

Handbook for Division of Graduate & Continuing Education Faculty AY2010-2011

Welcome to the Framingham State University, Division of Graduate & Continuing Education (DGCE)

We're pleased to welcome you into the Framingham State University (FSU) community as a member of our DGCE faculty. Your commitment to teaching and learning constitutes an important contribution to the academic excellence at FSU. As a part-time DGCE faculty member, we hope that your involvement will extend beyond your course and that you will take advantage of opportunities available at the University. This handbook has been written to help you in your work - to make you aware of resources and services, and to clarify your instructional role and obligations. We eagerly solicit your feedback about the usefulness of this handbook, particularly in calling our attention to information and issues that are not currently included, but should be. Please send your suggestions to Scott Greenberg, Associate Vice President of Academic Affairs & Dean of DGCE at sgreenberg@framingham.edu. Most importantly, we know that any handbook cannot substitute for the day-to-day interaction among colleagues that is so crucial to our campus climate and success.

About the University

Framingham State University was founded by Horace Mann in 1839 as the first state-supported school in the United States for the training of teachers. Today, FSU is situated in the suburban town of Framingham, a community 20 miles west of Boston. Our tradition of teacher education is combined with a broad spectrum of undergraduate and graduate programs. In 2010, there are approximately 170 full-time and 100 part-time faculty members. Nearly 4,000 undergraduate and more than 2,000 graduate students are enrolled. We offer 26 bachelor's degree programs, 25 graduate programs, 2 post baccalaureate programs, 8 graduate certificates, and 4 undergraduate certificates. The University assists in fulfilling the workforce needs of the rapidly growing high technology and service region known as MetroWest. Framingham State University draws the majority of its students from within a 50-mile radius of Framingham. Traditional college-aged students, as well as older and non-traditional students seeking higher education on either a full- or part-time basis, are served and are accorded opportunities to participate in campus life through a variety of co-curricular programs and activities.

The University is located on Normal Hill. All buildings on the 73-acre campus are within walking distance of each other. A map of the campus can be found [here](#).

Becoming Official

Human Resources

The Office of Human Resources is located in Dwight Hall, Room 207. Office hours are Monday through Friday 9 a.m. to 5 p.m. New Visiting Lecturers must sign their contracts and complete the following forms at the time of hire: the W-4 (federal tax withholding), the M-4 (state tax withholding), personal data form, direct deposit form, HIRD form, OBRA form, policy receipt

form and the Form I-9. These forms can also be found on [myFramingham](#) under the FSU Work link. The Form I-9, with supporting documentation, certifies eligibility for employment and must be completed within three (3) business days of the date of hire. Photocopies and expired documents will not be accepted for the I-9. A list of acceptable documents is found on the backside of the I-9 form. Please call the Human Resources Office at (508) 626- 4530 if you have any questions.

All Visiting Lecturers, except State retirees, are required to participate in the Commonwealth of Massachusetts Alternative Retirement Plan (OBRA) in lieu of participation in the FICA portion of Social Security. New employees will complete a participation agreement form when they complete their initial paperwork. Please note that direct deposit and participation in OBRA are conditions of employment.

Under the University's Affirmative Action/Equal Opportunity Plan, the Human Resources Office administers requests for reasonable accommodations for faculty and staff. If you need either a workplace or a parking accommodation, please call the Human Resources Office at 508-626-4951.

If you have additional questions regarding Human Resources or Payroll, please call the Human Resources Office for assistance.

Salary Administration and Payroll Practices

All DGCE faculty salaries are administered according to the provisions of the collective bargaining agreement. Graduate and Continuing Education faculty are paid three times during the semester. The final payment is at the conclusion of the course, after final grades have been submitted. During the Summer Sessions, there is only one payment that is made at the conclusion of the course.

Please note that there is a specific schedule for payroll, and, if all paperwork is not turned in prior to the deadline that is set, your paycheck will be delayed accordingly. The University requires that paychecks be deposited directly in your bank account, so you must provide the Payroll Office with the routing and account numbers for the account into which you wish your paycheck to be deposited.

Communication Accounts

All part-time faculty members are automatically provided accounts for e-mail, network, Blackboard, and myFramingham (portal) after they have been entered into the University's payroll system. Each individual must agree to the University's "[Acceptable Use Policy](#)" before accessing the campus computing network. Since a signature from your Department Chair is required, you will need to submit a hardcopy of this form to Information Technology Services located in the Doyle Center. You are expected to use your University email for all communication with students and the DGCE office.

Framingham State University ID Card

An identification card, available at the Card Services Office located next to Campus Police, is necessary to access many beneficial services at the University, including use of the fitness center at the Athletic and Recreation Center.

Parking

New employees of the University must report to the Department of Public Safety and Police Services (Campus Police), located at the lower rear level of the College Center, and fill out a parking decal application card. You must also present a copy of your contract or your Letter of Appointment from DGCE confirming employment with the University. Please make certain that you know your vehicle's license plate number, make, model and year, as well as your driver's license number. Faculty will receive a decal in the mail valid for a two-year period at no charge and a copy of the Parking Rules and Regulation Handbook. Once your application is on file, unless any pertinent information changes such as name, vehicle, and/or address, you will not have to fill out another application card until your decal expires. If there are changes, you must contact the Department of Public Safety and Police Services so that records can be updated. Normally, DGCE faculty are assigned to an open access parking facility. However, if you should be assigned to a gated lot, your faculty ID card will serve as the access card.

Offices

Generally, offices are not available for DGCE faculty. However, you should check with your Department Chair because there may be space that you can share. In lieu of office hours, you are expected to be in your classroom one half hour before class and one half hour after class to meet with students.

Mailboxes

Mailboxes are available in the DGCE Office for all DGCE faculty. If you are having books and materials sent directly to the university, we will put them in your mailbox.

Union Membership

DGCE visiting faculty become members of the Division of Graduate and Continuing Education collective bargaining unit immediately upon employment. The 2010-2011 Agreement between the Board of Higher Education and the Massachusetts Teachers Association/NEA Massachusetts State College Association Division of Graduate and Continuing Education is [available online](#).

All unit members are contractually required to pay either membership dues or the agency fee. The fiscal year for dues runs from the beginning of the summer session until the end of the following spring semester. DGCE faculty who are eligible for unit membership are billed in the first semester that they teach. This payment of membership dues or agency fees covers you for the year, so you are not likely to be billed again until the next fiscal year. You may be billed a

second time if your teaching load increases. The union dues/agency fee bill includes payments to NEA, MTA, and MSCA, and the local chapter dues.

Preparing for Class

Order your Text(s)

The University's bookstore is operated by Follett and is located in the Athletic and Recreation Center. Textbook order forms are available from the bookstore or on the myframingham portal. DGCE faculty must select their textbooks and other supplemental readings. Books may be ordered by filling out a [Book Adoption Form](#). Please be sure to fill out the form completely. An instructor who wishes to use a textbook that he/she authored must contact the Dean

Before the beginning of the semester, you should check to be sure your order has arrived. For that and any other textbook related questions, contact Lucy Green, Textbook Manager, at 0181txt@fhcg.follett.com or 508-626-4595.

Prepare your Syllabus

The University expects that every instructor will provide a syllabus to his or her students at the beginning of the semester. The syllabus is used to communicate in writing to your students your expectations and all essential information for the course, including policies, requirements, and grading. Thus, a syllabus should minimally include the following information:

1. Faculty name, campus e-mail address, and other contact information;
2. Home or cell phone (optional);
3. Procedures for contacting you;
4. Course description (from the College Catalog) and course objectives;
5. Required/recommended readings, other materials;
6. Course description (from the College Catalog) and course objectives;
7. Outline of course content/assignments;
8. Course requirements and grading system; and
9. Significant course policies, especially regarding attendance, make-ups, submission of late assignments, academic dishonesty and plagiarism, and disability services.

For a more detailed description of the syllabus and further guidelines, [click here](#). You should feel comfortable in asking other faculty for copies of their syllabi, especially for a course you are teaching for the first time. These will help you to think through your own approach to the course and to various teaching and student evaluation strategies, as well as serving as a guide for the amount of material to cover.

Copies of the syllabus should be distributed to all students before the end of the initial class meeting. Copies must be sent electronically prior to the first class meeting to the Program Coordinator and the Dean of Graduate and Continuing Education.

Copy Center

Materials that you need copied for a class should be done in the University's Copy Center, located in the Whittemore Library. The staff of the Center request that instructors allow at least three days in order to complete the project. While the turnaround time is often less, this is rarely the case at the start of the semester, when everyone else is also trying to get his/her copying done.

Many faculty members find it easier and more environmentally friendly to distribute syllabi and other course materials electronically through Blackboard.

Academic Calendar

The [DGCE Academic Calendar](#) is a list of important dates in the academic year. It is essential that you check the calendar before creating your syllabus. Please note that DGCE Monday classes meet as scheduled on Monday holidays.

Exploring Faculty Resources

Henry Whittemore Library

The Henry Whittemore Library provides a combination of traditional and modern resources and services to the University's students, faculty, and staff. Local holdings include approximately 200,000 volumes of print materials, 212 print periodical titles, and 600,000 units of microforms supporting the curricula of all academic departments of the University. These holdings are systematically kept current with new acquisitions as selected by specialized staff and requested by faculty and students.

As a member of the Minuteman Library Network (MLN), the Library's holdings are supplemented by an online catalog accessing more than 6 million items held in the combined collections of 43 regional libraries. MLN also provides access to state supported databases and online newspapers. Interlibrary loan requests may be placed electronically by going [here](#). You may also contact Circulation Department Staff at 508-626-4690 to request interlibrary loan materials by phone. Shuttle delivery moves 8,000 or more such items to and from the Henry Whittemore Library annually. A similar volume of materials is electronically accessed and requested as needed from among the 600 member libraries of the New England Library Information Network (NELINET) of Lyasis and the 13,000 member libraries of the On-line Computer Library Center (OCLC).

The Library offers access to approximately 50 electronic journal and newspaper databases with approximately 70,000 titles, most in full text. These databases, as well as Internet access, are available within the library and throughout the campus-wide network. Also administered within the Library are the units of Archives/Special Collections, which include historical materials unique to the University, and the Curriculum Library – a large, separate collection of model K – 12 materials supporting studies in Education. For more information on services for faculty and students, as well as hours of operation, visit the [Library's website](#) or call 508-626-4651.

Center for Excellence in Learning, Teaching, Scholarship & Service (CELTSS)

CELTSS supports faculty teaching with ongoing professional development workshops. CELTSS also provides faculty funding for such things as travel, research, innovation in teaching, and other small grants. DGCE faculty may be eligible for these monies. To learn more about CELTSS and its various programs and opportunities please visit the [CELTSS website](#).

Office of Education Technology and Support

The Office of Education Technology and Support, located in Hemenway Hall G05 and G09, provides training and support to the FSU community. Technology workshops for education technologies and Blackboard, the Learning Management System (LMS) which is used to deliver online, hybrid and Web-enhanced classes, are offered throughout the year. You may contact this office to schedule a one-on-one training session or attend a campus based workshop. For more information, please feel free to call the Office of Education Technology and Support at 508-626-4927.

Information Technology Services

Students have access to computers and printers at numerous locations across campus. The main computer lab in Hemenway Hall G20 is open seven days a week, with hours extending into the evening on most nights. A 24 hour general computer lab is open in the commuter lounge in the College Center, and each residence hall has a small lab for residents' use. There are also 11 computer classrooms and/or academic labs on campus. Faculty wishing to teach in one of these classrooms should contact the Registrar's Office via email at registrarsoffice@framingham.edu to check for availability.

The University maintains 56 technology classrooms. These are classified based on the technology available in the room, which may include LCD projection, laptop connection, wireless access, VCR, DVD player, speaker system, document camera, and interactive rear projection. The Office of the Registrar handles the scheduling of these rooms as well. In addition, mobile audio-visual carts, which have an LCD projector, document camera, powered speaker, VCR/DVD player, and audio cassette player, are located in each academic building. Faculty can access the technology carts through the [building secretaries](#).

Dining Services

Sodexo provides food service at the University, with main facilities located in the College Center and the Athletic and Recreation Center. You may go to the [Dining Services website](#) for locations and hours of operation of each dining facility. Faculty members have the option of purchasing "Ram Cash" and using their ID card as a debit card in any of these locations. To purchase Ram Cash, you should stop by the Food Service office adjacent to the State Street Grill in the College Center.

Faculty & Staff Dining Room

The Faculty and Staff Dining Room can be found on the Third Floor of the D. Justin McCarthy College Center and is open to all faculty and staff. Cash, Credit or RAM CASH is accepted.

Athletic & Recreation Center

The Athletic and Recreation Center, which opened in November 2001, provides superb facilities for men and women athletes, and exercise and fitness equipment for all students and members of the FSU community. The athletic facilities include two basketball courts, a volleyball court and seating for one thousand spectators. There are also rooms for weight training and cardiovascular machines, and areas that can be used for multiple purposes, from wrestling to aerobics. The Center is available for use by all members of the university community with a valid FSU ID, for intercollegiate and intramural athletics and also for all health and fitness activities. It is an important addition to the life of the University, providing not only state-of-the-art athletic facilities but also a site for exercise and healthy recreation for all. Locker rooms are available for faculty use.

The campus Follett bookstore is also located in the facility.

Classroom Policies and Procedures

Class Lists

Your class list(s) is available before courses begin through the myFramingham portal. Changes due to drop/add are also available through the portal.

Add/Drop

Students have the opportunity to change their class schedules by adding or dropping courses. By logging onto myFramingham, students may add or drop a course, including changing a section of a course, until the second class meeting of a DGCE course that meets once each week. Overloads cannot be done by the student online, as the decision to overload is made by the instructor. You should seek the guidance of colleagues on whether to allow an overload in your course and, if so, what priority rules to use. If the course is full, or if prerequisites are required, a student may submit a completed override form, bearing your signature granting permission to enroll, to the DGCE Office.

Withdrawal from Courses

Students who withdraw between the third and ninth week of a regular semester will incur no academic penalty in the grade point average but will have a notation of "W" on their permanent records. Students must submit a completed Course Withdrawal form to the DGCE Office no later than the designated Course Withdrawal period deadline (see academic calendar). Students are not officially withdrawn from courses until the appropriate forms have been completed and have been validated by the Office of the Registrar. 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

Students or designee and the course instructor, a “W” grade may be authorized.

Voluntary Withdrawal from the University

Students may withdraw from the University at any time before the end of the Course Withdrawal period (prior to the ninth week of a semester) by submitting a completed "Withdrawal from the University" form to the Office of the Registrar. The student is withdrawn from all courses with a designation of "WX" noted on his or her academic record. If a student chooses to withdraw from the University after the ninth week of the semester, s/he will receive a final grade in all courses. Students with extraordinary circumstances (such as documented hospitalization or sickness) should consult with the Dean.

Attendance Policy

Although students are expected to attend class regularly, the attendance policy for each class is determined by the professor and should be clearly stated in your course syllabus. The policy should include the circumstances under which you as the instructor will approve an excused absence and the procedure for completing any make-up work.

Absence Due to Religious Beliefs

(Massachusetts General Laws Chapter 151C, 2B) 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 her/his religious beliefs, to attend classes or to participate in any examination study or work requirement on a particular day shall be excused from 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/she 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 said student such an opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing him/herself to the provisions of this section.

Standards for Oral and Written Performance

Proper use of English is expected of students in all courses requiring oral and/or written work. Instructors may evaluate students' oral and written work on the basis of the proper use of English as well as content. Instructors will specify their policies for evaluating the proper use of English in course assignments. Instructors may refer students showing major deficiencies in the use of English to the Center for Academic Support and Advising (CASA).

Examinations

All examinations are to be given within the structure of the University policy regarding academic honesty. With the exception of final examinations, exams and tests 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 the syllabus. Final examinations are required in all courses except those that have different requirements as determined by the departments offering the courses. For DGCE classes, final exams must be given during the last scheduled course meeting.

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, becoming familiar with the published policies and procedures regarding academic honesty. Faculty members may, at their discretion, include in the course syllabus additional statements relating the definition of academic honesty to the requirements of their particular courses. Academic honesty infractions include, but are not limited to: plagiarism; cheating on exams, tests, quizzes, assignments, and papers; unauthorized collaboration with other individuals in the preparation of course assignments; submitting without authorization the same assignment for credit in more than one course; use of dishonest procedures in computer, laboratory, studio, or field work. For further clarification on dealing with academic dishonesty, please click [here](#).

Class Cancellations

All faculty who will be absent must call the DGCE Office at (508) 626-4550 as early as possible in the day and indicate the reason. DGCE faculty are responsible for contacting all students in their classroom about the cancellation. You may email students through Blackboard or post an Announcement on the course site. (Click on “all student users” in the email section of the course site.) You should alert students at the beginning of the semester to check their email or Announcements on the Blackboard course site for class cancellations. They should also check their personal information on Blackboard to make sure the best email address for contacting them is listed there. All missed DGCE classes must be made up. The make-up date should be arranged with your class and sent to the Dean of DGCE within two weeks of the cancellation.

The Vice President for Administration and Finance, in consultation with the other vice presidents, is charged with the responsibility of closing the University and/or canceling classes due to adverse weather conditions. Individual faculty members are not authorized to initiate such class cancellations. If DGCE classes are canceled because of adverse weather conditions or other emergency circumstances, an announcement will be put on the Framingham State University Weather Line at (508) 626-4898 and the [University webpage](#). Announcements pertaining to cancellation are also carried on television station WBZ. Course cancelled courses due to inclement weather do need to be made up. The make-up date should be arranged with your class and sent to the Dean of DGCE within two weeks of the cancellation.

Grading the Students

Warnings

At midterm, instructors who teach undergraduates are asked to report on students receiving D's or F's in their classes. This can be done through the myFramingham portal by clicking on the Academic Resources tab and going to the Grades section on the right hand side of that page. It is important to have given students adequate evaluation to determine if they are succeeding or not. Students who are not doing well then have the opportunity to get assistance from the Center for Academic Support and Advising (CASA) or withdraw from the class in a timely manner.

Final grades are due 72 hours after the completion of the final exam. Faculty may submit grades online through the myFramingham portal by clicking on the Academic Resources tab and going to the Grades section on the left hand side of that page, or by email from their framingham.edu email address. The preferred means is through the myFramingham portal. However, for any grade changes after grades have been rolled to the student's history in the myFramingham gradebook, you should email the grades to registrarsoffice@framingham.edu from your Framingham State University email account. Under no circumstances will a grade change be accepted if it is emailed from a private account. Your email MUST include the CRN & Subject/Course Number/Section, the student's ID number and full name, and the changed grade you wish to record. You should also include a very brief explanation for the grade change. Grade changes for a previous semester are accepted until the end of the fourth week of the following semester.

Grades should not be posted publicly nor should student exams or other materials be placed in unsecured public places for pickup.

Faculty may choose to give students a grade other than a letter grade, such as an incomplete. A [detailed explanation](#) of other grade options can be found in the University catalog.

Absence from Final Examination

Faculty may report a grade of "N" if a student misses the final exam for justifiable reasons. The Assistant Dean of Academic Affairs, located at CASA, will administer a make-up exam, to be taken within two weeks of the last day of the final exam period. If not taken in that time period, the grade becomes an "F", unless an extension is granted by the faculty member when circumstances warrant. For assistance and specific dates and times please call CASA at (508) 626-4540.

Incomplete

When the instructor is satisfied that circumstances beyond the student's control other than absence from the final examination prevented the student from completing the required work for the course, a temporary grade of "IC" may be given. This grade should not be assigned, 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 requirements have been fully completed by the end of the first four weeks of the next semester. If the work is not completed within the given

time, the “IC” will be changed to “F”, unless an extension is granted by the Dean when circumstances warrant.

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 should 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. A student may 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. For a complete description of the grade appeal policy, see the Grade Appeal Policy in the [Undergraduate Catalog](#) and [Graduate Catalog](#).

Evaluating Teaching

The performance of each unit employee is evaluated at the intervals and in the manner specified in the [collective bargaining agreement](#).

You are entitled to review your performance evaluation form before it is placed in your personnel file. The employee may also respond in writing to the evaluation, and the response will also be included in the personnel file.

Student Evaluations

Student evaluations are conducted at the end of each course taught by visiting lecturers. Consult the [MSCA Contract](#) for copies of the evaluation form and an explanation of the use of student evaluations in personnel actions.

For evening courses (including hybrid courses) a student in the class should pick up an evaluation packet from the Division of Graduate and Continuing Education, administer the evaluations to the class, and then return the packet to that office. The professor must not be present in the classroom during the evaluation process. For online courses, evaluations are sent to students electronically to students by the Division of Graduate and Continuing Education.

Class Visitation and Evaluation by Chair

For DGCE classes the Program Coordinator or designee will carry out an evaluation during the first semester of teaching and thereafter during the sixth subsequent course. The Coordinator or designee will first consult with you about when to visit your class.

Support Services

Center for Academic Support and Advising (CASA)

CASA addresses the diverse academic needs and interests of the University community with programs, services, and facilities designed to promote academic achievement. All students at the University are encouraged to make use of the tutorial services, seminars and workshops, resources, and individual study accommodations offered at CASA. In addition, CASA provides academic support for persons with physical and/or learning disabilities.

Students who are experiencing academic difficulty or who are seeking to further strengthen their academic skills can take advantage of CASA's numerous offerings which include: professional tutoring in math and writing; peer tutoring in subject matter; diagnostic reading evaluation; academic advising; and on-site networked computer lab and printing. These resources and services are available to all students.

CASA is located in Peirce Hall. During the academic year, CASA offers tutoring services Monday – Wednesday, 9am to 9pm; Thursday, 9am to 5pm; Friday, 9am to 1pm; and Sunday, 5pm to 9pm. A full range of services is available to students Monday through Thursday, 9am to 5pm; and Friday, 9am to 1pm. CASA is closed on Saturdays. For more information on services for students, visit the [CASA website](#) or call 508-626-4509.

Disability Services

Framingham State University, in accordance with the mandates of Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offers equal opportunities to all students, including those with disabilities. No qualified person shall, on the basis of his or her disability, be denied the benefit of or otherwise be subject to discrimination under any of Framingham State University's educational programs, activities, and employment opportunities.

The University is committed to making such 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. Not less than two weeks prior to matriculation, students with disabilities are encouraged to contact the Director of Academic Support at CASA to schedule a meeting. Students who have documentation to support their request for academic and co-curricular support services -- extended time for tests, note takers, sign language interpreters, computer transcribers, and textbooks on tape -- are required to submit their documentation for review by the Director of Academic Support. Faculty will receive Documentation Confirmation letters for each student who qualifies for academic accommodations.

Academic Support and Disability Services is located in CASA. More information on services, visit the [CASA website](#) or call 508-626-4506.

Counseling Center

The [Counseling Center](#) offers crisis intervention, individual and group counseling, and psychiatry services to Framingham State University students. These services are provided by licensed mental health practitioners and are available to students at no cost. The Counseling Center assists students with concerns in the areas of personal adjustment and growth, family problems, sexuality, alcohol and drug abuse, anxiety, depression, loss, trauma, interpersonal relationships, and other issues in day-to-day living.

All records and discussions between counselor and student are kept confidential and are protected to the full extent of the law. Appointments are made by calling 508-626-4640 or by visiting the Center on the second floor of the Framingham State University Health and Wellness Center at Foster Hall.

Health Services

The mission of Health Services at Framingham State University is to assist students in attaining and maintaining their optimal level of health through education, consultation, assessment, and treatment. The [Health Services](#) staff maintains total confidentiality of all private communication. Services are available to all resident and commuter students who have submitted the required health form. State mandated immunization and health insurance laws are managed through Health Services. Compliance questions may be directed to this department. The office is staffed by Nurse Practitioners, and Registered Nurses and physicians see patients by appointment. For more information on these services, please feel free to stop by Foster Hall, first floor, or call 508-626-4900 between the hours of 8 a.m. and 5 p.m.

Campus Police

The Framingham State University [Campus Police](#) department provides services to members of the campus community ranging from helping with keys locked in cars, to escort service, to responding to emergency or threatening situations. Campus police may respond to calls by providing information and guidance, dispatching an officer to the scene, documenting an incident, and/or investigation.

Faculty members should contact the campus police at 508-626-4911 in any of the following situations:

- A student requests an escort to a parking lot in the evening.
- A student or faculty member experiences a medical emergency.
- A student exhibits aberrant behavior, whether disruptive or not.
- A faculty member or student is threatened or harassed, verbally or by E-mail.
- A student submits work that makes reference to wanting to do harm to self or others.
- A faculty member is uncomfortable meeting with a student on a one-to-one basis.

Scheduling of DGCE Courses

DGCE Program Coordinators are responsible for scheduling all DGCE courses for their respective programs. The fall semester schedule is completed in April; the spring semester schedule is completed in October; and the summer sessions schedule is completed in February. DGCE faculty may contact their Program Coordinators to express their interest in continuing to teach.