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Welcome

We welcome you to the Master of Science in Nursing Program at the Framingham State University. The master’s degree in nursing program at Framingham State University is accredited by the Commission on Collegiate Nursing Education (https://www.aacnnursing.org/CCNE). The Master of Science in Nursing (MSN) with a concentration in Nursing Education or Nursing Leadership is designed for graduates with a Bachelor of Science in Nursing (BSN) who wish to expand their careers into education or leadership. All courses are offered in blended-learning/hybrid format, combining online with traditional on-campus classroom or synchronous online experiences. The program prepares nurses with a strong theoretical foundation in research, nursing and related theories, healthcare policy, ethics, cultural competency, advanced pathophysiology, advanced pharmacology, advanced physical assessment, and informatics/technology as well as practice expertise as a nurse educator or nurse leader.

The purpose of this handbook is to provide you with resources that you may find helpful during your graduate study. Additional sources of information would include the Graduate Catalog, Graduate Student Handbook, and The Master of Science in nursing web site located on Framingham State University’s webpage. The University’s website is http://www.framingham.edu and the MSN program webpage is https://www.framingham.edu/academics/graduate-studies/graduate-degree-programs/masters-of-science-in-nursing/graduate-nursing-degrees-and-certificates. If you have any additional questions, please contact your academic advisor, Dr. Cynthia Bechtel. We welcome as you continue your journey to personal growth and excellence.

Accreditation

Framingham State University (FSU) is accredited by the New England Association of Schools and Colleges, Inc. (NEASC), a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction. Accreditation of an institution by NEASC indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has the necessary resources available to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Inquiries regarding the status of an institution’s accreditation by NEASC should be directed to the administrative staff of the school or college. Individuals may also contact the Association New England
Association of Schools and Colleges, 209 Burlington Road, Bedford, Massachusetts, 01730. Phone: 781-271-0022. The master's degree program in nursing at Framingham State University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).
Nursing Faculty Contact Information

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**Framingham State University Vision Statement**

Our vision is to create a vibrant and innovative educational environment that is dedicated to academic excellence, ethical citizenship, personal and professional growth, global stewardship, and public purpose and commitment through an inclusive and collaborative community.

**Framingham State University Core Values**

The following shared core values direct our thinking, planning, actions, and initiatives:

- *Academic Excellence:* We strive to inspire a culture informed by the joy and work of learning, in which curiosity, discovery, innovation, and excellence are the driving forces in everything we do.
- *Ethical Citizenship:* We seek to foster a culture of ethics, integrity and respect, such that it creates the fertile ground that motivates our work and work ethic.
- *Personal and Professional Growth:* We aspire to create a nurturing culture where all thrive and are supported in their own paths toward lifelong growth and leadership in personal and professional ways.
- *Global Stewardship:* We endeavor to advance global understanding, empathy and stewardship for people and the environment, embracing diversity and a sense of community in both local and global settings.
- *Public Purpose and Commitment:* We strive to construct a community that is committed to public purpose, informed action and service.
- *Inclusive and Collaborative Community:* We seek to encourage a supportive, diverse, collaborative and cohesive environment in which we learn from each other through informed, clear, and open communication.

**FSU Notice of Non-Discrimination and Diversity**

Framingham State University is committed to a policy of non-discrimination, equal opportunity, diversity, and affirmative action. The University is dedicated to providing educational, working, and living environments that value the diverse backgrounds of all people. Furthermore, the Massachusetts Civil Rights Act ("MCRA," M.G.L. c. 12, §§ 11H, 11I, 11J) protects the rights of all residents of and visitors to Massachusetts to be free from bias-motivated threats, intimidation, and coercion that interfere with their civil rights. The MCRA protects the right to attend school, live peacefully, and enjoy other basic rights.
Philosophy of the Nursing Program

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

- Nursing is a profession based on human science and caring arts as well as an academic discipline that focuses on the diagnosis and treatment of human responses to actual or potential health problems. The patient, whether conceptualized as an individual, family, group, community, or population, is the focus of the professional nurse.

- Preparation at the baccalaureate level is appropriate for the professional nurse. Upper division baccalaureate nursing education provides opportunities for the integration of professional knowledge, skills, and attitudes with the natural and behavioral sciences and the humanities which broadens the scope of the student’s nursing practice and promotes continuing professional development. Nurses in advanced roles are prepared at the master’s or doctoral level.

- As a community of nurse scholars, the faculty holds a commitment to preparing graduates to function in leadership roles and to address the political, social, ethical, economic, and policy issues that affect the design and delivery of health care locally, nationally, and globally.

- The development of nursing as an academic discipline is accomplished through scholarly activities that advance nursing science. Faculty members acknowledge the reciprocal relationships between evidence-based practice, theory, and research in knowledge development and promote the appraisal and dissemination of research findings into practice. They are committed to involvement in a wide range of service activities in which members serve as role models for nursing practice, interprofessional collaboration, community service, and health policy development.

- Learning is facilitated when actively engaged in the teaching-learning process. The faculty strives to create a climate in their blend-learning courses that values a culture of inclusion and openness for students, faculty, staff, and community partners in pursuit of effective teaching and learning, scholarship, research, practice, and service. An active learning environment that fosters the exchange of diverse ideas and opinions and advances student and faculty collaboration can thus be shaped.
Department of Nursing Mission Statement

The mission of the Nursing Department is to promote the intellectual, social, cultural, and ethical development of the student to address healthcare of diverse individuals, families, groups, communities, and populations through formal and informal teaching and learning processes. The curricula are based on the premise that the baccalaureate and graduate levels of education in Nursing provide the foundation for active and collaborative life-long learning and foster a commitment to excellence.

Program Goals

At the graduate level, the goal is preparation of professional nurses who can synthesize practice with theory and research to provide education, leadership, and service to the public and to the profession.

MSN Program Outcomes

The MSN Program prepares graduates to:

1. Analyze current trends in advanced pathophysiology, pharmacology, and physical assessment in order to fulfill the role of nurse educator and nurse leader (Essential 1, 9).
2. Evaluate nursing research findings to provide evidence-based guidelines to identify and solve practice and systems problems (Essential 3, 4).
3. Integrate social, ethical, cultural, and interpersonal competencies in the delivery of individualized and comprehensive nursing care at the three levels of preventive health care: primary, secondary, and tertiary (Essential 8, 9).
4. Apply nursing informatics and technology to enhance evidence-based nursing practice (Essential 5).
5. Examine the role of the nurse leader and nurse educator as it relates to policy and politics in the workplace, organizations, government, community, and healthcare delivery and finance (Essential 6).
6. Role model leadership and education skills for interdisciplinary team members through communication, collaboration, and change processes. (Essential 2, 7, 9).
Admission Requirements

Applications are accepted for enrollment in the fall semester each year using a rolling admissions process. The following admission and degree requirements are in effect for MSN students.

1. Applicants must have a current unrestricted Massachusetts, New Hampshire, or Rhode Island RN license.
2. Applicants must have earned a baccalaureate of science in nursing (BSN) degree from a regionally accredited college or university which is nationally accredited by the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), and/or the NLN Commission for Nursing Education Accreditation (CNEA), and must submit an official transcript from each college or university attended as an undergraduate or graduate student. Applicants who have completed any college-level coursework, including a Bachelor of Science in Nursing, need to submit a course-by-course evaluation for US equivalency by the Commission on Graduates of Foreign Nursing Schools and official transcripts from their institution(s) overseas.
3. Applicants are required to possess an overall undergraduate grade point average (GPA) of at least 3.00 on a 4.00 scale, and a minimum of a 3.25 GPA in undergraduate nursing courses.
4. Applicants who do not meet the above criteria for undergraduate GPA may be asked to take the Miller Analogies Test. Applicants will be considered who score in the 50th percentile or greater on the Miller Analogies Test (MAT).
5. Applicants must have completed a college-level introductory course in statistics with a minimum grade of C (2.00 on a 4.00 scale).
6. Applicants must have a personal interview with the Nursing Chairperson or Graduate Program Coordinator. Once applications are complete, applicants will be contacted for an interview.
7. Applicants must provide two letters of recommendation from nurses with an MSN who can attest to the applicant’s ability to succeed in a master’s program, submitted on the Framingham State University Letter of Recommendation form and sent directly to the University by the recommender.
8. Applicants must submit a typed, 300-word personal statement discussing their motivation for seeking a master’s degree in view of prior formal education, current job responsibilities, and career plans.

Courses Before Admission and Transfer Credit

Interested applicants can take up to two graduate-level Nursing courses, with Program Director/Coordinator approval and seat availability, as a non-matriculated student prior to applying to the program. Upon successful completion of the program and admission to the Master of Science in Nursing program courses will transfer as credit earned. Taking classes as a non-
matriculated student does not guarantee admission in the Master of Science in Nursing program. Recommended courses are NURC 915 Advanced Technology and Nursing Informatics in the fall or NURC 905 Health and Education Resources and Policies in the spring.

2. Transfer coursework is not accepted for the MSN program.

**Required Skills**
Prior to matriculating into the Master of Science in Nursing program students are responsible for being proficient in a number of skills. The following computer skills will be necessary for successful navigation through the program: Microsoft Word, Microsoft PowerPoint, email. If you are inadequate in any of these computer skills it is highly recommended you attend a training program prior to matriculation in the program. Starting the program without these skills may result in academic difficulties in meeting the course outcomes. Students must also be writing at a graduate level, which results in works suitable for publication in scholarly journals. The University does offer graduate writing classes which are highly recommended prior to entering the program. The Master of Nursing curricula will require multiple writing assignments in APA format (American Psychological Association). It is the student’s responsibility to familiarize themselves with APA format.
Course Progression

Master of Science in Nursing - Concentration in Nursing Education
The Master of Science in Nursing (MSN) with a concentration in Nursing Education is designed for graduates with a Bachelor of Science in Nursing (BSN) who wish to expand their careers into areas of nursing education. All courses are offered in blended-learning/hybrid format combining online with traditional on-campus classroom experiences. The program prepares nurses with a strong theoretical foundation in research, nursing and related theories, healthcare policy, ethics, cultural competency, and informatics/technology as well as practice expertise as a nurse educator.

The face-to-face meetings for the Educator Track are on Tuesdays for nurse educator students entering the program in odd years and Wednesdays for nurse educator students entering the program in even years. Each course is four credits.

Fall I Semester
NURC 915 Advanced Technology and Nursing Informatics
NURE 941 Curriculum Design and Evaluation

Spring I Semester
NURC 905 Health and Education Resources and Policies
NURE 951 Course Development and Implementation

Summer I Semester
NURC 925 Ethical, Social and Cultural Competencies
NURC 935 Essential Preparation for Advanced Nursing Role

Fall II Semester
NURC 971 Nursing Theory and Research I
NURE 981 Advanced Teaching Methods (Practicum I)

Spring II Semester
NURC 972 Nursing Theory and Research II
NURE 991 Application of Technology to Education (Practicum II)
Nursing Education Option 2
All courses are delivered through a hybrid/blended learning model -- a combination of online and face-to-face meetings. Students in Nursing Education Option 2 take one course a semester and are on campus 7-8 times per semester, usually every other week, with the exception of the year one and two summer when students attend classes weekly for 6 weeks. Course may take place on Tuesday, Wednesday, or Thursday.

Fall I Semester
NURC 915 Advanced Technology and Nursing Informatics

Spring I Semester
NURC 935 Essential Preparation for Advanced Nursing Role

Summer I Semester
NURC 925 Ethical, Social, and Cultural Competencies OR
NURC 905 Health and Education Resources and Policies

Fall II Semester
NURE 941 Curriculum Design and Evaluation

Spring II Semester
NURE 951 Course Development and Implementation

Summer II Semester
NURC 925 Ethical, Social, and Cultural Competencies OR
NURC 905 Health and Education Resources and Policies

Fall III Semester
NURC 971 Nursing Theory and Research I

Spring III Semester
NURC 972 Nursing Theory and Research II

Fall IV Semester
NURE 981 Advanced Teaching Methods (Practicum I)

Spring IV Semester
NURE 991 Application of Technology to Education (Practicum II)
Master of Science in Nursing - Concentration in Leadership

The Master of Science in Nursing (MSN) with a concentration in Nursing Leadership is designed for graduates with a Bachelor of Science in Nursing (BSN) who wish to expand their careers into nursing leadership. All courses are offered in blended-learning/hybrid format combining online with traditional on-campus classroom experiences. The program prepares nurses with a strong theoretical foundation in research, nursing and related theories, healthcare policy, ethics, cultural competency, and informatics/technology, as well as practice expertise as a nurse leader or manager. The face-to-face meetings for the Leadership Track meet on Tuesday nights 5-9pm for nursing leadership students in even years and on Wednesday nights 5-9 pm in odd years. Each course is four credits.

Fall I Semester
NURC 915 Advanced Technology and Nursing Informatics
NURL 943 Strategic Planning for Nursing’s Future

Spring I Semester
NURC 905 Health and Education Resources and Policies
NURL 953 Role in Health Care Systems

Summer I Semester
NURC 925 Ethical, Social, and Cultural Competencies
NURC 935 Essential Preparation for Advanced Nursing Role

Fall II Semester
NURC 971 Nursing Theory and Research I
NURL 983 Practicum in Organizational Management Skills

Spring II Semester
NURC 972 Nursing Theory and Research II
NURL 993 Internship in Independent Leadership Skill
Nursing Leadership Option 2
All courses are delivered through a hybrid/blended learning model -- a combination of online and face-to-face meetings. Students in Nursing Leadership Option 2 take one course a semester and are on campus 7-8 times per semester, usually every other week, with the exception of the summer when students attend classes weekly for 6 weeks. Classes may take place on Tuesday, Wednesday, or Thursday evenings 5-9 pm.

Fall I Semester
NURC 915 Advanced Technology and Nursing Informatics

Spring I Semester
NURC 935 Essential Preparation for Advanced Nursing Role

Summer I Semester
NURC 925 Ethical, Social, and Cultural Competencies OR
NURC 905 Health and Education Resources and Policies

Fall II Semester
NURL 943 Strategic Planning for Nursing's Future

Spring II Semester
NURL 953 Role in Health Care Systems

Summer II Semester
NURC 925 Ethical, Social, and Cultural Competencies OR
NURC 905 Health and Education Resources and Policies

Fall III Semester
NURC 971 Nursing Theory and Research I

Spring III Semester
NURC 972 Nursing Theory and Research II

Fall IV Semester
NURL 983 Practicum in Organizational Management Skills (Practicum I)

Spring IV Semester
NURL 993 Internship in Independent Leadership Skills
Post-Master's Certificate in Nursing Education

**Program Overview and Goals:** The Post-Master’s Certificate in Nursing Education is comprised of four graduate-level nursing education courses which includes two practicum courses. The certificate provides students with the essential knowledge, skills, and expertise to be effective nursing educators. Graduates may be eligible for the Certified Nurse Education (CNE) Exam offered by the National League of Nursing (NLN).

**Certificate Outcomes:** Upon completion of the post-master’s certificate graduates will be able to:

- Analyze the issues and trends in healthcare and higher education and their impact on nursing education.
- Apply theories of education and related sciences and evidence-based practice as a basis for nursing education.
- Participate knowledgeably in the development, implementation, revision, and evaluation of nursing curricula and nursing programs.
- Use a variety of teaching methods, technology strategies, and educational resources to facilitate learning in the classroom, laboratory, and clinical areas and to enhance student and staff development.

NOTE: For students taking the Post-Master’s Certificate in Nursing Education program, all four of the certificate courses may be applied towards the MSN in the nursing education concentration assuming a minimum grade of B (3.0 on a 4.0 scale) is achieved.

**Certificate Course Requirements:**

**Fall I Semester**
NURE 941 Curriculum Design and Evaluation

**Spring I Semester**
NURE 951 Course Development and Implementation

**Fall II Semester**
NURE 981 Advanced Teaching Methods (Practicum I)

**Spring II Semester**
NURE 991 Application of Technology to Education (Practicum II)
Post-master’s Certificate in Nursing Leadership

The Post-master’s Certificate in Nursing Leadership is comprised of four graduate level nursing leadership courses, including two practicum courses. The certificate will provide students with the essential knowledge, skills, and expertise to be effective nurse leaders and managers in a variety of roles. Graduates may be eligible for the Nurse Executive specialty certification through the American Nurses Credentialing Center (ANCC), or the Clinical Nurse Leader (CNL) certification through the Commission of Nurse Certifications (CNC), an affiliate of the American Association of Colleges of Nursing (AACN).

Certificate Outcomes:

Upon completion of the post-master’s certificate, graduates will be able to:

- Model key behaviors of nursing leadership to execute an effective structured team process
- Apply leadership and management principles in the allocation and organization of personnel and resources in a variety of health care delivery systems.
- Practice leadership skills including communication, decision making, team building, mentoring, and empowerment to successfully assume a nurse leader role.
- Design, implement, and evaluate a change project that contributes to the improved functioning of a healthcare organization.

Certificate Course Requirements:

**Fall I Semester**
NURL 943 Strategic Planning for Nursing’s Future

**Spring I Semester**
NURL 953 Role in Health Care Systems

**Fall II Semester**
NURL 983 Practicum in Organizational Management Skills

**Spring II Semester**
NURL 993 Internship in Independent Leadership Skills
Graduate Certificate in Nursing Case Management

The Graduate Certificate in Nursing Case Management is comprised of three case management courses, two didactic courses and one practicum course. The certificate provides students with the essential knowledge, skills, and attitudes to be effective case managers. Completion of this program will enable the student to successfully implement case management practices including care coordination and transition in healthcare settings. Certificate completers may be eligible for the Certified Case Manager (CCM) Exam offered by the Commission for Case Manager Certification (CCMC) or the Nursing Case Management Board Certification Exam (RN-BC) offered by the American Nurses Credentialing Center.

Certificate Outcomes

Upon completion of the graduate certificate program, students will be able to:

- Analyze the concepts, standards of practice, and trends in healthcare that define and impact the role of case managers.
- Employ knowledge of case management principles, health promotion, care coordination, and quality management.
- Apply case management processes utilizing knowledge of healthcare systems.
- Demonstrate proficiency in providing case management services to individuals in healthcare environments.
- Implement case management practices and standards in healthcare settings.

Certificate Course Requirements (3):

**Fall Semester**
- NURM 910: Professional Foundations and Care Coordination
- NURM 920: Quality Management and Health Promotion

**Spring Semester**
- NURM 980: Seminar and Practicum in Case Management
Student Practicum Courses
Students in both the education track and the leadership track are enrolled in practicum courses in the second year of the MSN program. Students spend 100 hours each semester in the practicum experience precepting with master’s-prepared nurses, as well as other leaders in healthcare. The practicum experience is enhanced by in-class seminars and online discussion forums where students apply previously learned knowledge and share practicum experiences.

*Nursing Professors will collaborate with clinical and educational facilities with input from students to establish clinical placements. Students do not initiate their own practicum experiences, ask individuals to be their preceptors, or set up affiliation contracts. No student may begin a preceptorship until a signed contract with the facility is procured and the student is cleared with faculty that required documentation has been submitted.

Education practicum courses:

Fall II Semester
NURE 981 Advanced Teaching Methods (Practicum I)

Spring II Semester
NURE 991 Application of Technology to Education (Practicum II)

Leadership practicum course:

Fall II Semester
NURE 983 Practicum in Organizational Management Skills (Practicum I)

Spring II Semester
NURE 993 Internship in Independent Leadership Skills (Practicum II)

Case Management practicum course:
NURM 980: Seminar and Practicum in Case Management
Professional Requirements
1. Maintain current CPR certification (Healthcare Provider or Professional Rescuer)
2. Possess a current, unrestricted MA, NH, or RI RN License (or License in state where practicum is occurring)
3. Meet requirements for Centralized Clinical Placement (CCP) orientation
4. Undergo a national background criminal offender (CORI) and sexual offender (SORI) checks

Background Check
Prior to attending practicum experiences, all MSN students must be cleared for a national background check which is done through Verified Credentials. This is required by all of our affiliating agencies and schools.

Health Requirements
1. History and Physical Examination (within one year of entry into first nursing practicum course)
2. PPD (annual requirement/must be current and meets clinical facility standards; positive test requires a history of negative chest x-ray and must be asymptomatic). History of 2-step TB.
3. Measles, Mumps, and Rubella (titer or vaccine verified)
4. Tetanus/Diphtheria/Pertussis (booster within 10 years)
5. Hepatitis B vaccine series (vaccination, disease, immunity, or waiver signed)
6. Varicella vaccine (titer or vaccination verified)
7. Influenza vaccine each fall is required by October 1
8. Current personal health insurance

All documentation is submitted through Verified Credentials.

The Total cost for the Verified Credentials services is $99.99

All students must have documentation and dates for each immunization/test

*All students must have identification badge/name pin and wear white lab coat during their practicum experience.

Pins are available from McGill's Uniforms
McGill's, Inc., 410 Chestnut Street
Manchester, NH 03101 603-627-3472
The name pin will read:
First name & Last name, BSN, RN
Framingham State University MSN Student
Employment
Throughout the program emails will be sent to students regarding employment opportunities. Students currently enrolled in an MSN program are eligible to work as clinical instructors in nursing programs. Students are encouraged to add themselves to the Centralized Clinical Placement (CCP) Faculty Database. By creating a profile you will make your resume available for colleges to view. If your listed specialties are needed you could be asked to be a clinical instructor. This is an excellent opportunity to enter academia. The website for the database is (www.mass.edu/nursing/facdb).

Nursing Simulation Lab
Framingham State University is proud to have a nursing simulation lab consisting of six medium and high fidelity human patient simulators. The simulation lab is designed to bridge theory to practice in an interactive, safe learning environment which promotes the confidence and competence of our students. We have certain class times allotted for the simulation lab and open lab where students can practice freely and enhance their skills. Nurse educator and nurse leadership students learn how to use simulation in their roles as educators and leaders. Students are welcome to attend open labs or planned simulation scenarios. All students are required to wear either scrubs or a lab coat when in the simulation lab which is considered a clinical experience. You may schedule time in the lab in Starfish (https://framingham.starfishsolutions.com/starfish-ops/support/login.html?extjsFileNameDecorator=&cdnUrl=https%3A%2F%2Fcdn.starfishsolutions.com%2F&tenantId=9106).
Framingham State University Nursing Department Selected Policies

I. Current RN License
Enrollment in any nursing course is contingent upon current, unrestricted Registered Nurse licensure in Massachusetts, New Hampshire, or Rhode Island. Evidence of current licensure must be present in the student's departmental file. No student will be permitted to participate in graduate courses, including practicum courses, without evidence of current, unrestricted RN licensure. Any lapse in licensure will result in immediate dismissal from the program.

II. Liability Coverage
Professional liability insurance is provided for each enrolled student by the University. However, students are encouraged to carry their own personal liability insurance policy as active practicing professionals.

III. Attendance
Attending scheduled classes is paramount to the Master of Science in Nursing curriculum. There are a limited number of in-person or synchronous online classes for students to participate in active learning with their peers. With the professor’s permission, students may attend class via Skype or FaceTime if unable to physically be present.

IV. Academic Advising
Dr. Bechtel, Coordinator of the MSN program, serves as advisor for all students in the MSN program. Students should meet with her each semester. Appointments may be made via Starfish (https://framingham.starfishsolutions.com/starfish-ops/support/login.html?extjsFileNameDecorato r=&cdnUrl=https%3A%2F%2Fcdn.starfishsolutions.com%2F&tenantId=9106).

V. CEU/Contact Hours
Past practice of the MA Board of Registration in Nursing has been to accept nursing courses in lieu of CEU/contact hours for the purpose of licensure renewal. Based on one contact hour for each 60 minutes of class time, a four (4) credit course is 15 weeks X 4 credit hours, which equals the equivalent of 60 contact hours. This only applies to courses in nursing. If asked for documentation, submit a copy of your FSU grade report with the RN license renewal application to meet the Continuing Education requirement.

VI. Professionalism
The Master of Science in Nursing curriculum prepares students to take on professional roles in academia and in healthcare. Please attend class in attire that creates a professional atmosphere in the classroom. Students should also conduct themselves professionally, as they would in their future professional roles. This means trying to complete course work autonomously. Students are expected to arrive for class on time and remain in class until dismissed by the professor. Students are not to leave the classroom at times other than breaks announced by the professor. Respect is to be given to guest speakers, classmates, and professors. Only contact faculty once you have thoroughly investigated the problem and discussed it with your peers. Faculty will always be available to address issues that you were not able to resolve independently.

The Master of Science in Nursing curriculum involves vigorous discussions and collaboration. There is an expectation that students conduct themselves in a manner that embraces inclusion and civility. Behavior that is uncivil may result in dismissal from the program at the discretion of the faculty per the graduate student handbook.
Faculty members are available for recommendations for jobs and scholarships at their discretion. Please contact the faculty member prior to giving their name for a recommendation. After getting permission and using a faculty member’s recommendation, please contact the faculty member and inform them if you received the scholarship or gained employment.

**Sigma Theta Tau International (STTI) (Sigma)**
Sigma is The Honor Society of Nursing. STTI is a powerful networking resource and all qualified students are encouraged to join. The local Framingham State University chapter is Rho Phi (http://rhophi.nursingsociety.org/home). If you would like to transfer your current membership to the Rho Phi Chapter please use the [Sigma Theta Tau website](http://www.nursingsociety.org/why-stti/stti-membership/stti-member-benefits-and-resources/get-connected-and-stay-involved/membershipoptions). After completing ¼ of the courses in the program, students are asked about their interest in being inducted in the Rho Phi chapter.

**VII. Appropriate Classroom Behavior Policy**
The faculty of the Nursing Department defines appropriate classroom behavior as:
1. Being punctual, coming to class on time
2. Being attentive
3. No personal conversations during lecture and/or class discussions.
4. Using computers for academic, course-related purposes only. No use of social media or web surfing in class.
5. All cell phones and pagers must be kept on silent alert (vibration or flash) while in classroom. Any calls must be answered outside the classroom. No text messaging during class.
6. Being courteous and respectful to faculty and classmates.
7. Active participation in class discussions and learning activities.
8. Being prepared for class participation.
9. Giving faculty prior notice for absences by email, text, or voice mail.
10. Wearing appropriate dress in class when guests are present, when making oral presentations, and in off-campus practicum experiences.
11. Not leaving the classroom except for announced breaks.

**Social Media**
Students need to know and adhere to the RAM student code of conduct when using social media in reference to Framingham State University. Social Media including blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. Students should be aware of the effect their actions may have on their images, as well as Framingham State University’s image.

Students are not to publish, post, or release any information that is considered confidential or not public. If there are questions about what is considered confidential, students should check with the Nursing Department.
VIII. 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 obtain a Biographical Data Change Form, fill it out, and return it to the office of the Registrar. Please call the Nursing Department office if your mailing address changes. It is important for program evaluation that the Nursing Department has your correct mailing information.

IX. FSU Alert System
The FSU Alert is one system used to notify the university community about an emergency or weather closure. The system may send text messages, voice messages, and emails to you in the event of an emergency or weather closure. The system is not used for anything else other than emergencies and weather closures except to test the system, which occurs once per semester.
It is very important that you update both your cell phone number and your text message number and carrier. You can complete this by logging in to the myFramingham portal, clicking on the FSU Alert box, and answering the necessary information (https://my.campus.framingham.edu/cp/home/displaylogin). Note: click both the cellphone icon AND the text message icon and fill in your information. If you have any difficulty adding your numbers, please contact the Student Help Desk at (shd@student.framingham.edu).

X. Graduation Participation and Degree Application
All students who expect to receive their degree from Framingham State are required to complete a formal graduate candidacy application and pay the required commencement fee. The Graduate Candidacy Form is available online or you can contact Kimberly Hardy, Administrative Assistant in the Office of Graduate Studies, at khardy@framingham.edu or (508) 626-4558. You need to complete this form in January of the year you are graduating.
A note about participation: Prior to graduation, you must have satisfied degree requirements and any outstanding debts to the University. In addition, all library materials on loan must be returned. Financial aid recipients must complete an exit interview. Students with Perkins Loans are notified by mail of the exit interview dates. Students with Stafford Loans and No-Interest Loans must contact Ms. Traci Hickey in the Financial Aid Office, McCarthy Center, 508-626-4536, to make sure all paperwork is complete. Students must complete all degree requirements in order to participate in the Commencement ceremony held in February and May.
Caps and gowns: All Students must appear in full academic regalia in order to participate in the ceremony. All orders can be placed online, and your cap and gown will be mailed to your home. Please order your cap and gown at your earliest convenience, allowing at least two weeks prior to the ceremony for delivery. Please note: graduate students should not order honors cords.
To order your cap and gown visit the graduation website (www.mygraduationstore.com). You will need the following information to place your order:
School ID – 00385
Student ID - This is the number on your student ID. If you do not know your student ID number, call our main office at 508-626-4558.

On Commencement Day, please wear your cap and gown over appropriate clothing. Mortar boards should be worn squarely on the head (not tilting backwards) with the tassel on the left. Graduates will carry the hood draped over the left arm as they proceed into the ceremony. Graduates will be hooded by their Program Coordinator(s) before crossing the stage to get their diploma.
XI. Support Services

Accommodation Statement for Special Needs
Framingham State University offers equal opportunities to all qualified students, including those with documented disabilities. 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.
Disability/Access Services in the Center for Academic Success and Achievement (CASA) serves students with learning, psychiatric disabilities, chronic medical conditions as well as students with visual, mobility and hearing impairments. For further information about this, please visit the CASA website https://www.framingham.edu/academics/center-for-academic-success-and-achievement/disability-access-services/index or contact Disability/Access Services in CASA at 508-626-4627 or disabilityservices@framingham.edu.

Tutoring and writing support are available for all students at CASA on the FSU campus (https://www.framingham.edu/academics/center-for-academic-success-and-achievement/academic-success/index). Online tutoring is available to all FSU students through ThinkingStorm. Students may reach ThinkingStorm through the Blackboard site. When using the online Writing Center, please allow ample time for tutors to read your paper and return it.

Passwords
When having difficulty with passwords please access the self-serve website (https://password.framingham.edu/) to change your password which is used for Blackboard, library databases, and FSU email.

Library services The Henry Whittemore Library

Phone: If you are unable to ask for assistance in person, call the Reference Desk at 508.626.4654 during hour regular hours.

Email: To contact the reference librarian via e-mail, send us your questions at reference@framingham.edu.

Course Blackboard Discussion Board forum "ask the librarian"
And of course – in person!
If you have any questions regarding this program you can ask your questions to our embedded librarian in discussion board

Starfish
Students may schedule appointments with faculty members or the simulation lab coordinator thru Starfish. Students access Starfish thru myFramingham (https://my.campus.framingham.edu/cp/home/displaylogin)
Framingham State University

Graduate Student Handbook

AY2019-2020

Office of Graduate Studies
Dwight Hall Room 202
508-626-4014
Yaser Najjar, Ph.D.
Dean, Graduate and Continuing Education
Notice to Students

The rules, regulations, policies and general information that appear in this graduate student handbook were in effect at time of its publication. Like everything else in this graduate student handbook, they are published for informational purposes only, and they do not constitute a contract between the University and any student, applicant for admission or other person.

Whether noted elsewhere in this graduate student handbook or not, the University reserves the right to introduce additional rules and to change, eliminate and add to any existing rules, regulations, policies, fees and other charges. Whenever it does so, the University will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.
Welcome

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

We eagerly solicit your feedback about the usefulness of this handbook, particularly in calling our attention to information and issues that are not currently included, but should be. Please send your suggestions to Dr. Yaser Najjar, Dean of Graduate and Continuing Education at vnajjar@framingham.edu. We encourage you to drop by our office at any time (Dwight Hall room 202) to discuss any issues or just say “hello”.

Mission

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

Vision

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

Academic Advising

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

Blackboard

Blackboard Learn

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

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

Information Technology Services

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

How to get IT help:

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

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

**Identification Cards**

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. Your ID is necessary to access many beneficial services at the University, including use of the gym at the Athletic and Recreation Center in Dwight Hall.

**Parking**

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

**Textbooks**

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

**Academic Honesty**

Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty. Students are referred to the Graduate Catalog 2018-2019.

**Academic Standing and Dismissal**

**Academic Average for Graduate Degrees and Certificates**

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

**Academic Warning**

The following circumstances result in an academic warning:

1. A student shall receive a warning the first time the cumulative quality point average falls below 3.00.
2. A student shall receive a warning when the student receives one grade below “B- (2.70)".

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

**Academic Dismissal**

The following circumstances result in an academic dismissal:

1. A student may be dismissed upon completion of a semester in which the cumulative quality point average falls below 3.00, and when a warning previously has been given. Students will not receive more than one warning before being dismissed.
2. A student shall be dismissed if the cumulative quality point average remains below 2.70 for two consecutive semesters.
3. A student shall be dismissed when the student accumulates two grades below “B- (2.70)".
4. A student shall be dismissed upon receipt of an “F” grade. The “F” grade is permanently recorded on the transcript and remains in the cumulative quality point average unless the student is reinstated and the course is retaken.

5. Upon notification of dismissal, students will have up to one semester from the date of notification to make a formal written appeal for readmission. The appeal will not be considered unless it includes concrete reasons and explanations for the student’s poor academic performance, with specific reference to extenuating circumstances and documentation where possible. Students must also include a written plan of action for improving the level of academic performance. Appeals are addressed to the Graduate Education Council. Appeals for readmission will be reviewed based on new information or extremely extenuating circumstances only.

6. Should a student be re-admitted to the University (after submitting a written appeal to the Graduate Education Council) and receive an additional grade of “F” or meet the criteria for Dismissal as noted in items 1 through 3, that student will be permanently dismissed and ineligible for appeal.

**Attendance**

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

**Mandatory Health Insurance**

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

In the event of severe weather conditions or other emergency situations, notice of delayed openings or cancellation of classes will be broadcast on radio station WBZ 1030 AM and the television station WBZ – TV Channel 4. Announcements will be made beginning at 6:00 a.m.

You may call (508) 626-4898 for a recorded weather message. Students, Faculty, and Staff are encouraged to register or update contact information, via myFramingham portal, for the University’s emergency notification system.

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

**PLEASE DO NOT CALL UNIVERSITY POLICE.**

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

**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” before the second class. Students may still withdraw after the second class meeting, but it must be **before the ninth class meeting**; in this instance, a “W” is issued for the class. Students should refer to the Continuing Education Academic Calendar on the web for withdrawal and refund dates. **Note:** Non-attendance does not constitute being “dropped” from a course. Also, attending a course without having been officially “added” to the course does not constitute enrollment in the course.
Graduate students taking **Day Division courses**. A student may add or drop a semester course or change a section of the same without penalty if the course is dropped before the end of the sixth academic day. This is done in the portal, *myFramingham*. Refer to the Day Division Academic Calendar on the website for the exact date when add/drop is over. **Note:** Non-attendance does not constitute being “dropped” from a course. Also, attending a course without having been officially “added” to the course does not constitute enrollment in the course.

**Directed/Independent Study**

A Directed or Independent Study allows students the opportunity to study in an area in greater depth than the content of existing course offerings.

A Directed or Independent Study may also be offered when a course existing in the University Catalog is not offered during the semester the student is enrolled at the University.

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

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

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

**MBA Capstone**

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

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

**Educational Records**

*Change in Biographical Data*

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

**Transcripts**

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

**Viewing your Unofficial Transcript**

- Log into the [myFramingham](https://myframingham.framingham.edu) portal
- From the homepage select Academics from the menu at the top
- Select Academic Profile click on the word “Transcript”
- From the Academic Transcript Options (No need to select transcript level or type) just click on the word “Submit”

**Transfer of Credits**

Transfer credit for prior graduate coursework completed at another accredited college or university will be considered **at the time of admission** based on course descriptions and
documentation submitted with the student’s application. Matriculated graduate students are expected to complete all coursework at Framingham State University.

Under extenuating circumstances, students may request permission to take a course for transfer credit after admission, and must obtain prior approval in writing from both the advisor and the Dean of Graduate Studies. You must complete the Graduate Course Approval Form and the course description to the Office of Graduate Studies, Dwight Hall room 202. If you have any questions, please call the Office of Graduate Studies at (508) 626-4014. Courses accepted in transfer credit must meet the academic criteria established by Framingham State University.

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.

**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 to the Office of Graduate Admissions along with a new application. Another application fee is also required. No new transcripts need to be sent unless requested, but, depending upon the program applied to, new letters of recommendation and new scores from appropriate examinations may be required. Not all courses completed in one program may be transferable to another program. For more information please email mailto:gradadmissions@framingham.edu or call (508) 626-4501.

**Leave of Absence**

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 Absences. The policy regarding Time Limits for program completion is not affected by an approved Leave of Absence. Leave of Absences are available for consideration only to continuing graduate students in good standing (minimum 3.00 GPA). Students should consult with their program coordinator to determine if the Leave of Absence is appropriate.

The Dean of Graduate Studies makes the final decision to approve or deny a request for a Leave of Absence. For students on an approved Leave of Absence, registration information will be sent to both the FSU email account and personal email account on file, prior to the start of the next registration period and approximately two weeks prior to the term the student is scheduled to return. In order to remain active in the program before the Leave of Absence expires, the student must enroll in course(s) for the upcoming semester.

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

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

**Matriculation and Inactive Status**

**Non-Matriculated Students**

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

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

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

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

Inactive Students

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

If a student elects to take a semester off, a formal Leave of Absence Application (see policy) must be submitted two (2) weeks prior to the semester and approved by the Office of Graduate Studies. A student who does not request a leave of absence and elects not to enroll in at least one course during the fall or the spring semesters (or summer term for students matriculated in Counseling Psychology or Master of Business Administration) will become inactive at the University. Inactive students must apply for readmission prior to the start of the semester when seeking to return to active status.

Students returning to a program after being away for more than two consecutive semesters (excluding summer except for the two aforementioned programs) are subject to the new program requirements upon their return.

Readmission

A graduate student in good standing who withdraws from the University, or who becomes inactive, may apply for readmission within three years of the last semester attended. A student is defined to be in good standing if he or she was not subject to dismissal at the time of withdrawal. The application for readmission should be submitted at least one month prior to registration for graduate evening or online courses and a full semester ahead for graduate Day School courses. There is no application fee required for readmission within three years. Students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission. Students must also complete their entire program in the time limit allowed for that program including the time of inactivity. Students should refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students must enroll for the semester in which their readmission is effective.
If a student has been inactive for three years or longer he or she is required to submit a new Application for Graduate Admission and application fee with updated documentation, including a new statement of purpose, transcripts for courses taken at other institutions since being enrolled at Framingham State University, letters of recommendation and cover sheets, and any other documents as required for admittance to their intended program of study. Because of the length of inactivity, it may not be possible to complete all courses in the program of study within the time limit. Students may be required to take additional coursework, or repeat some prior coursework at the discretion of the Program Coordinator and Dean of Graduate Studies. To readmit in a program apply online. If you have questions regarding the graduate readmission process, please call (508) 626-4501 or email gradadmissions@framingham.edu.

If a PBTL student is seeking readmission, the existing licensure folder for a PBTL student (maintained in the Education Department) will be reviewed, in conjunction with the PBTL program readmission application, by the appropriate admissions committee reserves the right to discuss the contents of the student’s licensure filed with the PBTL applicant. Students must enroll for the semester in which their readmission is effective. 

**Comprehensive Examinations and Commencement**

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

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

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

- **August 15\textsuperscript{th}** for the **December 31\textsuperscript{st}** graduation date
- **October 15\textsuperscript{th}** for the **January 31\textsuperscript{st}** graduation date
- **January 15\textsuperscript{th}** for the **May** graduation date
- **April 15\textsuperscript{th}** for the **August 31\textsuperscript{st}** graduation date

**Grading**

Framingham State University uses the following marking system at the graduate level.
Grade | Quality Points
--- | ---
A | 4.00
A- | 3.70
B+ | 3.30
B | 3.00
B- | 2.70
C+ | 2.30
C | 2.00
F | 0.00

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

**Grade Appeal Policies**

The University recognizes that the instructor has the right to determine course evaluation policies that are consistent with departmental and University policies. The instructor’s policy will be designated in the course syllabus distributed at the beginning of the semester. It is the instructor’s responsibility to grade student work in a manner consistent with those procedures published in the syllabus.

The following procedure is employed in the event that students wish to appeal a final grade based on a mechanical error in calculation or if there is reason to believe that the grade was calculated in a manner inconsistent with the policies of the instructor, the department, and/or the University. Appeals based on discrimination criteria can be pursued through affirmative action procedures.

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

**Level I: Informal**

Within the first month of the semester following the semester of the course in which the final grade is questioned, students will pursue their concerns on the informal level, as designated below. Every effort will be made to resolve the students’ concerns informally at Level I.

The informal procedure is a two-step process in which the student first meets with the course instructor. After this meeting, if the matter is not resolved, the student would meet with the graduate program coordinator. If the appeal is not resolved at the graduate program level, the student has the right to pursue a formal appeal.

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

*Step One: Dean of Graduate Studies*

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

*Step Two: Faculty Governance/Graduate Education Council*

If the Dean decides there is a basis for appeal, the matter will be forwarded with all forms and any other pertinent materials to the Graduate Education Council. The Council will appoint an Ad Hoc Grade Appeal Committee.

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

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

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

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

**Graduate Assistantship Program**

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

**Student Resources**

**Athletics**

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

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

**Bookstore**

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

**Campus Police**

The Framingham State University Police Department has primary responsibility for safety, security and the upholding of all laws of the Commonwealth on the campus. The Department works closely with the university community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment.

The FSUPD is located on the ground floor of the McCarthy Center off Church Street. To contact University Police, please dial (508) 626-4911 or from a campus phone, press 4911. For more information please click here.

**Center for Academic Success and Achievement (CASA)**

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

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

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

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

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

All records and discussions between counselor and student are kept confidential and are protected to the full extent of the law.

Appointments are made by calling (508) 626-4640 or by visiting the Center on the second floor of the Health and Wellness Center, Foster Hall, Monday-Friday, between the hours of 9:00 a.m. and 5:00 p.m. Walk-in time: 2:15 and 2:30 p.m. A counselor is always available during walk-in time and you don’t need an appointment.

Dining Services

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

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

Disability/Access Services

Framingham State University offers equal opportunities to all qualified students, including those with disabilities and impairments. The University is committed to making reasonable accommodations as are necessary to ensure that its programs and activities do not discriminate, or have the effect of discriminating, on the basis of disability. Academic Success serves students with learning and psychiatric disabilities as well as students with visual, mobility and hearing impairments.

Academic Success works to provide reasonable accommodations to qualified students. The purpose of accommodations, medication, and/or auxiliary aids is to reduce or eliminate any disadvantages that may exist because of a disability. Framingham State University is not mandated by law to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, the University is mandated to modify existing requirements on a case-by-case basis in order to ensure that individuals are not discriminated against on the basis of their disability. For further information please click here.

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

Financial Aid

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

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

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

Graduate Student Lounge

The Graduate Lounge is located in Hemenway Hall–Room 310. This is a great place for students to meet (before and after class) and collaborate or just sit quietly and study.

Health Center

The Health Center at Framingham State University provides acute and primary care services by a staff of board certified nurse practitioners. All students regardless of insurance can receive care at the Health Center. The Health Center is located on the first floor of Foster Hall at the corner of State Street and Maynard Road (next to the McCarthy Center). Appointments are necessary. Please contact us at (508) 626-4900.

Hours of operation: Monday-Friday, 8:00 a.m. to 5:00 p.m. Emergencies: If the health Center is closed, contact Campus Police at (508) 626-4911. Also, please check after-hours information.

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

Library

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

**Monthly Payment Plan - Tuition Management Systems**

Telephone Number: 1 (888) 216-4258    Website: [https://framingham.afford.com/](https://framingham.afford.com/)

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

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

**Registrar’s Office**

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

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

**Student Accounts**

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

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

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

Yaser Najjar, Ph.D.  Dean of Graduate and Continuing Education
(508) 626-4769  ynajjar@framingham.edu

Kelly Kolodny, Ph.D.  Coordinator of the PBTL Program
(508) 626-4567  kkolodny@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

Michael Merriam  Assistant Dean/ Director of Graduate,
Continuing Education and Transfer Recruitment
(508) 626-4502  mmerriam@framingham.edu

Jeffrey Masse  Associate Director of Graduate and Continuing Education
Recruitment
(508) 626-4045  jmasse@framingham.edu
The Student Services Center (SSC) is the centralized hub dedicated to student transactional services. While the SSC serves as a “one stop” operation, students interact with specific offices based on transactional needs. Office contact information is as follows:

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  
registrarsoffice@framingham.edu

SSC is located on the fifth floor, room 515 of the McCarthy Center.  
The SSC regular office hours are Monday – Tuesday 8:30 a.m. to 6:30 p.m.  
Wednesday - Friday 8:30 a.m. to 5:00 p.m.

FSU is a “self-service” environment. Current students will access myFramingham (the student portal) to complete common transactions such as registering for courses, paying charges, waiving student health insurance, and viewing degree audits.
Appendix A: Confirmation of Receipt/Review of Handbook

Framingham State University
Office of Graduate Studies

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

Signed: __________________________  Date: __________________________

Expected Graduation (Semester, Year): __________________________

Concentration: __________________________

Contact Information:

Email: __________________________

Phone Number: __________________________

Permanent Address: __________________________

Please return to the Office of Graduate Studies, Dwight Hall Room 202
Appendix B
MSN Graduate Student Handbook Form

I, _________________________________ have received access to the MSN Graduate Student Handbook from Framingham State University’s Nursing Department. I understand that I am expected to abide by all policies, deadlines, and time lines set forth both in this handbook and those found in the Graduate Student Handbook, Graduate Catalogue, and the Ram Student Handbook. I also acknowledge that it is my responsibility to be familiar with the information in these handbooks and catalogues and if I have questions concerning these materials, I have asked or will ask for clarification.

Signed: _________________________________    Date ______________________

Expected Graduation (Semester, Year): _________________________________

Concentration (Education or Leadership): _________________________________

Contact Information:

Email: ____________________________________________

Phone Number: _______________________________________

Permanent Address: _______________________________________

____________________________________

Please return to the Graduate Coordinator and Advisor: Dr. Cynthia Bechtel
Appendix C
Permission to Use Student Work Form

Framingham State University

Permission to Use Student Work

1. **Grant of Permission.** I, the undersigned, am a current student from MSN program at Framingham State University, and hereby give to Dr. Cynthia Bechtel and Dr Susan Mullaney my permission to use my course materials completed while taking MSN classes.

2. **Scope of Permission.** This permission extends to the use of the Work (papers, posters, online modules, posters, discussion board postings, etc.) for educational and/or academic purposes only. These purposes specifically included: (1) to show future student examples of the Work in PowerPoint (2) to provide samples to future students via the Blackboard sites, or (3) to use as examples in published Works that discuss pedagogical issues related to teaching/pedagogical issues or student learning.

3. **Certification of Authorship.** Except as explicitly indicated on the Work, all aspects of the Work are original to me and have not been copied.

4. **Privacy Release.** I hereby authorize and consent to the release, maintenance and display of my name if necessary, and any other personal information I have provided in connection with the Work and its use. This authorization also includes the disclosure of the content of the Work itself and any associated information.

Student Name: __________________________ Signature: __________________________

Date: __________________________

(Students receiving this document via email may send a return email to confirm your agreement to these terms.)
Appendix D
Photo Release Form

PHOTO RELEASE FORM

I hereby grant Framingham State University permission to take/use photographs of me or photographs in which I may be involved with others for the purpose of promoting Framingham State University in publications and other media controlled by the University.

I hereby release and discharge Framingham State University from any and all claims arising out of use of the photos. I also waive the right to any compensation for usage of the photography.

I have read the document and fully understand its contents.

(Signature)  (Date)

(Printed name)  (Phone Number)

If the above individual is a minor:
I am the parent or guardian of the minor named above, and I consent to the release. If in the future the minor voids this consent release, I agree to indemnify Framingham State University from any liability that may be incurred because of the minor’s action.

(Signature)  (Date)

(Printed name)  (Phone Number)

(Street Address, City, State, Zip Code)
Appendix E
Video Recording Release Form

VIDEO RECORDING RELEASE FORM

I hereby grant Framingham State University permission to record videos of me while participating in simulation activities. The recording will remain on the Framingham State University server for an undisclosed amount of time.
I understand that recordings may be used to promote the simulation program at Framingham State University, and give permission for my recordings to be viewed by others.
I hereby release and discharge Framingham State University from any and all claims arising out of use of the video recordings. I also waive the right to any compensation for usage of the video recordings.

I am above the age of 18. I have read the document and fully understand its contents.

___________________________ (Signature) _________________________ (Date)

___________________________ (Printed name) _________________________ (Phone Number)

___________________________________________________________________________
(Street address)

___________________________________________________________________________
(City, State, Zip)
Appendix F

Framingham State University
Master of Science in Nursing
Request for Recommendation

Date: ____________________

Dear: ___________________________________________________________________________

I am writing to ask you for a letter of recommendation for application to
_____ (Name of school) ___________________________________________________________
_____ (Name of Scholarship) _______________________________________________________
_____ (Job title and facility) _______________________________________________________

I believe you are a faculty member who has great insight into my contributions in the classroom and/or
practicum experience.

I would appreciate it if you would focus on the following abilities or aspects of my character as a
graduate student, nurse educator, or nurse leader.

1. ___________________________________________________________________________
2. ___________________________________________________________________________
3. ___________________________________________________________________________

If you feel you would be the best person to write this letter I would appreciate your contacting me at
your earliest convenience.

The letter must be submitted (by mail, online, by phone) by (date) ___________________________ so I
can make by application deadline. I have included my CV.

You can reach me at:

Email ____________________________
Phone ____________________________

If I can provide any further information or assistance, please let me know as soon as possible.

Sincerely,

Signature _____________________________________________
Printed name ___________________________________________