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Welcome to Framingham State University, Office of Graduate Studies

We are pleased to welcome you into the Framingham State University (FSU) community as a member of our Graduate Studies faculty. Your commitment to teaching and learning constitutes an important contribution to the academic excellence at FSU. As a Graduate faculty member, we hope that your involvement will extend beyond your course and that you will take advantage of opportunities available at the University (e.g., special lectures from leaders in various fields, CELTSS workshops, athletic events). This handbook has been written to help you in your work—to make you aware of resources and services, and to clarify your instructional role and obligations.

We eagerly solicit your feedback about the usefulness of this handbook, particularly in calling our attention to information and issues that are not currently included, but should be. Please send your suggestions to Yaser Najjar, Dean of Graduate Studies at vnajjar@framingham.edu. Most importantly, we know that any handbook cannot substitute for the day-to-day interaction among colleagues that is so crucial to our campus climate and success. We encourage you to drop by our office at any time (Dwight Hall, Room 202) to discuss any issues or just to say “hello.”

Our Mission

The mission of the Office of Graduate Studies at FSU is to contribute to the educational, cultural, economic, and social advancement of our region, state, and nation by providing excellent, affordable master’s degree programs and professional certificates to capable individuals. We strive to provide students access to leading-edge basic and applied research, scholarly inquiry, and creative activities. By working together with our academic governing body, the Graduate Education Council, we seek to integrate graduate and undergraduate programs so students continue to fulfill their educational endeavors at FSU.

Our Vision

The vision of the Office of Graduate Studies at FSU is to be at the forefront of best practices in graduate education, while providing exemplary learning environments in which to educate our next generation of scholars, teachers, professionals and citizens to become leaders in their field.

About the University

FSU was founded by Horace Mann in 1839 as the first state-supported school in the United States for the training of teachers. Today, FSU is situated in the suburban town of Framingham, a community 20 miles west of Boston. Our tradition of teacher education is combined with a broad spectrum of undergraduate and graduate programs. Currently, there are more than 180 full-time and 130 part-time faculty members. Nearly 4,600 undergraduate and more than 1,800 graduate students are enrolled. We offer 26 bachelor’s degree programs, 25 graduate programs, 6 graduate certificates and 2 post baccalaureate programs. The University assists in fulfilling the workforce needs of the rapidly growing high technology and service region known as MetroWest. FSU draws the majority of its students from within a 50-mile radius of Framingham. Traditional college-aged students, as well as older and non-traditional students seeking higher education on...
either a full- or part-time basis, are served and are accorded opportunities to participate in campus life through a variety of co-curricular programs and activities.

Framingham State University is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

For more information regarding our accreditation, including a list of additional accreditations obtained by FSU, please refer to this Web site: https://www.framingham.edu/about-fsu/accreditation

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

Becoming Official

**Human Resources**

The Office of Human Resources is located in Dwight Hall, Room 207. Office hours are Monday through Friday 9 a.m. to 5 p.m.

- New Adjunct Graduate Faculty must acknowledge (see below) their contracts and complete the following forms at the time of hire: the W-4 (federal tax withholding), the M-4 (state tax withholding), the SSA Policy1945 (Social Security), personal data form, direct deposit form, HIRD form, OBRA form, policy receipt form and the Form I-9. These forms can also be found on myFramingham under the FSU Work link. The Form I-9, with supporting documentation, certifies eligibility for employment and must be completed within three business days of the date of hire. Photocopies and expired documents will not be accepted for the I-9. A list of acceptable documents is found on the backside of the I-9 form. Please call the Human Resources Office at (508) 626-4530 if you have any questions.

*Note: FSU requires all new faculty to complete a CORI/SORI background check.*
**Contract Acknowledgement Instructions**

- Login to myFramingham
- Click on Faculty Dashboard (found in the red horizontal box)
- Next look in the Faculty Console Section (right hand side)
- Choose “Compensation and Acknowledgement”
- Enter the term
- Renew the contract
- At the top click the box next to “Faculty Acknowledgement”
- At the bottom click “Acknowledge Selected Positions”
- Acknowledgement Date should appear if you have completed all your steps

**Rehires:** State regulations require FSU to collect rehire paperwork on an annual basis. FSU uses the fiscal year, which begins July 1, to determine the need for rehire paperwork. For all part-time faculty paid after June 30, new rehire paperwork must be submitted and a contract acknowledged (see instructions above) in order for a salary payment to be released. Rehire paperwork can be found on myFramingham under the FSU Work tab using the Human Resources Online Forms module. Once there, choose “Adjunct Paperwork (Rehire)” and follow instructions from there. The paperwork currently needed includes: Policy Receipt Ack All hires, SSA Policy 1945 Statement, Conflict of Interest Policy Ack All hires, and the HIRD form. No updated I-9 is required unless the break in service is longer than one semester. Forms can be mailed or dropped off to the Office of Institutional Effectiveness, Dwight Hall Room 113.

*Note: FSU requires all returning faculty (with a break in service longer than a semester) to complete a CORI/SORI background check.*

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

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

If you have additional questions regarding Human Resources or Payroll, please call the Human Resources Office at x4951 for assistance.
Salary Administration and Payroll Practices

All Graduate Studies faculty salaries are administered according to the provisions of the collective bargaining agreement. Graduate and Continuing Education faculty are paid during the fall and spring semester. Salary payments are typically spread evenly over 7 biweekly pay periods. The first payment is made in the second pay period of the semester, and the final payment is made on the last pay date within the semester.

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

Communication Accounts

All part-time faculty members are automatically provided accounts for e-mail, network, Blackboard, and myFramingham (portal) after they have been entered into the University's faculty database (note: this is upon completion of a CORI/SORI check). Each individual must agree to the University's "Acceptable Use Policy" before accessing the campus computing network. All faculty are expected to use their University email for all communication with students and the Graduate Studies office.

Note: Your FSU faculty contract can only be sent to your Framingham.edu e-mail account; no personal accounts can be used for this.

FSU ID Card

FSU Identification Cards are required by all Faculty, Staff, and Contractors. ID Cards are the property of the University, are non-transferable, and must be returned to the Office of Human Resources upon departure from the University. All ID cards are produced at the FSU Police Department’s ID Office, located on the ground floor of the McCarthy Center, Room 100A. Your ID is necessary to access many beneficial services at the University, including use of the fitness center at the Athletic and Recreation Center.

To obtain an ID, you must fill out an ID request form, which is available at the Campus Police website. The form should be returned to the ID office during business hours.

Parking

To receive a parking decal, you will need to fill out the Faculty-Staff Parking Decal Request Form and submit it to the Campus Police Office.
Once your application is on file, unless any pertinent information changes such as name, vehicle, and/or address, you will not have to fill out another application card until your decal expires. If there are changes, you must contact Campus Police so that records can be updated. Normally, Graduate Studies faculty members are assigned to an open access parking facility. However, if you are assigned to a gated lot (e.g., Normal Hill), your faculty ID card functions as the access card.

For additional information regarding parking on campus (e.g., requesting Visitor Parking, rules), please refer to: https://www.framingham.edu/student-life/university-police/parking/index

Offices

Generally, offices are not available for Graduate Studies faculty. However, you should check with your Program Coordinator because there may be space that you can share. In lieu of office hours, you are expected to maintain communication with students, either electronically or in person, when necessary or in response to a student inquiry.

Union Membership

Graduate Studies Visiting Faculty become members of the collective bargaining unit immediately upon employment. The Agreement between the Board of Higher Education and the Massachusetts Teachers Association/NEA Massachusetts State College Association Division of Graduate and Continuing Education is available online.

All unit members are contractually required to pay either membership dues or the agency fee. The fiscal year for dues runs from the beginning of the summer session until the end of the following spring semester. Graduate Studies faculty who are eligible for unit membership are billed in the first semester that they teach. This payment of membership dues or agency fees covers you for the year, so you are not likely to be billed again until the next fiscal year. You may be billed a second time if your teaching load increases. The union dues/agency fee bill includes payments to NEA, MTA, and MSCA, and the local chapter dues.

Note: Failure to pay dues is a violation of your contract. If you fail to pay your dues, the MSCA/Framingham Chapter will contact FSU regarding the violation. To remedy this matter, you may pay online at www.mscunion.org or e-mail our contacts: Melissa Beatty (M1beatty@bridgew.edu) or Glenn Pavlicek (pavlicek@bridgew.edu).

Preparing for Class

Order your Text(s)

Book orders are due each semester prior to the beginning of the class registration period for that semester, which takes place during the preceding semester (e.g., fall orders are due the previous spring semester prior to spring registration for fall classes). It is a federal requirement that we publish information on required books and other materials before students register for their courses. The FSU Bookstore sends out email notifications as to when book orders are due. While
ordering books online is an option, many faculty have found that placing orders with the bookstore via email is a more reliable option. Orders may be sent to bookstore@framingham.edu and should include course number, section, and title; number of students expected to enroll; book title, author, edition or year of publication, and ISBN number if available. It is important that book orders be placed with the FSU Bookstore even if the materials are available from another source, as students may use their financial aid to purchase books only from the FSU Bookstore.

The FSU Bookstore is operated by Follett and is located in the Athletic and Recreation Center. Before the beginning of the semester, you should check to be sure your order has arrived. For that and any other textbook related questions, contact Keith Jacques, Textbook Manager, at 508-626-4595.

Prepare your Syllabus

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

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

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

A copy of your syllabus must be given to the Contract Coordinator, Erin Garfield (egarfield@framingham.edu), in the Office of Institutional Effectiveness, before the semester starts. Erin will also send copies of syllabi to your Program Coordinator and the Dean of Graduate Studies each semester.

Copies of the syllabus should be distributed to all students before the end of the initial class meeting.
Copy Center
Many faculty members find it easier and more environmentally friendly to distribute syllabi and other course materials electronically through Blackboard. (Note: Faculty teaching online courses are encouraged to put their syllabus on Blackboard at least one week prior to the first class meeting.)

However, if posting to Blackboard is not feasible, large-volume copying projects (e.g., syllabi and exams for a class) should be done in the FSU Print Services Department, located in the Whittemore Library. The staff of the center requests that instructors allow three days in order to complete the project. While the turnaround time is often less, this is rarely the case at the start of the semester, when everyone else also is trying to get her/his copying done.

Dillon Handy in the FSU Print Services Department accepts orders for copying via email at dhandy@framingham.edu. In addition, you can utilize the walk-up copier in the copy center. The code for Graduate Studies faculty members is 4723 (i.e., GRAD).

Academic Calendar
The Graduate Studies Academic Calendar is a list of important dates in the academic year. It is essential that you check the calendar before creating your syllabus. Please note that Graduate Studies Monday classes meet as scheduled on Monday holidays during fall and spring semesters.

Exploring Faculty Resources

Henry Whittemore Library
The Henry Whittemore Library provides a variety of excellent resources for FSU faculty and students, including an array of online databases. You can find much useful information on the Library website, including how to place books on reserve and ereserve for your students, a form to request books through interlibrary loan, and library staff contact information. Librarians also are available to provide library instruction sessions for your classes. Additional information about the library is available on the FSU website, or you may email a librarian with a question, or call 508-626-4651.

Center for Excellence in Learning, Teaching, Scholarship & Service (CELTSS)
CELTSS supports faculty teaching with ongoing professional development workshops. CELTSS also provides faculty funding for such things as travel, research, innovation in teaching, and other small grants. Graduate Studies faculty may be eligible for these monies. To learn more about CELTSS and its various programs and opportunities please visit the CELTSS website.
ITS offers a variety of services to support the teaching, academic success and public service goals of Framingham State University. To review the entire IT Service Catalog, please click here.

The Education Technology Office (ETO) provides consultation services, supports the use of Blackboard and delivers professional development workshops and training to deliver blended and online learning in our renovated teaching and learning lab. The office is located in Hemenway Hall 105, 107 and 109.

Report incidents and submit requests online using the ITS self-service portal.

Contact the Technology Resource Center Service Desk by e-mailing it@framingham.edu or by calling 508-215-5906. The Technology Resource Center is located in the Henry Whittemore Library - Lower Mezzanine.

Contact the Education Technology Office by e-mailing eto@framingham.edu or by calling 508-626-4927. The Education Technology Office is located in Hemenway Hall, Rooms 105-109.

Blackboard Learn

Framingham State University's eLearning platform, Blackboard, delivers online, on-campus and blended courses. Regardless of how content is delivered, support services are available to all students, faculty and staff. To view official help documents visit the Blackboard Learn Help for Instructors site. If you are unable to find the answer to your question, please email eto@framingham.edu or call 508-215-5906.

Take the Blackboard 101 Course

Blackboard 101 is a self-directed course for instructors who wish to learn the basics of building a course or refresh a specific skill. The course is organized in five modules that may be viewed sequentially or by topic. Email eto@framingham.edu to be enrolled in the course.

Download the Blackboard App for Your Mobile Device

BB Student for iPhone and iPad

BB Student for Android Devices

Classrooms and IT Capabilities

The University has several classrooms designated Tier 1, 2 or 3. These are classified based on the technology available in the room, which may include LCD projection, laptop connection, wireless access, VCR, DVD player, speaker system, document camera, and interactive rear projection. For a list/location of these classrooms, please click here. Faculty wishing to teach in
one of these classrooms should contact the Registrar's Office via email at registraroffice@framingham.edu to check for availability. In addition, mobile audio-visual carts, which have an LCD projector, document camera, powered speaker, VCR/DVD player, and audio cassette player, are located in each academic building.

Dining Services

There is a wide variety of excellent dining choices at FSU. On the Dining Services web page, hover over Dining Choices to see all of the options. Click on any one of them for details about menus, locations and hours. The Faculty Staff Dining Room, on the third floor of the McCarthy Center, is a popular place for faculty and staff to gather for lunch and conversation. Cash, Credit or RAM CASH is accepted at all locations.

Graduate Lounge

The Graduate Lounge is located in Hemenway Hall, Room 310. This is a great place for students to meet (before and after class) and collaborate or just sit quietly and study. Faculty members may also consider using this as a meeting spot with students. There are tables, chairs, a couch and a whiteboard. If you have any questions regarding this room, please contact the Office of Graduate Studies at 508-626-4014. In addition, if, for some reason, the room is locked, Campus Police can open the room for you (x4911).

Athletic & Recreation Center

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

The hours of operation and Group Exercise Schedule are available online.

Bookstore

As stated prior, the FSU Bookstore is operated by Follett and is located in the Athletic and Recreation Center. For book orders or any other textbook related questions, contact Keith Jacques, Textbook Manager, at 508-626-4595. For store hours, visit their website at the following link: http://www.bkstr.com/Home/10001-10572-1?demoKey=a
Classroom Policies and Procedures

Class Lists

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

Add/Drop

Students have the opportunity to change their class schedules by adding or dropping courses. By logging onto myFramingham, students may add or drop a course, including changing a section of a course, until the second class meeting of a Graduate Studies course that meets once each week. If the course is full, or if prerequisites are required, a student may submit a completed override form, bearing your signature granting permission to enroll, to the Graduate Studies Office. Permission is at the discretion of the instructor.

Withdrawal from Courses/Program

Matriculated graduate students who withdraw from their graduate program at the end of a semester must submit written notification to the University Registrar and to the Office of Graduate Studies. (Note: Please periodically remind students that official communications to the University must be done using their student e-mails vs. personal. The Registrar will not process their request unless it is done via an FSU email account).

Students who withdraw from all courses during a semester may do so through myFramingham prior to the end of the course withdrawal period. Please note that students who are enrolled in a fall or spring semester but withdraw (“W”) from all courses for that semester, and consequently recorded and reported as withdrawn from the University for financial aid reporting purposes, will be automatically re-admitted for the subsequent spring or fall term (or summer term if enrollment is required by the particular master’s program). Matriculated graduate students who did not apply for a Leave of Absence, if eligible, and do not enroll for the semester, are reported as withdrawn from the University for financial aid reporting purposes, will be automatically re-admitted for the subsequent spring or fall term (or summer term if enrollment is required by the particular master’s program).

Matriculated students who do not register for the term for which they have been automatically re-admitted into will be made inactive and will be required to contact Graduate Admissions for a regular re-admission application.

Should the student wish to resume their course of study in a subsequent semester, an application for readmission must be submitted prior to the start of the semester of return. Students should refer to the Academic Calendar on the web for withdrawal and refund dates.
**Leave of Absence**

A Leave of Absence is required for either the fall or spring semester of the Academic Year (Summer terms are excluded except for MBA, MCO, and MSN programs) for which the student does not choose to enroll in classes.

**Leaves will not be granted for more than one semester at a time.** An extension of the Leave of Absence may be requested but must occur prior to the start of the semester in question. A Leave of Absence may not be taken for two (2) consecutive semesters (for MBA, MCO, and MSN programs, summer terms are required).

A student may request up to four (4) Leaves of Absence (LOA). The policy regarding Time Limits for program completion is not affected by an Approved Leave of Absence.

- Leaves of Absence are available for consideration only to continuing Graduate students in good standing (minimum 3.00 GPA).

- Leaves of Absence are available for consideration only to continuing PBTL students in good standing (minimum 2.80 GPA).

Students should consult with their program coordinator to determine if the leave of absence is appropriate. The Dean of Graduate Studies makes the final decision to approve or deny a request for a Leave of Absence.

Registration information will be sent to the FSU email account and personal email account on file prior to the start of the next registration period and approximately two weeks prior to the term the student is scheduled to return.

In order to remain active in the program before the Leave expires, the student must enroll in courses for the upcoming semester. **Should the student not register once the Leave expires, the student will become Inactive at the University and will need to apply for readmission in order to resume his/her program of study.**

**Timeline**

Leave of Absence request must be submitted no later than two (2) weeks prior to the fall or spring semester for which follows the Leave of Absence semester.

**Readmission**

A graduate student in good standing who withdraws from the University, or who becomes inactive, may apply for readmission within three years of the last semester attended. A student is defined to be in good standing if he or she was not subject to dismissal at the time of withdrawal. The application for readmission should be submitted at least one month prior to registration for graduate evening or online courses and a full semester ahead for graduate Day Division courses. There is no application fee required for readmission within three years. Students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at
the time of readmission. Students must also complete their entire program in the time limit allowed for that program including the time of inactivity. Students should refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students must enroll for the semester in which their readmission is effective.

If a student has been inactive for three years or longer, he or she is required to submit a new Application for Graduate Admission and application fee with updated documentation including a new statement of purpose, transcripts for courses taken at other institutions since being enrolled at Framingham State University, letters of recommendation and cover sheets, and any other documents as required for admittance to their intended program of study. Because of the length of inactivity, it may not be possible to complete all courses in the program of study within the time limit. Students may be required to take additional coursework, or repeat some prior coursework at the discretion of the Program Coordinator and Dean of Graduate Studies.

**Attendance Policy**

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

**Absence Due to Religious Beliefs**

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

**Standards for Oral and Written Performance**

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

All examinations are to be given within the structure of the University policy regarding academic honesty. With the exception of final examinations, exams and tests may be scheduled at the discretion of the instructor. It is the responsibility of the student to follow whatever procedures are established and presented in the syllabus. Final examinations are required in all courses except those that have different requirements as determined by the departments offering the courses. For Graduate Studies classes, final exams must be given during the last scheduled course meeting.

Field Trips

If you are planning a field trip with your class, FSU has an “Off-Campus Academic-Oriented Trip Safety Protocol.” The procedures require students to complete the “Off-Campus Informed Consent Form” and a “Transportation Waiver Form,” if the student is planning to provide his/her own transportation. For further information about field trip procedures and forms, please see staff in the Graduate Studies Office.

Sexual Harassment Policy

Massachusetts law requires that the University provide employees, annually and upon hire, with a copy of our current sexual harassment prevention policy.

Policy Against Sexual Harassment Including Sexual Assault and Sexual Violence

If you have any questions about the policy, to report violations of the policy, or to file a complaint, please contact Kim Dexter, Director of Equal Opportunity, Title IX, and ADA Compliance at ext. 5859 or Erin Nechipurenko, Director of Human Resources at ext. 4978.

Federal Definition of Credit Hour

FSU follows the federal definition of credit hour: 1 contact hour (defined as 50 minutes) in class and 2 contact hours of out of class work per semester hour each week over a 15 week semester. Most courses in the graduate courses are 4 semester hours. The following describes the minimum time commitment required for each course in the program.

- **Fall/Spring Semester:** Each course requires a minimum commitment of 12 contact hours per week (which is equivalent to 10 clock hours per week). This equates to 4 contact hours per week in class plus 8 contact hours per week outside of class.
- **Summer-5 week term:** Each course requires a minimum commitment of 36 contact hours per week (which is equivalent to 30 clock hours per week). This equates to 12 contact hours per week in class plus 24 contact hours per week outside of class.
- **Summer-8 week term:** Each course requires a minimum commitment of 22.5 contact hours (18.75 clock hours) per week. This equates to 7.5 contact hours per week in class plus 15 contact hours per week outside of class.
- **Summer Session-12 weeks**: Each course offered over 12 weeks requires a minimum commitment of 15 contact hours per week (12.5 clock hours per week). This equates to 5 contact hours per week in class plus 10 contact hours per week outside of class.

A few scenarios to aid with planning:

- **Scenario #1**: If a candidate takes two (2) courses during the fall (or spring) semester, s/he would have to be able to devote a **minimum of 24 contact hours** (20 clock hours) **per week** to the classes.

- **Scenario #2**: If a candidate takes two (2) courses during a 5 week term in the summer, s/he would have to be able to devote a **minimum of 72 contact hours** (60 clock hours) **per week** to the classes. This scenario requires that the candidate have no work obligations.

- **Scenario #3**: If a candidate takes one (1) course during the 5 week term in the summer and one (1) course during the 8 week term, s/he would have to be able to devote a **minimum of 58.5 contact hours** (48.75 clock hours) **per week during the weeks the courses overlapped**. This scenario requires that the candidate have minimal or no work obligations during the overlap weeks.

**Academic Honesty**

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

**Class Cancellations**

All faculty who will be absent must call the Graduate Studies Office at (508) 626-4014 as early as possible in the day and indicate the reason. Graduate Studies faculty are responsible for contacting all students in their classroom about the cancellation. You may email students through Blackboard or post an Announcement on the course site. (Click on “all student users” in the email section of the course site.) You should alert students at the beginning of the semester to check their email or Announcements on the Blackboard course site for class cancellations. They should also check their personal information on Blackboard to make sure the best email address for contacting them is listed there. All missed Graduate Studies classes must be made up. The make-up date should be arranged with your class and sent to the Dean of Graduate Studies within two weeks of the cancellation.
Inclement Weather

FSU’s Vice President for Administration and Finance, in consultation with the other vice presidents, is charged with the responsibility of closing the University and/or canceling classes due to adverse weather conditions. Individual faculty members are not authorized to initiate such class cancellations.

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. 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 University Police.

Parking lot and RAM TRAM shuttle service will continue its regularly scheduled operations during inclement weather, including delayed openings and/or cancellation of classes, provided conditions allow. Please be prepared for delays, detours, or (in the event of severe conditions) potential service cancellations. Conditions will be monitored during the event, and service updates will be available by contacting the STC Dispatch Desk at 508-215-5920.

Students, Faculty, and Staff are encouraged to register or update contact information, via myFramingham, for the University’s emergency notification system. This system will be used for emergencies only, including school closings due to inclement weather, public safety warnings, etc. Please go to the Emergency Notification channel found on the main page within myFramingham.

Courses cancelled due to inclement weather do need to be made up. The make-up date should be arranged with your class and sent to the Dean of Graduate Studies within two weeks of the cancellation.

Evaluations

Student Evaluations

Student evaluations are conducted online at the end of each course taught by all graduate faculty. Consult the MSCA Contract for copies of the evaluation form.

Class Visitation and Evaluation by Chair

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

The performance of each unit employee is evaluated at the intervals and in the manner specified in the collective bargaining agreement.
Grading the Students

Reporting of Grades

Final grades are due 72 hours after the completion of the final exam. Faculty may submit grades online through the myFramingham portal by clicking on the Academic Resources tab and going to the Grades section on the left hand side of that page, or by email from their framingham.edu email address. The preferred means is through the myFramingham portal.

Grade Changes

For any grade changes after grades have been rolled to the student's history in the myFramingham gradebook, you should:

1. Go to the Faculty Dashboard tab. Under the Faculty Grades section, Select “Submit Grade Change Request”

2. Click the “here” where it states if the term does not appear
3. Click on one of the “Late Grade Change Request”

In the Incomplete Grade Change Request section, fill in the information as follows:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Course Information</th>
<th>Student Name and ID</th>
<th>Old Grade</th>
<th>New Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Term</td>
<td>Select Course Information</td>
<td>Select a Student</td>
<td>Select a Student</td>
<td>Select a New Grade</td>
</tr>
</tbody>
</table>

**Note:**
If no terms appear in this drop-down, you are trying to submit a grade change beyond the deadline. Please submit a Late Grade Change Request.

4. Select from the Select a Term Code drop down list:

In the Late Grade Change Request section, fill in the information as follows:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Course Information</th>
<th>Student Name and ID</th>
<th>Old Grade</th>
<th>New Grade</th>
<th>Change Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a Term</td>
<td>Select Course Information</td>
<td>Select a Student</td>
<td>Select a Student</td>
<td>Select a New Grade</td>
<td>Select Reason for Grade Change</td>
</tr>
</tbody>
</table>

5. Follow the rest of the prompts to complete and submit the request.
Absence from Final Examination

This is a temporary grade (“N”) with 0 (zero) quality point value given for a student absent from a final examination for justifiable reasons. The Dean of Graduate Studies will administer a make-up exam only in those instances where the faculty member involved 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 last day of the final exam period, or the grade becomes an “F”, unless an extension is granted by the faculty member when circumstances warrant.

Incomplete

Faculty may choose to give students a grade of IC (Incomplete) if the student has less than 20% of the coursework left to be completed. This is a temporary grade (“IC”) with 0 (zero) quality point value which may be given to a student when the instructor is satisfied that circumstances beyond the student’s control, other than absence from the final examination (see N above), prevented the student from completing the required work for the course. (An “IC” will not be given, however, unless 80 percent of the work has been completed.) Student indifference resulting in inability to get work in on time is not a reason for giving an “IC”. The “IC” will be changed to any other appropriate grade by the instructor if the course has been fully completed by the end of the first four weeks of the next semester. If the work is not completed within the given time, the “IC” will be changed to an “F”, unless an extension is granted by both the instructor and the Dean of Graduate Studies when circumstances warrant.

Warnings

The following circumstances result in an academic warning:
1. A graduate student shall receive a warning the first time the cumulative quality point average falls below 3.00.
2. A graduate student shall receive a warning when the student receives one grade below “B- (2.70).”

NOTE: A student shall be provided with no more than one (1) academic warning. A second occurrence of either circumstance noted above will result in Academic Dismissal.

Academic Dismissal

The following circumstances result in an academic dismissal:
1. A student may be dismissed upon completion of a semester in which the cumulative quality point average falls below 3.00, and when a warning previously has been given. Students may not receive more than one warning before being dismissed.
2. A student shall be dismissed if the cumulative quality point average remains below 2.70 for two consecutive semesters.
3. A student shall be dismissed when the student accumulates two grades below “B- (2.70).”
4. A student shall be dismissed upon receipt of an “F” grade. The “F” grade is permanently recorded on the transcript and remains in the cumulative quality point average unless the student is reinstated and the course is retaken.
5. Upon notification of dismissal, students will have up to one semester from the date of notification to make a formal written appeal for readmission. The appeal will not be
considered unless it includes concrete reasons and explanations for the student’s poor academic performance, with specific reference to extenuating circumstances and documentation where possible. Students must also include a written plan of action for improving the level of academic performance. Appeals are addressed to the Graduate Education Council. Appeals for readmission will be reviewed based on new information or extremely extenuating circumstances only.

6. Should a student be readmitted to the University (after appealing to the Graduate Education Council) and receive another grade of “F” or meet the criteria for dismissal noted in items 1-3, that student will be dismissed and ineligible for appeal.

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 discrimination 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. After this meeting, if the matter is not resolved, the student would meet with the Graduate Program Coordinator. If the appeal is not resolved at the program level, the students has the right to pursue a formal appeal.

Level II: Formal
At the formal level, the student would write to the Dean of Graduate Studies. Grade appeals are to be made no later than the semester following receipt of the disputed grade.

Step One:
Taking into account, in a fair and timely fashion, all matters and considerations related to the dispute, the Dean of Graduate Studies will determine whether or not the student has a basis for an appeal. If the Dean decides there is no basis for an appeal, the matter will be concluded.
NOTE: The instructor will provide the course syllabus and grading procedures as well as the method for calculating the final grade.

**Step Two:**

If the Dean decides there is a basis for appeal, the matter will be forwarded with all forms and any other pertinent materials to the Graduate Education Council.

**Step Three – The Graduate Education Council and Appeal Procedure:**

As part of the process, the Graduate Education Council (GEC) may consult with the student, the instructor, and the program coordinator. If the GEC determines that a change in grade may be warranted, the GEC will inform the program coordinator and will consult with the instructor prior to making its recommendation to the Dean of Graduate Studies.

The GEC must submit a written recommendation (either that “the GEC supports the grade as originally recorded” or the “the instructor should review the grade in question”) in a sealed envelope along with the appeal documentation for the Dean of Graduate Studies within one month of receipt of the GEC charge.

The Dean of Graduate Studies will convey the GEC recommendation to the instructor and the student. If the GEC recommends that “the instructor should review the grade in question,” the Dean of Graduate Studies will ask the instructor to review the grade and to inform the Dean of Graduate Studies of the outcome. If the review results in an unchanged grade, the Dean of Graduate Studies has the authority to change the grade in such cases where there has been a mechanical error in calculation or if there is a reason to believe that the grade has been calculated in a manner inconsistent with the stated grading criteria of the faculty, the program, and the University. The appeal ends at this point.

**Support Services**

*Center for Academic Success and Achievement (CASA)*

The Center for Academic Success and Achievement, or CASA, offers professional and peer tutoring, academic success coaching, and disability resources and accommodations to promote student learning and success. CASA is also home to GenerationOne, an affinity group for first-generation college students as well as several community outreach and mentorship programs.

CASA has something for every Framingham State University student. All services in CASA are free for current students. CASA is located in Peirce Hall. During the academic year, CASA offers tutoring services Monday – Thursday 9 a.m. to 9 p.m., Friday 9 a.m. to 1 p.m., and Sunday 5 p.m. to 9 p.m. CASA is closed on Saturdays. For more information on services for students, visit the [CASA website](#) or call 508-626-4509.
The Advising Center

The Advising Center helps students plan their academic careers, from course selection to graduation requirements. The Center can also assist with decisions involving choosing or changing majors, and with strategies for remaining in good academic standing.

Students are asked to come to the Advising Center, which is located in O'Connor Hall, to arrange appointments. Dr. Chris Gregory, Associate Dean for Academic Affairs and Director of Advising, encourages e-mail inquiries regarding advising. You may e-mail Dr. Gregory, or Emily Abel or Joe McCaul, Academic Advisors, at advising@framingham.edu

Disability Services

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

The University is committed to making such reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Not less than two weeks prior to matriculation, students with disabilities are encouraged to contact the Director of Academic Support at CASA to schedule a meeting. Students who have documentation to support their request for academic and co-curricular support services -- extended time for tests, note takers, sign language interpreters, computer transcribers, and textbooks on tape -- are required to submit their documentation for review by the Director of Academic Support. Faculty will receive Documentation Confirmation.

Counseling Center

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

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

Health Center

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

University Police

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

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>University Police</td>
<td>508-626-4911</td>
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<tr>
<td>University Main Number</td>
<td>508-620-1220</td>
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<tr>
<td>Office of Graduate Studies</td>
<td>508-626-4014</td>
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<tr>
<td>Academic Advising (current students)</td>
<td>508-626-4540</td>
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<tr>
<td>Academic Advising (prospective students)</td>
<td>508-626-4755</td>
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<tr>
<td>Academic Affairs</td>
<td>508-626-4582</td>
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<tr>
<td>Blackboard Helpline</td>
<td>508-215-5906</td>
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<tr>
<td>Bookstore (Keith Jacques)</td>
<td>508-626-4595</td>
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<tr>
<td>Campus Events</td>
<td>508-626-4092</td>
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<td>CELTSS</td>
<td>508-626-4852</td>
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<td>Center for Academic Success and Achievement (CASA)</td>
<td>508-626-4509</td>
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<tr>
<td>Disability Services</td>
<td>508-626-4627</td>
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<td>Education Technology Office</td>
<td>508-215-5906</td>
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<td>Financial Aid</td>
<td>508-626-4534</td>
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<tr>
<td>Graduate Admissions</td>
<td>508-626-4501</td>
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<td>Health Center</td>
<td>508-626-4900</td>
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<td>Human Resources</td>
<td>508-626-4530</td>
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<td>IT Help Desk (myFramingham)</td>
<td>508-626-4357</td>
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<tr>
<td>Library (Circulation Desk)</td>
<td>508-626-4650</td>
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<tr>
<td>(Curriculum Library)</td>
<td>508-626-4657</td>
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<td>Registrar’s Office</td>
<td>508-626-4550</td>
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<td>Student Accounts</td>
<td>508-626-4514</td>
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<td>Office</td>
<td>Contact with Questions on:</td>
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<td>Classroom Observation (Program Coordinator)</td>
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<td>Coordinator/Advisor Contracts (for Part-Time Faculty Only)</td>
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<td>Course Evaluations</td>
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<td>Student Services Office</td>
<td>Course Withdrawals</td>
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<td>Education Technology Office</td>
<td>Blackboard</td>
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<td>myFramingham</td>
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<td>Center for Academic Support and Achievement (CASA)</td>
<td>Tutoring, disability services, accommodations, academic success coaching, GenerationOne</td>
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<tr>
<td>Academic Advising</td>
<td>Academic advising, students looking to change majors, strategies for staying in good academic standing</td>
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<tr>
<td>Institutional Effectiveness</td>
<td>Assessments</td>
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<td>Adjunct Faculty Contracts</td>
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<td>Coordinator/Advisor Contracts (for Full-Time Faculty Only)</td>
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