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Notice to Students

The rules, regulations, policies, fees, and other charges, courses of study, and academic requirements 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 change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies fees and other charges, course of study and academic requirements. 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. Sunny Tam, Associate Dean, Graduate and Continuing Education Undergraduate Programs at mailto:stam@framingham.edu.

Mission

The mission of the Office of Continuing Education and 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 Continuing Education and 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.
COVID-19 Updates, Resources and Information

As we continue to navigate the global pandemic of COVID-19, Framingham State University takes the health and safety of its students, faculty, and staff as a primary priority. The following regulations are based on current reports from Public Health authorities and any Gubernatorial Executive Orders that are disbursed. In an effort to prevent the spread of the virus in lieu of a cure or vaccine the following regulations are in place for anyone on FSU grounds, and/or at an FSU sponsored event. Any FSU community member may assist in enforcement of the regulation in a calm and respectful manner. Violations of the policy may be referred to the Office Community Standards. This is an addendum to the Ram Student Handbook found in the myFramingham portal.

For additional information on the University’s response on Covid-19, please visit the University’s web page Covid-19 Updates, Resources and Information.

COVID-19 Vaccinations – Framingham State University has joined the COVID-19 College Vaccine Challenge launched by the White House pledging to engage every student, faculty and staff member in the importance of getting vaccinated. FSU also joined the rest of the Massachusetts State University System, as well as a growing number of colleges around the country, in announcing in April that all students will be required to get the COVID-19 vaccine in order to attend in the fall. This decision requires undergraduate and graduate students who are attending in-person classes, conducting research on campus, living in residence halls, or participating in campus life activities to become fully inoculated with a COVID-19 vaccine, unless they have received an exemption. To request an exemption, contact the FSU Health Center at healthcenter@framingham.edu or 508-626-4900.

Students who have a medical or religious exemption or are not yet fully vaccinated (defined as two weeks after 2nd dose) are required to test weekly. We will have on-campus testing in the Athletic Center from 9:30 a.m. to 2:30 p.m. every Tuesday.

At this time, masks are required for everyone indoors regardless of vaccination status. Guidance on our Mask Requirements and other mitigation measures, which will be updated as public health conditions change, can be found online. As we have throughout the pandemic, we are adhering to the safety guidance and best practices provided by federal, state, and local public health authorities.

Framingham State will be posting weekly COVID data to the website. The data will be posted every Monday by noon. Please familiarize yourselves with the website dashboard so you can check this information on your own.
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 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 to Canvas

Moving to Canvas

We are excited to bring Canvas by Instructure to the campus as our new Learning Management System (LMS) and are committed to assisting faculty and students with the transition. We recognize that a change to a new learning management system is not a trivial undertaking. There are long-term benefits to the Framingham State community in ease of use, system reliability, and expanded functionality.

If you need more help, you may also call 508-215-5906, email IT@framingham.edu or stop by the Technology Resource Center located in the Whittemore Library, Lower Mezzanine.

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. The ITS Student Guide categorizes services by topic. Students are encouraged to reference the site for answers to questions, access technology, or technical assistance.

Campus E-mail Account

All your FSU accounts have a shared username and password. This username and password will be mailed to you when you enroll in the university. 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

All students are required to obtain Framingham State University Identification Cards. ID cards are the property of Framingham State University, are non-transferable, and must be returned to the Office of the Registrar upon withdrawal from Framingham State.
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. Resident, commuter, faculty, staff, contractors, and replacement identification cards are produced at the Framingham State University Police Department’s ID Office, located in the McCarthy Center, (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. ID Office Contact Number: 508-626-4944.

Parking

All parking lot assignments for Commuter Students will return to normal for the Fall 2021 semester. All students who park on campus must have a commuter parking decal. To sign up for a parking permit use this link https://www.buymyperman.com/framingham/. For more information, click here. If you have questions and/or concerns email parking@framingham.edu or call 508-626-4911.

Textbooks

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

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 university policies and procedures regarding academic honesty.

Faculty members are required to reference the university policy on academic honesty in their syllabi, and they shall, at their discretion, include in their course syllabi additional statements on definitions of academic honesty and academic honesty policies specific to their course if applicable. Students are referred to the Graduate Catalog 2021-2022 (to be uploaded soon) for additional information.
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 grade 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 grade point average falls below 3.00.
2. A student shall receive a warning when the student receives one (1) grade below “B- (2.7)”.

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 2.7 for two consecutive semesters.
3. A student shall be dismissed when the student accumulates two grades below “B- (2.7)”.
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**

State law 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, $3,444.00, 8/01/19 to 7/31/20) 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 please contact the Health Center 508-626-4900 or visit the website.

**Snow Emergency**

In the event of severe weather conditions or other emergency situations, notice of delayed openings or cancellation of classes (or final exam snow day) will be broadcast on radio station WBZ 1030 and television station WBZ-TV Channel 4 most major Boston market channels.

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 the University Police Department for questions regarding inclement weather related class cancellations.

Students, faculty, and staff are urged to register or update contact information via myFramingham for FSU Alert, 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. For parking rules and regulations click here.
**Student Conduct**

Graduate Students must comply with Framingham State University Guidelines and Policies, as outlined in the RAM Student Handbook. University regulations include but are not limited to: Framingham State University General Student Conduct Code; the alcohol and drug policy; the care and use of university property; and the sexual harassment policy. Unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students who are involved in violations of University conduct guidelines or commonly accepted standards of behavior while on campus will be subject to disciplinary proceedings by the University. The RAM Student Handbook is available in alternative formats for students with disabilities.

**Course Registration**

**Adding or Dropping Courses**

Graduate students may add, drop, or change sections of a course by logging onto myFramingham. Students may add/drop without receiving a “W” if the course is dropped before the end of the sixth academic day. 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 sections of a course) without penalty if they do so before the end of the sixth academic day (see semester Day calendar). By logging onto myFramingham, students may add or drop a course, including changing a section of a course, until the end of the 6th academic day of the fall or spring semester. Refer to the Day Division Academic Calendar on the website for the exact date when add/drop is over. Also, attending a course without having been officially “added” to the course does not constitute enrollment in the course.

**Directed Study**

Students who wish to take a regular university course in a term when it is not offered may seek to do so through a Directed Study option. However, students must understand that, because the appropriate Framingham State University (FSU) faculty must be available and approvals must be granted, the option of Directed Study for a particular course is not always available.

In Directed Study, the FSU faculty member must agree to provide the student with close supervision, in achieving the same course objectives that would have been accomplished had the student taken the course on a regular class basis.
Permission for Directed Study must be obtained from the subject/course faculty supervisor, program advisor, program coordinator and the Associate Dean, Graduate Studies. Directed Study courses will appear on the student’s course history with the actual course prefix, number, and title as found in the Catalog.

The Directed Study application is for matriculated degree-seeking graduate (Master’s) or Post-Baccalaureate Teacher Licensure (PBTL) students attending the University. The completed form, including all of the required signatures and the course syllabus, must be submitted in its entirety prior to the end of the Course Add/Drop period of the semester to the Office of the University Registrar (McCarthy Campus Center, CC515). To complete the Directed Study Form please click here.

**Independent Study**

Independent Study, is a faculty-supervised research or readings into areas of study outside the current curriculum, offers students the opportunity to investigate a research topic or readings independently, under the close supervision of a FSU faculty member. Independent Study will only be approved for research into areas of study that do not duplicate the University’s current curriculum of courses. The student will be responsible for meeting the departmental requirements of the Independent Study as outlined in the catalog description and approved by the FSU faculty supervisor and the course department chair. The FSU faculty sponsor will assume responsibility for coordinating the Independent Study, evaluating its results, and determining an appropriate grade. Independent Study topics will be so designated on the student’s transcript. Forms for enrolling in an Independent Study are available at the Office of the University Registrar or click here. The completed form will be submitted to the Office of the University Registrar prior to the end of the Course Add/Drop at the start of the semester.

**MBA Capstone**

Students planning on registering for MGMT 989 Strategic Management (Capstone) must complete the MBA Capstone Approval form by April 1st for Summer and July 1st for Fall. The MBA Capstone is to 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 Associate Dean of Graduate Studies, before registering for this experience. Please complete the MBA Capstone Approval Form and submit it to the Office of Graduate Studies. For more information, please call 508-626-4558.

**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 at the end or near the end of your 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 Associate Dean, Graduate Studies, before registering for this experience. The Graduate Seminar Approval Form is due by November 1st for Spring Seminar, April 1st for Summer Seminar, and July 1st for Fall Seminar. Please complete the Graduate Seminar Approval Form and email it to khardy@framingham.edu.

**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 or by mail. 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.

**Transfer Courses**

Transfer credit for prior graduate coursework completed at another regionally 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 program advisor and the Academic Deans. Courses accepted in transfer credit must meet the academic criteria established by Framingham State University. Complete the Graduate Course Approval Form with the course description to the Office of Graduate Studies. For more information or questions please call 508-626-4558.

Transfer credit is limited to two (2) graduate courses and must have been completed with a grade of B (3.00 on a 4.00 scale) or better provided they are earned no more than five (5) years prior to the date of admission to Framingham State University. Exceptions may only be made by the graduate admissions committee.

Transfer credit will be allowed on a course basis. An exception is the program in Counseling Psychology where licensure requirements mandate the acceptance of only four-semester hour courses. Students wishing to transfer courses valued at less than three-semester hours may do so but in a ratio that guarantees the equivalent credit hours of the transfer coursework equal or exceed those of Framingham State University courses replaced.
Transfer credit will not be given for life experiences, noncredit, or undergraduate educational experiences. Professional development courses, even at the graduate level, will not be accepted in transfer toward a master’s degree at the 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 [Change of Division/Enrollment Status Request Form](#) and email it to 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 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 gradadmissions@framingham.edu or call (508) 626-4501.

**Leave of Absence**

A Leave of Absence is 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 Absence. 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). Students should consult with their program coordinator to determine if the Leave of Absence is appropriate.
The Associate Dean, 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 email it to Kim Hardy khardy@framingham.edu.

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 courses 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 Master of Arts, concentration in Counseling Psychology or Master of Business Administration) will become inactive at the University. Inactive students must apply for re-admission 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 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 Associate Dean, 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.
**Graduation**

**Comprehensive Examinations and Commencement**

An oral, written or electronic comprehensive examination is required of students in several graduate programs and is indicated in the graduate catalog. There is a fee of $125.00 for each comprehensive examination and this examination should be taken during the student’s final semester and requires prior approval in writing by the Associate Dean, Graduate Studies and by the members of the Examination Committee. Where required, students must receive a passing grade on both their portfolio as well as comprehensive examination in order to graduate.

The comprehensive examination is conducted by a three-member panel established in accordance with the nature of the student’s program of study. Candidates pursuing the M.Ed. must have one member of the panel representing the field of education and two in the specific discipline the student has chosen. All other panel members are to comprise three members of the specific discipline. The comprehensive examination must be passed with a minimum grade of B- or the equivalent at the graduate level and is scored by each member of the panel. A majority ruling determines the results. For more information, refer to the Graduate Catalog.

**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, if applicable, is taken).

There are four graduation dates per year during which diplomas are issued: August 31st, December 31st, January 31st, and May 22nd. 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:

<table>
<thead>
<tr>
<th>April 15th</th>
<th>August graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15th</td>
<td>December graduation</td>
</tr>
<tr>
<td>October 15th</td>
<td>January graduation</td>
</tr>
<tr>
<td>January 15th</td>
<td>May graduation</td>
</tr>
</tbody>
</table>
Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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 myFramingham portal.

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 Associate Dean, Graduate Studies. Grade appeals are to be made no later than the semester following receipt of the disputed grade.

**Step One: Associate Dean, Graduate Studies**

Taking into account, in a fair and timely fashion, all matters and considerations related to the dispute, the Associate Dean, Graduate Studies will determine whether or not the student has a basis for an appeal. If the Associate 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 Associate 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 Associate Dean, 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 Associate Dean, Graduate Studies within one month of receipt of the committee charge.

The Associate Dean, 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 Associate Dean, Graduate Studies will ask the instructor to review the grade and to inform the Associate Dean, Graduate Studies of the outcome. If the review results in an unchanged grade, the Associate Dean, 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 a 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

The Athletic and Recreation Center houses a weight room equipped with nautilus machines, cardiovascular equipment and free weights, as well as two all-purpose rooms which are used for aerobics and dance classes. Masks are required regardless of vaccination status.

Bookstore

The Framingham State University Campus Sore 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, online click here, call (508) 626-4595, or email bookstore@framingham.edu.

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 and for emergency please call 911. For more information please click here.

Center for Academic Success and Achievement (CASA)

The Center for Academic Success and Achievement (CASA) has returned to full in-person services. Students may make remote or in-person appointments with professional staff through phone/email/Starfish. If you have any questions, please send a message to academicsupport@framingham.edu or disabilityservices@framingham.edu.
Fall Hours

Monday-Thursday 8:30 a.m. – 9:00 p.m.
Friday 8:30 a.m. – 4:30 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.

We want to communicate our best wishes to you, your family, friends, and community, as your life is likely disrupted and adversely affected by the COVID-19 pandemic.

The Counseling Center is open for in person and telehealth therapy sessions. The Counseling Center requires all who enter to be masked regardless of vaccination status. Please visit Emotional Wellness and COVID-19 for more information on maintaining emotional well-being during the pandemic.

The mission of the Counseling Center is to support the psychological and emotional well-being of students. The Center joins the mission of the University by fostering a positive educational and co-curricular experience for students by supporting diversity in all its forms, promoting free inquiry and respectful exchange of ideas, supporting critical and creative thinking, and ethical decision making.

As such, the Counseling Center staff is committed to supporting our students and community as we mourn the losses of more Black lives, and grapple with a range of emotions, including sadness and anger, that racism and injustice engender. Racism is real, and racial trauma that effects all people of color, and disproportionately Black people, is real. Please see our Racial Trauma & Racial Justice Resources page.

To contact the Counseling Center call 508-626-4640.

Dining Services

Your safety is our top priority here at Framingham State University Dining Services. We are closely monitoring COVID-19 guidelines directed by the Centers for Disease Control and Prevention, federal, state and local officials to make sure we are bringing you the most up-to-date information as we continue to navigate through the pandemic. Our team has worked diligently to implement robust policies and procedures aimed at keeping the entire Framingham State University Community safe while on campus and in our dining locations. For information on everything we are doing, please click here.
Disability/Access Services

Framingham State University offers equal opportunities to all qualified students, including those with disabilities. The University is committed to making reasonable accommodations as necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Disability/Access Services works with students with ADD/ADHD, learning and psychiatric disabilities, students with mobility disabilities, students who are blind or low vision, students who are deaf or hard of hearing, and students with chronic medical conditions.

Disability/Access Services 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.

Financial Aid

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

Office Hours:
Monday-Friday: 9:00 a.m.-5:00 p.m.

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

Health Center

The Health Center is still here for you! Our services continue to be available to all students:

- Visits are appointment only; no walk-ins at this time
- We offer telehealth and in-person visits as appropriate

To contact us to schedule a visit:

- Call the Health Center at 508-626-4900 during our normal business hours Monday – Friday 8:00 a.m. to 5:00 p.m.
- Email us at healthcenter@framingham.edu
To contact the Health Center to set up a telephone or virtual visit:

- Call the Health Center at 508-626-4900 and leave a message as to your concern and how and when to contact you.
- Email healthcenter@framingham.edu with the same information.

If you are experiencing a medical emergency and you are on campus, call University Police at 508-626-4911. If you are not on campus, call 911. For more information regarding the Health Center click here.

**Henry Whittemore Library**

The Henry Whittemore Library Fall 2021 hours are:
- Monday – Thursday 8:00 a.m. - 9:00 p.m.
- Friday 8:00 a.m. – 5:00 p.m.
- Saturday 12:00 p.m. – 5:00 p.m.
- Sunday 1:00 p.m. – 9:00 p.m.

To learn more about the library click here.

**Monthly Payment Plan – Nelnet/Tuition Management Systems (TMS)**

Framingham State offers the option to enroll in an interest-free payment plan through Nelnet/Management System (TMS). This option allows students and their families to make a series of ten payments over the course of the academic year - five payments for the fall semester and five payments for the spring semester. There is a registration fee that must be paid when signing up for this option. For more information, please visit Nelnet/TMS at www.framingham.afford.com or call 800-722-4867.

Visit the Nelnet/ Management Systems (TMS) 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.

Office Hours:
Monday through Friday from 9:00 a.m. to 5:00 p.m.

Please email or call the Registrar’s Office at:

Phone: 508-626-4545   Fax: 508-626-4589   E-mail: registrarsoffice@framingham.edu

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 Checklist to navigate around myFramingham to make online payments, waive or enroll in the University’s Health Insurance and much more.

STUDENT FINANCIAL RESPONSIBILITY AGREEMENT

A Student Financial Responsibilities Agreement (SFRA) is a contract between you and Framingham State University (FSU), which outlines your financial obligation when you register for courses at FSU. When you enroll in a course at FSU, you are receiving an educational service in which you are required to pay for. When agreeing to the SFRA, you are authorizing the University to charge an tuition, fees, costs, interest or other charges to your student account, as a result of your registration/enrollment.

If you decide to drop or withdraw from a course after the course has already begun, you are obligated to pay for the course.

OFFICE HOURS:
Monday – Friday 8:30 a.m. to 5:00 p.m.
Student Services Center (SSC)
Located on the fifth floor, room 515 of the McCarthy Campus Center.
Office hours:
Monday – Friday 9:00 a.m. to 5:00 p.m.

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

Office of Financial Aid
Phone number (508) 626-4534
Email: financialaid@framingham.edu

Office of Student Accounts
Phone number (508) 626-4514
Email: studentaccounts@framingham.edu

Office of the University Registrar
Phone number (508) 626-4545
Email: registrarsoffice@framingham.edu
## Graduate Studies Directory

**Division of Graduate and Continuing Education**  
Dwight Hall Room 202  
(508) 626-4014  
ogs@framingham.edu

<table>
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<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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</table>
| Sunny Tam, Ph.D.      | Associate Dean, Graduate and Continuing Education  
Undergraduate Programs | (508) 626-4912  
stam@framingham.edu                               |
| Joyce Fahey           | Associate Director of the International Education Program | (508) 626-4964  
jfahey@framingham.edu                                 |
| Corissa Donaghy       | Graduate Studies - Administrative Assistant   | (508) 626-4963  
cdonaghy@framingham.edu                               |
| Kimberly Hardy        | Graduate Studies - Administrative Assistant   | (508) 626-4558  
khardy@framingham.edu                                 |

## Office of Graduate Admissions  
Dwight Hall Room 209  
(508) 626-4501  
gradadmissions@framingham.edu

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<tr>
<th>Name</th>
<th>Position</th>
<th>Contact Information</th>
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| Michael Merriam    | Assistant Dean/Director of Graduate and Continuing Education Recruitment | (508) 626-4502  
mmerriam@framingham.edu |
| Jeffrey Masse      | Associate Director of Graduate and Continuing Education Recruitment | (508) 626-4045  
jmasse@framingham.edu |
| Jaclyn Dorr        | Administrative Assistant - Graduate, PBTL, and Certificate Admissions | (508) 626-4528  
jdorr1@framingham.edu |