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APPROVED BY
Interstate Certification Compact on Certification of Educational Personnel
American Chemical Society

Initial and Professional Licensure Programs for educators are approved by the Department of Elementary and Secondary Education of the Commonwealth of Massachusetts and the National Association of State Directors of Teacher Education and Certification (NASDTEC)

MEMBER OF
The College Board
New England Association of Schools & Colleges
American Association of Colleges for Teacher Education
American Association of State Colleges & Universities
Association of American Colleges and Universities*
American Association of Colleges of Nursing
Council for the Advancement and Support of Education
National League for Nursing
Association for Continuing Higher Education
University Professional and Continuing Education Association
Association to Advance Collegiate Schools of Business
(*Membership in process)

ACCREDITED BY
New England Association of Schools & Colleges
American Dietetic Association Commission on Accreditation for Dietetics; Nutrition Dietetics Concentration
(Developmental Accreditation)
Commission on Collegiate Nursing Education

Notice Regarding Changes
Framingham State reserves the right to change any regulation affecting its policies or students. Such changes are to take effect whenever Framingham State authorities deem necessary, whether or not there is actual notice to individual students.

Framingham State also reserves the right to exclude at any time students whose academic record is unsatisfactory or whose conduct is found to be detrimental to the orderly functioning of the University.

Published by the Office of the Dean of Students
GREETINGS from the President of the University

This academic year belongs to you. The talented and dedicated faculty and staff of Framingham State are ready to help, guide, teach and encourage you. Your success is our top priority. But this academic year is yours ... welcome!

The decisions you make at Framingham State will shape the opportunities available to you upon graduation. If you are successful here, many exciting opportunities will await your graduation. How can you build a portfolio of achievement to maximize your opportunities? Here are a few hints:

First, commit yourself to a PLAN to graduate in four years...and then stick to your plan! Don’t fall into an easy acceptance of delayed graduation.

Second, grades matter. You know this already. Good grades open up opportunities for careers as well as graduate study. Everyone who hires University graduates - from major corporations to police departments to school districts - examines grades because they signal motivation, diligence, stamina, dedication, and talent.

Third, you can expand opportunities by pairing your major with a minor. With careful planning, many students complete a major and minor. Sometimes, it will be the second field that makes a key difference for a job, or for admission to graduate or professional school. Think about it early.

Fourth, realize that the world we live in is shrinking. A working knowledge of a foreign language is a real asset in virtually all fields – from finance to nursing. Take advantage of the foreign language and cultural opportunities that Framingham State provides.

Fifth, every field of human endeavor has been changed by the introduction of information technology. You must be prepared to offer an employer the skills that are required in his/her field of business or be prepared to use the information technology hardware and software that exists within a profession. Take advantage of every opportunity to broaden your technological skills. Twitter is not enough!

Finally, employers and graduate and professional schools look for evidence that you have complemented your formal education with other experiences including travel, work, internships and leadership roles on campus that demonstrate your ability to work in groups, to meet deadlines, and to communicate effectively. So avail yourself of these extracurricular opportunities to enhance your portfolio of achievement.

You can make your years at Framingham State exciting, challenging, and rewarding. If you do so, you will find hundreds of faculty and staff who are excited about helping you to develop your talents. And, you will find as graduation nears, you will have many exciting opportunities from which to choose.

This academic year belongs to you. Welcome!

Dr. Timothy J. Flanagan, President
Framingham State University
From the Dean of Students

I am pleased to welcome new students to Framingham State and look forward to connecting with returning students. I anticipate this will be an exciting and successful year and hope that you will join me in making this happen.

At Framingham State, we are focused on assisting students in achieving success, both inside and outside of the classroom. I encourage all of you to take advantage of the many resources available to you this year: get to know your faculty and staff; participate in a club or organization; attend one or more campus events. In addition, I hope you will consider my office as an ongoing resource. Don’t hesitate to stop by (McCarthy Center 504) or call (508-626-4596) to set up a meeting.

Enjoy these opportunities and have a wonderful year!

Dr. Melinda K. Stoops,
Dean of Students

From the Faculty and Librarians

Welcome to Framingham State from the faculty and librarians.

We bring diverse educational and professional backgrounds to our fields of discipline, which range through the liberal arts and sciences and include many professional programs as well. We are prepared to share that expertise with you, not only in the classroom, but also in the many activities that constitute the complex organization that is a state University: office hours, field trips, research projects, performances, committee work, campus organizations, and community activities.

But it is the classroom and laboratories that are the center of our joint teaching and learning enterprise. It is hard work on both sides of the desk; if you need help, ask for it. We will be there for you.

Good luck,
Dr. Robert Donohue
FSCPA
On behalf of the Student Government Association, I would like to welcome you to Framingham State University. Our institution has a wide range of classes, clubs, activities, and organizations which will help shape you into the people you will become in just four short years. Taking full advantage of the many opportunities that Framingham State University has to offer will be key to enjoying the time you will spend here.

As President of the Student Government Association, it is my goal to work with administration, faculty, staff, and students to ensure that communication runs smoothly throughout campus. As part of my campaign for President, I promised to work with the administration to ensure that the student voices are heard.

This is our community and it is a place where we will meet friends and create memories. In order to create the college experience you have always dreamed of, I encourage you to open your mind and heart to all that Framingham State University has to offer you.

I hope that you visit the Student Government Association Office in Room 404 of the D. Justin McCarthy Center.

Wishing you all the best this year!

Hannah Bruce, SGA President
CAMPUS SERVICES

Student Affairs
Advancement and Alumni Relations
Advising
Athletics
Bookstore
Campus Ministry
Career Services and Employer Relations
Center for Academic Support and Advising (CASA)
Commuter Programs
Counseling Center
Dining Services
Disability and Academic Support Services
Education Technology Office
Financial Aid
First-Year Programs
Framingham State Police Department
Health Center
Information Technology Services (ITS)
Library, Henry Whittemore
Mail
Multicultural Affairs
Residence Life and Housing
Student Accounts
Student Involvement and Leadership Development
Veterans Services
Student Affairs

The Department of Student Affairs supports students' growth inside and outside of the classroom. Our services include:

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<thead>
<tr>
<th>SERVICE</th>
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<th>ROOM</th>
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<tr>
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<tr>
<td>Academic Support</td>
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<td>CASA</td>
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<tr>
<td>Add/Drop <em>(Late)</em></td>
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<td>MC 504</td>
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<td>Black &amp; Gold Orientation Leaders</td>
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<td>DH 116</td>
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<td>Clubs and Organizations</td>
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<td>Dean of Students Office</td>
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<td>Judicial Affairs</td>
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<td>MC 504</td>
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The Office of Development and Alumni Relations and your Alumni Association

The Office of Development and Alumni Relations oversees a wide range of areas on campus including alumni relations, fundraising, the Framingham State University Foundation, Inc. and the FSU Alumni Association. The goal of the Development office is to connect alumni and friends to the University and cultivate private financial support. The mission of the Alumni Association is to engage alumni in a lifelong partnership with the institution. The Association is dedicated to creating and maintaining opportunities for alumni to both enrich and be enriched by the University. Each year the Alumni Association offers numerous events for alumni, including Reunion Weekend, Homecoming, professional networking programs, sporting events and cultural programs.

Some benefits and services that the Association offers include a
permanent e-mail address, insurance discounts through Liberty Mutual, and continued access to Career Services and the Henry Whittemore Library. Alumni are encouraged to take advantage of these valuable benefits and services and to stay connected with their classmates and their alma mater.

As part of the Office of Development and Alumni Relations, the Framingham State University Foundation Inc. is the nonprofit fundraising arm for the institution. This volunteer organization supports the University’s goal of providing access to higher education along with educational excellence by raising and investing funds and developing partners on behalf of the University and its students.

The Office of Development and Alumni Relations is located at 45 Adams Road. We offer student employment opportunities each semester to assist with alumni relations and development activities. For more information please visit our website at www.framingham.edu/alumni or call (508) 626-4012

**Athletics**

Students may use the Athletic/Recreation Center during school hours when there are no classes, varsity athletics, intramurals, practices, or games scheduled. All students must have a valid Framingham State ID card for entry. Special requests will need to go through the Reservations Department. The Reservation Coordinator will facilitate the request with Athletics.

**Intercollegiate Athletics**

**Fall:** Field Hockey (W); Volleyball (W); Soccer (M/W); Football (M); Cross Country (M/W); **Winter:** Basketball (M/W); Ice Hockey (M); **Spring:** Softball (W); Baseball (M); Lacrosse (W)

**Intramurals**
The following activities are offered to all students and staff: Volleyball (Co-ed); Golf; Floor Hockey (M/W); Basketball (M/W); Whiffleball (M/W); Dodgeball (Coed); and Table Hockey (Coed).

**Club Sports**
Cheerleading (W); Lacrosse (M); Rugby (M/W)

There is also a large aerobics program featuring aerobics, muscle conditioning, yoga, kickboxing, and spinning. In addition, nutritional counseling is available.

**Bookstore**
The Framingham State Bookstore is located on the first floor of the Athletic Center. All textbooks and supplies needed for your courses are sold here. The Bookstore also offers FSU clothing, gifts, residence hall supplies, health and beauty items, snacks, reference books, magazines, greeting cards and much more.

Services we offer:
- We buy textbooks back from students year round.
- We accept RAM Cash as a form of payment.
- You can order your books online and have them shipped home or
held for pick-up in the store.

• 30% of our textbooks are eligible to rent at less than half the new price.
• Many titles are also available as digital downloads.

Bookstore hours: Monday – Tuesday: 9 a.m. – 7 p.m.
Wednesday – Thursday: 9 a.m. – 5 p.m.
Friday: 9 a.m. – 4 p.m.
For information call (508) 626-4595, or visit:
www.framingham.bkstr.com

**Student Accounts**

The information below is for the fall 2012 term. Information for the spring 2013 term will be available at the end of November. Additional information can always be found at www.framingham.edu/student-accounts. To view your personal account activity, log onto my.campus.framingham.edu. All charges are for one term except as indicated. **Traditional paper bills will no longer be issued. You will be notified by e-mail that your Student eBill is ready to be viewed.** Student bills for the fall term are uploaded onto the eBill tab the first week in July, 2012 and are due the third week of July, 2012. The spring term bills will be uploaded the third week of November, 2012 and are due early December, 2012.

**Tuition and Fees**

In order to be enrolled for the fall 2012 and spring 2013 terms at Framingham State, it is necessary to submit payment for each term’s tuition, fees and, if applicable, residence hall and meal plan charges, on or before the due date indicated on the student eBill. **eBill notifications are sent to the student’s University e-mail address and to any authorized user’s e-mail address.**

**IMPORTANT:** No student will be officially enrolled in the University or the residence halls until all charges are satisfied.

In order to fulfill your payment requirements, you must do **ALL** of the following by the due date of the **student eBill**:

1. Make payment in full of your “Account Balance Net of Memos”
2. Notify Framingham State that you will or will not be attending this term regardless of your account balance
3. If you are a full time student (3 courses or more), you have been charged the health insurance premium offered by the University and must go on-line to waive or enroll in this coverage. If you waive, your account will be updated within 5 business days.

Please read the appropriate sections of “ALL ABOUT TUITION AND FEES” for more information. You can now complete these requirements and make payments on-line by logging onto my.campus.framingham.edu as well as by mail or in person.

**Payment of Account Balance Net of Memos:**

**ON-LINE:** Log onto my.campus.framingham.edu and pay by check or credit
TUITION CHARGES Fall 2012-Term 201290

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<thead>
<tr>
<th>Undergraduate</th>
<th>Full-Time (3 or more courses)</th>
<th>Part-Time (2 courses)</th>
<th>Part-Time (1 course)</th>
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<td>In-State</td>
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<td>New England Regional</td>
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<td>$243.00</td>
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<td>International (f1 Visa)</td>
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<td>Graduate (Annual)</td>
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<tr>
<td>International (f1 Visa)</td>
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<td>$1175.00</td>
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The following fees are mandatory and must be paid by all students.

STUDENT FEES

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<thead>
<tr>
<th>(3 or more courses)</th>
<th>(2 courses)</th>
<th>(1 course)</th>
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<tbody>
<tr>
<td>Academic Support</td>
<td>$34.50</td>
<td>$24.00</td>
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<tr>
<td>Arts &amp; Humanities</td>
<td>$2.50</td>
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<td>Athletics</td>
<td>$133.50</td>
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<td>Career Advisement</td>
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<td>College Center</td>
<td>$115.00</td>
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<td>University Operations</td>
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<td>Health</td>
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<td>Library</td>
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<tr>
<td>Student Activities</td>
<td>$70.00</td>
<td>$48.00</td>
</tr>
</tbody>
</table>

Graduation Fee: $40.00 / ID Replacement Fee: $15.00

In Person (Master Card, Visa, Discover, Amex)

IN PERSON: Pay by cash, check or credit card at the Student Accounts Office.

MAIL: Submit a copy of the student eBill along with a check payable to Framingham State. Print your name and nine digit student # in the lower left hand corner of the check. Note that you may not pay by credit card through the mail because of new credit card regulations. Please do not mail cash.

Payments and non-compliance of the above requirements not received by the due date are subject to a $50.00 late fee. A $25.00 fee will be charged for a check returned unpaid by the bank.

If you are a first-time student, the non-refundable $200.00 paid at the time of admissions acceptance will be credited as follows: $50.00 toward the first term’s tuition and $150.00 toward the second term’s residence hall charges.

Other Fees:

A $15.00 fee will be charged for replacement of a student ID card. In accordance with the Dept. of Higher Education Policy No. FAAP 97-28, you may be subject to additional tuition charges per course if you take thirty-eight (38) or more state-supported courses at Framingham State. Currently, this additional tuition charge is $940.00 per course. Senior citizens auditing a course will be charged $130.00 in fees per course. Commuting students will be charged
$50.00 per term for a commuter parking decal. Graduating students will be charged a $40.00 graduation fee.

**Residence Hall Charges** (fall term):
Horace Mann Hall, Corinne Hall Towers, Peirce Hall, O’Connor Hall, Larned Hall, and Linsley Hall Standard: $3,190.00; Horace Mann Premier Jr. Suite: $3,440.00; Linsley Hall Suites: $3,690.00; North Hall Conjoined Double: $3,815.00; North Hall Suite Rooms and Design Singles: $4,315.00; Design Single Rooms will be charged an additional $175.00 per term; Double rooms used as singles will be charged an additional $800.00 per term.

The non-refundable $150.00 residence hall deposit is credited to the spring term bill. Each resident student is also required to pay a Damage Deposit of $100.00 at the beginning of the first term of residency of each academic year.

**Meal Plan Charges (fall term):**
A meal plan (excluding: the 50, 50 Plus and 25) must be selected by all residence hall students. All meal plans are available to commuter students and may be purchased at the Dining Service Office in the McCarthy Center.

**BASIC:** Any 19 meals/week; 10 guest passes/term – $1,500.00
**BRONZE:** Any 19 meals/week; 10 guest passes & $100 DD/term - $1,580.00
**SILVER:** Any 14 meals/week; 5 guest passes & $150 DD/term- $1,580.00
**GOLD:** 120 meals & $200 DD/term - $1,655.00
**PLATINUM:** 75 meals & $500 DD/term - $1,665.00
**BLOCK 50:** 50 meals/term (commuters only) - $360.00
**BLOCK 50 PLUS:** 50 meals/term plus $500 RAM Cash - $850.00 (commuters only)
**BLOCK 25:** 25 meals/term - $180.00 (commuters only)

All meals are provided in the Dining Commons. The Dining Dollars (DD) included with certain meals may be used at: the Marketplace, Juice Bar, Starbucks Cyber Café, Whittemore Library Café or Sandella’s Flatbread Cafe. Dinning Dollars expire at the end of the term and unused balances are non-refundable.

**Parking:**
Commuter students who park a vehicle on campus must have a commuter parking decal. If you are a commuter student who does not plan to park a vehicle on campus, please complete the commuter parking waiver form online at www.framingham.edu/Campus Police or contact Campus Police at (508) 626-4911 for further instructions.

If you are a resident student and the resident parking fee has been included on the eBill and you do not wish to participate in this program, you may waive the charge minus the non-refundable $100.00 deposit. A residence hall student whose status is changed to commuter must obtain a commuter parking decal to park a vehicle on campus. Parking decals will be mailed before the beginning of classes.

Please contact Campus Police at (508) 626-4911 or online at www.
framingham.edu/campus-police/ for additional detailed information.

**Commuter Student Parking Fee:** $50.00 per term

**Resident Hall Students Parking Fee:** (these fees include a non-refundable $100.00 deposit) $500.00 per year; $300.00 per term; $225.00 per term (Internship/Student Teaching Only)

**Mandatory Health Insurance:**
State law requires all full-time students (3 or more courses-Day Division, DGCE, or a combination of both) attending Framingham State to have health insurance.

- If you have coverage under a health insurance policy, you must complete, on-line, the Health Insurance Waiver Form by the due date of the student bill. To access the form, go to www.framingham.edu/health-services/health-insurance.html. You may also link to this Website through my.campus.framingham.edu.

- If you do not have proper health insurance coverage, you must enroll in the health insurance plan offered by Framingham State. In order to enroll and make payment, go to http://www.framingham.edu/health-services/health-insurance.html

**HEALTH INSURANCE FEES:**
- $1,261.00  (Full Year 8/1/12-7/31/13)
- $534.00  (Fall 8/1/12-12/31/12 - Available to Dec. or Jan. Grads only)
- $742.00  (Spring 1/1/13-7/31/13)

**If a student is withdrawing from the Framingham State:**
The student should so indicate by printing and signing the eBill and writing “Withdrawing” across it and mail it to the Office of the Registrar. On or after the first day of classes, the student must complete a “Notification of Withdrawal” form (available at the Dean of Students Office) and submit to the Office of the Registrar. No refund will be issued unless a “Notification of Withdrawal” form is completed.

For a student withdrawing from Framingham State, tuition, fees, room and board refunds are prorated on a daily basis through 60% of the term. These prorated percentages apply to tuition, fees, residence hall, and meal plan charges. Excluded from this policy are: the tuition deposit, the residence hall deposit, the resident parking deposit and fee, the returned check fee, the health insurance premium, and any other use or penalty fees which are non-refundable.

Please note: Federal regulations require that if you have received Federal financial aid funds, you will be eligible to receive the same percentage of these funds according to the refund schedule, based upon your official date of withdrawal. If you do not submit a “Notification of Withdrawal” form and the University determines that you have withdrawn, you will only be eligible to receive up to 50% of your Federal financial aid funds. You will be responsible to pay any balance due the University if financial aid funds are reduced.
If a student is remaining at Framingham State, but wishes to:

**Drop a course(s):** Students may Add/Drop courses using my.campus.framingham.edu through the first six days of the term. During the billing period, students may make the appropriate adjustment on the on-line worksheet and then adjust their payment accordingly. After the billing period, but prior to the first day of classes, students who have paid for more courses than they have actually registered for, should submit a “Change of Status” form to the Office of Student Records and Registration Services. Starting the first day of classes, students may add/drop courses through my.campus.framingham.edu and their charges will be adjusted automatically each evening. See Day Division All About Tuition and Fees at www.framingham.edu/Tuition-Fees.pdf for more information.

**Withdraw from the Residence Hall:** The student should so indicate on the on-line worksheet and enter the dollar adjustment. On or after the first day of classes there is no refund of residence hall rent for a student who withdraws from the residence hall. The residence hall deposit is non-refundable. A refund of the residence hall damage deposit is made at the end of each academic year after an assessment for any damages. Please note that withdrawal from a residence hall does not automatically withdraw the student from the meal plan. The resident parking fee is non-refundable. If you have any questions regarding housing policies, please contact the Office of Residence Life at (508) 626-4636.

**Withdraw from the meal plan:** The student should so indicate on on-line worksheet and enter the dollar adjustment. All residence hall students must have a meal plan (excludes the 50, 50 Plus or the 25). On or after the first day of classes, the student must go to the Food Services Office and complete a form to withdraw from the meal plan. Absolutely no refunds will be issued without a completed form. The charge percentage is prorated on a daily basis through 60% of the term.

**Financial Aid:**

**Application:**

Students who have not yet applied for financial aid for the 2012-2013 academic year may apply online at www.fafsa.ed.gov. Since processing time of the application may take two to four weeks, other arrangements must be made for payment of the Student eBill by the due date. Applicants for financial aid who have not yet received an award by the due date of the eBill must pay the eBill and be reimbursed when the funds are received.

All financial aid credits on the student bill are in anticipation of financial aid to be received by Framingham State based upon certain qualifying criteria and obligations of the student. If the qualifying criteria are not met and/or the obligations of the student are not fulfilled, the credits will be removed from the student’s account and the student will be immediately responsible for any “Current Account Balance.” If you disagree with the amount of financial aid listed on your eBill, please contact the Financial Aid Office. Financial aid is credited to each term’s charges provided you have completed all necessary paperwork.
MASS Grant:
Eligibility for this scholarship is determined by the Massachusetts Office of Student Financial Assistance based on your initial Free Application for Federal Student Aid (FAFSA) information. The Financial Aid Office verifies this information, and changes may result in a different award. Only awards preprinted on the Student eBill may be applied toward charges.

Federal Direct Stafford Student Loan Program:
Students must electronically sign a Master Promissory Note (eMPN) and must complete online Entrance Counseling prior to receiving their Stafford Loan funds. Students who have not completed an eMPN and Entrance Counseling can do so at www.studentloans.gov.

If a student does not complete Entrance Counseling and an eMPN in a timely manner, the loan credit will be removed from the account and the student will be immediately responsible for any “Current Account Balance”. All Federal Direct Stafford Loan funds will be received electronically by the University. Please note that your loan amount will be reduced by a 1% origination fee.

Outside Aid:
Students who have received scholarships, grants, or loans from sources other than Framingham State must forward a copy of the award notification to the Financial Aid and Student Accounts Offices. On the online worksheet, you may deduct only scholarships, grants, and loans which have been verified by the granting source and which will be made payable to Framingham State. Make the appropriate adjustment on the on-line worksheet (accessible from my.campus.framingham.edu). You must mail or fax a copy of the award or loan approval letter with a copy of your eBill and include your 9-digit ID # on all pages. The scholarship/grant award letter must include the name and billing address of the granting source. All awards are subject to confirmation from the granting source. A letter indicating that an award or loan is in process will not be accepted. Please include your 9-digit ID # on all documents.

State Employee Waiver:
You may also deduct a State Employee Waiver. Make the appropriate adjustment on the on-line worksheet (accessible from my.campus.framingham.edu). A copy of the waiver form must be enclosed or faxed. Please include your 9-digit ID # on all documents.

National Guard and Senior Citizens:
National Guard and Senior Citizen waivers must be approved by the Office of Student Records and Registration Services. Note: You may also make the appropriate adjustment on the on-line worksheet (accessible from my.campus.framingham.edu) and fax a copy to the Student Accounts Office. Please include your 9-digit ID # on all documents.

Monthly Payment Plan - Tuition Management Systems (TMS):
The “Monthly Payment Plan” offered through Tuition Management Systems enables a student to budget all or part of the Student eBill without interest. The Plan may be used in conjunction with all forms of financial aid such as grants, loans, and scholarships. Monthly payments must be made
to TMS by the first of each month. A student may participate in the Plan by budgeting costs from July 1 to November 1 for the fall term, and from December 1 to April 1 for the spring term, for an enrollment fee of $55.00. You may also budget for just one term for an enrollment fee of $40.00. If you wish to enroll, you must do so prior to the due date of the Student eBill. To enroll go to www.afford.com or access their link via www.framingham.edu/student-accounts.htm. In addition, you must make the appropriate adjustment on the on-line worksheet by the due date of the eBill. This will inform Framingham State of your enrollment in the Monthly Payment Option and the budgeted amount. Questions regarding the Plan should be directed to Tuition Management Systems at 1-800-356-8329. Each term’s budgeted amount is credited to the initial Student eBill of that term. If you are delinquent in your payment to TMS, the University will consider your Student eBill unsatisfied.

If there are any questions regarding tuition and fees or the billing process, please read “All About Tuition and Fees” published each term and available at www.framingham.edu/student-accounts.htm. You may also stop by the Student Accounts Office in Dwight Hall, which is open Monday through Friday, 8:30 a.m. to 5 p.m., call (508) 626-4514 or email us at studentaccounts@framingham.edu.

Please note the following:
- All funds awarded by Framingham State will be credited to your student account provided you fulfill all requirements for any awards or credits.
- Any credits applied to your account are in anticipation of scholarships, grants, loans, waivers and TMS Plan payments.
- If changes in these credits occur which result in a “Current Account Balance”, you will be responsible for full payment of this balance.
- Students who have not satisfied their Student eBill or, if applicable, Health Insurance requirement, will not be issued grades, diploma or transcripts or be permitted to register for any courses or programs.
- All information contained herein is in effect at the time of publication and is subject to change without notice.

Trustee Policy Regarding Outstanding Debts:
It is the policy of the Board of Trustees that the students or former students who are listed by the Student Accounts Office of Framingham State as having unpaid debts for tuition, room, board, medical, or other Framingham State related charges where said debts have not been agreed to by Framingham State will not: 1) Be issued any diploma to which said students may otherwise be entitled, 2) Be permitted to register for any program for which the student may otherwise be eligible, or 3) Be furnished a certified copy of any University transcript (unless said transcript is needed to obtain any benefits related to service in the United States Armed Forces), although said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.
Campus Ministry

The Office of Campus Ministry provides opportunities to serve the religious and spiritual needs of all members of the campus community. The office coordinates religious services, educational programs, and volunteer service opportunities. The office also provides spiritual guidance and counseling for members of the Framingham State University community who are dealing with issues of faith or morality regardless of religious affiliation.

Two chaplains are regularly available to assist students, faculty, and staff. A Roman Catholic lay minister is on campus twice per week, and a Jewish rabbi is available once per week. A Roman Catholic priest celebrates mass every Sunday evening and on special occasions. The chaplains are also advisors to the Catholic, Protestant, and Jewish student clubs. Another student religious group active on campus is Christian Fellowship, a non-denominational group.

The chaplains are available to help students from religious groups and traditions that are not currently being served on campus. The chaplains also organize interfaith activities such as the annual Thanksgiving Dinner, joint meetings with non-religious clubs and volunteer service opportunities. Additional information can be obtained by stopping by the McCarthy Center, Room 516 or by calling (508) 626.4610.

Career Services and Employer Relations

Four years at Framingham State, picking a major that you can turn into a career, writing a resume, applying for jobs, considering graduate school—it can be overwhelming. No pressure. Let Career Services and Employer Relations help you now, next week, next year. We offer one-on-one / face-to-face, as well as web-based tools that can help you determine how to utilize your skills, values and interests. Looking for a part-time job, internship or full-time career? Want to know when our next career event is? Take advantage of RAMTRACK, our online, career management database. First year students, transfer students, seniors, all students and alumni are encouraged to take advantage of our resources. We are located in Room 412 of the McCarthy Center and our office hours are Monday–Friday, 8:30 a.m. – 5 p.m. Make an appointment today by dropping in or calling (508) 626-4625. Explore us online 24/7/365 at http://www.framingham.edu/career-services.

Center for Academic Support and Advising (CASA)

www.framingham.edu/center-for-academic-support-and-advising

Location: South Peirce Hall Annex Telephone: (508) 626-4540
Tutor Hours: Monday – Wednesday, 9 a.m. – 9 p.m.
Sunday, 5 p.m.- 9 p.m.
Thursday, 9 a.m. – 5 p.m.
Friday, 9 a.m. - 1 p.m.

The team of professional staff at CASA supervises the operation of several academic support programs. These include the Writing Center,
Commuter Programs

For the commuting student population, the Office of Student Involvement and Leadership Development provides resources and support. All campus services are open to commuter students, and students are encouraged to provide feedback for other ideas and programs. Lockers, focus groups, and the Commuter Connection Services page in Collegiate Link (a virtual newsletter), are just a few of the services offered for commuters. A complete list of services is provided on the Student Involvement's website: www.framingham.edu/sild. For more information please call (508) 626-4615.

Counseling Center

The Counseling Center is the place to come when you have a personal concern and want to talk with a counselor to explore alternatives in an objective, accepting way. Many students seek help with issues relating to the problems and stresses of college life. Students also come in with a wide range of problems and concerns, including depression, anxiety, friendship and relationship issues, eating problems, and difficulty with self-esteem, to name a few.

Counselors are available by calling or coming in to the Center to make an appointment, at no cost to matriculated Framingham State students. Initial meetings will focus on your concerns and an agreement will be reached between you and your counselor about the best approach to your situation. All records and what is discussed with your counselor are kept confidential and are protected to the full extent of the law.

In urgent situations, students can be seen by a counselor immediately and a plan can be negotiated for appropriate treatment. After normal business hours and on the weekends, students requiring immediate assistance can call Advocates Emergency Services at (508) 872-3333.

To make an appointment, call Bonnie Lewis-Gentry at (508) 626-4640, or stop by the Office in the Health and Wellness Center at Foster Hall between
8:30 a.m. and 5 p.m., Monday through Friday. Students can come in without an appointment Monday through Friday from 2-3 p.m. or any time during business hours if there is a crisis.

Counseling Center Staff:
- Paul Welch, M.S.W., LICSW, Director
- Bonnie Lewis-Gentry, Administrative Assistant
- Andrew Lipsky, M.S.W., LICSW
- Jeanne Haley, M.S.W., LICSW
- Marie Margulies-Ellias, M.S.W., LICSW
- Kim Charneski, MSW, LCSW
- Rupal Bhatt, Psy.D.
- Christina Garbarino, M.S.N., NP, Psychiatric Nurse, Clinical Specialist

**D. Justin McCarthy Center**
The D. Justin McCarthy Center is open to all members of the Framingham State community, including students, faculty, staff, and alumni. The McCarthy Center offers a wide array of services, comfortable meeting and event rooms, fine food, and a variety of programs. The following offices and meeting spaces are located in the McCarthy Center:

**1st Floor**
- Framingham State Campus Police Department

**2nd Floor**
- FSU Dining Services, Forum, Market Place and Dining Commons

**3rd Floor**
- 1839 Room, Alumni Room, Cyber Café, Faculty/Staff Dining Room, Game Room, Information Desk/Transportation Center, Mazmanian Gallery, Student Lounge

**4th Floor**
- Career Services and Employer Relations, Club Rooms I, II, and IV, *The Gatepost* Student Newspaper, Student Government Association (SGA), Student Union Activities Board (SUAB), WDJM Radio Station

**5th Floor**
- Club Room III, Campus Ministry, Dean of Students, Dean of Enrollment Management, Financial Aid, Student Accounts, Registrar Services, Graduate Admissions. International Education/Study Abroad, Multicultural Affairs, Student Involvement and Leadership Development, Veteran Services Coordinator

**Framingham State Dining Services**
On behalf of the entire Framingham State Dining Services Team, we would like to welcome you to Framingham State. Our mission is to provide the finest quality meals and services at an affordable cost to our students, faculty, staff and guests.

**Location, Menus and Operating Hours**
Please visit us online at [www.framingham.edu/dining](http://www.framingham.edu/dining) for a complete listing of dining locations, menus and hours of operation.

**Meal Plan Choices**
A meal plan (except Block 50, Block 50 PLUS and Block 25) must be selected by all students living in University provided housing. Resident Freshmen & Sophomores will be assigned the SILVER meal plan and Junior & Seniors will be assigned the PLATINUM meal plan. If you wish to add or make a change to a meal plan, make the appropriate dollar adjustment on myFramingham. Changes or additions to meal plans on or after the first day of classes may continue to be made via myFramingham or by visiting the Dining Services Office in the McCarthy Center.

All meal plans are available to commuter students.

Meals may be used in the Dining Commons or for a meal exchange available at many on-campus restaurants. Basic, Bronze and Silver Meals may only be used by the card holder. All other meals may be used for both the card holder and guests provided that the card holder is present.

Dining Dollars may be used at the Marketplace, Juice Bar, Starbucks, Red Barn Cafe or Sandella’s Flatbread Cafe. Dining Dollars expire at the end of the term and unused balances are non-refundable.

**MEAL PLAN DETAILS & RATES**

Basic (19 Meals per week, 10 Guest Passes per term) = $1,500.00

Bronze (19 Meals per week, 10 Guest Passes & $100 Dining Dollars per term) = $1,580.00

Silver (14 Meals per week, 5 Guest Passes & $150 Dining Dollars per term) = $1,580.00

Gold (120 Meals, $200 Dining Dollars per term) = $1,665.00

Platinum (75 meals, $500 Dining Dollars per term) = $1,665.00

Block 25 (25 meals per term, commuters only) = $180.00

Block 50 (50 meals per term, commuters only) = $360.00

Block 50 PLUS (50 meals, $500 RAM Cash per term, commuters only) = $850.00

**RAM Cash**

RAM CASH is a pre-paid debit account that allows students, faculty, and staff with a valid FSUcard to make purchases at on campus restaurants. RAM CASH may also be used for purchases at the Bookstore, for washers and dryers at campus laundry centers, at snack vending machines and at a variety of off-campus locations. Visit the RAM CASH page of our website for more details.
Frequently Asked Questions

What is my FSUcard?
Your FSUcard is your student ID. It is used for access to the residence halls, for meals in the Dining Commons (if you have a meal plan) and as a debit card for Dining Dollars and RAM CASH. If you have a meal plan with Dining Dollars (FSU Dining locations ONLY) or have added RAM CASH, you may use your FSUcard for purchases at all FSU Dining Services locations, at the Bookstore, for washers and dryers at campus laundry centers, at snack vending machines and at a variety of off-campus locations. Visit the RAM CASH page of our Website for more details.

Can my friend use my FSUcard?
Use of your FSUcard is limited to the person identified on the card.

Can I take food from The Dining Commons?
The removal of food in addition to china, silverware and cups from the Dining Commons is strictly prohibited.

I want to change my meal plan. Where do I go?
The easiest way to change your meal plan is online by logging into myFramingham and going to the Student Account section. Meal plan changes can also be made by visiting the Dining Services Office. Please note that changes to a lower meal plan may only be made prior to add/drop.

I lost or forgot my FSUcard. What do I do?
Lost Student ID’s must be reported to the Card Services Office immediately. Please note that there is a fee for card replacement. Cards may also be put on hold via Blackboard.

I want to offer a suggestion to FSU Dining Services.
The quickest way to offer your suggestion is to speak with one of our managers or supervisors. Our staff is always eager to listen. Alternatively, you can comment via the FEEDBACK page of our Website or by sending an email directly to dining@framingham.edu.

When does my BASIC, BRONZE OR SILVER meal plan reset for the week?
The week runs Monday – Sunday so your meals will reset starting Monday morning.

What do I do if I am unable to make it to a meal because of class, an internship or my work schedule?
Meal exchanges are available at most campus restaurants allowing you to get a meal to go for those times that you may miss a meal.
Disability and Academic Support Services

Framingham State offers equal opportunities to all qualified students, including those with disabilities and impairments. Framingham State is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. The Office of Academic Support and Disability Services works with students who have learning and psychiatric disabilities as well as students with mobility or sensory (vision, hearing) impairments.

The Office of Academic Support and Disability Services determines reasonable accommodations for qualified students. The purpose of accommodations, modifications, and/or auxiliary aids is to reduce or eliminate any disadvantages that may exist because of a disability. Framingham State is not mandated by law to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, Framingham State is mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability.

Procedure for Accessing Academic Support:

Upon admission to Framingham State and not less than two weeks prior to the start of classes, students who want to access services must self-identify and provide appropriate verification of their disability to the Office of Academic Support and Disability Services in the Center for Academic Support and Advising (CASA). Documentation will be reviewed and eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

The Office of Academic Support and Disability Services is responsible for evaluating the documentation submitted by the student. If further evaluation is needed, the Dean of Students also will review the documentation. The documentation will be retained in a confidential Registry for Students with Disabilities at CASA and will be accessible only to those making decisions regarding accommodations.

Following review of documentation, students who are requesting accommodations must meet with the Director of Academic Support. Since some services require advance notice to arrange, sufficient lead time is necessary to ensure that modifications or auxiliary aids are available by the start of classes. Students with physical or sensory disabilities must give adequate notice to arrange accessible classrooms, to hire signing interpreters, or to obtain textbooks in an alternative format.

At the request of the student, Documentation Confirmation letters will be prepared for faculty to confirm the presence of a disability and appropriate classroom or exam accommodations. Students should meet with faculty as early as possible, but no later than two weeks after classes begin, to discuss arrangements for the semester. If, at any point, an instructor expresses concern about the academic accommodations stated in the Documentation Confirmation, the student is responsible for contacting the Office of Academic Support and Disability Services immediately.

Framingham State requires all students claiming a disability to submit
documentation that verifies the disability. Documentation on file must:
- State the specific diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Be current within three years for learning disabilities and ADHD and within six months for psychiatric impairments. (This requirement does not apply to visual, hearing or mobility-related impairments.)
- Include a complete educational, developmental and medical history relevant to the disability.
- Include a list of all test instruments used in evaluation and relevant subtest scores. (This requirement does not apply to visual, hearing or mobility-related impairments.)
- Describe the specific accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services requested.
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

Complete guidelines can be found at: http://www.framingham.edu/center-for-academic-support-and-advising/disability-services. High school Individualized Educational Programs (IEP’s) are not sufficient documentation upon which to base a request for academic accommodations.

Accommodations: Reasonable accommodations are defined as all adjustments, alterations, or modifications that allow a student with a documented disability or impairment to have equal access to University programs and activities. There is no guarantee all requested academic accommodations will be granted. Accommodations will be made on a case-by-case basis, and may include but are not limited to:

Classroom:
- Tape recorders
- Signing interpreters
- Note-takers

Tests/Exams:
- Extended time
- Distraction-reduced setting
- Oral exam
- Laptop computer/word processor
- Alternative format text
- Scribe

There are also five offices on campus with TTY’s: Admissions, (508)626-4500 (V/TTY); Framingham State Police Department, (508)626-4008 (TTY); Whittemore Library, (508) 626-4655 (V/TTY);
Student Rights and Responsibilities

Rights

♦ To not be denied access due to disability.
♦ To receive reasonable accommodations which provide equal opportunity.
♦ To have access to auxiliary aids/assistive technology.
♦ To receive assistance from the Office of Academic Support and Disability Services in removing any academic, physical or attitudinal barriers.
♦ To not be discriminated against due to a disability or receive any retaliatory discrimination.
♦ To confidentiality of all documentation related to his or her disability.

Responsibilities

♦ To self-identify themselves to the Office of Academic Support and Disability Services.
♦ To provide documentation — with current functional limitations and recommendations for academic support — by a qualified practitioner.
♦ To present Documentation Confirmation to faculty within the first two weeks of the semester.
♦ To provide a minimum of a two-week notice for all accommodation requests including but not limited to adaptive technology, physically accessible classrooms, interpreters or texts in alternative format.
♦ To provide one-week notice to the instructor and the Office of Academic Support and Disability Services when they will be testing at CASA.
♦ To assume responsibility for testing procedures and notifying faculty and the Office of Academic Support and Disability Services accordingly.
♦ To assume personal responsibility for meeting with faculty and requesting assistance through supplemental services such as the CASA Tutoring Center.
♦ To meet the University’s graduation requirements.

Education Technology Office

Education Technology Office (ETO) supports faculty, students and staff using technology in the teaching and learning environment. Consultative services, professional development workshops, blended and online learning, and support of technology innovation projects are a primary focus of the department. ETO also provides support for Microsoft Office software, eLearning software, Content Management System and instructional applications plus more. Visit us in Hemenway Hall G05 or G09 8:30 a.m. to 5:00 p.m. M-F, call (508) 626-4927, or send an e-mail to eto@framingham.edu.
Financial Aid

The Financial Aid Office at Framingham State assists students and their families in meeting the costs of a college education. Framingham State participates in a wide variety of federal, state, institutional, and private financial aid programs.

General Eligibility Requirements

In order to be eligible for financial aid, an applicant must be a U.S. citizen or an eligible noncitizen enrolled (or accepted for enrollment) in a degree program at Framingham State. Additionally, the applicant must be maintaining satisfactory academic progress toward a degree and be in compliance with the Selective Service Law, must not be in default on any educational loans, or owe a refund on any federal grants to any institution, and must have all documents required for a completed financial aid application on file in the Financial Aid Office. If you have a drug conviction for an offense that occurred while you were receiving Federal Student Financial Aid, please contact the Financial Aid Office (508) 626-4534 to determine if your conviction affects your eligibility for aid.

How to apply for Financial Aid

Students must complete the FAFSA (Free Application for Federal Student Aid). This application can be completed online at www.fafsa.ed.gov. The priority deadline for this application is March 1st. Students selected for verification will be required to submit additional documentation.

Financial Aid Awards

Once your financial aid eligibility is determined, a financial aid package is prepared. The package may be a combination of grant, work, and/or loan programs.

The amount of financial aid eligibility that is met depends upon the availability of funds, the number of applicants, and the date your financial aid file is completed. Files completed by April 1 will receive priority consideration, while files completed after that date are subject to available funding. If you complete a financial aid application, a Financial Aid Award Letter will be mailed to you.

It is the responsibility of the student to notify the Financial Aid Office of all financial assistance received from other sources. Types of assistance that must be reported include private scholarships, tuition waivers, veterans' benefits, Massachusetts rehabilitation assistance, etc.

All forms of outside assistance must be taken into account in the financial aid package. Outside assistance received after awards are made by the Financial Aid Office may cause the financial aid package to be adjusted.

Financial Aid Appeals

If your family situation has changed, you may appeal to the Financial Aid Office. Appeals must be in writing, preferably typed, and submitted to
the Financial Aid Office. Grounds for an appeal may include, but are not limited to: loss of job, loss of other income, a death in the family, a divorce or separation in the family, and unusually high medical bills. Supporting documentation must be included. All appeals are handled on an individual basis.

Payment of Financial Aid Awards

If you have been awarded financial aid prior to the due date of your bill with Framingham State, your aid (excluding Federal Work-Study) will be applied directly to your account. If you have been awarded more aid than is required to meet your obligation to Framingham State, you will be refunded this amount and it may be used to meet other educational expenses. Financial aid refunds are usually not available until the midpoint of the semester. It is the policy of the Student Accounts Office to credit the first money received to the Student bill.

If you withdraw from Framingham State during the semester, you may not be eligible for your entire financial aid awards. The refund policy of Framingham State is available on the Student Accounts Website and in the Student Accounts Office.

Financial Aid Office Staff:
Susan Lanzillo, Director
Shawn Morrissey, Associate Director
Traci Wynn Hickey, Assistant Director
Dianne Boyle, Office Manager
Caitlin Lelievre, Financial Aid Clerk

The Financial Aid Office is located in McCarthy Center, Room 515.
Telephone: (508) 626-4534

First-Year Programs

First-Year Programs works with new students and the Framingham State community to create an environment conducive to the successful transition of first-year students. Programs are designed that help acclimate students to Framingham State’s academic, social and cultural expectations. This includes assisting students in their academic pursuits, encouraging involvement in campus life and establishing connections between faculty, staff and administrators that will make their experience a positive one. The following services and resources are provided by First-Year Programs.

First-Year Philosophy Statement

Framingham State provides opportunities to empower first-year students to grow and mature emotionally and intellectually. To help them begin this process, students will be exposed to a comprehensive support program of personnel and resources that encourages both personal development and responsibility. We also encourage students to participate
in co-curricular activities that enhance a sense of community and provide transferable skills in and out of the classroom. Framingham State supports students by providing an educational experience which focuses on teaching students to become actively engaged learners through establishing relationships that foster academic success.

**Transfer Services**

We serve as a home-base for transfer students in transition. We will answer your questions and help connect you with FSU campus resources, including academic advising, class registration, campus technology, campus involvement, and more. **Hours are Monday–Friday, 8:30 a.m.–5 p.m.**

**Orientation**

An orientation program is offered for new first-year and transfer students prior to the beginning of classes in the fall and spring semesters. The orientation program is designed to provide a comprehensive introduction to the academic, social and cultural dimensions of Framingham State and to prepare students for a successful first year on campus. Through meetings with faculty, students and administrators, information is presented on academic requirements, registration, student services and campus life. Special orientation activities are offered for the parents/guests of entering first-year students. Orientation is mandatory for all Day Division students entering Framingham State.

At Orientation new students will:

♦ Learn about campus life and available support resources for students.
♦ Meet current student leaders and other new students.
♦ Receive a copy of their course schedule.
♦ Meet faculty advisors from their academic departments.
♦ Learn about courses and majors.
♦ Be introduced to campus computing and learn about the Laptop Program for new students.
♦ Become familiar with Framingham State campus.

**FSU Foundations**

This program is designed to assist the first-year student’s successful transition to the University environment. All first-year students are required to complete a FSU Foundations course during their first year at the University. All students, no matter the course, will learn how to be aware of themselves as life-long learners, to be contributing members of the Framingham State community and develop skills that will assist in their academic success. This course, which actively engages students in and out of the classroom, will be a valuable part of the first year at Framingham State as it assists students in learning how to get the most out of their University experience. Due to the limited size of the Foundations courses, students will be able to connect with their faculty member, their
seminar facilitator and the assigned Peer Mentor. These connections are designed to ease the transition during the first year at Framingham State.

**Transfer Student Seminar**

In the beginning of fall semester, a non-credit 5-session workshop series is available for transfer students to dive into more detail about FSU campus life, resources, and services. Students will work with a facilitator and have the opportunity to meet other professionals and guest speakers across campus. Topics covered in the Transfer Student Seminar include academic advising, registration, career services, technology resources, and campus involvement opportunities. Sign up for Transfer Student Seminar at Orientation in May or August, or at Black and Gold Beginnings.

**Black and Gold Beginnings**

Just prior to the beginning of the fall term classes, academic and social programming is offered to assist students in their transition to FSU. Students take part in activities that allow them to bond with students, become familiar with Framingham State, have discussions about the Common Reading and take advantage of all the resources available to them. This is a great way to begin their careers at Framingham State.

**Placement Testing**

As required by the Massachusetts State Department of Higher Education, all entering students will be tested in order to ensure proper placement in courses. Students will take tests to determine their abilities in math, writing and reading. The results, along with advice from an assigned Academic Advisor, will assist in course selection that will enable students to stay on track for graduation and also be enrolled in courses providing the greatest opportunity for academic success.

Opportunities to retake Placement Tests are available prior to the start of and during the fall and spring semesters. Dates will be set and posted on the Placement Testing Website (www.framingham.edu/first-year-programs/placement-testing/retake-dates.html). Please call the Orientation Office at (508) 626-4637 to make a reservation. Please keep in mind that students are allowed only one retake of the Mathematics placement test and students enrolled in MATH 095, General Mathematics, forfeit the opportunity to retake the math placement test.

**First-Year Council**

This group of first year students meets with the Director of First-Year Programs monthly to discuss relevant issues and provide feedback on the overall University experience. Information gathered is used to improve programs and how they are delivered, as well as their satisfaction with life on campus.

**Framingham State Police Department**

The Framingham State University Police Department is committed to providing protection for the lives and property of the Framingham State community. The Framingham State Police Department also enforces state statutes, town ordinances, and the rules and regulations of the State.
University in an effort to promote a secure and safe campus. Additional services provided by the Department include non-emergency transportation to and from medical facilities, motor vehicle lock-outs on campus, the investigation of incidents on campus, traffic control, court appearances, and parking enforcement. The Department also has a TTY to assist deaf and hard of hearing individuals. The phone number is (508) 626-4008.

In addition to the aforementioned services, the Framingham State Police Department also offers public safety related programs in areas such as: Domestic Violence, Rape Awareness, Rape, Aggression and Defense (R.A.D.) classes, Alcohol and Drug Abuse, and Street Smart safety tips. These programs are held throughout the year usually in the residence halls, but will also be held at the request of any individual or organization within the Framingham State community.

The Framingham State Police Department (per Chapter 15A Section 22, Chapter 73 Section 18, Chapter 90 and Chapter 22 Section 63 of Massachusetts General Laws) enforces the parking regulations and operation of motor vehicles on and about Framingham State property. Traffic violators and/or parking offenders may be subject to penalties and/ or fines through any and all of the following: the Court System, University Judicial System, the Framingham State Parking Clerk’s Officer, the Town of Framingham Parking Clerk’s Office and the Registry of Motor Vehicles. See the 2012 - 2013 Framingham State University Parking Rules and Regulations Booklet for further information about parking and motor vehicle operation on and surrounding Framingham State Property.

**Health Center**

The Health Center is located on the first floor of the Health and Wellness Center in Foster Hall and offers both clinical services and wellness education throughout the academic year. Hours are Monday - Friday, 8 a.m. to 4:45 p.m.

**Clinical Services**

Most of the services found in a primary care office are available in the Health Center. These include diagnosis and treatment of acute illness and injuries, monitoring of chronic diseases such as asthma, immunizations, physical exams including gynecological care, birth control, prescriptions, lab tests, and health education. Testing for sexually transmitted infections is available in Health Services. Free condoms are available in our waiting room and are provided to the RA’s for distribution in the residence halls. Appointments can be made by calling (508) 626-4900 or stopping by Health Services. Often, walk-in appointments are available.

Students have several options for after-hours care. For medical emergencies, Campus Police should be contacted at (508) 626-4911. There is a Web-based triage program on the Health Services homepage for non-emergency care, Students’ Self Care Guide. When students develop symptoms day or night they can go to this Web page to access medical information/advice on when to get help and how to manage illness with self-care strategies.
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. Information regarding these requirements can be found on our Website www.framingham.edu/health-services. Health Services maintains a confidential relationship with the student observing HIPPA requirements. We can be contacted at (508) 626-4900.

Wellness Education
The Health Center also offers health education in a variety of formats: on a one-on-one basis during office visits, brochures on a variety of health topics, information and links on our Website, occasional information tables in McCarthy Center, programs in the residence halls, classroom presentations, customized workshops. We also sponsor performances/presentations by groups from outside Framingham State. Topics include reducing high risk behavior related to alcohol and drug use, promotion of sexual responsibility, healthy choices around food and body image and stress reduction. A Peer Educator program was implemented in the 2011-2012 academic year. If you are interested in participating in this program or have any question regarding wellness education, call (508) 828-4693. Good health is essential for academic, personal and professional success and we are here as a resource for you.

Identification Cards
All students (residents, commuters, and continuing education) are required to obtain Framingham State University Identification Cards. ID Cards are the property of Framingham State University, are non-transferable, and must be returned to the Office of the Registrar upon withdrawal from Framingham State.

Full-time day students will have the initial ID photo taken during New Student or Transfer Orientation. ID Cards are distributed at the end of the student’s orientation. There is no charge for the initial ID card. Resident, commuter, faculty, staff, contractors, and replacement identification cards are produced at the Framingham State University Police Department’s ID Office located in the McCarthy Center (MC100A), adjacent to the Police Station.

ID cards are replaced only if the ID is lost, stolen, or damaged. Lost or stolen IDs must be reported immediately to the ID Office during business hours or to the Framingham State Police Department after hours. Damaged cards must be returned to the ID office. If lost or stolen, there is a $15.00 fee for the replacement of the ID card that is automatically applied to the student’s account. Payment must be made as soon as possible either by visiting the Student Accounts Office or online. An ID replacement fee waiver may be authorized, after review of the circumstances, if a Police Report is presented documenting a stolen ID. In the event a card reported as lost or stolen, and which had been replaced, is later recovered it is the student’s responsibility to promptly return that card to the ID Office.
Information Technology Services (ITS)

Information Technology Services provides computer access, support and training to students, faculty, and staff at Framingham State University. Technicians are available to provide troubleshooting and network support for students’ laptops and network printing. Technicians are also available to assist students with computing problems in the general computer lab (HHG20), academic labs, library computers and the residence hall computer labs.

There are 2 locations for students to get service and support: The Technology Resource Center located in Whittemore Library and The Support Center located in Hemenway Hall.

The Technology Resource Center located in the Lower Mezzanine of the Whittemore Library is open

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The Hemenway Support Center is located in Hemenway Hall Room G20 and is open to provide assistance during the following hours (subject to change):

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<td>Mon - Thurs</td>
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<td>Saturday</td>
<td>9 a.m. - 5 p.m.</td>
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<tr>
<td>Sunday</td>
<td>12 p.m. - Midnight</td>
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For more information please visit our Web site at:
http://www.framingham.edu/ITS

Library, Henry Whittemore

Hours:  Monday - Thursday: 8 a.m. - 11 p.m.
       Friday: 8 a.m. - 5 p.m.
       Saturday: 9 a.m. - 5 p.m.
       Sunday: 1 p.m. - 11 p.m.

These hours apply when Framingham State is in full-session. Exceptions for intersession, summer sessions, exam weeks, and holidays are posted in advance.

Staff Organization

Library service functions are organized under the principal staff members listed below. The professional member in charge is listed first.

Reference Services: (including library instruction and electronic services): Marion Slack, Sandra Rothenberg, and Millie Gonzalez.

Circulation Services: (book changing, reserves, fines, interlibrary loan, student scheduling, shelf maintenance): Peg Snyder, Lori Wolfe, and Danielle Lamontagne.

Special Collections: Colleen Previte, Nancy Hanley.
**Inter–Library Loan**: Danielle Lamontagne  
**Periodicals/Serials Services**: Shin Freedman, Debbie Hogan  
**Acquisitions**: Shin Freedman, Allyson Duval.  
**Curriculum Library**: Kim Cochrane, Kim Carney.  
**Technical Services (catalog/process materials)**: Rick Clare, Alicia O’Neill, Suzanne Meunier  

**Director of Library Services** (administration, public and technical services, employment, budget): Bonnie Mitchell; Administrative Assistant, Marge Abbott

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**Handicapped Access**  
Wheelchair ramp access is located at the Library entrance. Individuals with any disability affecting their physical access to, or their ability to use library materials conveniently, should not hesitate to ask for staff assistance. Individual study carrels can be provided for students needing to use cassette players or other aids. Accessible toilet facilities are located on the main floor.

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**Borrowing Regulations**  
The Library has a computerized circulation system and shares a common data base containing the holdings of 43 area public and academic libraries, all of whom are members of the Minuteman Library Network. Framingham State students, faculty, and staff must either have their Framingham State ID bar coded, or obtain a Minuteman Network Card from the Whittemore Library in order to check out materials. Either card entitles the holder to direct borrowing privileges at all network libraries.

Circulating materials may be borrowed for a three-week loan period and may be renewed once if they have not been requested by another borrower. Reference materials, periodicals, and items in special collections are non-circulating and may only be used in their designated areas.

An electronic book security system is in use to prevent unauthorized borrowing. All materials borrowed, their care, and prompt return are the responsibility of the individual to whose ID they are charged.

**Fines**  
Students whose materials are overdue will receive one reminder. For general materials, a fine of 10 cents per day per item will be charged with a maximum of $10.00. Lost materials will be billed at replacement cost of $40 per item.

For reserve materials, charges are 25 cents for the first hour and 10 cents per hour thereafter, to a total of $5.00. Students who fail to clear all debts with the Library will not be permitted to register for courses.

**Reserves**  
Reserve materials for class assignments are located at the circulation desk. Depending on the item, these may be used for a two–hour period, or may be borrowed overnight. A valid ID card is required for these materials and will be held at the desk while the item is in use.

**Resources**  
The Library’s resources are selected, and its services are organized,
to meet the academic as well as the informational needs of the entire Framingham State community.

Faculty Library Coordinators in each academic department regularly assist the Library staff in selecting materials for purchase. Students are strongly encouraged also to select additions to the collections and to help the Library staff evaluate its services by making their needs known directly to the Public Service staff.

Over **200,000** books are presently in the collection and are classified in the Library of Congress (LC) system.

The Reference Collection, containing bibliographies, indexes, encyclopedias, dictionaries, handbooks, atlases, and similar non-circulating materials, is housed at the north end of the main floor. **Several electronic journals and online databases are available for student use.**

Periodicals and newspapers currently received number over **200** titles. These are housed in separate areas according to use and format current, unbound, and microfilmed issues on the Upper Mezzanine and bound volumes on the Lower Mezzanine. All periodicals must be used only in these specific areas. Microfilmed periodicals, ERIC Documents in Education on microfiche, and unbound back issues may be requested in the periodical area.

No periodical may be taken from the Library. The Curriculum Library, located on the Upper Mezzanine, houses a collection of textbooks, curriculum guides, and similar materials of particular interest to students in teacher preparation courses.

Various Special Collections, Framingham State Archives Rooms, and a browsing collection of popular titles located supplement the Library’s holdings for both research and recreational reading.

**Recreational and Informational Services**

In addition to the Whittemore Library’s own extensive resources, its computerized interlibrary loan and information retrieval services and cooperative arrangements with other libraries make accessible the widest range of materials. **The Library has computer access to over 60 specialized data bases containing over 25,000 full-text journal titles and access to the World Wide Web.**

While most students will receive library instruction in basic or advanced courses, all students are encouraged to take advantage of the specialized knowledge of the professional Reference staff by bringing any research questions to their attention.

Reference staff members are available in the Reference Room to assist you from 8 a.m. to 10 p.m., Monday through Thursday; 8 a.m. to 5 p.m., Friday; 9 a.m. to 5 p.m. Saturday; 1 p.m. to 10 p.m. Sunday.

**Inter-Library Loan**

Books or photocopies of materials not available in the Whittemore Library can be located by the Inter-Library Loan staff and delivered from other libraries to Whittemore Library. There is a daily truck delivery from Minuteman Library Network.
Referral to Other Libraries

Students should always make their specific needs known directly to a member of the professional Reference staff. When the resources are not available in Whittemore Library or through services described here, students needing to make extensive use of specialized resources in other academic libraries should always ask the Reference staff if a letter of introduction may be required.

Photocopies

Four photocopiers capable of copying from single sheets, periodicals, or bound volumes are located on the main level and on the upper and lower mezzanines. Copying charge cards may be purchased from card dispensing machines at each copier.

Microfilm and microfiche readers and reader printers are available for reading and copying periodicals and other materials in this format.

Study and Quiet Areas

The Reference Room is a designated quiet reading room and other study areas of the Library are intended for quiet, individual study, and uninterrupted by social or group conversation. Students wishing to confer in groups must use the student lounge, café, or make advance arrangements for meeting room facilities. Two group study rooms are available on the lower mezzanine.

Study Carrels

Individual study carrels, on the Upper Mezzanine, are available for short-term use by graduate students, and for assignment to students with disabilities who may require them. During the day, the key may be obtained in the Library office and from the Security Monitor in the evening.

Smoking

Smoking is NOT permitted in the Library.

For additional information, refer to the Library Web page.

www.framingham.edu/wlibrary

Mail

Important Mailing Facts:
1. The zip code for Framingham State is 01701-9101.
2. Mail for resident students is delivered to their respective residence halls.
3. Any and all mail not having the individual’s name, residence name or department, box #, etc. will be returned to sender as undeliverable (no exceptions).
4. Make sure that all of your outgoing mail has the proper postage.
5. All outgoing mail to be stamped must have a complete return address with department name and/or organization. Mail not having the above information will be opened and returned.
6. For your convenience the mail drop off location for the McCarthy Center is located in McCarthy Center Room 510 inside the Student Involvement and Leadership Development office. All of the above will help the Mailroom process your mail faster and more efficiently.
**Multicultural Affairs**

The Office of Multicultural Affairs promotes an environment that is culturally aware, supportive, and understanding. It serves as a resource to Framingham State students inside and outside the classroom to enhance their academic, social, cultural, and personal growth and development, through intentional and passive programming as well as through group and individual interactions. This office also assists in maintaining a university climate that celebrates the cultural difference of its students, faculty, and staff and continues to improve the multicultural quality of life for the entire University community.

This office offers a mentoring program to first-year students known as Relevant Advice and Mentoring for Multicultural Students (RAM2S). This program is designed to assist first-year students in their transition to Framingham State. The program design gives each participant a student mentor and a faculty/staff mentor as a resource for them throughout the year. There are three face-to-face contacts per month and a monthly general meeting with all participants around a specific topic to help first year students succeed.

The Office of Multicultural Affairs also takes an active role in planning events for Black History Month, Hispanic Heritage Month, and Women’s History Month, to name a few. Students with an interest in diversity, equity and inclusion should feel free to stop by McCarthy Center Room 504D, or call (508) 626-4645, to learn more about getting involved.

**Student Involvement and Leadership Development**

The Office of Student Involvement and Leadership Development oversees a variety of co-curricular, service programs and services on campus. Beginning with the Wet Feet Retreat and Black and Gold Beginnings, the office encourages involvement on all levels with the Framingham State community. The office works directly with clubs and organizations, leadership programs, service opportunities, student transportation center, commuter programs, and a variety of employment opportunities. More information on all of these programs can be obtained by visiting our website, http://www.framingham.edu/sild

**Service and Active Citizenship**

Whether through individual or group service events, Framingham State students can make a difference in a variety of service options. Students may participate in a Saturday of Service or the Alternative Spring Break program, depending upon his/her interests. For more information, contact the club and service coordinator in the Office of Student Involvement and Leadership Development in the McCarthy Center, fifth floor, Room 510.
FSU CLUB INFORMATION

Clubs and organizations are open to any student activity fee paying FSU student. Club meeting times are available in the Office of Student Involvement and Leadership Development, McCarthy Center Room 510 and are posted on the Student Involvement website and on CollegiateLink.

How Do You Become a Member?

To contact any organization, you may leave a letter in the proper club mailbox outside of the SGA Office, McCarthy Center Room 404, or attend the Involvement Fair held at the beginning of each academic year. In addition, the professional staff in the Student Involvement and Leadership Development Office (SILD, McCarthy Center Room 510) will be able to assist you with campus clubs and organizations. Many clubs have general club e-mail accounts posted in the Student Involvement Office as well.

For club descriptions and more information on campus club involvement, please refer to the CollegiateLink site: https://framingham.collegiatelink.net

Club Guidelines

All clubs and organizations must follow certain registration procedures. Registration makes a club an official entity of the University. The process of registering with the Office of Student Involvement and Leadership Development not only educates clubs and organizations about their roles and responsibilities on campus, but also grants certain University privileges. Registration provides privileges ranging from campus space reservation to recognition with Student Government Association. Only registered clubs and organizations may apply for recognition status with Student Government Association. Recognition grants access to requesting funds.

In order to form a new club or reactivate a club which has been inactive for at least one year, interested students must complete Registration and Recognition procedures. Registration differs from Recognition in that Registration outlines the University-required administrative procedures via the Student Involvement Office, while Recognition pertains to SGA status. You may only apply for SGA Recognition which grants certain SGA office and funding privileges AFTER you have completed the Registration process through SILD. The SGA recognition process is separate from the registration process, and is outlined in the SGA Constitution. For the most up-to-date process and procedure for re-registration, please review the current Club Officer Handbook on the Student Involvement Website or CollegiateLink.

Students interested in forming a new club, or reactivating a previously existing, but currently inactive club, should meet with the Assistant Director or a staff member in the Office of Student Involvement and Leadership Development (McCarthy Center 510) to start the process. For the most up-to-date process and procedure for new club registration,
please review the current Club Officer Handbook on the Student Involvement Website or CollegiateLink.

Clubs and organizations which existed during the previous academic year must re-register each fall. Re-registration procedures are sent to club officers over the summer, and the process begins once students return to campus in the fall semester. For the most up-to-date process and procedure for re-registration, please review the current Club Officer Handbook on the Student Involvement Website or CollegiateLink.

**Failure to meet deadlines associated with re-registration may release previously reserved room reservations, freeze club accounts, their ability to spend, and all privileges associated with being a registered club.**

Once a club is activated, it is critical that they understand the expectations and responsibilities associated with being a club at FSU. All clubs, including its members and officers, must abide by all University policies, as well as those outlined in the Club Officer Handbook. Whether through club recruitment or event planning, clubs have a responsibility to their members and the community. Thorough knowledge of Student Involvement and SGA policies and procedures can help promote safe, productive, and fun activities and resources for FSU students.
LIST OF CLUBS & ORGANIZATIONS

Please note: To participate in our intercollegiate club sports, students must be medically cleared.

Active Sociologists
Anime Club
Art Club
Aspiring Health Professionals
Black Student Union (BSU)
Business Leadership Club
Catholic Newman
Christian Fellowship Club
Class of 2013
Class of 2014
Class of 2015
Class of 2016
Color Guard Club
Commuter Services
Computer Science Club
Creative Writing
Criminology Club
Culture Club
Education Club
English Club
Environmental Science
Fashion Club
FSU Chess Club
FSU Chorus
FSU Dance Club
FSU Math Club
FSU Protestants
FSU Sociology Club
FSU SHRM Student Chapter (Society of Human Resources Management)
FSU Symphonic Band
FSU Veterans Association
Gaming Club, The
Gatepost, The (student newspaper)
Green Team
Hilltop Players
History Club
Hulahoop Jam
Human Rights Action Committee (HRAC)
International Student Union
Investment Club
Journal of Critical Thinking
Marketing Club
Nutrition Networking Group
Onyx, The
Pride Alliance
Psychology Club
Random Jam
Ski and Snowboarding Club
Student Government Association (SGA)
Student Union Activities Board (SUAB)
Ultimate Frisbee
WDJM, 91.3FM
Wildlife Club
Women's Empowerment

HONOR SOCIETIES

Alpha Kappa Delta-Upsilon Chapter
Alpha Lambda Delta (First-Year Honor Society)
Alpha Upsilon Alpha (Reading)
Honors Program Student Association
Kappa Chi Chapter of Kappa Delta Pi (Education)
Omicron Delta Epsilon (Economics)
Phi Alpha Theta Upsilon (History)
Phi Upsilon Omicron (Fam./Consumer Science)
Pinnacle (Adult Students Society)
Psi Chi
Sigma Delta Pi (Spanish)
Sigma Tau Delta (English)
Society of Human Resource Management

Honor societies are by invitation only, and may be based upon GPA.
Dues are charged for membership in honor societies.
For the most up-to-date list of clubs and organizations, visit https://framingham.collegiatelink.net/
PROGRAMS OF STUDY

BACHELOR OF ARTS

Art History
Art Studio
Communication Arts
Criminology
Economics
English
Geography
History
Interdisciplinary Studies (with coordinate major in Education only)
Liberal Studies
Modern Languages
Politics
Psychology
Sociology

BACHELOR OF SCIENCE

Biology
Business Administration
Business and Information
Technology
Chemistry
Computer Science
Environmental Science
Fashion Design and Retailing
Food and Nutrition
Food Science
Health and Consumer Sciences
Mathematics
Nursing

COORDINATE MAJOR IN EDUCATION

Early Childhood Education
Elementary Education
Academic Advising

Framingham State will assign each incoming student a faculty member who will serve as his/her academic advisor. The primary role of the advisor is to provide counsel for the student in designing the total program. No advisor dictates a particular set of courses, but rather serves as a planning resource who guides the student.

It is recommended that the student prepare for the preregistration meeting with the advisor by consulting his/her degree audit found in myFramingham for the course requirements for the student’s major, minor, and general education goals and drawing up a tentative list of courses. It is also advisable that the student retain copies of transactions such as change-of-major forms and department/University audits of completed requirements. At the meeting, the advisor and the student discuss the pros and cons of courses in terms of the student’s interest and academic program needs. They may explore other course options that may be relevant to the student’s goals. After a course schedule has been developed, the advisor gives the student his/her registration PIN and the student registers for courses on the web at my.campus.framingham.edu.

The Advising Center, located in CASA, South Peirce Hall Annex, provides pre-advising/registration assistance, support, and referral services. Undeclared and new students, in particular, are encouraged to prepare for the pre-registration meeting with their advisors by meeting with the Advising Center staff, as well as faculty in their field of interest, to discuss possible courses in the major and in general education.

The Academic Course Load

♦ Students are responsible for understanding the requirements of their own programs of major study. The normal academic load for each semester is four course-credits. The minimum load is three course-credits (full-time).
♦ The maximum full-time semester load is five course-credits. Students may take five course-credits only with permission. Requests to enroll in an overload must be filed at the Office of the Registrar. Such courses include those taken in Continuing Education and at other institutions.
♦ The minimum program required for maximum educational benefit under the Veterans’ Readjustment Benefits Act of 1966 and for receipt of Social Security benefits as a dependent is three course-credits per semester.
♦ Students are referred to the University Catalog for a more complete statement on academic load.

The Academic Programs

Degree Requirements:

Completion of 32 course credits to include General Education requirements (11 to 12 course credits) and major requirements (up to 20 course credits).
Residence Requirement:

All students must complete a minimum of eight credit-bearing course-credits at Framingham State. A minimum five of the eight course-credits must be in their major Department. Students who declare a minor must take a minimum of three course-credits at Framingham State.

Distribution and Concentration:

Each course-credit is the equivalent of four semester hours in terms of the work expected; therefore, a student would usually carry the equivalent of 16 semester hours of course work during one semester at the University.

General Education Requirements:

For students entering Framingham State Fall 2005 and later, the General Education Requirements consists of 11 to 12 course-credits depending on the major. A General Education course is designed to meet at least one, but no more than two, of the goals of General Education. It introduces students to discipline-based modes of thinking, while developing habits of critical analysis and judgment necessary for lifelong learning. Refer to the University Catalog for a more complete description of the General Education Program.

Transfer Courses:

In order for matriculated undergraduates to receive credit for courses taken at other institutions, approval must be obtained in advance from the appropriate department chairs.

Off-campus Course Approval forms are available in the Office of the University Registrar or at http://www.framingham.edu/registrar/resources/forms. Approval forms should be accompanied by the appropriate catalog description from that institution. Transcripts of these approved courses must be submitted to the Office of the University Registrar within six weeks after the completion of the course. It is the student’s responsibility to have the transcripts sent directly by the institution to the Office of the University Registrar (See University Catalog for further information on transfer courses).

Adding or Dropping Courses

1. A student may add or drop a semester course or change a section of the same without penalty if the course is dropped before the end of the sixth academic day. This is done on the portal my.campus.framingham.edu. First semester freshmen must see CASA regarding schedule changes.
2. A student may add or drop a quarter course or change a section of the same without penalty if the course is dropped before the end of the third academic day of the quarter. This is done on the portal my.campus.framingham.edu.
3. A Registration Override form may be printed from my.campus.framingham.edu (under Academic Information tab in the Registration Information Channel, select “Registration Override Form”) if permission is required to add a course prior or during the course add/drop period. A student must obtain the appropriate signatures(s) and reason code
and submit the form to the Office of the University Registrar MC 515. The student will be given a copy of the form and told to log onto my.campus.framingham.edu so he/she can then add the course using the CRN (course reference number) listed on the form.

**Attendance**

Classroom instruction is a principal component of the educational process. Students and faculty have mutual responsibility for contributing to the academic environment of the classroom. Consistent class attendance and participation in classroom activities are essential. It is expected that students will attend all classes. Students should consult the course outline or syllabus to determine the relationship between attendance, including tardiness, and the goals, objectives, and grading of each course.

**Change of Major**

To change majors, or to change undeclared status to a major, students must:

1. Obtain a Change of Major Form from the Office of the University Registrar.
2. Meet with the Chairperson of the new major department to obtain his/her signature and be assigned an advisor in the new department.
3. Obtain signature of the former department chair on the Change of Major Form.
4. Return the Change of Major Form with all required signatures to the Office of the University Registrar. Failure to return the form will prevent students from registering for next semester in the new program.
5. It is recommended that students consult department chairs for entrance requirements, if any, for their major. For example, a student applying to the Art Studio major must submit a portfolio for review by the department.

**Class Determination for Registration**

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. Class determination is made with the courses in-progress for registration purposes for the next semester. To ensure reasonable opportunity for course planning at registration, the following levels are followed:

- Completion of 24 or more course credits represents senior status.
- Completion of 16-23 course credits represents junior status.
- Completion of 8-15 course credits represents sophomore status.
- Completion of fewer than eight course credits represents freshman status.

**Framingham State Policy Regarding Academic Honesty**

Integrity is essential to academic life. Consequently, students who enroll at Framingham State 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.
Students are referred to the *University Catalog* for detailed information on Framingham State policy regarding academic honesty.

**Eligibility for Athletics**

In order to participate in intercollegiate athletics and club sports, students must (a) carry a full academic course load throughout the entire semester (minimum of three course-credits), and (b) maintain a minimum GPA of the following: students with one to eight courses attempted must earn a cumulative grade point average of 1.70; students with nine or more courses attempted need 2.00.

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

**Eligibility for Offices**

Effective fall 1992, to hold any class or student organization office, students must (a) be full-time or part-time Student Activity Fee paying undergraduate matriculated students enrolled in a minimum of two courses per semester, and (b) maintain a minimum GPA of the following: students with one to eight courses attempted, 1.70; students with nine or more courses attempted, 2.00. Eligibility for student participation on the following major Governance Committees is subject to the faculty FSCPA Contract:

- **All College Committee**: All full-time students of Framingham State.
- **Curriculum Committee**: All full-time juniors or seniors during their service in office.
- **Academic Policies Committee**: All full-time juniors or seniors of the Framingham State.
- **Student Affairs Committee**: All full-time juniors or seniors of Framingham State.

**Examinations**

1. All examinations are to be given within the structure of Framingham State’s Policy Regarding Academic Honesty.
2. Examinations, other than 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 such tests.
3. Unless exceptions are approved by the department chair and the Vice President for Academic Affairs or designee, final examinations will be given during regularly scheduled examination periods and the student must take the examination at the prescribed time.
4. Students who are absent from the final examination should contact the instructor to discuss the reason for absence. At the discretion of the
instructor, one copy of the final examination may be sent to the Director of Academic Support or designee. The examination will be administered on posted dates.

5. If students are absent from the final examination, they 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 “F.”

6. Examinations and other graded course materials should be made available to students in a timely fashion. If then retained by faculty, they should be kept until the end of the semester following the one in which they were given and should be made available for the students’ review upon request.

Framingham State Policy Regarding Grade Appeals

Framingham State recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and University policies. The instructor’s policy will be designated in the course syllabus distributed at the beginning of the semester. It is the instructor’s responsibility to grade students’ work in a manner consistent with the procedures in the syllabus.

The grade appeal 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 Framingham State. (Appeals based on other criteria can be pursued through Affirmative Action procedures.) An appeal must take place within the first month of the semester following the semester of the course in which the final grade is questioned.

Detailed information on the steps of the grade appeal process is published in the University Catalog.

Absence Due to 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/her religious beliefs, to attend classes or participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement, and shall be provided with an opportunity to make up such an 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 the 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/her availing himself/herself of the provisions of this section (General Laws, Chapter
Grading System

Framingham State uses the following marking system:

**AU (Audit - no credit):** Full-time students may audit courses with the consent of the instructor. An auditor may not participate actively in course work nor will the auditor receive any credit for the course. An audit must be declared prior to the end of the Course Add/Drop period and may not be changed thereafter.

**Pass/Fail:** Only students who have successfully completed 16 courses or more are eligible to take a course as pass/fail. Students are referred to the University Catalog for a list of conditions which must be met.

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

**W (Withdrawal - no credit):** Official withdrawal from the course - no later than, for semester courses, the end of the ninth week of the semester, or, for quarter courses, no later than the end of the fourth full week of the quarter. Students must secure the appropriate and valid signatures on the course withdrawal form available in the Office of the Registrar.

**N (Excused Absence from final exam):** This is a temporary grade with a 0 (zero) quality point value given for a student absent from a final examination for justifiable reasons. The designee will administer the makeup exam only in those instances where the involved faculty member asserts that the exam was missed for reasons that can be justified. The examination that was missed must be taken within two weeks of the final day of the final examination period or the grade becomes an “F” unless an extension is granted by the faculty member when circumstances warrant.

**IC (Incomplete):** This is the 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 in the course. Conditions for recording an “IC” grade are described in the University Catalog. Students are responsible for making up incomplete grades within the time stated in the University Catalog.

Grade Point Average

1. Only work taken at Framingham State as a matriculated student, which includes any coursework taken in the Day and/or Continuing Education Divisions, will be used in determining the Grade Point Average (GPA) of any student.
2. The number of quality points that a student receives in a course is determined by multiplying the course-credit by the corresponding number of grade points. The GPA is computed by dividing the total number of grade points by the total number of course-credits attempted.
3. The determination of quality points is made at the end of each semester.
4. The only courses that may be repeated are courses in which a student receives a grade of “C-” (1.7) or lower. All grades, including those earned
in repeated courses, will remain on the academic transcript. Students must bear in mind that the same course has to be repeated and that only the most recent grade, whether higher or lower than the original grade earned, will be the grade calculated in the GPA. Continuing courses in which “F” grades have been received must be repeated successfully before the student may take advanced work except when departmental policy permits otherwise. Only grades in Framingham State courses can be used to recalculate the GPA when repeating courses and students are reminded that only Framingham State grades are used in determining the GPA (see #1 above).

5. A senior student who fails a course or fails to meet the required 2.0 GPA should consult with the department chair and the Registrar for the opportunity to correct such a deficiency.

6. A minimum of eight credit-bearing course-credits must be completed at Framingham State in order to receive a degree from the University. (See Residency Requirements for additional information.)

7. Only grades of C– or better are accepted by Framingham State as transfer grades from other regionally accredited colleges.

Grade and Corresponding Quality Points:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
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<td>C-</td>
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<tr>
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<td>D+</td>
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<td>B-</td>
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<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Warnings

Major warnings (grade of “F”) and minor warnings (grade of “D”) may be issued by the instructor to the student at the midpoint of any course during a fall or spring semester in the Day Division. Warnings may also be issued at any time if the student’s work is approaching a less than satisfactory level.

Graduation Participation and Degree Application

All students who expect to receive their degree from Framingham State are required to complete a formal degree application and pay the required commencement fee. These applications are available in the Office of the Registrar or on the portal, my.campus.framingham.edu, under Academic Information in the Commencement Channel. No student’s name may appear on the graduating list unless all financial debts to Framingham State 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.

Graduation Participation: Beginning with the 2011 Commencement
ceremony, students must complete all degree requirements in order to participate in the Commencement ceremony held in February and May. **Completion of a Baccalaureate degree at Framingham State requires all students achieve a overall 2.00 GPA in their major requirements as well as an overall 2.00 in all Framingham State coursework.** Undergraduate students must attend a mandatory rehearsal (usually held on the Thursday before Spring Commencement). For Winter Commencement, students must notify the Office of the Registrar four weeks in advance of the ceremony date of intent to attend (ticketed event). 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 student carrying a minimum of four credit-bearing undergraduate courses earns a place on this honor roll (published each semester) after earning a GPA of 3.25 or higher for each of three consecutive semesters. The student must maintain this average to remain on the list. **Dean’s List:** A matriculated student carrying a minimum of four credit-bearing undergraduate courses earns a place on this honor roll (published each semester) after earning a GPA of 3.25 or higher. A student is eligible for the Dean’s List if one of the four courses has P/F status.

**Additional Limitations:** Students obtaining either an “IC” grade or an extension for an “N” grade are not eligible for the Dean’s or President’s List. **Graduation Honors:** The baccalaureate degree is conferred with honors upon students 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 – 4.0

To be eligible for graduation honors, students must have completed a minimum of 16 course credits at Framingham State. **Class Valedictorian:** The Valedictorian will be the student with the highest cumulative average who has been enrolled as a full-time student for at least four out of the last five semesters attended at Framingham State.

**Academic Probation/Suspension/Dismissal**

**Academic Probation**

1. Students are referred to the University Catalog for information on the minimum grade point average required for acceptable academic standing for their grade level.
2. Students on probation are restricted as follows:
   a. Ineligible to carry more than normal academic load.
   b. Ineligible to participate in intercollegiate athletics.
   c. Ineligible to run for or hold office in any club, society, or organization officially recognized by Framingham State.
3. Students on probation must achieve required academic standing for their class level within one semester or they will be suspended.

**Academic Suspension/Dismissal**

Specific criteria for suspension from Framingham State, as well as a description of suspension procedures, are published in the University Catalog.

If a student is suspended from Framingham State, the period of such suspension will be one full academic semester (summer terms do not count). During this time, the non-matriculated student is limited to taking courses in the Continuing Education Division. This separation from the full-time component of Framingham State is in keeping with the judgment that the experience of a different environment will be beneficial to the student as opposed to complete separation from the University.

Consistent with the policy on transfer courses, suspended students may earn credit for courses taken at other institutions. However, grades will not be recorded on the student’s Framingham State transcript, nor be counted in computing the grade point average. Students are advised either to repeat failed or “D” grade courses in the Division of Continuing Education at Framingham State so that the grade may be recorded and counted in computing the GPA, or to repeat such courses after readmission to the University.

**Readmission after Social Suspension**

1. If a student has been suspended from the University for social reasons, the student may request readmission - unless previously stated by the appropriate administrator or Board - at the end of the suspension period. The student must send a letter to both the Associate Dean of Students/Director, Residence Life and Judicial Affairs and the Dean of Enrollment Management, requesting readmission.

   The student may not be considered for readmission if the Associate Dean of Students/Director, Residence Life and Judicial Affairs determines the social suspension must remain in force for a further period of time.

2. A student who is expelled for social reasons may not apply for readmission.

3. Students on social suspension for a semester or longer must follow degree requirements stated in the University Catalog at the time of return.

**Withdrawal from the University**

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

1. Obtain Withdrawal from University Form in the Dean of Students Office and at this time review procedure for possible readmission at a future date.

2. Obtain signature from the Dean of Students.

3. Obtain signature from the Student Accounts Office.

4. Obtain signature from the Financial Aid Office.
5. Obtain signature from the Office of Residence Life (if Applicable).
6. Return the completed withdrawal form to the Registrar.

**Return After Withdrawal/Applying for Readmission**

1. **Readmission after Withdrawal/Good Standing**

   A student who withdraws from the University in good academic standing without completing baccalaureate studies may apply to return to the University by submitting an Application for Readmission and $45.00 application fee to the Office of Undergraduate Admissions. Students must reapply to the major they were enrolled in prior to leaving FSU. Application deadlines are August 1, for the fall semester, or before December 1, for the spring semester. Applications received after the deadline may result in a semester’s delay in the return of the student to the University. Students who attend another college/university after leaving Framingham State must also submit official college transcripts. On-campus housing for readmitted students is by waitlist only.

   In determining “good standing”, the University will consider academic and social records (University judicial records), as well as financial records of the applicant student. The Office of Undergraduate Admissions cannot process an Application for Readmission if such records are outstanding.

2. **Readmission after Academic Suspension/Dismissal**

   If a student has been suspended from the University for Academic Reasons, the student may apply for readmission after the lapse of one (1) semester. The student must apply for such readmission through the Office of Undergraduate Admissions. 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 University.

   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 University by the Admissions Committee at least one (1) semester prior to graduation. Students who have been suspended or dismissed will be offered readmission as Undeclared majors only.

3. **Students who have withdrawn for more than one semester must follow degree requirements stated in the University Catalog at the time of return.**
UNIVERSITY GUIDELINES & POLICIES

Judicial Code

I. Introduction

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster the personal and social growth of students held accountable for violations of this Code. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the accused student from unfair impositions of penalties and sanctions.

II. Basic Premise

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the General Student Conduct Code may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Student Judicial System in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students are adults, and, as such, have responsibility for knowing and abiding by the policies of the University.

III. Authority and Responsibility

Daily responsibility for good conduct rests with the students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The ultimate responsibility and authority to enforce the Code resides with the President of Framingham State. The President may, and has, delegated responsibility for the administration of the discipline system to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the operation of the Judicial System.
This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, including the Student Government Association (SGA), for the judicial consideration of conduct violations and the imposition of sanctions in an efficient, consistent, fair, legal, and educationally meaningful manner. The Dean of Students delegates responsibility to various judicial bodies and administrators. All procedures followed, and decisions made, by authorized hearing officers and bodies are subject to Dean of Students and Presidential review and final authority. The University reserves the right to take any necessary and appropriate action to protect the safety and well being of the campus community.

The student judicial system was established in accordance with the concept of “due process.” Due process, as used herein, shall mean generally that the student will be notified of an alleged violation of the Student Conduct Code and have the opportunity to review the complaint and be given a fair opportunity to be heard before a decision is rendered. All hearings are held in closed session and may be attended only by those authorized in the judicial code and/or authorized by the Associate Dean of Students or designee.

IV. Definitions

♦ The term “appropriate staff” means a member of the Student Affairs staff or Framingham State Police Department staff.
♦ The term “University” means Framingham State.
♦ The term “student” means any person registered, enrolled, or attending any University course or University-conducted program or any person admitted to the University for an upcoming semester.
♦ The term “registered student organization” means a group or association of students which has complied with the requirements prescribed by the Office of Student Involvement and Leadership Development and by SGA.
♦ The term “University property” means all property owned, leased, or on loan to the University.
♦ The term “University document” means any University record, written communication, or form.
♦ The term “member of the University community” means any student, faculty or staff member, University official, members of any officially recognized University board, or any employee of the University or its contracted vendors who regularly perform work on University property.
♦ The term “University premises” or “University-related premises” means all lands, buildings, and facilities owned, leased, supervised, or controlled by the University.
♦ The term “University-sponsored activities” is defined as any activity, on or off the University premises, which is initiated, aided, authorized, or supervised by the University, including any registered student organization.
♦ The term “hearing officer” means a Student Affairs professional staff member appointed by the Dean of Students or designee.
V. Student Conduct Code Regulations

This section establishes the rules and regulations all students of Framingham State are expected to follow. They are made in any exercise of the powers that are an inherent corollary of the University’s duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities.

Students have a right to expect enforcement of these rules and regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these rules and regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Conduct Code is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred.

The following statements constitute the official record of Student Conduct Code Regulations at Framingham State. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated during the year; announcements will be made upon adoption of the changes or additions.

A student who is found responsible for any of the following acts, either on or off University or University-related premises; or in connection with off-campus University-sponsored activities; or which have a direct and clear adverse impact on Framingham State and/or any member of the University community, regardless of where the act occurs, shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code.

1. Disruption of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others, or by taxing campus resources as a result of unreasonable or inappropriate behavior.
2. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
3. Sexual harassment and/or sexual assault/sexual violence. This includes, but is not limited to, sexual assault, sexual violence, sexual harassment, unwanted sexual touching, making unwelcome sexual advances, or requests for sexual favors.
4. Threatening harm or criminal activity against persons or property.
5. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
   a. Intimidation, invasion of privacy, verbal abuse, or any conduct
constituting harassment, abuse or threats to the well-being of a person or group, including but not limited to communication via electronic means. b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.

c. The use of “fighting words” to harass any person is prohibited. “Fighting words” are those personally abusive epithets which, when directly addressed to any ordinary person, in the context used and as a matter of common knowledge, are inherently likely to provoke an immediate violent reaction, whether or not they actually do so. Such words include, but are not limited to those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics.

6. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, boisterous conduct and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.

7. Violation of the Drug Policy. (See pg. 74)

8. Violation of Alcohol Policy. (See pg. 65)

9. Behavior or activities that endanger the safety of oneself or others. This includes, but is not limited to, arson, tampering/damaging or misusing fire equipment, intoxication, and other behavior which could result in injury or harm. In instances where an individual endangers the safety of oneself, she/he will be afforded due process before a decision is made with regard to sanctions.

10. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire; and/or false report of a bomb, fire, or other emergency.

11. Possession and/or use of explosives, weapons, and/or realistic replicas of dangerous weapons without the written permission of the Chief of Framingham State Police Department or designee. This includes, but is not limited to, firearms, fireworks, explosives, ammunition, dangerous weapons, hazardous chemicals, highly flammable or lethal substances, paintball guns, pellet guns, knives with blades in excess of 3 inches, double-edged knives, spring-loaded knives, mace pepper spray, replica weapons, and/or used ammunition or explosive casings/shells. Any object that is used dangerously may be considered a weapon.

12. Failure to exercise reasonable care for property. This includes, but is not limited to, damage or attempted damage, destruction, and/or defacement of University property, or the property of any person.

13. Theft, attempted theft, or unauthorized possession of property. This includes University keys, ID cards or other FSU; and/or the property of any person or organization.

14. Violation of disciplinary probation or of any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.

15. Misappropriation or misuse of student organization funds or property. This includes, but is not limited to, overextension of the budget of a registered
student organization, spending receipts prior to proper deposit, and personal use of equipment.

16. Computer abuse. This includes, but is not limited to, the misuse of computer accounts; the sale, distribution, or use of unauthorized passwords; the unauthorized destruction of computer files; and/or the violation of the University Acceptable Use policy (http://www.framingham.edu/information-technology-services/documents/acceptable-use-policy.pdf). This also includes, but is not limited to, the misuse of intellectual property – illegal file transfer of audio and video materials, and copyright violation of print words and images (http://www.framingham.edu/henry-whittemore-library/citing-copyright-fair-use/copyright-and-fair-use.html).

17. Gambling or betting in any form.

18. Violation of the Hazing Policy. Hazing is defined as “any conduct . . . whether on public or private property which willfully or recklessly endangers the physical or mental health of any student or other person.” (See pg. 91)

19. Making false statements to any University staff member in performance of his/her duties, or in the application for admission, petitions, requests, disciplinary hearing, in other matters of record, and/or in transactions with officials or representatives of the University or by falsely identifying oneself as a University staff member.

20. Misuse of University documents. Including but not limited to, forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.

21. Unauthorized use of the name or insignia of the University by individuals or groups.

22. Unauthorized presence or entry in a University facility or University-related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.

23. Misuse of University facilities. The dumping of personal trash, violation of the posting policy, or misuse of University premises in any manner is prohibited.

24. Misuse or abuse of telephone equipment.

25. Violation of the Solicitation Policy. (See pg. 102)

26. Failure to honestly identify oneself when requested or to comply with the reasonable directives of a University staff member in performance of his/her duties.

27. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.

28. Students who have witnessed a violation of the General Student Conduct Code, or have reason to believe that an offense has been committed, have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.

29. Failure to operate a motor vehicle in a safe and reasonable manner.
and/or failure to abide by posted traffic regulations or campus parking and motor vehicle regulations.

30. Any behavior which is prohibited by local, state, or federal law that also interferes with aims, purposes, activities, and responsibilities of the University, and is not otherwise proscribed in this Article V.

31. Violation of the Guide to Residence Living and/or Residence Hall License Agreement, where the violation in question is not otherwise proscribed in this Article V.

32. Violation of the Guidelines and Policies found in the RAM Handbook or official University publications, postings or notices, where the violation in question is not otherwise proscribed in this Article V.

VI. Administration of Discipline for Violation of University Policy

A. Initiation and Notification Process

1. A member of the University community may bring a complaint against a student alleging violations of the Student Conduct Code Regulations by submitting a written complaint to the Associate Dean of Students/Director of Residence Life and Judicial Affairs. To initiate judicial action the complainant(s) must submit: a) a list of Student Conduct Code Regulations alleged to have been violated; b) signed and dated written incident report/reports detailing the incident, including the available information on the specific date, time, and location the alleged violation(s) occurred; c) the complainant’s name, local address, telephone number and e-mail addresses; and, d) the names of any known witnesses.

The complaint must be received within five (5) business days of the alleged violation(s), unless the nature of the complaint involves unlawful behavior, may jeopardize the safety of individuals, or calls into question the student’s suitability as a member of the community in which case the Associate Dean of Students, or designee has the authority, at his or her sole discretion, to grant a time waiver. See Section VI. H. of this Handbook for procedures regarding complaints involving sexual harassment and/or sexual assault/sexual violence.

When a written complaint is received within the prescribed timeframe, an investigation will be conducted by the Associate Dean of Students, or designee, to review the complaint, the applicability of student conduct code regulations in question, and to determine if the complaint and reports filed sufficiently support the filing of formal campus judicial charges. If the Associate Dean of Students, or designee, determines there is sufficient information to warrant formal review of the matter, campus judicial charges are filed and the matter will be considered in accordance with stated policies.

Written complaints submitted and forwarded for formal review may be shared with the accused student. Any student submitting a complaint consents to release of the complaint record to the accused student and/or to those involved in the judicial process related to the matter.

2. The accused student shall be informed of the charges and notified of a scheduled Pre-Hearing Conference and other proceedings in writing.

3. It is the responsibility of a student alleged to have violated Student Conduct Code Regulations to attend the mandatory Pre-Hearing Conference. If an
accused student fails to attend the required Pre-Hearing Conference after the University has made reasonable attempts to notify the student, the accused student forfeits hearing options and an Immediate Hearing will be held at the end of the Pre-Hearing Conference. A decision will be made at the Immediate Hearing based on the available information, and sanction(s), as deemed appropriate, will be assigned. The student will be notified in writing of the hearing resolution.

B. Withdrawal of Charges
The complainant(s) can request withdrawal of the complaint prior to the decision. The Associate Dean of Students, or designee, however, has the authority to either continue the formal review or dismiss the complaint once campus judicial charges are filed.

C. Pre-Hearing Conference
A Pre-Hearing Conference is a required meeting convened to review and begin to resolve pending allegations of Student Conduct Code Regulation violation(s). \textbf{Failure to attend the Pre-Hearing Conference will result in the matter being considered in an Immediate Hearing at the close of the Pre-Hearing Conference, and a decision being made by the hearing officer based upon the information available.} Prior to the Pre-Hearing Conference the student will receive a letter outlining all charges, and indicating the date, time, and location of the Pre-Hearing Conference. At the Pre-Hearing Conference, the Pre-Hearing Conference administrator will:

1. Provide the student with a copy of the incident report(s) or other formal documentation regarding the charges that have been filed. In the event that additional charges are brought regarding an incident, an additional written notice will be forwarded to the student.
2. Review cited Student Conduct Code Regulations with the accused student.
3. Answer questions related to the judicial process.
4. Provide information and answer questions on hearing options. At the Pre-Hearing Conference, the accused student may choose from available hearing formats as determined by the Associate Dean of Students and/or the Pre-Hearing Conference administrator. The accused student may bring an advisor to the Pre-Hearing Conference and may bring witnesses to the Pre-Hearing Conference if request for an immediate hearing by the accused student is made.

D. Hearing Formats:
There are two hearing formats, \textit{Immediate Hearing} and \textit{Formal Hearing}. These are described below:

a. \textbf{Immediate Hearing} - If the accused student fails to attend the Pre-hearing Conference; or, at the accused student’s written request with the consent of the Pre-Hearing Conference administrator the Pre-Hearing Conference may move directly to, or be scheduled for, an Immediate
Hearing. An Immediate Hearing is an administrative hearing where an assigned Hearing Officer will consider the matter in accordance with hearing guidelines.

In opting for an Immediate Hearing, the accused student waives his or her right to question witnesses and agrees that the Hearing Officer may, at his or her discretion, independently gather more relevant information regarding the incident prior to making a decision. A Hearing Resolution letter will be issued after the hearing officer has completed review of the matter.

b. Formal Hearing - At the accused student’s request, or upon recommendation of the Pre-Hearing Conference administrator or Associate Dean of Students, a Formal Hearing may be scheduled to resolve the judicial charges. A Formal hearing is an administrative hearing where an assigned Hearing Officer or Ad Hoc Committee will consider the matter in accordance with hearing guidelines. A Hearing Officer will be appointed to conduct the Formal Hearing unless the Associate Dean of Students or designee determines that the nature of the case involves psychological, sexual, and/or other issues which warrant the formal hearing being conducted by an Ad Hoc Committee. Formal Hearings will be held not less than five (5) business days from the date of the Hearing Conference unless the student requests the hearing be held sooner. The student will receive notice of the date, time, and location of the hearing. At all Formal Hearings:

1.) The community member who initiated the complaint, or a designated member of FSU Police Department or Residence Life Staff, shall be present to present information relative to the alleged Student Conduct Code Regulation(s) violated.

2.) The accused students will have the option to present witnesses and respond to the allegations made.

3.) The accused student may ask questions and/or respond to information presented by witnesses or in submitted reports related to the allegations to the Hearing Officer or the Ad Hoc Committee.

4) When a case is referred to an Ad Hoc Committee Hearing, the Ad Hoc committee shall be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Ad Hoc Committee; this person will chair the hearing and ensure that appropriate records are made.

E. Hearing Guidelines

1. Hearing-related notices and communications will generally be sent via FSU student email. Students involved in incidents resulting in judicial system proceedings are expected to monitor their student email accounts daily.

2. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. The taking of statements of witnesses may be done by discussion, though each witness shall be subject to questioning.

3. The Hearing Officer or Ad Hoc Committee will determine responsibility based upon “what a reasonable person believes more likely than not to have occurred based upon the available information.”
4. An audio recording will be made of all hearings.

5. A copy of the complaint and any written reports filed and considered at a hearing will be made available to the accused student. If requested, and determined to be an appropriate and reasonable accommodation by the Office of Disability Services, judicial notices will be provided in an alternate format.

6. The accused student will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation.

7. The accused student and the complainant may present witnesses with direct knowledge of the incident. Witnesses providing an account of the incident must be present and available to answer questions directed by the Hearing Officer or Ad Hoc Committee. In extenuating circumstances the Associate Dean of Students may, at his or her discretion, approve alternative arrangements for parties to participate in the hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused; and, allows for the Hearing Officer or Ad Hoc Committee to communicate directly with involved parties remotely.

8. Advisors. Accused students and students reported to be victims in a matter may have an advisor accompany them to a scheduled Pre-Hearing Conference, Immediate Hearing and/or Formal Hearing. The advisor may be anyone allowed to be present on the FSU Campus, except an attorney-at-law, unless criminal proceedings are pending in the civil or criminal courts, in which case an attorney may be present only in an advisory capacity to the student. The advisor’s role is strictly limited to directly advising the student and accompanying the student to judicial hearings. Advisors are not allowed to address any person involved in the hearing except for the student they are advising. Advisors must agree not to disclose any student record information obtained through the judicial process except as permitted by law. Advisors who do not comply with these guidelines will be required to leave judicial proceedings and will not be allowed to participate in future proceedings.

9. Hearings shall be held in closed session.

10. Supportive written documentation, data or information related to a case, other than a witness account, may, at the discretion of the Hearing Officer or Ad Hoc Committee Chair, be presented and considered at a hearing by the accused student, the complainant, or by a witness. Submitted written materials may be required to be signed and notarized or signed and submitted in person by the source.

11. The accused student will be given the opportunity to present witnesses, and present relevant information on his or her behalf at the hearing. The accused student and complainant **may not directly question one another nor any witnesses.** The accused student and the complainant will have the opportunity to respond or direct questions related to witness statements to the Hearing Officer or Ad Hoc Committee.

12. If the accused student does not attend a scheduled hearing, absence shall be noted without prejudice, and the hearing shall proceed and be conducted in the student’s absence.
13. Hearings will be controlled to avoid needless consumption of time through repetition of information and to prevent the harassment or intimidation of participants.

14. In an Ad Hoc Committee hearing, any committee member may request to go into private session to discuss and decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following an Ad Hoc Committee hearing, decisions on each allegation and sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The chair cannot vote.

15. During summer, vacation periods and in extenuating circumstances the Hearing Officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, through the use of audio or video conferences.

16. After responsibility is acknowledged or determined, but prior to the determination of the sanction, the Ad Hoc Committee, or Hearing Officer, can consider any written character references provided by the accused student as well as written statement(s) of impact submitted by the victim(s).

17. After all information has been presented, deliberations and decisions will be made in private. The Hearing Officer or the Ad Hoc Committee Chair will notify the Associate Dean of Students of their determination of whether the accused student was determined to be responsible for the charges made. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Associate Dean of Students. In cases where the decision is for Expulsion or Suspension from the University, the Dean of Students will also review recommendations.

18. The accused student will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via FSU student email. University officials with a legitimate educational interest, and/or those who can be legally notified, may also be informed of all or part of the hearing outcome. In cases involving sexual harassment and/or sexual assault/sexual violence the complainant will also receive written notice outlining the hearing resolution specific to sexual harassment and/or sexual assault/sexual violence charges.

F. Appeal Procedures

1. Only the accused student shall be entitled to appeal the decision, unless the complaint involves a matter of sexual harassment and/or sexual assault/sexual violence, in which case the complainant shall have the same rights of appeal as the accused specific to sexual harassment and/or sexual assault/sexual violence charges. Both parties shall be notified in writing of the decision in any appeal.

2. Appeal must be based on one or both of the following grounds:
   a. On a claim of error in the hearing procedure that materially and adversely impacted the options of the student filing the appeal.
   b. On a claim that the decision was not reasonably based on the information presented as part of the hearing process.
3. An appeal of the decision of any hearing shall be commenced by the student’s submitting a written appeal to the Associate Dean of Student Affairs within two (2) academic/business days following the delivery of the decision. The written appeal shall contain a statement and demonstrate the grounds on which the appeal is requested. The Dean of Students and the Associate Dean of Students shall serve as Appeal Officers. The appointed Appeal Officer must not have served as the Hearing Officer in the original case. Appeals must be received in the Judicial Affairs Office.

4. The Appeal Officer shall have the authority to dismiss an appeal that:
   a. Is not made on proper grounds;
   b. Does not identify specific error(s) in hearing procedure and demonstrate how those errors materially and adversely impacted the student’s options;
   c. Does not demonstrate that the decision was not reasonably based on the information presented as part of the hearing process; or,
   d. Is not submitted to Judicial Affairs within two (2) academic/business days following delivery of the hearing resolution letter.

5. Whenever an appeal has been submitted in a timely fashion and demonstrated proper grounds, the Appeal Officer shall give the student filing the appeal an opportunity to present additional arguments in writing, and will consider the original hearing records. After review, the Appeal Officer shall have the authority to dismiss or uphold, in whole or in part, the decision being appealed as well as to modify sanctions. Except in accordance with the following paragraphs 6 and 7, the decision of the Appeal Officer shall be final and binding.

6. In cases where the sanction is for expulsion from the University and the decision of the Appeal Officer is adverse, the student may, within two (2) academic/business days following receipt of the decision, request that the appeal be reviewed by the Dean of Students.

7. In cases where the sanction is for expulsion from the University and the decision of the Dean is adverse, the student may appeal the decision to the President of Framingham State or designee, in writing, within two (2) academic/business days following the student’s receipt of the decision from the Dean. The President or designee shall consider the original appeal in the manner described in the preceding paragraphs 1-6 under this section, F, Appeal Procedures. The decision of the President or designee shall be final and binding.

8. Whenever the Associate Dean of Students, Dean of Students, President or designee considers any appeal, each shall have the authority:
   a. to grant the appeal in-whole or in-part and, consistent therewith, to dismiss all or some of the allegations against the student; or
   b. to uphold, in-whole or in-part, the decision of the hearing officer or committee by which the disciplinary sanction was first imposed and consistent therewith, to confirm such a sanction or impose a different sanction, which may be either greater than or lesser in severity than the sanction first imposed.

9. During the review period of any appeal, sanctions to be imposed shall
be suspended unless the Associate Dean of Students or designee shall have determined in any particular case that the immediate imposition of the sanction is necessary to preserve the health and safety of persons or property of the University.

G. Petition for New Hearing
1. Any member of the campus community who has initiated a complaint alleging violation of Student Conduct Code Regulations or on whom a disciplinary sanction has been imposed may, within thirty (30) days following the date of the decision of the hearing officer or committee that first imposed the sanction, petition to the Associate Dean of Students for a new hearing. Such a petition shall be made in writing and only on the grounds that there has come to light previously unavailable new information which could not reasonably have been known at the time of the original hearing. The student’s petition for a new hearing must be in writing, describe with specificity the new information, and set forth the reasons why that information was not known to the student at the time of the original hearing. If the decision is to deny the petition, the student may request a conference in writing with the Dean of Students no later than two (2) academic days after being notified of the decision.
2. Unless the Associate Dean of Students shall determine otherwise, neither the presentation of a petition for a new hearing nor the decision to conduct such a hearing shall operate to suspend any sanction previously imposed.

H. Complaints Involving Sexual Harassment or Sexual Assault/Sexual Violence
The University is committed to providing an educational environment free of sexual harassment or sexual assault/sexual violence (see Sexual Harassment policy, University Guidelines & Policies). To that end and consistent with the requirements of Title IX, individuals’ complaints against students on the basis of sexual harassment or other types of sexual misconduct, including sexual assault and violence, need not be in writing. Sexual harassment/sexual misconduct complaints may be brought, either verbally or in writing, to the Dean of Students, Associate Dean of Students/ Director of Residence Life and Judicial Affairs, or his designees, or law enforcement officials. Complainants may request confidentiality but should be on notice that maintaining confidentiality may affect the University’s ability to respond to the complaint. Complaints should be as detailed as possible, including the available information on the specific date, time, and location the alleged violation(s) occurred.

When the complaint is made verbally, a written summary of the complaint will be drafted by the Dean of Students or her designee and reviewed to determine if there is sufficient information to warrant formal review of the matter. If the complainant requests confidentiality, identifying information will be redacted from the summary. Written complaints, written summaries of complaints (including redacted versions) submitted and forwarded for formal review may be shared with the accused student. Any student submitting
a complaint consents to release of the complaint to the accused student.

Complaints warranting formal review will become subject to the judicial hearing process and an investigation will be initiated as described above in VI, A. Any student submitting a complaint consents to release of the complaint to the accused student and/or to those involved in the judicial process related to the matter. Campus judicial charges will be filed and the matter will be considered in accordance with stated policies in Section VI. The complaint must be received within thirty (30) days of the alleged violation(s), unless the nature of the complaint involves unlawful behavior, may jeopardize the safety of individuals, or, calls into question the student's suitability as a member of the community in which case the Associate Dean of Students, or designee has the authority, at his or her sole discretion, to grant a time waiver.

VII. Definitions of Disciplinary Sanctions
A. Immediate Actions
The following sanctions may result if circumstances described under each sanction warrant such action.
1. Interim Suspension - the temporary suspension and/or restriction from residence halls and/or other campus restrictions of a student pending a judicial hearing, when, in the opinion of the Dean of Students or designee, the continued presence of the student constitutes a danger to himself or herself, to others, to University property, or to orderly functions of the University. Where such sanction is imposed, a hearing will be provided as soon as practical. The sanction will remain in effect, however, until the student is notified, in writing, that the sanction has been discontinued or until a final determination is made following a scheduled hearing.

B. Hearing Actions
The disciplinary sanctions listed below may be imposed singly and/or in combination upon any student found in violation of the General Student Conduct Code Regulations set out in Article V. The purpose of imposing sanctions is twofold: 1) to protect the University community from behaviors that are detrimental to the educational environment; and, 2) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to good. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see page 80).

The record of Expulsion shall be on file through the Office of the Dean of Students. The student's disciplinary file will be maintained as a permanent part of the student's educational record.

The record of all other disciplinary sanctions imposed will be on file through the Judicial Affairs Office. The student's disciplinary file will be
destroyed upon graduation with an advanced degree, or separation from
the University for seven (7) consecutive years.

In the event a student with a sanction imposed upon him or her becomes
inactive or no longer a registered student, disciplinary probation, residence
hall separation, disciplinary warning and residential review periods will be
continued to completion upon any re-admission to the University. Restrictions
from facilities, restitution, and other assigned sanctions remain in effect.

1. Expulsion

Expulsion is permanent disciplinary separation from the University
involving denial of all student privileges. Expulsion shall be effective on
the date of notice of Expulsion, or later if so stated in the notice. A student
separated from the University by Expulsion may not enter University
premises, University-related premises, or the campus without securing prior
approval from the Dean of Students or designee. A student expelled is not
entitled to any financial refund for the semester in progress.

2. Suspension from University

Suspension is a temporary disciplinary separation from the University
involving denial of all student privileges. Suspension shall be effective
on the date of notice of the suspension, or later if so stated in the notice; and
shall prescribe the date and conditions upon which the student may
petition for readmission. No course work will be permitted in Continuing
Education or day school at Framingham State during the suspension. Upon
readmission to the University, the suspended student will be on Disciplinary
Probation for the semester immediately following this return. Conditions
for readmission may include, but are not limited to, Disciplinary Probation
for a specified length of time; no residence on campus; restricted visitation
to specified University facilities; and/or written evaluative statements from
an accredited mental health professional or medical doctor verifying the
capability of the student to function successfully at the University. Students
separated from the University by Suspension may not enter the University
premises, University-related premises, or be on campus without securing
approval from the Dean of Students or designee. A student suspended is
not entitled to any financial refund for the semester in progress.

3. Suspension Held in Abeyance

The serious nature of the violation would normally result in the student’s
suspension from the University, but given extenuating circumstances,
suspension is not immediately put into effect. A student found responsible for
a violation of any of the same policies while on Suspension Held in Abeyance
status will cause the suspension from the University for a specified period
of time to be put into effect. Allegations that such a violation has occurred
shall be promptly presented at a hearing, and the hearing authority shall
determine whether such violation occurred and whether to impose the
suspension held in abeyance. Violation of the conditions of the Suspension
Held in Abeyance also constitute an independent violation the General
Student Conduct Code Regulations and further sanction or sanctions may
be imposed in accordance with the procedures set forth in Article VI.
4. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of the probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Code during the probationary period, will likely result in more serious disciplinary action. Notation of probationary status will be on file through the Judicial Affairs Office.

5. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or RD on Duty to make arrangements to receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

6. Restriction or Revocation of Privileges

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to: use of a specific University facility; residence hall privileges; holding or running for an office in a campus organization; the representation of the University at any sporting event or intercollegiate function; and campus motor vehicle parking and operating privileges.

7. Disciplinary Warning

Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Judicial Affairs Office.

8. Residential Review

Residential review is an action taken against a residence hall student which places his or her resident status in jeopardy. As a result of this
action, the Associate Dean of Students will review the student’s Residence Hall License Agreement at the end of each semester in order to determine whether or not the individual should remain in residence. The agreement will also be reviewed if the student is found responsible for any policy violation while this is in effect. Nothing in this provision shall be deemed to prohibit the Administration of the University from terminating the Residence Hall License Agreement, whether or not a student has imposed on him or her the sanction of “Residential Review,” for reasons deemed sufficient by the Administration.

9. Restitution
Restitution is a reimbursement for damage, destruction, unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or hearing panel will investigate and determine the amount of restitution charges.

10. Special Assignments
A work project or special assignment imposed by a hearing officer or body, either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not degrade the individual or inhibit his or her academic progress or health. Special assignments may include, but are not limited to community service; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set by the hearing body will result in the imposition of more severe sanctions.

11. Referral to the Counseling Center, Health Services and/or Health Center for Evaluation and Recommendation
A hearing officer, or hearing body to the designee of the Dean of Students, may make a recommendation to refer a student to the Counseling Center for psychological evaluation and recommendation in lieu of another sanction, or as a condition of a particular sanction. All evaluations shall remain confidential. The hearing officer or body may also directly refer students to an Alcohol or other Drug Education Intervention, a Substance Abuse Assessment, or other evaluations as deemed appropriate. Students may be directed to comply with the recommendations from a Substance Abuse Assessment and/or the Counseling Center. To be credited with completion of this sanction the student must provide written authorization from the staff member to confirm completion of the sanction.

12. Reprimand
A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

VIII. Judicial Advisory Board
The Judicial Advisory Board shall serve as an advisory board for the student discipline system of Framingham State. This Board advises on
matters related to formulating and implementing appropriate policies and procedures in discharging responsibility for the total operation of the student discipline system.

The Judicial Advisory Board shall consist of the following members: Associate Dean of Student Affairs (chair); the Director of Student Involvement and Leadership Development; two (2) faculty or professional staff members; one (1) Administrative Hearing Officer; and two (2) students appointed by the President of SGA. The Judicial Advisory Board will meet at least once each semester.

IX. Student Arrests

Students at Framingham State are expected to abide by local, state, and federal laws in addition to the University’s Code of Conduct. While University regulations are not meant to duplicate general laws, there are some ways in which the lawful interest of the University community coincides with the broader public interests of the general laws. Therefore, students who commit criminal offenses against local, state, or federal laws are also subject to University disciplinary action when their conduct violates University standards on-campus, at off-campus University-related activities, or directly impact, other members of the Framingham State community.

Alcohol Policy

I. Philosophy

Framingham State provides opportunities for both academic and social development. Informed and considerate decision-making is an important aspect of that development. When making decisions about the use or non-use of alcoholic beverages, it is important to remember that the consumption of alcoholic beverages is a privilege, which can and will be denied.

II. Policy

A. General Policies and Procedures
1. Functions sponsored by faculty, staff, and recognized campus organizations may be attended only by the members of the Framingham State community and their guests.
2. The sponsoring organization, individual, or office will be held responsible for ensuring compliance with state and local laws.
3. Registered student clubs wishing to sponsor events which involve the sale and/or consumption of alcoholic beverages shall proceed through the Office of Student Involvement and Leadership Development and under the authority of the Dean of Students, or designee.
4. Scheduling of functions by faculty and/or staff which involve the sale and/or consumption of alcoholic beverages must be approved by the appropriate area Vice President.
5. Alcoholic beverages shall be prohibited from the classroom unless there is prior approval by the Vice President of Academic Affairs, or designee.
6. Whenever alcoholic beverages are served, it is expected that servers distributing alcoholic beverages check proper identification to ensure that all those consuming alcoholic beverages are of legal drinking age. Server
arrangements for on campus events must be made with, and supervised by, the Office of Campus Events.
7. Sufficient food and alternative nonalcoholic beverages must be made available in proportion to the total number of people in attendance.
8. All groups authorized to use Framingham State facilities must comply with the Alcohol Policy of the University.
9. Alcoholic beverages cannot be used as gifts or prizes at any University-sponsored event or activity.
10. Individual students or guests may not possess or consume alcoholic beverages, except as allowed at sanctioned campus events.
11. Public intoxication is prohibited. Public intoxication is defined as an intoxication which causes a disturbance; or, is dangerous to self, others, and/or property; or, in any way requires the attention of University staff.
12. The purchasing of alcoholic beverages for students under 21 years of age is in violation of the State Law and University Alcohol Policy

B. Guidelines for Distribution and Marketing of Alcoholic Beverages
1. Alcoholic beverage marketing programs specifically targeted for students and/or held on campus grounds should conform to the General Student Conduct Code of the University and should avoid demeaning, sexual, or discriminatory portrayal of individuals.
2. Promotion of alcoholic beverages should not encourage any form of alcohol abuse nor should it place emphasis on quantity or frequency of use. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any optional activity. Principles of good hosting should be observed including the availability of alternative non-alcoholic beverages, food, and planned programs.
3. No uncontrolled sampling or other promotional activities, including “drinking contests,” will be permitted as a part of any campus marketing programs.
4. Promotional activities should not be associated with otherwise existing programs without prior knowledge and consent of the Dean of Students or designee.
5. Display or availability of promotional material should be determined in consultation with the Dean of Students, or designee.
6. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.
7. Alcoholic beverage marketers should support campus alcohol awareness programs that encourage informed and responsible decision-making.
8. If permitted, alcoholic beverage advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
9. Advertising and other promotional campus activities should not associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of a motor vehicle or machinery.
C. D. Justin McCarthy Center

1. Non-student groups may order alcohol services through the Office of Campus Events.
2. For alcohol sales in the College Center, special one-day licenses may be granted. Please consult the Office of Campus Events for more information.
3. Appropriate staffing by police detail will be required. Service will be carried out by trained alcohol servers hired by the University personnel.
4. No organization is permitted to bring its own alcoholic beverages into the McCarthy Center for the purpose of sale, distribution, or consumption.
5. In instances where a one-day special license has been applied for and granted through the Town, all policies are in effect as specified in these sections (A through C).

D. Residence Halls

1. The Dean of Students has the responsibility for granting any privileges regarding alcohol consumption in the residence halls. At the present time, students may not possess or consume alcoholic beverages beyond the threshold of the outside entrance door into the residence halls.
   a. Any alcohol that is brought past the front doors will be confiscated and not returned if it is determined in a hearing that there was unlawful possession. Small amounts of alcohol may be thrown away.
   b. A nonstudent guest whose alcohol is confiscated will be asked to leave campus. The guest will receive a letter explaining that his or her presence will not be allowed on the campus without written permission from the Dean of Students or designee.
2. Residents and their guests are not permitted to have alcohol in the residence halls, with the exception of Residence Directors.
3. Alcohol policy violation sanctions are cumulative and will be imposed through a student’s career at the University and not per academic year.

E. Minimum sanctions for violation of Alcohol Policy

1. First Violation
   a. Successfully complete the alcohol education and assessment program with Health Center. Restitution will be required for the alcohol education and assessment program, not to exceed $50, and payable prior to completion of sanction.
   b. For resident students: One (1) week restriction from all residence halls. At the discretion of the judicial hearing officer, resident students may receive the option of a $175 charge in lieu of restriction from residence halls. The option of paying a charge will not be available in cases where the alcohol policy violation requires intervention by Campus Police or other emergency personnel. For commuter students: Minimum five (5)-week guest restriction from residence halls.
   c. One (1) week restriction from participation, on or off campus, in:
      • varsity or club sport athletic contests,
      • performances or exhibits on campus or at University sponsored events,
• participation in official leadership roles in student or residence hall organizations and campus governance committees.

d. One (1) calendar year of Disciplinary Warning and Residential Review.
e. Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

Second Violation

a. Five (5) week restriction from all residence halls. For commuter students: Sixteen (16) week guest restriction from all residence halls.
b. Five (5) week restriction from participation, on or off campus, in: varsity or club sport athletic contests, performances or exhibits on campus or at University sponsored events; or, participation in leadership roles in student or residence hall organizations and campus governance committees.
c. Required substance abuse assessment by a substance abuse therapist approved by the Dean of Students. Student will be required to adhere to all written recommendations. Restitution will be required for the substance abuse assessment not to exceed $100, and payable prior to completion of the sanction.
d. Disciplinary Probation that replaces the remainder of the Disciplinary Warning, plus one (1) additional calendar year of Disciplinary Probation and Residential Review.
e. Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

Third Violation

a. Suspension from the University for a period of not less than sixteen (16)-weeks.
b. Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students, or designee, required to be eligible for re-admittance to the University.
c. Parental/guardian notification at the discretion of the Dean of Students for students under 21 years of age at the time of notification.

F. Pertinent Laws

1. Town of Framingham Policy Regarding Alcohol:

    No person shall drink any alcoholic beverages as defined in Chapter 138, Section I of Massachusetts General Laws while on, in, or upon any public way, or upon any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, park or playground, or private land or place without consent of the owner or person in control thereof. All alcoholic beverages being used in violation of the By-laws shall be seized and safely held until final adjudication of the
charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974. Published July 22, 23, 24, 1974.

2. Laws of the Commonwealth

The following statements are derived from the Commonwealth restricting the procurement and sales of alcoholic beverages to persons twenty-one years of age and older as generally set forth.

a. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the Framingham Board of Selectmen. M.G.L.A., c. 138, sec. 2.

b. No person shall supply, give, or provide to, or allow a person under 21 years of age to possess alcoholic beverages on premises or property owned or controlled by the person charged. M.G.L.A., c. 138, sec. 34.

c. No person shall disturb the peace in any way while intoxicated. M.G.L.A., c. 138, sec. 2.

d. No person shall drive a motor vehicle while under the influence of alcoholic beverages. M.G.L.A., c. 90, sec. 24, 2) (a).

e. No person or group shall otherwise procure or purchase alcoholic beverages for purpose of consumption by a person under twenty-one years unless the acquiring person is the spouse, parent, or guardian of the person under twenty-one.

f. A person under twenty-one years of age shall not use the licenses of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent, or guardian. M.G.L.A., c. 138, sec. 34B and 34C.

g. No person shall be served alcohol without the appropriate ID, that being a valid state driver’s license or a valid U. S. Passport. According to the Massachusetts General Laws Amended, Chapter 138, section 34A, or the Liquor Control Act, any person under 21 years of age who purchases alcoholic beverages, who procures alcoholic beverages in any way, who willfully misrepresents his/her age, who alters, who defaces, who falsifies his or her identification with intent to purchase alcoholic beverages, shall be punished by a fine up to $300.00.

3. Outline of the Laws for Driving Under the Influence of Alcohol

Melanie’s Law

“Melanie’s Law” was signed into law on October 28, 2005. Its purpose is to enhance the penalties and administrative sanctions for Operating Under the Influence (OUI) offenders in Massachusetts. The information below highlights the new penalties under the law and those sections that pertain to RMV suspensions.

Operating Under the Influence of Alcohol While Already Suspended for OUI

Melanie’s Law establishes a new offense of Operating Under the Influence of Alcohol and Operating After Suspension for Drunk Driving. This means that a driver, who was driving under the influence of alcohol
while his/her license was already suspended for OUI, can be charged with two crimes at once: 1.) OUI and 2.) OUI with a suspended license. This additional offense carries a minimum of a 1-year mandatory jail sentence.

New Law
OUI while operating after a suspension for a previous OUI offense

Penalty
1-year minimum mandatory sentence – 2 ½ years imprisonment in a house of correction and a fine of $2,500 - $10,000.

Loss of License
1 year license suspension

Employing or Allowing an Unlicensed Operator to Operate a Motor Vehicle
Melanie’s Law has defined the penalties for allowing or employing an unlicensed driver (including relatives, friends, or known acquaintances) to operate a Motor Vehicle.

New Law
No person shall employ an individual with a suspended license as a motor vehicle operator.

Penalty
1st Offense = up to a $500 fine
2nd Offense = up to 1 year imprisonment in a house of correction and/or a fine up to $1000

Loss Of License
License and/or registration suspension up to 1 year

New Law
No person shall allow a vehicle owned by him/her or under his/her control to be operated by an unlicensed person

Penalty
1st Offense = 1 year imprisonment in a house of correction and a fine of not more than $500
2nd Offense = 2 ½ years imprisonment in a house of correction and/or a fine of up to $1000

Loss Of License
License and/or registration suspension up to 1 year

New Law
No person shall allow an individual with an Ignition Interlock restriction to operate a vehicle not equipped with the device

Penalty
1st Offense = 1 year imprisonment in a house of correction and a fine of up to $500
2nd Offense = up to 2 ½ years imprisonment in a house of correction and/or a fine of up to $1000
Loss Of License
License and/or registration suspension up to 1 year

Child Endangerment While Operating a Motor Vehicle Under Influence of Alcohol
Melanie’s Law creates a new crime of Operating a Motor Vehicle Under the Influence of Alcohol With a Child 14 Years of Age or Younger in the Vehicle. This means that a driver can be charged with two crimes at once: 1.) OUI and 2.) Child Endangerment While OUI.

New Law
Operating a motor vehicle under the influence of alcohol with a child 14 years of age or younger in the vehicle

Penalty
1st Offense = 90 days – 2 ½ years imprisonment in a house of correction, and a $1,000-$5,000 fine.
2nd Offense = 6 months – 2 ½ years in a house of correction and a fine of $5000 - $10,000, or 3-5 years in a state prison

Loss of License
1st Offense = 1 year license suspension
2nd Offense= 3 year license suspension

Registration Cancellation
Melanie’s Law allows the Registry to cancel the registration plates of anyone convicted of a 3rd or subsequent alcohol-related driving offense for the duration of the suspension period.

Vehicle Forfeiture
Melanie’s Law allows a District Attorney to seek forfeiture of a motor vehicle for any defendant convicted of a 4th or subsequent alcohol-related driving offense.

Chemical Test Refusal or Failure
Melanie’s Law eliminates the allowance of a 15-day temporary license. In addition, the operator’s vehicle will be impounded for 12 hours. The license suspension periods for refusing a chemical test have increased as well. See the suspension table below and on the next page

License Suspension Periods for Refusing a Chemical Test
Note: For this table, a prior operating under the influence (OUI) offense refers to a court conviction for OUI or a court-ordered assignment to an alcohol education program. Chemical test refusals do not count as prior OUI offenses.

<table>
<thead>
<tr>
<th>Drivers over age 21</th>
<th>LICENSE SUSPENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Prior OUI Offenses</td>
<td>180 Days</td>
</tr>
<tr>
<td>Prior OUI Offenses</td>
<td>3 Years</td>
</tr>
<tr>
<td>2 Prior OUI Offenses</td>
<td>5 Years</td>
</tr>
</tbody>
</table>
License Suspension Periods for Refusing a Chemical Test

**LICENSE SUSPENSION**

<table>
<thead>
<tr>
<th>Drivers</th>
<th>No Prior Offenses</th>
<th>3 years + 180 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Prior Offense</td>
<td>3 years + 180 days</td>
</tr>
<tr>
<td>age 18 to 21</td>
<td>2 Prior OUI Offenses</td>
<td>5 years +180 days</td>
</tr>
<tr>
<td></td>
<td>3 or More Prior OUI Offenses</td>
<td>Lifetime</td>
</tr>
</tbody>
</table>

**Note:** The additional 180-day suspension for drivers under age 21 is designed to get youths charged with OUI who refuse a chemical test to undergo alcohol education. It does not matter what happens with your court case. Even if you win the case, it will not change the requirement for you to take an alcohol education course. If this is your first OUI case, the 180-day suspension can be waived upon entry into a Department of Public Health (DPH) approved alcohol education program.

**LICENSE SUSPENSION**

<table>
<thead>
<tr>
<th>Drivers</th>
<th>No Prior OUI Offenses</th>
<th>3 years + 1 year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Prior OUI Offense</td>
<td>3 years + 1 year</td>
</tr>
<tr>
<td>under age 18</td>
<td>2 Prior OUI Offenses</td>
<td>5 years + 1 year</td>
</tr>
<tr>
<td></td>
<td>3 or More Prior OUI Offenses</td>
<td>Lifetime</td>
</tr>
</tbody>
</table>

**Note:** The additional 1-year suspension for drivers under age 18 is designed to get youths charged with OUI who refuse a chemical test to undergo alcohol education. It does not matter what happens with your court case. Even if you win the case, it will not change the requirement for you to take an alcohol education course. If this is your first OUI case, the 1-year suspension can be reduced to 180 days upon entry into a Department of Public Health (DPH) approved alcohol education program.

**Manslaughter by Motor Vehicle**

Melanie’s Law creates a new crime of Manslaughter by Motor Vehicle. Any driver who commits manslaughter while operating a motor vehicle while under the influence of alcohol or drugs shall be convicted of Manslaughter by Motor Vehicle.

**New Law**

Manslaughter while under the influence of alcohol or drugs

**Penalty**

5 year minimum mandatory sentence – 20 years imprisonment in state prison and a fine of not more than $25,000
Loss of License
  15 years - lifetime license suspension

Motor Vehicle Homicide
  Melanie’s Law increases the length of license suspension from 10 years to a minimum of 15 years for a conviction of Motor Vehicle Homicide.

Ignition Interlock Devices
  Starting January 1, 2006, any driver with a second or subsequent operating under the influence offense who is eligible for a hardship license or for license reinstatement will be required to have an Ignition Interlock Device attached to any vehicle the driver owns, leases, or operates (including an employer’s vehicle) at the driver’s expense. The goal of this device is to protect both the public and the driver from continued unlawful operation of a motor vehicle. Massachusetts now joins a majority of states in utilizing this technology. A driver with a hardship license must use the device for the entire life of the hardship license and for two additional years after the license has been reinstated. If a driver with two or more OUI offenses is eligible for license reinstatement, the Ignition Interlock Device will be required for two years. This two-year period is mandatory (even if the device was used with a hardship license).

  A driver who has received a suspension of 5 years or longer for a chemical test refusal will be required to have a device for the balance of the chemical test refusal suspension period if a court orders an early reinstatement.

  Installation of the Ignition Interlock Device is a mandatory condition of the issuance of a hardship license or of license reinstatement.

  Once the device is installed, a driver will be required to pass a breath test before starting the vehicle. Any blood alcohol reading of greater than .02 will prevent the vehicle from starting. Every 30 days, the driver must return to the vendor, who will upload and transfer data from the device to the RMV.

  Failure to comply with the Ignition Interlock Device requirements under the law will result in a license revocation from 10 years to life.

  For information on how to obtain and use an Ignition Interlock Device, see the Ignition Interlock Device brochure (this is available in all full-service RMV branches and online at www.mass.gov/rmv)
DRUG POLICY

I. Philosophy

Framingham State is concerned with the welfare of its students, faculty and staff and strives to maintain an environment conducive to teaching, learning and personal development. The University recognizes the negative effect illegal drugs and/or drug abuse can have on both the campus community and society at large. These effects may include, but are not limited to, health risks, threats to the safety and well-being of individuals, legal penalties, disruption to the learning environment, impediment to personal and academic growth, and damages the reputation and public confidence in the University.

It is important, then, that all members of the University community reflect upon their personal responsibilities and, additionally, act to assist others through timely intervention, reporting and/or referral to appropriate sources of treatment and/or support.

This policy is intended to accomplish the following goals:

• Promote a healthy and safe learning environment by stating clear standards of conduct and minimum University sanctions that will be imposed for violation of this policy.
• Describe applicable legal sanctions under state, local and federal law.
• Describe health risks and available education and prevention services, referral services, and counseling, treatment and support services.

II. Policy

A. Conduct Code Regulations

1. The use, possession, sale, distribution, or manufacturing of any illegal drug is prohibited.
2. The illegal or unauthorized possession, sale, use and/or abuse of any prescription or non-prescription drug is prohibited.
3. Possession or use of drug-related paraphernalia is prohibited. In determining if an object is drug-related paraphernalia relevant factors will be considered including, but not limited to, evidence of the object’s use, the object’s primarily intended use, the object’s designed use, the existence of residue of controlled substances on the object, descriptive materials related to the object and the proximity of the object to behavior in violation of the drug policy.

B. Response Procedure

1. If a member of the community suspects violation of the University drug policy the matter should be reported to the Framingham State Police Department. Residence hall incidents may additionally be reported to the Residence Director.
2. Incidents involving alleged violation of the University drug policy will be resolved in accordance with the University Judicial Code. A student charged with violation of the drug policy may be placed on interim suspension from the University and/or interim separation from University residence halls pending the outcome of judicial proceedings.
### DRUGS OF ABUSE / Uses and Effects

<table>
<thead>
<tr>
<th>Drugs</th>
<th>CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Dependence</th>
<th>Physical</th>
<th>Psychological</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Narcotics</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>Substance I</td>
<td>Diamorphine, Horse, Snack, Black tar, Ghia, Nepey (black tar)</td>
<td>None in U.S., Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-4</td>
<td>Injected, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphine</td>
<td>Substance II</td>
<td>MS-Contin, Roxanol, Oramorph SR, MSIR</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-12</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Substance II</td>
<td>Hydrocodone, Hydromorphone, Vicodin, Vicoprofen, Tylox, Lortab</td>
<td>Analgesic, Antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Substance II</td>
<td>Oxycontin, Oxycodone/Anhydrous, Ox-Con, Endocet, Percocet, Percodan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>Substance I, II, III, IV</td>
<td>Acetylmethadol, oxymorphone, morphine, codeine, Percodan, Percocet, Tylenol w/Codeine</td>
<td>Analgesic, Antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-4</td>
<td>Oral, injected</td>
<td></td>
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<tr>
<td><strong>Depressants</strong></td>
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<tr>
<td>gamma Hydroxybutyric Acid</td>
<td>Sub I, Product III</td>
<td>GHB, Liquid Ecstasy, Liquid X, Sodium Oxalate, Xylear</td>
<td>None in U.S., Anesthetic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Sub I, IV</td>
<td>Valium, Xanax, Hyperlan, Alprazolam, Pastil, Rohypnol (Roceles, Roxy Klonopin)</td>
<td>Antianxiety, Sedative, Anticonvulsant, Hypnotic, Muscle Relaxant</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>1-8</td>
<td>Oral, injected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Sub I, II, III, IV</td>
<td>Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)</td>
<td>Antianxiety, Sedative, Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral</td>
<td></td>
<td></td>
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<tr>
<td><strong>Stimulants</strong></td>
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<tr>
<td>Cocaine</td>
<td>Sub I, II, III</td>
<td>Coke, FIlle, Snow, Crack, Coca, Banza, Penco, Newy, Snax</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Snorted, smoked, injected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine/Methamphetamine</td>
<td>Sub II</td>
<td>Crack, Ice, Crystal, Crystal Meth, Speed, Adderall, Desdemone, Desoxyn</td>
<td>Attention deficit/hyperactivity disorder, overstimulation, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected, smoked</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Substance I</td>
<td>Ritalin (R), Concerta, Focalin, Metadate</td>
<td>Attention deficit/hyperactivity disorder</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected, smoked, smoked</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Sub I, II, III, IV</td>
<td>Adderall, Ritalin, Previa-2, Drexer, Provigil</td>
<td>Vasovasodilator</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-6</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hallucinogens</strong></td>
<td></td>
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<tr>
<td>MDMA and Analogs</td>
<td>Sub I</td>
<td>Ecstasy, XTC, Adam, MDA (Love Drug), MDEA (Eve), MDMB</td>
<td>None</td>
<td>None</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral, snorted, smoked</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>Substance I</td>
<td>Acid, Microdot, Sunshine, Boomers</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phenylcyleline and Analogs</td>
<td>Sub I, II, III</td>
<td>PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), DPC, PCE, TCP</td>
<td>Anesthetic (Ketamine)</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-12</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Substance I</td>
<td>Pholadolo mushroom, Mesaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM)</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Possible</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cannabis</strong></td>
<td></td>
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</tr>
<tr>
<td>Marijuana</td>
<td>Sub I</td>
<td>Pot, Grass, Streamilla, Blues, Mota, Yerba, Grilla</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tetrahydrocannabinol</td>
<td>Sub I, Product III</td>
<td>THC, Mariguana</td>
<td>Antinauseant, Aspirin stimulant,</td>
<td>Yes</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hashish and Hashish Oil</td>
<td>Substance I</td>
<td>Hash, Hash oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
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<tr>
<td><strong>Anabolic Steroids</strong></td>
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<tr>
<td>Testosterone</td>
<td>Substance III</td>
<td>Depo Testosterone, Sustanon, Sten, Gyst</td>
<td>Hypogonadism</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>14-28</td>
<td>Injected</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Anabolic Steroids</td>
<td>Substance III</td>
<td>Primobolan, Winstrol, Equipoise, Anapol, Durabol, Primabolin, Depo-D-Ball</td>
<td>Anemia, Breast cancer</td>
<td>Unknown</td>
<td>Yes</td>
<td>Unknown</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
<td></td>
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<tr>
<td><strong>Inhalants</strong></td>
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</tr>
<tr>
<td>Amyl and Butyl Nitrite</td>
<td></td>
<td>Pears, Peppers, Rush, Locker Room</td>
<td>Angina (Amyl)</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No</td>
<td>1</td>
<td>Inhaled</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Nitrous Oxide</td>
<td></td>
<td>Laughing gas, balloons, Whips</td>
<td>Anesthetic</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No</td>
<td>0.5</td>
<td>Inhaled</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Inhalants</td>
<td></td>
<td>Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>No</td>
<td>0.5-2</td>
<td>Inhaled</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
<td>Beer, wine, liquor</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>1-3</td>
<td>Oral</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: *Not regulated

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June 2004
C. Minimum Sanctions for Violation of the Drug Policy
Marijuana under one (1) ounce
Framingham State University has created a policy specifically for marijuana use and/or possession under one (1) ounce. The minimum sanctions for drug policy violations involving under one (1) ounce of marijuana are:

1. First Violation
   a) Required successful completion of the drug educational intervention series with a member of the Health Center and/or designee. Restitution for the drug educational intervention series, not to exceed $50, and payable prior to completion of the sanction.
   b) For resident students: One (1) week restriction from all residence halls. For commuter students: Five (5) week guest restriction from residence halls.
   c) One (1) week restriction from participation, on or off campus, in:
      • varsity or club sport athletic contests,
      • performances or exhibits on campus or at University sponsored events
      • participation in official leadership roles in student or residence hall organizations and campus governance committees.
   d) One (1) calendar year of Disciplinary Warning and Residential Review.
   e) Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

2. Second Violation
   a) Five (5) week restriction from all residence halls. For commuter students: Sixteen (16) week guest restriction from all residence halls.
   b) Five (5) week restriction from participation, on or off campus, in:
      • varsity or club sport athletic contests,
      • performances or exhibits on campus or at University sponsored events
      • participation in official leadership roles in student or residence hall organizations and campus governance committees.
   c) Required substance abuse assessment by a substance abuse therapist approved by the Dean of Students. Student will be required to adhere to all written recommendations. Restitution for the substance abuse assessment, not to exceed $100, and payable prior to completion of the sanction.
   d) Disciplinary Probation that replaces the remainder of the Disciplinary Warning, plus one (1) additional calendar year of Disciplinary Probation and Residential Review.
   e) Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

3. Third Violation
   a) Suspension from the University for a period of not less than sixteen (16) weeks.
b) Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students or designee required to be eligible for re-admittance to the University.
c) Parental/guardian notification at the discretion of the Dean of Students for students under 21 years of age at the time of notification.

**Other Drug Violations**

A student found responsible for other violation of the University drug policy, except for violation related to selling, distributing or manufacturing, will be subject to the following mandatory minimal sanctions

1. **First Violation**

   a) Five (5) week restriction from all residence halls. Resident students will lose residency and access to residence halls for this period without refund of housing charges. Commuter students will be restricted from visiting any residence hall during this period and will be additionally required to complete 15 community service hours or an equivalent assignment.

   b) Required successful completion of the drug educational intervention series with a member of the Wellness Education Office and/or designee. Restitution for the drug educational intervention series, not to exceed $100, and payable prior to completion of the sanction.

   c) Five (5) week minimum restriction from participation, on or off campus, in:
      - varsity or club sport athletic contests,
      - performances or exhibits on campus or at University sponsored events,
      - participation in official leadership roles in student or residence hall organizations and campus governance committees.
      - The restriction will continue until the required drug education intervention series has been completed. In no case will the restriction be less than two weeks in duration.

   d) Two (2) calendar years of Disciplinary Probation and one (1) calendar year of Residential Review.

   e) Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 years of age at the time of parent/guardian notification.

2. **Second Violation**

   a) Sixteen (16)-week Suspension from the University.

   b) Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students or designee required to be eligible for re-admittance to the University.

   c) Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 at the time of parent/guardian notification.

3. **Third Violation**

   a) Expulsion.

   b) Parental/guardian notification at the discretion of the Dean of
Students, or designee, for policy violations involving a controlled substance by a student who is under 21 years of age at the time of parent/guardian notification.

2. Selling, Distributing, or Manufacturing of illegal drugs or controlled substances:
   a. 1st offense:
      • Expulsion.
      • Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 at the time of parent/guardian notification.

III. State and Federal Sanctions
A. Federal Student Financial Aid Penalties for Drug Law Violations
1. A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment for which the student was receiving Title IV, HEA program funds, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).
2. Students with a drug conviction for an offense that occurred while receiving Federal Student Financial Aid, should contact the Financial Aid Office (508.626.4534) to determine if the conviction affects eligibility for aid.

B. State and Federal Drug Law Penalties
1. The following chart outlines Massachusetts penalties/sanctions for violation of drug laws. Additional information on state drug enforcement can be found on the Massachusetts Office of Health and Human Services website (http://www.mass.gov/eohhs/provider/licensing/compliance/).

<table>
<thead>
<tr>
<th>DRUG CLASS</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Imprisonment in the state prison for not more than ten years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than one thousand nor more than ten thousand dollars, or by both such fine and imprisonment.</td>
</tr>
<tr>
<td>B</td>
<td>Imprisonment in the state prison for not more than ten years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than one thousand nor more than ten thousand dollars, or by both such fine and imprisonment.</td>
</tr>
<tr>
<td>C</td>
<td>Imprisonment in the state prison for not more than five years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than five hundred nor more than five thousand dollars, or by both such fine and imprisonment.</td>
</tr>
<tr>
<td>D</td>
<td>Imprisonment in a jail or house of correction for not more than two years, or by a fine of not less than five hundred nor more than five thousand dollars, or both such fine and imprisonment.</td>
</tr>
<tr>
<td>E</td>
<td>Imprisonment in a jail or house of correction for not more than nine months, or by a fine of not less than two hundred and fifty nor more than two thousand and five hundred dollars, or both such fine and imprisonment.</td>
</tr>
</tbody>
</table>

If you have a drug conviction for an offense that occurred while you were receiving Federal Student Financial Aid, please contact the Financial Aid Office (508.626.4534) to determine if your conviction affects your eligibility.
for aid.

2. Under the Federal Controlled Substances Act an individual with a first conviction for simple possession may be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of $1,000 for simple possession. Penalties become more severe for offenses beyond a first conviction or for violations other than simple possession. Additional information on the Controlled Substances Act and associated penalties can be found on the U.S. Drug Enforcement Administration website (http://www.justice.gov/dea/index.htm). Federal penalties for drug trafficking can also be found on this site.

V. If You Need Assistance

Additional information about drug related issues and associated health risks is available from several sources. The following departments offer, or can provide referrals to education, prevention, counseling, treatment and support services:

1. FSU Counseling Center, 508-626-4640, http://www.framingham.edu/counseling/

Campus Posting Policy

McCarthy Center

The following policies concern posting in the McCarthy Center. Posting priority is given to University-related events. All postings will be posted and removed by staff of the Office of Student Involvement and Leadership Development (SILD).

Clubs, departments, and offices may post in designated posting areas (the Dining Commons, Snack Bar, Bulletin Boards).

Postings may not be affixed to the common areas of the McCarthy Center, specifically the walls, windows or doors of the College Center.

Postings are to be stamped, dated, initialed and reviewed in SILD, 510 McCarthy Center.

Notices that are not stamped and posted in designated McCarthy Center locations will be taken down.

All materials must include the sponsoring organization and/or person with a contact number or e-mail address.

To keep publicity visible, the following maximum postings have been designated for the Dining Commons/Snack Bar walls:

- (4) 8.5" x 11" flyers per event per side of the Dining Commons.
- (2) 11" x 17" posters per event per side of the Dining Commons.
- (1) large poster (3' x 4') for each side of the Dining Commons, and (1) for the Snack Bar.

Posting in Other Areas of Campus

- In an effort to keep the campus clean, placing advertisements on cars is prohibited.
- Posting in buildings other than the McCarthy Center requires the
approval of the building secretary for the respective building.
• Posting in the Residence Halls requires approval from the Office
  of Residence Life and Housing.

**Care and Use of University Property**

All students are urged to cooperate in maintaining the University facilities
in neat, working order by using them carefully, not littering, and by treating
the University equipment as respectfully as they would treat their own.

The entire University community suffers from destruction of its property.
It is hoped that situations of this sort will not occur, but said students should
be aware of the possibility of judicial sanctions in the event cases arise.

The cost of repairing or replacing damaged buildings, apparatus,
行动计划, or other property of the University will be charged to the student or
students known to be immediately concerned. If the person(s) who caused
residence hall damage are unknown, the cost of repairs may be assessed
equally upon all the students of the appropriate area or residence hall.

**Domestic Violence Policy  M.G.L. 209A**

Domestic violence is a crime designated by the Massachusetts General
Laws that suggests an arrest of the subject when probable cause exists
that a domestic violence situation has occurred. The Framingham State
Police Department will respond and assist the victim through the process of
reporting this crime and helping him/her through the court system if the victim
chooses the option of a restraining order. Other options are also available,
such as on campus judicial hearings and treatment at the Counseling
Center or Health Center. If any student, faculty, or staff member has any
question regarding this law, please contact the Framingham State Police
Department and direct your inquiries to Chief Brad Medeiros.

**Education Amendment Acts**

**A. Title IX. 1972**

In order to comply with the requirements of Title IX of the 1972
Educational Amendments Act, Framingham State guarantees that no
student, on the basis of sex, shall be excluded from participation in, denied
the benefits of, or be subjected to discrimination under any education
program or activity receiving Federal financial assistance. This assurance
extends to all aspects of the operation of the University affecting students,
including admissions, recruitment, financial aid, academic programs, student
treatment and services, counseling and guidance, discipline, classroom
assignment, grading, recreation, physical education, athletics, housing
and employment. Questions, concerns and/or complaints regarding Title
IX protections should be directed to Melinda Stoops, Title IX Coordinator
for complaints regarding student matters, at 508 626-4596 or mstoops@
framingham.edu; Erin Nechipurenko, Title IX Coordinator for complaints
regarding employee matters, at 508 626-4530 or enechipurenko@
framingham.edu; or Carey Eggen, Title IX Coordinator for complaints about
University Athletics at 508 626-4565 or ceggen@framingham.edu.
B. Family Educational Rights and Privacy Act 1974 (FERPA)

The following notification to the students is given regarding their educational records. Dissemination of such information is required under the “Privacy Rights Act of Parents and Students.” The Vice President of Enrollment and Student Development, of Framingham State, is responsible for supervising and coordinating the implementation of this policy.

1. All educational records for the purpose of this notice shall be defined as those records, files, documents, and other materials which (a) contain information directly related to the student, and (b) are maintained at Framingham State.

2. The following paragraphs list the educational records maintained at Framingham State, and also a description of the information contained in the records and the name of the person responsible for maintaining them, however, the term “educational records” does NOT include:
   a. Personal files and administrative personnel which are in the maker’s duties for a temporary period.
   b. Records of the law enforcement unit associated with an educational institution, if the unit’s personnel are not allowed access to a student’s educational records and which are kept separate from the educational records, are maintained for law enforcement purposes only, and are available only to law enforcement officials.
   c. Employment records of non-student employees of the institution which relate exclusively to aiding employees in their occupational capacity and are not available for use for any other purpose.
   d. Medical, psychiatric, or psychological records created and used only for the treatment of a student available only to those providing the treatment (provided, however, that a physician or other appropriate professional of the student’s choice may review such records).
   e. Types and location of Restricted Records maintained by Framingham State available only for review by physicians or other appropriate professionals of the student’s choice. Such review may result in written observations to be written in the student’s file.

NOTE: The Family Educational Rights and Privacy Act as amended does not prohibit the destruction of records. As such, the University will, from time to time, routinely review and, when deemed appropriate, destroy non-permanent educational records. However, any existing records may not be destroyed if a prior claim of access has been made for such a student until said claim has been processed.

3. Type and Locations, Records

a. The Academic (full-time undergraduate) records are located in the Office of the Registrar. The Registrar is the person responsible for the following records: 1) permanent records (transcript), 2) University application, 3) high school record, 4) semester grade sheets, 5) College Board scores and profile, 6) miscellaneous correspondence, 7) transcript request forms, 8) study list audit, 9) acceptance data, 10) deficiency reports, 11) Social Security forms (when available), 12) Veterans’ Administration forms (Veterans only), 13) Course Progress Forms, 14)
transcripts from former colleges and universities (transfer students only), 15) change of status form, 16) transcripts from other colleges in conjunction with off-campus course approval forms.

b. The Academic (graduate program) records are located in the Office of the Registrar. The Registrar is the person responsible for the following records:
   1) letters of reference, 2) application forms, 3) transcripts from other colleges and universities, 4) evaluation reports of practicum and internships, 5) test scores from Graduate Record Examination and Miller Analogy Test.

c. The Disciplinary records are located in the Residence Life and Judicial Affairs Office. The Associate Dean of Students is the person responsible for the records of students appearing and found responsible for University policy violations under the Student Judicial Code.

d. The Financial Aid records are located in the Financial Aid Office. The Director of Financial Aid is the person responsible for these records.

e. The Housing records are located in the Residence Life and Judicial Affairs Office. The Associate Dean of Students, or designee, is the person responsible for the following records: 1) residence hall application, 2) Residence Hall License Agreement, 3) room assignment and change records.

f. The Medical records are located in the Health Center. The Director of Health Services is the person responsible for the following records:
   1) physical examination records, 2) follow-up reports made at individual appointments.

g. The Placement records are located in the Career Services and Employer Relations Office. The Director of Career Services and Employer Relations is the person responsible for these records:
   1. Individual Student Placement Files
      - Letters of recommendation
      - Letters of commendation
      - University interview form
      - Resume
      - Student teaching/internship evaluations
      - Placement fee records.

h. The Psychological records are located in the Counseling Center. The Director of the Counseling Center is the person responsible for these records: 1) files containing name, appointment dates, and other administrative dates; 2) individual student folder containing:
   1. test results and interpretations
   2. interview notes, reports from psychiatrist, and other “treatment” related information.

i. Veterans’ Records: The Office of the Registrar is responsible for the following records:
   1) applications for Work Study and other appropriate employment, 2) student fact sheets containing nonpayment questions with regard to Veterans’ Administration-related matters.
NOTE: Those who are presently or have been students at Framingham State have the following rights in relation to their educational records:

- Right to the list of educational records which are maintained by the University.
- Right to inspect and review the contents.
- Right to a copy of the records at the student’s expense - five cents ($0.05) per page.
- Right to a response from the University to reasonable requests for explanations of records.
- Right to a hearing to challenge contents of records, but not the right to contest a grade. If a student has material on two or more areas, the hearing is restricted to the pertinent area.
- The University has 45 days on the outside to comply with the student’s request in regard to those rights referred to in the above listed rights.

NOTE: Framingham State will not make the following available to students:

- Financial records of the parents of the students or any information contained therein.
- Confidential letters and statements of recommendation, which were placed in the educational records prior to January 1, 1975, if such letters or statements are used for purposes which they were specifically intended.
- The student may waive the student’s right of access to letters and statements of recommendation placed in the educational records subsequent to January 1, 1975, provided:
  a. This waiver is conditioned upon the student knowing names of informants and letters used strictly for the purpose for which intended.
  b. The only purposes for which these letters may be used are the following: with respect to the admission to any educational agency or institution, with respect to an application for employment, with respect to the receipt of an honor or honorary recognition.

NOTE: Directory Information at Framingham State includes a student’s name, address, telephone listing, electronic university mail address, major field of study, dates of attendance, grade/class level (if an undergraduate - class is based on courses completed), enrollment status (FT or PT) for a particular semester, degrees and awards received, participation in officially recognized activities and sports, and the most recent previous educational agency or institution attended by the student. This Directory Information will be made public unless the student specially expresses in writing to the Office of the Registrar a request not to release such information.

NOTE: No one shall be permitted access to, nor shall there be any release of, educational records or personally identifiable information contained therein other than Directory Information without the student’s written consent with the following
exceptions:

a. Disclosure is to Framingham State officials, who have been determined to have legitimate educational interests. A Framingham State official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person, contractor, vendor or company with whom the University has contracted to perform functions (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or award committee) or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties.

b. Disclosure is to officials of other schools in which the student, or former student, seeks or intends to enroll or is already enrolled. Upon request the University will provide a copy of the disclosed record, and give the student an opportunity for a hearing to challenge the content of the disclosed record.

c. Disclosure is to authorized representatives of the U.S. Government, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States or the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or State Educational Authorities who are concerned with audit and evaluation of legal requirements which relate to such programs.

d. Disclosure is to any State official, authorized by statute, who have access to educational records.

e. Disclosure is to organizations conducting studies for, or on behalf of, the University for the purpose of (i) developing, validating, or administering predictive tests; (ii) to administer student aid programs; or (iii), to improve instruction. Such studies are to be conducted in such a manner as to not permit the personal identification of students and their parents by persons other than the representatives of such organizations, and with the understanding that such information will be destroyed when no longer needed for the purpose for which it is conducted.

f. Disclosure is to accrediting organizations in order to carry out their accrediting functions.

g. Disclosure is to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1986. If parents request access to any of the records for this reason, a letter requesting access must be sent along with a copy of the last year’s federal tax return indicating dependents to the Dean of Students.

h. Disclosure is in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders of subpoenas in advance of the compliance there within by the University.

i. Disclosure is to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety
of the student or others in connection with a health or safety emergency.

j. An alleged victim of a crime of violence or non-forcible sex offense may be informed of the final results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.

k. Disclosure of the final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or a non-forcible sex offense if the University determines as a result of that disciplinary proceeding that the student committed a violation of the University’s General Student Conduct Code Regulations with respect to such crime or offense.

l. Disclosure is pursuant to and in accordance with an ex parte order issued under the USA Patriot Act.

m. Disclosure is of public information concerning registered sex offenders provided to the University under the Violent Crime Control and Law Enforcement Act of 1994 (as amended by the CSCPA).

4. Procedure for Gaining Access to Records

a. Framingham State has developed the following procedures for the granting of a request by students for access to their own educational record. These procedures require that any request for access to educational records be accommodated within a reasonable period of time, but in no case shall access be withheld for forty-five (45) days after the request has been made.

1. A student who desires access to records must obtain and complete a request form obtained at the Office of the Registrar.

2. The student then proceeds to the appropriate office, presents the form to the person in charge, and makes an appointment to view his or her records.

3. The student verifies identity by showing a valid form of ID.

4. Access will be supervised to ensure that no documents are removed or altered, and care will be taken to prevent the insertion of unauthorized materials.

b. Inquirer shall fill out the name, date, and reason for access, which shall be recorded and become part of the file’s audit trail.

5. Procedures for Challenging the Content of Educational Records

a. Any student may challenge the contents of his or her records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of other rights of students, and to provide an opportunity for correction or deletion of such data. The exception is that a student cannot challenge any academic grade received. Initially, the challenge may be handled through informal discussion between the originator of the record and the student. If the challenge cannot be resolved through informal discussion to each party’s satisfaction, then the student should state in writing to the Vice President of Academic Affairs or designee, the contents of those records the student wishes to appeal and the basis of the appeal. A hearing shall be called within three (3) academic weeks from the time the Vice President of Academic Affairs or designee, receives the student’s request for a hearing. The
hearing shall assure that all parties be given a full and fair opportunity to present evidence. This hearing shall be conducted by the Vice President of Academic Affairs or designee. Once a decision is reached, the Vice President of Academic Affairs or designee shall communicate said decision to the student within 30 days of time, and in written form. In the event that the student disagrees with the decision of the hearing, he or she may request a review of the decision from the Office of the President. However, the decision to grant a new hearing will be made only if a significant question of policy or compliance with the law appears to be presented in the matter in question. Aforementioned information is not intended to include the challenge of any grade received by the student.

b. A student may file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the Act. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920; fax 202-260-9001; email: ferpa@ed.gov

NOTE: The Family Educational Rights & Privacy Act of 1974 does not prevent a student from appealing a grade for reasons other than that above. The University reserves the right to determine its own policies for grade appeals.

C. Additional Regulatory Information

1. USA Patriot Act
The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001 and FERPA permit a postsecondary institution to disclose, without the consent or knowledge of the student, information from education records pursuant to, and in accordance with, an ex parte court order issued under the USA Patriot Act.

2. SEVIS The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that establishes a process for electronic reporting by designated school officials of information required to be reported to the Department of Homeland Security’s Immigration and Customs Enforcement (ICE), previously known as the Immigration and Naturalization Service (INS). SEVIS maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security, Immigration and Customs Enforcement (ICE) throughout a student’s or exchange visitor’s stay in the United States, in order to certify an institution as eligible to participate in SEVIS.

3. Megan’s Law
The minimum national standards for sex offender registration and community notification programs are contained in the federal Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, codified at 42 U.S.C.14701. Under the Wetterling Act,
states must establish programs that require a sexually violent predator (and anyone convicted of specified criminal offenses against minors) to register their name and address with the appropriate authority where the offender lives, works, or is enrolled as a student. States are also required to release relevant information necessary to protect the public concerning persons required to register, excluding the identity of any victim. This community notification provision is commonly known as the “Megan’s Law” amendment to the Wetterling Act. See 20 U.S.C. 14071 (e).

4. Solomon Amendment
This 1996 amendment to three appropriation bills proposes to withdraw funding from institutions that have been certified to have an anti-ROTC policy or practice and prevents Department of Defense representatives from accessing their campuses or obtaining, among other things, student recruiting information on students for military recruiting purposes.

**Equal Opportunity/Affirmative Action/Diversity Plan**

It is the policy of Framingham State not to discriminate in employment or education on the basis of race, color, creed, religion, national origin, gender, transgender, age, disability, sexual orientation, gender, including transgender, identity, genetic information, marital status, veteran status, or military status. The University operates under an Affirmative Action Equal Opportunity/Diversity Plan, approved by the Department of Higher Education and the University’s Board of Trustees, that promotes and maintains a policy of nondiscrimination, equal opportunity, affirmative action, and diversity. This policy incorporates by reference, and where applicable, the requirements of: Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the DHE, the Boards of Trustees of the State Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders. Further, the University 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 University community.
Framingham State has established internal discrimination complaint procedures to help resolve discrimination problems on campus. These procedures serve as a system of review and resolution for both informal claims and formal complaints of discrimination. For additional information or advice concerning discrimination complaint procedures, please contact Erin Nechipurenko, Erin Nechipurenko, Director of Human Resources and Affirmative Action, and Designated Coordinator for Title IX (employees), Section 504 and Title II of the ADA at (508) 626-4530 or enechipurenko@framingham.edu; or Melinda Stoops, Title IX Coordinator (students) at 508 626-4596 or mstoops@framingham.edu.

**Firearms and Fireworks**

In accordance with the laws of the Commonwealth of Massachusetts, Chapter 269, Section 10 and Chapter 148, Section 39, no person may have in his or her possession or use any firearm, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university and shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one (1) year or both. He or she may not sell, explode, or cause to explode any composition or substance or any other article which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation. Any act by an individual or individuals in violation will be dealt with as a serious offense to the general well being of the University community and will likely result in removal from the community. No student will be allowed to bring a paint, pellet, AirSoft or B.B. gun for any reason to campus without the express written permission of the Framingham State University Police Chief.

**Notice of Non-Discrimination**

Framingham State does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, genetic information, marital status, age, disability or veteran status in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Erin Nechipurenko  
Director of Human Resources  
Designated Coordinator for Title IX (Employees), Section 504 and Title II of the ADA

Office of Human Resources  
Dwight Hall Room 207  
Framingham State University  
100 State Street  
Framingham, MA 01701  
(508) 626-4530

For further information on notice of non-discrimination, you may also contact: U.S. Department of Education
Employment of Persons with Disabilities

Framingham State’s employment policies, practices and facilities are designed to ensure that it does not disparately treat or adversely impact otherwise qualified persons with disabilities. If such disparity is found, it will be corrected as quickly and completely as is reasonable under existing financial constraints. In accordance with the requirements of state and federal law, and through the interactive process, Framingham State will afford reasonable accommodations to any otherwise qualified employee with a disability to enable the employee to perform the essential functions of the job. Reasonable accommodations will also be afforded to applicants for employment who have a disability to enable them to adequately pursue a candidacy for any available positions. Applicants or employees may request an accommodation by contacting Jacquie Kittler, Assistant Director of Human Resources, at 508-626-4570.

Education of Students with Disabilities

Framingham State’s existing admissions, student support and other student life policies, practices and facilities are designed to ensure that they do not disparately treat or impact otherwise qualified students with disabilities. If such disparity is found, it will be corrected as quickly and as completely as is reasonable under existing financial constraints.

In accordance with the requirements of state and federal law, Framingham State will provide necessary reasonable accommodations, auxiliary aids and academic adjustments (including support services) to otherwise qualified students with disabilities to assure equal access to its programs, facilities and services. Reasonable accommodations will also be afforded to applicants for admission who have a disability to enable them to adequately pursue all opportunities for enrollment in the University’s programs of study. For more information regarding these types of accommodations, please contact LaDonna Bridges, Director of Academic Support, at ext. 4906.

Freedom of Expression

As an educational institution, Framingham State supports the constitutional right of free speech. The University recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; nor to be disruptive of any activity on campus. Such forms of demonstration may be (but are not limited
to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. In the event any type of demonstration interferes with University business and/or another University event the University will take appropriate action.

**Picketing Code**

1. All students, undergraduate and graduate, have a right to demonstrate on University premises provided, however, that no such demonstration shall be permissible, which for any reason of time, place, or type of behavior, materially disrupts class work or other University business, or involves substantial disorder or invasion of the rights of others.

2. Campus buildings are for University business. Any form of demonstration that interferes with University business in office or classroom spaces is a violation of this Code.

3. Students are prohibited from blocking free entry to or free exit from buildings, interfering with free movement, or presenting obstacles to regular University activities. “Interfering with free movement” is defined as any physical denial or restriction of a person’s ability to freely reach or leave a given geographical area, or harassment as defined in the Code of Student Conduct. “Obstacles” are defined as physical devices, bodies, or signs which cause interferences with free movement, or sounds which prevent normal communication.

4. There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action and represents a clear and present danger to the campus community, which shall be a violation of the Code.

5. No student shall intentionally and substantially interfere with the freedom of expression of another person on University premises or at University sponsored activities.

6. Failure to cease any activity in violation of the Code immediately following either written or oral notice by a University official shall also be a violation of this Code.

7. Any violation of the Code may subject a student to expulsion from the University or such lesser sanction(s) as may be deemed appropriate by the University.

**Fundraising Policies for Student Clubs/Organizations**

Clubs may be interested in generating funds for club-related expenses. Fundraisers can be an opportunity to generate revenue outside of the funds allocated to a club via the SGA budget process. Below you will find an overview of the policies related to fundraising by student clubs:

- At no time should SATF monies be used to generate income for a club or organization.
- Events charging an admission fee or ticket price are considered subsidized events and must be pre-approved by the Director of SILD or designee.
• An Event Registration Form must be completed for all fundraising activities. All club fundraising events must follow event registration and financial guidelines. Events must be registered in Collegiate Link and approved by the appropriate Resource Person.
• 50/50 drawings are not permitted.
• Receipt of a monetary donation or “gift” will be deposited and recorded according to the procedures/policies of the Office of University Advancement.
• Soliciting donations off-campus (whether in person or via letter) may require the approval of the Office of University Advancement.

All policies and procedures related to the disbursement of checks and/or depositing of monies are the same for fundraisers with the following exceptions:
• During the proposal phase, it may be determined that a Class & Club account may go below its balance. In this circumstance, clubs may have a one-time loan up to $50 to generate revenue. The club will remain in debt to the McCarthy Center Trust Fund until the group repays the loan.
• Any funds generated must first repay the loan. Anything above the loan amount will be deposited into the club’s Class & Club Account.
• In cases where the money is never generated to repay the loan, said clubs will automatically have $50.00 deducted from the new Fiscal Year’s budget.

Please refer to The Club Officer Handbook for the most current information regarding polices for fundraising and event planning.

Under no circumstances are receipts to be used to buy or pay for merchandise or services. All payments must be made through the University Purchasing System utilizing either the Student Activity or Class and Club Account.

*For fundraising policies for other offices/departments, please see your area Vice President.

Hazing

The term “hazing”, as used in this handbook, is defined by Massachusetts General Law, Chapter 269, Sections 17, 18 and 19. Hazing will be viewed as a violation of the Code of Conduct. Charges will be filed through the Judicial System and may be filed externally as a violation of Massachusetts General Law.

As detailed in MGL c. 269, section 17: “Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.”

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or
recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.”

“Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.”

Failure to report hazing (269:18).

“Whoever knows that another person is a victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”

Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report (269:19).

“Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team, or student organization which is part of such institution, or is recognized by the institution, or permitted by the institution to use its name or facilities, or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, than an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.”

“Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.”

“Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time
student in such institution a copy of this section and sections seventeen and eighteen.”

“Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and, in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The board of higher education and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

**Institutional Use of Student Images**

Framingham State may use, with good taste and judgment, the names and/or images of students for public relations purposes, including publications and the Website. Students who do not want to grant this permission may contact the Dean of Students at mstoops@framingham.edu.

**Insurance – Theft/Property Damage**

The University is not responsible for the loss of students’ personal belongings by theft or property damage. It is suggested that parents extend their homeowner’s coverage to include the student’s belongings while away from home.

**Involuntary Administrative Withdrawal**

Students are subject to involuntary withdrawal from Framingham State or from the Framingham State residence halls, by the Dean of Students, if it is determined that the student has threatened or engaged in behaviors that endanger the safety of self or others, caused significant damage, or impeded the lawful activities of others. In instances where an individual endangers the safety of oneself, she/he will be afforded due process before a decision is made with regard to sanctions.

**Jury Duty**

It is not unusual for students to be called to serve as trial jurors. Jury service, on a short-term basis, can provide students with an opportunity to fulfill one of their important responsibilities as members of the community. According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college or university, you are an inhabitant for more than
50% of the year and, therefore, eligible to serve as a juror in Massachusetts.”

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service. These materials address many of the most frequently asked questions about jury duty. Jury duty is a legal obligation and those who fail to respond are subject to criminal prosecution.

Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons, in advance of the anticipated absence, and make arrangements to complete any missed work. Students should also bring documentation of their summons to the Office of the Dean of Students, McCarthy Center 504. Staff in the dean’s office will notify instructors that such documentation was received and verify the anticipated dates of absence.

If you have any questions about jury duty, please contact the Office of the Jury Commissioner at 1-800-THE-JURY/1-800-843-5879. Information is also available at www.juryduty.massjury.com.

Outdoor Event Policy
A. Introduction: As an integral part of student life at Framingham State, daytime programs have been advocated by classes, clubs, student organizations, and academic classes in order to meet the co-curricular and leisure time needs of the University community. In particular, outdoor musical functions have a threefold purpose:
   1. to provide daytime programs for the entire University community,
   2. to give campus talent an opportunity to perform,
   3. to create an environment for social interactions.
B. Recognized Annual Events: The following events are recognized as part of the tradition at Framingham State and are subject to the guidelines below. They are to be given first preference in scheduling each semester:
   1. Orientation Activities
   2. Spring Sandbox
   3. Senior Week Activities
C. Locations: Campus-wide events are subject to availability and approval by various campus departments. All locations must meet health and safety standards.

D. Scheduling:
   1. All events must be approved by the Office of Student Involvement and Leadership Development, and scheduled through the Office of Campus Events. On academic days, the event can extend no later than 10 p.m., unless special permission is granted by the Dean of Students, or designee.
   2. All outdoor functions scheduled on weekends or holidays will begin no earlier than noon and extend no later than 10 p.m., unless special permission is given by the Dean of Students or designee.
   3. Outdoor music will not be played on Monday through Thursday after 5 p.m., unless special permission is granted by the Dean of Students, or
designee, and notification is given to the Dean of Graduate and Continuing Education two (2) weeks prior to the event.

4. The number of events scheduled on Friday nights, Saturdays, and Sundays is limited to five (5) per semester, including all recognized annual events.

5. All outdoor functions that are contrary to listed regulations must receive special permission from the Vice President, Academic Affairs, and the Dean of Students, or their respective designees. All functions must adhere to specified regulations.

E. **Neighborhood Notification:** Neighbors in the surrounding area (extent dependent upon the specified event) will be notified in writing by the sponsoring organization of the event, under the supervision of the Office of Student Involvement and Leadership Development, at least one (1) week in advance of the event.

F. **Police Details:** The number of campus police officers required shall be determined by the Framingham State University Police Chief.

G. **Beverages:** Compliance with the Institution’s Alcohol Policy (pg. 65) is required.

H. **Litter:** The sponsoring organization will be responsible for all clean-up within 24 hours, subject to the penalties referred to in Article 9.

I. **Damage:** Action will be levied against an individual, group, and/or organization in the event of damage once the responsible party has been determined.

J. **Evaluation:**

1. The sponsoring organization will complete the Office of Student Involvement and Leadership Development program evaluation form after each outdoor function is held in order to identify problems and in order to solicit feedback from members of the University community.

2. An annual Student Affairs Committee evaluation and review of this policy is recommended.

**Protective Custody**

**As defined in Chapter 111B:**

Protective Custody is used as a safety measure to care for a person who is incapacitated by alcohol. Any person who is incapacitated and/or considered to be a danger to self or others may be transported by a police officer, with or without his/her consent, to a facility or police station. The police officer may request the person to perform reasonable tests of coordination, coherency of speech, and breath.

Any person who is brought to a police station shall have the right to request a Breathalyzer test. Any person who is administered the Breathalyzer test and is found to have a percentage of alcohol in his/her blood at ten one hundredths or greater shall be considered intoxicated.

Any person presumed intoxicated and held in protective custody at a police station has a right to make a phone call.

An incapacitated person can be held in protective custody until he/she is no longer incapacitated, but no longer than twelve (12) hours, whichever
is shorter.

A person placed in protective custody is NOT under arrest and has NOT been charged with a crime.

Upon arrival at the police station, documentation will be made as to whether or not the person exercised his/her right to a phone call, or their right to a Breathalyzer test (Statutory Rights and Consent Form).

The Framingham State Zero Tolerance Policy and Protective Custody

Framingham State’s Zero Tolerance Policy/Alcohol Policy states that a person may not be on, near, or around any of the University’s property while incapacitated (intoxicated). If a student or guest is found to be intoxicated while on or around University property, the incapacitated person shall be subject to being placed under protective custody.

A police officer may ask the person they believe to be intoxicated to perform field sobriety tests. If an officer believes a person may create a safety risk to himself/herself or others, then safety will be used as the determining factor for allowing an officer to place an allegedly incapacitated person into protective custody.

The incapacitated person will then be placed in handcuffs. This procedure is a safety issue as well as a policy. A pat-frisk for weapons will then be performed prior to placing the incapacitated person in the cruiser. The incapacitated person will then be brought to the Framingham Police Department, or the State Police Barracks, to be booked (the person is not under arrest). Photographs and fingerprints may or may not be taken, depending on the decision of the supervisor handling the booking. Again, the person is NOT under arrest. Incapacitated persons are placed in a cell and observed as the blood alcohol content decreases. Generally a person is released within four (4) to twelve (12) hours of being placed into protective custody. Community members found to be intoxicated on university property may be issued a notice of “Interim Suspension” by the Administrator on Call via a police department representative

Research Activities

The Framingham State University Institutional Review Board (IRB) is responsible for protecting the rights and welfare of human subjects participating in research conducted at FSU. The FSU IRB reviews research in the following three categories:

1) research that is federally funded;
2) research for which the sponsoring agency requires federal-level institutional review; and
3) research that is voluntarily submitted by an applicant(s) for a federal-level institutional review.

It is expected that individuals conducting research associated with the University do so in accordance with the highest ethical and moral standards and accepted practices within their disciplines.

Information about the FSU IRB and IRB-related documents may be accessed at the following URL: http://www.framingham.edu/academic-
Serious Illness or Death of a Fellow Student

Unfortunately, from time to time, the University community experiences the serious illness or death of one of its members. In the case of a student’s death, the University offers the community a chance to express its sorrow by sharing together in a memorial service or gathering on campus. These services are prepared by friends of the deceased in collaboration with family members and members of the University administration. If you are aware of the death of a classmate, you are asked to notify the Office of the Dean of Students at (508) 626-4596. This Office will notify appropriate members of the University community so that the University may extend its sympathy to the family of the deceased and begin the arrangements for a memorial service or other method of remembrance.

Sexual Harassment Including Sexual Assault/Sexual Violence Policy:
(Please see page 105 for TITLE IX information)

Framingham State (hereinafter “University”) prohibits any member of the University community, male or female, from sexually harassing another employee, student or other person having dealings with the University. The University is committed to providing a working, living and learning environment that is free from all forms of sexually abusive, harassing or coercive conduct. This policy seeks to protect the rights of all members of the University community (faculty, librarians, administrators, staff, students) and other persons having dealings with the University, so that all individual are treated with respect and dignity.

Sexual harassment is a form of behavior that fundamentally undermines the integrity of academic and employment relationships. It is of particular concern within educational institutions where all members of the community, including students, faculty, librarians, staff and administrators, are connected by strong bonds of intellectual interdependence and trust.

This policy defines sexual harassment, which includes sexual assault and violence, sets forth types and examples of sexual harassment, identifies internal complaint processes and possible outcomes, discusses dissemination of this policy, and contains contact information for filing complaints outside of the University. Any questions regarding this policy may be directed to Erin Nechipurenko, Esq., Director of Human Resources and Title IX Coordinator for employees, Dwight Hall, Room 207, 508-626-4978, enechipurenko@framingham.edu or Melinda Stoops. PhD, Dean of Students and Title IX Coordinator for students, McCarthy Center, Room 504, 508-626-4596.

Prohibited Actions

Sexual harassment of a student, an employee, or any other person in the University is illegal, unacceptable, impermissible, intolerable, and punishable under law. It is also unlawful to retaliate against anyone for filing a complaint of sexual harassment.
Definition of Sexual Harassment

Sexual harassment is a form of gender discrimination. It occurs in a variety of situations that share a common element: inappropriate sexual behavior or conduct, including sexual assault or violence, that occurs in the work or learning environment. Sexual harassment is subject to the reasonable person standard and must be severe, persistent or pervasive so as to interfere with a student's ability to participate in or benefit from an educational benefit or alter the conditions of an individual's employment. There are two types of sexual harassment: quid pro quo and hostile classroom/work environment.

Quid pro quo harassment includes inappropriate sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or as a basis for academic/employment decisions. Quid pro quo harassment occurs when an employee/instructor with authority or control over the terms and conditions of another employee's work or a student's academic performance offers him/her a benefit or advantage in exchange for sexual favors or gratification. Conversely, if a student/employee is denied an academic/work benefit or advantage due to his/her refusal to respond to, or rejection of, requests for sexual favors or gratification, then he/she was subjected to quid pro quo harassment.

The second form of sexual harassment is hostile classroom/work environment harassment, which includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature having the purpose or effect of unreasonably interfering with an individual's classroom/work performance by creating an intimidating, hostile, humiliating or sexually offensive academic/work environment.

This policy does not proscribe all conduct of a sexual nature. Only unsolicited and unwelcome conduct may create a hostile work environment.

Examples of Sexual Harassment

Sexual harassment includes direct or implied requests by an instructor/supervisor for sexual favors in exchange for actual or promised academic/job benefits such as favorable grades or reviews, salary increases, promotions, increased benefits, or continued employment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following non-exhaustive list cites some examples of conduct, which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.

- making unwelcome sexual propositions, whether they involve physical touching or not, or pressuring one for sexual favors;
- touching of a sexual nature;
- writing graffiti of a sexual nature
- displaying or distributing sexually explicit drawings, pictures, or written materials
- performing sexual gestures or touching oneself sexually in front of others;
- spreading sexual rumors or rating others as to sexual activity or performance;
- circulating or showing emails or websites of a sexual nature
- references to and inquiries about sexual conduct and body parts, including one’s own
- unwelcome leering, whistling, brushing against the body, and sexual gestures

**Consensual Relationships**

Under this policy, consenting romantic and sexual relationships between faculty and student, librarian and student, administrator and student, classified staff member and student, or supervisor and employee are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and strongly discouraged by this policy.

Faculty, librarians, administrators, classified staff members, and supervisors are warned against the dangers of apparently consensual relationships. A faculty member, librarian, administrator, or classified staff member who enters into a romantic or sexual relationship with an employee where a power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to disprove the claim on the grounds of mutual consent. Because that is so, it should be understood that relationships of this kind pose serious professional risks to any who enter into them.

**Legal References**

Sexual harassment is expressly forbidden by federal and state regulations and action by the federal government has established that such behaviors are actionable under the provisions of Title VII of the 1964 Civil Rights Act and the Civil Rights Act of 1991, the provisions of Title IX of the 1972 Educational Amendments and under Massachusetts General Law, Chapter 151B, Sections 3A, 4(1), and 16A.

**Policy Dissemination**

The University’s policies and complaint procedures on sexual harassment are well publicized to students and employees; these policies and procedures are detailed in student handbooks and employee pamphlets. The University will distribute a copy of the Sexual Harassment policy on an annual basis. New employees will receive a copy at the onset of their employment. In addition to formal procedures, the University shall insure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances.

**Complaint Procedures:**

In keeping with these regulations, a concerted effort will be made
to protect employees, students, and others from sexual harassment as defined. Retaliation is unlawful against the victim or those who cooperate in the investigation of a sexual harassment complaint. The final authority and ultimate responsibility for the prevention of sexual harassment will rest with the President. The President will take all reasonable measures to prevent sexual harassment and will act promptly to investigate the alleged harassment and to effect remedy when an allegation is determined to be valid. However, the Director of Human Resources/Affirmative Action Officer will have the responsibility for the overall development, administration, and monitoring of all programs, policies, procedures, and regulations related to sexual harassment of employees. The Dean of Students will have the responsibility for the overall development, administration, and monitoring of all programs, policies, procedures and regulations related to sexual harassment of students.

When employees or students feel their equal opportunity rights have been breached, the complaint process is a mechanism for resolution. Complaints may be either formal or informal. Regardless, when a complaint is filed, it will be promptly investigated in a fair and expeditious manner and in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint, with any witnesses, and with the person alleged to have committed the sexual harassment. When the investigation is completed to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be informed of the results of the investigation. If it is determined that inappropriate conduct occurred, prompt action to eliminate the offending conduct will occur, and where appropriate, disciplinary action will be imposed.

Complaints about sexual harassment may be communicated orally or in writing to Erin Nechipurenko, SPHR, Director of Human Resources (employee and third party complaints) at (508) 626-4978, Dwight Hall Room 207, or via email at enechipurenko@framingham.edu, or to Melinda Stoops, PhD, Dean of Students (student complaints) at (508) 626-4596, McCarthy Center, Room 504, or via email to mstoops@framingham.edu.

**Informal Complaint Process**

The informal process encourages the affected person to discuss the concern or breach with any involved University official who may be helpful in resolving the matter. The University official may be the Human Resources Director/Affirmative Action Officer and/or her designee, a Dean and/or her designee, a counselor, a supervisor, or any other official who might help the affected person with an informal resolution. The purpose of the informal grievance process is to allow for misunderstandings to be aired and resolved and to provide an opportunity for the aggrieved person and the alleged perpetrator to attempt to resolve the concern prior to the formal grievance process. Complaints about sexual harassment may be communicated orally or in writing to Erin Nechipurenko, SPHR, Director of Human Resources (employee and third party complaints) at (508) 626-4530, or to Melinda.
Stoops, PhD, Dean of Students (student complaints) at (508) 626-4596.

**Formal Complaint Process**

Any employee or student who believes that the University’s Sexual Harassment policy has been breached in its application to him/her, may institute a formal complaint. The formal complaint procedure for employees contains three steps, all of which are listed in the Affirmative Action/Equal Opportunity/Diversity Plan for the State Universities of the Commonwealth of Massachusetts. The Affirmative Action/Equal Opportunity/Diversity Plan is available in the Human Resources Office, on my.campus.framingham.edu, the University’s portal, or on the Framingham State University website on the HR page. To request a copy of the plan, please call the Human Resources Office at (508) 626-4530. The formal complaint process for students can be found in the Ram Handbook Students may also seek guidance, advice and assistance from the Dean of Students, (508) 626 4596, or a designee thereof.

**Possible Complaint Penalties:**

If it is determined that inappropriate conduct has been committed by an employee or student, appropriate action will be taken. Such action may range from counseling to termination from employment or student status, and may include such other forms of disciplinary action as deemed appropriate under the circumstances. In addition to the University’s grievance/complaint process, employees or students may file a formal complaint with the government agencies listed below.

Using the University’s informal or formal complaint processes does not prohibit an employee or student from filing a complaint with these agencies. Each of the agencies has a deadline for filing claims (EEOC – 300 days; MCAD - 300 days; OCR – 180 days).

**FEDERAL and STATE AGENCIES**

1. **The United States Equal Employment Opportunity Commission (EEOC)**
   
   John F. Kennedy Federal Building
   Room 475
   Government Center
   Boston, MA 02203
   (617) 565-3200 or (800) 669-4000

2. **The Massachusetts Commission Against Discrimination (MCAD)**
   
   Boston Office:
   One Ashburton Place-Room 601
   Boston, MA 02108
   (617) 994-6000

3. **Office for Civil Rights**
   
   U.S. Department of Education
   33 Arch Street, Suite 900
   Boston, MA 02110-1491
   (617) 289-0111
Duty to Report

Federal and state laws and regulations place certain requirements on the University regarding the reporting of sexual harassment. No member of the University community who receives a complaint of sexual harassment can ignore it; he or she should give to the person making the complaint as much assistance in bringing it to the attention of the Director of Human Resources as is reasonably appropriate given his or her position at the University and relationship with the person making the complaint. Any trustee, administrator, department chair, program coordinator, manager or supervisor who receives a complaint of sexual harassment from a student or other member of the University community has a legal duty to report the complaint to the Director of Human Resources as soon as he or she becomes aware of it.

Similarly, all students, faculty, staff, administrators, and others having dealings with the institution are encouraged to report to the Director of Human Resources any conduct of which they have direct knowledge and which they in good faith believe constitutes sexual harassment in violation of this Policy.

Any member of the University community who has a question about his or her responsibilities under this policy should contact the Director of Human Resources at (508) 626-4530.

Smoking

All buildings are smoke–free. This includes all student rooms, hallways, and common areas. You must be at least 30 feet away from public buildings when you smoke outside.

Snow Emergency

In case of snowy weather, please tune to WBZ Channel 4 and/or WBZ Radio 1030 AM to determine whether or not classes will be held. The School Closure Hotline number is (508) 626-4898. Please do not call the Campus Police, you will be redirected to call the School Closure Hotline.

Solicitation Policy

Individuals wishing to advertise and/or solicit the sale of property, services, or other items, collect donations from individuals, or post and/or distribute printed material will not be permitted on University property without registering with the Framingham State Police Department and receiving permission from the appropriate authority. Recognized student organizations and individual students must request permission from the appropriate authority to solicit merchandise. All non-campus organizations wishing to utilize the D.Justin McCarthy College Center must receive permission from the Office of Campus Events. Persons or organizations from outside the University normally will not be granted permission to sell
or distribute material on campus outside the McCarthy Center.

**Procedures to Facilitate this Policy:**

1. All vendors/solicitors must register with the Framingham State Police Department where credentials will be checked.
2. The appropriate administrator, or designee, will be contacted to determine if the vendor/solicitor may be approved to speak with a particular person or group.
3. If approved, the vendor/solicitor will be given a solicitation permit. He or she will keep this slip with him or her in order to verify that he or she has registered and has been directed to the proper location. The permit will be date stamped and will be valid for that day only.
4. Each time the vendor/solicitor is on campus, he/she will be required to report to the Framingham State Police Department to officially register.
5. The vendor/solicitor must be prepared to present his or her permit to any member of the faculty, staff, or building secretaries upon request. If the vendor/solicitor does not have a permit, this individual should be directed to the Framingham State Police Department where the policies and procedures will be explained.

**Sororities and Fraternities, Social**

No Greek organizations will be recognized by the University community. This policy does not apply to academically-related Greek organizations. For further information, contact the Office of Student Involvement and Leadership Development.

**Stalking M.G.L. c 265 s 43**

The law with regard to stalking is the following: Whoever willfully and maliciously and repeatedly engages in a pattern of conduct or series of acts over a period of time directed at a specific person, which did seriously alarm or annoy such person and would cause a reasonable person to suffer substantial emotional distress, and did make a threat with the intent to place such person in imminent fear of death or bodily injury shall be guilty of the crime “stalking.”

**Student Attire**

Student attire shall be appropriate for the place or activity involved, for example: laboratory, gymnasium, or social occasion. In the dining areas of the University, shirts must be worn. No one may enter any area where food is served without footwear.

**Title IX Coordinators**

**Contact Information**

**Office of Human Resources**

Location:
Dwight Hall, Room 207
Summer Office Hours
(May 29th- August 17th):
Monday- Friday 8 a.m. to 4 p.m.
Phone: 508-626-4530
Fax: 508-626-4581

Mailing Address:
Office of Human Resources
Framingham State University
100 State Street, P.O. Box 9101
Framingham, MA 01701

Sexual Discrimination, Harassment and Assault: FSU’s Title IX Coordinators (see Policy on page 98)

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Act Amendments of 1972 and its implementing regulation of 34 C.F.R. Part 106. While it is often thought of as a law that applies to athletics programs, Title IX is much broader and includes discrimination on the basis of gender, sexual harassment and sexual assault.

Listed below are the staff members who have primary responsibility for Title IX compliance and with whom complaints of sexual harassment, sex discrimination, sexual assault and gender equity may be filed:

Title IX Coordinator for Student Issues
Melinda Stoops
Dean of Students
Suite 504, Fifth Floor, McCarthy Center
100 State Street
Framingham, MA 01701
mstoops@framingham.edu
508 626-4596

Title IX Coordinator for Faculty, Staff, Contractor Employees and Visitor Issues
Erin Nechipurenko
Director of Human Resources
Room 207, Dwight Hall
100 State Street
Framingham, MA 01701
enechipurenko@framingham.edu
508 626-4987
Title IX Coordinator for Athletics
Carey Eggen
Associate Director of Athletics and Senior Woman Administrator
2nd Floor, Athletic Center
ceggen@framingham.edu 508 626-4565

Additional Resources for Sexual Assault
To file a complaint of sexual assault, you may contact one of the offices above, depending on whom the complaint is against (faculty/staff, visitor or student). You may also contact:

University Police
McCarthy Center, First Floor
100 State Street
Framingham, MA 01701

Title IX Compliance Team
The Title IX Compliance team is comprised of administrators from student affairs, human resources and legal affairs, University police and academic affairs. The team meets monthly to review any pending Title IX complaints, adherence to policy and training initiatives. Members of the team include:

• Glenn Cochran, Associate Dean of Students and Director of Residence Life & Judicial Affairs
• Rita Colucci, Chief of Staff and General Counsel
• Susanne Conley, Vice President for Enrollment and Student Development
• Carey Eggen, Associate Director of Athletics and Senior Woman Administrator
• Brad Medeiros, Chief of Police
• Erin Nechipurenko, Director of Human Resources
• Melinda Stoops, Dean of Students
• Linda Vaden-Goad, Vice President of Academic Affairs

Travel Guideline
Depending upon the specific nature of travel, there are different requirements, guidelines, and resources for campus departments.

For required academic field trips, please consult the Dean of Students Office for travel guidelines and forms.

For trips that are not mandatory for coursework, faculty members may consult with the Office of Student Involvement and Leadership Development for assistance. Specifically, travel forms (the Release of Claims) are available on my.campus.framingham.edu. Departments are responsible for booking, staffing, and managing trips according to individual department guidelines.

A club or organization wishing to sponsor an overnight off-campus excursion must contact the Director of Student Involvement and Leadership
Development to register the trip. A faculty member or University administrator must attend the trip as an official representative of the University.

Promotion of registered trips only will be permitted on campus. Trip requests will be on a first-come, first-served basis. Once an organization has registered a trip, other organizations will not be allowed to plan a similar trip during the same time period. The Student Involvement and Leadership Development staff has experience and resources to assist students in planning trips. For more details regarding travel policies, please review *The Club Officer Handbook*.

**Trespassing**

Students may not take shortcuts through the property of the neighbors surrounding the University. In order to maintain good public relations with the neighbors, students should use the public streets and sidewalks to come to and from campus.

**Use of Student E-mail**

Students are issued a University e-mail account at the time of their acceptance and admission to the University. This account is to be used by students in e-mail correspondence with members of the University’s faculty and administration. Students are expected to check this e-mail on a regular basis *(minimum of once a day, Monday - Friday, during the academic year and weekly in the summer)*.

**Veterans Services**

The Office of Veterans Services is a resource for veteran and servicemember students. The Coordinator of Veterans Services is available to assist students with transitioning to Framingham State, with issues related to certification and deployment, and serves as a point-person for matters related to veteran student population.

McCarthy Center
Fifth Floor, Room 514
(508) 626-4632
RESIDENCE HALLS

I. Residence Life Mission Statement

The Office of Residence Life provides residential services and programs in support of the University’s mission. The department strives to foster a community environment that supports and contributes to student learning and academic achievement. The Office of Residence Life values and promotes intellectual inquiry, responsible citizenship, safety, and diversity while fostering a climate that is responsive to the developmental needs of resident students.

Committed to a climate that is academically purposeful, open, just, disciplined, caring, and which recognizes and honors the heritage of Framingham State University, the department encourages students to become actively involved in the residence hall and campus life to contribute to the development of intellectual, social, ethical and leadership capacities.

II. Community Living Overview

Residence Hall conduct guidelines are in place for the well-being of the community and recognize the importance of maintaining an environment conducive to learning and academic pursuit. These guidelines also prioritize respect for others and the fundamental rights and responsibilities of individuals in community living. The quality of the residence life experience will be the direct result of each resident’s willingness to respect and understand fellow students, and his or her commitment to the University community.

As a community of learners valuing academic pursuit, guidelines concerning noise, quiet hours and other behaviors which disrupt study are considered important. Other behaviors which contradict the goals of Framingham State detract from the educational environment, including alcohol or drugs violations, vandalism, theft, violence, and harassment, and other forms of misconduct are likewise unacceptable. The University anticipates that residents will make responsible decisions and show a sincere commitment to life in a learning community.

The members of the residence hall community have the privilege of learning in a unique setting with distinct opportunities. At the same time, students are reminded that residential living is a privilege that can be seriously jeopardized by violation of residence hall guidelines and/or University policy. Students will be held accountable for their own behavior as well as the behavior of their guests. It is strongly advised that students familiarize themselves with all University publications, guidelines, terms, and policies contained in the Residence Hall License Agreement, the RAM Student Handbook, and the Guide to Residence Living.

III. Residence Hall License/Guide to Residence Living

The Residence Hall License Agreement is a legal agreement between the resident student and the University which outlines responsibilities which must be observed as a condition of residency. It is the obligation of the student to be familiar with the terms and conditions of this agreement and
to adhere to the terms of the Residence Hall License Agreement.

The *Guide to Residence Living* outlines residence hall policies, procedures, regulations, services, and involvement opportunities. The *Guide* should be carefully reviewed and bookmarked as a reference.

IV. Residence Hall Guidelines and Policies

Specific complete guidelines related to conduct and residence hall policies are outlined in the *Residence Hall License Agreement*, in the *Guide to Residence Living* and in other official University postings or written notices. These guidelines apply to resident and nonresident students, as well as guests who may visit the residence halls. These documents are linked to the University’s Web site, www.framingham.edu. All students should be familiar with these guidelines.

These guidelines include, but are not limited to:

**A. Residence Hall Access**

Each resident student is responsible for the proper use of residence hall access cards. ID/Access cards are issued to individual students but remain University property and must be returned when the student is no longer enrolled at the University. Residents are expected to carry their issued, valid, active student ID card and be prepared to show the card to the Security Desk Attendant (SDA) on duty. Each resident is also responsible for immediately reporting misplaced, misused, stolen, or lost residence hall access cards to the Framingham State Police Department. No student may possess more than one student ID/access card at any given time. In addition, students may not lend either their issued ID/Access card or keys to others. Any student who is found responsible for misuse of a student ID/access card will be subject to disciplinary action.

**B. Residence Hall Guests and Visitors**

1. **Guests**

   a. Full Residence Hall Guest Policies and Procedures are published in the *Guide to Residence Living*. A guest is defined as any person present in a hall who does not reside in that specific residence hall. Residents of the same hall visiting another students in their assigned hall are considered visitors.

   b. The presence of guests in the residence halls is a privilege. The Dean of Students and/or Director of Residence Life may, at his or her sole discretion, limit or suspend guest privileges for reasons of public safety, care and treatment of property, and/or for reasons deemed to be in the best interest of the campus learning environment.

   c. Each resident student may have no more than three (3) guests signed in at one time. This limit applies to each residence hall. In addition, no more than eight people may be present in a double-occupancy room, four people in a single-occupancy room, or 12 people in a triple-occupancy room. In addition, suites may not have a number of people present which exceeds twice the capacity of the suite. (e.g., no more than 12 people may be present in a 6-person suite.)

   d. All guests must follow the established guest sign-in process. Guest
registers are maintained at the front desk of each residence hall. Guests must be signed in and out of the guest register by the front desk attendant. At the time a guest is signed into a residence hall, both the guest and his or her host must provide an acceptable, valid form of picture ID which will be held until the guest is signed out. Immediate family members are considered guests. Acceptable forms of ID are: US State/Federal issued license or ID card and valid passports. Entry will be refused to guests without acceptable, valid ID. Hosts are responsible for verifying the validity of their guests(s) ID prior to signing their guest(s) into the hall.

e. All guests are subject to residence hall rules and regulations and are required to comply with residence hall and University policies. Each host is responsible for any violation of residence hall and/or University rules and regulations by his or her guest(s) and will be subject to judicial action accordingly. The host student is responsible for informing his or her guest(s) of residence hall and University policies and regulations prior to arrival.

f. It is understood that a guest or visitor may not continue to stay in residence hall rooms with the purpose of obtaining regular or on-going living accommodations. The presence of guests and/or visitors in a room must be mutually agreed upon by all roommates. If a roommate objects to a guest being in his or her assigned room, the guest may not be present for any length of time. No overnight guest may spend more than three nights in the residence halls in any seven-day period. In addition, during any 24 hour period, a guest must be signed out at least once.

g. Guests are to use appropriately designated bathroom facilities. In single sex buildings, minimal lavatory facilities are available for members of the opposite sex, usually in one location on the first floor. Hosts are expected to wait in the hallway outside the bathroom facility while a guest of the opposite sex uses a bathroom facility.

h. Resident students wishing to sign in a non-FSU student guest(s) who is under the age of 18, and not accompanied by a parent or a guardian, may do so only with an approved Minor Guest visitation card. Minor Guest application forms can be found on the Residence Life Web site at:

www.framingham.edu/residence-life/forms-and-publications/

C. Damages

Each student is responsible for the care of University property in his/her assigned room, lounges, public areas, and the campus in general. Damages of indeterminable cause will be assessed to all residents of the hall and/or area where the damage occurred. Vandalism will not be tolerated. Any resident and/or guest who is responsible for damaging University property will be billed for the cost of replacement or repair of damaged items and may be subject to the loss of housing and cancellation of the Residence Hall License Agreement. In addition, disciplinary action, which may include sanctions up to expulsion, and criminal charges, may also result. Residents are responsible for any damages caused by their guests. Students who have knowledge of damage committed by specific individuals are encouraged to contact a member of the Residence Life Staff and/or the Framingham State Police Department.
D. Residence Hall Noise Levels

Large numbers of students living together can create noise and general disturbances inside and outside residence halls. In order to help maintain a learning environment, 24-hour courtesy hours are always in effect. Only reasonable levels of noise, confined to the proximity of the resident’s room, and which are not objectionable to others, are acceptable during courtesy hours.

All Residence Halls also have established quiet hours. Minimum quiet hours are from 10 p.m. through 8 a.m., Sunday through Thursday; and midnight through 9 a.m. on weekends. During quiet hours, noise must be contained within a resident’s room. Individuals in hallways or common areas should take all reasonable measures to insure that they keep voices down and do not make a level of noise which can be heard in another room.

Unless otherwise posted, twenty-four hour quiet hours for final exams will begin the Wednesday of the week before the exam period and continue on a 24-hour-per-day basis until the residence halls close for the semester. During twenty-four hour quiet hours, no noise should be heard outside of any student’s room. Individuals who disturb members of the community by making excessive noise during final exams are subject to immediate removal from the residence hall community.

E. Alcoholic Beverages in Residence Halls

1. The Dean of Students has the responsibility for granting any privileges regarding alcohol consumption in the residence halls. Students and their guests are prohibited from possessing or consuming alcoholic beverages beyond the threshold of the outside entrance door into the residence halls.

2. Any alcohol that is brought past the front doors by a Framingham State student will be confiscated and not returned until after the judicial process and/or criminal/civil charges are resolved. If it is determined in a hearing that there was unlawful possession, the alcohol will be thrown away. Small amounts of alcohol in open containers may be thrown away prior to a hearing.

3. Empty alcoholic beverage containers are prohibited in the residence halls.

4. Public intoxication is prohibited. Public intoxication is defined as an intoxication which causes a disturbance or is potentially dangerous to self, others and/or property, or which in any way requires the attention of University staff.

5. See page 65 to review the University Alcohol Policy including an outline of sanctions for violation of the alcohol policy.

F. Drug Policy in Residence Halls

A problem of concern to university and college communities across the nation is the use and/or abuse of narcotics, hallucinogens, and other dangerous drugs by members of campus communities. The Framingham State University drug policy (see page 74) outlines conduct expectations related to drugs. Assistance for individuals concerned about personal drug use/abuse is available through the Counseling Center, and/or from Health Services.
G. Fire Safety
1. Fire Safety Regulations
The following residence hall policies regarding fire safety are in effect:
   a. The burning of candles (with or without a wick), incense, sterno, kerosene or oil lamps is prohibited, even during a loss of electrical power. 
   b. Candles may not be used or possessed. Decorative candles are also prohibited.
   c. Cushioned/stuffed furniture (e.g. couches, chairs, futons, etc.) is not allowed in the residence halls.
   d. The use of cut “live” trees and/or greens is prohibited.
   e. Only good quality, grounded (3 prong), appliance rated UL approved extension cords and/or surge protectors may be used in student rooms. Extensions cords must be 16 gauge or heavier. Extension cords must include or be plugged into an approved surge protector. A maximum of one UL approved surge protector may be used per duplex outlet.
   f. Extension cords and electrical cords may not run under carpets, furniture supports, under items on the floor, in front of traffic areas, in front of doorways, or in any manner which impedes egress.
   g. The overloading of electrical outlets is prohibited. Residents are advised to evenly distribute electric load throughout the available outlets. Residents will be responsible for the cost of service calls created by the overloading of outlets.
   h. Any behavior that creates risk of fire is prohibited.
   i. Residents may not possess and/or use flammable fluids (e.g. gasoline, charcoal lighter, cleaning fluid, kerosene, etc.).
   j. The storage of bicycles, motor bikes, or any combustible equipment is prohibited in the residence halls.
   k. Tampering with fire equipment or activating fire alarm stations without the presence of fire is prohibited.
   l. Individuals must evacuate the residence hall immediately during a fire alarm or follow high rise voice alarms directions (Towers) if applicable. 
   m. In accordance with state law and for the health, safety, and comfort of residents and guests, smoking is prohibited in all residence halls.
   n. Students may not smoke within 30 feet of residence hall entrances, air intakes or windows.
   o. Installation or use of floor platform/lofts is prohibited.
   p. Students may not cook in unauthorized areas or leave the halls’ kitchen areas while cooking.
   q. Flammable items may not cover the exit path to a room or be hung from ceilings.
   r. Extensive or unreasonable use of any paper or other items as decoration is prohibited.
   s. No item, flammable or not, shall be hung from the sprinkler head or pipes in any room in the residence halls, nor may an item be hung in such a way that it blocks the sprinkler, heat, and/or smoke detector.
   t. Furniture may not be arranged in any way which would block or hinder egress.
2. Fire Drills, Fire Alarms, and Escaping from Fire

Fire safety efforts on campus rely on a combination of 1) student cooperation, awareness and responsiveness, 2) emergency response personnel (fire, police and residence hall staff) preparedness and response and 3) the functioning of fire equipment. Students should be aware that fire extinguishers, emergency exits signs, horns, strobe lights and other fire apparatus are essential to safety and must never be tampered with. Any act by any individual or individuals using fire equipment except for legitimate fire safety reasons will be dealt with as a serious threat to the general well-being of the University community.

Please note the following fire emergency information, which could save your life:

♦ Never assume an alarm is false. ALWAYS EVACUATE IMMEDIATELY USING THE CLOSEST EXIT ROUTE. DO NOT USE THE ELEVATOR!

♦ Take note of the locations of emergency exit routes, fire extinguishers, and pull stations in your hall.

♦ Do not open the door if it feels hot. Open all windows and signal for help. Hang out of your window as far as you safely can in order to get fresh air. DO NOT PANIC AND DO NOT JUMP.

♦ If you are in your room and an alarm sounds, shut your windows, open shades, leave your lights on, and shut the door as you leave. Wear a coat and take a towel to protect your head from flames and smoke if necessary.

♦ Do not attempt to return to your room from any other part of the building.

♦ Some buildings on campus, including Corinne Hall Towers, are equipped with voice alarms. Pay careful attention and follow the directions given by the voice alarm.

♦ Stay to the RIGHT hand side of the stairwell when exiting. Allow emergency personnel to access upper floors.

♦ If you are trapped in a smoke-filled hallway, get down close to the floor where you can breathe easier and crawl toward the nearest exit.

♦ Walk rapidly to the nearest exit. DO NOT RUN.

♦ Shut exit doors behind you.

♦ Once out of the building, go directly to the designated waiting zone and await further instructions. Do not re-enter until directed by the Fire Department or the FSU Police Department. Cross streets carefully if necessary. Designated waiting zones are:

- Corinne Hall Towers - In front of Hemenway Hall Horace Mann - Dwight Circle
- Larned Hall – In front of the Library
- Linsley Hall – Maynard Parking Lot
- North Hall – Gather in the back area adjacent to Adams Road.
- O’Connor Hall - Use State Street crosswalk and gather in front of May Hall
- Peirce Hall - Dwight Circle

Any comments or suggestions regarding fire safety should be directed to the Associate Dean of Students/Director of Residence Life and Judicial Affairs and/or the Chief of the FSU Police Department.
Fire drills in the residence halls may be held periodically each semester. These drills may include late night and blocked exit scenarios. They are also periodically held in other buildings on campus to familiarize occupants with exit procedures. It is suggested that residents keep personal flashlights to augment emergency lighting in case of an emergency evacuation with power loss.

3. Firearms and Fireworks

In accordance with the laws of the Commonwealth of Massachusetts, Chapter 269, Section 10 and Chapter 148, Section 39, no person may have in his or her possession or use any firearm, loaded or unloaded, in any building or on the grounds of any college or university without the written authorization of the board or officer in charge of said college or university and shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one (1) year or both. He or she may not sell, explode, or cause to explode any composition or substance or any other article which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation. Any act by an individual or individuals in violation will be dealt with as a serious offense to the general well being of the University community and will likely result in removal from the community. No student will be allowed to bring a paint, pellet or B.B. gun for any reason to campus without the express written permission of the Framingham State Police Chief.

H. Campus Safety and Emergency Information

Students are strongly advised to be aware of campus programs designed to enhance safety. These include the FSU Alert system, Emergency Siren, Weather Emergency Phone Line (508) 626-4898 and Campus Public Safety Alerts. Students are also strongly advised to review alerts and communications provided via student e-mail, myFramingham and the FSU web site.

In the event of external factors beyond its control, the University reserves the right to alter or terminate the Residence Life License Agreement and/or alter room assignments. Residents are strongly advised to work with family and have a personal/family emergency plan in place in case of emergency.

I. Eligibility for On-Campus Housing

To maintain eligibility for on-campus housing residents must:

1. Be a matriculated student in good academic standing.
2. Register for undergraduate classes during the scheduled registration period and by the last day of the previous semester.
3. Maintain student account in good standing and pay all Framingham State bills on time.
4. Abide by all terms of the “Housing License Agreement.”
5. Maintain a full course load.

It is important to maintain eligibility. Failure to maintain eligibility may result in loss of on-campus housing without notice.
J. Other

1. Food Service: All students living on campus are required to be enrolled in a University Meal Plan. Special diets require a doctor’s note and should be discussed with the Director of Dining Services.

2. Pets: For the safety, health, and well being of all residents, NO PETS (with the exception of fish in a tank no larger than 10 gallons) are allowed in the residence halls.

3. Disabled Students: Any resident requesting housing accommodation related to a disability should: a) notify the Office of Residence Life in writing. Requests should include detailed supportive documentation from appropriate health providers; and b) register with Disability Services through the Center for Academic Support and Advising (CASA, 508-626-4906).

4. Vacations: In accordance with the Residence Hall License Agreement, residence hall occupancy does not include the Thanksgiving and Spring Break vacation periods, the period between semesters, nor any period after spring semester exams.
I. What is Rape?
   Rape is a crime. It is a crime of violence and control, not sexual passion. It is motivated by feelings of hostility and anger rather than sexual desire, as many people believe. Rape in Massachusetts is defined as the following: (Rape [c.265, s.22])

   Whoever having sexual intercourse or unnatural intercourse with a person, either male or female, and compels such person to submit by force and against his or her will, or compels such person to submit by threat or bodily injury.

II. What About “Date or Acquaintance Rape”?
   The most common image of rape is that of a stranger in a dark alley attacking the victim. Actually, this form of rape is in the minority. Two-thirds of all rapes occur by people that the victim already knows. Many times, women are raped by male acquaintances and do not even recognize it as rape. The line between sex and rape gets blurred in these situations called “acquaintance rape,” where sexual aggression, not just attack, is a form of rape.

III. Who Rapes?
   Rapists can be anyone. Rapists are from all classes, races, religions, ages, educational backgrounds, social backgrounds, etc. Nine out of ten reported rapes are perpetrated by men on women. The remaining 10%, in order of frequency, are: Men raping men, women raping women, and women raping men.

IV. What to do if you have been assaulted.
   If you are the victim of a sex offense, be sure to get the help you need medically, emotionally, and legally. The medical procedure following an assault is essential. Specifically, you should receive:
   - a pelvic exam, to check for internal injuries, external injuries,
   - emergency medical treatment for any internal or external injuries,
   - tests to collect evidence for the courts if you choose to prosecute,
   - information on any medication or treatment recommended,
   - tests for STDs and pregnancy within six weeks of the attack.

   It is extremely important not to wash, douche, shower, rinse your mouth, eat, drink, smoke, or change your clothes before going to the hospital.

   Emotional trauma is probably the most common and natural after-effect of rape, whether it’s a stranger jumping out of the bushes or an acquaintance.

   There are many ways to relieve and vent the feelings that result from rape. Some people find that talking with a friend helps. Others find that joining support groups or getting professional counseling is a more effective method. Another option is to take a self-defense course.

   Reporting or not reporting the crime is a personal choice. All crimes are worth reporting. Should you choose to take legal course of action, you can contact the Framingham State Police Department.

V. Campus Procedures for Responding to Rape/Sexual Assault
   The Dean of Students is obligated by law to report the number of on
campus rapes and sexual assaults occurring annually. This is an effort to develop preventive strategies and assess additional educational needs. Reporting of these incidents, anonymously or otherwise, to on campus resources listed at the beginning of this section is strongly recommended. This information will remain confidential unless the victim wishes to take action. For students in need, a Victim’s Advocate will be made available. If the student wishes to handle the situation through the University’s judicial system, the matter will be handled in accordance with the University’s Judicial Code. Both the accuser and accused have the same opportunity to have an advisor present during a judicial hearing. Both the accuser and accused will be notified of the University’s final determination with respect to an alleged sex offense and any sanction that is imposed against the accused. The University may impose sanctions up to expulsion from the University if it is determined through the judicial system that a sex offense has been committed. Interim modified living arrangements will be made possible in cases where the victim and the accused live in the same residence hall. A victim’s academic and living (if resident student) situations will be changed if changes requested by the victim are reasonably available. **Safety tips for residence halls and apartments:** Keep lights on and door locked; ask who is at the door before opening; have keys ready before you get to the door; draw shades or curtains at night.

**Voices Against Violence:**
- 24 Hour Hotline, (877) 221-6167
- Framingham State University Police Department: (508) 626-4911.
- Framingham Police Department: (508) 872-1212.
- Rape Unit: (508) 620-4923.

**Hate Crimes**
“Hate Crimes” are any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, or sexual orientation prejudice; or which otherwise deprives another person of his or her constitutional rights by threats, intimidation, or coercion; or which seeks to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation. Hate crimes shall also include, but not be limited to, acts that constitute violations of:
- Constitutional rights (c. 265 s. 37)
- Assault and battery for purpose of intimidation (c. 265 s.39)
- Destruction of a place of worship (c. 266 s. 127A)
- Crimes against morality and good order (c. 272 in general).

a. It should be noted that any incident reported to any department listed below will be fully investigated and parties found responsible will be prosecuted to the full extent of the law.
b. In addition to criminal charges, civil rights violations may be pursued.
c. Any student found responsible through the Judicial process may be
subject to expulsion from the University.

If you feel that you may be a victim of any Hate Crime, you are strongly encouraged to report the incident to the following campus departments:

Framingham State University Police Department: (508) 626-4911.
TTY: (508) 626-4008.
Dean of Students: (508) 626-4596.

If you are not sure if you have been a victim, please call one of the above departments or confide in someone with whom you feel comfortable.

**Framingham State does not tolerate ANY form of hate crime!**
STUDENT GOVERNMENT CONSTITUTION

Preamble:
We, the student representatives of Framingham State University, in our desire to continually increase the value of student life, to strengthen the unity of purpose among the students, faculty, and administration in working toward a common goal, and to promote the general welfare of the students of this University, hereby establish this Constitution of the Student Government Association of Framingham State University.

Oath of Office:
1.) Procedure:
The Oath of Office shall be publicly administered to the President-Elect at the All-University Banquet, which is to take place after the last meeting of both Senate and Executive Board for the academic year. The Oath will be administered from the current President to the President-Elect. If the President has been re-elected in consecutive terms, then he or she shall have the oath administered by the current Student Trustee. In the fall, at the first meeting of the Executive Board, before any business is completed by the Executive Board, the President shall administer the Oath of Office to the Executive Board of Student Government. The same process will be repeated before the first meeting of the Senate for any given academic year. The Oath will also be administered to new Senators at the first Senate meeting following the fall elections. If any Executive Board office shall be vacated during the academic year, the person who becomes newly elected to the office must have the Oath administered immediately after their nomination is accepted.

Note: The Oath of Office does not officially convene the Office of Student Government President to the President-Elect. The President-Elect officially takes office the day following Framingham State University’s May Commencement.

2.) Oath:
Raise your right hand. After the pronoun I, please state your name. Repeat after me: “I, (name), do solemnly swear to serve the students of Framingham State University to the best of my ability. I, (name), swear to execute all By-Laws and procedures as specified in the Constitution of the Student Government Association of Framingham State University. May my actions embody the ideals of truth, justice, and compassion. *So help me God.”

Note: The person who is receiving the Oath has the option not to recite “So help me God” if he or she wishes to omit the phrase. The decision whether or not to recite the line “So help me God” must be worked out before the Oath is administered so not to cause public embarrassment.

Membership:
All full or part-time undergraduate, Student Activity fee-paying students of Framingham State University are members of the student body and general members of the Student Government Association and are eligible to vote in
campus-wide elections. To hold any class or student organization elected or appointed office, students must be in good judicial standing and (a) be full-time or part-time Student Activity fee-paying undergraduate matriculated students enrolled in a minimum of two courses per semester, and (b) maintain a minimum QPA of the following: students with one to eight courses attempted, 1.70; students with nine or more courses attempted, 2.00. All non-Student Activity fee-paying students are members of the student body and ex-officio members of the Student Government Association, but are not eligible to vote. Any continuing education student may voluntarily pay the Student Activity Fee and become a full member if they wish to hold office or vote in the elections. All members of college community may be an ex officio non-voting member upon written request to the SGA President.

An office is defined as any position requiring:
1) An SGA election
2) A class, or club election
3) An appointment made by the SGA President, or any Class or Club President, to fill a vacancy.

Structure:
The Student Government Association shall be divided into two (2) branches: the Legislative and the Executive. No senator shall serve two (2) senate seats concurrently. No member of the Executive Branch shall hold a senate seat. Neither branch shall exercise the powers herein granted the other.

Article I: Legislative Branch
Section 1. All Legislative powers shall be vested in the Senate of the Student Government Association.

Article I: Legislative Branch
Section 2. The membership of the Senate shall include:
1. Six (6) Senators from each of the undergraduate classes.
2. Twenty (20) Senators-at-Large.
3. Vice President.
4. Secretary.
5. Student Activities Treasurer.
6. Class and Club Treasurer.
7. Social Events Coordinator.
8. Parliamentarian.
9. Publicity Chair.
10. Dining Committee Chair.

Section 3. Election of Senators shall be as follows:
1. Senators for the following academic year shall be elected during April of the preceding year.
2. All Senators shall be eligible for re-election.
Section 4. The Senate shall have the power:
1. To propose and review requested increases and decreases of all student fees.
2. To review and record expenditures of all clubs, and organizations.
3. To make all appropriations as it deems to be in the best interest of the student body.
4. To confirm or decline all appointments made by the President with a simple majority vote.
5. To approve the establishment of any club or organization under the Student Government Association.
6. To investigate and act upon all policies and procedures which affect the student body.
7. To act upon all proposed legislation.
8. To initiate and act upon legislation necessary to promote the general welfare of the membership of the student body.
9. To revoke an existing club’s or organization’s constitution by a two-thirds (2/3) vote, if it is found that the club or organization does not continue to fulfill its purpose.
10. To act upon any business which shall be necessary and proper for carrying into execution the foregoing powers and all other vested powers.

Section 5. Duties of the Legislative Branch
1. The duties of the Senators shall be:
   a. To have a working knowledge of the Student Government Association Constitution and the proper procedures of the Senate.
   b. To attend the meetings of the Senate.
   c. To serve at least one (1) office-hour per week.
   d. To serve on at least one (1) SGA Standing Committee per term of office.
   e. The attendance policy for senators is set by the SGA President at his or her first meeting of the year. He or she shall define an excused absence and an unexcused absence.
2. The Vice President shall:
   a. Assume the duties of the President in his or her absence or in the event of his or her inability to perform his or her duties as President.
   b. Assist the President as necessary.
   c. Serve as co-chair to any committee of the Senate at his or her discretion.
   d. Coordinate orientation workshops for new Senators.
   e. Serve as a liaison between the Student Government Association and all clubs, and organizations as well as chair of the President’s Council Meeting.
   f. Request and collect a progress report each semester from every Student Government funded organization.
   g. Assist in the indoctrination of the newly elected Vice President.
3. The Secretary shall:
   a. Keep all minutes of the Senate and Executive Board meetings, and make them available to the University community within five (5) academic days of the meeting.
b. Make available to the Senate members a copy of the Agenda, as prepared by the Executive Board, at least one (1) hour prior to the Senate meeting.
c. Maintain attendance records for all Senate meetings and handle correspondence concerning absentee warnings.
d. Record and publish the minutes of every President’s Council Meeting.
e. Shall have a current copy of the SGA Constitution on file.
f. Keep a revised copy of this Constitution, reflecting all amendments. A copy of the Constitution shall be brought to all Executive Board and Senate meetings.
g. Be responsible for writing any correspondence whose author is not individually specified by the Senate, and said report is to be kept on permanent file.
h. Maintain an active file of all SGA correspondence.
i. Assist in the indoctrination of the newly elected Secretary.

4. The Student Activities Treasurer shall:
a. Be responsible for all funds derived from the Student Activity Fee.
b. Make all disbursements approved by the Senate.
c. Make a report of the financial conditions of the treasury as requested by the Executive Board of the Senate.
d. Review the financial conditions of all student clubs and organizations, and make reports and recommendations as necessary.
e. Appoint an assistant at his or her discretion.
f. Maintain and contribute an accurate financial report, and said report is to be kept on permanent file.
g. Assist in the indoctrination of the newly elected Student Activities Treasurer.
h. Serve as chair of the Finance Committee.
i. Keep record of approved funding for club event requests.
j. Keep record of Student Government Associations Budget, including all budget lines.
k. Approve purchase requests through CollegiateLink.

5. The Class and Club Treasurer shall:
a. Be responsible for all funds in the various class and club accounts.
b. Appoint an assistant at his or her discretion.
c. Maintain and contribute an accurate monthly financial report, unless otherwise requested by the Senate, and said report is to be kept on permanent file.
d. Assist in the indoctrination of the newly elected Class and Club Treasurer.
e. Serve as vice-chair of the Finance Committee.
f. Serve as the Chair, or will appoint a Chair, of the Fund Raising Committee.

6. The Social Events Coordinator shall:
a. Be responsible for coordinating the Fall Retreat and the All University Banquet.
b. Serve as the chair of the Social Events Committee.
c. Coordinate events that are social in nature for the Student Government Association.

7. The appointed Parliamentarian shall:
   a. Be responsible for maintaining order in accordance with Robert’s Rules of Order during Executive Board and Senate meetings.
   b. Assist in the indoctrination of the newly appointed Parliamentarian.
   c. Assist other members of the Executive board as necessary.

8. The appointed Publicity Chair shall:
   a. Be responsible for recruitment and retention of members.
   b. Be responsible for publicizing all SGA events.
   c. Update and maintain the appearance of Collegiate Link.
   d. Update and maintain social media websites.
   e. Assist other members of the Executive Board as necessary.

9. The appointed Dining Committee Chair shall:
   a. Be responsible for organizing meetings with Dining Services.
   b. Assist other members of the Executive Board as necessary.

Section 6. Senate procedures:
1. The Senate shall meet at least twice per month during the academic year, at a time and place convenient to the majority of its members.
2. The President of the Student Government Association shall serve as Chair of the Senate and shall be a non-voting member.
3. Special meetings of the Senate may only be called at the discretion of the President or his or her designee. The time, place, and business to be taken up at special meetings shall be made public at least one day prior to the meetings.
4. A majority of the voting members of the Senate shall constitute a quorum to do business.
5. All Senate, Executive Board, and committee meetings shall be open to the University community.
6. All SGA and Executive Board meetings shall be conducted according to Robert’s Rules of Order, unless otherwise voted in the majority by the Senate.
7. All legislation, with the exception of constitutions, shall be submitted to the Finance Committee before it is acted upon by the Senate. Constitutions shall have a hearing before the Constitution Committee before going to the Senate.
8. All legislation shall be submitted to the appropriate committee, which shall determine the agenda for the next Senate meeting. This procedure may be suspended by a two-thirds (2/3) majority vote of the Senate. Any motion made during this suspension will require a two-thirds (2/3) majority vote of the Senate in order to pass.
9. For all Senate votes, a majority vote shall be binding unless otherwise provided.
10. Every bill which passes the Senate shall, before it becomes official, be presented to the President of the Student Government Association. If he or she approves, he or she shall sign it; if not, he or she shall return it, with his or her objections, to the Senate, which shall enter the objections into the
minutes, and proceed to reconsider the bill. If, after reconsideration, the bill is approved by two-thirds (2/3) of the Senate, it shall become official, as if the President had signed it.

Section 7. The Executive Board of the Senate:
There shall be an Executive Board of the Student Government Association Senate which shall consist of the Executive Branch members, the Vice President, the Secretary, the Student Activities Treasurer, the class and club treasurer, the social event coordinator, the Parliamentarian, the Publicity Chair, the Dining Committee Chair, and one (1) Senator from each undergraduate class, and one Senator at Large.

The President shall notify Senate, no later than the second meeting of the academic year, of the availability of the Executive Board positions. Any interested Senator shall be required to submit a completed application obtained from the current SGA President no later than prior to the third Executive Board meeting. At said meeting, the present Executive Board shall select the new members. This process shall be repeated after fall elections in order to select a representative for the new freshman class.

1. The President shall preside over the Executive Board.
2. The Executive Board shall meet at least twice a month.
3. When matters arise that warrant immediate attention, and the Senate cannot be assembled, the Executive Board shall be empowered to act on behalf of the Senate. When assuming this power, however, a majority vote of the membership will be necessary and the Executive Board shall not act on any matters related to constitutional amendments. A full report shall be given at the next Senate meeting.
4. A majority of the Executive Board shall constitute a quorum to do business.
5. The Executive Board shall have the power to review all committee appointments.
6. The Executive Board shall annually review the necessity of each committee and make recommendations concerning such to the Senate.

Article II. Executive Branch
Section 1. All executive powers shall be vested in the Executive Branch of the Student Government Association.

Section 2. The members of the Executive Branch shall include:
1. President
2. Student Trustee

Section 3. All members of the Executive Board shall be elected each spring for the following academic year in accordance with the Election Code with the exception of the Parliamentarian. The appointment of the Parliamentarian, Publicity Chair and Dining Committee Chair shall be made by the President with the stipulation that the appointment be approved by Senate with a two-thirds (2/3) vote. The Parliamentarian, Publicity Chair, and Dining Committee Chair are full voting members.
Section 4. Duties of the Executive Branch:

A. The President shall:
1. Call and preside over all Student Government Association, Executive Board, and Senate meetings.
2. Vote in the Senate and Executive Board only in the case of a tie.
3. Represent, or appoint a designee to represent the Student Government Association at all public occasions, as he or she so determines.
4. Have the power to appoint the chair to all SGA Standing Committees, to formulate Ad Hoc Committees, and appoint the chair to such committees.
5. Appoint members to all University Governance Committees, and other University committees as they arise.
6. Review the necessity of the elected and appointed positions of the Student Government Association and make recommendations as necessary to the Senate.
7. Review office proceedings and serve as office manager.
8. Assist in the indoctrination of the newly elected President.
9. Shall serve as the non-partisan mediator and judge of disputes involving clubs, organizations, members, and all other disputes falling within the jurisdiction of SGA. This judgment will be final and should not involve the Senate unless the injured party can prove neglect on behalf of the President. If the Senate affirms the charge, a non-partisan committee of no more than three (3) people will be appointed by the Vice President to address the original issue. The judgment will be final as amended, “non-partisan.”
10. Be responsible for presenting the views of the Framingham State University student body to the administration and faculty of Framingham State University.
11. Be responsible for presenting the views of the Framingham State University student body to the other state universities as deemed necessary.

B. The Student Trustee shall:
1. Serve as an ex-officio member of the Student Government Association with no voting rights, simply to inform and advise SGA.
2. Serve on the Framingham State University Board of Trustees as the Student Trustee, attend bi-monthly meetings with the Board of Trustees and report to SGA.
3. Meet monthly with the President of the University and report to SGA.
4. Meet monthly with the Dean of Students and report to SGA.
5. Attend monthly meetings and play an active role in the Massachusetts Student Advisory Council and report to SGA.
6. Be responsible for presenting the views of Framingham State University student body to the Board of Trustees, administration and faculty of Framingham State University.
7. Be responsible for presenting the views of Framingham State University student body to other state colleges, legislators, and other elected officials as deemed necessary.
8. The Student Trustee will be voted in by the general student population during the SGA elections in the spring.
9. The Student Trustee must be in good academic and judicial standings
10. The term of office of the Student Trustee shall be one year and shall commence on July 1st following their election and terminate on June 30th of the following year.

11. There are no term limits for the position of Student Trustee.

12. Upon the discretion of the President and Administration, the Student Trustee will receive a parking spot on upper campus for the year that he or she serves as the Trustee.

13. Student Trustee shall serve as Chair of the Legislative Action Coalition.

**Article III: Advisor**

**Section 1.** The Student Government Association Senate shall elect an advisor each year from the Framingham State faculty, administration, or staff.

**Section 2.** The advisor, or appointed designee, shall attend all Executive Board and Senate meetings and all SGA sponsored events to give advice, council, and opinion as necessary.

**Section 3.** All organizations established under the SGA shall elect their own advisor.

**Article IV: Recall of Elected Officials**

**Section 1.** In order to remove, for just cause, an elected official from office, a petition signed by fifteen percent (15%) of the group eligible to elect said officer must be presented to the Senate. The elected official shall only be removed if three-fourths (3/4) of the entire membership of the Senate votes in favor of removal. The official shall be notified of the action being taken at least twenty-four (24) hours before said vote takes place.

**Section 2.** Any senator found not in compliance with Article I, Section 5, shall be considered for removal from office.

**Section 3.** Any senator serving on the Executive Board of the Senate shall be removed from said board upon a two-thirds (2/3) vote of the entire Senate, and be notified at least twenty-four (24) hours before said vote takes place.

**Article V: Referendum**

Any act or resolve passed by the Student Government Association is subject to review by the student body within a thirty (30) day period from passage of said act or resolve. Fifteen percent (15%) of the student body must petition the SGA Senate for a written ballot in order to vote on said act or resolve. Said act or resolve will be suspended pending the outcome of the written ballot. The vote shall take place within ten (10) academic days of the receipt of the petition by the SGA President.

The SGA Senate can, with a two-thirds (2/3) vote, place any referendum, binding or non-binding, on a Student Government Association Ballot.

**Article VI: Initiative Petition**

In order to initiate any act or resolve, fifteen percent (15%) of the student body must petition the SGA Senate for a written ballot in order to vote on
said proposal.

The written ballot shall take place within ten (10) academic days of the receipt of the petition by the SGA President. The majority of those voting shall either affirm or annul said act or resolve.

Article VII: Amendments

All changes to grammar and/or punctuation shall be considered a revision, and all other changes to the constitution shall be amendments.

THE BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF FRAMINGHAM STATE

I. TRAVEL AND CONFERENCE ACCOUNT GUIDELINES

The Student Government Association of Framingham State shall establish each year a Travel and Conference Account. The purpose of this account will be to provide funding for overnight and daytime conferences. This account shall be included as part of the SGA annual operating budget, with the total amount to be established by the Senate during the annual budget hearings. All organizations funded out of the Student Activity Fee shall be eligible to apply for funding from the Travel and Conference Account.

Section 1. General

A. All conferences must be approved by the SGA Executive Board and Senate at least five (5) weeks prior to departure. Conference Request Forms are available through the SGA Office.

B. A maximum of four (4) student representatives, with an advisor, from a given organization will be funded for a conference held outside of New England. However, the number of representatives may be decreased by SGA any given year due to budget reasons.

C. A maximum of six (6) student representatives, with an advisor, from a given organization will be funded for a conference held within New England. However, the number of representatives may be decreased by SGA any given year due to budget reasons (i.e. smaller amount in the Travel and Conference Line Item).

D. All conferences must be registered with the SGA Office and the Office of Student Involvement, including having an approved chaperone, at least four (4) weeks prior to departure. The following information must be provided:

   (a) club/organization name
   (b) nature and purpose of conference
   (c) destination
   (d) departure and return dates
   (e) mode of transportation
   (f) names of students and advisor attending.

E. All financial transactions associated with travel and conference must be requested, itemized and submitted at least three (3) weeks prior to departure. Total advancements are limited to the smallest amount necessary to fulfill the stated purpose of the conference being attended. Requests that are made with less than three (3) weeks until the conference cannot be guaranteed to be processed and ready by departure.

F. All expenses must be itemized, and all receipts must be filed, with the
Office of Student Involvement and Leadership Development within five (5) academic days following the return from the conference.

G. The senior-ranking student representative attending any out-of-state conference shall be provided with $100.00 in cash which shall only be used to cover any unforeseen or emergency expenses. Upon return the cash shall be returned to the Office of Student Involvement and Leadership Development.

H. Travel Report
   a. A complete report must be presented to the SGA Senate by a representative who attended the conference no later than ten (10) business days after the return from a conference, unless an extension is granted by the SGA Senate.
   b. The report will be kept on file in the SGA office.
   c. An absent and/or late receipt shall constitute the following grounds for SGA’s retrieval of funds:
      i. An emergency Executive Board meeting of SGA shall be called and two thirds (2/3) of the Executive Board must be present for quorum of the emergency meeting. The club/organization who has not submitted a travel report shall be notified of the meeting.
      ii. Funds will be taken from the Class and Club Account of the club/organization and returned to the Travel and Conference Line Item.
      iii. If a club/organization has insufficient funds in their Class and Club Account, then the club/organization’s Student Activity Budget will be frozen until the full amount of the funds allocated for the conference are received.

Section 2. Funding
A. A given organization may be funded for no more than two (2) out-of-state conferences per year.
B. A given organization may be funded for no more than two (2) one-day conferences per year, unless otherwise approved by the SGA Executive Board. Transportation and registration costs will be funded for one-day conferences.
C. Each semester, at its discretion, the SGA may fund one (1) one-day conference that will be open to all clubs and organizations. This will not be counted against any organization that attends.
D. Hotel accommodations must be made with the most reasonable option available to the organization. Reasonable shall be defined as the most efficient option including hotel accommodation and transportation.
E. When a private vehicle is utilized for transportation to a conference, the current allowable reimbursement per mile shall be made. Each year, the SGA Student Activity Treasurer will verify the allowable mileage reimbursement and report it to SGA. The use of public transportation will be encouraged whenever economically feasible.
F. All conference registration fees will be funded up to the amount allocated by the SGA Executive Board and Senate for a particular conference.
G. All highway tolls and parking will be funded up to the amount allocated by Student Government.
H. Advancements and/or reimbursements may be authorized only for the
aforementioned purposes.
I. Money for meals can be provided, with the amount not to exceed the state regulated per diem amount.
J. Second-semester seniors will not be funded by Student Activity Funds.
K. SGA will not fund any part of the cost for a member of the University Community to attend any academic conference.
L. Senate shall decide and vote on whether or not a conference shall be eligible for SGA funding. Such a decision shall be based upon content and future plans to incorporate in the campus community.

**Travel/Conference/Retreat**

In consideration of the Student Government Association advancing funds for my attendance at ______________ (Name of Event) ________ as a representative of ______________ (Name of club/organization) on__________ (date), I agree to attend the above event.

**Reimbursement Contract**

In the event that I am unable to attend for any reason, I will notify the Student Government Association as soon as possible. If at any time the Student Government Association has incurred any non-refundable expenses in connection with the above event on my behalf, I agree to reimburse the Student Government Association. Reimbursement is not required if I attend or I find a replacement delegate who attends in my place. In the event that I can demonstrate to the satisfaction of the Student Government Association that my failure to attend was for reasonable cause or reimbursement will create hardship, the reimbursement of said expenses may be waived.

I understand that the waiver of reimbursement is at the sole discretion of the Student Government Association.

Delegate ______________________________________ Date
President of Organization _________________________ Date
President of SGA _______________________________ Date
Director of Student Involvement ____________________ Date
(above individuals must sign the contract)

**II. AWARDS**

1. **Dr. Thomas Eames Award**

In gratitude to the contributions made, the Student Government Association shall cover the expense of the Student Government Association President’s yearly tuition and books. The President must be enrolled in at least two (2) courses per spring and fall semester, and maintain at least a gpa of 2.0 per session. This award may also cover any tuition and book expense incurred during the summer or intersession terms while SGA President.

If these stipulations are not met, it shall be the responsibility of the SGA President to reimburse SGA of all expenses covered that session.

*It is the responsibility of the Dean of Students to monitor the grades of the SGA President.* The Student Government Association President
shall sign a contract which shall state that the President is in agreement with the above requirements. The contract will be kept by the Student Government Association Secretary. In the event of a pre-existing tuition waiver, an equivalent amount of the award may be allocated towards the remaining balance of the school bill and book expenses. The award contract shall read as follows: “I, the undersigned, have read and fully understand the stipulations set forth under By-Law #2 of the Student Government Association’s Constitution. I agree to maintain the requirements set forth in By-Law #2, and I further agree to reimburse the Student Government Association for all expenses covered if I fail to meet these requirements.” This award shall be known as the Dr. Thomas Eames Award.

2. **Student Awards**

Each April, the SGA will publicize to the campus community the following awards:

   a. **John F. Kennedy Award**: “Ask not what your University can do for you, but what you can do for your University.” Open to any undergraduate in good academic standing as determined by University Guidelines.
   
   b. **Paul T. Murphy University and Community Service Award**: Awarded to any undergraduate who has rendered the most service to our College and/or community in one particular activity. Students must be in good academic standing as determined by College guidelines.
   
   c. **Richard Cugini Award**: Open to any junior or senior having at least a QPA of 2.0 who has participated in organized athletic endeavors on campus. Collegiate, intercollegiate, intramural, and managers of sports programs are eligible.
   
   d. **Carolla Haglund Cultural and Fine Arts Award**: Awarded to an undergraduate with at least a QPA of 2.0 who displays an interest in the cultural and fine arts.

An SGA selection committee will select the award winners in each category. Award recipients will receive a $250.00 stipend at the SGA All University Banquet.

3. **Senator of the Month**

At the first Executive Board meeting of each month, names shall be nominated by the Board. The nominees shall be SGA Senators who have displayed dedication and hard work in the previous month on any particular project that the Senate is undertaking or is concerned with. The names will then be presented to the Senate for their vote. The Senate will then vote to select the winner of the award. The recipient will receive a certificate of appreciation for their endeavor.

4. **David Cella Senator of the Year Award**

At a meeting of the Senate at least one (1) week before the All University Banquet the Senate shall vote for the Senator of the Year, which shall be selected from the winners of the Senator of the Month. Senator of the Year will be given an award at the All University Banquet.
5. Christopher E. Anderson Executive Board Member of the Year Award
At a meeting of the Executive Board at least one (1) week before the All University Banquet, the Executive Board shall vote for the Executive Board Member of the Year, which shall be selected from the winners of the Executive Board Member of the Month. Executive Board Member of the Year will be given an award at the All University Banquet.

6. Cindy Santomassimo Faculty Member and Administrator of the Year Award
Nominations are made by any fee-paying student of Framingham State. The faculty member and administrator of the year shall be voted on by the general student population during the Spring Election. The winners will receive a plaque at the All University Banquet. Recipients of the Award will be ineligible to win again for two (2) consecutive years.

7. Barbara Dias Class and Club Achievement Award
All SGA funded clubs are eligible for this award. A self-nomination package shall be distributed to Clubs five (5) weeks prior to the SGA All University Banquet. The deadline shall be two (2) weeks before the All University Banquet. The SGA President shall appoint 2 students to the club award committee coordinated out of the SILD office. The Barbara Dias Class and Club Achievement Award will be awarded at the All University Banquet. Recipient of the award will not be eligible to win again for one (1) consecutive year.

8. Karen A. McCarthy Support Staff of the Year Award
The Karen A. McCarthy Support Staff of the Year award is awarded annually to a member of the staff who represents outstanding dedication and exceptional care in diversifying and supporting the social and academic life of the students of Framingham State. Nominations are made by any fee-paying student of the University. The support staff of the year shall be voted on by the general student population during the Spring Election. The winner will receive a plaque at the All University Banquet. Recipient of the Award will be ineligible to win again for two (2) consecutive years.

III. ELECTION CODE
Section 1. Election Committee
1. There shall be an Election Committee consisting of a Chair appointed by the President of the Student Government Association. The members’ duties are to run the SGA elections, tabulate ballots for the various elections, and to assist the Chair at his or her discretion under the supervision of an administrator or staff member. Members of the Election Committee shall be members of the Framingham State University Community not seeking election or endorsing any candidate(s). The committee shall be limited to one (1) non returning member of SGA. In addition to the Chair of Election Committee, the committee shall consist of at least two (2) full-time or part-time fee paying undergraduate students, and two (2) staff members of the University that are not directly associated with SGA or its current candidates.
Section 2. Order of the Elections
A. Fall Elections shall take place no sooner than the third week of the Fall semester and no later than the sixth week of the Fall semester. The SGA Election Committee shall conduct these elections. The purpose of the Fall Election is to fulfill any vacancies and to elect the first-year class officers. Spring Elections need to take place in the calendar month of April.

B. Campus Wide Elections: The following positions are up for annual election and re-election:
   I. SGA President, Vice President, Secretary, Student Activity Treasurer, Class and Club Treasurer, Social Events Coordinator, and twenty (20) Senator-at-Large positions
   II. For each class: four (4) Officers and six (6) Senators
   III. Student Trustee

Section 3. Election Procedure
1. Candidacy
   a. A candidate shall be defined as any student activity fee-paying FSU student actively seeking office.
   b. A candidate shall not seek multiple Executive Board positions within the same organization.

2. Nominations
   a. Nominations shall be made by the candidate himself or herself. This nomination must be made in writing and with fifteen (15) signatures of FSU student activity fee-paying students.
   b. Nominations shall be open for at least four (4) calendar days and no more than (2) calendar weeks. The dates shall be decided by the Election Committee Chair.
   c. Nomination sheets shall be available upon request at the College Center Information Desk.
   d. Nomination sheets shall read as follows: “I,____, having read and accepted all the provisions of the SGA Election Code, hereby nominate myself for the position of____________.”

3. Publicity
   a. All advance publicity for the SGA nominations and the SGA elections shall be handled by the SGA Election Committee. The Chair shall see that posters announcing nominations/elections are placed in all appropriate campus buildings, and that The Gatepost will be notified.
   b. Candidates may respectfully present their views at Candidates’ Night. There is a zero tolerance policy for slandering of others. No audio or visual recording is permitted during candidate’s night unless prior arrangements have been made by the candidates involved and with the exception of The Gatepost.
   c. Other public campaigning shall not take place until nominations have closed.

4. Elections
   a. Ballot Lottery
      i. Candidates’ names shall be placed on the ballot by lottery.
      ii. All candidates must be notified by the Election Committee of the time
and place of the Ballot Lottery at least one week prior to said lottery. Publication of said date in The Gatepost shall fulfill this obligation as well as the SGA bulletin board.

iii. Ballot lottery shall take place after nominations close.

b. Ballots

i. All ballots shall be printed at least two (2) academic days prior to the start of the election, and a copy of said ballots shall be posted on the SGA bulletin board. If discrepancies are found, new ballots shall be printed but not subject to the time limit above.

ii. Students shall be eligible to vote for office within their respective classes as determined by the Registrar. Seniors will be allowed to vote in the Spring Election on the campus wide ballot only.

c. Polls

i. Elections may take place online on any academic day or days of the week in a FSU building or a recreation area deemed fit by the Election Committee.

ii. Polling hours shall be decided by the Election Committee.

d. Voting & Ballots

i. Online Voting

1. Voting will be posted on the specified site for a specific amount of time decided by Election Committee. A student’s eligibility for voting in class elections will be determined based on the class determination for registration as outlined in the current University Catalog.

2. All full and part-time Student Activity fee-paying undergraduate students shall be eligible to vote.

ii. Paper Voting

1. In the event that elections cannot take place online, each student must present a FSU ID or a valid state-issued photo ID to vote.

2. There shall be a current roster of students at the voting area.

3. Ballot Boxes

   a. On the eve of elections, the ballot box shall be examined by the Election Committee Chair and locked in a secure area.

   b. Ballots shall be placed in a locked box by the voter.

   c. The Election Committee Chair, or his or her designee, shall be the only person with a key to the box.

5. Campaign Regulations

I. Pre-election campaigning shall begin after nominations officially close.

   1. No poster, sign, or banner may be smaller than 8 ½ square inches or larger than 900 square inches.

   2. No two posters, signs, or banners from one (1) candidate may be within twenty (20) feet of each other.

   3. All posters, signs, banners, and balloons must be at least twenty (20) feet from the voting table.

   4. Political posters, signs, balloons, buttons and banners of any size may be worn on the body and are exempt from Section 3. E. I. i. of this Election Code.

5. No Social Media / Internet Technology campaigning shall occur prior
to the day nominations close.
6. A candidate may have no more than 75 signs posted at one time. Only 25 of those posters shall be larger than 8 ½ inches by 11 inches not exceeding 900 square inches.
7. Campaign material may be posted only in designated areas listed in the Student Club Publicity guidelines.

II. Election Day Campaigning shall be defined as the time polls are opened as listed in D.III.i.

   i. Any person actively campaigning (e.g. handing out leaflets, talking to voters, etc.) may not be within twenty (20) feet of the voting table, except to vote. In the case of rain, active campaigning must be twenty (20) feet outside of the concourse area. This includes any person wearing visible campaign material on his or her body.
   ii. No person shall tamper with, or in any way deface, campaign materials.
   iii. There shall be no formal campaigning until after nominations close.

6. Violation Process
I. Any candidate found in violation of the Student Government Association Election Code will be subject to penalties administered by the Election Committee upon review.

   i. This may include, but is not limited to, a written warning, a removal from ballot, or disregard of all votes. Decisions made are final.
   ii. All violations must be submitted through written documentation to the SGA office addressed to the Election Committee no later than one (1) business day after the occurrence. After this submission, the Election Committee will convene to review the alleged violation. Once the documentation has been reviewed by the Election Committee, candidate(s) will be notified of the decision by official written documentation.

7. Result Process
I. Ballots shall be tabulated by CollegiateLink. The results will be given to the SGA Advisor and will be distributed to the SGA Election Committee.

   ii. Tabulations shall begin in the SGA Conference Room immediately after the closing of the polls. If a change of room shall occur, the new location must be posted on the door of the Conference Room.
   iii. An administrator or a staff member shall be present in the room at all times.
   iv. Any person is welcome to see the opening of the locked box and the tabulation of the ballots.
   v. No one other than the SGA Election Committee and the appointed assistants shall be allowed to count votes.

      a. No candidate shall be notified of elections results until all votes have been officially tabulated.
      b. Each candidate shall be notified of the results within 48 hours. A phone call and or a letter shall be sent for notification.
      c. The results shall be posted on the SGA Bulletin Board and submitted to The Gatepost. These results shall be given out only after an effort has been made to notify all individual candidates.
d. In the event of a tie vote the contested position shall be decided by a majority vote, by ballot, of the current standing Senate, as well as the newly elected Senate. The candidates of the contested position will debate at a meeting consisting of the standing Senate, as well as the newly elected Senate no later than two (2) weeks following the original election. The Chair of the Election Committee will chair said meeting, with no voting power, and will have the deciding vote in the case of a tie.
e. All ballots, in the event online voting is unavailable, shall be kept for at least ten (10) academic days after the election.
f. Those candidates within a five percent (5%) margin of the winning candidate who desire a recount must request one in writing to the Election Committee Chair within two (2) academic days of the election. This recount must take place within five (5) academic days of the request.

III. The Election Chair may refuse to allow any person(s) to be a member of the Election Committee at his or her discretion.

Section 4. Club Elections
1. The senior-delegate not on the ballot of each club will post the election schedule for his or her own club. All club elections must be over and the results into the Chair of the Election Committee and the Office of Student Involvement by April 30, unless given a written permission by the Vice-President.

2. Club elections shall be held at an open meeting of each club.

Section 5. Vacancies
1. If any SGA Senate seat is vacated after the fall election, such vacancies shall be filled by appointment by the SGA President, with the advice and consent of the Senate. If an Executive office is vacated, the SGA President shall nominate a replacement who then must be elected by a two-thirds (2/3) majority of the Senate.

2. If a class office is vacated, the remainder of the class Executive Board shall elect a successor.

3. If a club office is vacated, a successor will be elected by the club’s general membership.

Section 6. Terms of Office
1. The Executive Officers and Senators-elect shall assume their positions as of the day after Commencement. SGA Executive Board officers-elect shall be required to attend all present Executive Board meetings until they assume office.

2. No Senator shall serve two (2) senate seats concurrently.

3. No member of the Executive Branch shall hold a senate seat.

Section 7. What Shall Warrant a New Election
1. The SGA Election Committee shall have the power to invalidate an election if there is a five percent (5%) or greater inconsistency between the number of ballots cast and the number of people voting.

2. Only a losing candidate may request a new election. He or she may only do so for the election in which he or she was a candidate. This request for a new election must be made in writing to, and will be handled by, the University Judicial System in accordance with its procedures. This request
must be made within ten (10) academic days of the election.

Regulations for Campus Clubs and Organizations
Section 1. Clubs and Organizations
1. Clubs.
   a. All clubs shall be open to all full-time or part-time student activity fee-paying undergraduate students of Framingham State University.
   b. All clubs shall be given $300.00 at the beginning of the Fall Semester to be used in compliance with the Guidelines for Club and Organization funding. These funds shall be available to clubs for the fiscal year.
   c. Any club requesting funds for an event(s) that exceed $300.00 is required to go before Finance Committee. Once approved by the Finance Committee, representation for said club shall come before Senate for a final decision.
   d. Any club requesting funds for an event(s) that is less than $300.00 is required to go before Finance Committee.
      i. If the request passes through Finance Committee with at least a two-thirds (2/3) vote, then the process is complete and the funds will be available for club spending.
      ii. If the request is not approved at Finance Committee with at least a two-thirds (2/3) vote, then the request will be brought before Senate.
      iii. If the club is unsatisfied with the outcome at Finance Committee, then they have the right to appeal the decision to Senate.
      iv. The allocation passed by Senate is final.
   2. Organizations.
      a. All Organizations shall be open to all full-time or part-time student activity fee-paying undergraduate students of Framingham State University.
      b. In order to qualify as an organization, a club must have been a recognized and contributing club to the campus community for a minimum of ten (10) consecutive years.
         i. This can be overridden with a two-thirds (2/3) majority vote.
      c. Organizations shall be required to host an established number of events, productions, and/or shows.
      d. Organizations shall have subcommittees and/or divisions within their organization.
      e. Organizations are required to submit all meeting minutes to SGA to be kept on file.
      f. Organizations shall participate in Budget Season every spring semester (See Budget Process for Organizations).
      g. Each individual organization shall have a separately drafted contract, which will be reviewed every spring semester by the current organization’s.
         i. If changes are made, then they will need to be approved by Senate.
      h. Each individual organization shall have to submit a progress report at the end of each fall semester on a date determined by the Vice-President.
         i. It will be under the Senate’s discretion whether a club will be eligible for organization status.
i. If an organization decides they no longer would like to be considered an organization they can terminate their status and become a club.

Section 2. Activation of a new club

1. Interested students must first file an Intent to Register Form with the Office of Student Involvement and Leadership Development. Students shall have 45 days from the date the Intent Form is filed to complete all SILD club registration requirements listed on form. Once form is filed, students shall hold an club meeting, which must be advertised for (1) one week prior, and held in a place so that all may attend. At this meeting the students should choose a pro term coordinator, nominate an advisor, and draft a petition stating the name(s), affiliation(s), purpose and benefit to the campus community of the club. At least 20 (twenty) potential members must sign their name and student ID number on said petition. Copies of the petition may be obtained through the SGA Office.

2. The pro tem coordinator shall attend a meeting of the SGA Constitution Committee to submit the petition and obtain the aid of a committee member in the drafting of the proposed club’s constitution. Two-thirds (2/3) of the members of the proposed club should approve of the constitution.

3. After the club has approved its constitution, it shall be submitted to the Constitution Committee for review. As part of the review, the committee will place the constitution in one of the following categories:
   a. Category I: Eligible for SGA funding.
   b. Category II: Ineligible for SGA funding.
   c. Category III: College Governance (non-funded).
   d. Category IV: Rejected.
   e. Category V: Inactive

The constitution, its categorization, and any further recommendations shall then be forwarded to the Senate for its review and consideration.

4. One (1) hearing before the Senate is necessary for recognition. A two-thirds (2/3) vote at the second are necessary for acceptance.

5. In order to receive SGA recognition, all clubs and organizations must:
   a. Comply with all federal, state, local, and College laws and regulations including Massachusetts laws concerning hazing and the signing of the hazing law acknowledgement.
   b. Include a clause in its Constitution stating amendments to its constitution, which must be submitted to SGA for approval.
   c. Annually elect an advisor, chosen from the College community.
   d. Annually elect officials by the general membership each April.
   e. During recruitment, club members must identify the organization, its purpose, and all affiliations.
   f. At no time will the organization be allowed to employ techniques of behavioral modification or coercion.
   g. Submit a report twice an academic year, detailing the club’s activities, to the SGA Vice President at a date to be determined by said Vice President.

6. In addition to compliance with Article IV, Section 1, B., to qualify for SGA funding, a club or an organization must comply with the following:
   a. No dues may be collected.
b. Voting membership must be limited to all Student Activity fee-paying, full and part-time undergraduates.
c. The group cannot duplicate the purpose of an existing SGA approved group.
d. The group must be registered with the Office of Student Involvement.

7. Requesting a budget (for new clubs only)
   a. Clubs classified as eligible for funding will be categorized in one of three groups when requesting their initial budget:
      i. Club Sports
      1. **Club Sport Budget Requests will be limited to funding the following components:**
         a. League Requirements
         b. Equipment
         c. Coaches
         d. Insurance
         e. Travel
      ii. Publications
         1. Publication groups’ budget requests will be limited to funding the cost of the publications to be made.
   b. All event requests must contain detailed information including specific quotes and evidence to support expenditure requests.

8. At the end of the fiscal year, organizations who use more than their fiscal year budget will have the excess amount debited from their next fiscal year budget.

Section 3. Reactivation of an inactive organization
1. Students interested in reactivating an organization with an existing constitution should first file an Intent to Register Form with the Office of Student Involvement. They should choose a pro tem coordinator, who should contact the Chair of the Constitution Committee to receive a copy of said constitution. The coordinator should then bring the constitution to an organizational meeting, which must be advertised for at least one (1) week prior at which time a petition should be drafted restating the organization’s name(s), affiliation(s), purpose, and benefit to the campus community, noting any changes or revisions to the original constitution. An advisor should be nominated and twenty (20) potential members must sign their names and write their student ID numbers on said petition, which may be obtained at the SGA office.  
2. The petition and constitution, along with any revisions, should then be submitted to the Chair of the Constitution Committee. If there are no major revisions proposed and the Chair of the Committee approves, he or she will reaffirm the constitution’s categorization (see Article IV, Section 1.C.), and the constitution shall then be submitted to the Executive Board. If major revisions are proposed, or the chair doesn’t approve, then it shall first be submitted to the full Constitution Committee for review, and then to the Senate for reaffirmation.  
3. One hearing before the Senate, at which a two-thirds (2/3) vote is required, is necessary for reactivation.  
4. In order to be eligible for reactivation, an organization must comply with the applicable requirements set forth in Section 1.E. and F.

Section 4. General
1. The Senate has the authority to revoke, with a two-thirds (2/3) vote, the constitution of any organization which is found to no longer fulfill its stated purpose, or is found
not to be in compliance with the regulations set forth in Section 1.E., or is found to be detrimental to the student welfare.

2. Recognition by the Student Government Association of any organization should in no way be construed, as an endorsement of that organization, its practices, its purpose, and no such endorsement should be inferred.

3. At the end of the fiscal year, organizations who use less than or equal to 50% of their fiscal year budget, will have their budget frozen for the upcoming new year allocation for the new fiscal year. All frozen budgets will be reviewed by Senate before the third week of meetings in the new academic year. Organizations will be notified if their budget has been frozen by the beginning of the academic year in the form of a memorandum. The review process will take into consideration the circumstances of unused funds, from the previous fiscal year budget, and will take one of the following actions:
   a. Allow new fiscal year budget to remain as the previously allocated.
   b. Reduce the current allocation for new fiscal year budget to an appropriate value as determined by Senate.
   c. Completely remove the current allocation for the fiscal year budget.

V. GUIDELINES FOR CLUB AND ORGANIZATION FUNDING

All funding is event based/expense based. A club or organization is required to submit a detailed explanation and breakdown of what they anticipate to spend. SGA recommends that clubs and organizations meet with their resource person in SILD to get quotes and support with planning their event(s).

Section 1.

1. The Funding Criteria shall include:
   a. Programs, Activities or Expenses must benefit the Student Body, and be in compliance with the club’s or organization’s mission statement.
   b. Performer or Speaker Fees consistent with the request from the performer/performers agent.
   c. Food and Beverage for an event.
   d. Equipment, books or other materials for use in the clubs’ events which have secure permanent storage on campus.
   e. Disposable materials for an event, such as invitations of programs.
   f. Disc-Jockeys.
   g. Publicity to promote an event, expense or activity.
   h. Promotional Items.
   i. Travel and Conference.
   j. Busses to off campus sites.
   k. Prizes for events.

2. SGA will not fund the following at all with SATF money:
   a. Events which are not open to all Framingham State university Students.
   b. Fundraising projects and/or fundraising materials of any kind.
   c. Charitable contributions.
   d. Honoraria for Framingham State University faculty, staff or administration.
   e. Any other expense that violates federal, state or local law, the policies of the University or the SGA.
Section 2. Budget Process for Organizations
1. Every spring, organizations requesting a budget for the following fiscal year shall come to SGA for allocation. If an organization should miss the Budget Packet deadline, they shall lose organization status and be considered a club.

2. Budget Packet
   a. Organizations shall be given two (2) weeks minimum to complete their Budget Packet. No Budget Packets submitted late shall be considered for allocation.
   b. Budget Packets must be obtained by an Executive Board member of the organization from the SGA office and also will be made available on CollegiateLink.
   c. SGA recommends that prior to submitting their Budget Packet, a representative from the organization’s Executive Board meet with their resource person regarding their request.

Section 3. Budget Committee for Organizations
1. The Budget Committee shall consist of a minimum of ten (10) SGA members and will be chaired by the Student Activities Treasurer.
2. The Budget Committee must review and make a recommendation for all organization Budget Requests, which shall be forwarded to, and voted on, by Senate. Senate has the final vote on all budgets.
3. All Budget Committee meeting times and places must be publicized to all organizations.
4. Organizations are required to attend the Budget Committee meeting during the revision of their Budget Packets.
5. Organizations are required to represent their Budget Packet to Senate for the final allocation.

Section 4. New Fiscal year Requests for Organizations
1. Increases will be limited based on the following:
   a. Organizations will provide the exact numbers for the amount they have already spent, and the amount they plan to spend (quoted) equaling their total amount spent by the end of the fiscal year (amount spent + amount quoted = total spent).
   b. Organizations can be allocated up to 25% more than their “Total Spent” amount for their Budget Request. These limit restrictions can be overruled by a two-thirds (2/3) vote by Senate.
2. The allocation passed by Senate is final.
3. The final allocated number shall be posted outside the SGA office after all allocations are made.

Section 5. Realigning funds from one event to another event
1. If an organization needs to realign money that it already have, from one event to another event, then it will need to submit their request through Collegiate Link.
   a. If the realignment amount is less than or equal to $500.00, then the request will be processed and accepted by the Student Activities Treasurer.
   b. If the realignment exceeds $500.00, then the Student Activities Treasurer will contact the organization through Collegiate Link, and put them on the agenda to come before the Finance Committee.
      i. If the realignment passes through Finance Committee with at least a two-
thirds (2/3) vote, then the process is complete and the funds will be realigned.

ii. If a realignment does not pass through Finance Committee with at least a
two-thirds (2/3) vote, then the request will be brought before Senate.

iii. In the event quorum is not met at Finance Committee, then the realignment
will be brought before Senate.

Section 6. Budget Increase Requests
1. Organization requesting an increase to an already existing event budget
   a. If an organization needs additional funds for an event that it already has
      received a budget for, it will need to submit their request through Collegiate Link.
      i. Once the request has been processed, the Student Activities Treasurer will
         contact the organization through Collegiate Link, and put the organization on
         the agenda to come before the Finance Committee and Senate.
      ii. The request will need to pass through Senate with a majority vote.
   b. An organization should realign if it has enough money in their budget to
      put on all the events they plan on doing for that fiscal year. SGA encourages
      organizations to utilize and realign what they are given rather than rely on
      increases to fund events.

2. Organizations requesting funds for a new event
   a. If an organization is requesting a budget for a new event, it will need to submit
      their request through Collegiate Link.
      i. Once the request has been processed, the Student Activities Treasurer will
         contact the organization through Collegiate Link, and put them on the agenda
         to come before the Finance Committee and Senate.
      ii. The request will need to pass through Senate with a majority vote.
   b. In order to request a new event, the following must be presented:
      i. A room which must be reserved through campus events
      ii. A breakdown of quotes which must be submitted for the event
   c. SGA encourages organizations to utilize and realign what they are given
      rather than rely on increases to fund events.

3. Clubs requesting an increase to an already existing event’s budget
   a. If a club needs additional funds for an event that it already has received a
      budget for, it will need to submit their request through Collegiate Link.
      i. Once the request has been processed, the Student Activities Treasurer
         will contact the organization through Collegiate Link, and put the club on the
         agenda to come before the Finance Committee and Senate.
      ii. The request will need to pass through Senate with a majority vote.
   b. SGA encourages organizations to utilize and realign what they are given
      rather than rely on increases to fund events.

Section 7. New Event Request
1. Clubs requesting funds for a new event
   a. If a club is requesting a budget for a new event, it will need to submit their
      request through Collegiate Link.
      i. Once the request has been processed, the Student Activities Treasurer
         will contact the organization through Collegiate Link, and put them on the agenda
         to come before the Finance Committee and Senate.
      ii. The request will need to pass through Senate with a majority vote.
   b. In order to request a new event, the following must be presented:
i. A room which must be reserved through campus events.
ii. A breakdown of quotes which must be submitted for the event.

Section 8. Co-sponsorship Request
1. If a club and/or organization is interested in putting on an event with financial support from SGA, then they will need to submit a request through Collegiate Link.
   a. Once the request has been processed, the Student Activities Treasurer will contact the club and/or organization through Collegiate Link, and put them on the agenda to come before the Finance Committee, and Senate.
   b. Each club and/or organization willing to participate in a co-sponsorship shall present an exact breakdown of funding details with the responsibilities of each club and/or organization before SGA.
   c. The request will need to pass through Senate with a majority vote.

Section 9. Funding Policy for Clubs
1. In order to receive funding from SGA, a club must be recognized and registered through SILD and SGA.
2. All clubs shall be given a starting amount of $300.00 at the start of each fiscal year.
   a. This money shall be spent in compliance with Guidelines for Club and Organization Funding.
3. SGA recommends that prior to submitting their Funding Request, a representative from the Club’s Executive Board meet with their resource person regarding their request.
4. If a club has received funding for an event, and they do not spend the full amount given, the remaining funds shall be reallocated into the SGA account from which the funds came.
5. All approved funding must be spent on the items approved by Finance Committee or Senate for the event.

Section 10. Finance Committee
1. All funding requests must be requested through Collegiate Link at least twenty (20) business days prior to the event. This will ensure an adequate amount of time to submit all funding requests and to register the event through SILD.
   a. Once the request has been processed, the Student Activities Treasurer will contact the club through Collegiate Link, and put them on the agenda to come before the Finance Committee and Senate.
2. If the funding request is passed by Finance Committee and the request is $300.00 or less, then funding is immediately received by the club.
3. If the funding request is passed by Finance Committee and the request is over $300.00, then the funding request will be brought before Senate at the next meeting for a final vote.
4. If the funding request is denied by Finance Committee, then the club has the right to appeal the request to Senate.
5. The allocation passed by Senate is final.
6. The Finance Committee shall be chaired by the Student Activities Treasurer.
7. The Student Activities Treasurer shall announce when Finance Committee will meet each semester at the first Senate meeting of each semester.
8. In the event that there is an unreasonable amount of business to accomplish at our meeting times, the president can call additional meetings to be held to alleviate the business overflow.
a. These meetings shall be held no more than once a month
b. These meetings will not be mandatory but they will require a quorum.

VI. BILL OF RIGHTS

Section 1. Enumeration of Rights
The Constitution of the Student Government Association of Framingham State University reaffirms the following rights for members of the Framingham State University student body.

1. The right of equal protection and due process under this Constitution and under the laws of clubs and organizations created by this Constitution.
2. The right to freedom from discrimination by any student organization on the basis of race, age, national origin, gender, sexual orientation, veterans’ status, disability, or marital status.

3. The right of free speech and free press.
CAMPUS ELECTION RESULTS

STUDENT TRUSTEE: Molly Goguen
PRESIDENT: Hannah Bruce
VICE PRESIDENT: Larry Liuzzo
SECRETARY: Carly Granville
STUDENT ACTIVITY TREASURER: Paul Manning
CLASS AND CLUB TREASURER: Cassandra Zullo
SOCIAL EVENT COORDINATOR: Scott Shea

SGA SENATORS-AT-LARGE:
Nicole Curley Allison Epstein
Patrick Dempsey John Gazard
Rebecca Smith Samantha Michel
Julia Tretola Chelsea Robinson
Christopher Peck Nathan Stowes
Olivia Harvey Kendra Sampson
Elizabeth Marini Elizabeth Doucet
Nicolette Carlson Grasiela DeLeon
Samhan Boland Cristina Valente
Nicolas Marini

CLASS OF 2013:
President: Molly Goguen
Vice President: Michelle Lucas
Secretary: Sara White
Treasurer: Terri Deluise

SENATORS-OF-THE-CLASS
Ami Barroso Sarah Coughlin
Cassandra Gay Dana Powers
Sara White

CLASS OF 2014:
President: Monique LaPierre
Vice President: Larry Liuzzo
Secretary: Allison Epstein
Treasurer: Elizabeth Cameron

SENATORS-OF-THE-CLASS
Elizabeth Cameron Erin McConville

CLASS OF 2015:
President: Chelsea Robinson
Vice President: Patrick Dempsey
Secretary: Nicolette Carlson
Treasurer: Kendall Valente

SENATORS-OF-THE-CLASS
Janelle Norcott
ACADEMIC CALENDAR - 2012-2013
FIRST SEMESTER - Fall 2012

Student Teaching Orientation     Tuesday, September 4
Classes & Student Teaching Begin  Wednesday, September 5
Last Day to Add/Drop a Semester Course* Wednesday, September 12
Last Day to Take a Course Pass/Fail Wednesday, September 12
Last Day to Make Up an Incomplete from spring 2011 Friday, September 28
Columbus Day (Observed) (No Classes) Monday, October 8
Last Day to Withdraw from Semester Course with a “W” Friday, November 2
Veterans’ Day Observed (No Classes) Monday, November 12
Thanksgiving Recess Thu/Fri, November 22, 23
Semester Classes End Friday, December 14

Examination Snow Day: Saturday, December 22
End of First Semester:  Saturday, December 22

INTERSESSION - WINTER 2013

Schedule TBD - go to www.framingham.edu for updates

SECOND SEMESTER - Spring 2013

Advising & Registration - Orientation (New Students) Thur/Fri, January 17,18
Student Teaching Orientation Friday, January 18
Martin Luther King Day (No Classes) Monday, January 21
Classes & Student Teaching Begin Tuesday, January 22
Last Day to Add/Drop a Semester Course* Tuesday, January 29
Last Day to Take a Course Pass/Fail Tuesday, January 29
Last Day to Make Up an Incomplete from Fall 2011 Friday, February 15
Presidents’ Day Monday, February 18
Spring Vacation (After Classes) Friday, March 15
Classes Resume Monday, March 25
Last Day to Withdraw from Semester Course with a “W” Wednesday, April 3
Patriots’ Day Observed (No Classes) Monday, April 15
Semester Classes End Friday, May 3

Final Exam Period:  M,T,W,R,F - May 6-10
End of Second Semester: Friday, May 10
Commencement: Sunday, May 19, 2013
Orientations for Transfer Students: Tue. - Fri., May 28-31
UNIVERSITY DIRECTORY

The Campus Locator: Alphabetically lists the various departments, services, etc. at Framingham State, their on-campus phone extension, and office location. Whenever possible, commonly used names are provided, and some entries appear twice to ensure thorough coverage. The legend below is to be used in conjunction with the Directory.

AC: Athletic Center    AR: Adams Road    CA: CASA
CR: Crocker Hall      DH: Dwight Hall     DTC: Doyle Technology Center
FH: Foster Hall       HC: Heineman Center  HH: Hemenway Hall
MA: May Hall          MC: McCarthy Center  OC: O’Connor Hall
PA: Peirce Annex      TW: Towers Hall     WC: Welcome Center
WL: Whittemore Library

For an up-to-date listing of all faculty and staff, please visit the University’s Web site at www.framingham.edu. A directory is posted on the site.

Academic Affairs, Vice President’s Office        4582-DH 300
Academic Support, Students with Disabilities    4906-CA
Accounts Payable                                 4521-DH 201
Administration and Finance,                     4580-DH 300
Admissions and Enrollment Services              4500-WC
Advancement and Alumni Relations                 4012-AR45
Advising Center                                  4510-CA
Athletics                                        4614-AC
Intramurals                                      4620-AC
Sports Information                               4612-AC
Bookstore                                        4595-AC
Campus Ministry                                  4610-MC 516
Campus Police                                    4911-MC 1st fl 4911
Lost & Found                                     4625-MC 412
Career Services and Employer Relations           4509-CA
Math Center                                      4509
Plus Program.                                    4907
Writing Center                                   4509
Challenger Learning Center                       4050-OC
McCarthy Center Information/Reception Desk       4600-MC
Computer “HELP” Line (on-campus # only)          4357-DTC
Copy Center                                      4669-WL215
Corinne Hall Towers                              4980-TW
Counseling Center                                4640-FH

Crocker Hall Building Secretaries                 CR 101
Economics & Business, Psychology & Philosophy,   4850, 4851
Sociology                                        4657-WL
Curriculum Library                               4596-MC 504
Dean of Students                                 4850, 4851

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Dining Services 4602-MC
Catering 4095-MC
Main Dining Hall 4602-MC
Education Technology Office 4927-HHG05
Facilities 4590
Financial Aid 4534-MC 515
N.D.S.L. Perkins Student Loan 4533
First-Year Programs 4905-DH 116
Orientation 4637-DH 116
Placement Testing 4905-DH 116
F.S.C.P.A. 4766-HH
Gatepost (The) 4605-MC 410
Global Education Center 4037-DH
Graduate and Continuing Education 4550-DH
Health Center 4900-FH

**Hemenway Hall Building Secretary**

HH 111
Consumer Sciences, Mathematics 4700

**Hemenway Hall Building Secretary**

HH 122
Biology, Chemistry and Food Science, Geography, Physics and Earth Science 4750

**Hemenway Hall Building Secretary**

HH 220
Nursing, Computer Science 4712

Horace Mann Hall 4970
Human Resources 4530-DH
ID Office 4944-MC
Information Technology Print Operations 4083-DTC

**Information Technology Services/ IT Services (ITS)**

4357-DTC
Help Desk 4357-DTC
Laptop Help Desk 5906-DTC
Off Campus 508-620-1220 ext. 4357
Help Desk After Hours. 5950-DTC
Off Campus After Hours 508-215-5950
Media/User Services . 4357-DTC

Intensive English Program (ESL)/Community ESL 4925-MC 515
International Education Programs 4585-MC 515
International/Study Abroad Programs 4585-MC 518
Inventory Control 4281
Larned Hall 4920
Library 4650-WL
Interlibrary Loan 4690-WL
Slide Library 4834-WL
Linsley Hall 4940
Mailroom 4588-PA

**May Hall Building Secretaries**

MA 108/107
Art & Music, Government, History, English 4800, 4801
Mazmanian Gallery 4968-MC 310
Metrowest Economic Research Center (MERC) 4033-TW
Modern Languages 4683
Multicultural Affairs 4645-CC 504D
North Hall 508-215-5949
Nursing Department 4715-HH 220
O’Connor Hall 4950
Parking Clerk 4526-PA
Payroll 4531-DH
Peirce Hall 4910
President’s Office 4575-DH 300
Purchasing 4522-DH 201
Radio Station, WDJM 4622-MC402
Registrar 4545-MC 515
Residence Life and Housing 4636-TW
John Stalker Institute 4756-TW
Snow Line/Weather Telephone Advisory 4898
Store Room 4687-PH
Student Accounts 4514-MC 515
Student Government Association (SGA) 4607-MC 404
Student Involvement and Leadership Development 4615-MC 510
Student Union Activities Board (SUAB) 4611-MC 406
Switchboard 7
Veterans Services 4632-MC 514
Weather Advisory/School Closure/Snow Line 4898

**Whittemore Building Secretary**

Communication Arts, Modern Languages 4683

For faculty office locations and phone extensions, please go to:

<table>
<thead>
<tr>
<th>Department</th>
<th>Title</th>
<th>Last Name</th>
<th>First Name</th>
<th>Hall</th>
<th>Office</th>
<th>Phone</th>
<th>FSU Email</th>
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<tr>
<td>Art &amp; Music</td>
<td>Prof.</td>
<td>Bishop</td>
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<tr>
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<tr>
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