



**Framingham State University**

**Graduate Student Handbook**

**AY2018-2019**

**Office of Graduate Studies**

**Dwight Hall Room 202**

**508-626-4014**

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**Dean, Graduate Studies**

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### **Notice to Students**

The rules, regulations, policies and general information that appear in this graduate student handbook were in effect at time of its publication. Like everything else in this graduate student handbook, they are published for informational purposes only, and they do not constitute a contract between the University and any student, applicant for admission or other person. Whether noted elsewhere in this graduate student handbook or not, the University reserves the right to introduce additional rules and to change, eliminate and add to any existing rules, regulations, policies, fees and other charges. Whenever it does so, the University will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

## Welcome

We are pleased to welcome you into the Framingham State University (FSU) community. Your commitment to learning constitutes an important contribution to the academic excellence at FSU. As a graduate student, we hope that your involvement will extend beyond your coursework and that you will take advantage of opportunities available at the University (e.g., special lectures, athletic events). This handbook has been written to provide you with resources that you may find helpful during your graduate study with additional sources of information including the Graduate Catalog on the [University's website](#).

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 Dr. Yaser Najjar, Dean of Graduate Studies at [ynajjar@framingham.edu](mailto:ynajjar@framingham.edu). We encourage you to drop by our office at any time (Dwight Hall room 202) to discuss any issues or just say “hello”.

## Mission

The mission of the Office of Graduate Studies at Framingham State University 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 Framingham State University.

## Vision

The vision of the Office of Graduate Studies at Framingham State University 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.

## Getting Started

### *Academic Advising*

Graduate students are assigned a graduate advisor at the time they receive admission to a graduate program. The graduate program advisor will have the responsibility of advising the student in completing the graduate degree requirements. It is recommended that students meet with their advisor each semester, but no less than Students should consult with their advisor at least once each semester, but no less than once per academic year. Students are expected to view their degree audit, accessed via the *myFramingham* portal, prior to meeting with their graduate program advisor.

### *Blackboard*

#### Blackboard Learn

**Blackboard Learn** connects faculty, students and staff anywhere, anytime there is an internet connection. Blackboard Learn is the latest release the institution implemented since the course management system was adopted in 2000. Blackboard is used by faculty and students to share information and course materials, to engage in critical thinking activities and collaborate online. Faculty and students may view Blackboard Help Videos from the [Blackboard Help website](#). It is also accessible from a [mobile device](#).

**Blackboard Support:** To report an issue or ask a question: call (508) 215-5906; Visit [it@framingham.edu](mailto:it@framingham.edu) to report a problem or search the knowledge base. Visit our walk-in locations at the Whittemore Library-Lower Mezzanine (LM) or on the ground floor of Hemenway Hall room 122 computer lab.

#### Information Technology Services

ITS provides centralized technology support to the FSU community via phone, email, walk-in locations, and our online portal. There are two locations on campus that offer in-person support with extended hours designed to meet the technology support needs of the campus community.

#### **How to get IT help:**

- Email [it@framingham.edu](mailto:it@framingham.edu) or call (508) 215-5906 for help. The Technology Resource Center is located in the Henry Whittemore Library-Lower Mezzanine or on the ground floor of Hemenway Hall in room 122 computer lab.
- Submit an incident or request online using the ITS [self-service portal](#).
- Contact the Education Technology Office by emailing [eto@framingham.edu](mailto:eto@framingham.edu) or by calling (508) 626-4927. The Education Technology Office is located in Hemenway Hall rooms G05 and G09.

## *E-mail*

All students receive an FSU email account. This email is your official connection to the University and is used as the primary means of communication from the administration and faculty. Students access their email through [Office 365](#).

## *Identification Cards*

Framingham State University Identification Cards are required by all students. ID cards are the property of Framingham State University, are non-transferable, and must be returned to the Office of the Registrar upon withdrawal from Framingham State.

Day and evening students will have the initial ID photo taken at orientation. ID cards are distributed at the end of the student's orientation or can be picked up at the ID Office up to 15 business days following orientation. There is no charge for the initial ID card. All ID cards are produced at the FSU Police Department's ID Office, located on the ground floor of the McCarthy Center, (CC100A), adjacent to the University Police Station. To obtain an ID card, please fill out the [New Student ID Application Form](#). The form is also available at the ID Office on the ground floor of the McCarthy Center (CC100A). The form should be returned to the ID Office during business hours. Your ID is necessary to access many beneficial services at the University, including use of the gym at the Athletic and Recreation Center in Dwight Hall.

## *Parking*

All students who park on campus must have a commuter parking decal. Fill out a parking decal application [here](#). For additional information on parking on campus please click [here](#).

## *Textbooks*

Your instructor will publish course text information prior to the beginning of the semester on Blackboard. In addition, this information is also available in the course syllabus. For more information call (508) 626-4595, or visit: [www.framingham.bkstr.com/framinghamstatestore/home/en](http://www.framingham.bkstr.com/framinghamstatestore/home/en)

## **Graduate Policies and Procedures**

### *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. Students are referred to the Graduate Catalog 2018-2019.

### *Academic Standing and Dismissal*

#### **Academic Average for Graduate Degrees and Certificates**

Completion of a graduate degree program or graduate certificate at Framingham State University requires that all students achieve a minimum of **3.00** quality point average in graduate courses taken to satisfy program requirements. Only credits received from Framingham State University are included in this calculation. Students are expected to monitor their academic progress and will receive an academic warning if their grade point average falls below 3.00.

#### *Academic Warning*

The following circumstances result in an academic warning:

1. A student shall receive a warning the first time the cumulative quality point average falls below 3.00.
2. A 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 will 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 re-admitted to the University (after submitting a written appeal to the Graduate Education Council) and receive an additional grade of "F" or meet the criteria for Dismissal as noted in items 1 through 3, that student will be permanently dismissed and ineligible for appeal.

### *Attendance*

Graduate students are expected to attend all class sessions. In circumstances when a student cannot attend, the instructor should be notified at the previous class meeting. Veterans receiving VA benefits must attend regularly in order to ensure their benefits. Students receiving Financial Aid must attend regularly in order to ensure their Financial Aid.

### *Mandatory Health Insurance*

The Commonwealth of Massachusetts requires all full-time students attending Framingham State University to have health insurance. Students must submit, on-line, the Health Insurance Request for Waiver form or enroll in the insurance plan (full year, \$2,511.00, 8/01/16 to 7/31/17) offered by the University. Submittal of the waiver or insurance enrollment is required in order to be registered at the University. Part-time students are not eligible to purchase the health insurance offered by the University. For additional information regarding the Student Health Insurance Plan please [click here](#). You may also link to this Website through *myFramingham* portal.

### *Sexual Harassment*

Framingham State University seeks to SHAPE a campus environment free from all forms of sexual violence and relationship abuse. Students are referred to the [RAM Student Handbook](#) and the [university website](#) for detailed information on Framingham State University policy regarding sexual harassment.



## *Snow Emergency*

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 the television station WBZ – TV Channel 4. Announcements will be made beginning at 6:00 a.m.

You may call (508) 626-4898 for a recorded weather message.

Students, Faculty, and Staff are encouraged to register or update contact information, via *myFramingham* portal, 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*.

### **PLEASE DO NOT CALL UNIVERSITY POLICE.**

Day classes will not meet in the morning if day-school classes are cancelled. Late afternoon or evening classes will not meet if Continuing Education classes are cancelled. Please use your good judgment when deciding to come to class.

## **Course Registration**

### *Adding or Dropping Courses*

Graduate students may add, drop, or change sections of a course. This is done on the portal *myFramingham*. Students may add/drop without receiving a "W" before the **second class**. Students may still withdraw after the second class meeting, but it must be **before the ninth class meeting**; in this instance, a "W" is issued for the class. Students should refer to the Continuing Education Academic Calendar on the web for withdrawal and refund dates. *Note:* Non-attendance does not constitute being "dropped" from a course. Also, attending a course without having been officially "added" to the course does not constitute enrollment in the course.

Graduate students taking **Day Division courses**. A student may add or drop a semester course or change a section of the same without penalty if the course is dropped before the end of the sixth academic day. This is done in the portal, *myFramingham*. Refer to the Day Division Academic Calendar on the website for the exact date when add/drop is over. *Note:* Non-attendance does not constitute being "dropped" from a course. Also, attending a course without having been officially "added" to the course does not constitute enrollment in the course.

### *Directed/Independent Study*

A Directed or Independent Study allows students the opportunity to study in an area in greater depth than the content of existing course offerings. A Directed or Independent Study may also be offered when a course existing in the University Catalog is not offered during the semester the student is enrolled at the University.

To enroll in a Directed or Independent Study, a graduate student:

1. Must be a matriculated graduate student.
2. May enroll in only one Directed or Independent Study in a given semester.
3. May enroll in no more than two Directed or Independent Studies within graduate degree requirements.
4. May be subject to stricter guidelines in the major department. Check appropriate course description for the major in question for additional criteria.
5. May be granted exceptions by the Graduate Program Coordinator in special circumstances if the student is ineligible based on the previous criteria.

To complete the Directed/Independent Study Form please [click here](#).

### *MBA Capstone*

The MBA Capstone, MGMT 989 Strategic Management should be completed at the end or near the end of the student's degree program. This form must be filed in the Office of Graduate Studies and requires prior written permission of the Dean of Graduate Studies, before registering for this experience. Please complete the form entitled [MBA Capstone Approval Form](#) and email it to [khardy@framingham.edu](mailto:khardy@framingham.edu) or submit the form to the Office of Graduate Studies, Dwight Hall room 202. For more information please call (508) 626-4014.

### *Seminar*

To complete the requirements for the Master of Healthcare Administration, Master of Human Resources or Master of Public Administration degree, students should take the seminar course near the end of their degree program. Prerequisites for Seminar vary slightly with the degree program. This form must be filed in the Office of Graduate Studies and requires written permission of the Dean of Graduate Studies, before registering for this experience. The Graduate Seminar Approval Form is due by **November 1<sup>st</sup> for Spring Seminar, April 1<sup>st</sup> for Summer Seminar, and July 1<sup>st</sup> for Fall Seminar**. Please complete the [Graduate Seminar Approval Form](#) and email it to [khardy@framingham.edu](mailto:khardy@framingham.edu) or submit the form to the Office of Graduate Studies, Dwight Hall room 202.

## Educational Records

### *Change in Biographical Data*

If you have a change/correction in address, emergency contact, name change, social security number or date of birth, you will need to complete the [Biographic Data Change Form](#). Please return the completed form to: Office of the Registrar located in the D. Justin McCarthy Center room 515.

### *Transcripts*

Transcripts can be ordered online, by mail, or in person. Transcripts may be requested in person by going to the Office of the Registrar at Student Services Center in the McCarthy Center room 515. Students may either complete the hard-copy request or use one of the student terminals to submit their transcript request. Please note that transcripts **will not be issued for students with outstanding financial obligations to the University**. To learn more about ordering transcripts please [click here](#).

### Viewing your Unofficial Transcript

- Log into the *myFramingham* portal
- From the homepage select Academics from the menu at the top
- Select Academic Profile click on the word “Transcript”
- From the Academic Transcript Options (No need to select transcript level or type) just click on the word “Submit”

### *Transfer of Credits*

Transfer credit for prior graduate coursework completed at another accredited college or university will be considered **at the time of admission** based on course descriptions and documentation submitted with the student’s application. Matriculated graduate students are expected to complete all coursework at Framingham State University. Under extenuating circumstances, students may request permission to take a course for transfer credit after admission, and must obtain prior approval in writing from both the advisor and the Dean of Graduate Studies. You must complete the [Graduate Course Approval Form](#) and the course description to the Office of Graduate Studies, Dwight Hall room 202. If you have any questions please call the Office of Graduate Studies at (508) 626-4014. Courses accepted in transfer credit must meet the academic criteria established by Framingham State University.

## Enrollment/Student Status

### *Change of Division/Enrollment Status Request*

Students wishing to take a course(s) through the Day Division must complete a Change of Division/Enrollment Status Request form in advance of the semester in which they wish to make this change. 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. The Day Division and Continuing Education are separate fiscal entities and tuition paid to one will not cover tuition to the other. Complete the form [Change of Division/Enrollment Status Request Form](#) and email it to [registrarsoffice@framingham.edu](mailto:registrarsoffice@framingham.edu).

### *Change of Program Concentration*

A student who has been admitted to a degree program and wishes to be admitted to another degree program will be treated as a new applicant. A letter of intent stating the reason for the request must be submitted to the Office of Graduate Admissions along with a new application. Another application fee is also required. No new transcripts need to be sent unless requested, but, depending upon the program applied to, new letters of recommendation and new scores from appropriate examinations may be required. Not all courses completed in one program may be transferable to another program. For more information please email <mailto:gradadmissions@framingham.edu> or call (508) 626-4501.

### *Leave of Absence*

Applicable to either a matriculated graduate student or Post-Baccalaureate Teacher Licensure Candidate (PBTL).

A Leave of Absence request and approval 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 enroll in courses. Leaves will not be granted for more than one semester at a time. A Leave of Absence may not be longer than one semester (*excludes Summer terms except for MBA, MCO and MSN programs*). A student may not request any more than four (4) Leaves of Absences. The policy regarding Time Limits for program completion is not affected by an approved Leave of Absence. Leave of Absences are available for consideration *only* to continuing graduate students in good standing (minimum 3.00 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. For students on an approved Leave of Absence, registration information will be sent to both 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 of Absence expires, the student must enroll in course(s) for the upcoming semester.

Should the student not register once the Leave of Absence expires, the student will become inactive at the University and will need to apply for re-admission in order to resume his/her program of study.

**Timeline** A Leave of Absence request must be submitted no later than two (2) weeks prior to the semester for which the Leave of Absence is requested. Complete the [Leave of Absence Request Form](#) and submit the completed form to the Office of Graduate Studies, Dwight Hall room 202.

### *Matriculation and Inactive Status*

#### Non-Matriculated Students

Non-matriculated students may enroll in no more than two (2) graduate courses before formal admission to a master's program. Since curriculum changes occur, prospective students are advised that the two courses taken prior to matriculation may not always apply to the degree program in place once students are accepted.

*NOTE: Only students admitted into the Master of Business Administration (M.B.A.) program or Master of Science in Nursing (M.S.N.) program may enroll in the courses required for each respective program. Non-matriculated students are not permitted to enroll in graduate level courses in either of these programs.*

#### Matriculated Students

Students who have met all admission requirements of the graduate program, have received a letter of acceptance from the University, submitted the required Admissions Deposit, and enroll in course(s) for the semester for which they were admitted will be considered matriculated.

Graduate students admitted to a master's program must enroll in course(s) in the semester in which they were admitted. If a student chooses not to enroll, he/she may defer admission for up to two (2) semesters, not including summer. Please check with [Graduate Admissions](#) as some programs only allow fall semester admission.

#### Inactive Students

All continuing matriculated graduate students (not newly matriculated) must enroll in at least one course in both the fall and spring semesters in order to remain active in their program. Students matriculated in the Master of Arts concentration in Counseling Psychology or the Master of Business Administration must also enroll in at least one course during the summer term.

If a student elects to take a semester off, a formal Leave of Absence Application (see policy) must be submitted two (2) weeks prior to the semester and approved by the Office of Graduate Studies. A student who does not request a leave of absence and elects not to enroll in at least one course during the fall or the spring semesters (or summer term for students matriculated in Counseling Psychology or Master of Business Administration) will become inactive at the University. Inactive students must apply for readmission prior to the start of the semester when seeking to return to active status. Students returning to a program after being away for more than two consecutive semesters (excluding summer except for the two aforementioned programs) are subject to the new program requirements upon their return.

### *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 School 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. To readmit in a program apply [online](#). If you have questions regarding the graduate readmission process, please call (508) 626-4501 or email [gradadmissions@framingham.edu](mailto:gradadmissions@framingham.edu). If a PBTL student is seeking readmission, the existing licensure folder for a PBTL student (maintained in the Education Department) will be reviewed, in conjunction with the PBTL program readmission application, by the appropriate admissions committee reserves the right to discuss the contents of the student's licensure filed with the PBTL applicant. Students must enroll for the semester in which their readmission is effective.

## Graduation

### *Comprehensive Examinations and Commencement*

There is a graduation fee of \$100.00 which is required to be paid at the start of the student's final semester of enrollment (which includes the semester the comprehensive exam, if applicable, is taken). The comprehensive exam fee is \$125.00.

To complete The Graduate Candidacy for Graduation/Comprehensive Exam Form [click here](#) or contact [Kimberly Hardy](#), Administrative Assistant in the Office of Graduate Studies or call (508) 626-4558.

There are four graduation dates per year during which diplomas are issued: August 31<sup>st</sup>, December 31<sup>st</sup>, January 31<sup>st</sup>, and May xx. Commencement exercises are held in May. **In order to participate in Commencement, graduate students must have completed all degree requirements.** Applications for comprehensive examinations (if required in the program) and for Commencement are due during the semester preceding the semester in which the student intends to graduate. The dates for application to graduate are as follows:

August 15<sup>th</sup> for the **December 31<sup>st</sup>** graduation date  
October 15<sup>th</sup> for the **January 31<sup>st</sup>** graduation date  
January 15<sup>th</sup> for the **May** graduation date  
April 15<sup>th</sup> for the **August 31<sup>st</sup>** graduation date

To complete The Graduate Candidacy for Graduation/Comprehensive Exam Form [click here](#) or contact [Kimberly Hardy](#), Administrative Assistant in the Office of Graduate Studies or call (508) 626-4558.

## Grading

Framingham State University uses the following marking system at the graduate level.

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0.00



*NOTE: Any grade below a C is recorded as an F and has 0.00 values. Pass-Fail or Satisfactory-Unsatisfactory grades are not accepted for graduate study. Only grades earned at Framingham State University are included in the student's quality grade point average. Grade reports are viewable online through the portal, **myFramingham**.*

### *Grade Appeal Policies*

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/or the University. Appeals based on discrimination 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. 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 graduate program level, the student 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: Dean of Graduate Studies*

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 closed. *NOTE: The course instructor will provide the course syllabus and grading procedures as well as the method for calculating the final grade.*



### *Step Two: Faculty Governance/Graduate Education Council*

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. The Council will appoint an Ad Hoc Grade Appeal Committee.

### *Step Three – The Ad Hoc Grade Appeal Committee and the Appeal Procedure*

As part of the process, the Ad Hoc Grade Appeal Committee may consult with the student, the instructor, and the program coordinator. If the Ad Hoc Grade Appeal Committee determines that a change in grade may be warranted, the committee will inform the program coordinator and will consult with the instructor prior to making its recommendation to the Dean of Graduate Studies.

The Ad Hoc Grade Appeal Committee must submit a written recommendation (either that “the Committee 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 committee charge.

The Dean of Graduate Studies will convey the Ad Hoc Appeal Committee’s recommendation to the instructor and the student. If the committee 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/or the University. The appeal ends at this point.

## **Graduate Assistantship Program**

A limited number of graduate assistantships are available for interested and qualified students each academic year. The Graduate Assistantship requires 15 hour/week commitment during the fall and spring semesters when classes are in session. In return, students receive tuition and fee vouchers for up to two Continuing Education Graduate Classes (held during the evening, Saturdays, or online) per semester and a \$2,500 stipend per semester. For further information [click here](#) or email [Corissa Donaghy](#).

## Student Resources

### *Athletics*

Students may use the Athletic/Recreation Center during school hours when there are no classes, varsity athletics, intramurals, practices or games scheduled. All students must have a valid Framingham State ID card for entry.

The Athletic and Recreation Center houses a weight room equipped with nautilus machines, cardiovascular equipment and free weight; as well as two all-purpose rooms which are used for aerobics and dance classes. For more information, [click here](#).

### *Bookstore*

The Framingham State University Bookstore is located on the first floor of the Athletic Center. All textbooks and supplies needed for your courses are sold here. The Bookstore also offers FSU apparel, gifts, health and beauty items, reference books and much more. For more information call (508) 626-4595, or [click here](#).

### *Campus Police*

The Framingham State University Police Department has primary responsibility for safety, security and the upholding of all laws of the Commonwealth on the campus. The Department works closely with the university community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment. The FSUPD is located on the ground floor of the McCarthy Center off Church Street. To contact University Police, please dial (508) 626-4911 or from a campus phone, press 4911. For more information please [click here](#).

### *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 has something for every Framingham State University student. All services in CASA are free for current students. CASA Math and Writing tutors are available all hours CASA is open. **Math** tutoring operates on a walk-in basis, meaning no appointment is necessary. Math tutors often work with several students at the same time for different math courses, so one-on-one tutoring may not be available. Students wishing to work with a math tutor should come prepared with specific questions from lecture or homework. CASA **Writing** tutors work one-on-one with students by appointment and can assist with papers from any discipline. For more information or questions please call Ally Chisholm, Academic Success Coordinator at (508) 215-5830, or [click here](#).

### **Tutoring Hours:**

Monday-Thursday: 9:00 a.m.-9:00 p.m.

Friday: 9:00 a.m.-1:00 p.m.

Sunday: 5:00 p.m.-9:00 p.m.

### *Counseling Center*

The staff at the [Counseling Center](#) is a group of highly qualified and dedicated mental health practitioners and support staff who strive to provide effective and compassionate mental health care to any matriculated undergraduate or graduate student.

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 Health and Wellness Center, Foster Hall, Monday-Friday, between the hours of 9:00 a.m. and 5:00 p.m. Walk-in time: 2:15 and 2:30 p.m. A counselor is always available during walk-in time and you don't need an appointment.

### *Dining Services*

There is a wide variety of excellent dining choices at FSU. Graduate students are welcome to purchase dining plans and have their meals in the Dining Commons or purchase meals individually in one of our other dining locations.

Don't forget to check out the [FSU Dining Map](#) to locate the various cafés available on campus. For more information regarding menus, locations, hours, and Ram Cash [click here](#).

### *Disability/Access Services*

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 Success serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments.

Academic Success works to provide reasonable accommodations to qualified students. The purpose of accommodations, medication, and/or auxiliary aids is to reduce or eliminate any disadvantages that may exist because of a disability. Framingham State University is not mandated by law to waive specific courses or academic requirements considered essential to a particular program or degree.

Rather, the University is mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability. For further information please [click here](#).

### *eRefund*

Please refer to the [Student Accounts my Framingham Guide](#) for step-by-step instructions on how to set up an eRefund account. A checking/savings account must be set up on the eRefund tab in myFramingham.edu to receive the refund. If an eRefund isn't set up, a paper check will be mailed out.

### *Financial Aid*

The Office of Financial Aid is located in the Student Services Center (SSC) on the 5<sup>th</sup> floor of the McCarthy Center room 515.

#### **Office Hours:**

Monday-Tuesday: 8:30 a.m.-6:00 p.m.  
Wednesday-Friday: 8:30 a.m.-5:00 p.m.

If you have questions regarding financial aid, please call (508) 626-4534 or email [financialaid@framingham.edu](mailto:financialaid@framingham.edu). To learn more about financial aid [click here](#).

### *Graduate Student 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.

### *Health Center*

The Health Center at Framingham State University provides acute and primary care services by a staff of board certified nurse practitioners. All students regardless of insurance can receive care at the Health Center. The Health Center is located on the first floor of Foster Hall at the corner of State Street and Maynard Road (next to the McCarthy Center). Appointments are necessary. Please contact us at (508) 626-4900. Hours of operation: Monday-Friday, 8:00 a.m. to 5:00 p.m. Emergencies: If the health Center is closed, contact Campus Police at (508) 626-4911. Also, please check [after-hours information](#).

Services are available to all resident and commuter students who have submitted the required health form. State mandated immunization laws are managed through the Health Center. For more information regarding the Health Center [click here](#).

## *Library*

The Henry Whittemore Library is here to provide you with the resources to meet your learning, teaching, and research needs. With Wi-Fi, access to over 70,000 electronic journals, over 200,000 volumes, and comfortable study spaces, we encourage you to make the Library an important part of your academic life at Framingham State University. Don't forget to stop in the Red Barn Café for coffee, bakery and much more! To learn more about the Henry Whittemore Library please [click here](#).

## *Monthly Payment Plan - Tuition Management Systems*

**Telephone Number: 1 (888) 216-4258    Website: <https://framingham.afford.com/>**

Framingham State University works with a third party payment plan, Tuition Management System (TMS), which enables students to budget all or part of the student bill without interest. The enrollment fee for the year is \$55.00. You may also budget for a single term for an enrollment fee of \$40.00. Monthly payments must be made to TMS by the first of each month.

Visit the Tuition Management Systems Web site for more information on payment options, education loans, free education payment counseling and the many ways they can help you afford education.

## *Registrar's Office*

This office coordinates services in the areas of course information, course selection, grading, major and concentration declaration, degree progress, classroom assignment, certification of enrollment and degrees awarded, name and address changes, administration of final examinations, posting of final grades and grade changes, transcript requests, transfer credit evaluations, and protection and release of academic records.

The Student Services Center (SSC), located on the 5<sup>th</sup> floor of the McCarthy Center room 515 is the location for Financial Aid, Student Accounts, University Registrar, and the Dean of Enrollment Management.

## *Student Accounts*

The Student Accounts Office generates transactions for tuition, fees, housing, meal plans, mandatory fees, general deposits, and other miscellaneous charges on a student's account. They manage the invoicing and collection of payments to a student's account and process student refunds. Please refer to the [Student Accounts myFramingham Guide](#) to navigate around *myFramingham* to make online payments, set up Authorized Users, and much more.

The Office of Student Accounts is located at the Student Services Center (SSC) on the fifth floor of the McCarthy Center room 515. To contact Student Accounts call (508) 626-4514 or email [studentaccounts@framingham.edu](mailto:studentaccounts@framingham.edu)

## Graduate Studies Directory

**Office of Graduate Studies**  
**Dwight Hall Room 202**  
**(508) 626-4014**  
[ogs@framingham.edu](mailto:ogs@framingham.edu)

Yaser Najjar, Ph.D.  
(508) 626-4769

Dean of Graduate Studies  
[ynajjar@framingham.edu](mailto:ynajjar@framingham.edu)

Kelly Kolodny, Ph.D.  
(508) 626-4567

Coordinator of the PBTL Program  
[kkolodny@framingham.edu](mailto:kkolodny@framingham.edu)

Joyce Fahey  
(508) 626-4964

Associate Director of the International Education Program  
[jfahey@framingham.edu](mailto:jfahey@framingham.edu)

Corissa Donaghy  
(508) 626-4963

Graduate Studies Administrative Assistant  
[cdonaghy@framingham.edu](mailto:cdonaghy@framingham.edu)

Kimberly Hardy  
(508) 626-4558

Graduate Studies Administrative Assistant  
[khardy@framingham.edu](mailto:khardy@framingham.edu)

**Office of Graduate Admissions**  
**Dwight Hall Room 209**  
**(508) 626-4501**  
[gradadmissions@framingham.edu](mailto:gradadmissions@framingham.edu)

Danielle Donovan  
(508) 626-4089

Assistant Dean of Admissions/  
Director of Graduate Admissions  
[ddonovan@framingham.edu](mailto:ddonovan@framingham.edu)

Michael Merriam  
(508) 626-4502

Associate Director of Graduate Recruitment  
[mmerriam@framingham.edu](mailto:mmerriam@framingham.edu)

Jaclyn Dorr  
(508) 626-4528

Administrative Assistant - Graduate, PBTL, and Certificate Admissions  
[jdorr1@framingham.edu](mailto:jdorr1@framingham.edu)

**Student Services Center  
D. Justin McCarthy Center, Room 515  
(508) 626-4552**

The Student Services Center (SSC) is the centralized hub dedicated to student transactional services for the following offices:

Office of Financial Aid	(508) 626-4534 <a href="mailto:financialaid@framingham.edu">financialaid@framingham.edu</a>
Office of the Registrar	(508) 626-4552 <a href="mailto:registrarsoffice@framingham.edu">registrarsoffice@framingham.edu</a>
Office of Student Accounts	(508) 626-4514 <a href="mailto:studentaccounts@framingham.edu">studentaccounts@framingham.edu</a>

**The SSC is located on the fifth floor of the McCarthy Center.  
The SSC office hours are Monday – Thursday 8:30 a.m. to 6:30 p.m.\* and Friday 8:30 a.m. to 5:00 p.m. \*NOTE: Transactional services may be limited between 5:00 to 6:30**



## Appendix A: Confirmation of Receipt/Review of Handbook

### Framingham State University Office of Graduate Studies

I, \_\_\_\_\_ have received access to the Graduate Student Handbook from Office of Graduate Studies. I understand that I am expected to abide by all policies, deadlines, and time lines set forth both in this handbook and those found in the Graduate Catalogue, Undergraduate Catalogue and the Ram Student Handbook. I also acknowledge that it is my responsibility to be familiar with the information in these handbooks and catalogues and if I have questions concerning these materials. I have asked or will ask for clarification.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Expected Graduation (Semester, Year): \_\_\_\_\_

Concentration: \_\_\_\_\_

#### Contact Information:

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

**Please return to the Office of Graduate Studies, Dwight Hall Room 202**