

Framingham State University

Nursing Department

Undergraduate Student Handbook



2023 – 2024

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FRAMINGHAM STATE UNIVERSITY
Nursing Department

MISSION STATEMENT

The mission of the Nursing Department is to promote the intellectual, social, cultural, and ethical development of the student to address the healthcare of diverse individuals, families, groups, communities, and populations through formal and informal teaching and learning processes. The curricula are based on the premise that the baccalaureate and graduate levels of education in Nursing provide active and collaborative foundations for life-long learning and foster a commitment to excellence. The primary goal of the undergraduate program is to prepare practicing nurses as generalists who can address the wide range of issues that affect the delivery of health care in a variety of settings. At the graduate level, the primary goal is that nurses are further prepared to synthesize practice with theory and research to provide service to the public and to the profession.

UNDERGRADUATE EXPECTED PROGRAM OUTCOMES

The RN-to-BS program prepares graduates to

1. Formulate decisions about nursing practice using a foundation of evolving knowledge from Nursing, biological, and behavioral sciences and the humanities.
2. Integrate ethics, integrity, and respect into patient-centered, evidence-based nursing practice.
3. Apply effective written and oral communication, teamwork, and collaborative strategies to influence health-related outcomes.
4. Analyze the role of health promotion and disease/injury prevention to improve the health and safety of populations.
5. Demonstrate leadership skills in the oversight of, and accountability for, safe care delivery in a variety of settings.
6. Employ innovations in information management and technology for the delivery of quality patient care.

Nursing Department PHILOSOPHY and GOALS

The faculty of the Nursing Department prepare professional nurses at the generalist and advanced levels for the application and translation of nursing knowledge to improve health outcomes. Through their work in higher education, the faculty contributes to the University and regional communities as well as the nursing profession through teaching, research, service, and advanced nursing practice. The faculty holds the following beliefs:

- Nursing is a profession based on human science and caring arts as well as an academic discipline that focuses on the diagnosis and treatment of human responses to actual or potential health problems. The patient, whether conceptualized as an individual, family, group, community, or population, is the focus of the professional nurse.
- Preparation at the baccalaureate level is appropriate for the professional nurse. Upper division baccalaureate nursing education provides opportunities for the integration of professional knowledge, skills, and attitudes with the natural and behavioral sciences and the humanities which broaden the scope of the student's nursing practice and promotes continuing professional development. Nurses in advanced roles are prepared at the master's or doctoral level. The faculty strive to foster a commitment to excellence, lifelong learning, and continuation of professional development at both the baccalaureate and graduate levels.
- As a community of nurse scholars, the faculty holds a commitment to preparing graduates to function in leadership roles and to address the political, social, ethical, economic, and policy issues that affect the design and delivery of health care locally, nationally, and globally. Such leadership activities are meant to address the healthcare needs of diverse individuals, families, groups, communities, and populations, promoting a sense of global awareness and cultural competence among nursing professionals.
- The development of nursing as an academic discipline is accomplished through scholarly activities that advance nursing science. Faculty members acknowledge the reciprocal relationships between evidence-based practice, theory, and research in knowledge development and promote the appraisal and dissemination of research findings into practice. They are committed to involvement in a wide range of service activities in which members serve as role models for nursing practice, interprofessional collaboration, community service, and health policy development.
- Learning is facilitated when actively engaged in the teaching-learning process. The faculty strives to create a climate in their blend-learning courses that values a culture of inclusion and openness for students, faculty, staff, and community partners in pursuit of effective teaching and learning, scholarship, research, practice, and service. An active learning environment that fosters the exchange of diverse ideas and opinions and advances student and faculty collaboration can thus be shaped.

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

Selected Policies

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

I. Current Registered Nurse (RN) Licensure

Enrollment in any nursing course is contingent upon current unrestricted Registered Nurse licensure in the Commonwealth of Massachusetts. No student will be permitted to participate in class or practice learning experiences without evidence of current licensure in the student's departmental file. A lapse in licensure may affect the student's ability to continue or progress in the program. It is the student's responsibility to report a loss or suspension of their RN license to their Nursing Advisor or the Nursing Department Chair.

II. Liability Coverage

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

III. Progression in the Nursing Major

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

IV. Upper Division Courses of the Nursing Major – Full Time Model

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

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

1. All course prerequisites as listed in the University Catalog for the upper-division Nursing major must be met unless waived by the course instructor or Chair.
2. All eight upper division Nursing courses are required.
3. A minimum QPA of 2.0 in nursing courses is required for continuance in the program.
4. A grade of at least C- is required in each nursing course. Any student receiving below a C- must repeat the Nursing course. If a student receives below a C- in a Nursing course, the course must be repeated until a passing grade is achieved for a maximum of three attempts.

DEGREE REQUIREMENTS

Completion of 128 credits/32 course credits meets the requirements for graduation from Framingham State University. Students must take a minimum of three courses per semester to be considered a full-time student. Each course is the equivalent of a 4 semester-hour course in terms of the work expected.

GENERAL EDUCATION REQUIREMENTS:

Board of Registration in Nursing (BORN) approved programs have three options for meeting the General Education Requirements at FSU. Framingham State University will:

1. Accept credits earned through a previous bachelor's degree from a regionally-accredited 4-year college or university as fulfilling the General Education requirements;
2. Accept the MassTransfer Block (MTB), without time restriction, as having met the General Education requirements (with the addition of 2 more courses). A Massachusetts Community College must verify completion of the MassTransfer Block on an applicant's official transcript which is then submitted to Framingham State with other admission materials; or
3. Accept completion of the current General Education requirements of 10 courses outside of your major as specified in the FSU Undergraduate Catalog.

After matriculating at Framingham State, it may be more efficient and cost-saving to choose Option 3 above than return to a Massachusetts Community College to complete the MassTransfer Block.

Registered Nurses with a Diploma in Nursing or an Associate's Degree in Nursing from a foreign program (not BORN-approved) must meet the General Education Requirements by completing the current General Education requirements as specified in the FSU Undergraduate Catalog (option 3 above).

Please note: The degree requirement for your BS Degree in Nursing is 128 credits which is equivalent to 32 course credits (i.e. 32 4-credit courses or the equivalent). Remaining credits beyond those transferred in from previous college coursework will include the eight Nursing major courses, any general education courses needed for the degree, and, **if necessary** to meet the total credit requirements to complete the program, some free elective courses to meet the BS in Nursing degree requirement of 128 credits/32 course credits. As a result, for some students, additional courses outside of general education and Nursing major courses may be needed to graduate, depending on how many credits are transferred upon admission or during the program.

NURSING MAJOR REQUIRED COURSES

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

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

Lower division course credits are granted to all entering students who graduated from a MA Board of Registration in Nursing (BORN) approved prelicensure program. The number will vary by student depending on which Nursing program they completed. These credits will appear on the student's DegreeWorks audit page on myFramingham as *Previous Nursing Knowledge*.

Seven (7) lower division course credits may be earned by challenge examination (NACE II and Clinical Practice Exams) for registered nurses who graduated from a program not approved by a state Board of Registration in Nursing, such as one outside of the USA.

V. Policy for NLN Challenge Exams

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

Five (5) course credits on successful completion of all three exams, each to be passed with a decision score of 70% or higher.

- **Clinical Practice Exam****

Two (2) course credits – must be passed at the 70% or higher level.

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

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

Exam Fee: A money order or cashier's check is to be made payable to "Framingham State University Nursing" with "Deposit to GP-13 Nursing Trust Fund" in the memo portion of the check. No personal checks or cash will be accepted.

Results: Upon completion of an examination, a copy of the results of the exam will be placed in your Department of Nursing folder and one will be mailed to you. Verification of passing scores will be sent to the Office of the Registrar for appropriate credit to be recorded on your official transcript.

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

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

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

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

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

4. Failure to successfully complete this final retake will mean that course credits will not be granted.

VI. Student Evaluation Procedures

A. Grading System used by the Nursing Department

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

B. Examinations

1. Final Exams – The Nursing Department subscribes to the final exam policies published in the University Catalog.

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

2. Students are required to take all examinations on the date(s) scheduled in the course syllabus.
3. Should an emergency arise whereby a student is unable to take the examination on the scheduled date, permission for the absence must be obtained from the appropriate instructor **by the student**, as soon as possible prior to the date of the examination.
4. Students who are absent from a scheduled examination without prior faculty permission, will not be permitted to take the examination and will receive a "0" for a grade for that examination. In such cases, students are responsible to negotiate with the faculty person for a make-up date. Permission to take a makeup exam is at the discretion of the instructor. If permission is granted, the examination must be rescheduled within two weeks of the original exam date.

C. Student Learning Outcomes for each Nursing Course

Each instructor defines the assignments/requirements for his or her own course/s. These requirements in addition to examinations fulfill the *Expected Student Learning Outcomes* (course objectives) and thus fulfill the *Expected Student Program Outcomes* as specified on p. 4. The student course outcomes include the activities assigned in the didactic and practice learning experience (PLE) component of each course. The details of each assignment/activity, including evaluation criteria, are defined in the course syllabi and PLE evaluation forms. The Expected Student Learning Outcomes are located on the first page of each course syllabus.

D. Academic Honesty

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

University Policy Regarding Academic Honesty

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

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

1. Plagiarism: claiming as one's own work the published or unpublished literal or paraphrased work of another. This may include self-plagiarism if one has published something. Plagiarism is not only academically dishonest but also illegal.

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

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

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

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

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

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

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

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

E. Practice Learning Experiences (PLE)

Each Nursing course has at least one Practice Learning Experience component (PLE). Agency contracts and client agreements for the PLE (when required) will be signed by both student and agency (PLE) representative prior to beginning of the experience. Forms are included in the specific course syllabi. Grading criteria are specified for the PLE in each course syllabus. A satisfactory grade in practice learning experience component is necessary to receive credit for the course.

Course Credit/Contact Hours/Week

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

* Fifty-minute contact hour

** One credit for one class hour/week

PLE – Practice Learning Experience

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

F. Preparation

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

G. Appeals Procedure

1. Grade Appeal Policy

The University recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and University policies. The instructor's policy will be designated in the course syllabus distributed at the beginning of the

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

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

Level I: Informal

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

Level II: Formal

Step 1: Dean of Students

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

If the appeal is not resolved at Step 1 of the Formal Level of appeal, then the next steps involve Faculty Governance followed by the third and final step, The Ad Hoc Grade Appeal Committee and the Appeal Procedure. For details on these steps, please refer to the current FSU Undergraduate Catalog for the full explanation of the process.

VII. Cumulative Grade Point Average

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

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

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

VIII. Adding or Dropping Courses

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

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

C. Students may add a course by logging onto “MyFramingham” and completing the registration process. If the desired course is “closed,” students may download an “Override Form” for faculty/chair signatures if the course instructor is willing to add more students to the course.

IX. Transfer Courses

A. On Admission

All Framingham State University courses are 4-credit courses and therefore all 3-credit-hour transfer courses transferred at the end of the semester are totaled and divided by 4 (4 credits). See also procedure for Obtaining Off-Campus Course Approval and Appendix iii-iv. All approved courses transferred into Framingham State University after matriculation will be awarded Framingham course credit in an amount equal to the cumulative total number of

semester credits transferred divided by 4 and rounded to the nearest whole number. For example, if a student takes three 3-credit courses, he or she will obtain two Framingham State University course credits.

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

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

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

B. Matriculated Students

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

C. Procedure for Obtaining Off-Campus Course Approval

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

1. In order to obtain transfer course credit for courses to be taken off campus, use a current Course Approval Form which is obtained from the Office of the Registrar, the FSU website, or myFramingham portal.
2. Make a photocopy of the description of the course you want to take from the current University Catalog of the University or college where you will be taking it. A department brochure from that school may also have a course description.
3. Attach this course description to your completed course approval form.

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

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

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

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

X. Accommodation Statement for Special Needs

“Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Support serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments. For further information about this, please visit the [CASA website](http://www.framingham.edu/center-for-academic-support-and-advising/disability-services/index.html) (<http://www.framingham.edu/center-for-academic-support-and-advising/disability-services/index.html>) or contact Dr. LaDonna Bridges, Director of Academic Support/Disability Services, in the Center for Academic Support and Advising (CASA) at 508-626-4906 or lbridges@framingham.edu.”

XI. Snow Emergency Policy

The Following Procedures will be in Effect during Snow Emergencies:

It is highly recommended that students sign up for the “FSU Alert System” which will notify students of weather or other campus emergency situations via their choice of e-mail,

text, or voice messages. Please visit the MyFramingham portal and click on the FSU Alert box to sign up. This service is available to all FSU students, faculty, and staff.

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

The FSU website will also post an announcement on the main webpage (www.framingham.edu) if the University closes or delays the start of classes. Announcements will be made beginning at 6:00 a.m.

You may also call 508.626.4898 for a recorded weather message.

PLEASE DO NOT CALL CAMPUS POLICE to ask if classes are being held.

All Nursing major courses are in the University's DAY SCHOOL or DAY DIVISION – including those that have a 4:00 p.m. start time. Nursing Department classes will not meet if **day-school** classes are cancelled by FSU. Please use your good judgment when deciding whether to come to class if they have not been cancelled but the weather is inclement – the safety of our students is a priority concern so if it is not safe to travel in your area please err on the side of caution.

XII. Change in Status Forms

A. Inactive Status

NOTE: Inactive students must reapply through admissions.

In the event that a student is not actively enrolled in Framingham State University day school classes, but plans to be active in the future, their status changes to *Inactive*. For example, when students who are enrolled in Continuing Education/evening classes, enrolled in another University, taking NLN examinations but not taking a course, or inactive for a semester, the following procedures must be followed:

Use the Inactive Status Form to notify

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

B. Reactivation

To change your status back to Active, notify in writing (email is acceptable)

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

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

1. Day Division to DGCE
2. DGCE to Day Division

Fill out the Change of Enrollment/Division Status Request and return it to the Office of the Registrar. This form may be obtained on the FSU website or via phone or email from the Registrar's Office.

XIII. Tuition and Fees

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

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

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

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

XIV. Withdrawal

- A. Course withdrawal** - use the Course Withdrawal with Notification of "W" Form. Be sure to check the Academic Calendar for last date to drop a course.

B. Withdrawal from the University

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

Withdrawal in Person

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

Obtain signature from the Dean of Students.

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

Obtain signature from the Financial Aid Office.

Obtain signature from the Student Accounts Office.

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

Withdrawal via FAX

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

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

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

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

XV. Return after Withdrawal

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

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

XVI. Degree Application for Graduation

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

Please note: In order to accept your diploma on stage at graduation (referred to as “walking at Commencement,” the University requires your attendance at Graduation Rehearsal. The date for Graduation Rehearsal varies. Students will be notified of the date by email.

XVII. Graduation Honors

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

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

Cum laude 3.25 - 3.59

Magna cum laude..... 3.60 - 3.79

Summa cum laude.....3.80 - 4.00

XVIII. Attendance

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

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

XIX. Dress Code

Students are expected to dress in conservative professional attire when participating in any activity in which the student is a representative of the Nursing Department. Typically this means not wearing jeans, sweat pants or tops, leggings with tee shirts, or casual athletic attire. Additionally, in certain practice learning environment (PLE) assignments, students may be required to wear a white lab jacket or coat and have a visible FSU Student ID with picture. Specific dress guidelines will be addressed in each individual course.

XX. Required Equipment

1. Students are required to have:
 - A. Framingham State University Student ID
 - B. Professional stethoscope
2. In order for students to borrow equipment from the Department, they must sign a *Nursing Property Loan Report Form which is an appendix to this handbook*. Students are responsible for borrowed equipment. Grades will be held until equipment is returned in satisfactory condition.

XXI. CORI and SORI Checks

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

XXII. Continuing Education Credit for Licensure

Past practice of the Massachusetts Board of Registration in Nursing has been to accept nursing courses in lieu of Continuing Education Credits (CEUs) or contact hours. This is based on an equivalency of one contact hour for each 50 minutes of class time. A four (4) credit course is calculated as 15 weeks X four (4) credit hours, which is the equivalent of 60 contact hours, or 6.0 CEUs. This only applies to the eight Nursing Major courses, not general education or elective courses.

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

XXIII. Appropriate Classroom Behavior Policy

The faculty of the Nursing Department defines appropriate classroom behavior as

- 1) Being punctual, coming to class on time
- 2) Being attentive during the entirety of the class time, which includes

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

XXIV. Personal Electronic Devices Policy

All cell phones must be kept either off or on silent alert while in the classroom. All personal use of electronic devices, aside from a laptop or tablet for use during class, is limited to outside the classroom. *Any necessary or emergency calls must be answered outside the classroom.*

XXV. Procedure for Accidents Occurring in the Practice Learning Environment

It is the student's responsibility to seek medical attention within 2 hours of the injury or accident and to notify their instructor of the incident, whether treated or not. Faculty supervising the practice learning experience will complete a written report to the Chairperson who will follow up with the student.

XXVI. Change in Biographical Data

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

XXVIII. Accreditation Status

The baccalaureate degree program in nursing at Framingham State University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

APPENDICES

NURSING MAJOR (UPPER DIVISION ONLY)

Nursing Education Transfer Policy (NETP)

For Registered Nurses who graduated from public Associate Degree in Nursing Programs in Massachusetts, the NETP includes:

- Acceptance in transfer all courses earned as part of BORN-approved public ADN degree program will transfer, without time restriction**, as a body of knowledge and practical experience that is prerequisite to NCLEX licensure.
- A prior bachelor's degree earned from a regionally accredited public 4-year institution qualifies as meeting the general education requirements.
- The 34-credit MassTransfer General Education Block* may be completed at the community college and these credits will transfer to address the general education requirements. Community Colleges must indicate the completion status of the MassTransfer General Education Block on the transcripts of students seeking to enroll.

To be eligible for the NETP, students must have completed an ADN at a Massachusetts community college, passed the NCLEX-RN exam, and completed the general education requirements of the MassTransfer General Education Block*.

University Transfer Policy

The above major components of the NETP will, beginning Fall 2015, apply to Nursing Majors who graduated from public or private BORN-approved Associate Degree in Nursing Programs in Massachusetts or out-of-state. Previous bachelor's degrees from public or private regionally-accredited 4-year institutions qualify as meeting the general education requirement. The major components of the NETP, listed above, also apply to Nursing Majors with an Associate's Degree in Nursing who are currently enrolled and were admitted prior to Fall 2015.

The General Education Requirement

All students must satisfy a general education requirement. Nursing majors who graduated from Associate Degree Programs in Nursing (ADN) may satisfy the General Education requirement by a) a previous bachelor's degree, from a regionally-accredited institution; b) completion of the MassTransfer General Education Block* OR c) by completing the Framingham State University General Education Requirement, consisting of ten (10) courses outside of the major department. Nursing Majors who graduated from foreign nursing programs or Board of Registration (BORN)-approved Diploma Nursing Programs must satisfy the general education requirement by completion of the Framingham State University General Education Requirement, consisting of ten (10) courses outside of the major department.

For all majors in Nursing, the Bachelor of Science (B.S.) Degree requires completion of:

- 1) The General Education requirement by a) a previous bachelor's degree from a regionally-accredited institution, b) completion of the MassTransfer General Education Block,* OR c) completing the Framingham State University General Education Requirement, consisting of ten (10) courses outside of the major department.
- 2) Eight required Nursing major courses, and
- 3) Electives as needed to meet the 128 credit-hour degree requirement and 32 credit-hour residency requirement.

*According to MassTransfer policy, each 4-year public institution may add 0-2 additional courses beyond the MassTransfer General Education Block.

**Credits earned in a BORN-approved ADN program offered at an institution of higher education will be transferred as a block, without a time restriction except for the 4-year public institution's policy on time limits for specific courses, i.e. sciences

Lower Division Nursing Knowledge:

Diploma Programs

Registered Nurses who graduated from a Diploma program approved by a state Board of Registration in Nursing (BORN) will earn seven (7) course credits.

Foreign Nursing Programs

Transcripts of Registered Nurses who graduated from foreign nursing programs will be evaluated on an individual basis. Credit for previous nursing courses (7 course credits/28 credit hours) can be earned through successful completion of the ACEII and Clinical Practice examinations.

2015-2016

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

<u>COURSE #</u>	<u>TITLE</u>	<u>SUBDOMAINS</u>
		<u>ME I</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Domain General Education Subdomains
 (check off as completed)

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

X = Fulfilled through major

MAJOR AND RELATED COURSES

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

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

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

2015-2016

Framingham State University
Office of the Registrar

Registration Course Override Request Form

Please Print Clearly:

Student: _____ Semester: _____ (i.e. Fall 2008)

FSC Id#: _____ Email: _____@student.framingham.edu

Student Signature: _____ Date: _____

While registering via myFramingham, I encountered registration restrictions for a **Day Division course** (those with sections that begin with a numeric). Please permit me to override these restrictions and register for the following course(s):

	CRN	Course (Subject,Number,Section)	Permit Code (see list below)	Approving Signature(s) (see list below for appropriate signature(s))
1				
2				
3				
4				
5				
6				

Instructions: In the grid above, enter the Course Reference Number (CRN), Course information (Subject code, course number, and course section), and the type of registration permission(s) (See Permit Codes) you are requesting. Obtain the approving Signature(s) and present this form to the **Office of the Registrar** for your request to be processed. Please use the appropriate Permit Code(s) from the following list:

Permit Code	Overrides	Approval Signature(s) required
CLAS	Classification (SR,JR,SO,FR status) restriction	Instructor of the course
CORQ	Co-Requisite Required	Chairperson of the department offering the course
MAJR	Major Requirement	Chairperson of the department offering the course
PREQ	Prerequisite requirement	Instructor of the course
SEAT	Seat limit on class	Instructor of the course
TIME	Time conflict	Instructors of both of the classes involved (2 signatures)

.....
Office of the Registrar:

Override Processed in SFASRPO by _____ on _____.



Off-Campus Course Approval Form

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

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

Please Print

Student Name: _____ FSU ID#: _____

Address: _____ Major1: _____

_____ Major2: _____

_____ Minor(s): _____

Anticipated Semester & Year of Graduation: _____

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

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

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

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

MM/DD/YYYY MM/DD/YYYY

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

Student's Signature _____ Date _____

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

General Education Requirement:

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

Other requirement(s):	Course Substitution and/or Equivalent comments:
_____ Major Department Requirement	_____
_____ Major Department Elective	_____
_____ Major-Related Requirement	_____
_____ Major-Related Elective	_____
_____ Minor Requirement	_____
_____ Minor Elective	_____
_____ Free (Open) Elective	_____
_____ General Math (Non-Credit)	_____

Approved By:

_____	_____
Signature of student's Major Department Chair	Date
_____	_____
Signature of Course Department Chair	Date

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Please Print

Student's Name: _____ FSU ID#: _____
Last Name First Name M.I.

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

Off-Campus Course Approval Form Transfer Credit Worksheet

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

Approval for ANY Off-Campus coursework must be obtained PRIOR to enrolling in the course. Retroactive approvals are NOT permitted.

Only courses with a final grade of C- or better will be accepted as transferable. A Pass/Fail grade is NOT transferable.

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

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

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

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

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

.....
To be completed by the Office of the Registrar:

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

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

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

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

Reviewed by: _____ Date: _____

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

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

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

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

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

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

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**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

INACTIVE STATUS FORM

Date _____

Student Name _____ ID# _____
(print)

Request for inactive status in day school.

_____ Enrolled in course in Framingham State University Continuing Education

_____ Enrolled in course at another college

_____ Taking N.L.N. examinations

_____ Inactive due to _____

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

I plan to resume active status in day school:

Semester _____ Year _____

Signature

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



Office of the University Registrar
 Dwight Hall 220
 100 State Street
 PO Box 9101
 Framingham, MA 01701-9101
 Email: registraroffice@framingham.edu
 (T) 508-626-4545 / (F) 508-626-4589

Change of Division/Enrollment Status Request

For matriculated Undergraduate and Masters & PBTL Students ONLY

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

Please Print

Framingham State University Student ID#: _____

Last Name: _____ First Name: _____ M.I.: _____
(Must match the name under which University records)

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

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

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

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

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

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

OR
 Division of Graduate and Continuing Education (DGCE) to the Day Division.

Note: Students changing to the Day Division must submit a completed Proof of Residency form else Out-of-State Tuition will be charged.

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

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

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

FOR OFFICE USE ONLY

DISPOSITION

_____ APPROVED

 Signature of Registrar or Designee Date

_____ NOT APPROVED

 Comments: _____

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

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

Office Staff Date & Initials: _____

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Framingham
State University

OFFICE OF THE
UNIVERSITY REGISTRAR

“W”

PLEASE PRINT CLEARLY

Course Withdrawal with Notation of

STUDENT ID#	LAST NAME, FIRST NAME MIDDLE INITIAL	MAJOR	CURRENT SEMESTER

CRN	COURSE SUBJECT & NUMBER	SECTION	COURSE TITLE

Professor's Signature/Date

Student's Signature/Date

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

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

Revised October 2012

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

NOTICE OF WITHDRAWAL FROM FRAMINGHAM STATE UNIVERSITY

Please Print:

Date Submitted: _____

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

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

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

Campus Address (if resident): _____

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

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

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

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

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

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

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

For Office of the Registrar Use Only:

Processed by: _____ Date: _____

~ Page 1 of 2 ~

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REASONS FOR WITHDRAWAL FROM FRAMINGHAM STATE UNIVERSITY

To be completed by the Student

(If more than one reason, rank using 1, 2, etc.)

Personal Reasons:

- Medical or health-related / Do you plan to return? _____ When? _____
- Goals since entering the University have changed (please describe) _____
- _____
- Change in personal situation: marriage, military, moving, other (please describe) _____
- _____
- Other (Please explain) _____
- _____

Financial Reasons:

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

Academic Reasons:

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

Institutional Reasons:

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

Other Reasons:

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

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

~ Page 2 of 2 ~

rev.23jan2014.mrp



NOTICE OF CANDIDACY FOR GRADUATION
BACCALAUREATE DEGREE

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

First Name Middle Name or Initial Last Name Daytime Phone Number

Framingham State University has four graduation dates. The following is the application deadline for these dates:
November 1st for December graduation
December 1st for January graduation
February 1st for May graduation
May 1st for August graduation
Beginning December 31st 2010 graduation, students will be assessed a \$40.00 graduation fee. This fee will appear on the student's account and will need to be settled before the graduation date.

FSC ID#: _____
If unknown then need to provide SSN:

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

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

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

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

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

Are you planning to take courses in Continuing Education, or at another institution*, to complete your degree requirements?
 No
 Yes If yes, please indicate where? _____
*NOTE: You must file a completed Course Approval Form for each course taken at another institution prior to the start of the course. You must request an official transcript of the final grade(s) from the host institution to the Office of the Registrar and be received prior to the commencement ceremony.
 The number of courses: _____ When? _____

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

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

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

rev. 10aug2010.msp



Framingham State University
Framingham, MA

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Overview

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Information

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Information

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Delivery Method Order Review

Purchase

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Transcript Order Overview

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Start My Order

Click on a tab to view the information

...a...ve... ..a...m...:...A...h...l...g...l...I...P...l...c...l...O...-...:...:..n...a...r...-...L...T...r...a...n...5...F...P...1...1...

Processing Overview

Credentials Solutions is pleased to provide you with Transcript Order Processing Services on behalf of Framingham State University. All of the actual transcript records are maintained by the institution and in most circumstances, the institution itself produces your transcript and delivers it per the instructions you provide us in the ordering process.

Our system, TranscriptsPlus®, can accept an order for up to 5 transcripts going to up to 5 different recipients. If you need to send more than 5 transcripts or have more than 5 recipients, you will need to enter multiple orders. At the completion of each order you will have the option to return to the beginning of the process and enter another order. In most cases, you will only have to enter the information that is different than in the previous order.

Please Note... The various ordering options and the information you are required to enter on the following screens are based on the specific services that Framingham State University has chosen to provide and the specific information they have instructed us to collect. If you attended more than one of the institutions that we represent and order your transcript from more than one of them, you may notice differences in the available options and the required information on the order forms. One may offer Federal Express and another one may not, one may offer electronic delivery features and others may only offer printed paper transcripts, one may provide electronic authorization of your order and another one may require a signed authorization form, etc.

If you have questions about the process or encounter difficulty in entering your order, we have Customer Service representatives available from 7:00 am to 7:00 pm on Monday-Thursday and from 7:00 am to 5:00 pm (CST/CDT) on Fridays. Our Customer Service number is 847-716-3005.

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Framingham
State University

INTERDEPARTMENTAL TRANSCRIPT REQUEST

Office of the Registrar

FOR INTERNAL USE ONLY – NOT ISSUED TO STUDENT

PLEASE PRINT CLEARLY

Student's Name: _____

FSU ID#: _____ Major/Concentration: _____

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

Reason for Request: _____

Student's Signature: _____ Date: _____

SEND TRANSCRIPT TO: _____

NAME OF DEPARTMENT: _____

BUILDING & ROOM #: _____

01-29-2011

Framingham State University
Nursing Department

**Practice Learning Experience
Accident Report**

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

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

Student's signature: _____

Comments:

Framingham State University
Nursing Department
CORI Policy

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

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

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

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

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

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

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

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

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

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

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

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

STUDENT NAME:

STUDENT FSU ID #:

DATE:

The student identified above has met the criteria stated in the

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

and has my permission to apply for the second retake of the examination in the

following content area:

Signature of Clinical Expert

Date

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

**FRAMINGHAM STATE UNIVERSITY
NURSING DEPARTMENT**

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

STUDENT NAME: _____

STUDENT FSU ID #: _____

DATE: _____

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

Signature of Clinical Expert

Date

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

Signature of Student

Date

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

Chairperson, Nursing Department

Date

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

NURSING PROPERTY LOAN REPORT

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

Today's Date: _____

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

Please print the required information below:

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

Name of borrower _____ FSU Student ID# _____

Email: _____

Phone: _____

Home Address: _____

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