to, but not beyond, the issuance of an "E" for the course.

#### **Step Two - Formal Hearing**

- A. If, in the judgment of the faculty member/supervisor the alleged infraction of academic honesty warrants a more severe penalty, that person may request that the matter be brought before the Dean of Undergraduate Education for a formal hearing and judgment.

Such judgment may involve academic suspension or dismissal from the College.

**or**

- B. If students wish to appeal the decision of the faculty member/supervisor as outlined in Step One above, they may likewise request a formal hearing before the Dean of Undergraduate Education.

Upon request of a faculty member/supervisor or a student, the Dean of Undergraduate Education shall schedule a formal hearing at a time and place agreeable to all parties concerned. Such hearing body shall consist of the Dean of Undergraduate Education or a designee, a faculty member from a department other than that of the department of the involved faculty member/supervisor, and a student to be named by the President of the Student Government Association.

#### **Step Three - Appeal**

Students or faculty/supervisors have the right of appeal to the President of the College.

### **FIELD TRIP POLICY**

Field Trips must be approved in writing by the chair of the department to which the faculty member planning the trip belongs before any definite arrangements are made.

No special notice is required if the trip is to be completed during the normal class time. If a trip of longer duration than the normal class time is to be taken, it is the responsibility of the faculty member to post notice of any such trip in the FOCUS Newsletter at least two weeks prior to its occurrence.

Participation on the part of the students will be on a voluntary basis when a field trip conflicts with regularly scheduled classes. Before any such field trip, the instructor must advise students that they will not be penalized for non-participation. If more than half of the students in another class are absent because of such a field trip, the instructor in that course may cancel the class.

### **ELIGIBILITY FOR ATHLETICS**

Students participating in intercollegiate athletics must (a) carry a full academic course load throughout the entire semester (minimum of three courses) and (b) maintain a minimum QPA: students with 1- 4 courses attempted must earn a cumulative quality point average of 1.50; students with 5 - 8 courses attempted, 1.70; students with 9 or more courses attempted, 2.00. All athletes must pass 24 semester hours during each year of attendance.

In addition, to be eligible for intercollegiate athletics, all student/athletes must pass 24 semester hours (6 credit-bearing courses) within one calendar year of enrollment (September 1 to September 1 or January 1 to January 1, if enrolled second semester). All students must take a minimum of 12 semester hours (3 credit-bearing courses) during their season(s) of competition to be eligible to compete in athletics.

### ELIGIBILITY FOR OFFICES

To hold any class or student organization office, students must (a) be full- or part-time fee-paying undergraduate matriculated students enrolled in a minimum of two courses per semester, and (b) maintain a minimum QPA: students with 1 - 4 courses attempted must earn a cumulative quality point average of 1.50; students with 5 - 8 courses attempted, 1.70; students with 9 or more courses attempted, 2.00.

Eligibility for student participation on the following major governance committees is subject to the Framingham State College Professional Association Contract:

- \* **All College Committee** - All full-time students of the College
- \* **Curriculum Committee** - Full-time juniors or seniors during their service in office
- \* **Academic Policies Committee** - Full-time juniors and seniors during their service in office
- \* **Student Affairs Committee** - Full-time juniors and seniors during their service in office
- \* **Long Range Planning Committee** - Full-time sophomores, juniors, and/or seniors at the College.

### ACADEMIC PROBATION

After grades are recorded at the end of each semester, students who have not achieved the minimum cumulative quality point average (CQPA) for the number of courses completed are placed on academic probation for the following semester. Students must raise their CQPA to the required level by the end of this probationary semester or they will be suspended (see Academic Suspension).

As shown below, the minimum CQPA required depends on the number of credit-bearing courses the student has completed at Framingham State College with a letter grade other than W, plus the number of transfer courses accepted for credit, if any. Note that transfer courses are included in the total number of courses completed, but the CQPA is calculated only on courses taken at the College. Grades for transfer courses are neither posted on the student's transcript nor calculated in the CQPA.

Number of Courses Completed (includes transfer credits)	Minimum CQPA
1 - 4	1.50
5 - 8	1.70
9 or more	2.00

Students on probation are restricted as follows:

1. Ineligible to carry more than the normal academic load (4 courses).
2. Ineligible to hold or run for office in any club, society, or organization officially recognized by the College.

3. Ineligible to serve on College governance committees.
4. Ineligible to participate in intercollegiate athletics.

### ACADEMIC SUSPENSION/DISMISSAL

**Suspension:** If, within one (1) semester, a student on academic probation fails to increase the cumulative quality point average (CQPA) to the minimum required, the student will be suspended from the College. Students should be aware that new courses completed during the probationary semester will add to the total number of courses, possibly raising the minimum CQPA to a higher level (see Academic Probation). Courses that are repeated count only once in the number of courses. If a student is suspended from the College, the period of such suspension is one academic semester (fall or spring), during which the student may not enroll in Framingham State College Day Division courses. However, suspended students may enroll in courses offered through the Framingham State College Division of Continuing Education in the evenings, summers, and intersessions as a non-matriculated student.

**Dismissal:** Students who have been suspended may be readmitted to the College after one semester, through the Office of Admissions. A formerly suspended student who, upon readmission, fails to achieve the minimum CQPA within one (1) semester will be dismissed from the College for a period of three (3) years. During the period of dismissal, students may not enroll in Framingham State College Day Division courses, but may enroll in courses offered through the Framingham State College Division of Continuing Education in the evenings, summers, and intersessions as a non-matriculated student.

For either suspension and dismissal, students may petition the Selection Retention Committee for special consideration of reinstatement to continue for another semester. Students who submit a written appeal for reinstatement must also include a written plan of action for improving the level of academic performance. For students not reinstated, academic suspension or dismissal is noted on the student's transcript.

While on suspension or dismissal, students may improve their CQPA by retaking Framingham State College courses in which they received D+ or lower grades, through the Framingham State College Division of Continuing Education. Any higher grades achieved in this manner will be posted on the Framingham State College Day Division permanent record and be used in place of the D+ or lower grade to recalculate the Day Division CQPA when the student has been accepted for readmission to the Day Division.

Suspended or dismissed students may also earn credit for courses taken at other institutions. However, consistent with the College's policy on transfer courses, grades from other institutions are not counted in computing the CQPA, and therefore do not constitute a grade repeat. Students taking

courses off-campus are therefore advised to enroll only in new courses that have not been previously attempted at Framingham State College.

### READMISSION AFTER ACADEMIC SUSPENSION/DISMISSAL

1. If a student has been **suspended** from the College for academic reasons, the student may request readmission after the lapse of one (1) semester. The student must apply for such readmission through the Admissions Office. The decision as to whether or not to readmit the student will be made by the Admissions Committee on the basis of evidence received from the student which provides reasonable expectations of successfully completing the degree program upon the return to the College.
2. A student who is **dismissed** for academic deficiencies can only apply for readmission after a three-year period. In order to graduate from either the day or evening division a student must be readmitted to the College by the Admissions Committee at least one (1) semester prior to graduation.
3. Students who have been suspended or dismissed must follow the degree requirements stated in the College Catalog at the time of return.

### SOCIAL SUSPENSION

Students may also be suspended for social reasons, as outlined in the RAM Student Handbook.

#### READMISSION AFTER SOCIAL SUSPENSION

1. If a student has been suspended from the College for social reasons, the student may request re-admission - unless previously stated otherwise by the appropriate administrator or board - at the end of the suspension period. The student must send a letter to both the Dean of Student Services and the Dean of Admissions requesting readmission. The student may not be considered for readmission if the Dean of Student Services determines the social suspension must remain in force for a further length of time.
2. A student who is expelled for social reasons may not apply for readmission.
3. Students who have been suspended for social reasons must follow the degree requirements stated in the College Catalog at the time of return.

### WITHDRAWAL FROM THE COLLEGE

In the event that a student wishes to withdraw from the College, these procedures must be followed:

1. A Withdrawal from College form must be obtained from the Registrar's Office and signatures obtained on the form

from the following offices:

- A. Dean of Student Services (or designee)
  - B. Residence Life (if in residence hall)
  - C. Faculty Advisor (or department chair)
  - D. Student Accounts Office
  - E. Financial Aid Office
  - F. Registrar's Office
2. If withdrawing from the College during the course Add/Drop period, the student must obtain signatures from instructors on the Drop side of the course Add/Drop form and submit signed forms along with the completed Withdrawal from College form.
  3. Students officially withdrawing from the College 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. After this time students will receive a final grade in all courses. Students with extraordinary circumstances (such as documented hospitalization or sickness) should consult with the Office of the Dean of Undergraduate Education.
  4. All forms must be returned to the Registrar's Office. Note: A student is not officially withdrawn from the College until the appropriate form has been completed and has been validated by the Registrar's Office. **Non-attendance does not constitute withdrawal from the College.**
  5. Students should refer to the College's policy on refunds as outlined in the College Expenses section of this catalog.

#### READMISSION AFTER WITHDRAWAL

A student who withdraws from the College in good standing without completing baccalaureate studies may return to the College upon request to the Registrar. Students attending Day or Evening Division who do not enroll in the subsequent fall or spring semester are considered inactive. To insure return at the time desired, the student must make such a request to the Registrar before August 1 for the fall semester or before December 1 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 College. In determining "good standing", the College will consider academic, social, and financial records of the applicant student. **Students who have been withdrawn for more than one (1) semester must follow degree requirements stated in the College Catalog at the time of return. This applies to matriculated undergraduate students attending Day or Evening Division.**

### GRADUATION

#### Degree Application

All students who expect to receive their degree from Framingham State College are required to complete a formal degree application. The College has four (4) graduation dates.

Applications are available in the Office of the Registrar and must be submitted as follows:

- September 1 for December graduation
- October 1 for January graduation
- February 1 for May graduation
- May 1 for August graduation

No student's name may appear on the graduation list unless all financial debts to the College have been settled. Conferral of a degree occurs only when the Registrar finalizes the student's academic record and confirms that all degree requirements have been met.

**Commencement Ceremony:** Students who are within two (2) courses of completing undergraduate degree requirements for graduation may participate in the annual Commencement ceremony held at the end of May. Undergraduate students must attend a mandatory rehearsal (generally held on the Thursday before Commencement). Participation in the Commencement ceremony does not constitute conferral of the degree. Similarly, inclusion of a student's name on such publications as the Commencement program does not confirm eligibility for the degree.

## HONORS

### President's List

A matriculated undergraduate student carrying a minimum of four (4) credit-bearing day and/or evening courses earns a place on this honor roll (published after the end of every fall and spring semester) after earning a QPA of 3.25 or higher for each of three (3) consecutive semesters. The student must maintain this average to remain on this list.

### Dean's List

A matriculated undergraduate student carrying a minimum of four (4) credit-bearing day and/or evening courses earns a place on this honor roll (published after the end of every fall and spring semester) for each semester in which the student earns a QPA of 3.25 or higher. A student is eligible for Dean's List if one of the four courses has "P/F" status.

### Additional Eligibility Limitations

A student obtaining either an "IC" grade or an extension for an "N" grade is not eligible for the Dean's/President's List.

### 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 courses (or equivalent) at Framingham State College.

### Class Valedictorian

The valedictorian will be the student who has achieved the highest cumulative average and has been enrolled as a full-time student for a least four (4) out of the last five (5) semesters attended at Framingham State College. To be eligible for valedictorian, a student must have completed all degree requirements and must have completed a minimum of 16 courses (or equivalent) at Framingham State College.

### PRIVACY RIGHTS OF PARENTS AND STUDENTS:

Parents and students are hereby notified that Framingham State College complies with the provisions of federal laws governing the privacy and disclosure of student information. The College has adopted a policy for assuring this privacy. This policy defines types and locations of educational records, stipulates students' and parents' rights, describes procedures for parents and students to review and inspect educational records, and provides a procedure to file complaints concerning alleged failures by the institution to comply with the federal law. Copies of the institutional policy may be secured from the Dean of Student Services.

### NONDISCRIMINATION POLICY

It is the policy of Framingham State College not to discriminate in education or employment on the basis of race, color, religion, creed, sex, sexual orientation, age, disability, veteran status, marital status, or national origin. The College operates under an Affirmative Action/Equal Opportunity Plan, approved by the Board of Higher Education and the College's Board of Trustees, that promotes and maintains a policy of nondiscrimination, equal opportunity, and affirmative action. This policy incorporates, by reference, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Higher Education Amendments of 1972 as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; the Americans with Disabilities Act of 1990; and pertinent Laws, Regulations and Executive Orders; directives of the Board of Higher Education, the Boards of Trustees of the Massachusetts State Colleges, the Commonwealth of Massachusetts, and other applicable local, state and federal statutes. Further, the College encourages people of color, women, and persons with disabilities to participate in all the rights, privileges, programs, and activities generally accorded or made available to the College community.

Inquiries or advice concerning discrimination and the application of these policies, laws and regulations may be referred to the Disability Services Coordinator, Framingham State College, 100 State Street, College Center, Room 510C, Framingham, Massachusetts 01701, telephone number (508) 626-4627 (V/TTY) or to the Assistant Secretary for Civil Rights, United States Department of Education, Washington, D.C.