



Framingham State University

Graduate Student Handbook

AY2020-2021

Office of Graduate Studies

Dwight Hall Room 202

508-626-4014

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Notice to Students

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

Welcome

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

We eagerly solicit your feedback about the usefulness of this handbook, particularly in calling our attention to information and issues that are not currently included, but should be. Please send your suggestions to Dr. Yaser Najjar, Dean of Continuing Education Graduate Studies at ynajjar@framingham.edu.

Mission

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

Vision

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

COVID-19 Regulations

As we continue to navigate the global pandemic of COVID-19, Framingham State University takes the health and safety of its students, faculty, and staff as a primary priority. The following regulations are based on current reports from Public Health authorities and any Gubernatorial Executive Orders that are disbursed. In an effort to prevent the spread of the virus in lieu of a cure or vaccine the following regulations are in place for anyone on FSU grounds, and/or at an FSU sponsored event. Any FSU community member may assist in enforcement of the regulation in a calm and respectful manner. Violations of the policy may be referred to the Office Community Standards. This is an addendum to the RAM Student Handbook 2020-2021.

Facial Coverings – Must be worn at all times while on campus including campus events and transportation **except** in the following circumstances:

- Outside spaces where social distancing (6 feet apart) can be maintained
- In residence hall bedrooms/suites/conjoined rooms when staff or same hall guest(s) aren't present and the doors are closed
- When showering in locker rooms or residence hall community bathrooms
- When brushing teeth, shaving or washing face at restroom sink
- When seated eating/drinking

Social Distancing (at least 6 feet apart) – All capacity and distance signage in public areas must be adhered to, in addition congregating in building hallways is not permitted. Social distancing must be practiced at all times when space permits **except** in the following circumstances:

- Students living together in a residence hall room/suite/conjoined room
- Persons living together in an off-campus location

Illness – If you are feeling sick or have symptoms of COVID-19 or have been advised to self-quarantine for medical reasons, please stay home/in your residence hall room and inform the FSU Health Center at 508-626-4900. Symptoms based on information from the [CDC](#) may include but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

- Diarrhea

Classroom Procedures – All entrants to a University classroom must adhere to the following:

- Congregation in building hallways is prohibited. Early arrivals to class, should stand in a socially distanced single file line against the wall to allow for the flow of foot traffic in the hallway
- No eating or drinking in the classroom (except for one closed beverage container).
- Classroom furniture may not be adjusted or rearranged.
- The instructor will assign seating for the class.
- All classroom occupants are expected to sanitize their work areas (desk, desk chairs, lab stations, etc.) at the start and end of class. Disinfectant wipes will be provided in common areas of all classroom buildings.
- Students must abide by the instructor's protocol for proper exit of classroom.

Guest/Visitors – Residence hall guests will not be permitted at this time including students from other FSU residence halls. All guests/visitors to other parts of campus must comply with the facial covering, social distancing, and classroom procedures above.

Failure to comply with the above or any posted regulations for a specific campus building may result in one or more of the following:

- Refusal of entry to an area (by):
 - Classroom/Lab – faculty member
 - Office – Employee in the office or suite
 - Any Sodexo Dining area – Sodexo personnel
 - Bookstore – Follett Bookstore personnel
 - Residence Hall – Desk attendant/Resident Assistant/Area or Resident Director
 - Common Spaces – any University official or University Police
 - Athletic Center – Athletic Center Personnel
 - Ram Tram – Driver
- Refusal of service (see above list):
 - Asked to leave area
 - Student Code of Conduct charges
 - Civil citation in accordance to Commonwealth regulations

As shifting public health notices and Gubernatorial Executive orders change, so may these regulations. Please refer to your University email or the University website for the most up-to-date information.

Approved by Executive Staff 7.16.2020

Getting Started

Academic Advising

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

Blackboard

Blackboard Learn

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

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

Information Technology Services

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

How to get IT help:

- Email it@framingham.edu or call (508) 215-5906 for help. The Technology Resource Center is located in the Henry Whittemore Library-Lower Mezzanine or on the ground floor of Hemenway Hall in room 122 computer lab.
- Submit an incident or request online using the ITS [self-service portal](#).
- Contact the Education Technology Office by emailing eto@framingham.edu or by calling (508) 626-4927. The Education Technology Office is located in Hemenway Hall rooms 105, 107 and 109.

E-mail

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

Identification Cards

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

Day and evening students will have the initial ID photo taken at orientation. ID cards are distributed at the end of the student's orientation or can be picked up at the ID Office up to 15 business days following orientation. There is no charge for the initial ID card. Resident, commuter, faculty, staff, contractors, and replacement identification cards are produced at the FSU Police Department's ID Office, located on the ground floor of the McCarthy Center, (CC100A), adjacent to the University Police Station.

To obtain an ID card, please fill out the [New Student ID Application Form](#). The form is also available at the ID Office on the ground floor of the McCarthy Center (CC100A), adjacent to the University Police Station. The form should be returned to the ID Office during business hours. ID Office Contact Number: 508-626-4015. Your ID is necessary to access many beneficial services at the University, including use of the gym at the Athletic and Recreation Center in Dwight Hall.

Parking

Due to COVID-19 we have some updates for parking that should be noted for the Fall 2020 Semester. To learn more about the updates for parking please click [here](#). All students who park on campus must have a commuter parking decal. To sign up for a parking permit use this link <https://www.buymypermit.com/framingham/>. Please direct questions and concerns to parking@framingham.edu or call 508-626-4911

Textbooks

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

Graduate Policies and Procedures

Academic Honesty

Integrity is essential to academic life. Consequently, students who enroll at Framingham State University agree to maintain high standards of academic honesty and scholarly practice. They shall be responsible for familiarizing themselves with the published policies and procedures regarding academic honesty. Students are referred to the [Graduate Catalog](#) 2020-2021 (soon to be uploaded) for additional information.

Academic Standing and Dismissal

Academic Average for Graduate Degrees and Certificates

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

Academic Warning

The following circumstances result in an academic warning:

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

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

Academic Dismissal

The following circumstances result in an academic dismissal:

1. A student may be dismissed upon completion of a semester in which the cumulative quality point average falls below 3.00, and when a warning previously has been given. Students will not receive more than one warning before being dismissed.
2. A student shall be dismissed if the cumulative quality point average remains below 2.7 for two consecutive semesters.
3. A student shall be dismissed when the student accumulates two grades below "B- (2.7)".

4. A student shall be dismissed upon receipt of an “F” grade. The “F” grade is permanently recorded on the transcript and remains in the cumulative quality point average unless the student is reinstated and the course is retaken.
5. Upon notification of dismissal, students will have up to one semester from the date of notification to make a formal written appeal for readmission. The appeal will not be considered unless it includes concrete reasons and explanations for the student’s poor academic performance, with specific reference to extenuating circumstances and documentation where possible. Students must also include a written plan of action for improving the level of academic performance. Appeals are addressed to the Graduate Education Council. Appeals for readmission will be reviewed based on new information or extremely extenuating circumstances only.
6. Should a student be re-admitted to the University (after submitting a written appeal to the Graduate Education Council) and receive an additional grade of “F” or meet the criteria for Dismissal as noted in items 1 through 3, that student will be permanently dismissed and ineligible for appeal.

Attendance

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

Mandatory Health Insurance

State law requires all full-time students attending Framingham State University to have health insurance. Students must submit, on-line, the Health Insurance Request for Waiver form or enroll in the insurance plan (full year, \$3,444.00, 8/01/19 to 7/31/20) offered by the University. Submittal of the waiver or insurance enrollment is required in order to be registered at the University. Part-time students are not eligible to purchase the health insurance offered by the University. For additional information regarding the Student Health Insurance Plan please [click here](#). You may also link to this Website through *myFramingham* portal.

Snow Emergency

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

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

Students, Faculty, and Staff are encouraged to register or update contact information, via *myFramingham* portal, for the University's emergency notification system. This system will be used for emergencies only, including school closings due to inclement weather, public safety warnings, etc. Please go to the Emergency Notification channel found on the main page within *myFramingham*.

PLEASE DO NOT CALL UNIVERSITY POLICE.

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

Student Conduct

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

Course Registration

Adding or Dropping Courses

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

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

Also, attending a course without having been officially “added” to the course does not constitute enrollment in the course.

Directed Study

Students who wish to take a regular university course in a term when it is not offered may seek to do so through a Directed Study option. However, students must understand that, because the appropriate Framingham State University (FSU) faculty must be available and approvals must be granted, the option of Directed Study for a particular course is not always available. In Directed Study, the FSU faculty member must agree to provide the student with close supervision, in achieving the same course objectives that would have been accomplished had the student taken the course on a regular class basis. Permission for Directed Study must be obtained from the subject/course faculty supervisor and the course department chair. Directed Study courses will appear on the student’s course history with the actual course prefix, number, and title as found in the Catalog.

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

Independent Study

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

MBA Capstone

Students planning on registering for Capstone in order to complete requirements for the MBA degree must complete the form by April 1st for Summer and July 1st for Fall. The MBA Capstone is to be completed at the end or near the end of the student's degree program. This form must be filed in the Office of Graduate Studies and requires prior written permission of the Dean of Graduate Studies, before registering for this experience. Please complete the form entitled [MBA Capstone Approval Form](#) and submit it to khardy@framingham.edu. For more information, please call (508) 626-4558.

Seminar

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

Educational Records

Change in Biographical Data

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

Transcripts

Transcripts can be ordered online or by mail. Please note that transcripts **will not be issued for students with outstanding financial obligations to the University**. To learn more about ordering transcripts please [click here](#).

Transfer Courses

Transfer credit for prior graduate coursework completed at another regionally accredited college or university will be considered **at the time of admission** based on course descriptions and documentation submitted with the student's application. Matriculated graduate students are expected to complete all coursework at Framingham State University. Under extenuating circumstances, students may request permission to take a course for transfer credit after admission, and must obtain prior approval in writing from both the program advisor and the Dean of Graduate Studies. Complete the [Graduate Course Approval Form](#) with the course description to Kimberly Hardy khardy@framingham.edu. If you have any questions, please call Kim Hardy at (508) 626-4558. Courses accepted in transfer credit must meet the academic criteria established by Framingham State University.

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

Transfer credit will be allowed on a course basis. An exception is the program in *Counseling Psychology* where licensure requirements mandate the acceptance of only four-semester hour courses. Students wishing to transfer courses valued at less than three-semester hours may do so but in a ratio that guarantees that the equivalent credit hours of the transfer coursework equal or exceed those of Framingham State University courses replaced. Transfer credit will not be given for life experiences, noncredit, or undergraduate educational experiences. Professional development courses, even at the graduate level, will not be accepted in transfer toward a master's degree at the University.

Enrollment/Student Status

Change of Division/Enrollment Status Request

Students wishing to take a course(s) through the Day Division must complete a Change of Division/Enrollment Status Request form in advance of the semester in which they wish to make this change. Requests must be submitted to the Office of the Registrar no later than 7 business days prior to the start of either the fall or spring semester. The Day Division and Continuing Education are separate fiscal entities and tuition paid to one will not cover tuition to the other. Complete the form [Change of Division/Enrollment Status Request Form](#) and email it to registrarsoffice@framingham.edu.

Change of Program Concentration

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

Leave of Absence

A Leave of Absence is applicable to either a matriculated graduate student or Post-Baccalaureate Teacher Licensure Candidate (PBTL).

A Leave of Absence request and approval is required for either the Fall or Spring semester of the Academic Year (*Summer terms are excluded except for MBA, MCO, and MSN programs*) for which the student does not enroll in courses. Leaves will not be granted for more than one semester at a time. A Leave of Absence may not be longer than one semester (*excludes Summer terms except for MBA, MCO and MSN programs*). A student may not request any more than four (4) Leaves of Absence. The policy regarding Time Limits for program completion is not affected by an approved Leave of Absence. Leaves of Absence are available for consideration *only* to continuing graduate students in good standing (minimum 3.00 GPA). Students should consult with their program coordinator to determine if the Leave of Absence is appropriate.

The Dean of Graduate Studies makes the final decision to approve or deny a request for a Leave of Absence. For students on an approved Leave of Absence, registration information will be sent to both the FSU email account and personal email account on file, prior to the start of the next registration period and approximately two weeks prior to the term the student is scheduled to return.

In order to remain active in the program before the Leave of Absence expires, the student must enroll in course(s) for the upcoming semester.

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

Timeline A Leave of Absence request must be submitted no later than two (2) weeks prior to the semester for which the Leave of Absence is requested. Complete the [Leave of Absence Request Form](#) and email it to Kim Hardy khardy@framingham.edu.

Matriculation and Inactive Status

Non-Matriculated Students

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

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

Matriculated Students

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

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

Inactive Students

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

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

Readmission

A graduate student in good standing who withdraws from the University, or who becomes inactive, may apply for readmission within three years of the last semester attended. A student is defined to be in good standing if he or she was not subject to dismissal at the time of withdrawal. The application for readmission should be submitted at least one month prior to registration for graduate evening or online courses and a full semester ahead for graduate Day School courses. There is no application fee required for readmission within three years. Students who are readmitted must meet the degree requirements and policies in the Graduate Catalog in effect at the time of readmission. Students must also complete their entire program in the time limit allowed for that program including the time of inactivity. Students should refer to the Time Limit Policy for time limits on coursework applied toward the degree. Students must enroll for the semester in which their readmission is effective.

If a student has been inactive for three years or longer he or she is required to submit a new Application for Graduate Admission and application fee with updated documentation, including a new statement of purpose, transcripts for courses taken at other institutions since being enrolled at Framingham State University, letters of recommendation and cover sheets, and any other documents as required for admittance to their intended program of study. Because of the length of inactivity, it may not be possible to complete all courses in the program of study within the time limit. Students may be required to take additional coursework, or repeat some prior coursework at the discretion of the Program Coordinator and Dean of Graduate Studies. To readmit in a program apply [online](#). If you have questions regarding the graduate readmission process, please call (508) 626-4501 or email gradadmissions@framingham.edu. If a PBTL student is seeking readmission, the existing licensure folder for a PBTL student (maintained in the Education Department) will be reviewed, in conjunction with the PBTL program readmission application, by the appropriate admissions committee reserves the right to discuss the contents of the student's licensure file with the PBTL applicant. Students must enroll for the semester in which their readmission is effective.

Graduation

Comprehensive Examinations and Commencement

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

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

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

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

There are four graduation dates per year during which diplomas are issued: August 31st, December 31st, January 31st, and May 2^x. Commencement exercises are held in May. **In order to participate in Commencement, graduate students must have completed all degree requirements.** Applications for comprehensive examinations (if required in the program) and for Commencement are due during the semester preceding the semester in which the student intends to graduate. The dates for application to graduate are as follows:

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

Grading System

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

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

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

Grade Appeal Policies

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

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

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

Level I: Informal

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

The informal procedure is a two-step process in which the student first meets with the course instructor.

After this meeting, if the matter is not resolved, the student would meet with the graduate program coordinator. If the appeal is not resolved at the graduate program level, the student has the right to pursue a formal appeal.

Level II: Formal

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

Step One: Dean of Graduate Studies

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

Step Two: Faculty Governance/Graduate Education Council

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

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

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

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

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

Graduate Assistantship Program

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

Student Resources

Athletics

Due to the ongoing impact of COVID-19 and the need to follow state guidelines, the procedures for using the facilities have been changed. The Athletic Center facilities including the weight room, the new gym and the old gym is open from 12:00-8:00 p.m. every day. For a more detailed information on the guidelines please [click here](#).

Bookstore

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

Campus Police

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

Center for Academic Success and Achievement (CASA)

The Center for Academic Success and Achievement (CASA) will be open Monday-Friday, 8:30 a.m. to 5:00 p.m.; most appointments will happen by phone or virtually (Zoom or Blackboard Collaborate), unless in-person is necessary. CASA will not be open for walk-in traffic or face-to-face tutoring, and the computer lab will not be available for printing. Students may make remoted or in-person appointments with professional staff through phone/email/Starfish; all Supplemental Instruction will be delivered remotely thorough Blackboard Collaborate on the course site.

Disability/ Access Services will continue to provide students with academic accommodations, and documentation confirmation letters will be emailed to all faculty, eliminating the need for students to come to pick up paper letters. For students who are taking face-to-face courses on campus, proctored exams will be offered by appointment to ensure social distancing in the Testing Center. For more information or questions [click here](#).

Counseling Center

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

We want to communicate our best wishes to you, your family, friends, and community, as your life is likely disrupted and adversely affected by the COVID-19 pandemic. The Counseling Center is open and we are engaging in tele-therapy, that is, we are doing therapy sessions by phone or Zoom. Please visit [Emotional Wellness and COVID-19](#) for more information on maintaining emotional well-being during the pandemic.

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

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

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

Dining Services

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

Disability/Access Services

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

Please be aware that due to COVID-19, the Disability/ Access Services Office is currently working remotely. If you are mailing or faxing documentation for accommodations due to a disability, please be aware that there may be a delay between when documentation is sent and when we contact you to schedule an intake appointment

Your documentation can be faxed to 508-626-4913, emailed to disabilityservices@framingham.edu, or mailed to:

Framingham State University ATTN: Disability/ Access Services
100 State Street
Framingham MA 01701

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

Financial Aid

Out of concern for the health of our students and staff due to the potential impact and spread of the COVID-19/coronavirus, the Student Service Center (SSC) no longer accepts walk-ins.

Our staff continues to work on a full-time basis and is available to assist you with questions and/or concerns. You are welcome to request a phone appointment if you would like a specific day and time to discuss your situation; alternatively, you can email or leave a voice message.

The Office of Financial Aid is located in the Student Services Center (SSC) on the 5th floor of the McCarthy Center room 515. Financial Aid Office is currently limiting in-person appointments to completing Federal Work Study (FSW) paperwork or situations

where a financial aid staff member has asked a student or make an in-person appointment. Appointments must be made in advance on Starfish or by emailing financialaid@framingham.edu.

Office Hours:

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

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

Health Center

The Health Center Staff would like to communicate their best wishes to you during the COVID-19 outbreak and the disruptive changes it is causing.

Although the university has moved to remote learning and you may not be on campus, the Health Center is still here for you! Our services continue to be available to all students. For the health and safety of our students and staff and following the Governor's advisory, we are not accepting walk-in visits. We are offering phone and telehealth consultations for non-urgent medical conditions during our normal business hours which are Monday – Friday 8:00 a.m. to 5:00 p.m. We are offering these services to students that live off campus as well as those that live in the residence halls.

To contact the Health Center to set up a telephone or virtual visit:

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

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

Library

The Henry Whittemore Library hours are Monday – Thursday 8:00 a.m. - 9:00 p.m., Friday 8:00 a.m. – 5:00 p.m., Saturday 12:00 p.m. – 5:00 p.m. and Sunday 4:00 p.m. – 9:00 p.m. To learn more about Library Services during COVID-19 [click here](#).

Monthly Payment Plan – Nelnet/Management Systems (TMS)

Telephone Number: 1 (800) 722-4867 Website: www.framingham.afford.com/

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

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

Registrar's Office

This office is responsible for coordinating services and information in the areas of course information (including the University Catalog); semester course offerings & final examination schedule; classroom assignments; major/concentration & minor declaration, advisor assignments; degree audit; certification of enrollment and degrees awarded; name & address changes; posting of mid-semester grade warning, final grades, grade changes, transcript requests, transfer credit evaluation and maintaining transfer course equivalencies; providing information regarding institutional policies and practices; and privacy and security of academic records.

Out of concern for the health of our students and staff due to the potential impact and spread of the COVID 19/Corona Virus, the Student Service Center (SSC) is currently closed for in-person service until further notice.

The staff continues to work on a full-time basis Monday through Friday from 9:00 a.m. to 5:00 p.m. to assist you with questions and/or concerns.

Please email or call the office at:

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

Student Accounts

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

In response to the evolving COVID-19 pandemic, Student Accounts is currently closed for walk-in services. However, to provide continuity of service to our students and their families we have arranged for remote work for some of our staff so they may respond to email inquiries. **In lieu of leaving a voice message, please email studentaccounts@framinghamedu, with your name, student ID number and details of your inquiry.**

OFFICE HOURS:

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

Graduate Studies Directory

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

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

Wardell Powell, Ph.D.
(508) 626-4567
Coordinator of the PBTL Program
kkolodny@framingham.edu

Joyce Fahey
(508) 626-4964
Associate Director of the International Education Program
jfahey@framingham.edu

Corissa Donaghy
(508) 626-4963
Graduate Studies Administrative Assistant
cdonaghy@framingham.edu

Kimberly Hardy
(508) 626-4558
Graduate Studies Administrative Assistant
khardy@framingham.edu

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

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

Jeffrey Masse
(508) 626-4045
Associate Director of Graduate and Continuing Education
Recruitment
jmasse@framingham.edu

Jaclyn Dorr
(508) 626-4528
Administrative Assistant - Graduate, PBTL, and Certificate
Admissions
jdorr1@framingham.edu

**Student Services Center (SSC)
McCarthy Center, Room 515**

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

Office of Financial Aid	(508) 626-4534 financialaid@framingham.edu
Office of Student Accounts	(508) 626-4514 studentaccounts@framingham.edu
Office of the University Registrar	(508) 626-4545 registrarsoffice@framingham.edu

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

Office hours:

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

Out of concern for the health of our students and staff due to the potential impact and spread of the COVID 19/coronavirus, the Student Service Center (SSC) no longer accepts walk-in.

The staff continues to work on a full-time basis and is available to assist you with questions and/or concerns. You are welcome to request a phone appointment if you would like a specific day and time to discuss your situation; alternatively, you can email or leave a voice message. We apologize for any inconvenience and/or delays caused by this action.