



Framingham State University

Graduate Student Handbook

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Office of 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 Paula Hogard, Interim Dean, Division of Graduate and Continuing Education at phogard@framingham.edu.

COVID-19 Guidelines

The pandemic continues to evolve with new variants. At FSU, we are following the highest safety standards while continuing to offer students as close to a normal college experience as possible. The full guidelines can be found on our [COVID-19 website](#).

Here are some important highlights of the full guidelines:

- The University's vaccine and booster mandate remains in place. All new employees and students must be in compliance with this requirement or have an approved exemption.
- COVID testing procedures and methods have changed to address the current public health needs of our community.
- Any FSU community member who exhibits COVID-type symptoms should not come to campus until they have tested negative for COVID-19.
- Effective September 1, 2022, no universal mask mandate will be in place at the University. The University reserves the right to increase or decrease mask requirements for on campus activities depending upon the level of known spread of COVID-19 on campus
- Mask guidelines for various locations on campus have changed to reflect current public health recommendations while always allowing for individuals to mask responsibly depending upon their personal health conditions.

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.

Canvas

The Canvas learning platform offers a mobile-friendly, accessible interface to support teaching and learning. Students use Canvas to access course materials, engage in critical thinking activities, and collaborate online. Follow these links to access the [Passport to Canvas student tutorial](#) (no login required), then [access Canvas](#) with your assigned username and your selected password.

If assistance is needed, call 508 215-5906, email IT@framingham.edu, search the on-demand [self-service portal](#), or if you are on campus, stop by the Technology Resource Center in the Whittemore Library, Lower Mezzanine.

Information Technology Services (ITS)

The Information Technology Services team looks forward to supporting students, faculty and staff as they begin their Framingham State experience. ITS provides a range of help and support to enable you to make the most of our extensive IT resources during your time at Framingham State University. View more information regarding the [services ITS provides](#).

Technology Resource Center

The **Technology Resource Center** (TRC) is often your initial contact point with IT. It is where you will speak with a technician to answer your general computing questions or pick up equipment. If you are on campus, the TRC provides in-person support in the lower mezzanine of the Henry Whittemore Library or at the IT Info Desk on the library's first floor after 4 pm.

General Computing Lab (HH122)

The General Lab in Hemenway Hall, room 122, is open Monday to Friday between 8:00 am and 4:00 pm. Stop by to use a study space, meet with a group or access the technology in the room. When the lab is closed, students may also use library computers or printers on the first level, in the Periodicals Department on the Upper Mezzanine, and near the IT Technology Resource Center on the Lower Mezzanine.

Apporto Virtual Desktop Environment

When computer lab software is needed, and you can't get to the General Lab, log into Apporto [<https://framingham.apporto.com>] to use SPSS, Microsoft Office365 (including Access), and Minitab without downloading the software to your computer. Apporto virtual desktop is available from any browser anytime and anywhere with Internet access by logging in with Framingham State username and password credentials.

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 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), adjacent to the University Police Station. The form should be returned to the ID Office during business hours. ID Office Contact Number: 508-626-4944. 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. Any returning or new DGCE student without a permit who wishes to obtain a commuter student parking permit may apply starting as soon as they receive a link code in their FSU Email. All DGCE students are guaranteed a parking permit. To order a permit please look for an email from Passport in your student email, this will contain a link code that will allow you to sign up for your Commuter Permit.

Please be sure the permit description and lot assignment are correct before submitting your parking permit order. DGCE student's permit description and lot assignment will appear as "DGCE Student". To learn more about the updates for parking, please click [here](#). Please direct questions and concerns to parking@framingham.edu or call 508-626-4911.

Textbooks

Your instructor will publish course text book information prior to/or at the beginning of the semester. To check and see what books you need for all your course(s) click [here](#).

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. For complete details regarding academic honesty please refer to the [Graduate Catalog 2022/2023](#).

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- (2.70)".

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 2.7 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 either waive or enroll in the Health Insurance plan offered by the University. Annual - 8/1/22 - 7/31/23; Fall only - 8/1/22 - 12/31/22; Spring only 1/1/23 - 7/31/23. 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.

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. Please **do not** call University Police.

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

Students, Faculty, and Staff are encouraged to register or update contact information, via *myFramingham*, for the University's emergency notification system.

This system will be used for emergencies only, including school closings due to inclement weather, public safety warnings, etc. Please go to the Emergency Notification channel found on the main page within *myFramingham*.

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. This is done on the portal *myFramingham*. Students may add/drop without receiving a “W” if the course is dropped before the end of the sixth academic day. Students should refer to the Graduate Studies and Continuing Education Academic Calendar for the exact dates found on the website. **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 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 and the course department chair.

Forms for enrolling in an Directed Study are available at the Office of the University Registrar or click [here](#). The completed form must be submitted to the office of the university registrar prior to the end of the course add/drop at the start of the semester. Directed study courses will appear on the student's course history with the actual course prefix, number, and title as found in the catalog.

Independent Study

Independent Study, which is 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 an 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. Forms for enrolling in Independent Study are available at the Office of the University Registrar or click [here](#). The completed forms must be submitted to the Office of the University Registrar prior to the end of the Course Add/Drop at the start of the semester. Independent Study topics will be so designated on the student's transcript.

MBA Capstone

Students planning on registering for MBA Capstone in order to complete requirements for their MBA degree must complete the 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 Dean of Graduate Studies, before registering for this experience. Click [here](#) to complete MBA Capstone Approval Form and email it to khardy@framingham.edu. For more information, please call (508) 626-4558.

Seminar

Students planning on registering for Seminar in order to complete the requirements for their Master of Healthcare Administration, Master of Human Resources or Master of Public Administration degree must complete the form by **November 1st** for Spring Seminar, **April 1st** for Summer Seminar, and **July 1st** for Fall Seminar.

Prerequisites for Seminar vary slightly with the degree program a student is pursuing. In general, it 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 written permission of the Dean of Graduate Studies, before registering for this experience. Click [here](#) to complete the Application for Approval to Register for Seminar Course 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. The Biographic Data Change Form is digital and eliminates the need to submit a form by email. Please [use this link](#).

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 Dean of Graduate Studies. Courses accepted in transfer credit must meet the academic criteria established by Framingham State University.

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 that 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 form [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 <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 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.

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 their 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. The Leave of Absence Form is digital and eliminates the need to submit a form by email. Please [use this link](#).

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, they 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 the 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 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. 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 for the license sought. Where any questions arise, the appropriate admissions committee reserves the right to discuss the contents of the student's licensure file with the PBTL applicant. Students must enroll for the semester in which their readmission is effective.

Graduation

Comprehensive Examinations and Commencement

An oral, written or electronic comprehensive examination is required of students in several graduate programs and is indicated in this 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 Office of 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, please refer to the Graduate Catalog.

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 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 2x. 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:

April 15 th	August graduation
August 15 th	December graduation
October 15 th	January graduation
January 15 th	May graduation

Commencement Ceremony Participation

Participation in the Commencement ceremony does not constitute conferral of the degree. Similarly, inclusion of a student's name on such publications as the Commencement program does not confirm eligibility for the degree.

In order to participate in Commencement, graduate students must have completed all degree requirements.

Beginning with the Spring 2021 Commencement Ceremony, appeals of this requirement with regard to participation in Commencement ceremony may be made to the Graduate Education Council (GEC). Appeals to the Council must be submitted, in writing, no later than thirty (30) days prior to the Commencement ceremony.

Grading System

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(s) are viewable online through the portal, *myFramingham*.

AU = (Audit-no credit) A student may audit courses with the consent of the instructor. Such course enrollment will be officially reported on the student's transcript pending approval by the instructor, but the student will not receive any credit. An auditor may not participate actively in coursework without the permission of the instructor. An Audit must be requested prior to the second-class meeting end of the Evening Division courses.

MG = Missing Grade. Final grade not yet submitted by the faculty.

NG = Non-Graded course.

W = Withdrawal from a course. Indicates withdrawal from a semester course in the third through the ninth week of the fall or spring semester (for summer term between the third and ninth class meeting).

IR/IC = (Incomplete Requested/Incomplete Contract Submitted) This is a temporary grade designation that has no impact on the student's grade point average.

Grade Appeal Policy

Students have the right to discuss and review their academic performance with their instructors. Faculty have the right to establish grading standards. Faculty also have the responsibility to define general grading criteria in a course syllabus, communicate those criteria to students, and evaluate students based on those criteria.

Students may appeal final course grades (herein, grade) based on evidence of error, arbitrariness, and/or discrimination. Appeals must be based on concerns related to process and not on differences in judgment or opinion related to academic performance. The burden of proof rests on the student to demonstrate that the grade satisfies the criteria for appeal.

Error

- The instructor made a mistake in calculating the grade.

Arbitrariness

An arbitrary grade is considered to be one that is:

- A substantial departure from reasonable academic practice, such as arbitrarily assigning grades or determining a priori that a specified percentage of the class will receive a specific grade. To fairly represent a student's true achievement, it is understood that failing grades on assessments should receive their true percentile value.
- A grade assigned to a student on the basis of criteria that are a substantial, unreasonable, and unannounced departure from the instructor's previously articulated standards.

- A grade resulting from an instructor adding items not listed on the syllabus, except for extra credit.
- Assigned to a student by resorting to unreasonable standards different from those which were applied to other students in that section of the course.
- Motivated by judgment outside of academic performance (e.g. ill will toward the student).

Discrimination

The University's Equal Opportunity Plan ("EO Plan") prohibits discrimination and harassment on the basis of membership in a protected class.

A complaint may proceed under the Investigation and Resolution Procedures, the Title IX Informal Resolution Process, or the Title IX Formal Resolution Process outlined in the EO Plan when a student alleges that a grade was improper because of discrimination, discriminatory harassment, sexual or gender harassment, domestic or dating violence, stalking or retaliation prohibited under the EO Plan. For example, a professor making a quid pro quo arrangement or directing hate/bias speech toward students or protected classes would be some of the types of behaviors that would be indicative of a discrimination-based grade appeal.

For complete information regarding the Grade Appeal Process please refer to the Graduate Catalog 2022/23.

Graduate Assistantship Program

A limited number of graduate assistantships are available for interested and qualified students each academic year. The Graduate Assistantship requires 13 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 [Heather McCarthy](#).

Student Resources

Athletics

The Athletic & 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. For a more information please [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, and for emergency please call press **911**. For more information please [click here](#).

Center for Academic Success and Achievement (CASA)

The Center for Academic Success and Achievement (CASA) will be open Monday-Thursday 8:30 a.m. to 9:00 p.m., Friday, 8:30 a.m. to 4:30 p.m. Students may make remote or in-person appointments with professional staff through phone/email/Starfish. To learn more about the services CASA provides please [click here](#).

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 are happy to serve you and hope that you will see us as a friendly and useful resource.

The Counseling Center is open for in person and telehealth therapy sessions. The Counseling Center required 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.

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

Graduate students are welcome to purchase dining plans. There are few dining locations on campus. For more information regarding menus, locations, and other dining services available at FSU please [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.

Disability/ Access Services will continue to provide students with academic accommodations and documentation confirmation letters will be emailed to all faculty. For more information on how to access services, [click here](#).

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.

Financial Aid

The Financial Aid Office at Framingham State University assists students in meeting the costs of a college education. The basic principle behind financial aid is that the student has the primary responsibility for meeting as much of the cost of attending college as is reasonably possible. Financial aid is a supplement to the student resources if they are insufficient to meet college costs.

There are three components to determine eligibility for financial aid: cost of attendance, student contribution, and financial aid eligibility. Matriculation in a degree program and enrollment in at least two course per semester are conditions for eligibility.

Once your financial aid eligibility is determined, a financial package is prepared. **For graduate students**, the only financial aid available is the Federal Stafford Student Loan. This loan come in two varieties: the subsidized version and the unsubsidized version. The Subsidized Stafford Loan comes out of your financial aid eligibility while the unsubsidized Stafford Loan comes out of your family contribution.

If a student's financial situation changes after receiving a financial aid award, the award decision may be appealed, in writing, to the Financial Aid Office. Federal regulations require students who receive Federal or State financial aid to maintain satisfactory academic progress to the Financial Aid Office.

Students are advised to contact the Financial Aid Office prior to withdrawing from one or more courses, as this may impact their financial aid eligibility.

Additional information is available from the Financial Aid Office, Framingham State University, 100 State Street, P.O. Box 9101, McCarthy Center, Room 515, Framingham, MA 01701-9101, 508-626-4534. Visit www.framingham.edu/financialaid.

FSU Payment Plan

FSU Payment Plan via my.framingham.edu Call Student Accounts with Payment Questions 508-626-4514

Students may pay their balance monthly with a payment plan on the e-pay portal on my.framingham.edu. Monthly payments must be made on *myFramingham* by the first of each month. Payment plans range from 4 to 5 months long, beginning in July and ending in November. The earlier you set up your payment plan, the less money you will need to pay per month. The Tentative enrollment fee is currently \$0.00 per semester. To enroll in a payment plan, go to the e-pay portal and select "Payment Plan" on the right side.

****Please enroll prior to the billing due date****

Health Services

Health Services functions as a center for the treatment of episodic illness and health maintenance. A staff of nurse practitioners, nurses and consulting physicians proves the management of acute and chronic illness, health education, and preventative medicine.

In addition, the department sponsors and coordinates health education programs in cardiopulmonary fitness, weight management, women's health, substance abuse, skin cancer, integrative health, sexual assault and rape preventions.

All full-time students (3 course-credits or more, any combination of day and evening classes) must meet the pre-entrance immunization requirements, based on Massachusetts Law No. 5871. The Medical History and Physical Exam portions must be completed in order to utilize the Health Center and obtaining resident housing. Specific requirements are detailed in the medical forms. The department also coordinates the Student Health Insurance Program. Per state and federal laws, all fulltime students must be covered by health insurance. Questions regarding this state-mandated program may be directed to this office, located in the Health and Wellness Center in Foster Hall. Questions specific to health insurance billing/charges should be directed to Student Accounts, located in the McCarthy Campus Center, 5th Floor.

Library Services

The Henry Whittemore Library provides a combination of traditional and services to the University's students, faculty, and staff. Local holdings include approximately 206,724 volumes of print materials, 326 periodical titles and 668,330 units of microforms. This basic core of resources supports the curricula of all academic departments of the University and is systematically kept current with new acquisitions as selected by specialized staff and requested by faculty and students.

As a member of the Minuteman Library Network (MLN), the Library's holdings are supplemented by an on-line catalog (QPAC) accessing more than 5.2 million volumes held in the combined collections of 41 regional libraries. Inter-library loan requests may be placed electronically, and shuttle delivery moves 8,000 or more such items to and from the Henry Whittemore Library annually. A similar volume of materials is electronically accessed and requested as needed from among the 600-member libraries of the New England Library Information Network (NELINET) and the 13,000-member libraries of the On-line Computer Library Center (OCLC).

The Library offers access to approximately 50 electronic journal and newspaper databases with over 15,000 titles in full-text. These databases, as well as Internet access, are available with the library and throughout the campus-wide network.

Reference services, basic and course-related library instruction, and point-of-use guidance support effective delivery of computerized resources, while traditional library skills and research methods are taught as integral to the continuously evolving information technology. Electronic databases are also available to off-site students and faculty.

Also administered within the Library are the units of Archives/Special Collections which include historical materials unique to the University, and the Curriculum Library – a large, separate collection of model K-12 materials supporting studies in Education.

Registrar's Office

The office of the university registrar coordinate services in the areas of course information, course selection, grading, major and concentration declaration, degree progress, classroom assignment, certificate of enrollment and degrees awarded, name and address changes, administration of final examinations, posting of final grades and grade changes, transcripts requests, transfer credit evaluations, ad protection and release of academic records

Official transcripts may be ordered online from the office of the university registrar at <http://www.framingham.edu/registrar/transcripts.htm>. There is a \$3.00 transcript fee for each request. Letters of enrollment verification may be obtained by completing the appropriate form, available in the office of the university registrar. A written request may submitted in lieu of the form. The signature of the student is required before a transcript or verification letter may be released or sent.

Student Accounts

The Office of Student Accounts generates transactions for tuition, fees, housing, meal plans, mandatory fees, general deposits, and other miscellaneous charges on a student's account and process student refunds. For more information visit the website [here](#).

Student Services Center (SSC) McCarthy Center, Room 515

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 financialaid@framingham.edu
Office of Student Accounts	(508) 626-4514 studentaccounts@framingham.edu
Office of the University Registrar	(508) 626-4545 registraroffice@framingham.edu

Located on the fifth floor, room 515 of the McCarthy Campus Center.

Office hours:

Monday - Friday 8:30 a.m. to 5:00 p.m.

The [Student Service Center](#) is your transactional piece to the puzzle. Whether it's questions about class schedules, financial aid, or payment options; The Center is here to help.

Graduate Studies Directory

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

Paula Hogard (508) 626-4034	Interim Dean of Graduate and Continuing Education phogard@framingham.edu
Michael Merriam (508) 626-4502	Assistant Dean/Graduate and Continuing Education Recruitment mmerriam@framingham.edu
Joyce Fahey (508) 626-4964	Director of the International Education Program jfahey@framingham.edu
Jeffrey Masse (508) 626-4045	Associate Director of Graduate and Continuing Education Recruitment jmasse@framingham.edu
Kelly Kolodny, Ph.D. (508) 626-4567	Professor and Coordinator of the PBTL Program kkolodny@framingham.edu
Kimberly Hardy (508) 626-4558	Graduate Studies Administrative Assistant khardy@framingham.edu
Heather McCarthy (508) 626-4769	Graduate Studies Administrative Assistant hmccarthy2@framingham.edu
Zoe Moore (508) 215-5817	Enrollment Specialist Admissions zmoore@framingham.edu