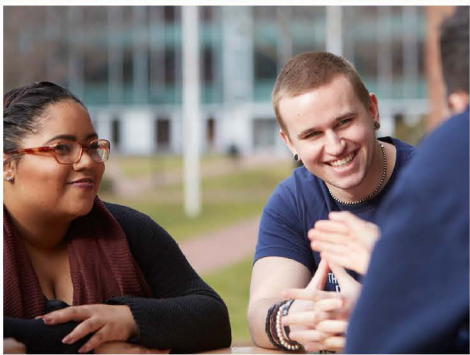




Framingham
State University
LIVE TO THE TRUTH



2017-2018

RAM STUDENT HANDBOOK

www.framingham.edu





REGIONAL ACCREDITATION

- New England Association of Schools & Colleges (NEASC)

PROGRAM ACCREDITATION

- Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND)
- Commission on Collegiate Nursing Education (CCNE)
- International Accreditation Council for Business Education (IACBE)
- National Association of Schools of Art and Design (NASAD)
- National Council for Accreditation of Teacher Education (NCATE)
-

APPROVED BY

- American Chemical Society (ACS)
- Initial and Professional Licensure Programs for educators are approved by the Department of Elementary and Secondary Education (DESE) of the Commonwealth of Massachusetts and the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Interstate Certification Compact on Certification of Educational Personnel

MEMBER OF

- American Association of Colleges for Teacher Education
- American Association of Colleges of Nursing
- American Association of State Colleges & Universities
- Association for Continuing Higher Education
- Association of American Colleges and Universities
- Association to Advance Collegiate Schools of Business
- Council for the Advancement and Support of Education
- Council of Graduate Schools
- International Assembly for Collegiate Business Education
- National League for Nursing
- New England Association of Schools & Colleges
- Northeastern Association of Graduate Schools
- The College Board
- University Professional and Continuing Education Association

Published by the Dean of Students Office

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GREETINGS from the President of the University

Welcome to a new academic year at Framingham State University. Our talented and dedicated faculty and staff stand ready to help guide, teach and encourage you. Your success is our top priority.

The decisions you make at Framingham State will shape the opportunities available to you down the road. If you work hard and are successful here, many exciting opportunities will await you after graduation. How can you build a portfolio of achievement to maximize your opportunities? Here are a few hints:

First, commit yourself to a PLAN to graduate in four years...and then stick to your plan! Don't fall into an easy acceptance of delayed graduation. If you feel yourself falling behind, ask for help. Our Center for Academic Success and Achievement will help you get back on track.

Second, grades matter. You know this already. Good grades open up opportunities for careers as well as graduate study. Everyone who hires university graduates - from major corporations to police departments to school districts - examines grades because they signal motivation, diligence, stamina, dedication, and talent.

Third, you can expand opportunities by pairing your major with a minor. With careful planning, many students complete a major and a minor. Sometimes, it will be the second field that makes a key difference for a job, or for admission to graduate or professional school. Think about it early.

Fourth, realize that the world we live in is shrinking. A working knowledge of a foreign language is a real asset in virtually all fields – from finance to nursing. Take advantage of the foreign language and cultural opportunities that Framingham State provides.

Fifth, every field of human endeavor has been changed by the introduction of information technology. You must be prepared to offer an employer the skills that are required in his/her field of business or be prepared to use the information technology hardware and software that exists within a profession. Take advantage of every opportunity to broaden your technological skills. Snapchat is not enough!

Finally, employers and graduate and professional schools look for evidence that you have complemented your formal education with other experiences including travel, work, internships and leadership roles on campus that demonstrate your ability to work in groups, to meet deadlines, and to communicate effectively. So avail yourself of these extracurricular opportunities to enhance your portfolio of achievement.

You can make your years at Framingham State exciting, challenging, and rewarding. If you do so, you will find hundreds of faculty and staff who are excited about helping you to develop your talents. And, you will find as graduation nears, you will have many exciting opportunities from which to choose.

I hope you are excited about joining a University with historic roots. Framingham State was founded in 1839 by education reformer Horace Mann as the country's first public university for the education of teachers. We've come a long way since that time, evolving into a vibrant, comprehensive liberal arts institution. For more than 175 years, FSU has been opening doors to a world of opportunity and providing our students with the tools they need to thrive. Our network of more than 40,000 alumni excels in a wide range of fields, from the arts and humanities to math and science. If you work hard and take advantage of your time here, I promise you will find your name added to the ever-expanding list of FSU success stories.



This academic year belongs to you.

Welcome!

***Dr. F. Javier Cevallos, President
Framingham State University***





From the Interim Dean of Students

Welcome to Framingham State University! Whether this is your first year or you are returning we are happy that you decided to become part of the FRAMily.

I believe that you will be pleased with the open and accepting community that has developed here. Our students, faculty, and staff work hard and are willing to help one another succeed. There are many resources available to assist you in accomplishing your academic and social goals.

Here are some points to help you have a successful year:

- Study often and learn to manage your time!
- Get to know your faculty (visit office hours, they want to know you as well).
- Use the Center for Academic Success and Achievement (CASA) to gain tutoring assistance or fine-tune your study habit skills (everyone could use a refresher); CASA is poised to help, just ask.
- There are over 50 clubs and organizations to choose from, a myriad of intramural and varsity sports, and academic and/or social events occur every day. I urge you to participate, join, tryout, and/or attend; you won't regret your decision.



I hope that you will stop by the Dean of Students Office to say hi or receive guidance on how to solve a problem. Either way the staff is ready and available to assist you in any way that we can. We are located in the McCarthy Center, Room 504 or you can call 508.626.4596.

Have a great year and work to uphold the University motto "***Live to the Truth!***"

David N. Baldwin,
Interim Dean of Students

From the Faculty and Librarians

Welcome to Framingham State from the faculty and librarians.

We bring diverse educational and professional backgrounds to our fields of discipline, which range through the liberal arts and sciences and include many professional programs as well. We are prepared to share that expertise with you, not only in the classroom, but also in the many activities that constitute the complex organization that is a state University: office hours, field trips, research projects, performances, committee work, campus organizations, and community activities.

But it is the classroom and laboratories that are the center of our joint teaching and learning enterprise. It is hard work on both sides of the desk; if you need help, ask for it. We will be there for you.

Good luck,
Dr. Robert Donohue
FSCPA





FROM the STUDENT GOVERNMENT ASSOCIATION

On behalf of the Student Government Association, I would like to welcome the new students to Framingham State University and am delighted to welcome back all the returning students. Framingham State University is a charming traditional New England campus that was founded in 1839. Located in the rapidly growing and innovative MetroWest region of Massachusetts, FSU is an exciting place to be. Our campus has much to offer with endless possibilities and I truly hope you embrace it. Find what makes you happy and do it. I encourage you to not only be a student of Framingham State University, but to be the change you want to see.

Being a student at Framingham State University is a chance for you to discover who you are and where you are going. I hope you dream big, sparkle more, and shine even brighter. The journey of attending college will be a different experience for everyone but I hope you take advantage of all the resources Framingham State has to offer in order to make the most of your time here. Join one of the 50+ clubs & organizations, apply for an on campus job or internship, participate in a community service project, or join any of the varsity or intramural sports teams. Find your niche, seize it and use it to further develop yourself.

Difficult roads often lead to beautiful destinations. College can offer new obstacles and challenges. Know that you do not have to face these problems alone and there are many resources on campus that are more than willing to help you along the way. Communicate with your professors & advisor, go to the Financial Aid Office, reach out to the Center for Academic Success and Achievement, visit the Center for Inclusive Excellence, and of course speak with SGA. Feel free to use the Student Government Association as a resource while you embark on your journey through Framingham State. Do not hesitate to stop by our office at any time in the McCarthy Center, Room 404 or email us at SGA@framingham.edu

Sincerely,

***Kyle Rosa, President
Student Government Association***



ACADEMIC CALENDAR - 2017-2018
FIRST SEMESTER - Fall 2017

New Student convocation (First-Year & Transfer Students), Student Teaching Orientation (Scheduled by Education Department)	Tuesday, September 5
Classes & Student Teaching Begin	Wednesday, September 6
Last Day to Add/Drop a Semester Course	Wednesday, September 13
Last Day to Take a Course Pass/Fail	Wednesday, September 13
Last Day to Make Up an Incomplete from Spring 2016	Friday, September 29
Columbus Day (Observed) (No Day Classes)	Monday, October 9
Veterans' Day Observed (No Day Classes)	Friday, November 10
Last Day to Withdraw from Fall Semester Course w/ a "W"	Wednesday, Nov 15
Thanksgiving Recess	Thu/Fri, November 23, 24
Semester Classes End	Friday, December 15

Final Exam Period: Mon - Friday, December 18-22
Examination Snow Day: Saturday, December 23
End of First Semester: Saturday, December 23

INTERSESSION - WINTER 2017

Schedule TBD - go to www.framingham.edu for updates

SECOND SEMESTER - Spring 2018

Advising & Registration - Orientation (New Students)	Thursday, January 11
Student Teaching Orientation	Friday, January 12
Martin Luther King Day (No Classes)	Monday, January 15
Classes & Student Teaching Begin	Tuesday, January 16
Last Day to Add/Drop a Semester Course	Tuesday, January 23
Last Day to Take a Course Pass/Fail	Tuesday, January 23
Last Day to Make Up an Incomplete from Fall 2016	Friday, February 9
Presidents' Day (No Day School Classes)	Monday, February 19
Spring Vacation (After Classes)	Friday, March 9
Classes Resume	Monday, March 19
Last Day to Withdraw from Semester Course with a "W"	Tuesday, April 3
Patriots' Day Observed (No Classes)	Monday, April 16
Semester Classes End	Friday, May 4

Final Exam Period: Mon - Friday - May 7-11
End of Second Semester: Friday, May 11
Spring Commencement, Sunday, May 20
Orientations for New Transfer Students, Wednesday, May 30

Student Services


There are many services available to support students' growth inside and outside of the classroom. Our services include the following (all extensions start with 508-626- then extension):

<u>SERVICE</u>	<u>PHONE</u>	<u>ROOM</u>
Absences (<i>Documented Medical & Emergency related</i>)	4596	MC 504
The Advising Center (TAC)	4540	OC 111
Academic Success	4509	CASA
Add/Drop (<i>Late</i>)	4596	MC 504
Black & Gold Orientation Leaders	4637	OC 102
Campus Ministry	4610	MC 516
Career Services and Employer Relations	4625	MC 412
Clubs and Organizations	4615	MC 510
Community Standards	4604	MC 518
Counseling Center	4640	Foster Hall
Dean of Students Office	4596	MC 504
First-Year Programs	4905	OC 106
Health Center	4900	Foster Hall
Orientation	4637	OC 102
Placement Testing	4905	OC 106
PLUS Program	4907	OC 109
Residence Life	4636	TW 100
Students with Disabilities <i>Documentation, Accommodations</i>	4509	CASA
Student Involvement & Leadership Development (SILD)	4615	MC 510
Transfer Student Services	4637	OC 102
Tutoring Center	4509	CASA
Undeclared Students	4541	OC 108
Veterans Services	4632	CR Annex
Withdrawal from Class (<i>Late</i>)	4596	MC 504
Withdrawal from University	4596	MC 504

Disability/Access Services

Framingham State offers equal opportunities to all qualified students, including those with disabilities and impairments. Framingham State 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 works with students who have learning and psychiatric disabilities, students with mobility or sensory (vision, hearing) impairments, and students with chronic medical conditions

The Disability/Access Services Office reviews documentation and determines reasonable accommodations for qualified students. The purpose of accommodations, modifications, and/or auxiliary aids is to



reduce or eliminate any disadvantages that may exist because of a disability. Framingham State is not mandated by law to waive specific courses or academic requirements considered essential to a particular program or degree. Rather, Framingham State is mandated to ensure access and 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.

Procedure for Accessing Academic Support: Upon admission or transfer to Framingham State, students who want to access disability services must self-identify and provide appropriate verification of their disability to the Disability/Access Services Office in the Center for Academic Success and Achievement (CASA). Documentation will be reviewed in a timely manner and eligibility for reasonable and appropriate accommodations will be determined on an individual basis.

The Disability/Access Services Office is responsible for evaluating the documentation submitted by the student. If further evaluation is needed, the Dean of Students may also review the documentation. The documentation will be retained in a confidential Registry for Students with Disabilities at CASA and will be accessible only to those making decisions regarding accommodations.

Following review of documentation, students who are requesting accommodations must meet with personnel in the DisabilityAccess Services Office. Since some services require advance notice to arrange, sufficient lead time is necessary to ensure that modifications or auxiliary aids are available by the start of classes. Students with physical or sensory disabilities must give adequate notice to arrange accessible classrooms, to hire sign language interpreters, or to obtain textbooks in an alternative format.

At the request of the student, accommodation letters will be prepared for faculty to confirm the presence of a disability and appropriate classroom or exam accommodations. Students should meet with faculty as early as possible to discuss arrangements for the semester. If, at any point, an instructor expresses concern about the academic accommodations stated in the CASA letter, the student is responsible for contacting the DisabilityAccess Services Office immediately.

Framingham State requires all students claiming a disability to submit documentation that verifies the disability. Documentation on file must:

- State the specific diagnosed disability or disabilities.
- Describe the functional limitations resulting from the disability or disabilities.
- Be current within three years for learning disabilities and ADHD and within six months for psychiatric impairments. (This requirement does not apply to visual, hearing or mobility-related impairments.)
- Include a complete educational, developmental or medical history relevant to the disability.
- Include a list of all test instruments used in evaluation and relevant subtest scores. (This requirement does not apply to visual, hearing or mobility-related impairments.)

- Describe the specific accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services requested.
- Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis, including licensure or certification and area of specialization.

Complete guidelines can be found at: www.framingham.edu/casa. High school Individualized Educational Programs (IEP's), while helpful in determining accommodations, are not sufficient documentation upon which to base a request for academic accommodations.

Accommodations

Reasonable accommodations are defined as all adjustments, alterations, or modifications that allow a student with a documented disability or impairment to have equal access to University programs and activities. There is no guarantee all requested academic accommodations will be granted. Accommodations will be made on a case-by-case basis, and may include but are not limited to:

Academic accommodations can include

- Extended time (1.5x) on quizzes and exams and exams in a reduced-distraction setting (CASA)
- Use of PC or adaptive technology during exams in CASA
- Use of a calculator during exams
- Use of an audio recorder in the classroom
- Sign language interpreters in the classroom
- FM transmitters in the classroom
- Note-takers in the classroom
- Use of a laptop for notetaking or access to assistive technology and textbooks in an alternate format in the classroom

Other accommodations can include

- Occasional absences due to a medical condition (notification only; does not override course attendance policy)
- Meal plan modifications
- Housing accommodations
- Priority registration for courses

Student Rights and Responsibilities

Rights:

- To not be denied access due to disability.
- To receive reasonable accommodations which provide equal opportunity.
- To have access to auxiliary aids/assistive technology.
- To receive assistance from the Disability Access Services Office in removing any academic, physical or attitudinal barriers.
- To not be discriminated against due to a disability or receive any

retaliatory discrimination.

- To confidentiality of all documentation related to his or her disability.

Responsibilities

- To self-identify themselves to the Disability/Access Services Office.
- To provide documentation — with current functional limitations and recommendations for academic support — by a qualified practitioner.
- To present an accomodation letter to faculty.
- To provide a minimum of a two-week notice for all accommodation requests including but not limited to adaptive technology, physically accessible classrooms, interpreters or texts in alternative format.
- To provide reasonable notice to the instructor and the Disability/Access Services Office when they will be testing at CASA.
- To assume responsibility for testing procedures and notifying faculty and the Disability/Access Services Office accordingly.
- To assume personal responsibility for meeting with faculty and requesting assistance through supplemental services such as the CASA Tutoring Center.
- To meet the University's graduation requirements.

The Advising Center (TAC)

<https://www.framingham.edu/academics/advising/index>

Location: O'Connor Hall 111, Telephone: 508-626-4540
Hours: Monday – Wednesday, 9 a.m. – 7:30 p.m.
Thursday and Friday, 9 a.m. - 5 p.m.

The Advising Center helps students plan their academic careers, from course selection to graduation requirements. Advising can also assist with decisions involving choosing or changing majors, and with strategies for remaining in good academic standing. We are the primary advisors for undeclared majors and provide supplemental support to faculty and undergraduate students from around the University. Advisors are available by appointment and on a walk-in basis (subject to availability).

Athletics

Students may use the Athletic/Recreation Center during school hours when there are no fitness classes, varsity athletics, intramurals, practices, or games scheduled. All students must have a valid Framingham State ID card for entry. Special requests will need to go through the Campus Events Department. The Campus Events Coordinator will facilitate the request with Athletics.

Intercollegiate Athletics

Fall: Field Hockey (W); Volleyball (W); Soccer (M/W); Football (M); Cross Country (M/W); **Winter:** Basketball (M/W); Ice Hockey (M); **Spring:** Softball (W); Baseball (M); Lacrosse (W)

Intramurals

The following activities are offered to all students and faculty/staff: Volleyball (Co-ed); Golf; Floor Hockey (M/W); Basketball (M/W); Whiffleball (M/W); Dodgeball (Coed); and Table Hockey (Coed).

Club Sports

Cheerleading (W); Lacrosse (M); Rugby (M/W)

There is also a large aerobics program featuring aerobics, muscle conditioning, yoga, kickboxing, and spinning. In addition, nutritional counseling is available.

Bookstore

The Framingham State Bookstore is located on the first floor of the Athletic Center. All textbooks and supplies needed for your courses are available here. The Bookstore also offers FSU clothing, gifts, residence hall supplies, health and beauty items, reference books and much more.

Services we offer:

- We buy textbooks back from students year round.
- We accept RAM Cash as a form of payment.
- You can use your excess student account funds in the store as payment.
- You can order your books online and have them shipped home or held for pick-up in the store.
- Many of our textbooks are eligible to rent at an average savings of 50% or more off the new price.
- Many titles are also available as digital downloads.

Bookstore hours:

Monday – Tuesday:	9 a.m. – 7 p.m.
Wednesday – Thursday:	9 a.m. – 5 p.m.
Friday:	9 a.m. – 4 p.m.

For more information call 508-626-4595, or visit:
www.framinghamstore.com

Campus Ministry

The Office of Campus Ministry provides opportunities to serve the religious and spiritual needs of all members of the campus community. The office coordinates religious services, educational programs, and volunteer service opportunities. The office also provides spiritual guidance and counseling for members of the Framingham State University community who are dealing with issues of faith or morality regardless of religious affiliation.

Four chaplains are available to assist students, faculty, and staff. A Roman Catholic lay minister and a Protestant lay minister (Evangelical) are available two days a week, a Jewish Rabbi is available once a week, and an Interfaith Specialist is available online and via telephone. The

chaplains are also advisors to the Catholic and Jewish student clubs. Another student religious group active on campus is Christian Fellowship, a non-denominational group.

The chaplains are available to help students from religious groups and from traditions that are not currently being served on campus. The chaplains also organize interfaith activities such as the annual Thanksgiving Dinner, joint meetings with non-religious clubs and volunteer service opportunities.

Additional information can be obtained by stopping by the McCarthy Center, Room 516 or by calling 508-626-4610.

Career Services and Employer Relations

<https://www.framingham.edu/the-fsu-difference/career-services/>.

Location: Room 412 of the McCarthy Center.

Hours: Monday–Friday, 9 a.m. – 5 p.m.*

**During the academic year we will be open until 7 pm several days during the week. Make an appointment by dropping in or calling 508-626-4625.*

Our office provides a welcoming and supportive environment to assist students with important career needs. We offer assistance in finding a good career fit for your unique values, skills, interests, and personality through career exploration assessments, career counseling, resume and cover letter development, interview preparation, networking opportunities with over 500 employers, and job/internship search techniques.

We assist you in considering the next step in your career— choosing a major or minor, exploring internships and other experiential activities, part-time and full-time positions, and graduate school. We offer one-on-one advising, career events, and online based tools to help identify a good career fit and how to market your skills and experiences to potential employers.

Find part-time jobs, on-campus positions, internships, events, and full-time opportunities on RAMTRACK, our online job and internship listing database.

Center for Academic Success and Achievement (CASA)

Website: www.framingham.edu/casa

Location: South Peirce Hall Annex, Telephone: 508-626-4509

Tutor Hours: Monday – Thursday, 9 a.m. – 9 p.m.

Friday, 9 a.m. - 1 p.m.

Sunday, 5 p.m.- 9 p.m.

The team of professional staff at CASA supervises the operation of several academic success programs. These include the Writing Center, where students can get help with their written course work; the Math Center, where tutoring in math for any course at Framingham State is available; Subject and Academic Success Peer tutoring, where accomplished students



offer assistance and serve as academic role models for classmates; and Supplemental Instruction, where students work closely with faculty to conduct study sessions and course-specific tutoring. CASA also provides workshops to support student success, including for state education licensure and for academic skill development.

In addition, the Disability/Access Services Office is located in CASA and arranges academic support and reasonable academic accommodations for students with documented disabilities.

CASA is also home to GenerationOne, an affinity group for first-generation college students, and mentorship opportunities within the Framingham community are coordinated by an AmeriCorps VISTA member working in CASA.

The Diverse Scholars Program is also located in CASA. This is where 18-21 year-olds with intellectual disabilities can audit a course and enjoy the college experience.

A small, but very convenient, networked computer lab as well as individual study carrels are available for student use. CASA is a place where students, faculty, and staff come together to enjoy its spacious study areas as well as its many academic services.

The Center for Inclusive Excellence (CIE)

The Center for Inclusive Excellence (CIE) at Framingham State University is a learning community committed to equity, social justice and making excellence inclusive. As a guiding principle, Inclusive Excellence is a collective commitment, meant to include and engage the rich diversity of students, staff, faculty, administrators, alumni and community constituents. We believe that through the process of embracing the brave qualities of challenge, risk and difficulty; authentic learning and self-discovery will occur and transform our campus community. The CIE hosts community lectures, performances, presentations and a variety of initiatives throughout the academic year that celebrate the diversity within our community. The CIE provides mentorship for student clubs, student leadership opportunities and intercultural learning and training for students, staff and faculty.


Community Standards

The Office of Community Standards serves to encourage students to make ethical decisions by promoting awareness of the Student Code of Conduct and implementing standards of behavior. Community Standards is dedicated to fostering ethical citizenship and responsible decision making in our students while serving two primary functions for the University.

Working in conjunction with the Associate Dean of Students and Residence Life, Community Standards' first function is to resolve complaints which allege violations of the Student Code of Conduct. Our office responds to these alleged violations, investigates, and resolves them in a manner which protects both the University's mission and the members of our campus community, including respondents.

The second function of Community Standards is to serve as a resource for





students, faculty and staff. By collaborating with colleagues across campus and facilitating ongoing dialogue with students, Community Standards supports an environment conducive to student learning, engagement, and academic success.

Location: D. Justin McCarthy Center 518; Phone: (508) 626-4604

Commuter Programs

For the commuting student population, the Office of Student Involvement and Leadership Development provides resources and support through a variety of services. All campus resources are open to commuter students, and students are encouraged to provide feedback for other ideas and programs. Lockers, the commuter lounge and focus groups are just a few of the services offered for commuters. A complete list of services is provided on the Student Involvement's website: <https://www.framingham.edu/student-life/student-involvement-and-leadership-development/>. For more information please call 508-626-4615.

Counseling Center

The Counseling Center is the place to come when you have a personal concern and want to talk with a counselor to explore alternatives in an objective, accepting way. Many students seek help with issues relating to the problems and stresses of college life. Students also come in with a wide range of problems and concerns, including depression, anxiety, friendship and relationship issues, eating problems, and difficulty with self-esteem, to name a few.

Counselors are available by calling or coming in to the Center to make an appointment, at no cost to matriculated Framingham State students. Initial meetings will focus on your concerns and an agreement will be reached between you and your counselor about the best approach to your situation. All records and what is discussed with your counselor are kept confidential and are protected to the full extent of the law.

In urgent situations, students can be seen by a counselor immediately and a plan can be negotiated for appropriate treatment. After normal business hours and on the weekends, students requiring immediate assistance can call Advocates Emergency Services at 508-872-3333.

To make an appointment, please call the Center at 508-626-4640, or stop by our office in the Health and Wellness Center at Foster Hall between 9 a.m. and 5 p.m., Monday through Friday. Students can come in without an appointment Monday through Friday from 2:30 p.m.- 3:30 p.m. or any time during business hours if there is a crisis.



D. Justin McCarthy Center

The D. Justin McCarthy Center is open to all members of the Framingham State community, including students, faculty, staff, and alumni. The McCarthy Center offers a wide array of services, comfortable meeting and event rooms, fine food, and a variety of programs. The following offices and meeting spaces are located in the McCarthy Center:

1st Floor

- Framingham State University Police Department, ID Office

2nd Floor

- FSU Dining Services
- Market Place
- Dining Commons
- Forum

3rd Floor

- 1839 Room
- Alumni Room
- Cyber Cafe´
- Faculty/Staff Dining Room
- Game Room
- Information Desk/Transportation Center
- Mazmanian Gallery
- Student Lounge

4th Floor

- Career Services and Employer Relations
- Classrooms (415, 417, 419)
- Club Rooms I (MC 413) and II (MC 408)
- *The Gatepost* Student Newspaper
- Student Government Association (SGA)
- Student Union Activities Board (SUAB)
- WDJM Radio Station

5th Floor

- Paul T. Murphy Club Room
- Campus Ministry
- Dean of Students
- Student Involvement and Leadership Development
- Student Services Center (Dean of Enrollment Management, Financial Aid, Student Accounts, Registrar Services, Graduate Admissions)
- Office of Community Standards



Development and Alumni Relations and your Alumni Association

The mission of the Office of Development and Alumni Relations is to foster lasting relationships with alumni, students, friends, and the greater community. We accomplish this through engagement and fundraising that advance the institution's mission and enhance every student's FSU experience. Our department oversees fundraising, alumni relations, the Framingham State University Foundation, Inc. and the Framingham State University Alumni Association.

Each year in partnership with the Alumni Association, we offer numerous events for alumni, including Reunion Weekend, Homecoming, professional networking programs, sporting events and cultural programs. We also offer opportunities for students to network and connect with alumni professionally. In addition, the FSU Alumni Association awards two scholarships each year to Framingham State University students who are making a difference either on campus or in the community.

Some benefits and services that the Association offers include, insurance discounts through Liberty Mutual, continued access to the Career Services and Employee Relations Office, the Henry Whittemore Library, and a subscription to the FSU Alumni Magazine. Alumni are encouraged to take advantage of these valuable benefits and services and to stay connected with their classmates and their alma mater.

The Framingham State University Foundation Inc. is the nonprofit fundraising arm for the institution. This volunteer organization supports the University's goal of providing an excellent education that is affordable for all students, by raising and collecting private funds on behalf of the University.

The Office of Development and Alumni Relations is located at 45 Adams Road. We offer student employment opportunities each semester to assist with alumni relations and development activities.

For more information please visit our website at www.framingham.edu/alumni or call 508-626-4012.

Framingham State Dining Services

On behalf of the entire Framingham State Dining Services Team, we would like to welcome you to Framingham State. Our mission is to provide the finest quality meals and services at an affordable cost to our students, faculty, staff and guests. Each time you dine with us our goal is to create an exceptional dining experience.


Location, Menus and Operating Hours

Please visit us online at www.framingham.edu/dining and select Dining Choices for a complete listing of dining locations, menus and hours of operation.

Meal Plan Choices

A meal plan (except Block 50+, Block 50, Block 25+, Block 25) must be selected by all students living in University-provided housing. Resident Freshmen & Sophomores will be assigned the ULTIMATE meal plan and





Junior & Seniors will be assigned the FLEX meal plan. If you wish to add or make a change to a meal plan, make the appropriate dollar adjustment on myFramingham. Changes or additions to meal plans on or after the first day of classes may continue to be made via myFramingham or by visiting the Dining Services Office in the McCarthy Center. All meal plans are available to commuter students.

Meals may be used in the Dining Commons or for a meal exchange available at many on-campus restaurants. Basic, Bronze and Silver Meals may only be used by the card holder. All other meals may be used for both the card holder and guests provided that the card holder is present.

Dining Dollars may be used at the Marketplace, Juice Bar, Starbucks, Red Barn Cafe or Sandella's Flatbread Cafe. Dining Dollars expire at the end of the term and unused balances are non-refundable.

Please visit us online at www.framingham.edu/dining and select Dining Plans for a complete listing of meals plan details.

RAM CASH

RAM CASH is a pre-paid debit account that allows students, faculty, and staff with a valid FSUcard to make purchases at on-campus restaurants. RAM CASH may also be used for purchases at the Bookstore, for washers and dryers at campus laundry centers, at snack vending machines and at a variety of off-campus locations. Please note that all deposits are final and refunds cannot be issued. Visit the RAM CASH page of our Website for more details.

FREQUENTLY ASKED QUESTIONS

What is my FSUcard?

Your FSUcard is your student ID. It is used for access to the residence halls, for meals in the Dining Commons (if you have a meal plan) and as a debit card for Dining Dollars and RAM CASH. If you have a meal plan with Dining Dollars (FSU Dining locations ONLY) or have added RAM CASH, you may use your FSUcard for purchases at all FSU Dining Services locations, at the Bookstore, for washers and dryers at campus laundry centers, at snack vending machines and at a variety of off-campus locations. Visit the RAM CASH page of our Website for more details.

Can my friend use my FSUcard?

Use of your FSUcard is limited to the person identified on the card.

Can I take food from The Dining Commons?

The removal of food in addition to china, silverware and cups from the Dining Commons is strictly prohibited.

I want to change my meal plan. Where do I go?

The easiest way to change your meal plan is online by logging into myFramingham and going to the Student Account section. Meal plan changes can also be made by visiting the Dining Services Office. Please

note that changes to a lower meal plan may only be made prior to add/drop.

I lost or forgot my FSUcard. What do I do?

Lost Student ID's must be reported to the Card Services Office immediately. Please note that there is a fee for card replacement. Cards may also be put on hold via Blackboard.

I want to offer a suggestion to FSU Dining Services.

The quickest way to offer your suggestion is to speak with one of our managers or supervisors. Our staff is always eager to listen. Alternatively, you can comment via the FEEDBACK page of our Website or by sending an email directly to dining@framingham.edu.

When does my VALUE, VALUE+, or PREMIER meal plan reset for the week?

The week runs Monday – Sunday so your meals will reset starting Monday morning.

What do I do if I am unable to make it to a meal because of class, an internship or my work schedule on a regular and ongoing basis?

Please visit us online at <https://framingham.sodexomyway.com/dining-plans/exceptions.html>

Division of Inclusive Excellence & Community Engagement

Under the leadership of the Chief Officer of Diversity, Inclusion and Community Engagement, the Division of Inclusive Excellence & Community Engagement helps to advance campus-wide initiatives that support diversity, inclusion, equity, social justice and community engagement. Through collaborative and sustainable partnerships, the division supports the mission of Framingham State University and leads efforts to cultivate a vibrant learning, living and working environment where individuals of differing cultures, perspectives, and experiences are welcomed, respected, valued and supported.

The Division also provides leadership resulting in increased advocacy, partnerships, alliances and support, through engagement and outreach with external groups (industries, schools, and community based organizations).

The Division of Inclusive Excellence & Community Engagement is comprised of the Office of the Chief Officer of Diversity, Inclusion, and Community Engagement, Center for Inclusive Excellence, and the MetroWest College Planning Center. The division also works in close collaboration with FSU's Council on Diversity & Inclusion (CDI) and all other divisions of the university.

Contact:

Millie Gonzalez, *CO of Diversity, Inclusion & Community Engagement*

Dwight Hall, Suite 311B, Phone: (508) 626-4515

Email: vgonzalez@framingham.edu

Education Technology and Interactive Media Office

The Education Technology Office (ETO) is located in Hemenway Hall 105, 107 and 109. Team members support the use of technology in the teaching and learning space online, on-campus or a combination of the two. Consultative services, professional development workshops, and support of technology innovation projects are a focus of our department. ETO also provides support for Blackboard, online and blended learning instruction.

Hours:

Hemenway Hall: 8:30 a.m. and 5 p.m. M-F
Telephone: 508-626-4927,
Email: eto@framingham.edu.

Financial Aid

The Financial Aid Office at Framingham State assists students and their families in meeting the costs of a college education. Framingham State participates in a wide variety of federal, state, institutional, and private financial aid programs.

General Eligibility Requirements

In order to be eligible for financial aid, you must be a U.S. citizen or an eligible noncitizen enrolled (or accepted for enrollment) in a degree program at Framingham State. Additionally, you must maintain satisfactory academic progress toward a degree and be in compliance with the Selective Service Law, must not be in default on any educational loans, or owe a refund on any federal grants to any institution, and must have all documents required for a completed financial aid application on file in the Financial Aid Office. If you have a drug conviction for an offense that occurred while you were receiving Federal Student Financial Aid, please contact the Financial Aid Office 508-626-4534 to determine if your conviction affects your eligibility for aid.

How to apply for Financial Aid

Students must complete the FAFSA (Free Application for Federal Student Aid) every academic year. This application can be completed online at www.fafsa.ed.gov. The priority deadline for this application is March 1st. Students selected for verification will be required to submit additional documentation. Students can file the FAFSA after March 1, however funding may be limited.

Financial Aid Awards

Once your financial aid eligibility is determined, a financial aid package is prepared. The package may be a combination of grant, work, and/or loan programs.

The amount of financial aid eligibility that is met depends upon the

availability of funds, the number of applicants, and the date your financial aid file is completed. If you complete a financial aid application, a financial aid award letter will be mailed to you.

It is the responsibility of the student to notify the Financial Aid Office of all financial assistance received from other sources. Types of assistance that must be reported include private scholarships, tuition waivers, veterans' benefits, Massachusetts rehabilitation assistance, etc.

All forms of outside assistance must be taken into account in the financial aid package. Outside assistance received after awards are made by the Financial Aid Office may cause the financial aid package to be adjusted.

Financial Aid Appeals

If your family situation has changed, you may appeal to the Financial Aid Office. Appeals must be in writing, preferably typed, and submitted to the Financial Aid Office. Grounds for an appeal may include, but are not limited to: loss of job, loss of other income, a death in the family, a divorce or separation in the family, and unusually high medical bills. Supporting documentation must be included. All appeals are handled on an individual basis.

Payment of Financial Aid Awards

If you have been awarded financial aid prior to the due date of your bill with Framingham State, your aid (excluding Federal Work-Study) will be applied directly to your account. If you have been awarded more aid than is required to meet your obligation to Framingham State, you will be refunded this amount and it may be used to meet other educational expenses. Financial aid refunds are usually not available until the midpoint of the semester. It is the policy of the Student Accounts Office to credit the first money received to the student bill.

If you withdraw from Framingham State during the semester, you may not be eligible for your entire financial aid package. A refund calculation must be performed based on federal, state and institutional policies.

Financial Aid Office Staff:

Carla Minchello, *Director*

Susan Lanzillo, *Associate Director*

Traci Wynn Hickey, *Assistant Director*

Maribeth Ford, *Sr. Financial Aid Counselor*

Position open, *Financial Aid Counselor*

Samantha Landry, *Financial Aid Representative*

Heather McCarthy, *Financial Aid Representative*

Location: McCarthy Center, Room 515.

Telephone: 508-626-4534



First-Year Programs

First-Year Programs works with new students and the Framingham State University community to create an environment conducive to the successful transition of first-year and transfer students. Programs are designed that help acclimate students to Framingham State University's academic, social and cultural expectations. This includes assisting students in their academic pursuits, encouraging involvement in campus life and establishing connections between faculty, staff and administrators that will make their experience a positive one. The following services and resources are provided by First-Year Programs.

First-Year Philosophy Statement

Framingham State University provides opportunities to empower first-year students to grow and mature emotionally and intellectually. To help them begin this process, students will be exposed to a comprehensive support program of personnel and resources that encourages both personal development and responsibility. We also encourage students to participate in co-curricular activities that enhance a sense of community and provide transferable skills in and out of the classroom. Framingham State University supports students by providing an educational experience which focuses on teaching students to become actively engaged learners through establishing relationships that foster academic success.

Orientation

An orientation program is offered for new first-year and transfer students prior to the beginning of classes in the fall and spring semesters. The orientation program is designed to provide a comprehensive introduction to the academic, social and cultural dimensions of Framingham State University and to prepare students for a successful first year on campus. Through meetings with faculty, students and administrators, information is presented on academic requirements, registration, student services and campus life. Special orientation activities are offered for the parents/guests of entering first-year students. Orientation is mandatory for all Day Division students entering Framingham State University.


Goals of the FSU Orientation Program:

- Introduce the incoming students to members of the campus community.
- Start the conversation on how to be successful in the FSU collegiate environment.
- Inform incoming students about the various campus resources for student success.
- Introduce FSU technology that is available to all students.
- Promote a diverse and inclusive campus community.

FSU Foundations

This program is designed to assist the first-year student's successful transition to the University environment. All first-year students are required to





complete a FSU Foundations course during their first year at the University. All students, no matter the course, will learn how to be aware of themselves as life-long learners, to be contributing members of the Framingham State community and develop skills that will assist in their academic success. Students will also spend time researching their chosen major and also learn about others as a way of helping them understand the expectations of their chosen field of study. It is also an opportunity for undeclared students to begin researching majors that match their areas of interest and personal skills. This course, which actively engages students in and out of the classroom, will be a valuable part of the first year at Framingham State University as it assists students in learning how to get the most out of their University experience. As a benefit of the small size of the Foundations courses, students are able to connect with their faculty member, their seminar facilitator and the assigned Peer Mentor. These connections are designed to ease the transition during the first year at Framingham State University.

Goals of the FSU Foundations Seminar

As a result of the Foundations Seminar, students will:

- Understand that successful registration for courses includes academic advising, planning, and ability to use online resources.
- Understand that choosing a major/minor requires research, planning, and the ability to use available resources.
- Understand that a wide range of campus resources is available to support their success.
- Understand the appropriate use of technology that is available to all students.
- Understand that time management is an important skill that is required to be successful.
- Learn skills related to efficient and effective university learning.
- Contribute to a culture of inclusive excellence.
- Gain an understanding of how they can be active participants in their own education.

Common Reading program

Each year a new title is selected as the Common Reading for the academic year. Students are expected to read the book during the summer prior to arrival in September and be ready to actively take part in classroom discussions. Students should read the book with critical eyes, thinking about many of the themes that are present. Students should also consider how it relates to the life of an 18-year old student who is beginning life as a college student. Events will take place throughout the first semester related to the book.

The selection for the Class of 2021 is [A Hope in the Unseen](#) by Ron Suskind.



Black and Gold Beginnings

Just prior to the beginning of the fall term classes, academic and social programming is offered to assist students in their transition to FSU. Students take part in activities that allow them to bond with students, become familiar with Framingham State University and take advantage of all the resources available to them. This is a great way to begin their careers at Framingham State University.

Transfer Student Services

We serve as a home-base for transfer students in transition. We will answer your questions and help connect you with FSU campus resources, including academic advising, class registration, campus technology, campus involvement, and more. Hours are Monday–Friday, 8:30 a.m. – 5 p.m.

Alpha Lambda Delta First-Year Honor Society

Alpha Lambda Delta is a national society for full-time, first-year students, which honors high academic achievement in the first year of college. The purpose of the organization is to encourage superior academic achievement among students in their first year at Framingham State University, to promote intelligent living and a continued high standard of learning, and to assist students in recognizing and developing meaningful goals for their roles in society.


Students who enter Framingham State University as full-time, first-year students are eligible after their first and second semesters if they earn a 3.5 or higher grade point average. The annual initiation ceremony takes place in the spring semester and recognizes those who are eligible and have accepted the invitation to join the honor society.

The Framingham State University's chapter of ALD has elected student officers who coordinate three yearly events that are required of the organization. Past events have included tutoring, donating school supplies to local area elementary schools, and volunteering at retirement communities. Membership is for life and has numerous benefits, including recognition of your academic achievement, the potential for financial scholarships and fellowships from the national organization, and the opportunity to wear Alpha Lambda Delta Senior Honor Cords at graduation.

For more information on Alpha Lambda Delta, please visit the National ALD Website at www.nationalald.org. For more information about the local chapter, please contact Ben Trapanick, Director of First-Year Programs and advisor to FSU's chapter of ALD, at btrapanick@framingham.edu.

Tau Sigma Transfer Student Honor Society

While the transition to a new institution is new and exciting, it is also a challenge. Through the local chapter of Tau Sigma National Honor Society, FSU recognizes full-time transfer students who achieved a 3.5 GPA during the first semester at FSU. Tau Sigma members are celebrated for excellence in academic achievement and commitment to involvement at Framingham State. The annual induction ceremony for those who are eligible takes



place in the spring semester of every year. Through Tau Sigma National Headquarters, members are able to apply for scholarships, attend national conferences, and seek leadership roles. Within our local chapter, members are able to apply for leadership roles, organize campus events based on service and involvement, and help build the transfer student community.

Placement Testing

As required by the Massachusetts Department of Higher Education, all entering students will be tested in order to ensure proper placement in courses. Students will take tests to determine their abilities in math, writing and reading. The results, along with advice from an assigned Academic Advisor, will assist in course selection that will enable students to stay on track for graduation and also be enrolled in courses providing the greatest opportunity for academic success.

Opportunities to retake Placement Tests are available prior to the start of and during the fall and spring semesters. Dates will be set and posted on the Placement Testing Website - <https://www.framingham.edu/the-fsu-difference/first-year-programs/placement-testing/index.php> .

Please keep in mind that students are allowed only one retake of the Mathematics placement test.

Student Leadership Development

Student leaders are an integral part of successful programs offered by First-Year Programs. Black and Gold Orientation Leaders work with both transfer and first-year students when they arrive for their respective orientation days. Foundations Peer Mentors work with new first-year students in their assigned Foundations courses to provide practical advice about how to be successful at Framingham State University. Both positions require intensive training with advanced leadership opportunities available for those who demonstrate the ability to serve as leaders to their respective groups. Openings are filled during the spring semester of each year and are part of the Common Leadership Program.

Social Media

Facebook - www.facebook.com/fsufirstyearprograms

Twitter- @FSUFirstyear, @fsufRAMilymatters

Instagram - @FSUFirstyearprograms

First-Year Programs uses social media to stay in contact with students as they prepare for placement testing, orientation, the beginning of their first year as well as the entire first semester. These media are used to push out information about important dates, reminders about upcoming events and activities, and as ways to answer questions from students. Be sure to Like Us on Facebook and follow us on Twitter to stay in touch with everything going on related to the first year!



Food & Housing Resources

At Framingham State University, we recognize that student success and well-being are impacted by challenges and stressors that often occur outside of the classroom. To support students who are facing temporary or chronic homelessness and/or difficulty affording food, we have established a Single Point of Contact (SPOC) staff person to assist students with navigating campus and local resources.

Task Force for Supporting Students with Food and Housing Needs

The Task Force is a collaborative, cross-campus effort focused on assisting students who are facing temporary or chronic homelessness and/or difficulty affording food. We strive to better understand the housing and food needs of our students, provide students with access to resources both on and off campus, and engage the FSU community in campus-wide initiatives to support students with housing and food needs.

CONTACT: If you or someone you know needs help, please contact Michelle Yestrepsey at 508-626-4596, myestrepsey@framingham.edu, or stop by the Dean of Students Office. The Dean of Students Office is located on the 5th floor of the McCarthy Center in suite 504.

The Framingham State University Police Department

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.

Department officers patrol the campus and answer calls on a 24-hour basis throughout the calendar year. A minimum of two officers and a dispatcher are usually assigned to each shift. The Department's staff also includes an Institutional Security Officer who patrols the buildings and grounds. In addition, the Department's staff, using cameras, monitors the entrances to all the residence halls which are also equipped with card access systems and staffed by desk attendants throughout the academic year.

The Framingham State University Police Department includes fifteen professionally trained, sworn, uniformed Police Officers; one Institutional Security Officer; and three civilian Dispatchers. Officers' training includes, but is not limited to, the following areas: rape investigation, CPR, crime scene, photography, fingerprinting, LEAPS/NCIC Computer, court prosecution, domestic violence, records management, drug recognition, statistics, safety, crisis intervention, and crime prevention.

Framingham State University Police Authority

The Department handles all law enforcement duties in conjunction with the campus and also patrols the streets and areas contiguous to the University traveled by students and faculty to and from the campus to area parking lots and public transportation locations. Sworn members of the



department are employed by Framingham State University and serve the institutions as police officers.

It is not the policy of the agency to infringe upon the primary responsibility of other agencies including the Framingham Police Department and Massachusetts State Police in areas not owned, used, or occupied by the University. However, officers maintain a close working relationship with those agencies and cooperate routinely on police responses in the area.

Police officers of the department are sworn in by the Massachusetts State Police as Special State Police Officers (Massachusetts General Laws Chapter 22C Section 63) granting the “same power to make arrests as regular police officers for any criminal offense committed in or upon lands or structures owned, used, or occupied by such College...” Subsequent to their appointment, officers are also sworn in as Deputy Sheriffs of Middlesex County, allowing the officers to perform police functions on the public ways of the county.

Related Legislation:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

This federal law requires colleges and universities to disclose information about crimes on campus and in the surrounding area. An annual security report is made available each fall and is published on the Framingham State Campus Police Website at <https://www.framingham.edu/Assets/uploads/student-life/campus-police/2015/clery-act.pdf>. A hard copy of the report is also available.

Health Center

The Health Center is located on the first floor of the Health and Wellness Center in Foster Hall and offers both clinical services and wellness education throughout the academic year. Hours are Monday - Friday, 8 am to 5:00 pm

Clinical Services

Most of the services found in a primary care office are available in the Health Center. These include diagnosis and treatment of acute illness and injuries; monitoring of chronic diseases such as asthma; immunizations, physical exams including gynecological care, birth control, prescriptions (including emergency contraception), lab tests, and health education. Testing for sexually transmitted infections is available in the Health Center. All services in the Health Center are free of charge for students. If a specimen is sent to the lab for testing, the lab will bill your insurance company or if you take a prescription to the pharmacy, your copay will apply. Free condoms are available in our waiting room and are provided to the RA's for distribution in the residence halls. Appointments can be made by calling 508-626-4900 or stopping by the Health Center. Often, walk-in appointments are available.

The Health Center utilizes Mediat, an Electronic Medical Record which has Patient Portal (<https://framingham.medicatconnect.com>) where students can receive and submit information. We also may send secure



messages through Mediat. For example, if you had labwork done in the Health Center and we want to let you know the results, you will receive an email telling you that you have a secure message in Mediat. You will click on the link which brings you to the Mediat site. Use your FSU username and password and Click on Message to receive your secure message.

Students have several options for after-hours care. For on-campus medical emergencies, University Police should be contacted at 508-626-4911. There is a Web-based triage program on the Health Center homepage for non-emergency care, Healthier at School. When students develop symptoms day or night they can go to this Web page to access medical information/advice on when to get help and how to manage illness with self-care strategies. If nonemergency medical care is needed after hours, students can go to a local urgent care center. (see information on the Health Center website.) A taxi voucher can be obtained from University Police if necessary.

Services are available to all resident and commuter students who have submitted the required health form. State mandated immunization and health insurance laws are managed through the Health Center. Information regarding these requirements can be found on our website www.framingham.edu/health-center. The Health Center maintains a confidential relationship with the student, observing HIPAA confidentiality requirements.

Wellness Education

The Health Center also offers health education in a variety of formats: on a one-on-one basis during office visits, brochures on a variety of health topics, information and links on our website, occasional information tables in McCarthy Center, programs in the residence halls, classroom presentations, and customized workshops. We also sponsor performances/presentations by groups from outside Framingham State University. Topics include reducing high risk behavior related to alcohol and drug use, promotion of sexual responsibility, healthy choices around food and body image, and stress reduction. We sponsor a Peer Leader program called The SEALS. If you are interested in participating in this program or have any question regarding wellness education, call 508-626-4693.

This office also conducts the mandatory assessments of students who violate the University's drug and alcohol policies.

Good health is essential for academic, personal and professional success and we are here as a resource for you!

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 University.

Degree-seeking students will have the initial ID photo taken at orientation. ID Cards are distributed at the end of the student's orientation or can be picked up at the ID Office up to 15 business days following





orientation. There is no charge for the initial ID card. Resident, commuter, faculty, staff, contractors, and replacement identification cards are produced at the Framingham State University Police Department's ID Office located in the McCarthy Center (CC100A), adjacent to the University Police Station.

Student IDs are replaced only if the ID is lost, stolen, or damaged. Lost or stolen IDs must be reported immediately to the ID Office during business hours or to the Framingham State University Police Department after hours. Damaged cards must be returned to the ID Office. If lost or stolen, there is a \$20.00 fee for the replacement of the ID card that has to be paid before the new card is created. Payment must be made at the Student Accounts Office, located in the Student Services Center, on the fifth floor of the McCarthy Center (CC515) before the replacement card is created.

An ID replacement fee waiver may be authorized, after review of the following circumstances:

- If a Police Report is presented documenting a stolen ID
- If the ID is damaged due to wear and tear over its useful life

In the event a card is reported as lost or stolen, which had been replaced, is later recovered it is the student's responsibility to promptly return the card to the ID Office.

Information Technology Services (ITS)

Information Technology Services provides computer access, support and training to students, faculty, and staff at Framingham State University. Technicians are available to provide troubleshooting and network support for students' laptops and network printing. Technicians are also available to assist students with computing problems in the general computer lab (HH122), academic labs, library computers and the residence hall computer labs.

There are two locations for service and support:

The Technology Resource Center located in the Lower Mezzanine of the Whittemore Library. Academic year hours are:

Mon - Thurs:	8 a.m. – 1 a.m.
Friday:	8 a.m. - 5 p.m.
Saturday:	9 a.m. - 5 p.m.
Sunday:	1 p.m. – 1 a.m.

The Hemenway Support Center is located in Hemenway Hall Room 122 and is open to provide assistance during the following academic year hours (subject to change):

Mon - Thurs:	8 a.m. - 10 p.m.
Friday:	8 a.m. - 5 p.m.
Saturday:	9 a.m. - 5 p.m.
Sunday:	12 p.m. - Midnight

More information found at: <http://www.framingham.edu/ITS>



Library, Henry Whittemore

Hours:

Monday - Thursday: 8 a.m. - 1 a.m.

Friday: 8 a.m. - 5 p.m.

Saturday: 9 a.m. - 5 p.m.

Sunday: 1 p.m. - 1 a.m.

These hours apply when Framingham State University is in full-session. Exceptions for intersession, summer sessions, exam weeks, and holidays are posted in advance.

Staff Organization

Library service functions are organized under the principal staff members listed below. The professional member in charge is listed first.

Reference Services: (*including library instruction and electronic services*):

Marion Slack, Sandra Rothenberg, Debbie Percher, Stephanie Farne, Lani Smith, Sal Genovese.

Access Services: (*book changing, reserves, fines, interlibrary loan, student scheduling, shelf maintenance*):

Librarian (*vacant position*), Lori Wolfe and Danielle Lamontagne.

Special Collections: Colleen Previte, Nancy Hanley.

Inter-Library Loan: Danielle Lamontagne

Periodicals: Debbie Hogan

Acquisitions and Serials: Shin Freedman, Allyson Duval.

Curriculum Library: Samantha Westall, Kim Carney, Maria Lentini.

Technical Services (*catalog/process materials*): Rick Clare, Suzanne Meunier, Alicia O'Neill.

Emerging Technologies and Digital Repository: Susan Skogg.

Dean of the Library: (*administration, public and technical services, employment, budget*): Bonnie Mitchell


Administrative Assistant: Kate Burt

Handicapped Access

Wheelchair ramp access is located at the Library entrance. Individuals with any disability affecting their physical access to, or their ability to use library materials conveniently, should not hesitate to ask for staff assistance. Individual study carrels can be provided for students needing to use cassette players or other aids. Accessible toilet facilities are located on the main floor.

Borrowing Regulations

The Library has a computerized circulation system and shares a common data base containing the holdings of 43 area public and academic libraries, all of whom are members of the Minuteman Library Network. Framingham State students, faculty, and staff must either have their Framingham State ID bar coded, or obtain a Minuteman Network Card from the Whittemore Library in order to check out materials. Either card entitles the holder to direct borrowing privileges at all network libraries.



Circulating materials may be borrowed for a three-week loan period and may be renewed once if they have not been requested by another borrower. Reference materials, periodicals, and items in special collections are non circulating and may only be used in their designated areas.

An electronic book security system is in use to prevent unauthorized borrowing. All materials borrowed, their care, and prompt return are the responsibility of the individual to whose ID they are charged.

Fines

Students whose materials are overdue will receive one reminder. For general materials, a fine of 10 cents per day per item will be charged with a maximum of \$10.00. Lost materials will be billed at replacement cost of \$40 per item

Reserves

Reserve materials for class assignments are located at the Circulation Desk. Depending on the item, these may be used for a two-hour period, or may be borrowed overnight. A valid ID card is required for these materials and will be held at the desk while the item is in use.

Resources

The Library's resources are selected, and its services are organized, to meet the academic as well as the informational needs of the entire Framingham State Community.

Faculty Library Coordinators in each academic department regularly assist the Library staff in selecting materials for purchase. Students are also strongly encouraged to request additions to the collections and to help the Library staff evaluate its services by making their needs known directly to the Public Service staff.

Over 165,000 books are presently in the collection and are classified in the Library of Congress (LC) system.

The Reference Collection, containing bibliographies, indexes, encyclopedias, dictionaries, handbooks, atlases, and similar non-circulating materials, is housed at the north end of the main floor. Several electronic journals and online databases are available for student use.

Periodicals and newspapers currently received number over 200 titles. These are housed in separate areas according to use and format current, unbound, and microfilmed issues on the Upper Mezzanine and bound volumes on the Lower Mezzanine. All periodicals must be used only in these specific areas. Microfilmed periodicals, ERIC Documents in Education on microfiche, and unbound back issues may be requested in the periodical area.

No periodical may be taken from the Library. The Curriculum Library, located on the Upper Mezzanine, houses a collection of textbooks, curriculum guides, and similar materials of particular interest to students in teacher preparation courses. The Curriculum Library is the New England Regional NASA Educator Resource Center and has a collection of print



and online materials on space and other related sciences.

The Framingham State University Archives and Special Collections Room, and a browsing collection of popular titles, supplement the Library's holdings for both research and recreational reading.

Recreational and Informational Services

In addition to the Whittemore Library's own extensive resources, its computerized interlibrary loan and information retrieval services and cooperative arrangements with other libraries make accessible the widest range of materials. The Library has online access to electronic journals and over 60 specialized data bases containing over 65,000 full-text journal titles.

While most students will receive library instruction in basic or advanced courses, all students are encouraged to take advantage of the specialized knowledge of the professional Reference staff by bringing any research questions to their attention.

Reference staff members are available in the Reference Room to assist you from:

- 8 a.m. to 10 p.m., Monday through Thursday;
- 8 a.m. to 5 p.m., Friday;
- 9 a.m. to 5 p.m. Saturday;
- 1 p.m. to 10 p.m. Sunday

Inter-Library Loan

Books or photocopies of materials not available in the Whittemore Library can be located by the Inter-Library Loan staff and delivered from other libraries to Whittemore Library. There is a daily truck delivery from Minuteman Library Network.

Referral to Other Libraries

Students should always make their specific needs known directly to a member of the professional Reference staff. When the resources are not available in Whittemore Library or through services described here, students needing to make extensive use of specialized resources in other academic libraries should always ask the Reference staff if a letter of introduction may be required.

Photocopies

Four photocopiers capable of copying from single sheets, periodicals, or bound volumes are located on the main level and on the upper and lower mezzanines. Copying charge cards may be purchased from card dispensing machines at each copier.

Microfilm and microfiche readers and reader printers are available for reading and copying periodicals and other materials in this format.

Study and Quiet Areas

The Reference Room is a designated quiet reading room and other study areas of the Library are intended for quiet, individual study, and



uninterrupted by social or group conversation. Students wishing to confer in groups must use the student lounge, café, or make advance arrangements for meeting room facilities. Two group study rooms are available on the lower mezzanine.

For additional information, refer to the Library Web page:
www.framingham.edu/henry-whittemore-library

Mail

- The zip code for Framingham State is 01701-9101.
- Mail for resident students is delivered to their respective residence halls.
- No student package pick-up is allowed at storeroom.
- Medicine and perishable packages will be delivered as soon as they arrive.
- Package delivery schedule is as follows:
 - 9:30am - 11:30am - Larned, Towers, North
 - 1:00pm - 3:00pm - Horace Mann, Peirce, West, Linsley
- Please make sure that your name and residence hall name is on all packages. Any and all mail not having the individual's name, residence hall name, box #, etc. will be returned to sender as undeliverable (**no exceptions**).
- Make sure that all of your outgoing mail has the proper postage.
- All outgoing mail must have a complete return address.
- Postage stamps can be purchased at the bookstore.
- For your convenience the mail drop off location for the McCarthy Center is located in McCarthy Center Room 510 inside the Student Involvement and Leadership Development office.


All of the above will help the Mailroom process your mail faster and more efficiently.

Student Accounts

The information below is for the fall 2017 term. Information for the spring 2018 term will be available in December. Additional information can always be found at <https://www.framingham.edu/admissions-and-aid/student-accounts/index>. To view your personal account activity, log onto my.framingham.edu. All charges are for one term except as indicated. You will be notified by e-mail that your Student eBill is ready to be viewed. Student bills for the fall term will be uploaded onto the eBill tab on July 10, 2017 and are due August 2, 2017. The deadlines for the spring term bills will be published online at <https://www.framingham.edu/admissions-and-aid/student-accounts/index>.

Tuition and Fees:

In order to be enrolled for the fall 2017 and spring 2018 terms at Framingham State, it is necessary to submit payment for each term's tuition, fees and, if applicable, residence hall and meal plan charges, on or before



the due date indicated on the student eBill. eBill notifications are sent to the student's University e-mail address and to any authorized user's e-mail address.

IMPORTANT: No student will be officially enrolled in the University or the residence halls until all charges are satisfied.

In order to fulfill your payment requirements, you must do **ALL** of the following by the due date of the student eBill:

- Make payment in full of your "Account Balance Net of Memos"
- Notify Framingham State that you will or will not be attending this term regardless of your account balance. This is done online on the first page of your my.Framingham account.
- If you are a full-time student (3 courses or more), you have been charged the health insurance premium offered by the University and must go on-line to waive or enroll in this coverage (every year). If you waive, your account will be updated within 5 business days.

Please read the appropriate sections of "**ALL ABOUT TUITION AND FEES**" for more information. You can now complete these requirements and make payments on-line by logging onto my.framingham.edu as well as by mail or in person.

PAYMENT OF "ACCOUNT BALANCES NET OF MEMOS":

ON-LINE:

Log onto my.framingham.edu and pay by check or credit card (Master Card, Visa, Discover, Amex)

IN PERSON:

Pay by cash, check or credit card at the Student Accounts Office.

MAIL:

Submit a copy of the student eBill along with a check payable to Framingham State. Print your name and nine digit student # in the lower left hand corner of the check. Note that you may not pay by credit card through the mail because of new credit card regulations. Please do not mail cash. Payments not received by the due date are subject to a \$100.00 late fee. A \$25.00 fee will be charged for a check returned unpaid by the bank. (If more than three checks go unpaid, the student must make future payments by cash; bank check; money order; or credit card).

If you are a first-time resident student, the non-refundable \$300.00 paid at the time of admissions acceptance will be credited as follows: \$150.00 toward the first term's tuition and \$150.00 toward the second term's residence hall charges.



Other Fees:

A \$20.00 fee will be charged for replacement of a student ID card. In accordance with the Department of Higher Education Policy No. FAAP 97-28, you may be subject to additional tuition charges per course if you take thirty-eight (38) or more state-supported courses at Framingham State. Currently, this additional tuition charge is \$940.00 per course. Senior citizens auditing a course will be charged \$180.00 in fees per course. Commuting students will be charged \$100.00 for an annual commuter parking decal if ordered during the fall semester, or \$50.00 for a spring only commuter parking decal if the pass is ordered during the spring semester. Graduating seniors will be charged a \$100.00 graduation fee.

Residence Hall (fall term):

For information on residence hall, room types, and anticipated prices, please go to <https://www.framingham.edu/student-life/residence-life/housing/current-students/index> and click on "Room Selection Guidelines". The non-refundable \$150.00 residence hall deposit is credited to the spring term bill. Each resident student is also required to pay a Damage Deposit of \$100.00 at the beginning of the first term of residency of each academic year.

Meal Plans

A meal plan (excluding: the 50 and 25) must be selected by all residence hall students. All meal plans are available to commuter students and may be purchased at the Dining Service Office in the McCarthy Center. For prices please visit <https://www.framingham.edu/admissions-and-aid/student-accounts/tuition-fees/meal-plan-rates/index>

All meals are provided in the Dining Commons. The Dining Dollars (DD) included with certain meals may be used at: the Marketplace, Juice Bar, Starbucks Cyber Café, Red Barn Café or Sandella's Flatbread Cafe. Dining Dollars expire at the end of the term and unused balances are non-refundable.

Parking:

A parking decal is required in order to park on campus and vehicles are assigned to specific parking lots. Vehicles without a valid parking decal or those parked in the incorrect parking lot will be subject to fines, which are reported to the Department of Motor Vehicles and will affect your ability to renew your license and / or registration. To apply for a parking decal, please go to: www.buymypermit.com/framingham.

Commuter student parking permits are guaranteed for all commuter students. Students must go online and fill out an electronic request form in order to receive a parking permit.

Resident parking assignments are on a first come, first served basis. Resident parking spaces and decals are limited. Resident students who do not receive a parking decal for a space will be placed on a wait list and will be notified when and if a parking decal becomes available. A residence

hall student whose status is changed to commuter must obtain a commuter parking decal to park a vehicle on campus.

Parking decals will be mailed only after the online application is filled out and processed.

Please contact Campus Police at 508-626-4911 or online at www.framingham.edu/campus-police for more information.

Commuter Student Parking Fee: \$100.00 annual fee when purchased in the fall semester. \$50.00 semester fee when purchased for the spring semester only.

Resident Hall Student Parking Fee: \$500.00 annual fee when purchased in the fall semester. \$300.00 semester fee when purchased for the spring semester only.

Mandatory Health Insurance

State law requires all full-time students (3 or more courses-Day Division, DGCE, or a combination of both) attending Framingham State to have health insurance. Students MUST enroll or waive the health insurance EACH year.

If you have coverage under an health insurance policy, you must complete, on-line, the Health Insurance Waiver Form by the due date of the student bill. To access the form, go to https://www.universityhealthplans.com/letters/letter.cgi?group_id=217. You may also link to this Website through my.framingham.edu.

If you do not have proper health insurance coverage, you must enroll in the health insurance plan offered by Framingham State by the due date of the eBill. In order to enroll and make payment, go to https://www.universityhealthplans.com/letters/letter.cgi?group_id=217

HEALTH INSURANCE FEES:

\$2,755.00 (Full Year 8/1/17-7/31/18)


\$1,157.00 (Fall 8/1/17-12/31/17 - Available to Dec. or Jan. Grads only)

Student Withdrawals:

If a student is withdrawing from Framingham State: The student should so indicate by printing and signing the eBill and writing "Withdrawing" across it and mail it to The Office of the University Registrar. On or after the first day of classes, the student must complete a "Notification of Withdrawal" form and submit to The Office of the University Registrar. No refund will be issued unless a "Notification of Withdrawal" form is completed.

The "Notice of Withdrawal" form can be found in the Dean of Students Office located on the fifth floor of McCarthy Center, or on the FSU Website https://www.framingham.edu/Assets/uploads/academics/registrar/_documents/forms/ug-withdrawal-from-university.pdf

For a student withdrawing from Framingham State, room and board refunds are prorated on a daily basis through 60% of the term. Tuition and fees are prorated on a weekly basis until October 6, 2017. After October 6,



no refund for tuition and fees are given. Excluded from this policy are: the tuition deposit, the residence hall deposit, the resident parking fee, the returned check fee, the health insurance premium, and any other use or penalty fees which are non-refundable.

Please note: Federal regulations require that if you have received Federal financial aid funds, you will be eligible to receive the same percentage of these funds according to the refund schedule, based upon your official date of withdrawal. If you do not submit a “Notification of Withdrawal” form and the University determines that you have withdrawn, you will only be eligible to receive up to 50% of your Federal financial aid funds. You will be responsible to pay any balance due the University if financial aid funds are reduced.

If a student is remaining at Framingham State, but wishes to:

Drop a course(s):

Students may Add/Drop courses using my.framingham.edu through the first six days of the term. During the billing period, students may make the appropriate adjustment on the on-line worksheet and then adjust their payment accordingly. Students may add/drop courses through my.framingham.edu and their charges will be adjusted automatically, check your online account activity often to make sure your account balance is paid. See Day Division All About Tuition and Fees at <https://www.framingham.edu/admissions-and-aid/student-accounts/index> for more information.

Withdraw from the Residence Hall:

On or after the first day of classes there is no refund of residence hall rent for a student who withdraws from the residence hall. The residence hall deposit is non-refundable. A refund of the residence hall damage deposit is made at the end of each academic year after an assessment for any damages. Please note that withdrawal from a residence hall does not automatically withdraw the student from the meal plan. The resident parking fee is non-refundable. If you have any questions regarding housing policies, please contact the Office of Residence Life at 508-626-4636.

Withdraw from the meal plan:

All residence hall students must have a meal plan (excludes the 50 or the 25). On or after the first day of classes, the student must go to the Dining Services Office and complete a form to withdraw from the meal plan. Absolutely no refunds will be issued without a completed form. The charge percentage is prorated on a daily basis through 60% of the term.

Monthly Payment Plans– TUITION MANAGEMENT SYSTEMS (TMS):

The “Monthly Payment Plan” offered through Tuition Management Systems enables a student to budget all or part of the Student eBill without interest. The Plan may be used in conjunction with all forms of financial aid such as grants, loans, and scholarships. Monthly payments must be made to TMS by the first of each month. A student may participate in the Plan by budgeting costs from

July 1 to November 1 for the fall term, and from December 1 to April 1 for the spring term, for an enrollment fee of \$55.00. You may also budget for just one term for an enrollment fee of \$40.00. If you wish to enroll, you must do so prior to the due date of the Student eBill. To enroll go to www.framingham.afford.com or access their link via www.framingham.afford.com. In addition, you must make the appropriate adjustment on the on-line worksheet by the due date of the eBill. This will inform Framingham State of your enrollment in the Monthly Payment Option and the budgeted amount. Questions regarding the Plan should be directed to Tuition Management Systems at 1-800-216-4258. Each term's budgeted amount is credited to the initial Student eBill of that term. If you are delinquent in your payment to TMS, the University will consider your Student eBill unsatisfied.

If there are any questions regarding tuition and fees or the billing process, please read "All About Tuition and Fees" published each term and available at <https://www.framingham.edu/admissions-and-aid/student-accounts/tuition-fees/>. You may also stop by Student Accounts in the Student Services Center, McCarthy Center, Room 515, which is open Monday through Thursday, 8:30 a.m. to 6:30 p.m. and Friday, 8:30 a.m. to 5 p.m., call 508-626-4514 or email us at studentaccounts@framingham.edu.

Special Notifications

Please note the following:

- All funds awarded by Framingham State will be credited to your student account provided you fulfill all requirements for any awards or credits.
- Any credits applied to your account are in anticipation of scholarships, grants, loans, waivers and TMS Plan payments.
- If changes in these credits occur which result in a "Current Account Balance", you will be responsible for full payment of this balance.
- Students who have not satisfied their Student eBill or, if applicable, Health Insurance requirement, will not be issued grades, diploma or transcripts or be permitted to register for any courses or programs.
- All information contained herein is in effect at the time of publication and is subject to change without notice.

TRUSTEE POLICY RE: OUTSTANDING DEBTS:

It is the policy of the Board of Trustees that the students or former students who are listed by the Student Accounts Office of Framingham State as having unpaid debts for tuition, room, board, medical, or other Framingham State related charges where said debts have not been agreed to by Framingham State will NOT: 1) Be issued any diploma to which said students may otherwise be entitled, 2) Be permitted to register for any program for which the student may otherwise be eligible, or 3) Be furnished a certified copy of any University transcript (unless said transcript is needed to obtain any benefits related to service in the United States Armed Forces), although said students will be entitled, upon written request, to inspect and review uncertified copies of their transcripts.



Student Involvement and Leadership Development

The Office of Student Involvement and Leadership Development coordinates a variety of co-curricular programs on campus. Beginning with the Wet Feet Retreat and Black and Gold Beginnings, the office encourages involvement for all in the Framingham State community. The office works directly with clubs and organizations, leadership programs, service opportunities, commuter programs, and a variety of employment opportunities. More information on all of these programs can be obtained on our website, www.framingham.edu/sild

Service and Active Citizenship

Whether through individual or group service events, Framingham State students can make a difference through a variety of service opportunities including Community Service Days, the Alternative Spring Break (ASB) program, Relay for Life, and the Special Olympics. For more information, contact the Office of Student Involvement and Leadership Development in the McCarthy Center, room 510 or visit RAM Link for up-to-date event information.

Veterans Services

The Office of Veterans Services assists students who are veterans, current service members, or dependants. The Office works to help initiate and monitor the utilization of all Veterans Affairs and National Guard education benefits. Staff in the Office of Veterans Services can refer student veterans to other resources regarding veteran/military benefits and services. The Coordinator of Veterans Services is available to assist students transition to Framingham State and can answer questions related to use of education benefits and military deployments. and the Coordinator of Veterans Services serves as the point-person for matters related to the veteran student population.

Jacquelyn Wolf, *Coordinator*, Veteran Services
Crocker Hall Annex, *Phone*: 508-626-4632
jwolf2@framingham.edu

FSU CLUB INFORMATION

Clubs and organizations are open to any student activity fee-paying FSU student. Club meeting times are available in the Office of Student Involvement and Leadership Development, McCarthy Center Room 510 and are posted on the Student Involvement website and on RAM Link.

How Do You Become a Member?

To contact any organization, you may leave a letter in the proper club mailbox outside of the SGA Office, McCarthy Center Room 404, or attend the Employment & Enjoyment Fair held at the beginning of each academic year. In addition, the professional staff in the Student Involvement and Leadership Development Office (SILD, McCarthy Center Room 510) will be able to assist you with campus clubs and organizations. Many clubs have general club e-mail accounts posted in the Student Involvement Office as well.

For club descriptions and more information on campus club involvement, please refer to the RAM Link site: framingham.RAMLink.net



Club Guidelines

All clubs and organizations must follow certain registration procedures. Registration makes a club an official entity of the University. The process of registering with the Office of Student Involvement and Leadership Development not only educates clubs and organizations about their roles and responsibilities on campus, but also grants certain University privileges. Registration provides privileges ranging from campus space reservation to recognition with Student Government Association. Only registered clubs and organizations may apply for recognition status with Student Government Association. Recognition grants access to requesting funds.

In order to form a new club or reactivate a club which has been inactive for at least one year, interested students must complete Registration and Recognition procedures. Registration differs from Recognition in that Registration outlines the University-required administrative procedures via the Student Involvement Office, while Recognition pertains to SGA status. You may only apply for SGA Recognition which grants certain SGA office and funding privileges AFTER you have completed the Registration process through SILD. The SGA recognition process is separate from the registration process, and is outlined in the SGA Constitution. For the most up-to-date process and procedure for re-registration, please review the current Club Officer Handbook on the Student Involvement Website or RAM Link.

Students interested in forming a new club, or reactivating a previously existing, but currently inactive club, should meet with a staff member in the Office of Student Involvement and Leadership Development (McCarthy Center, Room 510) to start the process. For the most up-to-date process and procedure for new club registration, please review the current Club Officer Handbook on the Student Involvement Website or RAM Link.

Clubs and organizations which existed during the previous academic year must re-register each fall. Re-registration procedures are sent to club officers over the summer, and the process begins once students return to campus in the fall semester. For the most up-to-date process and procedure for re-registration, please review the current Club Officer Handbook on the Student Involvement Website or RAM Link.

Failure to meet deadlines associated with re-registration may release previously reserved room reservations, freeze club accounts, their ability to spend, and all privileges associated with being a registered club.

Once a club is activated, it is critical that members understand the expectations and responsibilities associated with being a club at FSU. All clubs, including its members and officers, must abide by all University policies, as well as those outlined in the Club Officer Handbook. Whether through club recruitment or event planning, clubs have a responsibility to their members and the community. Thorough knowledge of Student Involvement and SGA policies and procedures can help promote safe, productive, and fun activities and resources for FSU student.






FSU CLUBS

A Capella
Afro-Caribbean Dance Group
Anime Club
Art Club
Aspiring Health Professionals
Black Student Union (BSU)
Blood Drive Club
Brother to Brother
Chemistry Club
Christian Fellowship Club
Class of 2018
Class of 2019
Class of 2020
Class of 2021
College Republicans
Comic Book Club
Community Service Club
Computer Science Club
Craft Club
Creative Writing Club
Dance Team
Dental Club
Education Club
English Club
Entrepreneurship Club
E-Sports Club
Fashion Club
Food Recovery Network
Food Science Club
Gaming Club
Gatepost, The (student newspaper)
Golf Club
Green Team
Her Campus
Hillel
Hilltop Players
History Club
Journal of Critical Thinking
Loudest Minds Club
L.U.N.A. (Latinos Unidos 'N Accion)
Marketing Club
Math Club
M.I.S.S.
Mixed Martial Arts Club
Model UN Club
Music Appreciation Club





Nutrition Networking Group
Onyx, The
Politics Club
Pre-Engineering Club
Pride Alliance
Psychology Club
Ski and Snowboarding Club
Sociology Club
Student Government Association (SGA)
Student Leaders for Inclusion and Diversity
Student Union Activities Board (SUAB)
Student Veteran's Association
Symphonic Band
WDJM, 91.3FM
Wildlife Club

For the most up-to-date list of clubs and organizations, Visit <https://framingham.RAM Link.net/>

Fundraising Policies for Student Clubs/Organizations*

Clubs should refer to The Club Officer Handbook for the most current information regarding polices for fundraising and event planning. Overview of fundraising policies:

- At no time should SATF monies be used to generate income for a club or organization.
- Events charging an admission fee or ticket price are considered subsidized events and must be pre-approved by the Director of SILD or designee.
- An Event Registration Form must be completed for all fundraising activities. All club fundraising events must follow event registration and financial guidelines. Events must be registered in RAM Link and approved by the appropriate SILD staff person.
- 50/50 drawings are not permitted.
- Receipt of a monetary donation or “gift” will be deposited and recorded according to the procedures/policies of the Office of Development and Alumni Relations.
- Soliciting donations off-campus (whether in person or via letter) may require the approval of the Office of Development and Alumni Relations. All policies and procedures related to the disbursement of checks and/ or depositing of monies are the same for fundraisers with the following exceptions:
 - During the proposal phase, it may be determined that a Class & Club account may go below its balance. In this circumstance, clubs may have a one-time loan up to \$50 to generate revenue. The club will remain in debt to the McCarthy Center Trust Fund until the group repays the loan.
 - Any funds generated must first repay the loan. Anything above the loan amount will be deposited into the club's Class & Club Account.
 - In cases where the money is never generated to repay the loan, said clubs will automatically have \$50.00 deducted from the new Fiscal Year's budget.



Academic Advising

Framingham State will assign each incoming student a faculty member who will serve as his/her academic advisor. The primary role of the advisor is to provide counsel for the student in designing the total program. No advisor dictates a particular set of courses, but rather serves as a planning resource who guides the student.

It is recommended that the student prepare for the preregistration meeting with the advisor by consulting his/her degree audit found in myFramingham for the course requirements for the student's major, minor, and general education goals and drawing up a tentative list of courses. It is also advisable that the student retain copies of transactions such as change-of-major forms and department/University audits of completed requirements. At the meeting, the advisor and the student discuss the pros and cons of courses in terms of the student's interest and academic program needs. They may explore other course options that may be relevant to the student's goals. After a course schedule has been developed, the advisor gives the student his/her registration PIN and the student registers for courses on the Web at my.framingham.edu.

The Advising Center, located in O'Connor Hall, provides pre-advising/registration assistance, support, and referral services. Undeclared and new students, in particular, are encouraged to prepare for the pre-registration meeting with their advisors by meeting with the Advising Center staff, as well as faculty in their field of interest, to discuss possible courses in the major and in general education.

The Academic Course Load

Students are responsible for understanding the requirements of their own programs of major study. The normal academic load for each semester is four (4) course-credits. The minimum load is three (3) course-credits (full-time).

The maximum full-time semester load is five (5) course-credits if permission is given. Requests to enroll in a 5th course-credit must be filed at the Office of the University Registrar. Such courses include those taken in Continuing Education and at other institutions. Students may refer to the University Catalog for details regarding this policy.

The minimum program required for maximum educational benefit under the Veterans Readjustment Benefits Act of 1966 is full-time status (three (3) course-credits) per semester.

The Academic Programs

Degree Requirements:

Completion of 32 course-credits to include General Education requirements (10 to 11 course-credits) and major requirements (up to 20 course-credits).

Course Residence Requirement:

All students must complete a minimum of eight (8) credit-bearing course-credits at Framingham State post-matriculation. A minimum five (5) of the eight (8) course-credits must be in their major Department. Students who declare a minor must take a minimum of three (3) course-credits at Framingham State.



Distribution and Concentration:

Each course-credit is the equivalent of four (4) semester hours in terms of the work expected; therefore, a student would usually carry the equivalent of 16 semester hours of course work during one (1) semester at the University.

General Education Requirements:

The general education requirement is intended to provide breadth in the baccalaureate degree program to foster student learning beyond a single, narrow discipline or field. General education is designed to facilitate the increase of knowledge, an appreciation for learning in a broad context, the ability to relate new information to what one has learned previously, the capacity to judge information rather than to simply accept it, and the facility to use what one learns in a realistic and logical manner. In addition, the general education requirement is designed to help students to acquire the following learning objectives:

Learning Objectives:

Overarching Objective: Solve Problems Using Critical Thinking (All General Education courses should meet this objective.)


- Communicate Effectively Orally
- Communicate Effectively in Writing
- Solve Problems Using Quantitative Thinking
- Demonstrate a Critical Understanding of Human Diversity
- Demonstrate Civic Literacy
- Recognize Ethical and Social Responsibilities
- Locate, Evaluate, and Apply Information
- Solve Problems Using Creative Thinking
- Demonstrate Technological Competency
- Work Collaboratively and Independently

To fulfill the general education requirement, students must complete 10 course-credits outside the major department that meet broadly defined requirements. Please refer to the University Catalog for a more complete description of the current General Education Program.

Transfer Courses:

In order for matriculated undergraduates to receive credit for courses taken at other institutions, approval must be obtained in advance from the appropriate department chairs.

Off-campus Course Approval forms are available in the Office of the University Registrar or at <http://www.framingham.edu/registrar/resources/forms>. Approval forms should be accompanied by the appropriate catalog description from that institution. Transcripts of these approved courses must be submitted to the Office of the University Registrar within six weeks after the completion of the course. It is the student's responsibility



to have the transcripts sent directly by the institution to the Office of the University Registrar (See University Catalog for further information on transfer courses).

Adding or Dropping 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 6th academic day. This is done on the portal my.framingham.edu. First semester, first-year students must see the staff in The Advising Center (TAC) located in O'Connor Hall, regarding schedule changes.

A Registration Override form may be printed from my.framingham.edu (under Academic Information tab in the Registration Information Channel, select "Registration Override Form") if permission is required to add a course. A student must obtain the appropriate signature(s) and reason code and submit the form to the Office of the University Registrar, SSC, 5th floor, McCarthy Campus Center. Once the form has been processed, the student will receive an email with directions for adding themselves in the course via my.framingham.edu.

Attendance

Classroom instruction is a principal component of the educational process. Students and faculty have mutual responsibility for contributing to the academic environment of the classroom. Consistent class attendance and participation in classroom activities are essential. It is expected that students will attend all classes. Students should consult the course outline or syllabus to determine the relationship between attendance, including tardiness, and the goals, objectives, and grading of each course.

Change of Major

To change majors, or to change undeclared status to a major, students must:

- Obtain a Change of Major Form from the Office of the University Registrar.
- Meet with the Chairperson of the new major department to obtain his/her signature and be assigned an advisor in the new department.
- Obtain signature of the former department chair on the Change of Major Form.
- Return the Change of Major Form with all required signatures to the Office of the University Registrar. Failure to return the form will prevent students from registering for next semester in the new program.
- It is recommended that students consult department chairs for entrance requirements, if any, for their major. For example, a student applying to the Studio Art major must submit a portfolio for review by the department.



Class Determination for Registration

Students are responsible for following the appropriate program of their major to ensure the completion of all course work in the normal four-year sequence. Class determination is made with the courses in-progress for registration purposes for the next semester. To ensure reasonable opportunity for course planning at registration, the following levels are followed:

- Completion of 24 or more course-credits represents Senior status.
- Completion of 16-23 course-credits represents Junior status.
- Completion of 8-15 course-credits represents Sophomore status.
- Completion of fewer than eight (8) course-credits represents Freshman status.

Framingham State Policy Regarding Academic Honesty

Integrity is essential to academic life. Consequently, students who enroll at Framingham State 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 University Catalog for detailed information on Framingham State policy regarding academic honesty.

Eligibility for Athletics

In order to participate in intercollegiate athletics and club sports, students must (a) carry a full academic course load throughout the entire semester (minimum of three course-credits), and (b) maintain a minimum GPA of the following: students with one to eight courses attempted must earn a cumulative grade point average of 1.70; students with nine or more courses attempted need 2.00.

In addition, to be eligible for intercollegiate athletics and club sports, all students/athletes must pass 24 semester hours (six credit-bearing courses) within one calendar year of enrollment (September 1st to September 1st, or January 1st to January 1st, if enrolled second semester). All student athletes must take a minimum of 12 semester hours (three credit-bearing courses) during their season(s) of competition to be eligible to compete in athletics.

Eligibility for Offices

Effective fall 1992, to hold any class or student organization office, students must:

Be full-time or part-time Student Activity Fee paying undergraduate matriculated students enrolled in a minimum of two courses per semester.

Maintain a minimum GPA of the following: students with one to eight courses attempted, 1.70; students with nine or more courses attempted, 2.00.

Eligibility for student participation on the following major Governance Committees is subject to the faculty FSCPA Contract:

All University Committee: All full-time students of Framingham State.

Curriculum Committee: All full-time juniors or seniors during their service in office.

Academic Policies Committee: All full-time juniors or seniors of Framingham State.

Student Affairs Committee: All full-time juniors or seniors of Framingham State.

Course Examinations

All examinations are to be given within the structure of Framingham State's Policy Regarding Academic Honesty.

Examinations, other than final examinations, may be scheduled at the discretion of the instructor. It is the responsibility of the student to follow whatever procedures are established and presented in writing to the students by the instructor at the start of such tests.

Unless exceptions are approved by the department chair and the Vice President for Academic Affairs or designee, final examinations will be given during regularly scheduled examination periods and the student must take the examination at the prescribed time.

Examinations and other graded course materials should be made available to students in a timely fashion. If retained by faculty, they should be kept until the end of the semester following the one in which they were given and should be made available for the students' review upon request.

Framingham State Policy Regarding Grade Appeals


Framingham State 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 students' work in a manner consistent with the procedures in the syllabus.

The grade appeal 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 Framingham State. (Appeals based on other criteria can be pursued through Affirmative Action procedures.) An appeal must take place within the first month of the semester following the semester of the course in which the final grade is questioned.

Detailed information on the steps of the grade appeal process is published in the University Catalog.

Absence Due to Religious Beliefs

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes or participate in any examination, study, or work requirement on a



particular day shall be excused from any such examination, study, or work requirement, and shall be provided with an opportunity to make up such an examination, study, or work requirement which he/she may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon the school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his/her availing himself/herself of the provisions of this section (General Laws, Chapter 151C, Section 2B).

Grading System

Framingham State uses the following marking system:

- **AU (Audit - no credit):** Full-time students may audit courses with the consent of the instructor. An auditor may not participate actively in course work nor will the auditor receive any credit for the course. An audit must be declared prior to the end of the Course Add/Drop period and may not be changed thereafter.
- **Pass/Fail:** Only students who have successfully completed 16 courses or more are eligible to take a course as pass/fail. Students are referred to the University Catalog for a list of conditions which must be met.
- **S/U (Satisfactory/Unsatisfactory):** This grade is used only for student teaching experience. Additional details are available from the Education Department.
- **W (Withdrawal - no credit):** Official withdrawal from the course - no later than the end of the ninth week of the semester. Students must secure the appropriate and valid signatures on the course withdrawal form available in the Office of the University Registrar.
- **N (Excused Absence from final exam):** This is a temporary grade with a 0 (zero) quality point value given for a student absent from a final examination for justifiable reasons. The designee will administer the makeup exam only in those instances where the involved faculty member asserts that the exam was missed for reasons that can be justified. The examination that was missed must be taken within two weeks of the final day of the final examination period or the grade becomes an "F" unless an extension is granted by the faculty member when circumstances warrant.
- **IC (Incomplete):** This is the temporary grade with 0 (zero) quality point value which may be given to a student when the instructor is satisfied that circumstances beyond the student's control, prevented the student from completing the required work in the course. Conditions for recording an "IC" grade are described in the University Catalog. Students are responsible for making up incomplete grades within the time stated in the University Catalog.

Grade Point Average

Only work taken at Framingham State as a matriculated student, which includes any coursework taken in the Day and/or Continuing Education Divisions, will be used in determining the Grade Point Average (GPA) of any student.

The number of quality points that a student receives in a course is determined by multiplying the course-credit by the corresponding number of grade points. The GPA is computed by dividing the total number of grade points by the total number of course-credits attempted.

The determination of quality points is made at the end of each semester.

The only courses that may be repeated are courses in which a student receives a grade of "B-" (2.70) or lower. Students who wish to repeat course with a grade of B-, C, C- will not be permitted to enroll until the first day of the semester and it is contingent on seat availability. All grades, including those earned in repeated courses, will remain on the academic transcript. Students must bear in mind that the same course has to be repeated and that only the most recent grade, whether higher or lower than the original grade earned, will be the grade calculated in the GPA. Continuing courses in which "F" grades have been received must be repeated successfully before the student may take advanced work except when departmental policy permits otherwise. Only grades in Framingham State courses can be used to recalculate the GPA when repeating courses and students are reminded that only Framingham State grades are used in determining the GPA (see #1 above).

A senior student who fails a course or fails to meet the required 2.00 GPA should consult with the department chair and the Office of the University Registrar for the opportunity to correct such a deficiency.

A minimum of eight (8) credit-bearing course-credits must be completed at Framingham State in order to receive a degree from the University. (See Residency Requirements for additional information.)

Only grades of C- (1.70) or better are accepted by Framingham State as transfer grades from other regionally-accredited colleges or universities.

Grades and Corresponding Quality Points:

GRADE/QUALITY POINTS	GRADE/QUALITY POINTS
A 4.0	C 2.0
A- 3.7	C- 1.7
B+ 3.3	D+ 1.3
B 3.0	D 1.0
B- 2.7	D- 0.7
C+ 2.3	F 0.0

Mid-Term Warnings

Major warnings (grade of "F") and minor warnings (grade of "D") may be issued by the instructor to the student at the midpoint of any course during a fall or spring semester. Warnings may also be issued on an individual

basis from the instructor directly to the student at any time if the student's work is approaching a less than satisfactory level.

Semester Honors

- **President's List:** A matriculated undergraduate student carrying a minimum of three (3) course-credits in a fall or spring term earns a place on the honor roll (published after the end of every fall and spring semester) after earning a GPA of 3.30 or higher for each of three (3) consecutive semesters. The student must maintain this average to remain on the list.
- **Dean's List:** A matriculated undergraduate student carrying a minimum of three (3) course-credits in a fall or spring term earns a place on this honor roll (published after the end of every fall and spring semester) for each semester in which the student earns a GPA of 3.30 or higher. A student is eligible for Dean's List if one of the four courses has "P/F" status.
- **Additional Eligibility Limitations:** A student obtaining an "IC" (Incomplete) grade is not eligible for the Dean's or President's List.

Graduation Application and Commencement Participation

All students who expect to receive their degree from Framingham State University are required to complete a formal degree application and pay the required commencement fee. These applications are available in the Office of the University Registrar or on the portal, my.framingham.edu, under Academic Information in the Commencement Channel. No student may receive their degree unless all financial debts to FSU have been settled. Conferral of a degree occurs only when the University Registrar finalizes the student's academic record and confirms that all degree requirements have been met, including a minimum of 32 course-credits and the University's course residency requirements. Completion of a Baccalaureate degree at Framingham State University also requires all students achieve an overall minimum of 2.00 GPA for the degree as well as overall minimum 2.00 GPA for the major requirements.

Commencement Participation:

All students must complete all course degree requirements in order to participate in the Commencement ceremony. Participation in the Commencement ceremony does not constitute conferral of the degree. Similarly, inclusion of a student's name on such publications as the Commencement program does not confirm eligibility for the degree. Undergraduate students must attend a mandatory rehearsal, usually held on the Thursday before the Spring Commencement Ceremony in May.

Appeals

Appeals of the course degree requirements with regards to participation in the Commencement ceremony may be made only on one (1) of the following bases:

The student has no more than one (1) course remaining to complete course degree requirements, has an overall minimum grade point average of 2.00, and has a highly extenuating, documented circumstance that would support a hardship exception to the requirement,

OR

The student has no more than one (1) course remaining to complete degree requirements, has an overall minimum grade point average of 2.50, and can document that this coursework will likely be completed no later than August 31st following the spring commencement in which the student wishes to participate.

Students wishing to appeal on one (1) of these bases must do so in writing. The appeal must be accompanied by a printout of the student's degree audit and other appropriate documentation and submitted to the Vice President for Enrollment and Student Development no later than May 1st. Decisions on such appeals will be made within one week of their submittal and are final.

Latin Honors at Commencement

To be eligible for Latin honors, a student must have completed all degree requirements and must have completed a minimum of 16 course-credits at Framingham State University. The baccalaureate degree is conferred with honors upon a student with a final cumulative grade point average of:

- Cum Laude 3.25 - 3.59
- Magna Cum Laude 3.60 - 3.79
- Summa Cum Laude 3.80 - 4.00

Academic Probation/Suspension/Dismissal

Academic Probation

Students are referred to the University Catalog for information on the minimum grade point average required for acceptable academic standing for their grade level.

Students on probation are restricted as follows:

- a. Ineligible to carry more than normal academic load.
- b. Ineligible to participate in intercollegiate athletics.
- c. Ineligible to run for or hold office in any club, society, or organization officially recognized by the University.

Students on probation must achieve required academic standing for their class level within one semester or they will be suspended.

Academic Suspension/Dismissal

Specific criteria for suspension from Framingham State, as well as a description of suspension procedures, are published in the University Catalog.

If a student is suspended from Framingham State, the period of such

suspension will be one full academic semester (summer terms do not count). During this time, the non-matriculated student is limited to taking courses in the Continuing Education Division. This separation from the full-time component of Framingham State is in keeping with the judgment that the experience of a different environment will be beneficial to the student as opposed to complete separation from the University.

Consistent with the policy on transfer courses, suspended students may earn credit for courses taken at other institutions. However, grades will not be recorded on the student's Framingham State transcript, nor be counted in computing the grade point average. Students are advised either to repeat failed or "D" grade courses in the Division of Continuing Education at Framingham State so that the grade may be recorded and counted in computing the GPA, or to repeat such courses after readmission/reinstatement to the University.

Semester Leave of Absence – Undergraduate

A Leave of Absence (LOA) is a temporary interruption of one's studies at Framingham State University (FSU) for either the Fall or Spring semester of the Academic Year (Intersession and Summer terms are excluded) for which the matriculated undergraduate student does not choose to enroll in classes. A Leave of Absence is related only to the student's continued enrollment at the University and is not recognized by federal regulations.

Students may choose to request a Leave of Absence (LOA) from the university for a period of time not to exceed two consecutive semesters at a time. A student may request up to four (4) Leaves of Absence (LOA) during their enrollment at the University.

Students granted an LOA retain their admitted student status and remain eligible for the following privileges:

- Retain the university requirements in place for their academic programs at the time of their first semester at Framingham State University (FSU);
- FSU student e-mail and myFramingham access;
- Priority and self-registration for the approved semester of return.
- Students granted LOA are not considered registered students and as non-enrolled students are not eligible for:
- Financial aid disbursements during the semesters while on LOA. Students on an LOA are reported to lenders and loan service agencies as "not enrolled" and need to contact lenders for information on possible repayment requirements;
- Enrollment verification since they are reported as "not enrolled," which could affect eligibility for health insurance, etc.;
- Use of Campus Facilities, Fitness Center, Computer Labs, Student Health Services, or Whittemore Library access and borrowing privileges;
- Campus Housing during their LOA;
- Participation in varsity or intramural athletics, student clubs or any



- FSU sponsored activity or organization;
- Prior to returning from a Leave of Absence, a student is expected to:
- Meet with their academic advisor;
- Address any outstanding financial obligations to the University;
- Register for courses prior to the start of the semester in which the student is returning;
- Follow the degree requirements as identified in the catalog at the time the student originally matriculated. The academic department chair may authorize an exception.

NOTE: Students who do not return following the approved term for their LOA, or those students who did not apply for LOA, are no longer considered matriculated and need to apply for Readmission to the University if they wish to continue their coursework. Readmitted students do not retain their original Catalog year program requirements and must follow the most current requirements for the degree and their major.

Eligibility Requirements

1. To be considered for a Leave of Absence, students must be eligible to register for classes and meet the following criteria: Be a matriculated degree-seeking undergraduate student;
2. Be registered during the semester immediately prior to the beginning of the LOA;
3. Students who are participating in an FSU-sponsored study abroad program need not apply for an LOA; however, students who are participating in a non-FSU-sponsored study abroad program should take advantage of the LOA policy, if eligible;
4. Be eligible to attend the upcoming semester - cannot be on academic suspension at the end of the semester immediately prior to the beginning of the LOA;
5. Have no hold(s) (e.g., pending disciplinary status, financial, etc.) which would restrict registration. Note: Students with financial holds cannot be given consideration for an LOA.

Timeline

If a student requests the LOA before the end of the add/drop period, the request must be submitted to the Office of the University Registrar no later than the end of the Course Add/Drop period for the fall or spring semester. The University Registrar makes the final decision to approve or deny a request for an LOA based on the aforementioned criteria.

Students requesting a Leave of Absence after the end of the Course Add/Drop and before the deadline to Withdraw from the University before will need to submit the request to the Dean of Students. The Dean of Students makes the final decision to approve or deny a request for an LOA after consulting with the University Registrar.

Registration information will be sent to the FSU email account and



personal email account on file prior to the start of the next registration period and also approximately two weeks prior to the term the student is scheduled to return.

In order to remain active in the program before the Leave expires, the student must enroll in courses for the upcoming semester. The student may request to extend the Personal Leave of Absence for one (1) consecutive semester and must do so before the end of the Course Add/Drop period. Should the student not register once the Leave expires, the student will become Inactive (non-matriculated) at the University and will need to apply for Re-admission in order to resume his/her program of study.

Withdrawal from the University

In the event that a student desires to withdraw from the University, these procedures must be followed:

- Obtain Withdrawal from University Form in the Dean of Students Office and at this time review procedure for possible readmission/reinstatement at a future date.
- Obtain signature from the Dean of Students.
- Obtain signature from the Student Accounts Office.
- Obtain signature from the Financial Aid Office.
- Obtain signature from the Office of Residence Life (if Applicable).
- Return the completed withdrawal form to the Office of the University Registrar for final signature and processing.

Return After Withdrawal/Applying for Readmission

1. Readmission after Withdrawal in Good Standing

A student who withdraws from the University in good academic standing without completing baccalaureate studies may apply to return to the University by submitting an Application for Readmission and the application fee to the Office of Undergraduate Admissions. Students must reapply to the major they were enrolled in prior to leaving FSU. Application deadlines are August 1st, for the fall semester, or before December 1st, for the spring semester. Applications received after the deadline may result in a semester's delay in the return of the student to the University. Students who attend another college/university after leaving Framingham State must also submit official college transcripts.

In determining "good standing", the University will consider academic and social records (University conduct records), as well as financial records of the applicant student. The Office of Undergraduate Admissions cannot process an Application for Readmission/reinstatement if such records are outstanding.

2. Readmission after Academic Suspension/Dismissal

If a student has been suspended from the University for academic reasons, the student may apply for readmission after the lapse of one

(1) semester. The student must apply for such readmission through the Office of Undergraduate Admissions. The decision as to whether or not to readmit the student will be made by the Admissions Committee on the basis of evidence received from the student which provides reasonable expectations of successfully completing the degree program upon the return to the University.

A student who is dismissed for academic deficiencies can only apply for readmission after a three-year (3) period. In order to graduate from either the Day or Continuing Education Division, a student must be readmitted to the University by Admissions at least one (1) semester prior to graduation.

Students who have been suspended or dismissed will be offered readmission as Undeclared majors only.

3. Readmission after Social Suspension

If a student has been suspended from the University for social reasons, the student may request readmission, unless previously stated by the appropriate administrator or Board, at the end of the suspension period. The student must send a letter to both the Director of Community Standards and the Dean of Enrollment Management, requesting readmission/reinstatement.

The student may not be considered for readmission/reinstatement if the Director of Community Standards determines the social suspension must remain in force for a further period of time.

A student who is expelled for social reasons may not apply for readmission.

Students on social suspension for a semester or longer must follow degree requirements stated in the University Catalog at the time of return.

Students who have withdrawn, or who otherwise became non-matriculated, for more than one semester must follow degree requirements stated in the University Catalog at the time of return.

UNIVERSITY GUIDELINES & POLICIES

Alcohol and Substance Abuse Policy

Framingham State University (hereinafter “University”) adheres to the principles of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. *Students who are employed on campus are expected to comply with expectations for University employees in this area (for more information, please visit the FSU Human Resources site, <https://www.framingham.edu/about-fsu/human-resources/>), in addition to student alcohol and drug policies.*

Alcohol Policy

I. Philosophy

Framingham State University provides opportunities for both academic

and social development. Informed and responsible decision-making is an important aspect of that development. When making decisions about the use or non use of alcoholic beverages, it is important to remember that the consumption of alcoholic beverages is a privilege, which can and will be denied.

II. Policy

A. General Policies and Procedures

1. Functions sponsored by faculty, staff, and recognized campus organizations may be attended only by the members of the Framingham State University community and their guests.
2. The sponsoring organization, individual, or office will be held responsible for ensuring compliance with state and local laws.
3. Registered student clubs wishing to sponsor events which involve the sale and/or consumption of alcoholic beverages shall proceed through the Office of Student Involvement and Leadership Development and under the authority of the Dean of Students, or designee.
4. Scheduling of functions by faculty and/or staff which involve the sale and/or consumption of alcoholic beverages must be approved by the appropriate area Vice President.
5. Alcoholic beverages shall be prohibited from the classroom unless there is prior approval by the Vice President of Academic Affairs, or designee.
6. Whenever alcoholic beverages are served, it is expected that servers distributing alcoholic beverages check proper identification to ensure that all those consuming alcoholic beverages are of legal drinking age. Server arrangements for on-campus events must be made with, and supervised by, the Office of Campus Events.
7. Sufficient food and alternative non-alcoholic beverages must be made available in proportion to the total number of people in attendance.
8. All groups authorized to use Framingham State University facilities must comply with the Alcohol Policy of the University.
9. Alcoholic beverages cannot be used as gifts or prizes at any University-sponsored event or activity.
10. Individual students or guests may not possess or consume alcoholic beverages, except as allowed at sanctioned campus events.
11. Public intoxication is prohibited. Public intoxication is defined as an intoxication which causes a disturbance; or, is dangerous to self, others, and/or property; or, in any way requires the attention of University staff.
12. The purchasing of alcoholic beverages for students under 21 years of age is in violation of the State Law and University Alcohol Policy

B. Guidelines for Distribution and Marketing of Alcoholic Beverages

1. Alcoholic beverage marketing programs specifically targeted for

students and/or held on campus grounds should conform to the Framingham State University Student Conduct Code.

2. Promotion of alcoholic beverages should not encourage any form of alcohol abuse nor should it place emphasis on quantity or frequency of use. The consumption of beer, wine, or distilled spirits should not be the sole purpose of any optional activity. Principles of good hosting should be observed including the availability of alternative non-alcoholic beverages, food, and planned programs.
3. No uncontrolled sampling or other promotional activities, including "drinking contests," will be permitted as a part of any campus marketing programs.
4. Promotional activities should not be associated with otherwise existing programs, nor without the consent of the Dean of Students or designee.
5. Display or availability of promotional material should be determined in consultation with the Dean of Students, or designee.
6. Informational marketing programs should have educational value and subscribe to the philosophy of responsible decision-making and legal use of the products represented.
7. Alcoholic beverage marketers should support campus alcohol awareness programs that encourage informed and responsible decision-making.
8. If permitted, alcoholic beverage advertising on campus or in institutional media, including that which promotes events as well as product advertising, should not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual, or academic success.
9. Advertising and other promotional campus activities should not associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of a motor vehicle or machinery.

C. Event Planning Requirements

The following process will be adhered to when selling or dispensing alcohol at Framingham State University. Exceptions and exemptions from this policy are not permitted.

1. A one-day liquor license must be obtained for any and all events held at Framingham State University where alcohol is sold or dispensed.
2. When planning an event at the University during which alcoholic beverages will be sold or dispensed, notice must be given to the Campus Events Office, via the completion of the University Reservation Request process, at least 4 weeks in advance of the event.
3. Upon timely notification and at least three weeks prior to the event, the Coordinator of Campus Events will contact a licensed, insured, and Town of Framingham approved bartending service provider, to file the Application for Special One-Day Liquor License with the



- appropriate office of the Town of Framingham.
4. The Coordinator of Campus Events will ensure that all requirements noted on the Application for Special One-Day Liquor License are met.
 5. Upon receipt of the one-day liquor license, the Coordinator of Campus Events will send one copy to the Framingham State University Police Department for filing. The Coordinator of Campus Events will post the original license at the site of the event where alcohol is being served.
 6. At no time will alcohol be served on the Framingham State University campus without a valid one-day liquor license posted at the event and on file with Campus Police.
 7. At all events where a liquor license is required either a University or Town police detail officer will be on duty at the event for the entire period of time that alcohol is being served.
 - Service will be carried out by trained alcohol servers hired by the University personnel.
 - No organization is permitted to bring its own alcoholic beverages onto the Framingham State University property for the purpose of sale, distribution, or consumption.
 - The event must comply with all policies as specified in these sections (A through C).

D. Residence Halls

1. The Dean of Students has the responsibility for granting any privileges regarding alcohol consumption in the residence halls. At the present time, students may not possess or consume alcoholic beverages beyond the threshold of the outside entrance door into the residence halls.
 - Any alcohol that is brought past the front doors will be confiscated and not returned if it is determined in a hearing that there was unlawful possession. Small amounts of alcohol may be thrown away.
 - A nonstudent guest whose alcohol is confiscated will be asked to leave campus. The guest will receive a letter explaining that his or her presence will not be allowed on the campus without written permission from the Dean of Students or designee.
2. Residents and their guests are not permitted to have alcohol in the residence halls, with the exception of Residence Directors.
3. Alcohol policy violation sanctions are cumulative and will be imposed through a student's career at the University and not per academic year

E. Minimum sanctions for violation of Alcohol Policy

First Violation

1. Successfully complete the alcohol education and assessment



program with Health Center. Restitution will be required for the alcohol education and assessment program, not to exceed \$50, and payable prior to completion of sanction.

2. Resident students will lose residency and access to residence halls for this period without refund of housing charges: One (1) week restriction from all residence halls. At the discretion of the hearing officer, resident students may receive the option of a \$175 charge in lieu of restriction from residence halls. The option of paying a charge will not be available in cases where the alcohol policy violation requires intervention by Campus Police or other emergency personnel. For commuter students: Minimum five (5)-week guest restriction from residence halls.
3. One (1) week restriction from participation, on or off campus, in:
 - varsity or club sport athletic contests,
 - performances or exhibits on campus or at University sponsored events,
 - participation in *official* leadership roles in student or residence hall organizations and campus governance committees.
 - One (1) calendar year of Disciplinary Warning and Residential Review
4. Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 *years of age* at the time of notification.

Second Violation

1. Five (5) week restriction from all residence halls. For commuter students: *Sixteen (16)* week guest restriction from all residence halls.
2. Five (5) week restriction from participation, on or off campus, in:
 - varsity or club sport athletic contests,
 - performances or exhibits on campus or at University sponsored events; or,
 - participation in leadership roles in student or residence hall organizations and campus governance committees.
3. Required substance abuse assessment by a substance abuse therapist approved by the Dean of Students. Student will be required to adhere to all written recommendations. *Restitution will be required for the substance abuse assessment not to exceed \$100, and payable prior to completion of the sanction.*
4. Disciplinary Probation that replaces the remainder of the Disciplinary Warning, plus *one (1) additional calendar year of Disciplinary Probation and Residential Review.*
5. Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.



Third Violation

1. Suspension from the University for a period of not less than sixteen (16) weeks.
2. Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students, or designee, required to be eligible for re-admittance to the University.
3. Parental/guardian notification at the discretion of the Dean of Students for students under 21 years of age at the time of notification.

F. Pertinent Laws

I. Town of Framingham Policy Regarding Alcohol:

No person shall drink any alcoholic beverages as defined in Chapter 138, Section I of Massachusetts General Laws while on, in, or upon any public way, or upon any way to which the public has a right of access, or any place to which members of the public have access as invitees or licensees, park or playground, or private land or place without consent of the owner or person in control thereof. All alcoholic beverages being used in violation of the By-laws shall be seized and safely held until final adjudication of the charge against the person or persons arrested or summoned before the court, at which time they shall be returned to the person entitled to lawful possession. Approval by the Attorney General, July 15, 1974. Published July 22, 23, 24, 1974.

II. Laws of the Commonwealth

The following statements are derived from the Commonwealth restricting the procurement and sales of alcoholic beverages to persons twenty-one years of age and older as generally set forth.

- a. No person or group may sell alcoholic beverages without an appropriate license granted by the Commonwealth through the Framingham Board of Selectmen. M.G.L.A., c. 138, sec. 2.
- b. No person shall supply, give, or provide to, or allow a person under 21 years of age to possess alcoholic beverages on premises or property owned or controlled by the person charged. M.G.L.A., c. 138, sec. 34.
- c. No person shall disturb the peace in any way while intoxicated. M.G.L.A., c. 138, sec. 2.
- d. No person shall drive a motor vehicle while under the influence of alcoholic beverages. M.G.L.A., c. 90, sec. 24, 2) (a).
- e. No person or group shall otherwise procure or purchase alcoholic beverages for purpose of consumption by a person under twenty-one years unless the acquiring person is the spouse, parent, or guardian of the person under twenty-one.
- f. A person under twenty-one years of age shall not use the licenses of another, or alter or deface such a card, and shall not knowingly transport or carry on his/her person any alcoholic beverages, unless accompanied by a spouse, parent, or guardian. M.G.L.A., c. 138, sec. 34B and 34C.





g. No person shall be served alcohol without the appropriate ID, that being a valid state driver's license or a valid U. S. Passport. According to the Massachusetts General Laws Amended, Chapter 138, section 34A, or the Liquor Control Act, any person under 21 years of age who purchases alcoholic beverages, who procures alcoholic beverages in any way, who willfully misrepresents his/her age, who alters, who defaces, who falsifies his or her identification with intent to purchase alcoholic beverages, shall be punished by a fine up to \$300.00.

III. Outline of the Laws for Driving Under the Influence of Alcohol; Melanie's Law

"Melanie's Law" was signed into law on October 28, 2005. Its purpose is to enhance the penalties and administrative sanctions for Operating under the Influence (OUI) offenders in Massachusetts. The information below highlights the new penalties under the law and those sections that pertain to RMV suspensions.

Operating Under the Influence of Alcohol While Already Suspended for OUI

Melanie's Law establishes a new offense of Operating under the Influence of Alcohol and Operating after Suspension for Drunk Driving. This means that a driver, who was driving under the influence of alcohol while his/her license was already suspended for OUI, can be charged with two crimes at once:

- 1.) OUI and
- 2.) OUI with a suspended license. This additional offense carries a minimum of a 1-year mandatory jail sentence.

New Law

OUI while operating after a suspension for a previous OUI offense

Penalty

1-year minimum mandatory sentence – 2 ½ years imprisonment in a house of correction and a fine of \$2500 - \$10,000.

Loss of License

1 year license suspension

Employing or Allowing an Unlicensed Operator to Operate a Motor Vehicle

Melanie's Law has defined the penalties for allowing or employing an unlicensed driver (including relatives, friends, or known acquaintances) to operate a Motor Vehicle.

New Law

No person shall employ an individual with a suspended license as a motor vehicle operator.

Penalty

1st Offense = up to a \$500 fine

2nd Offense = up to 1 year imprisonment in a house of correction and/or a fine up to \$1000



Loss of License

License and/or registration suspension up to 1 year

New Law

No person shall allow a vehicle owned by him/her or under his/her control to be operated by an unlicensed person

Penalty

1st Offense = 1 year imprisonment in a house of correction and a fine of not more than \$500

2nd Offense = 2 ½ years imprisonment in a house of correction and/or a fine of up to \$1000

Loss of License

License and/or registration suspension up to 1 year

New Law

No person shall allow an individual with an Ignition Interlock restriction to operate a vehicle not equipped with the device

Penalty

1st Offense = 1 year imprisonment in a house of correction and a fine of up to \$500

2nd Offense = up to 2 ½ years imprisonment in a house of correction and/or a fine of up to \$1000

Loss of License

License and/or registration suspension up to 1 year

Child Endangerment While Operating a Motor Vehicle Under Influence of Alcohol

Melanie's Law creates a new crime of Operating a Motor Vehicle Under the Influence of Alcohol With a Child 14 Years of Age or Younger in the Vehicle. This means that a driver can be charged with two crimes at once:

- 1.) OUI and
- 2.) Child Endangerment While OUI.

New Law

Operating a motor vehicle under the influence of alcohol with a child 14 years of age or younger in the vehicle

Penalty

1st Offense = 90 days – 2 ½ years imprisonment in a house of correction, and a \$1,000-\$5,000 fine.

2nd Offense = 6 months – 2 ½ years in a house of correction and a fine of \$5000 - \$10,000, or 3-5 years in a state prison

Loss of License

1st Offense = 1 year license suspension

2nd Offense= 3 year license suspension

Registration Cancellation

Melanie's Law allows the Registry to cancel the registration plates of anyone convicted of a 3rd or subsequent alcohol-related driving offense for the duration of the suspension period.

Vehicle Forfeiture

Melanie's Law allows a District Attorney to seek forfeiture of a motor vehicle for any defendant convicted of a 4th or subsequent alcohol-related driving offense.

Chemical Test Refusal or Failure

Melanie's Law eliminates the allowance of a 15-day temporary license. In addition, the operator's vehicle will be impounded for 12 hours. The license suspension periods for refusing a chemical test have increased as well.

License Suspension Periods for Refusing a Chemical Test

Note: For this table, a prior operating under the influence (OUI) offense refers to a court conviction for OUI or a court-ordered assignment to an alcohol education program. Chemical test refusals do not count as prior OUI offenses.

LICENSE SUSPENSION

Drivers	No Prior OUI Offenses	180 days
<u>over age 21</u>	1 Prior OUI Offense	3 years
	2 Prior OUI Offenses	5 years
	3 or more Prior OUI Offenses	Lifetime

License Suspension Periods for Refusing a Chemical Test

LICENSE SUSPENSION

Drivers	No Prior OUI Offenses	3 years+180 days
<u>Age 18 - 21</u>	1 Prior Offense	3 years+180 days
	2 Prior Offenses	5 years+180 days
	3 or more Prior OUI offenses	Lifetime

Note: The additional 180-day suspension for drivers under age 21 is designed to get youths charged with OUI who refuse a chemical test to undergo alcohol education. It does not matter what happens with your court case. Even if you win the case, it will not change the requirement for you to take an alcohol education course. If this is your first OUI case, the 180-day suspension can be waived upon entry into a Department of Public Health (DPH) approved alcohol education program.

LICENSE SUSPENSION

Drivers	No Prior OUI Offenses	3 years + 1 year
<u>under age 18</u>	1 Prior OUI Offense	3 years + 1 year
	2 Prior OUI offenses	5 years + 1 year
	3 or more Prior OUI offenses	Lifetime



Note: The additional 1-year suspension for drivers under age 18 is designed to get individuals charged with OUI who refuse a chemical test to undergo alcohol education. It does not matter what happens with your court case. Even if you win the case, it will not change the requirement for you to take an alcohol education course. If this is your first OUI case, the 1-year suspension can be reduced to 180 days upon entry into a Department of Public Health (DPH) approved alcohol education program.

Manslaughter by Motor Vehicle

Melanie's Law creates a new crime of Manslaughter by Motor Vehicle. Any driver who commits manslaughter while operating a motor vehicle while under the influence of alcohol or drugs shall be convicted of Manslaughter by Motor Vehicle.

New Law

Manslaughter while under the influence of alcohol or drugs

Penalty

5 year minimum mandatory sentence – 20 years imprisonment in state prison and a fine of not more than \$25,000

Loss of License

15 years - lifetime license suspension

Motor Vehicle Homicide

Melanie's Law increases the length of license suspension from 10 years to a minimum of 15 years for a conviction of Motor Vehicle Homicide.

Ignition Interlock Devices

Starting January 1, 2006, any driver with a second or subsequent operating under the influence offense who is eligible for a hardship license or for license reinstatement will be required to have an Ignition Interlock Device attached to any vehicle the driver owns, leases, or operates (including an employer's vehicle) at the driver's expense. The goal of this device is to protect both the public and the driver from continued unlawful operation of a motor vehicle. Massachusetts now joins a majority of states in utilizing this technology. A driver with a hardship license must use the device for the entire life of the hardship license and for two additional years after the license has been reinstated. If a driver with two or more OUI offenses is eligible for license reinstatement, the Ignition Interlock Device will be required for two years. This two-year period is mandatory (even if the device was used with a hardship license).

A driver who has received a suspension of 5 years or longer for a chemical test refusal will be required to have a device for the balance of the chemical test refusal suspension period if a court orders an early reinstatement.



DRUGS OF ABUSE / Uses and Effects

Drugs	CSA Schedules	Trade or Other Names	Medical Uses		Dependence		Duration Usual	Possible Effects	Effects of Overdose	Withdrawal Syndrome
			Physical	Psychological	Tolerance	Method				

Narcotics

Heroin	Substance I	Diamorphine; Horse, Snack, Back tar, China, <i>Naga</i> (Black tar)	None in U.S.; Analgesic, Antitussive	High	High	Yes	3-4	Injected, smoked	Slow and shallow breathing, watery eyes, runny nose, yawning, clammy skin, constrictions, loss of appetite, nausea, vomiting, tremors, panic, cramps, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected	
Hydrocodone	Substance II, Product III, V	Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Lisdexamfetamine, Lorab	Analgesic, Antitussive	High	High	Yes	3-6	Oral	possible death
Hydromorphone	Substance II	Diauid	Analgesic	High	High	Yes	3-4	Oral, injected	
Oxycodone	Substance II	Roxicet, Oxycodone w/Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral	
Codaine	Substance II, Products III, V	Acetaminophen, Guafenesin or Promethazine w/Codaine, Formal, Falcet or Tylenol w/Codaine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected	
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Famin, Fentanyl, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked	

Depressants

gamma Hydroxybutyric Acid	Sub I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S.; Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Shallow respiration, disorientation, drunkenness, impaired coordination, impaired memory, loss of reflexes, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Miltex, Reston, Xanax XR, Xanax, Halcion, R-23, Xanaxolone	Antianxiety, Sedatives, Hypnotic, Anesthetic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected	
Other Depressants	Substance III, III, IV	Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral	

Stimulants

Cocaine	Substance II	Coke, Flak, Snow, Crack, Coca, Blanca, Perico, Nive, Snow	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Agitation, increased alertness, excitation, increased body temperature, increased pulse rate & blood pressure, convulsions, insomnia, loss of appetite
Amphetamine/Methamphetamine	Sub I	Crank, Ice, Crystal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/hyperactivity disorder, neurolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked	
Methylphenidate	Substance II	Ritalin (R/S), Concerta, Focalin, Metadate	Attention deficit/hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked	
Other Stimulants	Substance III, IV	Adrex P, Idramin, Prelu-2, Drixel, Provigil	Vasoconstriction	Possible	Moderate	Yes	2-4	Oral	

Hallucinogens

MDMA and Analogs	Substance I	Ecstasy, XTC, Adam, MDA (Love Drug), MDEA (Eve), MDOB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, loss of inhibitions, increased body temperature, dehydration, muscle aches, dry mouth, increased heart rate, increased blood pressure
LSD	Substance I	Acid, Microdot, Sunshine, Bombers	None	None	Unknown	Yes	8-12	Oral	Increased body temperature, dehydration, muscle aches, dry mouth, increased heart rate
Phencyclidine and Analogs	Sub I, III, III	PCP, Angel Dust, Hog, Loveball, Ketamine (Special K), PCP, POP, TOP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted	None
Other Hallucinogens	Substance I	Psilocybin mushrooms, Mesclerine, Peyote Cactus, Ayahuasca, DMT, Ecstasy/Plant (DMT)	None	None	Possible	4-8	Oral	None	None

Cannabis

Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mari</i> , <i>Yerba Grifa</i>	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, related inhibitions, increased appetite, disorientation
Tetrahydrocannabinol	Sub I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral	Occasional reports of paranoia, possible hyperactivity, decreased appetite
Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral	

Anabolic Steroids

Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cyt	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin-Depo, D-bal	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected		

Inhalants

Amyl and Butyl Nitrite		Pears, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, loss of consciousness, behavior, slurred speech	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled	Stupor, possible death	
Alcohol		Beer, wine, liquor	None	High	High	Yes	1-3	Oral	Organic damage	

Installation of the Ignition Interlock Device is a mandatory condition of the issuance of a hardship license or of license reinstatement.

Once the device is installed, a driver will be required to pass a breath test before starting the vehicle. Any blood alcohol reading of greater than .02 will prevent the vehicle from starting. Every 30 days, the driver must return to the vendor, who will upload and transfer data from the device to the RMV.

Failure to comply with the Ignition Interlock Device requirements under the law will result in a license revocation from 10 years to life.

For information on how to obtain and use an Ignition Interlock Device, see the Ignition Interlock Device brochure (this is available in all full-service RMV branches and online at www.mass.gov/rmv)

DRUG POLICY

I. Philosophy

Framingham State is concerned with the welfare of its students, faculty and staff and strives to maintain an environment conducive to teaching, learning and personal development. The University recognizes the negative effect illegal drugs and/or drug abuse can have on both the campus community and society at large. These effects may include, but are not limited to, health risks, threats to the safety and well-being of individuals, legal penalties, disruption to the learning environment, impediment to personal and academic growth, and damages the reputation and public confidence in the University.

It is important, then, that all members of the University community reflect upon their personal responsibilities and, additionally, act to assist others through timely intervention, reporting and/or referral to appropriate sources of treatment and/or support.

This policy is intended to accomplish the following goals:

- Promote a healthy and safe learning environment by stating clear standards of conduct and minimum University sanctions that will be imposed for violation of this policy.
- Describe applicable legal sanctions under state, local and federal law.
- Describe health risks and available education and prevention services, referral services, and counseling, treatment and support services.

II. Policy

A. Conduct Code Regulations

- The use, possession, sale, distribution, or manufacturing of any illegal drug is prohibited.
- The illegal or unauthorized possession, sale, use and/or abuse of any prescription or non-prescription drug is prohibited.
- Possession or use of drug-related paraphernalia is prohibited. In determining if an object is drug-related paraphernalia relevant factors will be considered including, but not limited to, evidence of the object's use, the object's primarily intended use, the object's designed use, the existence of residue of controlled substances on the object, descriptive

materials related to the object and the proximity of the object to behavior in violation of the drug policy.

B. Response Procedure

- If a member of the community suspects violation of the University drug policy the matter should be reported to the Framingham State Police Department. Residence hall incidents may additionally be reported to the Residence Director.
- Incidents with students involving alleged violation of the University drug policy will be resolved in accordance with the University Judicial Code. A student charged with violation of the drug policy may be placed on interim separation from the University and/or interim separation from University residence halls pending the outcome of judicial proceedings.

C. Minimum Sanctions for Violation of the Drug Policy

For Marijuana under one (1) ounce- Framingham State University has created a policy specifically for marijuana use and/or possession under one (1) ounce. The minimum sanctions for drug policy violations involving less than one (1) ounce of marijuana are:

1. First Violation

- Required successful completion of the drug educational intervention series with a member of the Health Center and/or designee. Restitution for the drug educational intervention series, not to exceed \$50, and payable prior to completion of the sanction.
- Resident students will lose residency and access to residence halls for this period without refund of housing charges: One (1) week restriction from all residence halls. For commuter students: Five (5) week guest restriction from residence halls.
- One (1) week restriction from participation, on or off campus, in:
 - i. varsity or club sport athletic contests,
 - ii. performances or exhibits on campus or at University sponsored events
 - iii. participation in official leadership roles in student or residence hall organizations and campus governance committees.
- One (1) calendar year of Disciplinary Warning and Residential Review.
- Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

2. Second Violation

- Five (5) week restriction from all residence halls. For commuter students: Sixteen (16) week guest restriction from all residence halls.
- Five (5) week restriction from participation, on or off campus, in:
 - i. varsity or club sport athletic contests,
 - ii. performances or exhibits on campus or at University sponsored events
 - iii. participation in official leadership roles in student or residence

hall organizations and campus governance committees.

- Required substance abuse assessment by a substance abuse therapist approved by the Dean of Students or designee. Student will be required to adhere to all written recommendations. Restitution for the substance abuse assessment, not to exceed \$100, and payable prior to completion of the sanction.
- Disciplinary Probation that replaces the remainder of the Disciplinary Warning, plus one (1) additional calendar year of Disciplinary Probation and Residential Review.
- Parental/guardian notification at the discretion of the Dean of Students, or designee, for students under 21 years of age at the time of notification.

3. Third Violation

- Suspension from the University for a period of not less than sixteen (16) weeks.
- Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students or designee required to be eligible for re-admittance to the University.
- Parental/guardian notification at the discretion of the Dean of Students for students under 21 years of age at the time of notification.

Other Drug Violations

A student found responsible for other violations of the University drug policy, except for violation related to selling, distributing or manufacturing, will be subject to the following mandatory minimal sanctions

1. First Violation

- A. Five (5) week restriction from all residence halls. Resident students will lose residency and access to residence halls for this period without refund of housing charges. Commuter students will be restricted from visiting any residence hall during this period and will be additionally required to complete 15 community service hours or an equivalent assignment.
- B. Required successful completion of the drug educational intervention series with a member of the Wellness Education Office and/or designee.
- C. Restitution for the drug educational intervention series, not to exceed \$100, and payable prior to completion of the sanction.
- D. Five (5) week minimum restriction from participation, on or off campus, in:
 - varsity or club sport athletic contests,
 - performances or exhibits on campus or at University sponsored events,
 - participation in official leadership roles in student or residence hall organizations and campus governance committees.

•The restriction will continue until the required drug education intervention series has been completed. In no case will the restriction be less than two weeks in duration.

E. Two (2) calendar years of Disciplinary Probation and one (1) calendar year of Residential Review.

F. Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 years of age at the time of parent/guardian notification.

2. Second Violation

A. Sixteen (16)-week Suspension from the University.

B. Required substance abuse assessment, evaluation and treatment plan with a substance abuse therapist approved by the Dean of Students or designee required to be eligible for re-admittance to the University.

C. Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 at the time of parent/guardian notification.

3. Third Violation

A. Expulsion.

B. Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 years of age at the time of parent/guardian notification.

Selling, Distributing, or Manufacturing of illegal drugs or controlled substances:

1st offense:

A. Expulsion.

B. Parental/guardian notification at the discretion of the Dean of Students, or designee, for policy violations involving a controlled substance by a student who is under 21 at the time of parent/guardian notification.

III. State and Federal Sanctions

A. Federal Student Financial Aid Penalties for Drug Law Violations

1. A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment for which the student was receiving Title IV, HEA program funds, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

2. Students with a drug conviction for an offense that occurred while receiving Federal Student Financial Aid, should contact the Financial Aid Office (508-626-4534) to determine if the conviction affects eligibility or aid.

B. State and Federal Drug Law Penalties

1. The following chart outlines Massachusetts penalties/sanctions for violation of drug laws. Additional information on state drug enforcement can be found on the Massachusetts Office of Health and Human Services website

(<http://www.mass.gov/eohhs/provider/licensing/compliance/>).

DRUG CLASS and PENALTY

DRUG CLASS	PENALTY
A	Imprisonment in the state prison for not more than ten years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than one thousand nor more than ten thousand dollars, or by both such fine and imprisonment.
B	Imprisonment in the state prison for not more than ten years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than one thousand nor more than ten thousand dollars, or by both such fine and imprisonment.
C	Imprisonment in the state prison for not more than five years, or in a jail or house of correction for not more than two and a half years, or by a fine of not less than five hundred nor more than five thousand dollars, or by both such fine and imprisonment.
D	Imprisonment in a jail or house of correction for not more than two years, or by a fine of not less than five hundred nor more than five thousand dollars, or both such fine and imprisonment.
E	Imprisonment in a jail or house of correction for not more than nine months, or by a fine of not less than two hundred and fifty nor more than two thousand and five hundred dollars, or both such fine and imprisonment

If you have a drug conviction for an offense that occurred while you were receiving Federal Student Financial Aid, please contact the Financial Aid Office to determine if your conviction affects your eligibility for aid.

2. Under the Federal Controlled Substances Act an individual with a first conviction for simple possession may be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of \$1,000 for simple possession. Penalties become more severe for offenses beyond a first conviction or for violations other than simple possession. Additional information on the Controlled Substances Act and associated penalties can be found on the U.S. Drug Enforcement Administration web site (<http://www.justice.gov/dea/index.htm>). Federal penalties for drug trafficking can also be found on this site.

IV. If You Need Assistance

Additional information about drug related issues and associated health risks is available from several sources. The following departments offer, or can provide referrals to education, prevention, counseling, treatment and

support services:

1. FSU Counseling Center, 508-626-4640
2. Health Center, 508-626-4900

Bias Incident Protocol

Framingham State University is committed to providing a safe living, learning and working environment for all of its community members. The University deems incidents of hate or bias reprehensible. The following protocol will offer definitions and procedures to follow when confronted with bias incidents. The University is committed to the care and support of any targets of these incidents.

Definitions

Target - Refers to any person or persons negatively impacted by a bias incident.

Witness - Refers to any person or persons that see or overhear a bias incident occurring.

Hate or Bias Incident - A hate or bias incident occurs when behaviors (verbal or non-verbal) by an individual or group are perceived to be malicious (hate) or discriminatory (bias) toward another individual or group based on actual or perceived characteristics such as race, color, ethnicity, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, parental status, veteran status, or any situation in which inter-group tensions exist based on such group characteristics. Hate and bias acts may be violations of criminal law, such as hate crimes. All hate crimes are considered bias incidents, but not all bias incidents are considered hate crimes.

Discrimination and Discriminatory Harassment – Please refer to the University’s Equal Opportunity, Diversity, and Affirmative Action Plan. https://www.framingham.edu/Assets/uploads/student-life/shape/_documents/eo-plan-2015.pdf

Circumstances When the Protocol is Initiated

The Bias Incident Protocol will be initiated when a hate or bias incident is reported to any of the offices or persons indicated below. This may include an investigation of the incident to determine the course of action necessary to resolve the issue.

1. Reporting Bias Incidents

Framingham State University encourages the immediate reporting of all bias incidents that occur on campus, University-owned property, or at University-sponsored events occurring off-campus. It is advised that the scene of the incident be preserved (vandalism, damage, etc.) until the University Police can investigate. Personal well-being and safety are a priority at the University. If you are involved in, or are a witness to, a bias

incident, please make sure you are not in threat of or actual physical danger when reporting. **In the event of an emergency or to report a crime/ incident in progress, please call University Police at 508-626-4911.**

Bias incidents may be reported to any of the following locations around campus and may be fully investigated:

STUDENTS		FACULTY/STAFF/OTHERS	
University Police	508-626-4911	Univeristy Police	508-626-4911
Website	https://www.framingham.edu/the-fsu-difference/inclusive-excellence/bias-incident-response-team/index.php	Website	https://www.framingham.edu/the-fsu-difference/inclusive-excellence/bias-incident-response-team/index.php
Anonymous Tip	<ol style="list-style-type: none"> 1. Send Text to 62783 2. In message area type FSUTIP, then a space, then your message 3. Press send 	Anonymous Tip	<ol style="list-style-type: none"> 1. Send Text to 62783 2. In message area type FSUTIP, then a space, then your message 3. Press send
Dean of Students Office	508-626-4596	Equal Opportunity Office	508-215-5859
Center for Inclusive Excellence	508-215-5863	VP of Academic Affairs	508-626-4901
Division of Inclusive Excellence	508-626-4515	Division of Inclusive Excellence	508-626-4515
Any Residence Life staff member (Residence Director, Resident Assistant, StudentDesk Attendant, etc.) may take a report		Any supervisor, chair, manager and/or director of a department may take a report	

When reporting the incident, it is important that as many details are relayed in relation to time frame, persons involved and witnesses (specific descriptions if unknown), and exact language used or actions take, if applicable.

2. Access Resources

A bias incident is upsetting for the entire campus community, but especially for the target(s) and witness(es) of these incidents. It is strongly suggested that anyone impacted by the incident find someone with whom to speak. University staff may reach out to targets to offer support and care. The University provides many resources to assist you (both confidential and non-confidential) including:

Counseling Center (confidential report)	508-626-4640	Larned Hall Residence Director	508-626-4922
Dean of Students Office	508-626-4596	Towers Hall Residence Director	508-626-4982
Center for Inclusive Excellence	508-215-5863	O'Connor Hall Residence Director	508-626-4952

Equal Opportunity Office	508-215-5859	North Hall Residence Director	508-215-5949
West Hall Residence Director	508-215-5742	Horace Mann/Peirce/Linsley Halls Residence Director	508-626-4915

3. Bias Incident Response

The Bias Incident Team shall meet on a monthly basis or more frequently based on community needs. When a bias incident is reported, the Chief Diversity and Inclusion Officer will bring the team together to discuss how to move forward in terms of:

1. Offering any support and assistance to the target.
2. Informing the community of the incident and denouncing it.
3. Providing programming to educate the community.
4. A designee will conduct a follow up with the reporter of the incident.

The names of students alleged to have committed bias incidents that may violate the University Student Code of Conduct will be referred to Community Standards Office for further action. The names of faculty, staff, and/or administrators alleged to have committed bias incidents that may violate University policy will be referred to the Equal Opportunity Office for further action. The University strictly prohibits retaliation of any kind by any of the involved parties or their associates. Our retaliation policy can be found in the University’s Equal Opportunity, Diversity, and Affirmative Action Plan.

Bias Incident Team Members:

The Bias Incident Team Members are made up of faculty, staff and students from the Framingham State University community.

4. Communication with the Campus Community

The Chief Diversity and Inclusion Officer may notify the campus community of reported hate or bias incidents as they occur. The reports will give a general overview of the incident, omitting information to protect the privacy of the parties involved, and detailing the steps the University is taking to remedy the situation. If the incident warrants immediate notification to the campus community (i.e. a safety concern), University Police or the Chief Diversity and Inclusion Officer will make arrangements for a notice to be distributed in a timely manner.

The efforts outlined in this protocol will hopefully lead to the remedy, prevention, and eventual end of bias related incidents at Framingham State University.

Campus Posting Policy
McCarthy Center

The following policy concerns posting in the McCarthy Center. Posting priority is given to University-related events. All postings will be posted



and removed by staff of the Office of Student Involvement and Leadership Development (SILD):

Clubs, departments, and offices may post in designated posting areas (the Dining Commons, Snack Bar, Bulletin Boards).

Postings may not be affixed to the common areas of the McCarthy Center, specifically the walls, windows, or doors of the McCarthy Center.

Postings are to be stamped, dated, initialed, and reviewed in SILD, 510 McCarthy Center. Notices that are not stamped and posted in designated McCarthy Center locations will be taken down.

All materials must include the name of sponsoring organization and/or person with a contact number and e-mail address.

To keep publicity visible, the following maximum posting sizes have been designated for the Dining Commons/Snack Bar walls:

- (4) 8.5" x 11" flyers per event per side of the Dining Commons.
- (2) 11" x 17" posters per event per side of the Dining Commons.
- (1) large poster (3' x 4') for each side of the Dining Commons, and (1) for the Snack Bar.

Posting in Other Areas of Campus

- In an effort to keep the campus clean, placing advertisements on cars is prohibited.
- Posting in buildings other than the McCarthy Center requires the approval of the building secretary for the respective building.
- Posting in the Residence Halls requires approval from the Office of Residence Life located in Towers Hall.

For further McCarthy Center Posting Policy information, please visit the SILD website at www.framingham.edu/sild.

Care and Use of University Property

All students are urged to cooperate in maintaining the University facilities in neat, working order by using them carefully, not littering, and by treating the University equipment as respectfully as they would treat their own.

The entire University community suffers from destruction of its property. It is hoped that situations of this sort will not occur, but said students should be aware of the possibility of student conduct sanctions in the event cases arise.

The cost of repairing or replacing damaged buildings, apparatus, furniture, or other property of the University will be charged to the student or students known to be immediately involved. If the person(s) who caused residence hall damage are unknown, the cost of repairs may be assessed equally upon all the students of the appropriate area or residence hall.

Copyright Infringement and Penalties

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code), including reproducing or distributing a copyrighted work.



In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority also constitutes an infringement.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer sharing, may subject an individual to civil and criminal liabilities. Penalties for violations of federal copyright laws may include payment of the actual dollar amount of damages and profits; a dollar penalty ranging from \$200 to \$150,000 for each work infringed; attorney's fees and court costs; an injunction to stop the infringing acts; court impoundment of the illegal work; or the infringer can go to jail. Students who engage in unauthorized peer-to-peer sharing, illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system are subject to Student Code of Conduct regulations and possible disciplinary penalties.

For more information, please visit the U.S. Copyright Office at www.copyright.gov, and related FAQ's at www.copyright.gov/help/faq.

Death of a Student

Sadly, from time to time, the University community experiences the death of one of its members. In the case of a student's death, the University will notify the community of the loss as soon as is reasonably possible. In addition, the Dean of Students will work with friends of the deceased, in collaboration with family members, to assist in the planning of a memorial service or gathering on campus, if desired. If you are aware of the death of a classmate, you are asked to notify the Office of the Dean of Students at 508-626-4596 in order to facilitate communication of the death and allow us to extend sympathy to the family of the deceased.

Displays for Memorials

This policy is intended to address three different types of displays. For assistance, please contact the Facilities Department at Facilities@framingham.edu.

1. Students, faculty, and staff may place memorial or remembrance items (e.g., ribbons, bows, signs) on campus grounds and/or in University buildings with permission from the Facilities Department. Each request will be considered individually. These tributes are installed and then removed (no later than two weeks) by the sponsoring party.
2. Clubs and groups may request a temporary installation of special flags or signs in recognition or tribute to historical events (such as Holocaust remembrance). Requests for permission to install such tributes should be made to the Facilities Department no later than three days prior to the planned installation. These tributes are installed and then removed (no later than two weeks) by the sponsoring club or group.
3. There are many memorial plaques, benches and sculptures on campus that have been installed in tribute to gifts from alumni, in honor of deceased members of the community, and in support of special events (such as trees in support of sustainable efforts). These memorial tributes are "permanent"; meaning they were crafted and installed to remain in

place for the foreseeable future. If any individual, club, or department would like to install such a tribute, contact should be made with the Development Office to investigate purchase of the permanent tribute. The Development Office will consult with the Facilities Department on this request for a coordinated effort.

Emergency Preparedness and Response

The University has an Emergency Preparedness Committee, which has developed plans for response in the event that a campus-wide emergency were to occur. In the event of such an emergency, information about the situation and any required response would be shared via multiple means, including the FSU Alert System, the University Website, and an emergency siren located on the top of Hemenway Hall. **All members of the University Community are encouraged to register for the FSU Alert (access through myFramingham), to ensure the expedient receipt of emergency information.**

Family Educational Rights and Privacy Act 1974 (FERPA)

1. Definition

All educational records for the purpose of this notice shall be defined as those records, files, documents, and other materials which (a) contain information directly related to the student, and (b) are maintained at Framingham State University. The term “educational records” does NOT include:

- a. Personal files and administrative personnel which are in the maker’s duties for a temporary period.
- Records of the law enforcement unit associated with an educational institution, if the unit’s personnel are not allowed access to a student’s educational records and which are kept separate from the educational records, are maintained for law enforcement purposes only, and are available only to law enforcement officials.
- Employment records of non-student employees of the institution which relate exclusively to aiding employees in their occupational capacity and are not available for use for any other purpose.
- Medical, psychiatric, or psychological records created and used only for the treatment of a student available only to those providing the treatment (provided, however, that a physician or other appropriate professional of the student’s choice may review such records).
- Types and location of Restricted Records maintained by Framingham State University available only for review by physicians or other appropriate professionals of the student’s choice. Such review may result in written observations to be written in the student’s file.

NOTE: The Family Educational Rights and Privacy Act as amended does not prohibit the destruction of records. As such, the University will, from time to time, routinely review and, when deemed appropriate, destroy non-permanent educational records. However, any existing records may not be destroyed if a prior claim of access has been made for such a student until said claim has been processed.

2. Type and Locations, Records

The following paragraphs list the educational records maintained at Framingham State University, and also a description of the information contained in the records and the name of the person responsible for maintaining them.

a. The Academic Records of all students are maintained by the Office of the University Registrar. The University Registrar is the person responsible for the following records:

- Permanent records (academic transcript),
- University Admissions application,
- high school record (if applicable),
- College Board scores and profile or test scores from Graduate Record Examination and Miller Analogy Test,
- miscellaneous correspondence,
- acceptance data,
- deficiency reports,
- Biographic/Demographic updates (if applicable),
- Veterans' Administration forms (Veterans only),
- Degree Audits,
- transcripts from former colleges and universities or in conjunction with off- campus course approval forms (if applicable),
- change of enrollment status form(s),
- evaluation reports of practicums and internships,
- enrollment verification requests,
- transcript requests.

b. The Disciplinary records are located in the Office of Residence Life. The Associate Dean of Students is the person responsible for the records of students appearing and found responsible for University policy violations under the Student Conduct Code.

c. The Financial Aid records are located in the Financial Aid Office. The Director of Financial Aid is the person responsible for these records.

d. The Housing records are located in the Residence Life. The Associate Dean of Students is the person responsible for the following records:

- residence hall application,
- Residence Hall License Agreement,
- room assignment and change records.

e. The Medical records are located in the Health Center. The Director of the Health Center is the person responsible for the following records:

- physical examination records,
- follow-up reports made at individual appointments.

f. The Psychological records are located in the Counseling Center. The Director of the Counseling Center is the person responsible for these records:

- files containing name, appointment dates, and other administrative dates;
- individual student folder containing:

- test results and interpretations
- interview notes, reports from psychiatrist, and other “treatment” related information.

g. Veterans Records: The Office of the University Registrar is responsible for the following records:

- DD214,
- enrollment verification with the Veterans Affairs Administration (VA_Once),
- any chapter information needed to ensure correct reporting to the federal government.

3. Rights in Relation to Educational Records

Those who are presently or have been students at Framingham State University have the following rights in relation to their educational records:

- Right to the list of educational records which are maintained by the University.
- Right to inspect and review the contents.
- Right to a response from the University to reasonable requests for explanations of records.
- Right to a hearing to challenge contents of records, but not the right to contest a grade. If a student has material on two or more areas, the hearing is restricted to the pertinent area.
- The University has a maximum of 45 days to comply with the student’s request in regard to those rights referred to in the above listed rights.

NOTE: Framingham State University will not make the following available to students:


- Financial records of the parents of the students or any information contained therein.
- Confidential letters and statements of recommendation, which were placed in the educational records prior to January 1, 1975, if such letters or statements are used for purposes which they were specifically intended.
- The student may waive the student’s right of access to letters and statements of recommendation placed in the educational records subsequent to January 1, 1975, provided:
 - a. This waiver is conditioned upon the student knowing names of informants and letters used strictly for the purpose for which intended.
 - b. The only purposes for which these letters may be used are the following: with respect to the admission to any educational agency or institution, with respect to an application for employment, with respect to the receipt of an honor or honorary recognition.

4. Directory Information

Directory Information at Framingham State University includes a student's name, address, telephone listing, electronic university mail address, major field of study, dates of attendance, grade /class level (if an undergraduate - class is based on courses completed), enrollment status (FT or PT) for a particular semester, degrees and awards received, participation in officially recognized activities and sports, and the most recent previous educational agency or institution attended by the student. This Directory Information will be made public unless the student specially expresses in writing to The Office of the University Registrar a request not to release such information.

NOTE: No one shall be permitted access to, nor shall there be any release of, educational records or personally identifiable information contained therein other than Directory Information without the student's written consent with the following exceptions:

- a. Disclosure is to Framingham State University officials, who have been determined to have legitimate educational interests. A Framingham State University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person, contractor, vendor or company with whom the University has contracted to perform functions (such as an attorney, auditor, service provider or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or award committee) or assisting another University official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional duties.
- b. Disclosure is to officials of other schools in which the student, or former student, seeks or intends to enroll or is already enrolled. Upon request the University will provide a copy of the disclosed record, and give the student an opportunity for a hearing to challenge the content of the disclosed record.
- c. Disclosure is to authorized representatives of the U.S. Government, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States or the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or State Educational Authorities who are concerned with audit and evaluation of legal requirements which relate to such programs.
- d. Disclosure is to any State official, authorized by statute, who have access to educational records.
- e. Disclosure is to organizations conducting studies for, or

- 
- on behalf of, the University for the purpose of
- (1) developing, validating, or administering predictive tests;
 - (2) to administer student aid programs; or
 - (3), to improve instruction.

Such studies are to be conducted in such a manner as to not permit the personal identification of students and their parents by persons other than the representatives of such organizations, and with the understanding that such information will be destroyed when no longer needed for the purpose for which it is conducted.

f. Disclosure is to accrediting organizations in order to carry out their accrediting functions.

g. Disclosure is to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1986. If parents request access to any of the records for this reason, a letter requesting access must be sent along with a copy of the last year's federal tax return indicating dependents to the Dean of Students.

h. Disclosure is in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that the student is notified of all such orders of subpoenas in advance of the compliance there within by the University.

i. Disclosure is to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or others in connection with a health or safety emergency.

j. An alleged victim of a crime of violence or non-forcible sex offense may be informed of the final results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime.

k. Disclosure of the final results of a disciplinary proceeding conducted against a student who is an alleged perpetrator of a crime of violence or a non-forcible sex offense if the University determines as a result of that disciplinary proceeding that the student committed a violation of the University's General Student Conduct Code Regulations with respect to such crime or offense.

l. Disclosure is pursuant to and in accordance with an ex parte order issued under the USA Patriot Act. (See page 84, Section C-1, for definition) m. Disclosure is of public information concerning registered sex offenders provided to the University under the Violent Crime Control and Law Enforcement Act of 1994 (as amended by the CSCPA).

5. Procedure for Gaining Access to Records

a. Framingham State University has developed the following procedures for the granting of a request by students for



access to their own educational record. These procedures require that any request for access to educational records be accommodated within a reasonable period of time, but in no case shall access be withheld for forty-five (45) days after the request has been made.

(1). A student who desires access to records must obtain and complete a request form obtained at The Office of the University Registrar.

(2). The student then proceeds to the appropriate office, presents the form to the person in charge, and makes an appointment to view his or her records.

(3). The student verifies identity by showing a valid form of photo ID.

(4). Access will be supervised to ensure that no documents are removed or altered, and care will be taken to prevent the insertion of unauthorized materials.

b. Inquirer shall fill out the name, date, and reason for access, which shall be recorded and become part of the file's audit trail.

6. Procedures for Challenging the Content of Educational Records

Any student may challenge the contents of his or her records in order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy of other rights of students, and to provide an opportunity for correction or deletion of such data. The exception is that a student cannot challenge any academic grade received. Initially, the challenge may be handled through informal discussion between the originator of the record and the student. If the challenge cannot be resolved through informal discussion to each party's satisfaction, then the student should state in writing to the Vice President of Enrollment Management and Student Development, or designee, the contents of those records the student wishes to appeal and the basis of the appeal. A hearing shall be called within three (3) academic weeks from the time the Vice President of Enrollment Management and Student Development, or designee, receives the student's request for a hearing. The hearing shall assure that all parties be given a full and fair opportunity to present evidence. This hearing shall be conducted by the Vice President of Enrollment Management and Student Development, or designee. Once a decision is reached, the Vice President of Enrollment Management and Student Development, or designee, shall communicate said decision to the student within 30 days of time, and in written form. In the event that the student disagrees with the decision of the hearing, he or she may request a review of the decision from the Office of the President. However, the decision to grant a new hearing will be made only if a significant question of policy or compliance with the law appears to be presented in the matter in question. Aforementioned information is not intended to include the challenge of any grade received by the student.



A student may file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the Act. Written complaints should be directed to:

The Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
fax 202-260-9001
email: ferpa@ed.gov

Questions or concerns about the privacy of student's education records, or these procedures, may be brought to the attention of the Office of the University Registrar, McCarthy Campus Center, Room 515.

NOTE: The Family Educational Rights & Privacy Act of 1974 does not prevent a student from appealing a grade for reasons other than that above. The University reserves the right to determine its own policies for grade appeals.

C. Additional Regulatory Information

1. USA Patriot Act

The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT) Act of 2001 and FERPA permit a postsecondary institution to disclose, without the consent or knowledge of the student, information from education records pursuant to, and in accordance with, an ex parte court order issued under the USA Patriot Act.

2. SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that establishes a process for electronic reporting by designated school officials of information required to be reported to the Department of Homeland Security's Immigration and Customs Enforcement (ICE), previously known as the Immigration and Naturalization Service (INS). SEVIS maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security, Immigration and Customs Enforcement (ICE) throughout a student's or exchange visitor's stay in the United States, in order to certify an institution as eligible to participate in SEVIS.

Firearms and Weapons on Campus

As defined under MGL Chapter 269, Section 10

“(j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred



and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Any officer in charge of an elementary or secondary school, college or university or any faculty member or administrative officer of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine of not more than five hundred dollars."

No student will be allowed to bring a paint, pellet, Airsoft or B.B. gun for any reason to campus without the express written permission of the Framingham State University Chief of Police.

Fireworks

As defined under MGL Chapter 148, Section 39

"Section 39. No person shall sell, or keep or offer for sale, or have in his possession, or under his control, or use, or explode, or cause to explode, any combustible or explosive composition or substance, or any combination of such compositions or substances, or any other article, which was prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation."

Any act by an individual or individuals in violation will be dealt with as a serious offense to the general wellbeing of the University community and will likely result in removal from the community.

FSU Notice of Non-Discrimination and Diversity

Framingham State University ("the 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.

The University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status. The University prohibits unlawful discrimination or discriminatory harassment on all of those bases. Such behaviors violate the University's Discrimination, Discriminatory Harassment and Retaliation Policy, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

It is also the policy of the University to provide each student, employee, and other person having dealings with the institution an environment free from unlawful sexual violence and all forms of misconduct on the basis



of gender. The University prohibits rape, statutory rape, sexual assault, sexual exploitation, incest, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking, and retaliation. These behaviors violate the University's Sexual Violence Policy, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

The University's Discrimination, Discriminatory Harassment and Retaliation Policy and Sexual Violence Policy apply in all University programs and activities, including, but not limited to, athletics, instruction, grading, housing, and employment. They apply to all members of the campus community, including, but not limited to, students, faculty, librarians, staff, visitors, contractors and applicants for employment or admission. They also apply to off-campus conduct that negatively affects a community member's experience in the University environment.

The University has appointed an Equal Opportunity Officer ("EO Officer") to oversee its compliance with these policies, as well as the state and federal non-discrimination and equal opportunity laws. Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment or retaliation may contact the EO Officer.

The Equal Opportunity Officer at Framingham State University is:

Kimberly R. Dexter
Director of Equal Opportunity, Title IX, and ADA Compliance
Equal Opportunity Officer
University Title IX Coordinator
Title II/Section 504 Coordinator
Dwight Hall, room 207
(508) 215-5859
kdexter@framingham.edu

Students may also contact:

David Baldwin
Interim Dean of Students
Equal Opportunity Officer for Students
McCarthy Center, suite 504
(508) 626-4596
dbaldwin@framingham.edu

Inquiries may also be directed to:

The U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
(617) 289-0111
Fax (617) 289-0150; TDD (877) 521-2172
OCR.Boston@ed.gov
Any person with questions or concerns about any form of sexual violence,

sexual harassment, gender-based harassment, domestic violence, dating violence and stalking and/or retaliation may also contact the Title IX Coordinator(s) or the U.S. Department of Education, Office for Civil Rights.

The Title IX Coordinators at Framingham State University are:

Kimberly R. Dexter
Director of Equal Opportunity, Title IX, and ADA Compliance
University Title IX Coordinator
Dwight Hall, room 207
(508) 215-5859
kdexter@framingham.edu

David Baldwin
Interim Dean of Students
Title IX Coordinator for Students
McCarthy Center, suite 504
(508) 626-4596
dbaldwin@framingham.edu

Carey Eggen
Associate Director of Athletics/Senior Woman Administrator
Title IX Coordinator for Athletics
Athletic Center, 2nd floor
(508) 626-4565
ceggen@framingham.edu

The University Title IX Coordinator is responsible for the University's compliance with Title IX and the administration of the University's Sexual Violence Policy.

FSU POLICY AGAINST DISCRIMINATION, DISCRIMINATORY HARASSMENT AND RETALIATION

The Policy Against Discrimination, Discriminatory Harassment and Retaliation is part of the University's Equal Opportunity Plan. For the full text of the Equal Opportunity Plan including definitions of terms contained in this policy please visit https://www.framingham.edu/Assets/uploads/student-life/shape/_documents/eo-plan-2015.pdf

PROHIBITED CONDUCT

The Policy Against Discrimination, Discriminatory Harassment and Retaliation ("Policy") prohibits all conditions and all actions or omissions, including all acts of discrimination, discriminatory harassment and retaliation, which deny or have the effect of denying to any person their rights to equity and security on the basis of their membership in or association with a member(s) of any protected class. This Policy reaffirms the values of civility, pluralism and pre-eminence of individual human dignity as preconditions to

the achievement of an academic community, which recognizes and utilizes the resources of all people.

The prohibited conduct contained in this Policy shall apply to and be enforced against all members of the University community, including, but not limited to, faculty, librarians, administrators, staff, students, vendors, contractors and all others having dealings with the institution.

Examples of discrimination, all of which are prohibited by this Policy, include, but are not limited to:

- Differences in terms, conditions and privileges of employment (including, but not limited to hiring, promotion, reassignment, termination, salary, salary increases, discipline, granting of tenure, selection for awards, etc.) on a prohibited basis.
- Unlawful disparity of treatment in educational programs and related support services on the basis of membership in a protected class.
- Differences in salaries or other benefits that are paid to one or more men or women if the differences are not based on a bona fide occupational qualification.
- Developing position descriptions or qualifications, which, without lawful justification, are so specific as to have a disparate exclusionary impact on a group of individuals because of their membership in a protected class.
- Limiting access to housing, or participation in athletic, social, cultural or other activities to students because of membership in a protected class not based on a bona fide requirement or distinction.
- Failing or refusing to hire or promote a person because of their age.
- Classifying a position or positions as unsuitable for persons of certain religions.
- Excluding members of a certain race or national origin from a category of positions or from a department or division.
- Restricting the number of veterans or qualified persons with disabilities in a category of positions or in a department or division.
- Using information on marital or parental status for employment decisions where the use of such information has a disparate impact on persons of one gender or sexual orientation.
- Advising students of similar interests and backgrounds differently because of their gender or gender identity.
- Forcing female students to sit in the back of the class on the stereotyped assumption that each of them has a lower aptitude for learning that particular subject than male students.
- Placing unreasonable expectations upon students of particular races or national origins on the basis of stereotyped assumptions that members of those protected classes have a better aptitude for certain academic subjects than students not of those races or national origins.

Examples of discriminatory harassment, all of which are prohibited by this Policy, include, but are not limited to:

- Physically harassing another individual or group because of that



person's or persons' membership in a protected class by assaulting, touching, patting, pinching, grabbing, staring, leering at them, making lewd gestures, invading their personal space, blocking their normal movement, or other physical interference.

- Encouraging others to physically or verbally abuse an individual (or group of individuals) because of that person or persons' membership in a protected class.
- Threatening to harm an individual or group because of that person or persons' membership in a protected class.
- Directing epithets, slurs, derogatory comments, unwelcome jokes or stories at an individual or group because of that person or persons' membership in a protected class.
- Displaying hostile, derogatory and/or intimidating symbols/objects, such as offensive posters, cartoons, bulletins, drawings, photographs, magazines, written articles or stories, screen savers, or electronic communications, to an individual or group because of that person or persons' membership in a protected class.

Examples of retaliation, all of which are prohibited by this Policy, include, but are not limited to:

- Terminating an employee for stating an intention to file a complaint of discrimination or for assisting another employee in filing a discrimination complaint.
- Refusing to hire an employee because employee pursued an age discrimination charge against a former employer.
- Denying a promotion to an employee for complaining about alleged sexual orientation harassment.
- Refusing tenure to a faculty member for filing a complaint of sexual harassment pursuant to the Complaint Investigation and Resolution Procedures.
- Issuing an unjustified negative evaluation to an employee for testifying in a legal proceeding concerning a complaint of discrimination or harassment.
- Assigning a student an unearned poor grade for requesting a reasonable academic accommodation based on religion.
- Assigning a student an unearned failing grade for cooperating with an internal investigation of alleged discriminatory practices or a complaint of discrimination or harassment.
- Refusing to admit a student for requesting a reasonable accommodation based on disability in the admission process.

Members of the academic community should not assume that any of the forms of speech described above are protected by the principles of academic freedom or the First Amendment to the United States Constitution.

CONDUCT THAT IS NOT PROHIBITED

The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize



a member of the University community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this Policy.

COMPLAINT INVESTIGATION AND RESOLUTION PROCEDURES

The University has established specific Complaint Investigation and Resolution Procedures to review and resolve allegations of discrimination, discriminatory harassment and retaliation on their campuses. Any member of the University community or any applicant for admission or employment who believes that he or she has been a victim of such conduct in violation of this Plan may initiate a complaint as outlined in the University's Equal Opportunity Plan which can be found at https://www.framingham.edu/Assets/uploads/student-life/shape/_documents/eo-plan-2015.pdf

Further advice or information about University's Complaint Investigation and Resolution Procedures may be obtained by contacting the EO Officer. The Equal Opportunity Officer at Framingham State University is:

Kimberly R. Dexter
Director of Equal Opportunity, Title IX, and ADA Compliance
Equal Opportunity Officer
University Title IX Coordinator
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Dwight Hall, room 207
508-215-5859
kdexter@framingham.edu

Students may also contact:
David Baldwin
Interim Dean of Students
Equal Opportunity Officer for Students
McCarthy Center, Suite 504
508-626-4596
dbaldwin@framingham.edu

DUTY TO COOPERATE

Every faculty member, librarian, administrator, staff member and University employee has a duty to cooperate fully and unconditionally in an investigation conducted pursuant to the Complaint Investigation and Resolution Procedures, subject to the provisions of any relevant collective bargaining agreements. This duty includes, among other things, speaking with the EO Officer, Administrative Investigator, reviewing or appellate body, and voluntarily providing all documentation that relates to the claim being investigated. The failure and/or refusal of any employee to cooperate in an investigation may result in a separate disciplinary action up to and including termination.



DUTY TO REPORT DISCRIMINATION, DISCRIMINATORY HARASSMENT OR RETALIATION

No member of the University community, including a faculty member, can ignore a report of discrimination, discriminatory harassment or retaliation. He or she should provide the reporter as much assistance in bringing it to the attention of the EO Officer as is reasonably appropriate given his or her position at the University and relationship with the reporter. In terms of reports of discrimination, discriminatory harassment or retaliation, any trustee, administrator, department chair, program coordinator, manager or supervisor who receives such a complaint from a student or other member of the University community is obligated to report the complaint to the EO Officer as soon as he or she becomes aware of it. Likewise, any member of the campus community is encouraged to report to the EO Officer any conduct of which they have direct knowledge and which they in good faith believe constitutes discrimination, discriminatory harassment or retaliation in violation of this Policy.

Any member of the University community who has a question about his or her responsibilities under this Policy Against Discrimination, Discriminatory Harassment and Retaliation should contact the EO Officer.

FALSE CHARGES

Filing a false charge of discrimination, discriminatory harassment or retaliation is a serious offense. If an investigation reveals that a person knowingly filed false charges, the University may take appropriate actions and issue sanctions, up to and including termination or expulsion, pursuant to other applicable University policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Plan.


FSU Notice of Employment of Persons with Disabilities

The University will examine all existing employment policies, practices and facilities to assure that they do not disparately treat or adversely impact otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing operational constraints.

In accordance with the requirements of state and federal law, and through the interactive process, Framingham State will afford reasonable accommodations to any otherwise qualified employee with a disability to enable the employee to perform the essential functions of the job. Reasonable accommodations will also be afforded to applicants for employment who have disabilities to enable them to adequately pursue a candidacy for any available positions. Applicants or employees may request an accommodation by contacting Kimberly Dexter, Director of Equal Opportunity, Title IX, and ADA Compliance at 508-215-5859.

FSU Notice of Education of Students with Disabilities

The University will examine all existing admissions, student support



and other student life policies, practices and facilities to assure that they do not disparately treat or impact otherwise qualified persons with disabilities. Where such disparity is found, it will be corrected as quickly and completely as is reasonable under existing operational constraints. In accordance with the requirements of state and federal law, the University will provide necessary reasonable accommodations, auxiliary aids and academic adjustments (including support services) to otherwise qualified students with disabilities to assure equal access to its programs, facilities and services. Reasonable accommodations will also be afforded to applicants for admission who have disabilities to enable them to adequately pursue all opportunities for enrollment in the University's programs of study. For more information regarding these types of accommodations, please contact LaDonna Bridges, Associate Dean of Academic Success, at 508-626-4906.

Freedom of Expression

As an educational institution, Framingham State University supports the constitutional right of free speech. The University recognizes the fact that any individual or group may demonstrate. Demonstrations must be carried out in such a way as not to inflict bodily injury; obstruct physical movement to, from, or within any place on the campus; nor to be disruptive of any activity on campus. Such forms of demonstration may be (but are not limited to) distribution of literature, silent or symbolic protest, vocal dissent, and/or picketing. In the event any type of demonstration interferes with University business and/or another University event, the University will take appropriate action.

Hazing

As defined by MGL Chapter 269, Sections 17-19:

“Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing



as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."





Institutional Use of Student Images

Framingham State University may use, with good taste and judgment, the names and/or images of students for public relations purposes, including publications and the FSU Website. Students who do not want to grant this permission may contact David Baldwin, Interim Dean of Students at dbaldwin@framingham.edu.

Insurance – Theft/Property Damage

The University is not responsible for the loss of students' personal belongings by theft or property damage. It is suggested that parents extend their homeowner's coverage to include the student's belongings while away from home.

Involuntary Administrative Withdrawal

Students are subject to involuntary withdrawal from Framingham State University or from the Framingham State University residence halls, by the Dean of Students, if it is determined that the student has threatened or engaged in behaviors that endanger the safety of others, caused significant damage, created a significant disruption to the learning environment, impeded the lawful activities of others, or has demonstrated an inability to benefit from the educational experience.

Jury Duty

It is not unusual for students to be called for jury duty. Jury service, on a short-term basis, can provide students with an opportunity to fulfill one of their important responsibilities as members of the community. According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college or university, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service. These materials address many of the most frequently asked questions about jury duty. **Jury duty is a legal obligation and those who fail to respond are subject to criminal prosecution.**

Students who miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons, in advance of the anticipated absence, and make arrangements to complete any missed work.

If you have any questions about jury duty, please contact the Office of the Jury Commissioner at 1-800-THE-JURY/1-800-843-5879. Information is also available at www.juryduty.massjury.com.



Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption of one's studies at Framingham State University (FSU) for either the Fall or Spring semester of the Academic Year (Intersession and Summer terms are excluded) for which the matriculated undergraduate student does not choose to enroll in classes. A Leave of Absence is related only to the student's continued enrollment at the University and is not recognized by federal regulations.

Students may choose to request a Leave of Absence (LOA) from the University for a period of time not to exceed two consecutive major semesters (Fall and Spring) at a time. A student may request up to four (4) Leaves of Absence (LOA) during their enrollment at the University.

Please see the University Catalog (<https://www.framingham.edu/academics/catalogs/index>) for the full policy.

Medical Amnesty Policy

I. Philosophy

Framingham State University views student health and safety as matters of paramount importance. The University Alcohol and Drug Policies reflect this priority by prohibiting the use of substances in a manner which is dangerous and/or unlawful.

Students are strongly encouraged to call 508-626-4911 to request medical assistance when they or others may be (i) dangerously intoxicated/ under the influence of alcohol/drugs; or, (ii) experiencing any medical emergency. The Medical Amnesty Policy serves as a supplement to the University's Alcohol and Drug Policies and is designed to encourage help-seeking behavior for individuals requiring medical assistance. This policy provides amnesty from consequences described in the Student Code of Conduct and does not preclude hospitalization, protective custody, interim suspension, or other actions deemed relevant for student safety.

II. Policy

This policy applies to students seeking medical assistance for themselves or for another person, and who act in accordance with the expectations set forth in this policy. It also applies to any student for whom medical assistance was sought. Under this policy:

- a. When students contact police or another appropriate University staff member (e.g. Security Desk Attendant (SDA), Resident Assistant on Duty, etc.) seeking medical attention neither the reporting student nor the student for whom medical assistance was sought will be subject to a Student Conduct complaint for possession, consumption or intoxication under the University's alcohol or drug policies.
- b. In order to qualify for medical amnesty under this policy students who seek assistance for another person must remain with that individual (assuming the student is present at the scene) until University Police or other designated first responder (e.g., ambulance, Fire Department) arrives on scene. It is expected that individuals involved in this process cooperate fully with first responders.

c. This policy does not apply to individuals requiring medical assistance for alcohol- or drug-related issues who do not seek assistance, for whom no assistance was sought, or who have already been brought to the attention of University staff or emergency responders. For example, this policy would not apply to an intoxicated individual whom the police discover creating a disturbance on campus.

d. When it is the opinion of the Dean of Students or designee that the continued presence of a student constitutes a danger to the student, or to others, the imposition of interim suspension or other temporary restrictions deemed necessary shall not be precluded under this policy.

e. In order to qualify for medical amnesty under this policy the student(s) will be required to (i) attend a meeting scheduled by the Associate Dean of Students or designee; (ii) attend a meeting with a counselor at the University Counseling Center and/or a staff member at Wellness Education if required by the Associate Dean of Students or designee; and, (iii) act in accordance with all student expectations outlined in this policy.

f. This policy applies to University alcohol and drug policy violations related to possession, consumption, and intoxication. It does not prevent a complaint being filed against a student for other violations of the Student Code of Conduct (e.g., assault, distribution of illegal substances, etc...), nor does it prevent police/criminal action.

g. Repeated incidents resulting in the application of this policy would be of great concern to the University. In such cases, the University reserves the right to take disciplinary action on a case-by-case basis.

Outdoor Event Policy

A. *Introduction*

As an integral part of student life at Framingham State University, daytime programs have been advocated by classes, clubs, student organizations, and academic classes in order to meet the co-curricular and leisure time needs of the University community. In particular, outdoor musical functions have a threefold purpose:

1. to provide daytime programs for the entire University community,
2. to give campus talent an opportunity to perform,
3. to create an environment for social interactions.

B. *Recognized Annual Events*

The following events are recognized as part of the tradition at Framingham State University and are subject to the guidelines below. They are to be given first preference in scheduling each semester:

1. Orientation Activities
2. Spring Sandbox
3. Senior Week Activities

C. *Locations*

Campus-wide events are subject to availability and approval by various

campus departments. All locations must meet health and safety standards.

D. **Scheduling:**

1. All club events must be approved by the Office of Student Involvement and Leadership Development, and scheduled through the Office of Campus Events. On academic days, the event can extend no later than 10 p.m., unless special permission is granted by the Dean of Students, or designee.
2. All outdoor functions scheduled on weekends or holidays will begin no earlier than noon and extend no later than 10 p.m., unless special permission is given by the Dean of Students or designee.
3. Outdoor music will not be played on Monday through Thursday after 5 p.m., unless special permission is granted by the Dean of Students, or designee, and notification is given to the Deans of Graduate and Continuing Education two (2) weeks prior to the event.
4. The number of events scheduled on Friday nights, Saturdays, and Sundays is limited to five (5) per semester, including all recognized annual events.
5. All outdoor functions that are contrary to listed regulations must receive special permission from the Vice President, Academic Affairs, and the Dean of Students, or their respective designees. All functions must adhere to specified regulations.

E. **Neighborhood Notification**

Neighbors in the surrounding area (extent dependent upon the specified event) will be notified in writing by the sponsoring organization of the event, under the supervision of the Office of Student Involvement and Leadership Development, at least one (1) week in advance of the event.

F. **Police Details**

The number of University police officers required shall be determined by the Framingham State University Police Chief or his designee. More info can be found at: <https://www.framingham.edu/student-life/university-police>

G. **Facilities Details**

The requirement for a Facilities detail will be determined by the Facilities Operations Director and all overtime costs associated with such detail will be charged to the sponsoring department, organization, or club.

H. **Beverages**

Compliance with the Institution's Alcohol Policy (pg.58) is required.

I. **Litter**

The sponsoring organization will be responsible for all clean-up within 24 hours, subject to the penalties referred to in Article 9.

J. **Damage**

Action will be levied against an individual, group, and/or organization

in the event of damage once the responsible party has been determined.

K. *Evaluation*

1. The sponsoring organization will complete the Office of Student Involvement and Leadership Development program evaluation form after each outdoor function is held in order to identify problems and in order to solicit feedback from members of the University community.
2. An annual Student Affairs Committee evaluation and review of this policy is recommended.

Parking on campus

University Police are charged with the responsibility of performing parking enforcement on the campus property, as well as the Town of Framingham public ways. The department enjoys a close working relationship with the Framingham Police Department, Massachusetts State Police, the Middlesex County District Attorney's Office and several other city and town agencies on court proceedings, investigations and matters pertaining to more than one agency of the commonwealth or a surrounding municipal authority. There are several formal written agreements or memoranda of understanding to help in this relationship. This cooperation includes participation in a police radio and computer network, training programs, special events coordination, and investigation of serious crimes. Moreover, the Framingham State University Police Department representatives meet with the Framingham Police Department liaison officer to discuss campus crimes and other police intelligence matters.

Pets on Campus

The University does not allow pets in campus academic, administrative or residential buildings. This policy does not apply to service animals functioning as guides or aides to their owners. The policy for service and assistance animals can be found on the CASA website under Disability/ Access Services. www.framingham.edu/casa

SERVICE ANIMAL AND ASSISTANCE ANIMAL POLICY

In compliance with the Americans with Disabilities Act, public institutions are required to allow the use of service animals on college campuses to achieve equal access to programs and activities. Framingham State University ("FSU" or "the University") recognizes the importance of Service Animals and Assistance Animals to individuals with disabilities. It has accordingly established this policy to assist students with disabilities.

FSU is committed to allowing students with disabilities the use of a Service Animal on campus to facilitate their full participation and equal access to the University's programs and activities.

Specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals are included below. FSU reserves the right to amend this policy as circumstances require.



SECTION I

DEFINITIONS

A. Service Animal

A “Service Animal” is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. No other animal qualifies as a Service Animal.

Examples of the work or tasks performed by Service Animals include:

- guiding people who are blind;
- alerting people who are deaf;
- pulling a wheelchair;
- alerting and protecting a person who is having a seizure;
- reminding a person with mental illness to take prescribed medications;
- calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack; or
- performing other duties.

Service Animals are working animals, not pets. The work or task that a Service Animal has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

B. Service Animals in Training

Individuals qualified to train dogs to aid and guide persons with disabilities are afforded the same rights as those individuals who require the assistance of a Service Animal. If you are training a dog to aid and guide persons with disabilities, you must contact Disability services, register the dog, and comply with the requirements set forth in this Policy.

C. Assistance Animal

An “Assistance Animal” is an animal that provides emotional support, which alleviates one or more identified symptoms or effects of a person’s disability. An Assistance Animal is not a Service Animal.

Some, but not all, animals that assist persons with disabilities are professionally trained. Other Assistance Animals are trained by the owners. In some cases, no special training is required.

Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living, nor is it permitted to accompany a person with a disability at all times.

Assistance Animals may be considered for residence in University housing, but they are not permitted in any other area on campus.

D. Pet

A “Pet” is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. Students are

not permitted to bring pets on University property or keep pets in University residential housing.

SECTION II. USE OF SERVICE ANIMALS

A. Accommodation Procedures

It is recommended that students who need the assistance of a service animal in the classroom setting register with Disability Services, located in the Center for Academic Success and Achievement. By doing so, students will be able to:

- Document their need for an appropriate classroom accommodation.
- Receive an academic accommodation letter for their instructors at the beginning of each semester.
- Access additional resources and services available to students with a disability.

B. Control Requirements

If the animal is not being controlled properly, it ceases to provide a service and can be excluded from the classroom and/or residence hall. Therefore, the following guidelines for service animals are being set forth by the University to ensure the animal does not engage in behavior that would be a direct threat to the health and safety of others. If the service animal's behavior is disruptive, aggressive or destructive, the student will be held responsible and may be asked to remove the animal from campus.

The guidelines for service animals on campus:

- Service animals must be in good health.
- Service animals must be on a leash at all times.
- Service animals must be controlled by handler/student at all times.
- When entering campus facilities or University vehicles with a service dog, the owner is strongly encouraged to use an identifying vest, tag, leash, or other visible method to indicate to the general public that the animal is a service dog.
- Service animals must be properly vaccinated; vaccinations must be current.
- Service animals must be well groomed.
- Service animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal.
- The owner is responsible for the cost to repair any damage done by the service dog to University property, just as the owner would be responsible for damage he or she caused.
- The student must be on campus with the service animal at all times.

The University has the authority to remove a service dog from its grounds or facilities if the service dog becomes unruly or disruptive, unclean, and/or unhealthy to the extent that the animal's behavior or condition poses

a direct threat to the health or safety of others, or otherwise causes a fundamental alteration in the University's services, programs, or activities. If such behavior persists, the owner may be directed not to bring the dog into public campus areas until the problem is rectified.

C. Relief Areas

Students who use service animals should meet with the Office of Facilities before the start of each semester to discuss procedures for identifying proper waste disposal areas on campus. The student is ultimately responsible for the cleanliness, grooming and health of the animal and must take responsibility for the proper disposal of all waste.

D. Areas Restricted to Service Animals

The University may prohibit the use of service dogs in certain locations due to health or safety restrictions, where service dogs may be in danger, or where their use may compromise the integrity of certain research. Such restricted locations include, but are not limited to, food preparation areas, certain research laboratories, mechanical rooms/custodial closets, classrooms with demonstration/research animals, areas where protective clothing is necessary and other areas where the dog's presence may constitute a danger or a fundamental alteration of the program or activity conducted in the area. Access to restricted areas may be granted on a case-by-case basis by contacting the Disability Services Office, located in the Center for Academic Success and Achievement (CASA).

E. Public Etiquette by Service Animal

- The animal must not be allowed to sniff people or the personal belongings of others.
- The animal must not initiate contact with someone without the handler's direct permission.
- The animal must not display any behaviors or noises that are disruptive to others such as barking, whining, growling or rubbing against people while waiting in lines. This includes aggressive behaviors.
- The animal must not block an aisle or passageway.
- The animal must never be more than 12 inches from the handler's leg or side of the chair.

F. Public Etiquette by the University Community

Members of the University community are required to abide by the following practices:

- Allow a service dog to accompany its owner at all times and in all places on campus except where dogs may pose a safety risk
- Do not touch a service dog unless invited to do so.
- Do not feed the service dog.
- Do not deliberately startle a service dog.
- Do not separate or attempt to separate a partner from their service



- dog.
- Do not inquire for details about a person's disabilities. The nature of a person's disability is a private matter.
- Do not hesitate to ask a person if they would like assistance if the team seems confused about a direction to turn, an accessible entrance, entrance to an elevator, etc.

If questions arise as to whether a person should have a service dog on campus contact Access and Disability services, located in the Center for Academic Success and Achievement.

SECTION III. ASSISTANCE ANIMALS

Assistance Animals are not allowed in classrooms or other University facilities; Assistance Animals may not be brought into University housing without the express approval of the University. The procedures for requesting Assistance Animals to be allowed in University housing are outlined below.

A. A student requesting permission to keep an Assistance Animal in University housing must make a formal request to the Disability Services Office. Additionally, the student must submit the appropriate "Request for Housing Accommodations" to Residence Life as well as documentation of their disability to Disability Services Office in CASA.

B. Documentation of the need for an Assistance Animal should follow Disability Services' guidelines for documentation of disability, and should generally include the following information:

- Verification of the student's disability from a physician, psychiatrist, social worker, or other mental health professional;
- A statement from the health care provider as to how the animal serves as an accommodation for the verified disability;
- A statement from the health care provider as to how the need for the animal relates to the ability of the student to use and enjoy the living arrangements provided by the University; and
- Documentation of items requested above from the qualified health care provider dated within the most recent 6 months. The provider must demonstrate a therapeutic relationship or nexus between the comfort animal and the student's disability. The documentation must also be specific to requesting a housing accommodation.

C. The Housing Accommodation Board will review documentation and, if the Board approves the request, it shall arrange a meeting with the person requesting that an Assistance Animal be housed in University housing. This policy will be carefully reviewed with the student at that time.

D. In the event that the University denies a student's request for an



Assistance Animal, the student will have the opportunity to appeal such decisions to the Dean of Students, who in consultation with the Director of Equal Opportunity, Title IX and ADA Compliance, will review the request and make a ruling. Students will receive information about the appeals process upon notification of the University's decision to deny the request for an Assistance Animal in University housing.

E. Upon the approval of an Assistance Animal to reside in campus housing, the University will notify the residential building staff as appropriate.

F. Upon the approval of an Assistance Animal to reside in campus housing, the University will, if applicable, notify the student's roommate(s) or suitemate(s) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space.

More complete information and policy can be obtained by contacting the Associate Dean of Academic Success in the Center for Academic Success and Achievement, 508-626-4906. Questions about documentation may be directed to Disability Services at disabilityservices@framingham.edu.

Picketing Code

All students, undergraduate and graduate, have a right to demonstrate on University premises provided, however, that no such demonstration shall be permissible, which for any reason of time, place, or type of behavior, materially disrupts class work or other University business, or involves substantial disorder or invasion of the rights of others.

Campus buildings are for University business. Any form of demonstration that interferes with University business in office or classroom spaces is a violation of this Code.

Students are prohibited from blocking free entry to or from buildings, interfering with free movement, or presenting obstacles to regular University activities. "Interfering with free movement" is defined as any physical denial or restriction of a person's ability to freely reach or leave a given geographical area, or harassment as defined in the Code of Student Conduct. "Obstacles" are defined as physical devices, bodies, or signs which cause interferences with free movement, or sounds which prevent normal communication.

There shall be no interference with demonstrations on the grounds of content of speech, except for any speech or demonstration which incites immediate, violent action and represents a clear and present danger to the campus community, which shall be a violation of the Code.

No student shall intentionally and substantially interfere with the freedom of expression of another person on University premises or at University sponsored activities.

Failure to cease any activity in violation of the Code immediately following either written or oral notice by a University official shall also be a violation of this Code.

Any violation of the Code may subject a student to expulsion from the University or such lesser sanction(s) as may be deemed appropriate by the University.

Protective Custody and Zero Tolerance Policy

Protective Custody

As defined in MGL Chapter 111B, Section 8:

“Section 8. Any person who is incapacitated may be assisted by a police officer with or without his consent to his residence, to a facility or to a police station. To determine for purposes of this chapter only, whether or not such person is intoxicated, the police officer may request the person to submit to reasonable tests of coordination, coherency of speech, and breath.

Any person assisted by a police officer to a police station shall have the right, and be informed in writing of said right, to request and be administered a breathalyzer test. Any person who is administered a breathalyzer test shall be presumed intoxicated if evidence from said test indicates that the percentage of alcohol in his blood is ten one hundredths or more and shall be placed in protective custody at a police station or transferred to a facility. Any person who is administered a breathalyzer test, under this section, shall be presumed not to be intoxicated if evidence from said test indicates that the percentage of alcohol in his blood is five one hundredths or less and shall be released from custody forthwith. If any person who is administered a breathalyzer test, under this section, and evidence from said test indicates that the percentage of alcohol in his blood is more than five one hundredths and is less than ten one hundredths there shall be no presumption made based solely on the breathalyzer test. In such instance a reasonable test of coordination or speech coherency must be administered to determine if said person is intoxicated. Only when such test of coordination or speech coherency indicates said person is intoxicated shall he be placed in protective custody at a police station or transferred to a facility.

Any person presumed intoxicated and to be held in protective custody at a police station shall, immediately after such presumption, have the right and be informed of said right to make one phone call at his own expense and on his own behalf. Any person assisted by a police officer to a facility under this section shall have the right to make one phone call at his own expense on his own behalf and shall be informed forthwith upon arriving at the facility of said right. The parent or guardian of any person, under the age of eighteen, to be held in protective custody at a police station shall be notified forthwith upon his arrival at said station or as soon as possible thereafter.

If any incapacitated person is assisted to a police station, the officer in charge or his designee shall notify forthwith the nearest facility that the person is being held in protective custody. If suitable treatment services are available at a facility, the department shall thereupon arrange for the transportation of the person to the facility in accordance with the provisions of section seven.

No person assisted to a police station pursuant to this section shall be

held in protective custody against his will; provided, however, that if suitable treatment at a facility is not available, an incapacitated person may be held in protective custody at a police station until he is no longer incapacitated or for a period of not longer than twelve hours, whichever is shorter.

A police officer acting in accordance with the provisions of this section may use such force as is reasonably necessary to carry out his authorized responsibilities. If the police officer reasonably believes that his safety or the safety of other persons present so requires, he may search such person and his immediate surroundings, but only to the extent necessary to discover and seize any dangerous weapons which may on that occasion be used against the officer or other person present; provided, however, that if such person is held in protective custody at a police station all valuables and all articles which may pose a danger to such person or to others may be taken from him for safekeeping and if so taken shall be inventoried.

A person assisted to a facility or held in protective custody by the police pursuant to the provisions of this section, shall not be considered to have been arrested or to have been charged with any crime. An entry of custody shall be made indicating the date, time, place of custody, the name of the assisting officer, the name of the officer in charge, whether the person held in custody exercised his right to make a phone call, whether the person held in custody exercised his right to take a breathalyzer test, and the results of the breathalyzer test if taken, which entry shall not be treated for any purposes, as an arrest or criminal record.”

Framingham State University Zero Tolerance Policy

Framingham State University's Zero Tolerance Policy/Alcohol Policy states that a person may not be on, near, or around any of the University's property while incapacitated (due to intoxication). If a student or guest is found to be intoxicated while on or around University property, the incapacitated person shall be subject to being placed under protective custody.

A police officer may ask the person believed to be intoxicated to perform field sobriety tests. If an officer believes a person may create a safety risk to himself/herself or others, then safety will be used as the determining factor for allowing an officer to place an allegedly incapacitated person into protective custody.

Community members found to be intoxicated on university property may be issued a notice of “Interim Suspension” by the Administrator on Call via a police department representative

Research Activities

The Framingham State University **Institutional Review Board (IRB)** is responsible for protecting the rights and welfare of human subjects participating in research conducted at FSU. The FSU IRB reviews research in the following three categories:

1. research that is federally funded;
2. research for which the sponsoring agency requires federal-level

institutional review; and

3. research that is voluntarily submitted by an applicant(s) for a federal-level institutional review.

It is expected that individuals conducting research associated with the University do so in accordance with the highest ethical and moral standards and accepted practices within their disciplines.

Information about the FSU IRB and IRB-related documents may be accessed at the following URL: <http://www.framingham.edu/about-fsu/grants-and-sponsored-programs/institutional-review-board/index>.

Sexual Violence Policy Including Sexual Harassment, Gender- Based Harassment, Domestic Violence, Dating Violence, and Stalking

*****Please visit www.framingham.edu/shape for the entire and most up-to-date version of this policy *****

Framingham State University is committed to maintaining safe and healthy learning, living and working environments that are free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Consistent with this commitment, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination and harassment on the basis of sex in education programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. The University does not discriminate on the basis of sex in admission to or employment in its education programs and activities.


This Policy prohibits all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. These behaviors are antithetical to the University's educational mission and are prohibited forms of harassment under Title IX. The University provides educational and prevention programs, services for individuals who have been impacted by discrimination and harassment on the basis of sex, and accessible, timely and equitable methods of investigation and resolution of complaints.

This Policy is intended to comply with Title IX, the reauthorized Violence Against Women Act, including the Campus SaVE Act, the Clery Act, and the guidance documents on Title IX issued by the Department of Education's Office for Civil Rights and the White House Task Force to Protect Students from Sexual Assault.

Policy Purposes

The purpose of this Policy is for the University to educate our campus about sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, as well as our efforts to prevent, address and remedy all forms of such prohibited conduct. Accordingly, this Policy:

1. states that sexual violence, sexual harassment, gender-based



harassment, domestic violence, dating violence, stalking and retaliation are prohibited and will not be tolerated;

2. defines and describes the conduct that is prohibited;
3. explains what to do if one experiences sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation.
4. identifies available on- and off-campus resources;
5. identifies the persons with whom one may speak confidentially;
6. describes all reporting options, including how to file a complaint with the University;
7. specifies the rights of both complainants and respondents; and
8. explains the University's response to alleged incidents, including how reports of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation are evaluated, investigated and resolved.

Policy Application

This Policy applies to all University community members, including students, faculty, staff, visitors, contractors and applicants for employment or admission, and without regard to a person's race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status. This Policy applies to all University programs and activities, both on and off campus.

Acts of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation that take place off campus may be subject to investigation and disciplinary action under this Policy when the conduct involves behavior by or toward a community member, which (1) occurs during University-sponsored events or the events of organizations affiliated with the University, including study abroad and outside internships; (2) negatively impacts a person's access to education programs and activities; (3) adversely affects or disrupts the campus community; and/or (4) poses a threat of harm to the campus community.



Prohibition Against Sexual Violence, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation

The University prohibits and will not tolerate sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. These behaviors violate this Policy, state and federal civil rights laws, and possibly the criminal laws of Massachusetts¹.

These behaviors can occur between strangers or acquaintances, including between people involved in an intimate or sexual relationship. Victims² can be any gender. Any person, regardless of gender identity, can commit sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, and these behaviors can occur between people of the same or different gender.

The University prohibits any student, faculty or staff member, visitor or contractor, regardless of gender, from sexually harassing, stalking, engaging in sexual violence toward or committing domestic or dating violence against another community member or anyone having dealings with the University. Any member of the University community who believes that s/he has been subjected to such misconduct is encouraged to report it as described in this Policy. Upon receiving a report, the University will respond quickly and seriously, and, where appropriate, will take steps to prevent the recurrence of the behavior, remedy its effects, and discipline individuals who violate this Policy.

The University prohibits retaliation against anyone who reports sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, who assists another in making a report, or who participates in an investigation of a report. All persons should feel free to report their concerns without fear of retribution or reprisal.

¹ Incidents of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation as described in this Policy may also constitute criminal acts when they meet the standards set forth in Massachusetts' criminal laws. An individual can be prosecuted by the Commonwealth for violating a criminal law and simultaneously subject to discipline for Policy violations by the University.

² Although some prefer to use the term "survivor" to describe an individual who has been subjected to sexual violence, the term "victim" is also widely used. This Policy uses the term "victim" or "complainant," and does so with respect for those who have been subjected to sexual violence.





Title IX

Framingham State University is committed to maintaining safe and healthy learning, living and working environments that are free from all forms of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Consistent with this commitment, the University complies with Title IX of the Higher Education Amendment of 1972, which prohibits discrimination and harassment on the basis of sex in education programs and activities, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

The University does not discriminate on the basis of sex in admission to or employment in its education programs and activities.

Title IX Coordinator

The University has appointed a Title IX Coordinator, in accordance with regulations at 34 C.F.R. Part 106, who has the primary responsibility for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX.

In this role, the University Title IX Coordinator: administers this Policy; monitors the University's responsive actions to ensure that the learning, living and working environments are free of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation; and monitors the steps taken to remedy the effects of the misconduct on the complainant(s), including any investigation, resolution or disciplinary proceedings. The University Title IX Coordinator also: provides information about reporting options and support resources; initiates interim protective measures; evaluates requests for confidentiality; coordinates appropriate accommodations; assists persons in filing complaints with law enforcement (when requested); provides or facilitates training for faculty, staff and students; and may investigate complaints. The University's Title IX Coordinator also serves as the University's Equal Opportunity Officer ("EO Officer").

We have appointed Title IX coordinators for specific areas and deputy Title IX coordinators. Anyone with questions, concerns or complaints related to Title IX, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, and/or this Policy may contact any of the Title IX coordinators or deputy coordinators.

The names and contact information for the University's Title IX coordinators and deputy coordinators are:

Kimberly Dexter

Director of Equal Opportunity, Title IX, and ADA Compliance

University Title IX Coordinator

Dwight Hall, room 207

508-215-5859

kdexter@framingham.edu



David Baldwin
Interim Dean of Students
Title IX Coordinator for Students
McCarthy Center, suite 504
508-626-4596
dbaldwin@framingham.edu

Carey Eggen
Associate Director of Athletics and Senior Woman Administrator
Title IX Coordinator for Athletics
Athletic Center, Second Floor
508-626-4565
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Adriana Robles
Human Resources Specialist
Deputy Title IX Coordinator for Employees and Third Parties
Dwight Hall, suite 207
508-626-4860
arobles1@framingham.edu

Title IX Compliance Team

The Title IX Compliance team is comprised of administrators from student affairs, human resources and legal affairs, University Police, and academic affairs. The team meets monthly to review any pending Title IX complaints, adherence to policy, training initiatives, and education and awareness programs.

Members of the team include:

- **David Baldwin**, *Interim Dean of Students*
- **Glenn Cochran**, *Associate Dean of Students and Director of Residence Life*
- **Rita Colucci**, *Chief of Staff and General Counsel*
- **Kimberly Dexter**, *Director of Equal Opportunity, Title IX, and ADA Compliance*
- **Carey Eggen**, *Associate Director of Athletics and Senior Woman Administrator*
- **Ilene Hofrenning**, *Director of the Health Center*
- **Dr. Lorretta Holloway**, *VP of Enrollment & Student Development*
- **Jay Hurtubise**, *Director of Community Standards*
- **Brad Medeiros**, *Chief of Police*
- **Erin Nechipurenko**, *Assistant Vice President of Human Resources*
- **Adriana Robles**, *Human Resources Specialist*
- **Dr. David Stender**, *Associate Director of Residence Life*
- **Voices Against Violence Representative**
- **Paul Welch**, *Director of the Counseling Center*

Coordination with the Non-Discrimination, Harassment and Retaliation Policy

Harassment, misconduct or violence related to a person's sex, sexual orientation, gender identity or expression is sometimes also related to a person's race, age, disability, or membership in another protected class. Discriminating against or harassing any person on such bases is prohibited by the University's Policy Against Discrimination, Discriminatory Harassment, and Retaliation. In cases where the alleged conduct implicates both Policies, the University will coordinate its evaluation, investigation and and resolution efforts to address the alleged conduct on all prohibited bases.

Note: While this Policy and the Complaint Investigation and Resolution Procedures identify certain University officers and employees who have particular roles and duties, the University may designate other officers or employees, including but not limited to external investigators, review officers or appellate officers to perform specific roles and/or duties set forth in this Policy or the Complaint Investigation and Resolution Procedures.

Definitions and Examples of Policy Violations

For the purposes of this Policy, the following definitions and terms apply:

1. Sexual Violence

As defined by the U.S. Department of Education's Office for Civil Rights, sexual violence "refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the [person's] age or use of drugs or alcohol, or because an intellectual or other disability prevents the [person] from having the capacity to give consent)." All forms of sexual violence are prohibited by the University and Title IX.

a. Rape

Rape is the penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent. Rape is also the performance of oral sex or anal sex on another person without that person's consent.

b. Sexual Assault

Sexual assault is any kind of sexual physical contact that involves any form of coercion, force or lack of consent. Sexual physical contact includes the intentional touching of another person on an area of the body generally recognized as a private part of the body with any part of another person's body or any object, no matter how slight, or touching any part of another person's body with a private part of one's own body, no matter how slight. Sexual intercourse means penetration, no matter how slight, of a bodily orifice (vagina, anus, or mouth) by an object or by a body part, and/or non-consensual oral sex or anal sex.

Examples of sexual assault include, but are not limited to:

1. kissing or fondling without consent;
2. rape;
3. advancing sexual activity without consent;
4. ignoring a partner's objections to sexual activity on one occasion even when consent has been given in the past; and
5. engaging in manipulative, threatening and coercive behavior to obtain consent.

c. Sexual Exploitation

Sexual exploitation is taking sexual advantage of another person for one's own benefit or the benefit of anyone other than that person without that person's consent.

Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

1. prostituting another person;
2. recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
3. distributing through social media, texting, email or other media images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

d. Incest

Incest is sexual intercourse between persons who are related to each other and whose marriage would be prohibited by law. Attempts to commit incest are also prohibited.

e. Statutory Rape


Statutory rape is sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts. Attempts to commit statutory rape are also prohibited.

f. Aiding in the Commission of Sexual Violence

The aiding or assisting in the commission of an act(s) of sexual violence is prohibited.

Examples of aiding in the commission of violence include, but are not limited to:

1. videotaping a friend having sex with a person who has passed

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- out drunk at a party;
 2. helping a friend to drug the friend's date's drink; and
 3. encouraging students to engage in sexual activity when one knows those students to be incapacitated by drugs or alcohol

g. Affirmative Consent

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness by all parties to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent. For example, a position of influence could include supervisory or disciplinary authority.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. While nonverbal consent is possible (through active participation), it is best to obtain verbal consent. Similarly, consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal is communicated clearly.

h. Incapacitation

An individual who is incapacitated by alcohol and/or drugs both voluntarily or involuntarily consumed may not give consent. Alcohol or drug related incapacitation is more severe than impairment, being under the influence, or intoxication. Evidence of incapacity may be detected from context clues, such as slurred speech, bloodshot eyes, the smell of alcohol on the breath, shaky equilibrium, vomiting, unusual behavior or unconsciousness. While context clues are important in determining incapacitation, they alone do not necessarily indicate incapacitation.

Persons unable to consent due to incapacitation also include, but are not limited to: persons under age 16; persons who are intellectually incapable of understanding the implications and consequences of the act or actions in question; and persons who are physically helpless. A physically helpless person is one who is asleep, blacked out, involuntarily physically restrained, unconscious, or, for any other reason, unable to communicate unwillingness to engage in any act.

The use of alcohol or drugs to render another person mentally or physically incapacitated as a precursor to or part of a sexual assault is prohibited. The use of alcohol, medications or other drugs by the respondent or accused does not excuse a violation of this Policy.

i. Force

Force is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor.

j. Coercion

Coercion is unreasonable pressure or emotional manipulation to persuade another to engage in sexual activity. When someone makes it clear that s/he does not want to engage in sexual behavior, or s/he does not want to go beyond a certain point of sexual activity, continued pressure beyond that point can be considered coercive. Being coerced into sexual activity is not consent to that activity.

2. Sexual Harassment

Unwelcome conduct of a sexual nature is prohibited when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or
- b. submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile, or offensive employment, educational, or living environment.

Examples of sexual harassment may include, but are not limited to:

1. repeatedly pressuring another person for sexual activity;
2. making sexist remarks about an individual's clothing, body or sexual activities;
3. unnecessary touching, patting or pinching another person;
4. demanding sex from a subordinate while making threats concerning the subordinate's job;
5. demanding sex from a student while making implied threats concerning the student's grade;
6. electronically transmitting derogatory, demeaning or pornographic materials;
7. posting explicit sexual pictures on an exterior office door or on a computer monitor; and
8. sexually assaulting another person.

Sexual harassment can occur between people of any gender. It can occur between equals (e.g., student to student, staff to staff, faculty to faculty) or between persons of differing power status (e.g., supervisor to subordinate, faculty to student, coach to athlete). It is possible for a person

who appears to have the lesser power to commit sexual harassment (e.g., a student harassing a faculty member).

In order for conduct to constitute sexual harassment under this Policy, a reasonable person under similar circumstance would have to conclude that the behavior was harassing or discriminatory.

Reasonable directions or warnings by authorized University personnel as to the time, place and manner in which employees perform their assigned responsibilities, students carry out their educational assignments or program participants engage in sponsored activities do not constitute evidence of sexual harassment under this Policy.

Hostile Environment

A hostile environment exists when sexual harassment is sufficiently serious to deny or limit a person's ability to participate in or benefit from the University's programs or activities. A hostile environment can be created by anyone involved in the University's programs or activities (e.g., administrators, faculty members, students, and campus visitors).

To make the ultimate determination of whether a hostile environment exists for campus community member(s), the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sexual harassment, including:

1. the type, frequency, and duration of the conduct;
2. the identity and relationships of persons involved;
3. the number of individuals involved;
4. the location of the conduct and the context in which it occurred; and, to the degree to which the conduct affected one or more person's education or employment.

A single or isolated incident may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to show evidence of a hostile environment, particularly if the harassment is physical.

3. Gender-Based Harassment

Unwelcome conduct of a nonsexual nature based on a person's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes, is prohibited when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; and/or
- submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; and/or
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional

performance or creating an intimidating, hostile, or offensive employment, educational, or living environment based on gender.

Examples of gender-based harassment include, but are not limited to:

- using derogatory comments and terms toward a male or female who do not act in ways that align with their gender stereotype, such as a male being called names for being interested in the arts or a female being called names for being interested in construction;
- telling someone to use a restroom that does not align with that person's gender identity; and
- making generalized derogatory comments about one gender, such as "all females" are _____ or "all males" are _____.

While harassment based on non-sexual factors may be distinguished from sexual harassment, these types of behaviors may contribute to the creation of a hostile environment. Thus, in determining whether a sexually hostile environment exists, the University may consider acts of gender-based harassment. In order for conduct to constitute gender-based harassment under this Policy, a reasonable person under similar circumstance would have to conclude that the behavior was harassing or discriminatory.

Reasonable directions or warnings by authorized University personnel as to the time, place and manner in which employees perform their assigned responsibilities, students carry out their educational assignments or program participants engage in sponsored activities do not constitute evidence of gender-based harassment under this Policy.

The definition of hostile environment provided under the Sexual Harassment section above also applies in the context of gender-based harassment.

4. Domestic and Dating Violence (See page 112 for additional information)

Domestic and dating violence are acts of abusive or coercive behavior (physical, sexual, financial, verbal and/or emotional) used by a perpetrator to gain or exercise control over another, including any behaviors that intimidate, manipulate, humiliate, isolate, frighten, threaten, blame, hurt, injure, or wound someone. Domestic and dating violence can occur in relationships between persons of any gender.

- a. Domestic violence is such behavior directed against a current or former spouse, family member (blood, step, adoptive or foster), person with whom a child is shared, or cohabitant (possibly a roommate).
- b. Dating violence is such behavior directed against another person in a social relationship of a romantic or intimate nature, and where the existence of such a relationship is determined based on a consideration

of the length and type of relationship and frequency of interaction between the persons involved.

Examples of domestic and dating violence include, but are not limited to:

- hitting, slapping, punching, kicking, pulling hair or other physical misconduct;
- isolating a partner from family and friends;
- destroying a roommate's personal items;
- physically assaulting the child of a partner;
- pursuing sexual activity when a partner is not fully conscious, is not asked, or is afraid to say no, or coercing a partner to have sex without protection;
- threatening to reveal a person's sexual orientation without the person's permission;
- exhibiting excessive possessiveness and jealousy;
- constantly belittling or insulting a partner;
- checking a roommate's cell phone or email account without permission;
- demanding that a partner dress or act in a certain way; and/or threatening violence against the victim's acquaintances, friends, or family members.

5. Stalking (See page 138 for information regarding MA general laws)

Engaging in a course of harassing, threatening, or unwanted behavior that would cause a reasonable person to suffer substantial emotional distress or fear for their safety or the safety of others. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video/audio recording.

Examples of stalking behaviors include, but are not limited to:

- repeated unwanted or unsolicited contact or leaving unwanted gifts or items;
- posting disturbing messages or threats online;
- creating, attempting to create, or disseminating unauthorized recordings of another;
- gathering information about an individual from family, friends, co-workers, and/or classmates, or by electronic means by installing spy-ware on a computer or using GPS;
- threats in any form about an individual or their loved ones or threats to harm oneself;
- damaging, stealing, borrowing, or relocating property, trespassing and vandalism;
- pursuing, waiting, or showing up uninvited at a workplace, residence, classroom, or other locations frequented by an individual; and
- directing a third party to take any of the above acts.



6. Retaliation

The University prohibits retaliation against any person for making a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, for assisting in making a complaint, for resisting or openly opposing such conduct, or for otherwise using or participating in the complaint investigation process under the Policy. Persons who file, or participate in the investigation or resolution of, claims or complaints of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation with outside agencies, law enforcement or otherwise pursuant to any applicable state or federal law, are also protected from retaliation by this Policy.

Prohibited retaliation includes, but is not limited to: threats; intimidation; reprisals; continued harassment or misconduct; other forms of harassment; slander and libel; and adverse actions related to employment or education. Retaliation can be committed by individuals or groups, including friends, relatives or other associates of the person against whom a complaint is filed. Retaliation, even in the absence of proven sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence or stalking in an underlying complaint, constitutes a violation of this Policy that is just as serious as the main offense itself.

Any person who believes that he or she is the object of retaliation, or any person with questions or concerns about retaliation should contact the University's Title IX coordinators.

Conduct that is not prohibited


The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service and research. Nothing in this Policy shall be construed to penalize a member of the University community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Any form of speech or conduct, no matter how offensive, unpleasant or even hateful, which is protected by the principles of academic freedom or the U.S. Constitution, is not subject to this policy.

Consensual Relationships

Consensual romantic and/or sexual relationships in which one party retains a direct supervisory or evaluative role over the other party are unethical and create a risk for real or perceived coercion. The University does not intrude upon private choices regarding personal relationships when these relationships do not violate the University's policy, or cause harm or increase the risk of harm to the safety and wellbeing of members of the campus community.

1. Faculty/Administrator/Staff Member Relationships with Students

No faculty member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who is being taught or advised



by the faculty member or whose academic work is being supervised or evaluated, directly or indirectly, by the faculty member. No administrator or staff member shall have a romantic and/or sexual relationship, consensual or otherwise, with a student who the administrator or staff member supervises, evaluates, advises, or provides other professional advice or services as part of a University program or activity. A romantic and/or sexual relationship, consensual or otherwise, between a faculty member, administrator or staff member and a student is looked upon with disfavor and is strongly discouraged.

2. Relationships Between Supervisors and Subordinates or Between Co-Workers

A consenting romantic and/or sexual relationship between a supervisor and subordinate or co-workers may interfere with or impair the performance of professional duties and responsibilities and/or create an appearance of bias or favoritism. Further, such relationships could implicate state ethics laws and/or result in claims of discrimination, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. Therefore, such workplace relationships are strongly discouraged.

Resources

The safety, health and well-being of the campus community is of paramount importance to the University. All who experience any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation are strongly urged to talk to someone to get the support they need, no matter when or where the incident occurred.

For information on the location, phone numbers, hours and services provided for campus and community resources, you may contact any of the Title IX Coordinators listed at the beginning of this section (**page 110**). Also, please see www.framingham.edu/student-life/shape.

a. Immediate Needs: Assuring One's Safety and Preserving Evidence

If an incident occurs, the University encourages victims to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a victim to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows victims to preserve the full range of available options. The University will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For 24/7 help, contact Campus Police at 508-626-4911, or contact the Title IX Coordinator during normal University hours.

Any person who has experienced sexual violence is encouraged to take steps to preserve evidence of the incident, as doing so may

be necessary to the proof of a crime or to obtain a protection order from the court. After an incident occurs, one should try to refrain from bathing, showering, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected. If one changes clothes, one should place each garment in a separate paper (not plastic) bag. If the incident involves any written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), take care to preserve copies and not delete the originals.

b. Confidential Medical Attention

Medical attention is strongly encouraged to treat any possible injuries, including internal injuries, or infections. Please note that there are some medical actions that are more effective if taken within a few days after an offense, such as preventative treatment for pregnancy and sexually transmitted infections, evidence collection, and toxicology testing if there are signs that drugs or alcohol facilitated the offense. Generally one may discuss the incident with licensed medical personnel on a confidential basis.

1. Confidential Medical Resources On Campus: Students may access the services of the Student Health Center on a confidential basis.
2. Confidential Community Medical Resources: Sexual Assault Nurse Examiners (SANEs) are specially trained, certified professionals skilled in performing quality forensic medical-legal exams. Here one may find more information about SANE services and where to obtain them: <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/>

c. Confidential Counseling and Support

Generally, one may discuss the incident with a licensed mental health counselor or a counselor recognized by a religious order or denomination on a confidential basis. These counselors are good options if one wishes to discuss one's situation with someone who can keep one's information as confidential as possible while assisting one to determine what additional steps to take, such as obtaining further counseling, seeking medical attention, preserving evidence, and/or reporting to University or law enforcement authorities then or at a later time.

1. Confidential Counseling and Support Resources On Campus: Students may access the services of Counseling Services or any religious/pastoral counselors on campus (Office of Campus Ministry) on a confidential basis.
2. Confidential Community Counseling and Support Resources: Many off-campus counseling resources are available. These service providers are not required to report any information to



- the University and will generally maintain one's confidentiality.
3. See <https://www.framingham.edu/student-life/shape/resources> for a list of resources.
4. Contact information on rape crisis centers in Massachusetts can be found at: <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/rape-crisis-centers.html>
5. For more information about programs and services offered by the Commonwealth regarding sexual and domestic violence see: <http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/violence/>

d. Non-Confidential Campus Resources

The University offers a variety of resources to those community members who have experienced or been affected by sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation. While the following resources are not bound by confidentiality, they will maintain one's privacy within the limited group of University personnel necessary to address the issues of prohibited conduct presented:

1. Title IX Coordinator (and Deputies)
2. EO Officer
3. University Police
4. Human Resources
5. Residence Life Staff
6. Student Affairs Staff
7. Disability Services
8. Chief Diversity and Inclusion Officer
9. Assistant to the University President

Reporting Options

The University strongly encourages all who have experienced sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation to report the incident so that the University can provide support and pursue an appropriate resolution. The University prohibits and will not tolerate retaliation against anyone who makes a report.

Victims have several options for reporting: Confidential Reports, Non-Confidential Reports and Making No Report.

If the University receives a report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation, it must investigate the report. If you are unsure of someone's duty to report or ability to maintain privacy, you can ask them before reporting an incident. They will be able to explain if they are required to make a report, and they can identify others who can help.





All parties and witnesses to incidents of such prohibited conduct have reasonable expectations of privacy in matters reported and investigated under this Policy. The University wants all community members to seek the assistance they need without fear that their private information will be shared more broadly than they would like. Federal and state laws, however, impose reporting obligations on certain University employees that, under some circumstances, require those employees to share information about an incident of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation with others at the University. Even when these employees have an obligation to report, they will protect the privacy of the reporter to the greatest extent possible and share information on only a need-to-know basis.

When a person makes a report, a University employee or official will try to ensure that the person is informed of their reporting obligations, and they will direct the person to Confidential Resources to whom one may make a private report. If you would like assistance in making a report, please contact the Title IX Coordinator.

a. Confidential Reporting Options Clergy, Pastoral Counselors, Licensed Medical and Mental Health Providers

One may report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation in confidence to licensed mental health counselors, licensed health care personnel, pastoral counselors or clergy who work for the University. Except in rare, extreme circumstances (e.g., risk of immediate harm or abuse of a child), these individuals will share nothing without permission.

Even if one does not wish to make a complaint, these individuals can help one to obtain support services and provide information about options. Please bear in mind, however, that if one requests certain protective interim measures from the University, (e.g., extension for academic work or changing classes, residence halls or work locations-see Section H), the Dean of Students and/or other University officials, as necessary, may be contacted only for the purpose of providing the requested measures. In such cases, one's privacy will be maintained to the extent that maintaining confidentiality will not impair the University's ability to provide the requested measures.

One may also confidentially report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation to community support resources, which are not required to share information with the University.

b. Anonymous Reporting

One may file an anonymous report (without including personal identification) with the Title IX Coordinator. Anonymous reports will typically be used only for statistical data collection under the Clery Act, will be kept confidential, and will not be used to initiate an investigation or a complaint



except: (1) when necessary to comply with applicable law; or (2) to protect the health and safety of the campus community.

c. Non-Confidential Reporting Options


1. Campus Reporting Options

If one wishes to report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation to the University, one may notify a Title IX Coordinator or a Deputy Title IX Coordinator, University Police, Human Resources Director, the Dean of Students or the Associate Dean. Upon receipt of a report, the University will conduct appropriate follow-up to ensure that one has access to support, services, safety measures, and accommodations. One may also request a criminal investigation through University Police, who will assist in contacting the appropriate law enforcement agency that has jurisdiction (see below for more information on Criminal Reporting Options).

The University recognizes that one may feel most comfortable disclosing an incident to a University employee that one knows well, such as a resident advisor, coach or faculty member. Pursuant to Title IX, however, certain employees are required, under nearly all circumstances, to report incidents to the Title IX Coordinator. These employees, known as “Responsible Employees” or “REs” are those with supervisory responsibilities or the authority to address or remediate sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation, or whom a student might reasonably believe has such supervisory responsibility or authority.

The University encourages victims to speak with an RE so that the incident can be investigated and properly resolved. When one makes a report to an RE, the University will undertake a prompt, thorough and fair investigation, and resolve the matter in accordance with the procedures in this Policy. The REs at the University include persons holding the following positions:

- Members of the Board of Trustees;
- The President and Vice Presidents;
- Assistant/Associate Vice Presidents;
- Title IX Coordinator/ Deputy Coordinators;
- EO Officer;
- University Police;
- Institutional Security Officers;
- Assistant Vice President and Assistant Director of Human Resources;
- Departmental Directors and Assist./Assoc. Directors ;
- Residence Life Staff (including RDs and RAs);
- Athletic Coaches, Assistant Coaches and Athletics Administrators;
- Studio Managers
- Lab Managers
- Deans and Assistant/Associate Deans

- 
- Academic Department Chairs;
 - Academic and Non-Academic Program Directors/ Coordinators;
 - Faculty/Staff Leading or Chaperoning Travel or Overnight Trips; and
 - Faculty/Staff Advisors to Student Organizations.

Once an RE receives the report, the University is “on notice” of the incident and the University is then required, under most circumstances, to investigate. If one makes a report to an RE, however, only the people who need to know about the report will be told. Personal information will be shared only as necessary, and consistently with state and federal law:

- (1) with Administrative Investigators, witnesses, and the accused;
- (2) with other University officials to provide interim measures or accommodations; or
- (3) when required to be disclosed by law.

Whenever possible, REs will disclose their duty to report incidents before someone reveals information about an incident. REs will also inform a person making a report of their option to make a confidential report on campus, and where to obtain support services.

Additionally, University employees who are designated as Campus Security Authorities (“CSAs”) for the purposes of the Clery Act must provide Campus Police with non-identifying statistical victim information regarding all reported incidents of sexual assault, dating violence, domestic violence and stalking. This statistical information is used by the University to compile the Annual Security Report, and by Campus Police for purposes of advising the campus of any potential safety risks or concerns.

Accordingly, unless a University employee or official is identified as a Confidential Resource above (a) most other University employees and officials who receive reports of incidents of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation are required to report them to the Title IX Coordinator.

2. Criminal Reporting Options

Victims may file a criminal complaint with University Police and/or the local police department where the incident occurred. Victims can make both a criminal report and a report to the University; one does not have to choose one or the other.

The University encourages victims to report incidents to the police so that the police can take appropriate measures to help victims and prevent future crimes. If one would like assistance in filing a report with local law enforcement, University Police will help.

Victims are never required, however, to report an incident to University Police or local law enforcement. If a victim elects not to make a criminal report, the University will respect that decision to not report the incident to the police.

If a victim chooses to make a report to University Police, the Department will conduct an investigation and, if wished, assist the victim in filing criminal charges against the alleged offender. University Police can also assist a victim in the process of obtaining protective restraining orders and abuse prevention orders for relationship/domestic violence. The Department has specially trained officers to respond to complaints of sexual assault and domestic violence, and, whenever possible, University Police will make every effort to offer female victims/survivors an opportunity to have a female officer present during all interviews. University Police also helps the University to evaluate, investigate and resolve complaints under this Policy, and University Police assists in protecting the safety of complainants.

3. Governmental Reporting Options


If one wishes to file a complaint of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation outside of the University or in addition to a complaint filed under the University's Complaint Investigation and Resolution Procedures, the following agencies may provide additional resources:

U.S. Department of Education,
Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>
U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
(617) 289-01111, TDD (877) 521-2172
Email: OCR.Boston@ed.gov

U.S. Department of Justice, Office on Violence Against Women
<http://www.ovv.usdoj.gov/>
Office on Violence Against Women
145 N St., NE, Suite 10W.121
Washington, D.C. 20530
(202) 307-6026
Fax: (202) 305-2589
Email: ovv.info@usdoj.gov

Persons who have questions or who wish to file a complaint of gender discrimination or sexual harassment under state law may contact the Massachusetts Commission Against Discrimination:

Boston Office:
One Ashburton Place,
Rm. 601
Boston, MA 02108
(617) 727-3990
Springfield Office:



424 Dwight Street, Rm. 220
Springfield, MA 01103
(413) 739-2145

Worcester Office:

Worcester City Hall
455 Main Street, Rm. 101
Worcester, MA 01608
(508) 799-8010

New Bedford Office:

800 Purchase Street, Rm. 501
New Bedford, MA 02740
(508) 990-2390

4. Third Party Reporting

Anyone may make a report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation against another member of the campus community or a person affiliated with the University by contacting the Title IX Coordinator, Campus Police or another Responsible Employee.

5. Unknown/Non-University Offenders

If one does not know the identity of an alleged offender, or if the alleged offender is not a member of the campus community, the University will assist a victim in identifying appropriate resources or local authorities if the victim wishes to file a report. In addition, the University may investigate to the fullest extent possible and take other actions to protect the University community.

d. Making No Report

Victims have the right not to make a report to anyone. The University, however, strongly encourages victims to seek medical attention, counseling and support. Victims are always welcome to file a report at a later date, but please note that a delay in reporting could weaken the evidence necessary to determine whether the accused is found responsible for committing an act of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation.

Amnesty

Students may be hesitant to report sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation out of concern that they, or witnesses, might be charged with violations of the University's drug/alcohol policies. While the University does not condone such behavior, it places a priority on the need to address sexual violence and misconduct. Accordingly, the University may elect not to pursue discipline against a student who, in good faith, reports, witnesses,



or possesses personal knowledge of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation. **Please see page 98 for the University's medical amnesty policy.**

Timeframe for Reporting

The University does not limit the timeframe for filing a complaint under this Policy. While reports may be made at any time, complainants are reminded that the more time that passes from the time of the incident, the more difficult it is for the University to obtain information and contact witnesses, and the alleged respondent may no longer be affiliated with the University.

False Charges

The filing of a knowingly false report of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation is a serious offense prohibited by this Policy. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of prohibited conduct. If an investigation reveals that a complainant knowingly filed false charges, the University shall take appropriate actions and issue sanctions pursuant to other applicable University policies, including any applicable collective bargaining agreement. The imposition of such sanctions does not constitute retaliation under this Policy.

Privacy and confidentiality: Additional considerations

a. *Requests for Confidentiality or for No Investigation*

If a victim discloses an incident of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation, but requests that the University maintain confidentiality or that no investigation or disciplinary action occur, the University will weigh the request against its obligation to provide a safe, non-discriminatory environment for its entire community, including the victim, and its obligation to comply with applicable laws. It is important to understand that the University's ability to meaningfully investigate an incident and pursue disciplinary action against the alleged perpetrator(s) may be limited if the University honors a confidentiality or no investigation request.

In consultation with University Police and other University personnel as necessary, the Title IX Coordinator will evaluate a request for confidentiality or that investigation/discipline occur by considering a range of factors including, but not limited to, whether:

- there have been other similar complaints about the same alleged perpetrator;
- the alleged perpetrator has a history of arrests or records indicating





a history of violence;

- the alleged perpetrator threatened any further violence against the victim or others;
- the misconduct was committed by multiple perpetrators;
- the act was perpetrated with a weapon;
- the alleged perpetrator holds a position of power over the victim;
- the victim is a minor;
- the University possesses no other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence);
- there appears to be a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; and/or
- other circumstances indicating an increased risk of violence or harm.

The presence of one or more of these factors could lead the University to investigate and/or pursue discipline. The University will inform the victim prior to starting an investigation and will, to the extent possible, share information with only the people responsible for handling the University's response.

The University may not require a victim to participate in any investigation or disciplinary proceeding. If none of the factors listed above are present, the University will likely honor the victim's request for confidentiality. It will also take interim measures as necessary to protect and assist the victim. In this circumstance, the University will consider broader remedial action, such as increased monitoring, supervision or security, increased or targeted education or prevention measures, conducting climate assessments/victimization surveys, and/or revisiting its policies and practices

In the event that the victim requests that the University inform the alleged perpetrator that the victim asked the University not to investigate or seek discipline, the University will honor this request and inform the alleged perpetrator that the University made the decision to go forward.

b. *Privacy for Respondents Who Are Students*

A student's right to privacy is primarily governed by the Family Educational Rights and Privacy Act ("FERPA"), which provides that personally identifiable information maintained by the University in students' educational records may not be disclosed except with the consent of the student or as otherwise specified by law. **For more information, see page 79**

c. *Disclosures Made At Public Awareness Events*

Public awareness events such as "Take Back the Night", the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which individuals disclose incidents of sexual violence or relationship violence are not considered notice to the University and do not trigger an obligation to investigate any particular incident(s). Such



events may, however, inform the University's education and prevention efforts.

d. *Statistical Reporting and Timely Warnings Under The Clery Act*

The Clery Act requires Universities to maintain a daily log of reports of crimes that occurred on campus, University-controlled property, or public property immediately adjacent to campus, including reports of sexual assault, domestic or dating violence and stalking (**see page 30**). The University must also publish an Annual Campus Crime Report concerning reported incidents. Names or other personally identifying information are not included in the daily logs or the Annual Security Reports.

Additionally, when the University becomes aware that an incident of sexual misconduct or violence occurred, and there is a potential for bodily harm or danger to members of the campus community, the University will issue a timely warning to the campus. While the University will provide enough information to safeguard the campus community, a victim's name or other personally identifying information will not be disclosed in the timely warning.

Protective interim measures

The University is committed to supporting victims by providing the necessary crisis intervention, safety and support services, and academic accommodations throughout the investigation and resolution process. The University wants all community members to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational or employment opportunities. The University also wants victims to understand their reporting options and how to access available interim measures. The University encourages victims of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation to report incidents to the Title IX Coordinator or any Responsible Employee with whom the victim feels comfortable.

Victims may obtain protective interim measures by either (1) reporting the incident to the Title IX Coordinator or other Responsible Employee and requesting interim measures, or (2) disclosing the incident to a counselor, who in turn can request interim measures on the victim's behalf from the University.

If a victim elects to confidentially disclose an incident to a counselor and also seeks protective interim measures from the University, the counselor may ask the victim to sign a release specifying the information that may be shared with the University. In accordance with the University's practice of allowing counselors to seek such measures for victims of trauma without requiring that the nature of the trauma be disclosed, the University will not require a counselor to disclose that sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or



retaliation is the basis for the request. Additionally, if a victim does not wish for the University to investigate or otherwise notify the alleged respondent of the reported incident, a counselor may still request protective interim measures on behalf of the victim. In such cases, the Title IX Coordinator will consider whether the University can honor the request for confidentiality or no investigation while still providing a safe and nondiscriminatory environment for the campus.

Upon receipt of a report or request for protective interim measures, the University will provide the victim, or the victim's counselor, with a written explanation of the interim measures available, and shall ask victims, or their counselors, which measures are sought. Some possible interim measures are listed below, and the University determines which measures are appropriate for each victim on a case-by-case basis. Not all of the measures listed below will be necessary to keep every victim safe and ensure their equal access to University programs and activities. If the victim or counselor requests an interim measure that is not already provided by the University, it will consider whether the request can be granted. In cases where interim measures affect both the victim and the alleged respondent, the University will minimize the burden on the victim wherever appropriate.

The University will maintain as confidential any accommodations or protective interim measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective interim measures.

The University may provide one or more of the following protective measures:

- “no communication” orders;
- escorts to ensure safety while moving between locations on campus;
- changes in academic or work schedules;
- alternative housing, dining and/or office accommodations;
- restrictions from areas of campus;
- medical and/or mental health services;
- assistance in identifying an advocate to help secure additional assistance, such as off-campus and community advocacy, support and services; and/or
- academic accommodations, such as:
 - > transferring to another section of a course, lecture or lab;
 - > rescheduling an academic assignment or test;
 - > arranging for incompletes, a leave of absence, or withdrawal from the University; and
 - > preserving eligibility for academic, athletic, or other scholarships, financial aid, internships, study abroad, or foreign student visas.

The University may also separate a student on an interim basis or place an employee on paid administrative leave prior to completing an investigation under this Policy when it reasonably concludes that the person:



- poses a threat to health or safety;
- poses a threat to University property or equipment;
- is disruptive or interferes with an investigation under this Policy or the normal operations of the University; or
- is charged with a serious violation of state or federal law.

The University shall provide the specific reason(s) for the interim action. During an interim action, the University reserves the right to prohibit the person from entering upon the University's property or participating in any University activities absent written authorization from an appropriate University official. When a person has been placed on interim separation or paid leave of absence, the University will make reasonable efforts to complete the investigation process in an expedited manner. The failure of a person to comply with an interim separation, temporary leave or other interim measure is a violation of this Policy and may lead to additional disciplinary action.

Additionally, in some circumstances, a victim may wish to seek an order of protection from a court or appropriate jurisdiction against the alleged perpetrator. In these circumstances, University Police will assist individuals in their attempt to secure these orders. Individuals may also seek restriction of access to the University by non-students or non-employees when appropriate

Written Notification of Rights, Options, Available Resources, Services and Information

The University will provide written information to community members regarding counseling, medical and mental health services, disability accommodations, victim advocacy, legal assistance, visa and immigration assistance, and other services available on and off campus. In addition, the University will provide notification to victims of their rights and options set forth in this Policy, including, but not limited to, options for, protective interim measures, regardless of whether the victim chooses to report the crime to the police or file a complaint with the University.

The University will notify complainants alleging sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation in writing that they have the following rights:

- to an explanation of the options available;
- to referrals to confidential assistance and support services from both on- and off-campus resources, including 24 hour services;
- to a change in on-campus residence and/or an adjustment to their academic schedule if such changes are reasonably available;
- to request that the University impose no contact/communication orders or other interim measures;
- to make a complaint that starts the University's investigation and resolution processes;
- to a prompt, thorough and equitable investigation and resolution

of a complaint;

- to choose whether or not to initiate a formal investigation of the complaint, unless the University deems it necessary to investigate to protect the safety of the community or in compliance with applicable law;
- to the confidentiality of the investigation process to the extent possible (**see Privacy and Confidentiality on page 128**);
- to an advisor of one's choice who will assist and be present at any time during the investigation proceedings, but who may not participate in or otherwise provide representation in any way throughout the process;
- to reasonable accommodations for a documented disability during the process;
- to know, in advance, the names of all persons known to be involved;
- not to have irrelevant sexual history discussed;
- to be present at meetings and review documents;
- to speak and present information on one's own behalf;
- to submit questions for the Administrative Investigator to ask witnesses;
- to know the status of the case at any point during the process;
- to be informed of the outcome of the process in a timely manner;
- to an appeal from the outcome of the process;
- to file no complaint with the University, but receive support services from the University;
- to file a police report and/or take legal action separate from and/or in addition to the University discipline process;
- to seek and enforce a no contact, restraining or similar court order; to be assisted by the University in seeking assistance from or filing a complaint with local law enforcement;
- to not file a complaint or seek assistance from local law enforcement, but receive support services from the University;
- to be free from any behavior that may be construed by the University to be intimidating, harassing or retaliatory; and
- to have the matter handled in accordance with University Policy.

Respondents to claims of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and/or retaliation have the following rights:

- to an explanation of the allegations against them;
- to referrals to confidential assistance and support services from both on- and off-campus resources, including 24 hour services;
- to receive a copy of the complaint filed against them;
- to be presumed not in violation of University policy until a violation is established through the complaint investigation process;
- to the confidentiality of the investigation process to the extent possible (**see Privacy and Confidentiality on page 128**);
- to an advisor of one's choice who will assist and be present at

any time during the investigation proceedings, but who may not participate in or otherwise provide representation in any way throughout the process;

- to reasonable accommodations for a documented disability during the process;
- to know, in advance, the names of all persons known to be involved;
- not to have irrelevant sexual history discussed;
- to be present at meetings and review documents;
- to speak and present information on one's own behalf;
- to submit questions for the Administrative Investigator to ask witnesses;
- to know the status of the case at any point during the investigation and resolution process;
- to be informed of the outcome of the process in a timely manner;
- to an appeal from the outcome of the process;
- to be free from any behavior that may be construed by the University to be intimidating, harassing or retaliatory; and
- to have the matter handled in accordance with University Policy.

Note: In some circumstances, a complaint alleging an act of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation may also allege conduct that may constitute a potential violation of other University conduct policies. To avoid duplicative efforts, the University may undertake a joint investigation of the conduct of concern. Based on the findings of the joint investigation, the respondent may be subject to disciplinary action for violations of the Sexual Violence Policy and/or the Student Code of Conduct, as well as other policy violations.

Independent Investigations

At any time, the University, at its discretion, may conduct an investigation independent of, or in addition to, the procedures described in this Policy. The investigation may involve complaints or allegations of violence, or concerning violations of Title IX, VAWA and/or the Clery Act against the University, or any of its employees or students. Any such independent investigation will comply with the requirements of Title IX, VAWA and/or the Clery Act, as applicable.

Compliance Concerns

All are encouraged to report any concerns about the University's handling of a sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation investigation to the University's Title IX Coordinator. Individuals may also report concerns about the University's handling of such investigations to:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor

Boston, MA 02119-1424
Telephone: (617) 289-0111
FAX: 617-289-0150; TDD 877-521-2172
Email: OCR.Boston@ed.gov

Massachusetts Legal Definitions

Alleged incidents of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation are determined by the language of this Policy rather than by the provisions of the criminal laws of Massachusetts. However, community members who believe they have been the victim of a crime may choose to pursue a criminal investigation through local law enforcement. In those instances, the criminal laws will apply. Here are the definitions of Massachusetts crimes related to the conduct prohibited by this Policy:

A. Sexual Assault

Massachusetts uses the term “rape.” The definition encompasses:

- (1) the penetration of any orifice by any body part or object
- (2) by force (or threat) and
- (3) without consent.

Rape also includes instances where the victim is incapacitated (“wholly insensible so as to be incapable of consenting”) and the perpetrator is aware or should have known of the incapacitation. Relatedly, under M.G.L. c. 268, § 40, a person who knows that an individual is a victim of an aggravated rape and is at the scene of the crime, must report the crime to law enforcement as soon as is reasonably practicable. <http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>; <http://masscases.com/cases/sjc/450/450mass583.html>

B. Domestic Violence

Section 1 of M.G.L. c. 209A defines domestic abuse as “the occurrence of one or more of the following acts between family or household members:

- (a) attempting to cause or causing physical harm;
- (b) placing another in fear of imminent serious physical harm;
- (c) causing another to engage involuntarily in sexual relations by force, threat or duress.”

<http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>
For the purposes of Chapter 209A, “family or household members” are defined as persons who:

- (a) are or were married to one another;
- (b) are or were residing together in the same household;
- (c) are or were related by blood or marriage;
- (d) have a child in common regardless of whether they have ever married or lived together; or
- (e) are or have been in a substantive dating or engagement relationship,

which shall be adjudged by district, probate or Boston municipal courts' consideration of the following factors:

- (1) the length of the relationship;
- (2) the type of relationship;
- (3) the frequency of interaction between the parties; and
- (4) if the relationship has been terminated by either person, the length of time elapsed since the termination.

<http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>
Section 13M of M.G.L. c. 265 prohibits assault and/or assault and battery against family or household members, which is defined as: "persons who:

- (i) are or were married to one another,
- (ii) have a child in common regardless of whether they have ever married or lived together or
- (iii) are or have been in a substantive dating or engagement relationship."

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13m>

<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter260>

In determining whether Section 13M applies to a particular relationship, the courts shall consider the following factors:

- (1) the length of time of the relationship;
- (2) the type of relationship;
- (3) the frequency of interaction between the parties; and
- (4) if the relationship has been terminated by either person, the length of time that has elapsed since the termination of the relationship.

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13m>

Section 15D of M.G.L. c. 265 prohibits the strangulation or suffocation of another person.

<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter260>

C. Dating Violence

While Massachusetts does not have a law concerning dating violence, conduct may constitute an assault or assault and battery under M.G.L. c. 265, § 13A. An assault or an assault and battery:

- (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury;
- (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or
- (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery." <https://malegislature.gov>

gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13a Section 13M of M.G.L. c. 265 prohibits assault and/or assault and battery against family or household members, which is defined as: “persons who:

- (i) are or were married to one another,
- (ii) have a child in common regardless of whether they have ever married or lived together or
- (iii) are or have been in a substantive dating or engagement relationship.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13m>

<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter260>

In determining whether Section 13M applies to a particular relationship, the courts shall consider the following factors: “

- (1) the length of time of the relationship;
- (2) the type of relationship;
- (3) the frequency of interaction between the parties; and
- (4) if the relationship has been terminated by either person, the length of time that has elapsed since the termination of the relationship.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13m>

Section 15D of M.G.L. c. 265 prohibits the strangulation or suffocation of another person.

<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter260>

D. Stalking

Section 43 of M.G.L. c. 265 defines “stalking” as: “

- (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and
- (2) makes a threat with the intent to place the person in imminent fear of death or bodily harm.” **(Please see page 138)**

E. Consent

There is no definition of the term “consent” in the Massachusetts General Laws. Massachusetts courts use the term “against his/her will” which means without consent. Cases have held that consent cannot be compelled or induced by force or threats, and consent is not present when the victim is incapacitated. In other words, consent requires a voluntary agreement demonstrated by words or actions, by a person with sufficient mental capacity to make a conscious choice to do something proposed by another, free of duress. *Commonwealth v. Lopez*, 433 Mass. 722 (2001), *Commonwealth v. Lefkowitz*, 20 Mass. App. Ct. 513 (1985); see also:

Solomon Amendment

This 1996 amendment to three appropriation bills proposes to withdraw funding from institutions that have been certified to have an anti-ROTC policy or practice and prevents Department of Defense representatives from accessing their campuses or obtaining, among other things, student recruiting information on students for military recruiting purposes.

Stalking

As defined by MGL Chapter 265, Section 43

“Section 43.

(a) Whoever:

(1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and

(2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2-1/2 years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

(b) Whoever commits the crime of stalking in violation of a temporary or permanent vacate, restraining, or no-contact order or judgment issued pursuant to sections eighteen, thirty-four B, or thirty-four C of chapter two hundred and eight; or section thirty-two of chapter two hundred and nine; or sections three, four, or five of chapter two hundred and nine A; or sections fifteen or twenty of chapter two hundred and nine C or a protection order issued by another jurisdiction; or a temporary restraining order or preliminary or permanent injunction issued by the superior court, shall be punished by imprisonment in a jail or the state prison for not less than one year and not more than five years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment

of one year.


A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment.

A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine C and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution. The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person seventeen years of age or over charged with a violation of this subsection. The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this subsection.

(c) Whoever, after having been convicted of the crime of stalking, commits a second or subsequent such crime shall be punished by imprisonment in a jail or the state prison for not less than two years and not more than ten years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of two years.

A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment.

A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine C and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge



of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution. The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person seventeen years of age or over charged with a violation of this subsection. The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this section.”

Student Attire

Student attire shall be appropriate for the place or activity involved; for example: laboratory, gymnasium, or social occasion. In the dining areas of the University, shirts must be worn. No one may enter any area where food is served without footwear.

Student Conduct Code

I. Introduction

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster the personal and social growth of students held accountable for violations of this Code. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the accused student from unfair impositions of penalties and sanctions.

Framingham State University students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online at <https://www.framingham.edu/student-life/community-standards/index> for the updated versions of all policies and procedures.

II. Basic Premise

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts



the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the Student Code of Conduct may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Student Code of Conduct in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students have responsibility for knowing and abiding by the policies of the University.

III. Authority and Responsibility

Daily responsibility for good conduct rests with the students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of Framingham State University. The President may, and has, delegated responsibility for the administration of the Student Code of Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Student Code of Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University's educational mission. All procedures followed, and decisions made, by authorized hearing officers and bodies are subject to the President's review and final authority. The University reserves the right to take any necessary and appropriate action to protect the safety and well-being of the campus community.

The Student Code of Conduct was established in accordance with the concept of "due process." Due process, as used herein, shall mean generally that the student will be notified of a complaint alleging any violation of the Code of Conduct; be provided the opportunity to review the complaint; and, be given an opportunity to respond to the complaint before a decision is rendered.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, conduct certain transactions and/or participate in University events. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures.



IV. Definitions

- ◆ The term “appropriate staff” means a member of the Student Affairs staff and/or Framingham State University Police Department staff.
- ◆ The term “University” means Framingham State University.
- ◆ The term “student” means any person registered for, enrolled in, or attending any University course or program; any person admitted to the University for an upcoming semester; or, any person who, at the time of a reported incident resulting in a conduct complaint was registered for, enrolled in, or attending any University course or program or, had been admitted to the University for an upcoming semester.
- ◆ The term “registered student organization” means a group or association of students which has complied with the student organization requirements prescribed by the Office of Student Involvement and Leadership Development and by SGA.
- ◆ The term “University property” means all property owned, leased, or on loan to the University.
- ◆ The term “University document” means any University record, written communication, or form.
- ◆ The term “member of the University community” means any student, faculty or staff member, University official, members of any officially recognized University board, or any employee of the University or its contracted vendors who regularly perform work on University property.
- ◆ The term “University premises” or “University-related premises” means all lands, buildings, vehicles, or facilities owned, leased, supervised, or otherwise controlled by the University.
- ◆ The term “University-sponsored activities” is defined as any activity, on or off the University premises, which is initiated, aided, authorized, or supervised by the University, including any registered student organization.
- ◆ The term “hearing officer” means a Student Affairs professional staff member or designee appointed by the Dean of Students, Vice President of Enrollment and Student Development, or President.
- ◆ The term “Appeal Review Officer” means a Student Affairs professional staff member or designee appointed by the Dean of Students, Vice President of Enrollment and Student Development, or President, who did not participate in the investigation or administrative review of the initial conduct complaint.
- ◆ The term “Dean of Students” means the Framingham State University Dean of Students or individual appointed to serve as a designee by the Dean of Students.
- ◆ The term “Associate Dean of Students” means the Framingham State University Associate Dean of Students or any individual appointed to serve as a designee by the Associate Dean of Students.

V. Student Code of Conduct Regulations

This section establishes behavioral standards which all students of Framingham State University are expected to follow. They are made in any

exercise of the powers that are an inherent corollary of the University's duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following statements constitute the official record of Student Code of Conduct Regulations at Framingham State University. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the misconduct of their guests.

A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code:

- (a) On University premises; or,
- (b) In connection with University-sponsored activities on or off premises; or,
- (c) Off-campus where the Dean of Students or designee determines that the off-campus conduct affects a substantial University interest which may include, but is not limited to:
 - Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of any member of the University community;
 - Any situation that significantly impinges upon the rights, property or achievements of self or others;
 - Any situation that significantly breaches the peace and/or causes social disorder;
 - Any situation that is detrimental to the educational mission and/or interests of the University; or
- (d) In conjunction with behavior conducted online, via email or through other electronic medium.

The Student Code of Conduct prohibits the following behaviors:

1. Disruption of administration, or activities by taxing campus resources as a result of unreasonable or inappropriate behavior.
2. Disruption of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.

3. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.

4. Violation of the University's Sexual Violence Policy, **see page 107** (Please follow this link for the complete Policy- <http://www.framingham.edu/student-life/shape>)

5. Threatening harm or criminal activity against persons or property.

6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:

a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.

b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.

7. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, boisterous conduct, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.

8. Violation of the Drug Policy. **(See page 69)**

9. Violation of Alcohol Policy. **(See page 58)**

10. Violation of Tobacco-Free Policy. **(See page 169)**

11. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.

12. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.

13. Possession and/or use of explosives, weapons, and/or realistic replicas of dangerous weapons without the written permission of the Chief of Framingham State University Police Department or designee. This includes, but is not limited to: firearms, fireworks, explosives, ammunition, dangerous weapons, hazardous chemicals, highly flammable or lethal substances, paintball guns, pellet guns, knives with blades in excess of 3 inches, double-edged knives, spring-loaded knives, mace, pepper spray, replica weapons, and/or used ammunition or explosive casings/shells. Any object that is used dangerously may be considered a weapon.

14. Failure to exercise reasonable care for property. This includes, but is not limited to, damage or attempted damage, destruction, and/or defacement of University property, or the property of any person.

15. Theft, attempted theft, or unauthorized possession of property. This includes University keys, ID cards or other FSU property and/or the property

of any person or organization.

16. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

17. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.

18. Misappropriation or misuse of student organization and/or University funds or property. This includes, but is not limited to, overextension of the budget of a registered student organization, spending collected funds prior to proper deposit, and personal use of equipment.

19. Computer abuse. This includes, but is not limited to, the misuse of computer accounts; the sale, distribution, or use of unauthorized passwords; the unauthorized destruction of computer files; and/or the violation of the University Acceptable Use policy (https://www.framingham.edu/Assets/uploads/student-life/information-technology-services/_documents/acceptable-use-policy.pdf). This also includes, but is not limited to, the misuse of intellectual property – illegal file transfer of audio and video materials, and copyright violation of print words and images.

20. Illegal gambling or betting in any form.

21. Violation of the Hazing Policy. Hazing is defined as “any conduct . . . whether on public or private property which willfully or recklessly endangers the physical or mental health of any student or other person.” (**See page 93**)

22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.

23. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.

24. Failure of students living off-campus at an address that is different from their permanent address to provide their local address to the Student Services Center by the end of add/drop period during their first semester at the local address, or within two weeks if the start of occupancy at the local address occurs after the add/drop period.


25. Unauthorized use of the name or insignia of the University by individuals or groups.

26. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.

27. Misuse of University facilities. The dumping of personal trash, violation of the posting policy, or misuse of University premises in any manner is prohibited.

28. Misuse or abuse of telephone equipment.

29. Failure to honestly identify oneself when requested by a University staff

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- member in the performance of his/her duties,
30. Failure to comply with the reasonable directives of a University staff member in the performance of his/her duties.
31. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
32. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.
33. Failure to operate a motor vehicle in a safe and reasonable manner and/or failure to abide by posted traffic regulations or campus parking and motor vehicle regulations.
34. Discrimination-Violation of the Policy Against Discrimination, Discriminatory Harassment and Retaliation. **(see page 88)**
35. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article V.
36. Violation of the Guide to Residence Living and/or Residence Hall License Agreement, where the violation in question is not otherwise proscribed in this Article V.
37. Violation of the Guidelines and Policies found in the RAM Handbook or official University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article V.

VI. Administration of Discipline for Violation of Student Code of Conduct Regulations


A. Initiation of a Conduct Complaint

Any member of the University community may bring a conduct complaint against a student for behavior in violation of the Student Code of Conduct by submitting a written complaint to studentconduct@framingham.edu, using your official FSU email account. In order for the University to process a complaint, the complainant must submit a written incident report(s) detailing the incident(s), including:

- (a) a narrative describing the incident(s),
- (b) all available information on the specific date, time, and location which the alleged violation(s) occurred, and
- (c) the name, address, telephone number, and e-mail address of the complainant.

Complainants are also encouraged to include the following in with their complaint whenever possible:

- a) any written supportive documentation related to the complaint

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- including authenticated written statements from identified individuals with knowledge related to the complaint;
 - b) the known names and any known contact information of parties involved in the incident;
 - c) a listing of the alleged behaviors prohibited by the Code of Conduct.

If the complaint involves alleged discrimination, harassment, sexual or gender-harassment, domestic or dating violence, stalking or retaliation, complainants are encouraged to use the complaint form found in the University's Equal Opportunity, Diversity and Affirmative Action Plan found at <http://www.framingham.edu/student-life/shape>. Hard copies are also available in the following offices: Dean of Students, University Police, and Human Resources.

These complaints will be treated as formal complaints for the purposes of this code and the University's Equal Opportunity, Diversity and Affirmative Action Plan.

The complaint must be received within five (5) business days of the alleged violation(s) unless:

- a) the complaint involves unlawful behavior that may jeopardize the safety of individuals, may affect a substantial University interest, involves behavior of a continuing nature, involves behavior that has a continuing effect, or, calls into question the accused student's suitability as a member of the community. The Dean of Students, or designee, has the authority, at his or her sole discretion, to reasonably extend the time limit, or;
- b) the complaint involves an alleged violation of the Sexual Violence Policy (including sexual harassment, gender-based harassment, domestic violence, dating violence and stalking).

When a conduct complaint is submitted, the complainant(s) consent to release of both their identity and written reports or summaries of written reports to the accused student and/or other individuals involved in investigation or review of the complaint.

Individuals involved in conduct complaint proceedings, including complainants and accused students, are reminded that information introduced during conduct complaint proceedings may be subject to release as required by law, in conjunction with related criminal or civil proceedings. Communication Regarding Complaints: written notifications and communications regarding conduct complaints will generally be made via FSU email, although notifications may also be made by hard copy correspondence delivered by hand to an involved party's address of record with the University, or by other reasonable means.

B. Review of a Conduct Complaint

When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations

and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that:

- a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or
- b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or
- c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided.

Whenever a complaint is modified or dismissed, the Dean of Students, or designee, will notify the complainant in writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint.

C. Notification of Complaint & Scheduling

When a complaint is referred to the hearing process, the accused student shall be informed of the complaint and notified of a scheduled Hearing and hearing date. Notifications are generally sent to FSU email account(s). Confirmation of delivery by the University's email server will be considered the confirmed delivery date and time of notification when delivery is made via FSU email. Once notified of the complaint, the accused student is expected to check his or her FSU student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/or conferences are generally scheduled around the posted class schedule of the accused student and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.

D. Advisors

The accused student, complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct complaint proceeding. The advisor may be any individual of the student's choosing who is allowed to be present on the FSU campus, except another student with a pending conduct complaint in a potentially related matter. The advisor's role with regard to hearings is strictly limited to directly advising and/or accompanying the student advisee or complainant to the hearing. An advisor's presence is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed

by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings.

E. Hearings


Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. A Hearing is comprised of two parts: (1) the Conference and (2) the Investigation.

1. Conference

The Conference is the first step of the hearing process and is held to provide the accused student and/or complainant with information related to the complaint itself and the process through which the complaint will be reviewed. The following is covered during the Conference:

- (a) the accused student is provided with an opportunity to review the written complaint,
- (b) involved student(s) are informed of how to access the Student Code of Conduct,
- (c) specific Code of Conduct Regulation(s) alleged to have been violated are outlined,
- (d) involved students are provided an opportunity to discuss questions related to the Code of Conduct and the Hearing,
- (e) students are informed that conduct complaint proceedings, and the information discussed within, are considered educational records and may be subject to disclosure in accordance with FERPA regulations in related criminal/civil actions or procedures,
- (f) provide involved students an opportunity to submit authenticated written statements with identified contact information from individuals with knowledge related to the complaint, and
- (g) students are provided information and can ask questions on how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.

Prior to the Hearing, the student will be notified in writing that a complaint has been made and the Student Code of Conduct Regulations alleged to have been violated. The date, time, and location of the Hearing and the name of the presiding hearing officer will also be provided in the notification. If an accused student fails to attend the Hearing and the University has made a reasonable attempt to notify the accused student, the Investigation will be initiated immediately following the Conference. Decisions will be made, and resolutions determined, based upon available information. Sanction(s), as deemed appropriate, will be assigned. The accused student



will then be issued a written Hearing Resolution notification. If the complaint involves an alleged violation of the Sexual Violence Policy (including Sexual Harassment, Gender-based Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation) the complainant(s) will also have the opportunity to attend a separate Conference and will also be issued a Hearing Resolution notification.

2. Investigation

Investigation refers to the review of the complaint, interviews, and information gathering completed by the assigned hearing officer(s). The University reserves the right to assign more than one hearing officer to a complaint or to assign an external investigator to review the complaint. The hearing officer(s) investigates and considers information to determine the accused student's responsibility for violations of the Student Code of Conduct. Hearings follow an investigatory model, in which hearing officers:

- (a) review the complaint,
- (b) request that the accused student respond to the complaint,
- (c) review and investigate the complaint with the accused student,
- (d) review and investigate the complaint with the complainant,
- (e) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
- (f) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of, the complainant or accused student related to the complaint; any other relevant documents,
- (g) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by "what a reasonable person believes more likely than not to have occurred based upon the available information reviewed"),
- (h) summarize information considered and set forth findings and rationale for findings; and,
- (i) recommend sanctions to the Associate Dean of Students when a finding(s) of responsible has been determined.

The hearing officer will audio record hearings with the complainant, accused student and any witnesses or other individuals contacted, to the extent possible. The hearing officer has the authority to independently investigate and gather additional information which may be relevant and related to the complaint.

F. Ad Hoc Committee

An Ad Hoc Committee Hearing is a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Ad Hoc Committee Hearings, the community member who initiated the complaint, or a designated member of the FSU Police Department or Student Affairs staff shall attend and present information

relative to the complaint made. When a case is referred to an Ad Hoc Committee Hearing, the Ad Hoc committee shall be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Ad Hoc Committee; this person will chair the hearing and ensure that appropriate records are made.

G. Additional Hearing Guidelines:

1. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than three (3) business days before the Hearing, unless the accused student requests that the notification period be waived.
2. All Hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are subject to be interviewed by the hearing officer.
3. If requested in advance, and determined to be an appropriate and reasonable accommodation Disability Services, notices, reports and/or written materials will be provided in an alternate format.
4. All Hearings will be held in closed session.
5. The accused student will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation of the Student Code of Conduct.
6. The accounts of individuals, other than the accused student or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.
7. The accused student and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Ad hoc Committee during the hearing.
8. All written accounts, records and/or supportive documentation presented at an Ad Hoc Committee Hearing must be provided to the Ad Hoc Committee Chair no less than 48 hours prior to the Ad Hoc Committee Hearing.
9. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in an Ad Hoc Committee Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Ad Hoc Committee Chair to communicate directly with involved parties remotely.
10. Only the hearing officer may directly question the accused student, complainant or any other individual involved in any Hearing.
11. The names of individuals asked to present information at an Ad Hoc Committee Hearing must be provided in writing to the Ad Hoc Committee

Chair a minimum of 48 hours in advance of the hearing.

12. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to (a) a character reference (for sanction recommendation consideration only) or (b) a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Ad Hoc Committee Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Ad Hoc Committee Chair, submitted in a timely manner and with the agreement that the documentation's author/source agrees to answer questions from the hearing officer or Ad Hoc Committee Chair.

13. The accused student and complainant will be given the opportunity to respond to information presented at an Ad Hoc Committee Hearing and make a closing statement prior to deliberation by the Ad Hoc Committee

14. If the accused student does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Ad Hoc Committee Chair; and, may be conducted in the student's absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Ad Hoc Committee Chair and be conducted in the complainant's absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Ad Hoc Committee during the hearing.

15. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/or repetition of information.

16. In an Ad Hoc Committee hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following an Ad Hoc Committee hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.

17. During summer, vacation periods, and in extenuating circumstances, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.

18. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Ad Hoc committee, or hearing officer, may consider any written character references provided by the accused student.

19. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Ad Hoc committee, or hearing officer, may consider any provided written statement(s) of impact submitted

by the complainant(s).

20. Hearing officer and Ad Hoc committee deliberations and decisions will be made in private. The hearing officer or the Ad Hoc Committee Chair will notify the Dean of Students of their determination of whether the accused student was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.

21. The accused student will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via FSU student email. University officials with a legitimate educational interest, and/or those who can be legally notified, may also be informed of all or part of the hearing outcome.

H. Definitions of Disciplinary Actions & Sanctions


1. Immediate Action

The following sanction may result if circumstances described under each sanction warrant such action.

Interim separation - the temporary separation and/or restriction from the University, the residence halls and/or other campus restrictions of a student pending a student conduct hearing, when, in the opinion of the Dean of Students, or designee, the continued presence of the student constitutes a danger to himself or herself, to others, to University property, functions of the University, or may be disruptive to the University learning environment. Where such sanction is imposed, a hearing will be provided as soon as practical. The sanction will remain in effect, however, until the student is notified, in writing, that the sanction has been discontinued or until a final determination is made following a scheduled hearing.

2. Hearing Actions

The disciplinary sanctions listed below may be imposed singly and/ or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article V. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (**see page 79**). The record of Expulsion shall be on file through the Office of the Dean of Students. The student's disciplinary file will be maintained as a permanent part of the student's educational record. The record of all other disciplinary sanctions imposed will be on file



through the Office of Community Standards. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or separation from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, disciplinary warning and residential review periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

a. Expulsion


Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date of notice of Expulsion, or later if so stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.

b. Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted in Continuing Education or the Day Division at Framingham State during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students. A student suspended is not entitled to any financial refund for the semester in progress.

c. Suspension Held in Abeyance

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Suspension Held in Abeyance status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall



determine whether such violation occurred and whether to impose the suspension held in abeyance. Violation of the conditions of the Suspension Held in Abeyance also constitute an independent violation the General Student Conduct Code Regulations and a further sanction, or sanctions, may be imposed in accordance with the procedures set forth in Article VI.

d. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

e. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

f. Restriction or Revocation of Privileges

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to: use of a specific University facility; residence hall privileges; holding or running for an office in a campus organization; the representation of the University at any sporting event or intercollegiate function; and campus motor vehicle parking and operating privileges.



g. Disciplinary Warning

Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student Conduct Office.

h. Residential Review

Residential review is an action taken against a residence hall student which places his or her resident status in jeopardy. As a result of this action, the Associate Dean of Students will review the student's Residence Hall License Agreement at the end of each semester in order to determine whether or not the individual should remain in residence. The agreement will also be reviewed if the student is found responsible for any policy violation while this is in effect. Nothing in this provision shall be deemed to prohibit the Administration of the University from terminating the Residence Hall License Agreement - whether or not a student has imposed on him or her the sanction of "Residential Review" – for reasons deemed sufficient by the Administration.

i. Restitution

Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or hearing panel will investigate and determine the amount of restitution charges.

j. Special Assignments

This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include, but are not limited to community service; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.

k. Referral to the Counseling Center, Health Center and/or Wellness Education for Evaluation and Recommendation

A resolution referral of a student to the Counseling Center, Health Center and/or Wellness Education for evaluation and recommendation may be made in lieu of another sanction, or as a condition of a particular sanction. All evaluations shall remain confidential. The Associate Dean of Students may also directly refer students to an Alcohol or other Drug Education Intervention, a Substance Abuse Assessment, or other



evaluations as deemed appropriate. Students may be directed to comply with the recommendations from a Substance Abuse Assessment and/or the Counseling Center. To be credited with completion of this sanction the student must provide written authorization from the staff member to confirm completion of the sanction.

I. Reprimand

A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

I. Appeals

Only the accused student shall be entitled to appeal the hearing resolution decision unless the complaint involves a matter covered in the Equal Opportunity, Diversity and Affirmative Action policy. More specifically, cases involving allegations of discrimination, discriminatory harassment, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation are considered exceptions, wherein the complainant may also appeal. The appealing party shall submit a written letter of appeal to the Associate Dean or designee within five (5) days of the party's receipt of the Hearing Resolution notification. An appeal may be transmitted electronically.

Appeals may only be submitted on the following grounds:

- To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
- To consider new evidence that was not known at the time of the investigation that would substantially change the outcome.

Appeals will not be considered on any other basis. Upon timely receipt of the appeal letter, the Associate Dean shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.

Appeal Procedures

1. The Appeal Review Officer will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
2. If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Appeal Review Officer will notify the non-appealing party that an appeal has been made.
3. If deemed appropriate, the Appeal Review Officer will share the appeal by one party with the other party (e.g., if the respondent student appeals, the appeal is shared with the complainant) who may file a written response.
4. If the appealing party has presented an appeal on the basis of the grounds set forth above, the Appeal Review Officer will further review the appeal and make a determination to uphold, reverse or



- modify the Hearing Resolution. When deemed necessary, the Appeal Review Officer or body may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.
5. Following review of the appeal, the Appeal Review Officer will issue a written decision to the parties in which it may uphold, reverse or modify the original Hearing Resolution.
 6. All appeal decisions are final.

J. Conduct Complaints Alleging Discrimination, Discriminatory Harassment, Sexual Violence, Sexual Harassment, Gender-Based Harassment, Domestic Violence, Dating Violence, Stalking and Retaliation

For complaints alleging discrimination, discriminatory harassment, sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking, and retaliation, the process outlined above in sections (A) through (H) shall apply. Questions, statements or information about the sexual activity of the complainant or alleged victim with any person other than the accused student are not relevant and will not be considered by the hearing officer. Thereafter, the following shall govern: the hearing officer shall prepare an investigation report for an administrative review. The investigation report shall: outline the investigatory steps taken, summarize the factual findings; state whether a policy violation has occurred based on the preponderance of the evidence; explain the rationale for the violation determination; and if applicable, recommend a sanction. At this point in the process, the complainant will be invited to submit a victim impact statement, and the respondent will be invited to submit a statement of mitigation or extenuation, to be included with the information forwarded to the Administrative Review Officer. The investigation report will not be shared with the parties except upon request following the issuance of the Notice of Outcome, and then only in accordance with applicable law.

The investigation report shall be forwarded to the Associate Dean and/or Title IX Coordinator or other designated official (“reviewing body”), who shall conduct an administrative review of the investigation report to determine whether the investigation is prompt, fair, impartial and thorough. If the reviewing body determines the investigation is deficient, the reviewing body shall remand the matter back to the hearing officer for further investigation.

If the reviewing body determines that the investigation is prompt, fair, impartial and thorough, the reviewing body will then consider whether the recommended discipline or sanction, if any, is consistent with University policy and practice. In determining discipline, the hearing officer and the reviewing body may consider the respondent’s disciplinary history, if one exists. The hearing officer and/or reviewing body may discuss sanctions with other University personnel as necessary. At any point during the administrative review, a respondent may agree to the allegations and the recommended sanction.



1. Notice of Outcome

At the completion of the administrative review, the University will notify the respondent of all sanctions imposed, if any. If the sanctions imposed on the respondent include a separation from the residence halls or the University, and, in the opinion of the hearing officer and/or reviewing body, the respondent poses a continued threat to the safety of the campus community, the sanctions may take effect immediately, and while an appeal is pending.

At the completion of the administrative review, the University will contemporaneously issue a written Notice of Outcome to the complainant and the respondent. In cases where the hearing process was implemented, the terms “Hearing Resolution notification” and “Notice of Outcome” are synonymous. The Notice of Outcome shall include the following:

- a) the factual findings of the investigation;
- b) policy violation determination and the rationale for the determination;
- c) all sanctions that result from an allegation of sexual violence or other crime of violence;
- d) the sanctions that directly relate to the complainant that arise from an allegation of discrimination, discriminatory harassment, non-violent sexual or gender-based harassment, and/or retaliation; and
- e) the parties' appeal rights.

If no appeal is filed by either party within five (5) days of their receipt of the Notice of Outcome, the results will become final and the University will proceed with the imposition of the recommended sanction(s).


A person making a complaint of sexual violence, domestic violence, dating violence or stalking may submit a victim impact statement at the conclusion of the investigation and before the case is forwarded to the Administrative Review officer or body. A respondent to such a complaint may submit a statement of mitigation or extenuation.

2. Option for Mediation of Formal Complaints

Mediation may not be requested or used in an effort to resolve allegations of sexual violence, domestic violence, dating violence or stalking.

During a formal investigation, at any time prior to the issuance of the Notice of Outcome, either party may request mediation of the complaint by contacting the Hearing Officer. All parties must agree to mediation for this option to be used.

The purpose of mediation is to resolve the dispute to the satisfaction of all parties. When mediation is appropriate, the Hearing Officer shall designate an impartial Mediator, who shall be mutually agreed upon and not unreasonably refused by the parties, and inform the parties in writing of the mediation process and schedule. Where practicable, a mediation session shall be conducted no later than thirty (30) days after agreed to by the parties. The timelines presented under these procedures shall be tolled pending the outcome of mediation. If successful in resolving the



complaint, the Mediator shall reduce to writing the terms of the mediated resolution, which shall be signed by the parties. If mediation does not result in a resolution, all mediation discussions shall remain confidential and may not be used or introduced in this process or any other forum.

3. Timeframe

The University will make every attempt to conclude the Formal Investigation Process within sixty (60) days of the date of the submission of the complainant. If, for good cause, an investigation cannot be completed within 60 days, the University will provide the parties status updates at reasonable intervals until the investigation is completed.

4. Possible Sanctions and Additional Remedies

A student who has been found to have violated the Student Code of Conduct with regard to matters involving sexual violence, domestic violence, dating violence, stalking, discrimination, discriminatory harassment or retaliation may be subject to sanctions including suspension.

In general, the sanction typically imposed for students for rape or non-consensual sexual intercourse is expulsion. The sanction typically imposed for students for non-consensual sexual contact, sexual exploitation, domestic violence, dating violence and stalking is suspension or expulsion. All student sanctions, however, are determined on a case-by-case basis in consideration of: the seriousness of the violation; sanctions typically imposed for similar violations; prior disciplinary history; and any other circumstances indicating that the sanction should be more or less severe.

5. Related Information and Definitions

For the purposes of this section, the following terms are defined and used as follows:


Complainant: An individual who submits a complaint under the Student Code of Conduct. The Complainant may also be the University under certain circumstances.

Respondent: An individual who is accused of violating the Student Code of Conduct.

Day: A day shall mean a calendar day.

Discipline or Sanctions: The terms may be used interchangeably.

Advisors: Each victim, complainant or respondent to an investigation initiated under the Student Code of Conduct complaint and resolution procedures is entitled to have an advisor present during any meetings regarding the process and conduct complaint proceedings. Except as otherwise required by law, the advisor may observe, but may not participate in any way whatsoever, including, without limitation, by asking questions or



speaking during the meeting or proceeding. The advisor's role is to provide support and/or advice to the party. During meetings and proceedings, the advisor may speak with the party or pass notes in a non-disruptive manner. In addition, please note that the University does not need to cancel or delay a meeting or proceeding simply because an advisor cannot be present. Further, the advisor is not permitted to attend a meeting or proceeding without the advisee. The personal advisor for a complainant or, a student respondent can be any person, including an attorney.

Referrals to Title IX Coordinator

Complaints of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking and retaliation will be referred to the Title IX Coordinator for evaluation. Before starting an administrative investigation, the Title IX Coordinator or his/her designee will determine whether the reported facts, if true, would violate the Sexual Violence Policy and/or the Student Code of Conduct, and may consult with the complainant to obtain more information and discuss his/her options.

Interim Protective Measures

Upon review of a complaint, the University may determine that interim protective measures are necessary or appropriate. The University will implement interim measures as described in Section H of the Sexual Violence Policy. Interim measures may also be instituted and/or modified at any point during the investigation and resolution process.

Off Campus Behavior

The University may investigate off-campus conduct alleged to violate the Student Code of Conduct when such conduct involves behavior by or toward a community member, which (1) occurs during University-sponsored events or the events of organizations affiliated with the University, including study abroad and outside internships; (2) negatively impacts a victim's access to education programs and activities; (3) adversely affects or disrupts the campus community; and/or (4) poses a threat of harm to the campus community.

Amnesty

Students may be hesitant to report sexual violence, sexual or gender-harassment, domestic or dating violence, stalking or retaliation out of concern that they, or witnesses, might be charged with violations of the University's drug/alcohol policies. While the University does not condone such behavior, it places a priority on the need to address sexual violence and other conduct prohibited by the Sexual Violence Policy. Accordingly, the University may elect not to pursue discipline against a student who, in good faith, reports, witnesses or possesses personal knowledge of sexual violence, sexual or gender-harassment, domestic or dating violence, stalking or retaliation.



Conflicts of Interest

If any University official involved in the investigation, resolution or appeal process believes there is a potential or actual conflict of interest regarding their role, they must disclose this conflict in advance to the Equal Opportunity officer or Title IX Coordinator (where applicable) or designee. Likewise, if a complainant or respondent believes there is a conflict of interest present regarding any University official involved in the investigation, resolution or appeal process, s/he must disclose the conflict in advance to the EO Officer, Title IX Coordinator (where applicable) or designee. If a valid conflict of interest exists, the University will take steps to remedy or eliminate the conflict.

Confidentiality of Process

Complaints and investigations under this Code will be conducted as confidentially as reasonably possible to protect the privacy of all involved. The University may share information about the allegations with parties, witnesses or others on a need-to-know basis. All with whom information is shared shall be advised of the confidential nature of the information and directed not to discuss it with anyone except an advisor. See Section VI of the Sexual Violence Policy for more information about confidential reporting options.

Preponderance of the Evidence

The standard of review used to evaluate all complaints. Under this standard, conclusions must be “more likely than not.” Accordingly, the fact-finder must find that it is more likely than not that the respondent violated the Student Code of Conduct.

Notice of Meetings and Access to Information: Each party to an investigation will be provided timely notice of meetings at which such party or both parties may be present. The parties will be afforded the same and timely access to any information that the University is aware will be used at any meeting or hearing.

Refusal of Participation

In cases where a complainant or respondent (or both) refuses or fails to participate in the investigation and resolution process, the University may continue the process without the complainant and/or respondent's participation. The failure of the respondent to participate in the investigation and resolution process will not prevent the University from imposing discipline or other sanctions if a violation is found.

Right to File an Outside Complaint

Individuals have the right to file charges of discrimination, discriminatory harassment, sexual violence, sexual or gender-harassment, domestic or dating violence, stalking or retaliation at any time with the appropriate government agency, with or without utilizing the Student Conduct process. More information about filing an outside complaint can be found in the Policy

Against Discrimination, Discriminatory Harassment, and Retaliation and the Sexual Violence Policy, both of which are contained in the EO Plan.

Concurrent Criminal or Civil Proceedings: Persons may be accountable to both the University and the state for conduct that constitutes potential violations of the EO Plan and/or Student Code of Conduct and state or federal law. University investigations may be conducted before, after or simultaneously with civil or criminal proceedings, and University investigations are not subject to challenge on the grounds that civil or criminal charges involving the same conduct have been dismissed or reduced. When a person has been charged with a crime or a violation of civil law, the University will neither request nor agree to special consideration for the individual solely because of his/her student status. Persons subject to parallel criminal charges shall be instructed that their statements and/or other information supplied by them may be subject to subpoena. When a criminal investigation of an incident of sexual violence, sexual or gender-based harassment, domestic or dating violence, stalking or retaliation is also occurring, the University will not delay its investigation due to the criminal investigation, unless law enforcement requests time to gather evidence. When law enforcement makes such a request, the University will typically resume its investigation within three to ten days.

Withdrawal of Complaint

The complainant may withdraw a complaint at any point during the investigation. The Associate Dean, Title IX Coordinator, or designee, however, may determine, in their discretion, that the allegations raised in the complaint warrant further investigation despite the complainant's desire to withdraw the complaint. See Section VII (A) of the Sexual Violence Policy for more information on the circumstances under which the University may elect to proceed with an investigation of alleged sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence, stalking or retaliation.

K. Record Keeping & Retention

Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (**see page 79**). The student's disciplinary file will be maintained as a part of the student's educational record. The record of Expulsion shall be on file through the Office of the Dean of Students and is permanently retained. The record of all other disciplinary sanctions imposed will be on file through the Office of Community Standards. The student's disciplinary file will be destroyed, with the exception of a record of expulsion, upon graduation with an advanced degree, or separation from the University for seven (7) consecutive years. Where a student's disciplinary file includes involvement in an alleged violation of the Sexual Violence Policy or the University's Equal Opportunity Plan, disciplinary records may be retained longer and in accordance with applicable Federal, State, and University retention guidelines. In the event a student with a sanction imposed upon



him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, disciplinary warning and residential review periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

VII. Definitions of Disciplinary Sanctions

A. Immediate Action

The following sanction may result if circumstances described under each sanction warrant such action.

Interim Separation - the temporary suspension and/or restriction from the University, the residence halls and/or other campus restrictions of a student pending a student conduct hearing, when, in the opinion of the Dean of Students, or designee, the continued presence of the student constitutes a danger to himself or herself, to others, to University property, functions of the University, or may be disruptive to the University learning environment. Where such sanction is imposed, a hearing will be provided as soon as practical. The sanction will remain in effect, however, until the student is notified, in writing, that the sanction has been discontinued or until a final determination is made following a scheduled hearing.

B. Hearing Actions

The disciplinary sanctions listed below may be imposed singly and/or in combination upon any student found in violation of the General Student Conduct Code Regulations set out in Article V. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with Student Conduct Code Regulations. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (**see page 79**). The record of Expulsion shall be on file through the Office of the Dean of Students. The student's disciplinary file will be maintained as a permanent part of the student's educational record. The record of all other disciplinary sanctions imposed will be on file through the Student Conduct Office. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or separation from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, disciplinary warning and residential review periods will be continued to completion upon any re-admission to the University.



Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

1. Expulsion

Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date of notice of Expulsion, or later if so stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.

2. Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted in Continuing Education or the Day Division at Framingham State during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students. A student suspended is not entitled to any financial refund for the semester in progress.

3. Suspension Held in Abeyance

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Suspension Held in Abeyance status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall determine whether such violation occurred and whether to impose the suspension held in abeyance. Violation of the conditions of the Suspension Held in Abeyance also constitute an independent violation of the General Student Conduct Code Regulations and further sanction or sanctions may be imposed in accordance with the procedures set forth in Article VI.



4. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

5. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

6. Restriction or Revocation of Privileges

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to: use of a specific University facility; residence hall privileges; holding or running for an office in a campus organization; the representation of the University at any sporting event or intercollegiate function; and campus motor vehicle parking and operating privileges.

7. Disciplinary Warning

Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student



Conduct Office.

8. Residential review

Residential review is an action taken against a residence hall student which places his or her resident status in jeopardy. As a result of this action, the Associate Dean of Students will review the student's Residence Hall License Agreement at the end of each semester in order to determine whether or not the individual should remain in residence. The agreement will also be reviewed if the student is found responsible for any policy violation while this is in effect. Nothing in this provision shall be deemed to prohibit the Administration of the University from terminating the Residence Hall License Agreement - whether or not a student has imposed on him or her the sanction of "Residential Review" – for reasons deemed sufficient by the Administration.

9. Restitution

Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or hearing panel will investigate and determine the amount of restitution charges.

10. Special Assignments

This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include, but are not limited to community service; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.

11. Referral to the Counseling Center, Health Center and/or Wellness Education for Evaluation and Recommendation

A resolution referral of a student to the Counseling Center, Health Center and/or Wellness Education for evaluation and recommendation may be made in lieu of another sanction, or as a condition of a particular sanction. All evaluations shall remain confidential. The Associate Dean of Students may also directly refer students to an Alcohol or other Drug Education Intervention, a Substance Abuse Assessment, or other evaluations as deemed appropriate. Students may be directed to comply with the recommendations from a Substance Abuse Assessment and/or the Counseling Center. To be credited with completion of this sanction the student must provide written authorization from the staff member to confirm completion of the sanction.



12. Reprimand

A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

Student Preferred First Name Policy

It is Framingham State University's policy that students within the University community may choose to use a preferred first name different from their legal first name to identify themselves. The preferred first name policy includes, but is not limited to the following internal University documents:

- Class Attendance Rosters (Argos Report generated through myFramingham)
- Residence Hall General Communication Rosters
- Emergency Alert System
- FSU Student Email Display Name (not the actual student's FSU email address)
- Graduation Commencement Program and Diploma (Exception to External document type)
- FSU Student Photo ID Card (with legal full name printed on the reverse side of card)

A community member's legal first name will continue to appear on university documentation that requires use of a legal first name. This includes any correspondence to the student's permanent address in addition to but not limited to the following:

- Academic Transcripts
- Clearinghouse Submission Reports
- Dean's List/President's List
- Financial Aid
- Health Records
- Student Payroll Records
- Tuition Bills (TouchNet)
- Police or University conduct related records

Students who wish to indicate a preferred first name may do so via myFramingham on the Student Home tab, Online Services channel under Quick Links – Personal Information and selecting Preferred First Name/ Pronoun Request.

Inappropriate use of the preferred first name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request. A preferred first name must not be used for the purposes of misrepresentation at the University.

The overarching goal of the policy is to create a consistent first name experience for all community members across campus. A Framingham State community member may choose to use a first name different from

their legal first name for a variety of reasons to ensure an experience that best reflects their identity while at the University. The University does not guarantee that all internal systems will reflect preferred first names, but will continue to expand the internal use of preferred first names across internal systems to support this goal.

Contact:

Millie Gonzalez, *CO of Diversity, Inclusion & Community Engagement*

Dwight Hall, Suite 311B, Phone: (508) 626-4515

Email: vgonzalez@framingham.edu

Tobacco-Free Policy

I. Policy Statement:

The personal use of tobacco products is not permitted on the campus of Framingham State University

II. Individuals Affected by this Policy:

All individuals on the campus of Framingham State University.

III. Background Rationale:

Framingham State University seeks to provide a healthy, comfortable, and productive environment for its students, employees and visitors. On October 29, 2007, the University adopted a smoking policy that created an essentially smoke-free environment with the exception of designated smoking areas throughout campus. Framingham State University continues to recognize the medical evidence that indicates smoking is a serious health hazard, which extends to non-smokers subjected to second-hand smoke. Framingham State University further recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, and in continued support of a safe and healthy learning and working environment, Framingham State University adopted this Tobacco-Free Policy, beginning September 1, 2013.

IV. Definitions

a. Tobacco Products – to include the personal use of any lighted or unlighted cigarette (clove, bidis, kreteks), e-cigarettes, cigars, cigarillos, pipes, hookah products, and any other smoking product. Additionally, all spit or spit-less tobaccos, dissolvable tobacco, dip, chew, snuff or snus, in any form is also considered a tobacco product for the purpose of this policy.

b. Personal Use - includes, but is not limited to, smoking, chewing or ingesting tobacco products. Personal use is also defined as possession of any lit tobacco product. Personal use does not preclude simple possession of unlit tobacco products, tobacco products as a prop in performance art or a material in artistic work, or in health awareness related courses, programs or training sessions, or any other activity



protected by academic freedom.

c. Campus – all University grounds to include Framingham State University owned, leased, supervised, or controlled properties and University owned, leased, or rented vehicles. This includes but is not limited to all University sidewalks, parking lots, landscaped areas, recreational areas, athletic fields, wooded areas; in the interior of all buildings, University residences halls, houses, and in personal vehicles on University property.

d. Individuals – to include all faculty, staff, students, visitors, customers, vendors, consultants, contractors and their employees.

V. Procedures:

a. Effective implementation of this policy depends on the cooperation of all members of the University community. All members of the University may assist in this endeavor to make Framingham State University tobacco free. All members of the University community are encouraged to inform the offending party of the existence of this policy and request adherence to its conditions in a polite, respectful, and supportive manner.

b. Complaints regarding violations of the policy by employees of the University may be brought to the attention of the Office of Human Resources. Human Resources will direct the complaint to the employee's immediate supervisor. Complaints concerning students may be filed with the Student Conduct.

c. Any disciplinary action will be reserved for repeat infractions or infractions that interfere with the University's mission, consistent with applicable collective bargaining agreement procedures or the Student Code of Conduct.

d. Visitors who fail to comply with the policy may be prohibited from remaining on or returning to campus.

VI. Smoking Cessation:

Smoking cessation resources for employees are available through the Employee Assistance Program. Please contact Office of Human Resources for more information. Students may visit the University Health Center for smoking cessation resources.

VII. Review:

This policy will be reviewed bi-annually by the Tobacco-Free Task Force Committee. The University reserves the right to make changes to this policy at any time. Revisions and updated information concerning changes in this policy will be made available online in the RAM handbook (for students) and on the HR Web site (for employees)

Note: Minimum sanction for violation of Tobacco-Free Policy will include required completion of an educational assignment and review of related campus resources.





Travel Guideline

Depending upon the specific nature of travel, there are different requirements, guidelines, and resources for campus departments.

For required academic field trips related to course work, please consult the Dean of Students Office for travel guidelines and forms. For trips outside of course work, departments are responsible for booking, staffing, and managing trips according to individual department guidelines. Student Involvement and Leadership Development is available to assist with travel-related questions, but does not manage any of the financial or operational coordination of department trips.

Through the event registration process, registered student clubs and organizations will follow stated guidelines and travel policies as outlined in the Club Handbook and/or SGA Travel and Conference Guidelines. These guidelines and policies include information regarding travel planning, finance, and resources necessary for safe travel.

As a reference, trips which meet any of the following criteria may require staff: Out of state trips; trips with more than 12 student attendees; overnight trips; and/or trips that are inherently risky in nature (adventure based, camping, etc.) During the event registration process SILD staff will determine the staffing need.

Trespassing

As defined under MGL Chapter 266, Section 120

“Section 120. Whoever, without right enters or remains in or upon the dwelling house, buildings, boats or improved or enclosed land, wharf, or pier of another, or enters or remains in a school bus, as defined in section 1 of chapter 90, after having been forbidden so to do by the person who has lawful control of said premises, whether directly or by notice posted thereon, or in violation of a court order pursuant to section thirty-four B of chapter two hundred and eight or section three or four of chapter two hundred and nine A, shall be punished by a fine of not more than one hundred dollars or by imprisonment for not more than thirty days or both such fine and imprisonment. Proof that a court has given notice of such a court order to the alleged offender shall be prima facie evidence that the notice requirement of this section has been met. A person who is found committing such trespass may be arrested by a sheriff, deputy sheriff, constable or police officer and kept in custody in a convenient place, not more than twenty-four hours, Sunday excepted, until a complaint can be made against him for the offence, and he be taken upon a warrant issued upon such complaint.

This section shall not apply to tenants or occupants of residential premises who, having rightfully entered said premises at the commencement of the tenancy or occupancy, remain therein after such tenancy or occupancy has been or is alleged to have been terminated. The owner or landlord of said premises may recover possession thereof only through appropriate civil proceedings.”

Students may not take shortcuts through the property of the neighbors



surrounding the University. In order to maintain good public relations with the neighbors, students should use the public streets and sidewalks to come to and from campus. Persons found trespassing on the land or property of another may be subject to arrest.

Use of Student E-mail

Students are issued a University e-mail account at the time of their acceptance and admission to the University. This account is to be used by students in e-mail correspondence with members of the University's faculty and administration. Students are expected to check this e-mail on a regular basis (**minimum of once a day, Monday - Friday, during the academic year and several times a week in the summer**).

Weather/Emergency Closings

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

Announcements will be made beginning at 6 am. You may also call 508-626-4898 for a recorded weather message. Please **DO NOT** call the University Police Department for questions regarding inclement weather related class cancellations.

Students, faculty, and staff are urged to register or update contact information via [myFramingham](#) for FSU Alert, the University's emergency notification system. This system will be used for emergencies only, including school closings due to inclement weather, public safety warnings, etc. Please go to the Emergency Notification channel found on the main page within [myFramingham](#).


RESIDENCE HALLS

I. Residence Life Mission Statement

The Residence Life office, in support of the University's mission, manages residential services and programs. The mission of Residence Life is to create and maintain a caring and disciplined residence hall community that supports learning and student success. Accordingly, the office values and promotes safety, diversity and inclusion, responsible citizenship, intellectual inquiry, and academic pursuit. The office is also committed to fostering a climate that is responsive to the developmental needs of resident students and where the traditions and heritage of Framingham State University are recognized and honored.

II. Community Living Overview

Residence hall conduct guidelines are in place for the well-being of the community and recognize the importance of maintaining an environment conducive to learning and academic pursuit. These guidelines also prioritize respect for others and the fundamental rights and responsibilities of individuals in community living. The quality of the residence life experience



will be the direct result of each resident's willingness to respect and understand fellow students, and his or her commitment to the University community.

As a community of learners valuing academic pursuit, guidelines concerning noise, quiet hours and other behaviors which disrupt study are considered important. Other behaviors which contradict the goals of Framingham State University detract from the educational environment, including alcohol or drug violations, vandalism, theft, violence, and harassment, and other forms of misconduct are likewise unacceptable. The University anticipates that residents will make responsible decisions and show a sincere commitment to life in a learning community.

The members of the residence hall community have the privilege of learning in a unique setting with distinct opportunities. At the same time, students are reminded that residential living is a privilege that can be seriously jeopardized by violation of residence hall guidelines and/or University policy. Students will be held accountable for their own behavior as well as the behavior of their guests. It is expected that resident students, and student guests to the residence halls, familiarize themselves with all University publications, guidelines, terms, and policies contained in the *Residence Hall License Agreement*, the *RAM Student Handbook*, and the *Guide to Residence Living*.

III. Residence Hall License/Guide to Residence Living

The *Residence Hall License Agreement* is a legal agreement between the resident student and the University which outlines responsibilities and conditions of residency. It is the obligation of the student to be familiar with the terms and conditions of this agreement and to adhere to the terms of the Residence Hall License Agreement.

The *Guide to Residence Living* outlines residence hall policies, procedures, regulations, housing eligibility, information, services, and involvement opportunities. The *Guide* should be carefully reviewed and bookmarked as a reference.

Specific complete guidelines related to conduct and residence hall policies are outlined in the *Guide to Residence Living* and in other official University postings or written notices. These guidelines apply to resident and nonresident students, as well as guests who may visit the residence halls. These documents are linked to the University's Web site, www.framingham.edu. All students should be familiar with these guidelines.

IV. Other

1. Dining Services: All students living on campus are required to be enrolled in a University Meal Plan. Special diets require documentation from an appropriate licensed medical professional and should be discussed with the Director of Dining Services.

2. Pets: For the safety, health, and well-being of all residents pets are not allowed in the residence halls – even for a brief visit - with the exception



of fish kept in a tank with a capacity of 10 gallons or less. Fish may not be left in the residence halls between the fall and spring semesters. Please see the Guide to Residence Living for the policy addressing service and assistance animals in the residence halls.

3. Disabled Students: Any resident requesting a housing accommodation related to a disability should:

- register with Disability Services through the Center for Academic Success and Achievement (CASA, 508-626- 4906); and;
- notify the Office of Residence Life in writing or through the housing application. Requests should include detailed supportive documentation from appropriate health care providers.

4. Vacations: Residence halls close to all residents including student teachers during the Thanksgiving break, winter break and spring vacation. Vacation period housing, if available, is not included in the term of the Residence Hall License Agreement and separate housing charges apply.

IMPORTANT SAFETY INFORMATION

The following definitions of crimes are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program and from the Jeanne Clery Act.

RAPE/SEXUAL ASSAULT

Rape (Forcible):

The carnal knowledge of a person forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; or an attempt to commit by force or threat of force.

Sexual Offenses (Forcible):

Any sexual act directed against another person and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.


Sexual Offenses (Non-Forcible):

Unlawful, non-forcible sexual intercourse. A) Incest: Non-forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law. B) Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault with an Object:

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly; or against the person's will where the





victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling:

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against a person's will where the victim is incapable of giving consent because of his or her youth, or because of his or her temporary or permanent mental incapacity.

Forcible Sodomy:

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth, or because of his/her temporary or permanent mental or physical incapacity.

Procedures for Sexual Assault Victims:

If you are assaulted, be sure to get the help you need medically, emotionally, and legally. The medical procedure following an assault is essential. Specifically, you should receive a pelvic exam, emergency medical treatment for internal or external injuries, tests to collect evidence for the courts if you choose to prosecute, information on any medication or treatment recommended, tests for STDs, and tests for pregnancy within six weeks of the attack.

It is extremely important not to wash, douche, shower, rinse your mouth, eat, drink, smoke, or change your clothes before going to the hospital to maintain the integrity of vital evidence.

Emotional trauma is probably the most common and natural after-effect of rape. There are many ways to respond to trauma resulting from rape. Some people find that talking with a friend helps. Others find that joining support groups or getting professional counseling are more effective methods. Framingham State University offers counseling to students and staff.

The Counseling Center office is located at the Health & Wellness Center in Foster Hall at the corner of State Street and Maynard Road. The Framingham State University Police Department also offers basic self-defense courses free of charge to all Framingham State University faculty, staff, and students.

Reporting or not reporting a crime is a personal choice. All crimes are worth reporting whether or not you take a legal course of action. You can contact the Framingham State University Police Department or the Town of Framingham Police Department. There are several officers who are trained in sexual assault investigations. All cases of crime are kept confidential.

Campus Procedure for Responding to Sexual Assaults

The Dean of Students is obligated by law to report the number of on-campus sexual assaults annually. This process affords the opportunity to assess and develop preventive strategies and explore additional educational

needs. Reporting these incidents, anonymously or otherwise, to on-campus resources is strongly encouraged. Some of the on-campus resources include the Framingham State University Police Department, the Director of the Health Center, the Director of the Counseling Center, and the Dean of Students.

If a student wishes to handle the situation through the university's student conduct system, a closed hearing will be conducted. Because of the sensitive nature of this type of case, priority will be given. Interim modified living arrangements will be made possible in cases where the victim and the accused live in the same residence hall. For students in need of a Victim's Advocate one will be made available through the Framingham State University Dean of Students Office. Both the accused and the accuser are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and accused shall be informed of the outcome of the results of the proceeding. Sanctions that may be imposed following a final determination of a disciplinary proceeding regarding rape or other forcible or non-forcible offenses may range from findings of not responsible to expulsion from the University.

Megan's Law


The minimum national standards for sex offender registration and community notification programs are contained in the federal Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, codified at 42 U.S.C.14701. Under the Wetterling Act, states must establish programs that require a sexually violent predator (and anyone convicted of specified criminal offenses against minors) to register their name and address with the appropriate authority where the offender lives, works, or is enrolled as a student. States are also required to release relevant information necessary to protect the public concerning persons required to register, excluding the identity of any victim. This community notification provision is commonly known as the "Megan's Law" amendment to the Wetterling Act. See 20 U.S.C. 14071 (e).

Hate Crimes

"Hate Crimes" are any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened, attempted, or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, or sexual orientation prejudice; or which otherwise deprives another person of his or her constitutional rights by threats, intimidation, or coercion; or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

Hate crimes shall also include, but not be limited to, acts that constitute violations of:

- Constitutional rights (c. 265 s. 37)
- Assault and battery for purpose of intimidation (c. 265 s.39)
- Destruction of a place of worship (c. 266 s. 127A)
- Crimes against morality and good order (c. 272 in general).

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- a. It should be noted that any incident reported to any department listed below will be fully investigated and parties found responsible will be prosecuted to the full extent of the law.
 - b. In addition to criminal charges, civil rights violations may be pursued.
 - c. Any student found responsible through the Student Conduct process may be subject to expulsion from the University.

If you feel that you may be a victim of any Hate Crime, you are strongly encouraged to report the incident to the following campus departments:

**Framingham State University Police Department: 508-626-4911,
FSUPD TTY: 508-626-4008,
Dean of Students: 508-626-4596.**

If you are not sure if you have been a victim, please call one of the above departments or confide in someone with whom you feel comfortable.

**Framingham State University does not tolerate
ANY form of hate crime!**

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

Article I

Preamble and Mission:

We, the students of Framingham State University, in order to protect the rights and privileges of the University community and its members, to advocate on behalf of the student body, to uphold the ideals of a democratic society, and to foster student growth through community and leadership opportunities, do hereby establish and endorse this Constitution of the Student Government Association of Framingham State University.

Article II

Oath of Office:

1. Procedure:

The Oath of Office shall be publicly administered to the President- Elect at the All- University Banquet, which is to take place after the last meeting of both Senate and the Executive Board for the academic year. The Oath will be administered from the current President to the President-Elect. If the President has been re-elected in consecutive terms, then they shall have the Oath administered by the current Student Trustee. At the last Senate Meeting of the academic year the current President/ Student Trustee shall swear in the newly elected members of Executive Board and Senate.

NOTE: All officers officially take office the day following Framingham State University's May Commencement.

2. Oath:

Raise your right hand. After the pronoun I, please state your name. Repeat after me: "I, (name) do solemnly swear to serve the students of Framingham State University to the best of my ability. I (name) swear to execute all By-Laws and procedures as specified in the Constitution of the Student Government Association of Framingham State University. May my actions embody the ideals of truth, justice, and compassion.

ARTICLE III

Membership:

All full or part-time matriculated, Student Activity fee-paying undergraduate students and all full-time, day division Student Activity fee-paying graduate students of Framingham State University as verified by the University are members of the student body and general members of the Student Government Association and are eligible to vote in campus-wide elections. To hold any class or student organization elected or appointed office, students must be in good judicial standing and (a) be full-time or part-time Student Activity fee-paying undergraduate matriculated students enrolled in a minimum of two (2) courses per semester; or be a full-time, day division Student Activity fee-paying graduate matriculated student enrolled in a minimum of three (3) courses per semester; and (b) maintain a minimum QPA of the following: students with one (1) to eight (8) courses attempted, 1.70; students with nine (9) or more courses attempted, 2.00. All non-Student Activity fee-paying students are members of the student body and ex-officio members of the Student Government Association, but are not eligible to vote. Any matriculated continuing education student may voluntarily pay the Student Activity Fee and become a full member if they wish to hold office or vote in the elections. All members of the university community may be an ex officio non-voting member upon written request to the SGA President. An officer is defined as any position requiring:

1. An SGA election
2. A class, Organization or Club Election
3. An appointment made by the SGA President, or any Class, Organization or Club President to fill a vacancy.

ARTICLE IV


Structure:

The Student Government Association shall be divided into two (2) branches; the Legislative and the Executive. No member of Senate shall serve two (2) Senate seats concurrently. No member of the Executive Branch shall hold a Senate seat. Neither branch shall exercise the powers herein granted to other.

ARTICLE V

Legislative Branch:

1. All Legislative powers shall be vested in the Senate of the Student Government Association.


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2. The Legislative Branch shall consist of all members of the Senate. The membership of the Senate shall include:
 - a. Six (6) Senators from each of the undergraduate classes.
 - b. Twenty (20) Senators-at-Large.
 - c. Vice President.
 - d. Secretary.
 - e. Student Activities Treasurer.
 - f. Class and Club Treasurer.
 - g. Social Events Coordinator.
 - h. Appointed Parliamentarian.

 3. Guidelines for the Elections of Members of Senate* shall include that:
 - a. All senators are eligible for re-election assuming they continue to meet Article III..
 - b. For the upcoming academic year, elections will be held during April of the current academic year.
 - c. For any vacant positions, campus wide elections shall be held during the Fall of the current academic year to fill these positions.
 - d. All aspects of the Election Code are upheld.

* *These guidelines apply to all members of Senate except the Parliamentarian, who is appointed by the President of SGA in the Fall.*

4. The Senate shall have the power:
 - a. To propose and review requested increases and decreases of all student fees.
 - b. To review and record expenditures of all clubs and organizations.
 - c. To make all appropriations as it deems to be in the best interest of the student body.
 - d. To confirm or decline all appointments made by the President with a simple majority vote.
 - e. To approve the establishment of any club or organization under the Student Government Association.
 - f. To investigate and act upon all policies and procedures which affect the student body.
 - g. To act upon all proposed legislation.
 - h. To initiate and act upon legislation necessary to promote the general welfare of the membership of the student body.
 - i. To revoke an existing club's or organization's constitution by a two-thirds (2/3) vote, if it is found that the club or organization does not continue to fulfill its purpose.
 - j. To act upon any business which shall be necessary and proper for carrying into execution the foregoing powers and all other vested powers.

5. Duties of the Members of Senate shall be:
 - a. To have a working knowledge of the Student Government

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- Association Constitution and the proper procedures of the Senate.
- b. To attend the meetings of the Senate.
 - c. To serve at least one (1) office-hour per week as a Senator of a Class or Senator at Large; or at least two (2) office-hours per week as the Vice President, Secretary, Student Activities Treasurer, Class and Club Treasurer, Social Events Coordinator, or Parliamentarian.
 - d. To serve on at least one (1) SGA Standing Committee per term of office.
 - e. To follow the attendance policy set by the SGA President.*

**The attendance policy shall be set by the SGA President at their first meeting of the year. They shall define excused and unexcused absences.*

6. The Vice President shall:
 - a. Assume the duties of the President in their absence or in the event of their inability to perform their duties as President.
 - b. Assist the President as necessary.
 - c. Serve as co-chair to any committee of the Senate at their discretion.
 - d. Coordinate and/or delegate the coordination of training workshops for new Senators with the President as needed.
 - e. Serve as a liaison between the Student Government Association and all clubs and organizations.
 - f. Chair President's Council and Constitution Committee.
 - g. Maintain consistent and active communication with all clubs and organizations, such as through progress reports, email correspondence, and/or surveying clubs.
 - h. Assist in the indoctrination of the newly elected Vice President.
 - i. Chair Senate meetings in the absence of the Senate Chair.
 - j. Be responsible for overseeing and/or delegating the responsibility of maintaining the SGA RAM Link page.

7. The Secretary shall:
 - a. Make available to Senate members a copy of the agendas.
 - b. Maintain attendance records for all Senate meetings and handle correspondence concerning absentee warnings.
 - c. Shall have a current copy of the SGA Constitution on file.
 - d. Keep a revised copy of the Constitution, reflecting all amendments. A copy of the Constitution shall be brought to all Executive Board and Senate Meetings.
 - e. Be responsible for writing any correspondence whose author is not individually specified by the Senate, and said report is to be kept on permanent file.
 - f. Maintain an active file of all SGA correspondence.
 - g. Assist in the indoctrination of the newly elected Secretary.
 - h. Record all meetings.
 - i. Meet with the administrative assistant at least once a week.
 - j. Chair Senate meetings in the absence of both the Senate Chair



and the Vice President.

8. The Student Activities Treasurer shall:
 - a. Be responsible for all funds derived from the Student Activity Fee.
 - b. Make all disbursements approved by the Senate.
 - c. Make a report of the financial conditions of the treasury as requested by the Executive Board of the Senate.
 - d. Review the financial conditions of all student clubs and organizations, and make recommendations as necessary.
 - e. Appoint an assistant at their discretion.
 - f. Maintain and contribute an accurate financial report as needed or requested, and said report is to be kept on permanent file.
 - g. Assist in the indoctrination of the newly elected Student Activities Treasurer.
 - h. Serve as chair of the Finance Committee.
 - i. Keep record of approved funding for club event requests.
 - j. Keep record of Student Government Associations Budget, including all budget lines.
 - k. Provide the Executive Board with a report of all funding requests prior to them being seen at Senate.
 - l. Make recommendations to the Executive Board regarding the agenda of funding requests.
 - m. Inform clubs and organizations on an annual basis of the funding regulations.

9. The Class and Club Treasurer shall:
 - a. Maintain and contribute an accurate financial report of the Class and Club Account as needed or requested and said report is to be kept on permanent file.
 - b. Serve as chair of the Fundraising Committee.
 - c. Assist in the indoctrination of the newly elected Class and Club Treasurer.
 - d. Serve as chair of the Finance Committee as needed.
 - e. Oversee fundraising efforts for the Student Government Association's Class and Club Account as needed.

10. The Social Events Coordinator shall:
 - a. Be responsible for coordinating with the President the Fall Retreat and the All University Banquet.
 - b. Serve as the chair of the Social Events Committee.
 - c. Coordinate and/or delegate coordination of events that are social in nature for the Student Government Association.
 - d. Assist in the indoctrination of the newly elected Social Events Coordinator.
 - e. Be responsible for overseeing and/or delegating the responsibility of maintaining the SGA website and social media outlets.



11. The appointed Parliamentarian shall:
 - a. Be responsible for maintaining order, in accordance with Robert's Rules of Order, during the Executive Board and Senate Meetings.
 - b. Assist other members of the Executive Board as necessary.
 - c. Bring a copy of Roberts Rules and Constitution to every meeting.
 - d. Ensure adherence to SGA Constitution and By-Laws.

ARTICLE VI

Executive Branch:

1. All Executive powers shall be vested in the Executive Branch of the Student Government Association.
2. The members of the Executive Branch shall include:
 - a. President
 - b. Appointed Senate Chair
 - c. Student Trustee
3. Guidelines for the Elections of Executive Branch members* shall include that:
 - a. All senators are eligible for re-election assuming they continue to meet Article III..
 - b. For the upcoming academic year, elections will be held during April of the current academic year.
 - c. For any vacant positions, campus wide elections shall be held during the Fall of the current academic year to fill these positions.
 - d. All aspects of the Election Code are upheld.

**These guidelines apply to all members of the Executive Branch except the Senate Chair, who is appointed by the President of SGA in the Fall.*

4. The President shall:
 - a. Preside over Senate until the Senate Chair appointment is made.
 - i. The Senate Chair appointment must be made by the second Senate meeting of the fiscal year.
 - b. Call and preside over all Student Government Association Executive Board meetings.
 - c. Vote in the Executive Board only in the case of a tie.
 - d. Represent, or appoint a designee to represent the Student Government Association at all public occasions, as they so determine.
 - e. Have the power to appoint the chair to all SGA standing committees, to formulate Ad-Hoc Committees, and appoint the chair to such committees.
 - f. Appoint members to all University Governance Committees, and other University committees

as they arise.

- g. Review the necessity of the elected and appointed positions of the Student Government Association and make recommendations as necessary to the Senate.
- h. Review office proceedings and serve as office manager.
- i. Assist in the indoctrination of the newly elected President.
- j. Serve as the non-partisan mediator and judge of disputes involving clubs, organizations, members, and all other disputes falling within the jurisdiction of SGA. This judgment will be final and should not involve the Senate unless the injured party can prove neglect on behalf of the President. If the Senate affirms the charge, a non-partisan committee of no more than three (3) people will be appointed by the Vice President to address the original issue. The judgment will be final as amended, "non-partisan."
- k. Be responsible for presenting the views of the Framingham State University student body to the administration and faculty of Framingham State University.
- l. Be responsible for presenting the views of the Framingham State University student body to the other state universities as deemed necessary.
- m. Determine the attendance policy for the Senate.
- n. Meet with the Dean of Students and the Director of Student Involvement and Leadership Development (SILD) at least once a month.

5. The Appointed Senate Chair shall:

- a. Call and preside over all Student Government Association Senate meetings.
- b. Vote in the Senate meetings only in the case of a tie.
- c. Serve as the liaison between the Executive Board of the Senate.
- d. Assist the President as needed.
- e. Follow-up with clubs and organizations through email within one (1) week of their appearance before Senate to review business and answer any questions they may have.

6. The Student Trustee shall:

- a. Serve as an ex-officio member of the Student Government Association to inform and advise the Senate and Executive Board as deemed necessary. The Student Trustee shall have no voting rights.
- b. Serve on the Framingham State University Board of Trustees, attend the Board of Trustees meetings, and report to the Student Government Association within two (2) weeks following each Board of Trustees meeting.
- c. Meet as necessary with the President of the University and Chief of Staff (or equivalent position) and report to the Student



Government Association.

d. Meet monthly with the Dean of Students and report to the Student Government Association.

e. Be responsible for presenting the views of the Framingham State University student body to the Board of Trustees.

f. Be responsible for presenting the views of the Framingham State University student body to other state colleges, universities, legislators, and other elected officials as deemed necessary.

Take office on July 1 after elections and remain in office until June thirtieth of the following year. If the predecessor trustee graduates or leaves the institution before July 1, the succeeding trustee will take office upon the date the predecessor separates from the University.

ARTICLE VII

The Executive Board of the Senate:

There shall be an Executive Board of the Student Government Association which shall consist of all Executive Branch members, the Vice President, the Secretary, the Student Activities Treasurer, the Class and Club Treasurer, the Social Events Coordinator, and the Parliamentarian. All members of the Executive Board, not including the Senate Chair and the Parliamentarian shall be elected each spring for the following academic year in accordance with the Election Code. The appointments of the Senate Chair and the Parliamentarian shall be made by the President with the stipulation that the appointment be approved by the Senate with a two-thirds (2/3) vote. The Parliamentarian shall have voting rights.

1. Executive Board Procedures:

a. The President shall preside over the Executive Board

b. The Executive Board shall meet at least twice a month if the calendar permits.

c. The Executive Board shall annually review the necessity of each committee and make recommendations to the Senate upon such review.

2. The Duties of the Executive Board shall include, but not limited to, the following:

a. To have a working knowledge of the Student Government Association Constitution and the proper procedures of the Senate.

b. To attend the meetings of the Senate and of the Executive Board.

c. To serve at least two (2) office-hours per week.

d. To serve on at least one (1) Framingham State University Governance Committee.

i. In the event that an Executive Board member is unable to serve on a Governance Committee for academic reasons or class standing, then the President reserves the right to appoint a designee in his or her place.



- e. Perform other duties as necessary to serve the student body.

ARTICLE VIII

Order of Succession:

Should the Presidency become vacant, the Vice President shall assume the position as President. If any other Executive Board position or the Student Trustee position should become vacant, the President shall appoint a replacement, which shall be voted on by the Senate and will require a two-thirds (2/3) vote. If a class officer position shall become vacant, the remainder of the class officers of the respective class shall elect to fill the position.

ARTICLE IX

Senate Procedures:

- a. The Senate shall meet at least twice per month during the academic year, at a time and place convenient to the majority of its members.
- b. The Senate Chair of the Student Government Association shall chair each Senate meeting.
- c. Special meetings of the Senate may only be called at the discretion of the President, or his or her designee. The time, place, and business to be taken up at special meetings shall be made public at least one (1) day prior to the meetings.
- d. A majority of the voting members of the Senate shall constitute a quorum to do business.
- e. All Senate, Executive Board, and committee meetings shall be open to the University community.
- f. All SGA and Executive Board meetings shall be conducted according to Robert's Rules of Order, unless otherwise voted in the majority by the Senate.
- g. All legislation shall be submitted to the appropriate committee, which shall determine the agenda for the next Senate meeting. This procedure may be suspended by a two-thirds (2/3) majority vote of the Senate. Any motion made during this suspension will require a two-thirds (2/3) vote of the Senate in order to pass.
- h. Every request which passes the Senate shall be presented to the President, before it shall be made official. If the President approves, they will sign it. Should the President not approve it, the said request shall be returned to the Senate, with the President's objections, which shall be entered into the meeting minutes, and then the Senate shall proceed to reconsider the request. If, after reconsideration, the bill is approved by a two-thirds (2/3) vote of the Senate, it shall become official.

ARTICLE X

Advisor:

The President shall nominate an advisor each year from the Framingham State University administration, faculty, or staff. The Senate shall confirm the advisor with a two-thirds (2/3) majority vote.

The appointed advisor shall:

1. Attend all Executive Board and Senate meetings to give advice, counsel and opinion as necessary.
2. Give notice for any meetings they cannot attend to the SGA President.
 - a. No more than two (2) meetings can be missed per month without approval from the Executive Board.
3. Meet with the President of the Student Government Association at least twice a month, should the calendar allow.
4. Assist the Social Events Coordinator and the President with the planning of the Fall Retreat.

ARTICLE XI

Recall (Impeachment Proceedings):

With just cause, in order to remove an elected official from office, a petition signed by eight percent (8%) of the student body must be presented to the Senate. The elected official shall only be removed from office with a three-fourths (3/4) affirmative vote of the Senate. The elected official shall be notified of the said petition at least twenty-four (24) hours before any vote should take place.

ARTICLE XII

Referendum:

Any act or resolution that is passed by the Student Government Association shall be subject to review by the student body within a thirty (30) day period from its passage. In order to vote on said act or resolution, ten percent (10%) of the student body must petition the Senate for a written ballot. Once the petition is submitted, the vote shall take place within ten (10) academic days. The act or resolution shall be suspended, pending the outcome of the vote. The Senate can, with a two-thirds (2/3) vote, place any referendum, binding or non-binding, on a Student Government Association ballot.

Initiative Petition:

In order to initiate an act or resolution, ten percent (10%) of the student body must petition the Senate for a written ballot in order to vote on the proposal. Once the petition is submitted, the written ballot shall take place within ten (10) academic days. The decision on the proposal shall be determined by a campus wide election.

ARTICLE XIII

Amendments:

All amendments to the Constitution of the Student Government Association must be approved by a two-thirds (2/3) vote of the Senate. All changes to grammar and/or to punctuation shall be considered a revision, and all other changes shall be considered Amendments.

ARTICLE XIV

Emergency Business:

Should any event occur, that warrants immediate attention, and the Senate cannot be assembled, the Executive Board shall be empowered to act on behalf of the Senate. Business necessary for the operation of a club or organization outside of the academic year, and unforeseeable requests that arise shall be considered emergency business. The emergency business shall be seen at the discretion of the current Executive Board of the Student Government Association. A two-thirds (2/3) of the Executive Board shall have to be in the affirmative to see the business. The Senate shall be informed of the business conducted outside of the academic year at the first meeting of the year, or next meeting in the case of emergency business conducted during the academic year.

ARTICLE XV

Class Officers:

Each academic class shall elect four (4) class officers that are elected through the SGA Elections per the SGA Election Code in Article III of the SGA Bylaws. These positions shall be: President, Vice-President, Secretary, and Treasurer. Class senators are full voting members of the Senate and are not considered class officers. Class officers are not considered members of the Executive Board or Senate, but are permitted to hold an Executive Board or Senate position within SGA in addition to their class office.

1. The Duties of the Class Officers shall include, but are not limited to, the following:
 - a. To address concerns of the class to the appropriate administration and/or the Student Government Association.
 - b. Plan events and/or fundraisers for the class as deemed necessary.
 - c. Meet at least once per semester for the freshman, sophomore, and junior class officers at a time and place convenient for all officers.
 - d. Meet at least twice per month as the calendar permits for the senior class officers at a time and place convenient for all officers.
 - e. Appoint an advisor(s) with at least a three-fourths (3/4) vote of all officers.
 - f. Serve on any committee related to class, including Commencement Committee and Commencement Speaker Advisory Committee.
2. The President of each class shall:
 - a. Represent, or appoint a designee to represent, the class at all public occasions, as they determine.
 - b. Be responsible, or appoint a designee, in all correspondence and publicly to the class.
 - c. Meet with the class advisor as they determine necessary.
3. The Vice-President of each class shall:
 - a. Assume the duties of the President in his or her absence or



in the event of his or her inability to perform his or her duties as President.

- b. Assist the President as necessary.
4. The Secretary of each class shall:
 - a. Maintain notes for all official Class Officer meetings.
 - b. Shall have a current copy of the SGA constitution on file.
 5. The Treasurer of each class shall:
 - a. Be responsible for all funding requests and purchase request.
 - b. Work with the other class officers in budgeting for class sponsored events and fundraisers.
 - c. Maintain and contribute an accurate financial report of all funds in their respective Class and Club and SATF Accounts.

BILL OF RIGHTS

The Constitution of the Student Government Association of Framingham State University reaffirms the following rights for members of the Framingham State University student body.

1. The right of equal protection and due process under this Constitution and under the laws of clubs and organizations created by this Constitution.
2. The rights of free speech and free press.
3. Framingham State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, and veteran status.

THE BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION OF FRAMINGHAM STATE UNIVERSITY

ARTICLE I. REGULATIONS FOR CAMPUS CLUBS AND ORGANIZATIONS

Section 1. Clubs and Organizations

A. Clubs

- a. All clubs shall be open to all full-time or part-time matriculated Student Activity fee-paying undergraduate students and full-time, day division Student Activity fee-paying graduate students of Framingham State University as verified by the University.
- b. All clubs registered before the annual budget meeting shall be given \$300.00 at the beginning of the Fall Semester to be used in compliance with the Guidelines for Club and Organization funding. These funds shall be available to clubs for the fiscal year.
- c. To qualify for SGA funding, a club or an organization must comply with the following:
 - i. No dues may be collected.





- ii. Voting membership must be limited to all Student Activity fee-paying, full and part-time matriculated undergraduate students and Student-Activity fee-paying, full-time, day division graduate students as verified by the University.
- iii. The group cannot duplicate the purpose of an existing SGA approved group.
- iv. The group must be registered with the office of Student Involvement and Leadership Development.
- d. Any club requesting funds for an event(s) that is less than \$600.00 is required to go before Finance Committee.
 - i. If the request passes through Finance Committee with at least a two-thirds (2/3) vote, then the process is complete and the funds will be available for club spending.
- e. The SGA Executive Board shall review all requests before they are seen at Senate
 - i. The Executive Board reserves the right by two-thirds (2/3) vote to have any request under \$1000.00 be seen only at Finance Committee and forego Senate.
 - ii. Any request that is seen only at Finance Committee and foregoes Senate, must be a request that presents little or no debate in terms of the guidelines for funding outlined in Article 1, Section 7 of these By-Laws.
- f. In the event that Finance Committee is cancelled, all requests shall go directly to Senate.
- g. The regulations of Finance Committee requests are as follows:
 - i. If the request is not approved at Finance Committee with at least a two-thirds (2/3) vote, then the request will be brought before Senate.
 - ii. If the club is unsatisfied with the outcome at Finance Committee, then they have the right to appeal the decision to Senate.
 - iii. The allocation passed by Senate is final.
 - iv. In the event quorum is not met at Finance Committee, then the request will be brought before Senate.
 - v. The Student Activities Treasurer reserves the right to override any decision of Finance Committee and bring before Senate the original request.
- h. If a club has received funding for an event, and the full amount is not spent, the remaining funds shall be reallocated into the SGA account from which the funds came.

B. Organizations.

- a. All organizations shall be open to all full-time or part-time matriculated student activity fee-paying undergraduate students and full-time, day division Student Activity fee-paying graduate students of Framingham State University as verified by the University.
- b. In order to qualify as an organization, a club must have been





a recognized and contributing club to the campus community for a minimum of ten (10) consecutive years.

c. Organizations shall be required to host an established number of events, productions, and/or shows.

d. Organizations shall have subcommittees and/or divisions within their organization.

e. Organizations shall maintain all meeting minutes and present them to SGA upon request.

f. Organizations shall participate in Budget Season every spring semester (See Budget Process for Organizations).

g. Each individual organization shall have a separately drafted contract, which will be reviewed every spring semester by the current organization's Executive Board and SGA's Vice-President

i. If changes are made, then they will need to be approved by Senate.

h. Each individual organization shall have to submit a progress report at the end of each fall semester on a date determined by the Vice-President.

i. The SGA Vice-President may choose to meet with the organization in lieu of submitting a progress report.

i. The SGA Vice-President must meet with each organization twice (2) per semester to ensure that they are meeting the standards outlined in their contract.

j. It will be under the Senate's discretion whether a club will be eligible for organization status.

i. If an organization decides they no longer would like to be considered an organization they can terminate their status and become a club.

ii. If an organization chooses to reclassify itself back to club status, they may not put in a request for organization status for two (2) fiscal years. All other regulations of organization status apply as outlined in Article 1, Section 1, subsection B.

k. To apply for organization status, a club must submit their request in writing to the Student Activities Treasurer by the conclusion of the fall semester in the year that they are requesting status.

i. Their request will be reviewed by the SGA Executive Board and Finance Committee.

ii. An Ad-Hoc Committee appointed by the SGA President shall review their request for organization status and make a recommendation to the Senate.

iii. Senate shall consider the Ad-Hoc Committee's recommendation before voting.

iv. A club can obtain organization status with a three-fourths (3/4) affirmative vote of Senate.

Section 2. Activation of a new club

A. Interested students must first file an Intent to Register Form with the



Office of Student Involvement and Leadership Development. Students shall follow the timeline and deadlines as outlined by the Office of Student Involvement and Leadership Development.

B. The founding officers shall attend a meeting of the SGA Constitution Committee to obtain the aid of a committee member in the drafting of the proposed club's constitution.

- C. In order to receive SGA recognition, all clubs and organizations must:
- Comply with all federal, state, local, and University laws and regulations including Massachusetts laws concerning hazing and the signing of the hazing law acknowledgement.
 - Include a clause in its Constitution stating amendments to its constitution, which must be submitted to SGA for approval.
 - Annually elect an advisor, chosen from the University community.
 - Annually elect officers by the general membership each April.
 - During recruitment, club members must identify the club or organization, its purpose, and all affiliations.
 - At no time will the club or organization be allowed to employ techniques of behavioral modification or coercion.

Section 3. Deactivation of an existing organization or club

A. If a group is believed to be inactive, the Chair of the Constitution Committee shall submit to the campus media notice of the possibility of deactivation.

B. If no objections are raised within one (1) week following the last announcement, the chair shall place on the Executive Board Agenda a request for deactivation. It shall then be forwarded to the Senate at which a majority vote is needed for deactivation.

C. All inactive constitutions shall be kept on file and be eligible for Reactivation.

D. After five years of deactivation, any money left in a club's Class and Club Account shall be allocated to the Class and Club Unallocated Account.

E. The voting membership of a club and/or organization can choose to vote in favor of termination of their respective club and/or organization.

Section 4. Reactivation of an inactive club or organization

A. Students interested in reactivating a club or organization with an existing constitution should first file an Intent to Register Form with the Office of Student Involvement and Leadership Development and follow the timeline for the reactivation as outlined by the office of Student Involvement and Leadership Development.

B. Once the form is filed, the students shall meet with the Constitution Committee to review their constitution. The Constitution Committee shall have the power to reactivate the constitution if there are no major revisions to the constitution.

C. If there are major revisions proposed, the constitution shall be seen at Senate for reaffirmation by a two-thirds (2/3) majority vote.*



D. In order to be eligible for reactivation, reactivation shall be finalized upon competition of the intent form, constitution, and SILD training.

*The definition of major revisions is up to the discretion of the Chair of the Constitution Committee.

Section 5. Reclassification of an active organization to Probation Status.

A. In the event that an active organization is not meeting the standards of their organization status as established in the said organizations contract, then the SGA Vice-President shall bring to the agenda of Senate the reclassification to Probation Status of said Organization.

B. Under Probation Status an Organization will still be given the opportunity to meet the standards set by SGA before said organization's reclassification to club status is up for vote by Senate. An organization that has Probation Status is still considered an organization by SGA.

C. An Organization shall be informed no less than two (2) business weeks that their reclassification to Probation Status is up for a vote.

D. The Organization reserves the right to meet with the SGA Executive Board prior to their reclassification vote at Senate. It is the duty of the SGA Vice-President and the SGA Executive Board to adequately explain the reasons why a Probation Status vote is being brought to Senate.

E. A two-thirds (2/3) vote of Senate is necessary to reclassify an organization to Probation Status. The Organization reserves the right to be present when the vote occurs.

F. The SGA President must inform Senate of any reclassification of an Organization to Probation Status within two (2) weeks of when the vote occurs.

G. No more than two (2) weeks following the reclassification of an Organization to Probation Status, shall the SGA Executive Board present the guidelines that the Organization must meet in order to regain full, permanent Organization Status.

H. The rules and regulations of the said Organization under Probation Status will be determined by the SGA Executive Board and enforced by the SGA Vice-President.

I. The SGA Vice-President is required to meet with a Probation Status Organization at a minimum of once (1) per month to follow up with them.

J. When the President of said Organization seeks to be taken off Probation Status, then they reserve the right to be seen at Senate. A two-thirds (2/3) vote of the Organization's Executive Board is required in order to be brought to Senate.

K. A two-thirds (2/3) vote of the SGA Senate is required for an Organization to terminate Probation Status.

L. An Organization under Probation Status has one (1) full calendar year from the date in which they were put under Probation Status to meet the guidelines presented to them. If they do not meet the guidelines presented to them by the SGA Executive Board, then their status as a club or organization will be determined by a two-thirds (2/3) vote of Senate.



Section 6. General

A. The Senate has the authority to revoke, by a two-thirds (2/3) vote, the constitution of any club and organization which is found to no longer fulfill its stated purpose, or is found not to be in compliance with the set regulations, or is found to be detrimental to the student welfare.

B. Recognition by the Student Government Association of any organization should in no way be construed, as an endorsement of that club or organization, its practices, its purpose, and no such endorsement shall be inferred.

C. At the end of the fiscal year, organizations who use less than or equal to 50% of their fiscal year budget, will have their budget frozen for the upcoming new year allocation for the new fiscal year. All frozen budgets will be reviewed by Senate before the third week of meetings in the new academic year. Organizations will be notified if their budget has been frozen by the beginning of the academic year in the form of a memorandum. The review process will take into consideration the circumstances of unused funds, from the previous fiscal year budget, and will take one of the following actions:

- a. Allow new fiscal year budget to remain as the previously allocated.
- b. Reduce the current allocation for new fiscal year budget to an appropriate value as determined by Senate.
- c. Completely remove the current allocation for the fiscal year budget.

Section 7. Funding

All funding is event based/expense based. A club or organization is required to submit a detailed explanation and breakdown of what they anticipate to spend. SGA recommends that clubs and organizations meet with their resource person in SILD to get quotes and support with planning their event(s).

A. The Funding Criteria shall include:

- a. Programs, activities or expenses that must benefit the student body, and be in compliance with the club's or organization's mission statement.
- b. Performer or speaker fees consistent with the request from the performer/performers agent.
- c. Food and beverage for an event.
- d. Equipment, books or other materials for use in the clubs' events which have secure permanent storage on campus.
- e. Disposable materials for an event, such as invitations or programs.
- f. Disc-Jockeys (DJ's).
- g. Publicity to promote an event, expense or activity.
- h. Promotional Items.
- i. Travel and Conference.



- i. In order for a Travel and Conference Request to be considered, the conference must be recognized as a scheduled congregation between organizations or schools providing a combination of workshops, panels, presentations, and keynote speakers.
 - j. Busses to off campus sites.
 - k. Prizes for events.
- B. SGA will not fund the following with SATF money:
 - a. Events which are not open and accessible to all Framingham State University Students.
 - b. Fundraising projects and/or fundraising materials of any kind.
 - c. Monetary charitable contributions.
 - d. Honoraria for Framingham State University faculty, staff or administration.
 - e. Any other expense that violates federal, state or local law, the policies of the University or the SGA.
- C. For any trips that SGA funds, clubs and organizations must adhere to the following ticket price regulations:
 - a. Overnight Trips
 - i. Students will be charged twenty percent (20%) of the per-student cost of the trip rounded to the nearest dollar.
 - b. Day Trips
 - i. For an in-state trip to a destination with nothing included except the transportation, students will be charged five (5) dollars per ticket.
 - ii. For an in-state trip to a destination with transportation and a ticket included, students will be charged twenty percent (20%) of the per-student cost of the trip rounded to the nearest dollar.
 - iii. For an out-of-state trip to a destination with nothing included except transportation, students will be charged ten (10) dollars per ticket.
 - iv. For an out-of-state trip to a destination with transportation and a ticket included, students will be charged twenty percent (20%) of the per-student cost of the trip rounded to the nearest dollar.

Section 8. Budget Process for Organizations

- A. Every spring, organizations requesting a budget for the following fiscal year shall come to the SGA Budget meeting for funding. If an organization should miss the Budget Packet deadline, they shall lose organization status and shall be considered a club.
- B. Budget Packet
 - a. Organizations shall be given two (2) weeks minimum to complete their Budget Packet. No Budget Packets submitted late shall be considered for allocation.
 - b. Budget Packets must be obtained by an Executive Board member of the organization on the SGA RAM Link page (or equivalent program).





- c. SGA recommends that prior to submitting their Budget Packet, a representative from the organization Executive Board shall meet with their resource person regarding the request.
- d. SGA recommends that prior to submitting their Budget Packet, a representative from the organization and Executive Board shall meet with the SGA President and SATF Treasurer regarding the request.

Section 9. New Fiscal Year Requests for Organizations

- A. Increases will be limited based on the following:
 - a. Organizations will provide the exact numbers for the amount they have already spent, and the amount they plan to spend (quoted) equaling their total amount spent by the end of the fiscal year (amount spent + amount quoted = total spent).
- B. The allocation passed by Senate is final.
- C. The final allocated number shall be posted on RAM Link after all allocations are made.

Section 10. Realigning funds from one event to another event

- A. If an organization needs to realign money that it already has, from one event to another event, then it will need to submit their request through RAM Link.
 - a. If the realignment amount is less than or equal to \$600.00, then the request will be processed and approved or denied by the Student Activities Treasurer.
 - b. If the realignment exceeds \$600.00, then the Student Activities Treasurer will contact the organization through RAM Link, or e-mail, and put them on the agenda to come before the Finance Committee. If any funds are realigned in Finance Committee, the Student Activities Treasurer must report to Senate must disclose to Senate what funds were realigned.
 - i. If the realignment passes through Finance Committee with at least a two-thirds (2/3) vote, then the process is complete and the funds will be realigned.
 - ii. If a realignment does not pass through Finance Committee with at least a two-thirds (2/3) vote, then the request will be brought before Senate.
 - iii. In the event quorum is not met at Finance Committee, then the realignment will be brought before Senate.

Section 11. Budget Increase Requests

- A. Organizations requesting an increase to an already existing event budget
 - a. If an organization needs additional funds for an event that it already has received a budget for, it will need to submit their request through RAM Link.
 - i. Once the request has been processed, the Student





- Activities Treasurer will contact the organization through RAM Link, and put the organization on the agenda to come before the Finance Committee and Senate. If the request exceeds \$600, then the request will be seen at Senate.
- ii. The request will need to pass through Senate with a majority vote.
 - b. An organization should realign if it has enough money in their budget to put on all the events they plan on doing for that fiscal year. SGA encourages organizations to utilize and realign what they are given rather than rely on increases to fund events.
- B. Organizations requesting funds for a new event
- a. If an organization is requesting a budget for a new event, it will need to submit their request through RAM Link.
 - i. Once the request has been processed, the Student Activities Treasurer will be in contact with the organization through RAM Link, e-mail, and put them on the agenda to come before the Finance Committee, and if the amount exceeds \$600 it shall also be seen at Senate.
 - ii. The request will need to pass through Senate with a majority vote.
 - b. In order to request a new event, the following must be presented:
 - i. A room which must be reserved through campus event.
 - ii. A breakdown of quotes which must be submitted for the event(s).
- C. Club requesting an increase to an already funded and approved event.
- a. If a club experiences an unforeseen expense for an event that Finance Committee or Senate has already approved, they may come forward to seek additional funding.
 - b. If a club or organization's requested increase is less than fifteen percent (15%) of the original request, the Student Activities Treasurer reserves the right to approve their request on behalf of the Senate and report back to Senate.
 - c. If a club increase requests exceeds fifteen percent (15%), but is less than \$600, the increase only needs to be approved at Finance Committee.
 - d. The Student Activates Treasurer can require any increase to be brought to Senate at their discretion.
 - e. All funding increases that exceed fifteen percent (15%) or \$600 must follow the guidelines for funding requests.

Section 12. Co-sponsorship Request

- A. If a club, or organization, is interested in putting on an event with financial support from SGA, then they will need to submit a request through RAM Link.
- a. Once the request has been processed the Student Activities Treasurer will contact the club and/or organization through RAM





Link, and put them on the agenda to come before the Finance Committee and Senate.

b. Each club and/or organization willing to participate in a co-sponsorship shall present an exact breakdown of funding details with the responsibilities of each club and/or organization before SGA.

c. The request will need to pass through Senate with a majority vote.

Section 13. Finance Committee

A. All funding requests must be requested through RAM Link at least twenty (20) business days prior to the event. This will ensure an adequate amount of time to submit all funding requests and to register the event through SILD.

a. Once the request has been processed, the Student Activities Treasurer will contact the club through RAM Link, e-mail, and put them on the agenda to come before the Finance Committee and Senate.

B. If the funding request is passed by Finance Committee and the request is \$600.00 or less, then funding is immediately received by the club.

C. If the funding request is passed by Finance Committee and the request is over \$600.00, then the funding request will be brought before Senate at the next meeting for a final vote.

D. Per the Student Activities Treasurer and Class and Club Treasurer approval, the requests between \$600 and \$1000 may be seen only a Finance Committee.

E. If the funding request is denied by Finance Committee, then the club has the right to appeal the request to Senate.

F. The allocation passed by Senate is final.

G. The Finance Committee shall be chaired by the Student Activities Treasurer.

H. The Student Activities Treasurer shall announce when Finance Committee will meet each semester at the first Senate meeting of each semester.

I. In the event that there is an unreasonable amount of business to accomplish at our meeting times, the president can call additional meetings to be held to alleviate the business overflow.

a. These meetings shall be held no more than once a month

b. These meetings will not be mandatory but they shall require a quorum.

ARTICLE II. TRAVEL AND CONFERENCE ACCOUNT GUIDELINES

The Student Government Association of Framingham State University shall establish each year a Travel and Conference Account. The purpose of this account will be to provide funding for overnight and daytime conferences. This account shall be included as part of the SGA annual



operating budget, with the total amount to be established by the Senate during the annual budget hearings. All clubs and organizations funded out of the Student Activity Fee shall be eligible to apply for funding from the Travel and Conference Account.

Section 1. General

A. All conferences must be approved by the Senate at least ten (10) weeks prior to departure. Conference Request Forms are available through RAM Link.

B. A maximum of four (4) student representatives, with an advisor, from a given club or organization will be funded for a conference held outside of New England. However, the number of representatives may be decreased by SGA any given year due to budget reasons (i.e. smaller amount in the Travel and Conference Line Item).

C. A maximum of six (6) student representatives, with an advisor, from a given club or organization will be funded for a conference held within New England. However, the number of representatives may be decreased by SGA any given year due to budget reasons (i.e. smaller amount in the Travel and Conference Line Item).

D. All conferences must be registered with the SGA Office and the Office of Student Involvement and Leadership Development, with an approved chaperone, at least ten (10) weeks prior to departure. The following information must be provided:

- a. Club/organization name
- b. Nature and purpose of conference
- c. Destination
- d. Departure and return dates
- e. Mode of transportation
- f. Names of students and advisor attending.

E. All financial transactions associated with travel and conference must be requested, itemized and submitted at least three (3) weeks prior to departure.

F. All expenses must be itemized, and all receipts must be filed, with the Office of Student Involvement and Leadership Development within five (5) academic days following the return from the conference.

Section 2. Travel Report

A. A complete report on the conference must be presented to the SGA Senate by a representative who attended the conference no later than ten (10) business days after the return from a conference, unless an extension is granted by the SGA Senate.

B. The report shall be kept on file in the SGA office.

C. An absent and/or late receipt shall constitute the following grounds for SGA's retrieval of funds:

- a. An emergency Executive Board meeting of SGA shall be called and two thirds (2/3) of the Executive Board must be present for quorum. The club or organization who has not submitted a travel

report shall be notified of the meeting.

b. Funds shall be taken from the Class and Club Account of the club or organization and shall be returned to the Travel and Conference Line Item.

c. If a club and organization has insufficient funds in their Class and Club Account, then the club or organization shall not be granted future funding requests until necessary procedures have been completed.

Section 3. Funding

A. A given club/organization may be funded for no more than two (2) out-of-state conferences per year.

B. A given club/organization may be funded for no more than two (2) one-day conferences per year, unless otherwise approved by the SGA Executive Board. Transportation and registration costs will be funded for one-day conferences.

C. Each semester, at its discretion, the SGA may fund one (1) one-day conference that will be open to all clubs and organizations. This will not be counted against any organization that attends.

D. Hotel accommodations must be made with the most reasonable option available to the club/organization. Reasonable shall be defined as the most efficient option including hotel accommodation and transportation.

E. When a private vehicle is utilized for transportation to a conference, the current allowable reimbursement per mile shall be made. Each year, the SGA Student Activity Treasurer will verify the allowable mileage reimbursement and report it to SGA. The use of public transportation will be encouraged whenever economically feasible.

F. All conference registration fees will be funded up to the amount allocated by the SGA Executive Board and Senate for a particular conference.

G. All highway tolls and parking will be funded up to the amount allocated by the SGA Executive Board and Senate for a particular conference.

H. Advancements and/or reimbursements may be authorized only for the aforementioned purposes.

I. Money for meals can be provided, with the amount not to exceed the state regulated per diem amount.

J. Second-semester seniors will not be funded by Student Activity Funds unless they petition the Senate and are approved by a two-thirds (2/3) majority vote.

K. SGA will not fund any part of the cost for a member of the University Community not associated with a club or organization to attend any academic conference.

L. Senate shall decide by a two-thirds (2/3) vote on whether or not a conference shall be eligible for SGA funding. Such a decision shall be based upon content and future plans to incorporate in the campus community.

Travel/Conference/Retreat

In consideration of the Student Government Association advancing funds



for my attendance at _____ (Name of Event) _____ as a representative of _____ (Name of club/organization) on _____ (date), I agree to attend the above event.

Reimbursement Contract

In the event that I am unable to attend for any reason, I will notify the Student Government Association as soon as possible. If at any time the Student Government Association has incurred any non-refundable expenses in connection with the above event on my behalf, I agree to reimburse the Student Government Association. Reimbursement is not required if I attend or I find a replacement delegate who attends in my place. In the event that I can demonstrate to the satisfaction of the Student Government Association that my failure to attend was for reasonable cause or reimbursement will create hardship, the reimbursement of said expenses may be waived. I understand that the waiver of reimbursement is at in the sole discretion of the Student Government Association.

Delegate _____	Date _____
President of Organization _____	Date _____
President of SGA _____	Date _____
Director of Student Involvement _____	Date _____

(above individuals must sign the contract)

ARTICLE III. ELECTION CODE

Section 1. Election Committee

A. There shall be an Election Committee consisting of a Chair appointed by the President of the Student Government Association. Members of the Election Committee shall be members of the Framingham State University Community not seeking election or endorsing any candidate(s). The committee shall be limited to one (1) non-returning member of SGA. In addition to the Chair of Election Committee, the committee shall consist of at least two (2) full-time or part-time fee paying undergraduate students, and two (2) staff members of the University that are not directly associated with SGA or its current candidates. The members' duties are to run the SGA elections, tabulate ballots for the various elections, and to assist the Chair at his or her discretion under the supervision of an administrator or staff member.

a. The Election Committee Chair may refuse to allow any person(s) to be a member of the Election Committee at their discretion.

Section 2. Order of the Elections

A. Fall Elections shall take place no sooner than the third week of the Fall semester and no later than the sixth week of the Fall semester. The SGA Election Committee shall conduct these elections. The purpose of the Fall Election is to fulfill any vacancies and to elect the first-year class officers. Spring Elections need to take place in the calendar month of April.

B. Campus Wide Elections: The following positions are up for annual election and re-election:



- a. SGA President, Vice President, Secretary, Student Activity Treasurer, Class and Club Treasurer, Social Events Coordinator, and twenty (20) Senator-at-Large positions
- b. For each class: four (4) Officers and six (6) Senators
- c. Student Trustee

Section 3. Election Procedure

A. Candidacy

- a. A candidate shall be defined as any Student Activity fee-paying undergraduate FSU student actively seeking office or any Student Activity fee-paying day division graduate FSU student actively seeking office.
- b. A candidate shall not seek multiple Executive Board positions within the same club or organization.

B. Nominations

- a. Nominations shall be made by the candidate himself or herself. This nomination must be made in writing and with fifteen (15) signatures of FSU Student Activity fee-paying undergraduate students or FSU Student-Activity fee-paying day-division graduate students.
- b. Nominations shall be open for at least four (4) calendar days and no more than two (2) calendar weeks. The official dates shall be decided by the Election Committee Chair.
- c. Nomination sheets shall be available upon request at the SGA Office and must be returned by a designated date and time.
- d. Nomination sheets shall read as follows: "I, _____, having read and accepted all the provisions of the SGA Election Code, hereby nominate myself for the position of _____."

C. Election Publicity

- a. All advance publicity for the SGA nominations and the SGA elections shall be handled by the SGA Election Committee. The Chair shall see that posters announcing nominations/elections are placed in all appropriate campus buildings, and that The Gatepost will be notified.
- b. Candidates may respectfully present their views at Candidates' Night. There is a zero tolerance policy for slandering of others. No audio or visual recording is permitted during candidate's night unless prior arrangements have been made by the candidates involved and with the exception of The Gatepost.
- c. Other public campaigning shall not take place until the conclusion of Candidates Night.

D. Elections

- a. Ballot Lottery
 - i. Candidates' names shall be placed on the ballot by lottery.
 - ii. All candidates must be notified by the Election Committee of the time and place of the Ballot Lottery at least one week prior to said lottery. Publication of said date in The Gatepost shall fulfill this obligation as well as the SGA bulletin board.
 - iii. Ballot lottery shall take place after the conclusions of Candidates



- Night.
- b. Ballots
 - i. All ballots shall be printed at least two (2) academic days prior to the start of the election, and a copy of said ballots shall be posted on the SGA bulletin board. If discrepancies are found, new ballots shall be printed but not subject to the time limit above.
 - ii. Students shall be eligible to vote for office within their respective classes as determined by the Registrar. Seniors will be allowed to vote in the Spring Election on the campus wide ballot only.
 - c. Polls
 - i. Elections may take place online on any academic day or days of the week in a FSU building or a recreation area deemed fit by the Election Committee.
 - ii. Polling hours shall be decided by the Election Committee.
 - d. Voting and Ballots
 - i. Online Voting
 1. Voting will be posted on the specified site for a specific amount of time decided by Election Committee. A student's eligibility for voting in class elections will be determined based on the class determination for registration as outlined in the current University Catalog.
 2. All full and part-time Student Activity fee-paying undergraduate students and all full-time Student-Activity fee-paying day-division graduate students shall be eligible to vote.
 - ii. Paper Voting
 1. In the event that elections cannot take place online, each student must present a FSU ID or a valid state-issued photo ID to vote.
 2. There shall be a current roster of students at the voting area.
 3. Ballot Boxes
 - A. On the eve of elections, the ballot box shall be examined by the Election Committee Chair and locked in a secure area.
 - B. Ballots shall be placed in a locked box by the voter.
 - C. The Election Committee Chair, or his or her designee, shall be the only person with a key to the box.

E. Campaign Regulations

- a. Campaigning shall begin after the conclusion of Candidates Nights.
 - i. There shall be no formal campaigning until after nominations close.
 - ii. No poster, sign, or banner may be smaller than 8 ½ square inches or larger than 900 square inches.
 - iii. No two posters, signs, or banners from one (1) candidate may





be within twenty (20) feet of each other.

iv. Political posters, signs, buttons and banners of any size may be worn on the body.

v. No Social Media / Internet Technology campaigning shall occur prior to the conclusion of Candidates Night.

vi. A candidate may have no more than 75 signs posted at one time. Only 25 of those posters shall be larger than 8 ½ inches by 11 inches not exceeding 900 square inches.

vii. Campaign material may be posted only in designated areas and must follow the SILD posting policy as listed in the Student Club Publicity guidelines.

viii. The electronic sign board may not be used for campaigning, by a candidate.

ix. The Election Chair shall inform all potential candidates in writing of other regulations that are not specifically listed in this election code.

b. Day of Election campaigning

i. Election Day Campaigning shall be defined as the time during which polls are opened, as specified in Article III, Section D, c, ii

ii. Any person actively campaigning (i.e. handing out leaflets, talking to voters, etc.) may not be within twenty (20) feet of the voting table, except to vote. In the case of rain, active campaigning must be twenty (20) feet outside of the concourse area. This includes any person wearing visible campaign material on his or her body.

iii. All posters, signs, banners and other means of campaigning must be at least twenty (20) feet from the voting table.

iv. No person shall tamper with, or in any way deface, campaign materials.

F. Violation Process

a. Any candidate found in violation of the Student Government Association Election Code shall be subject to penalties by the Election Committee upon review. Penalties may include, but is not limited to, a written warning, removal from ballot, and/or disregard of all votes. Any and all decisions made shall be final.

b. All violations must be submitted through written documentation to the SGA Office addressed to the Election Committee no later than one (1) business day after the occurrence. The Election Committee will then convene and review the alleged violation. Once reviewed, the involved candidate(s) shall be notified of the decision with written documentation.

G. Referendum Questions

a. The Election Committee Chair shall hold a discussion with Senate regarding any referendums or questions to be placed on the ballot.

b. Senate shall approve of any referendums or questions to be placed on the ballot with a two-thirds (2/3) majority vote

H. Result Process

a. Ballots shall be tabulated by a staff member on the SGA Election Committee. Results will then be presented to the Election Committee.





- b. In the case of Ballot Box Tabulation.
 - i. Tabulations shall begin in the SGA Conference Room immediately after the closing of the polls. If a change of room shall occur, the new location must be posted on the door of the Conference Room.
 - ii. An administrator or a staff member shall be present in the room at all times.
 - iii. Any person is welcome to see the opening of the locked box and the tabulation of the ballots.
 - iv. No one other than the SGA Election Committee and the appointed assistants shall be allowed to count votes.
- c. No candidate shall be notified of elections results until all votes have been officially tabulated.
- d. Each candidate shall be notified of the results within 48 hours. A phone call and/or a letter shall be sent for notification.
- e. The results shall be posted on the SGA Bulletin Board and submitted to The Gatepost. These results shall be given out only after an effort has been made to notify all individual candidates.
- f. In the event of a tie vote the contested position shall be decided by a majority vote, by ballot, of the current standing Senate, as well as the newly elected Senate. The candidates of the contested position will debate at a meeting consisting of the standing Senate, as well as the newly elected Senate no later than two (2) weeks following the original election. The Chair of the Election Committee will chair said meeting, with no voting power, and will have the deciding vote in the case of a tie.
- g. All ballots, in the event online voting is unavailable, shall be kept for at least ten (10) academic days after the election.
- h. Those candidates within a five percent (5%) margin of the winning candidate who desire a recount must request one in writing to the Election Committee Chair within two (2) academic days of the election. This recount must take place within five (5) academic days of the request.
- i. A write-in candidate must receive at least five (5) write-in votes in order to be eligible to be elected to the respective position.

Section 4. Club and Organization Elections

- A. The senior-delegate not on the ballot of each club will post the election schedule their own club. All club elections must be over and the results into the Chair of the Election Committee and the Office of Student Involvement by the date determined by the Director of SILD and advertised to clubs in advanced, unless given a written permission by the Vice-President.
- B. Club elections shall be held at an open meeting of each club.

Section 5. Vacancies

- A. If any SGA Senate seat is vacated after the fall election, such vacancies





shall be filled by appointment by the SGA President, with the advice and consent of the Senate. If an Executive office is vacated, the SGA President shall nominate a replacement who then must be elected by a two-thirds (2/3) of the Senate.

B. If a class office is vacated, the remainder of the class Executive Board shall elect a successor.

C. If a club and/or organization office is vacated, a successor will be elected according to the constitution of the respective club and/or organization.

Section 6. Terms of Office

A. The Executive Officers and Senators-elect shall assume their positions as of the day after Commencement. SGA Executive Board officers-elect shall be required to attend all present Executive Board meetings until they assume office.

B. No Senator shall serve two (2) senate seats concurrently.

C. No member of the Executive Branch shall hold a senate seat.

Section 7. What Shall Warrant a New Election

A. The SGA Election Committee shall have the power to invalidate an election if there is at least a five percent (5%) discrepancy between the number of ballots cast and the number of people voting.

B. Only a losing candidate, or Election Committee Chair, may request a new election. He or she may only do so for the election in which they were a candidate. This request for a new election must be made in writing to, and will be handled by, the Election Committee Chair. This request must be made within ten (10) academic days of the election.

ARTICLE IV. AWARDS

A. **Dr. Thomas Eames Award** In gratitude to the contributions made, the Student Government Association shall cover the expense of the Student Government Association President's yearly tuition and books. The President must be enrolled in at least two (2) courses per Spring and Fall semester, and maintain at least a QPA of 2.0 per semester. This award may also cover any tuition and book expense incurred during the summer or intersession terms while the SGA President is active.

If these stipulations are not met, it shall be the responsibility of the SGA President to reimburse SGA of all expenses covered that session.

It is the responsibility of the Dean of Students to monitor the grades of the SGA President. The Student Government Association President shall sign a contract which shall state that the President is in agreement with the above requirements. The contract will be kept by the Student Government Association Secretary. In the event of a pre-existing tuition waiver, an equivalent amount of the award may be allocated towards the remaining balance of the school bill and book expenses.

The award contract shall read as follows:

"I, the undersigned, have read and fully understand the stipulations set forth under the description of the Dr. Thomas Eames Award stated in the Bylaws





of the Student Government Association's Constitution. I agree to maintain the requirements set forth under the description of the Dr. Thomas Eames Award, and I further agree to reimburse the Student Government Association for all expenses covered if I fail to meet these requirements."

B. **Benevolence Awards** Each April, the SGA Benevolence Chair and their Committee will publicize to the campus community the following awards:

a. **John F. Kennedy Award:** "Ask not what your University can do for you, but what you can do for your University." Open to any undergraduate in good academic standing as determined by University Guidelines.

b. **Paul T. Murphy University and Community Service Award:** Awarded to any undergraduate who has rendered the most service to our University and/or community in one particular activity. Students must be in good academic standing as determined by University guidelines.

c. **Richard Cugini Award:** Open to any junior or senior having at least a QPA of 2.0 who has participated in organized athletic endeavors on campus. Collegiate, intercollegiate, intramural, and managers of sports programs are eligible.


d. **Carolla Haglund Cultural and Fine Arts Award:** Awarded to an undergraduate with at least a QPA of 2.0 who displays an interest in the cultural and fine arts.

e. **Kathleen Ryan Roberts Advocacy Award-** Open to any undergraduate student with at least a QPA of 2.0 who has rendered service to and/or advocated for an underserved or underrepresented community at Framingham State University or the greater community. The award is named after Framingham State Alumna Kathleen Ryan Roberts ('37) for her tireless efforts ensuring the civil rights of her colleagues and students as a teacher and former president of the Massachusetts Teachers Association.

f. **Jaune Quick-To-See-Smith Award:** Open to any Junior or Senior with at least a QPA of 3.25 who through their academic leadership, passion, and dedication has made contributions to their academic discipline and fostered a sense of academia at Framingham State University. Academic leadership and academic contributions may include, but are not limited to, serving as a tutor or academic mentor, conducting research, and leading presentations. Forms of academic leadership and contributions may vary greatly from discipline to discipline. The award is named after Framingham State Alumna Jaune Quick-To-See-Smith ('76) for her contributions to the discipline of art and her efforts to ensure the expression and representation of Native American peoples, their cultures, and history through her politically charged works of art.

g. The SGA Benevolence Committee will select the award winners in each category. Award recipients will receive a \$250.00 stipend at the SGA All University Banquet.





C. **Senator of the Month** At a designated Executive Board meeting of each month, names shall be nominated by the E-Board. The nominees shall be SGA Senators who have displayed dedication and hard work in the previous month on any particular project that the Senate is undertaking or is concerned with. The names will then be presented to the Senate for their vote. The Senate will then vote to select the winner of the award. The recipient will receive a certificate of appreciation for their endeavor.

D. **David Cella Senator of the Year Award** Voted on at a designated meeting of the Senate at least one (1) week before the All University Banquet the Senate shall vote for the Senator of the Year, which shall be selected from the winners of the Senator of the Month. Senator of the Year will be given an award at the All University Banquet.

E. **Christopher E. Anderson Executive Board Member of the Year Award** At a designated meeting of the Executive Board within one (1) week of the All University Banquet, the Executive Board shall vote for the Executive Board Member of the Year, which shall be selected from the winners of the Executive Board Member of the Month. Executive Board Member of the Year will be given an award at the All University Banquet.

F. **Cindy Santomassimo Faculty Member and Administrator of the Year Awards** Nominations are made by any fee-paying student of the University. The faculty member and administrator of the year shall be voted on by the general student population during the Spring Election. The winners will receive a plaque at the All University Banquet. Recipients of the award will be ineligible to win again for two (2) consecutive years.

G. **Barbara Dias Class and Club Achievement Award** All SGA funded clubs are eligible for this award. A nomination packet will be made available to clubs in a timely manner. The SGA President shall appoint two (2) students to the club award committee coordinated out of the SILD office. The Barbara Dias Class and Club Achievement Award will be awarded at the All University Banquet. Recipient of the award will not be eligible to win again for one (1) consecutive year.

H. **Karen A. McCarthy Support Staff of the Year Award** The Karen A. McCarthy Support Staff of the Year Award is awarded annually to a member of the staff who represents outstanding dedication and exceptional care in diversifying and supporting the social and academic life of the students of Framingham State University. Nominations are made by any fee-paying student of the University. The support staff of the year shall be voted on by the general student population during the Spring Election. The winner will receive a plaque at the All University Banquet. Recipient of the Award will be ineligible to win again for two (2) consecutive years.

I. **Ashley Donahue Spirit Award** The Ashley M. Donahue Spirit Award



is presented to a Framingham State University student whose presence on campus emulates the spirit that Ashley once shared with us all. The recipient of this award has been recognized for his/her dedication and friendship to peers, classmates, and friends. The recipient's personality and presence as a member of the Framingham State community has been recognized as one that radiates throughout campus, reflecting the characteristics once seen in Ashley. This award is an honor for its representation of a beloved member of Framingham State University and the recipient is recognized for his/her everlasting presence here.

CAMPUS ELECTION RESULTS

STUDENT TRUSTEE:	Karl Bryan
PRESIDENT:	Kyle Rosa
VICE PRESIDENT:	Jack Capello
SATF TREASURER:	Sarah Horwitz
CLASS & CLUB TREASURER	Molly Fennessey
SECRETARY:	Bridget Green
SOCIAL EVENTS COORDINATOR	Halley Small

CLASS OF 2018 OFFICERS

PRESIDENT:	Brian Leonard
VICE PRESIDENT:	Jackie Carlson
TREASURER:	Kyle Rosa
SECRETARY:	Dayna Marchant

CLASS OF 2019 OFFICERS

PRESIDENT:	Matthew Pellegrino
VICE PRESIDENT:	Steven DeMeo
TREASURER:	Adam Scanlon
SECRETARY:	vacant

CLASS OF 2020 OFFICERS

PRESIDENT:	Theyana Ruiz Peña
VICE PRESIDENT:	Alexander Drake
TREASURER:	vacant
SECRETARY:	Kaitlyn Cullen



UNIVERSITY DIRECTORY

The Campus Locator:

Alphabetically lists the various departments, services, etc. at Framingham State University, their on-campus phone extension, and office location.

Whenever possible, commonly used names are provided, and some entries appear twice to ensure thorough coverage. The legend below is to be used in conjunction with the Directory.

AC:	Athletic Center
AR:	Adams Road
CA:	CASA
CR:	Crocker Hall
DH:	Dwight Hall
DTC:	Doyle Technology Center
FH:	Foster Hall
HC:	Heineman Center
HH:	Hemenway Hall
MA:	May Hall
MC:	McCarthy Center
OC:	O'Connor Hall
PA:	Peirce Annex
TW:	Towers Hall
WC:	Welcome Center
WL:	Whittemore Library

For an up-to-date listing of all faculty and staff, please visit the University's Web site at www.framingham.edu. A directory is posted on the site.

Academic Affairs, Vice President's Office	4582-DH 300
Academic Success, Students with Disabilities/Access	4906-CA
Accounts Payable	4521-DH 201
Administration and Finance,	4580-DH 300
Admissions and Enrollment Services	4500-WC
Advising Center, The (TAC)	4541-OC 111
Athletics	4614-AC
Intramurals	4620-AC
Sports Information	4612-AC
Bookstore	4595-AC
Campus Ministry	4610-MC 516
Campus Police	4911-MC 1st fl
Lost & Found	4911
Career Services and Employer Relations	4625-MC 412
Center for Academic Success and Achievement (CASA)	4509-CA
Math Center	4509
Plus Program.	4907



Writing Center	4509
Center for Inclusive Excellence	5862-OC
Challenger Learning Center	4050-OC Rear
College Deans:	
Arts & Humanities: Dr. arc Cote	4744
STEM: Dr. Margaret Carroll	4744
Social & Behavioral Sciences: Dr. Susan Dargan	4744
Education: Dr. Larnell Flannagan (<i>Interim Dean</i>)	4569
Community Standards	4604-MC518
Computer "HELP" Line (on-campus # only)	4357-DTC
Copy Center	4669-WL215
Corinne Hall Towers	4980-TW
Counseling Center	4640-FH
Crocker Hall Building Secretaries	CR 101
Economics & Business, Psychology & Philosophy, Sociology	4850-4851
Curriculum Library	4657-WL
Dean of Students	4596-MC 504
Development and Alumni Relations	4012-AR 45
Dining Services	4602-MC
Catering	4095-MC
Main Dining Hall	4602-MC
Division of Inclusive Excellence & Community Engagement	4515-DH
Education Technology & Interactive MediaOffice	4927-HHG05
Facilities	4590
Financial Aid	4534-MC 515
N.D.S.L. Perkins Student Loan	4533
First-Year Programs	4905-OC 106
Orientation	4637-OC 102
Placement Testing	4905-OC 106
F.S.C.P.A.	4766-HH
Gatepost (The)	4605-MC 410
Graduate and Continuing Education	4550-DH
Health Center	4900-FH
Hemenway Hall Building Secretary	HH 111
Consumer Sciences, Mathematics	4700
Hemenway Hall Building Secretary	HH 122
Biology, Chemistry and Food Science, Geography, Physics and Earth Science	4750
Hemenway Hall Building Secretary	HH 220
Nursing, Computer Science	4712
Horace Mann Hall	4970
Human Resources	4530-DH
ID Office	4944-MC
Information Technology Print Operations	4083-WL
Information Technology Services/ IT Services (ITS)	4357-WL:
Help Desk	4357-WL

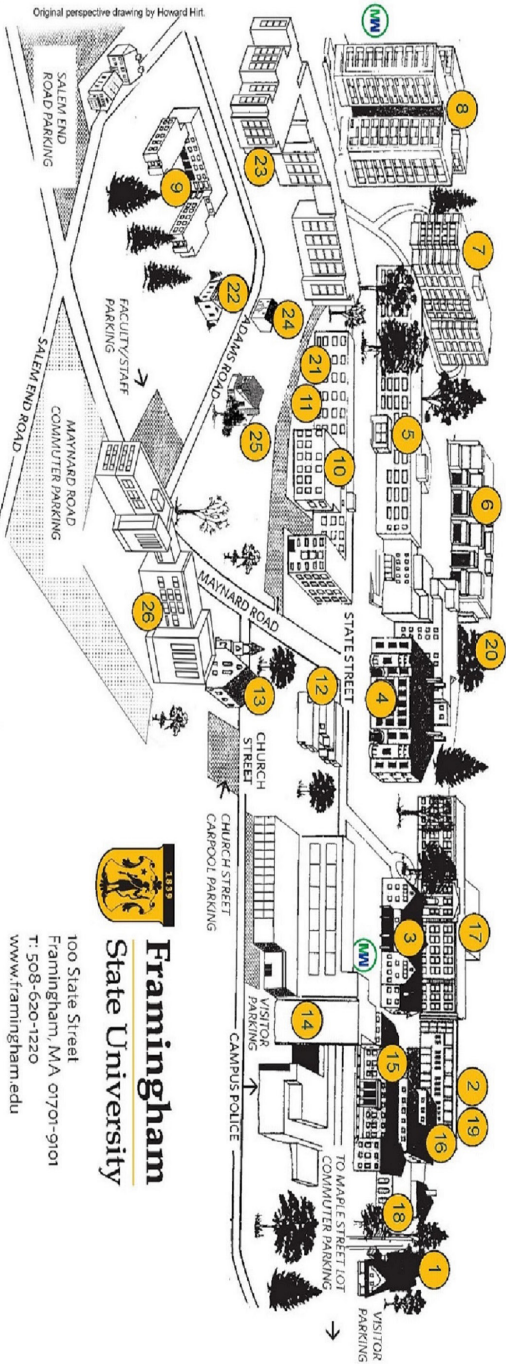


Laptop Help Desk	5906-WL
Off Campus	508-620-1220 ext. 4357
Help Desk After Hours.	5950-WL
Off Campus After Hours	508-215-5950
Media/User Services .	4357-WL
Intensive English Program (ESL)/Community ESL	4925-OC
International Education Programs	4585-DH
International/Study Abroad Programs	4585-DH
Larned Hall	4920
Library	4650-WL
Interlibrary Loan	4690-WL
Slide Library	4834-WL
Linsley Hall	4940
Mailroom	4588-PA
May Hall Building Secretaries	MA 108/107
Art & Music, Government, History, English	4800, 4801
Mazmanian Gallery	4968-MC 310
McCarthy Center Information/Reception Desk	4600-MC
Metrowest Economic Research Center (MERC)	4033-TW
North Hall	508-215-5949
Parking Clerk	4526-PA
Payroll	4531-DH
Peirce Hall	4910
President's Office	4575-DH 300
Purchasing	4522-DH 201
Radio Station, WDJM	4622-MC402
Registrar	4545-MC 515
Residence Life and Housing	4636-TW
John Stalker Institute	4756-TW
Snow Line/Weather Telephone Advisory	4898
Store Room	4687-PA
Student Accounts	4514-MC 515
Student Conduct	4630-TW
Student Government Association (SGA)	4607-MC 404
Student Involvement and Leadership Development	4615-MC510
Student Union Activities Board (SUAB)	4611-MC 406
Veterans Services	4632-CR Annex
Weather Advisory/School Closure/Snow Line	4898
Whittemore Building Secretary	WL 203
Communication Arts, World Languages	4683

For faculty office locations and phone extensions, please go to:

my.framingham.edu

College	Department	First Name	Last Name	Acting Chair	FSU Email
Arts & Humanities	Art & Music	Brian	Bishop		bbishop@framingham.edu
Arts & Humanities	Communication Arts	Derrick	TePaske		dtepaske@framingham.edu
Arts & Humanities	English	Desmond	McCarthy		dmccarthy@framingham.edu
Arts & Humanities	Fashion Design & Retailing	Pamela	Sebor-Cable		pseborcable@framingham.edu
Arts & Humanities	History	Gregory	Halfond		ghalfond@framingham.edu
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STEM	Mathematics	Julie	Levandosky		jlevandosky@framingham.edu
STEM	Nursing	Susan	Mullaney		smullaney@framingham.edu
STEM	Physics & Earth Science	Vandana	Singh		vsingh@framingham.edu



- Original perspective drawing by Howard Hitt.
- | | |
|--|--|
| 1 - Admissions Welcome Center | 14 - D. Justin McCarthy Center |
| 2 - Bookstore | 15 - Horace Mann Hall |
| 3 - Crocker Hall | 16 - Perce Hall |
| 4 - May Hall | 17 - Dwight Hall/Performing Arts Center |
| 5 - Hemenway Hall | 18 - C.A.S.A. |
| 6 - Whittemore Library | 19 - Athletic/Recreation Center |
| 7 - Lamed Hall | 20 - Arthur M. Doyle Information Technology Center |
| 8 - Corinne Hall Towers | 21 - Planetarium |
| 9 - Linsley Hall | 22 - Development & Alumni Relations |
| 10 - O'Connor Hall | 23 - North Hall |
| 11 - McAuliffe Center/Challenger Center | 24 - Honors Program |
| 12 - Health & Wellness Ctr - Foster Hall | 25 - Alumni House |
| 13 - Heineken Ecumenical & Cultural Center | 26 - West Hall |
- MVRTA**
Designates different MVRTA bus stops



Framingham
State University

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DIRECTIONS TO OUR CAMPUS

From I-90 (Massachusetts Turnpike):
Take Exit 12, follow Rt. 9 East two miles to the Edgell Rd.-Main St. Framingham exit. Take your first right onto State Street and the Framingham State University campus.

From I-95 (Route 128):
Take Exit 25 to the Massachusetts Turnpike (I-90) West, and follow the directions above.

From Route 495:
Take Exit 22 to Massachusetts Turnpike (I-90) East, and follow the directions above.