A MESSAGE FOR FACULTY

Dear Colleagues,

Fitchburg State University’s continued excellence is dependent upon the quality of its departments and programs and on the outstanding contributions of its faculty. The goal of the Office of Academic Affairs is to enable faculty to focus on their teaching, advising, scholarship and service activities.

The purpose of the Faculty Handbook is to provide new and current faculty a quick guide to useful information about the university and a brief description of policies, procedures, resources and services. While efforts were made to ensure the accuracy of the information in the Handbook, Fitchburg State University is a dynamic institution, and as such, this document is subject to change. Please know we welcome your corrections, comments and suggestions.

I hope you find the Faculty Handbook to be a useful resource.

Best regards,

Catherine R. Canney, Ed.D.
Associate Vice President for Academic Affairs
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HISTORICAL OVERVIEW

Fitchburg State University was founded as a Normal School in 1894 and had its first graduation ceremony in 1896. In 1930, it was authorized to offer a bachelor’s degree in practical arts. In 1915, the first continuing education summer courses were offered under the auspices of the State Division of University Extension summer courses. In 1932, the name of the school was changed to the State Teachers College at Fitchburg and the school offered degrees in all areas of education. In 1935, the authorization was given to establish graduate degree programs in education. In 1954, the first evening courses were offered. In 1965, the name of the school was officially changed to Fitchburg State College and the school expanded its degree offerings to other disciplines such as the liberal arts and sciences majors and business administration. In July 2010, the Governor signed legislation making Fitchburg State College a University. Currently, Fitchburg State University offers both undergraduate and graduate programs including the Certificate of Advanced Graduate Studies. Graduate programs are offered both on campus and at extended campus sites. In Fall 2008, Fitchburg State University launched its first online degree programs in business administration and forensic nursing. Through extended campus programs and the Center for Professional Studies, Fitchburg State University provides professional development workshops and courses for professionals throughout the Commonwealth.

Fitchburg State University spans more than 50 buildings and 1.5 million square feet spread across hundreds of acres. The Anthony Student Service Center is a one-stop destination housing Admissions, Financial Aid, Student Accounts, Registrar, and Graduate and Continuing Education. Hammond Hall, housing the campus center and library, had undergone major renovations in recent years, with a new entrance that serves as the front door to the campus. The Hammond renovations also included the creation of a library commons, new offices for student and academic support services, student development and student organizations. The university’s newest building, the Antonucci Science Complex, includes a newly constructed laboratory wing, as well as renovated labs, classrooms, and offices. These and other recent investments have substantively enhanced space for teaching, scholarship and forging connections, with three projects also receiving LEED Silver certification.
ORGANIZATIONAL AND GOVERNANCE STRUCTURE

Fitchburg State University is one of nine comprehensive state universities in the Massachusetts higher education system; and like its sister institutions, the university’s governance procedures and organizational structure are largely mandated by either state law or collective bargaining agreements.

Fitchburg State is overseen by eleven voting members of a Board of Trustees. Their duties are defined by the Massachusetts General Laws. The President, Dr. Richard S. Lapidus, is the chief officer reporting to the Board. Reporting directly to the president are four vice presidents:

Provost and Vice President for Academic Affairs, Dr. Alberto J.F. Cardelle
Vice President for Finance and Administration, Mr. Jay Bry
Vice President for Institutional Advancement, Mr. Christopher Hendry
Vice President for Student Affairs, Dr. Laura Bayless

The president is advised by an Executive Cabinet with the following membership:

Provost and Vice President for Academic Affairs, Dr. Alberto J.F. Cardelle
Vice President for Finance and Administration, Mr. Jay Bry
Vice President for Institutional Advancement, Mr. Christopher Hendry
Vice President for Student Affairs, Dr. Laura Bayless
Associate Vice President for Academic Affairs, Dr. Catherine Canney
Associate Vice President for Human Resources & Payroll Services, Ms. Jessica Murdoch
Assistant Vice President/CIO for Information Technology, Mr. Steven Swartz
Executive Director of Marketing & Integrated Communications, Ms. Marilyn Siderwicz

Academic Affairs, under the leadership of the provost, oversees academic departments and faculty. Assistant vice presidents and deans reporting to the provost include:

Associate Vice President for Academic Affairs, Dr. Catherine Canney
Assistant Vice President for Institutional Research and Planning, Ms. Pamela McCafferty
Dean of Graduate and Continuing Education, Dr. Becky Copper-Glenz
Dean of Arts and Sciences, Dr. Franca Barricelli
Dean of Education, Dr. Bruno Hicks
Dean of Health and Natural Sciences, Dr. John Schaumlöffel
Interim Dean of the Library and Student Support Centers, Dr. Sean Goodlett

Fifteen academic departments are assembled under four divisions each with an academic dean. Each academic department has a chair elected by faculty members within that department.

Division of Arts and Sciences
Dean of Arts and Sciences, Dr. Franca Barricelli: Behavioral Sciences (includes Criminal Justice, Human Services, and Sociology); Communications Media (including Game Design and Theater); Economics, History and Political Science; English Studies; Humanities (includes Art, Language, Music, and Philosophy)

Division of Business and Technology
Currently overseen by Provost Cardelle: Business Administration; Computer Science; Industrial Technology (includes Occupational and Vocational Education).
Division of Education
Dean of Education, Dr. Bruno Hicks: Early Childhood; Educational Leadership and Management; Elementary; Middle School and Special Education.

Division of Health and Natural Sciences
Dean of Health and Natural Sciences, Dr. John Schaumloffel: Biology/Chemistry; Earth and Geographic Sciences; Exercise and Sports Science; Mathematics; Nursing; and Psychological Science.

Governance Structure
The Department of Higher Education has responsibility for all of the state university system. Fitchburg is one of the nine state universities, which also includes Bridgewater, Framingham, Salem, Westfield, Worcester, Massachusetts College of Liberal Arts, Massachusetts College of Art and Massachusetts Maritime Academy.

Each state university has a Board of Trustees, which assists the president with the running of the university. Trustees are appointed by the Governor of Massachusetts for five-year terms, renewable once. No member may serve for more than two consecutive terms. One trustee slot is reserved for an alumni member of the university and one slot is reserved for a student representative and is elected annually by the students at each university.

The Massachusetts State University Association/NEA Collective Bargaining Agreement for faculty and librarians (MSCA) agreement specifies the duties and responsibilities of the All University Committee (AUC) and its standing sub-committees, the Curriculum Committee, Academic Policies, and Student Affairs. The AUC maintains a website which identifies the procedures and forms for consideration such as policy changes, new courses, etc. Any member of Fitchburg State University may initiate a proposal. An archive of AUC proposals that have been approved is maintained by the library and can be searched online at http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/all-college-committee/.

The AUC faculty members are elected for one-year terms each spring semester. Faculty members on the standing sub-committees are appointed for one-year terms by the Executive Committee of the MSCA. Faculty may self-nominate for committee appointments by presenting their name and interest to the MSCA office.

The Graduate Council is also outlined in the MSCA contract and carries governing responsibilities in relation to curriculum and policy of graduate programs. Faculty members are selected using the same process as membership for AUC. http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/faculty-resources/graduate-council/.
UNIVERSITY EVENTS

Faculty participate in many university events annually to celebrate student and faculty achievements including Graduation, Honors Convocation, and the Undergraduate Research Conference.

Graduation
Fitchburg State University currently holds commencement ceremonies in December for both graduate and undergraduate students, as well as two ceremonies in May, one for graduate and one for undergraduate students. Per the MSCA contract, faculty members and librarians are expected to attend the graduation ceremonies to celebrate the accomplishments of the students. Faculty members are part of the academic processional. Academic regalia may be purchased or rented through the Fitchburg State University bookstore. In addition, the university confers degrees and awards diplomas on August 31 each year, without a ceremony.

Honors Convocation
In April each year, Fitchburg State University celebrates student achievements with an Honors Convocation. Per the MSCA contract, all faculty members are required to attend and to participate in the academic processional.

Undergraduate Research Conference
Each year, Academic Affairs and the Student Government Association hold the Fitchburg State University Undergraduate Conference on Research and Creative Practice. The conference takes place on Convocation Day in late April. The conference consists of presentations by Fitchburg State students from all departments to promote both creativity and scholarship. There is significant involvement with the Fitchburg State faculty as both sponsors and judges of the work.

Development Days
The university hosts three annual faculty development days that are part of the academic calendar and considered instructional days. The programming for these full day events held in September, January, and May include important campus updates and professional development in a wide variety of areas.

Celebration of Faculty Excellence
Annually the university celebrates faculty achievement and success as part of a luncheon program during the May Development Day. The four prestigious faculty awards for teaching, research and scholarship, contributions to graduate programs, and service are announced and presented. In addition, faculty receiving tenure and promotion as well as faculty retiring are recognized and celebrated.
### ACADEMIC CALENDAR 2017-2018

Please note as classes begin, if you need to be absent from class any time during the academic year to observe a religious holy day, please inform your department chair in advance.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>Sept</strong></td>
<td></td>
<td><strong>Monday</strong></td>
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<tr>
<td>4</td>
<td>Monday</td>
<td>Labor Day - NO CLASSES; Residence Halls open for first-year students</td>
</tr>
<tr>
<td>5</td>
<td>Tuesday</td>
<td>Development Day for Faculty; Student Orientation</td>
</tr>
<tr>
<td>6</td>
<td>Wednesday</td>
<td>President’s address; Department meetings</td>
</tr>
<tr>
<td>7</td>
<td>Thursday</td>
<td>Classes begin at 8:00 a.m. New-student advising</td>
</tr>
<tr>
<td>14</td>
<td>Thursday</td>
<td>Final day to add or drop a course</td>
</tr>
<tr>
<td>19</td>
<td>Tuesday</td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>21</td>
<td>Thursday</td>
<td>Final day to add a course with a Red Card</td>
</tr>
<tr>
<td><strong>Oct</strong></td>
<td></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>6</td>
<td>Friday</td>
<td>Mid-semester deficiency grades due</td>
</tr>
<tr>
<td>9</td>
<td>Monday</td>
<td>Columbus Day - NO CLASSES</td>
</tr>
<tr>
<td>10</td>
<td>Tuesday</td>
<td>Final day for making up Incomplete grades from previous semester</td>
</tr>
<tr>
<td>10 - 27</td>
<td></td>
<td>Advising period</td>
</tr>
<tr>
<td>17</td>
<td>Tuesday</td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>30 - Nov 3</td>
<td></td>
<td>Registration for Spring classes</td>
</tr>
<tr>
<td>10</td>
<td>Friday</td>
<td>Veteran’s Day Observed - NO CLASSES</td>
</tr>
<tr>
<td>20</td>
<td>Monday</td>
<td>Final day for withdrawal from courses</td>
</tr>
<tr>
<td>21</td>
<td>Tuesday</td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>21</td>
<td>Tuesday</td>
<td>Thanksgiving recess begins at 4:45 p.m.</td>
</tr>
<tr>
<td>26</td>
<td>Sunday</td>
<td>Thanksgiving recess ends</td>
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<td><strong>Dec</strong></td>
<td></td>
<td><strong>Wednesday</strong></td>
</tr>
<tr>
<td>13</td>
<td>Wednesday</td>
<td>Final day of classes</td>
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<tr>
<td>14 - 15, 18-20</td>
<td></td>
<td>Final Examinations</td>
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<tr>
<td>20</td>
<td>Wednesday</td>
<td>Final day of classes for Graduate and Continuing Education</td>
</tr>
<tr>
<td>21</td>
<td>Thursday</td>
<td>Snow day for Final Examinations</td>
</tr>
<tr>
<td>22</td>
<td>Friday</td>
<td>Commencement 6:30 p.m.</td>
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<tr>
<td>23</td>
<td>Saturday</td>
<td>Snow day for Commencement - 2:00 p.m.</td>
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## Winter 2018

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<tbody>
<tr>
<td>Oct 30</td>
<td>Monday</td>
<td>Registration for Winter &amp; Spring Classes Begins</td>
</tr>
<tr>
<td>Dec 26</td>
<td>Tuesday</td>
<td>Winter Session Begins</td>
</tr>
<tr>
<td>Jan 10</td>
<td>Wednesday</td>
<td>Final day for withdrawal from winter courses</td>
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<tr>
<td></td>
<td>Sunday</td>
<td>Winter Session Ends</td>
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## SPRING 2018

<table>
<thead>
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<th>Date</th>
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<tr>
<td>Jan 18</td>
<td>Thursday</td>
<td>Faculty Development Day</td>
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<tr>
<td></td>
<td>Friday</td>
<td>Department meetings</td>
</tr>
<tr>
<td>Jan 22</td>
<td>Monday</td>
<td>Classes begin at 8:00 a.m.</td>
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<tr>
<td>Jan 23</td>
<td>Tues</td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>Jan 29</td>
<td>Monday</td>
<td>Last day to add or drop a course</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Monday</td>
<td>Final day to add a course with a Red Card</td>
</tr>
<tr>
<td>Jan 15</td>
<td>Thursday</td>
<td>Final day for making up Incomplete grades</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Monday</td>
<td>U.S. Presidents' Day - NO CLASSES</td>
</tr>
<tr>
<td>Jan 20</td>
<td>Tuesday</td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>Mar 9</td>
<td>Friday</td>
<td>Spring vacation begins 4:45 p.m.</td>
</tr>
<tr>
<td>Mar 16</td>
<td>Friday</td>
<td>Mid-semester deficiency grades due</td>
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<tr>
<td></td>
<td>Sunday</td>
<td>Spring vacation ends</td>
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<tr>
<td></td>
<td></td>
<td>Advising period</td>
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<td></td>
<td></td>
<td>CTL Professional Development Program</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Friday</td>
<td>Final day for withdrawal from courses</td>
</tr>
<tr>
<td>Apr 9-13</td>
<td></td>
<td>Registration for Fall classes</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Monday</td>
<td>Patriots’ Day - NO CLASSES</td>
</tr>
<tr>
<td>Apr 17</td>
<td>Tuesday</td>
<td>CTL Professional Development Program</td>
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<tr>
<td>Apr 19</td>
<td>Thursday</td>
<td>Undergraduate Research Conference;</td>
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<td>Honors Convocation (NO DAY CLASSES)</td>
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<td>Thursday</td>
<td>Final Day of classes</td>
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<td>May 11, 14 - 17</td>
<td></td>
<td>Final Examinations</td>
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<tr>
<td>May 14</td>
<td>Wednesday</td>
<td>Final day of classes for Graduate and Continuing Education</td>
</tr>
<tr>
<td>May 17</td>
<td>Thursday</td>
<td>Graduate Commencement 6:30 p.m.; Residence halls close</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
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</tr>
<tr>
<td>19</td>
<td>Saturday</td>
<td>Undergraduate Commencement 10:00 a.m.; Residence halls close for Graduating Seniors</td>
</tr>
<tr>
<td>21</td>
<td>Monday</td>
<td>Development Day for Faculty</td>
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**Summer I, 2018**

<table>
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<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>Apr</td>
<td>9</td>
<td>Monday</td>
<td>Registration for Summer Classes Begins</td>
</tr>
<tr>
<td>May</td>
<td>28</td>
<td>Monday</td>
<td>Memorial Day - NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Tuesday</td>
<td>Summer Session I Classes Begin</td>
</tr>
<tr>
<td>June</td>
<td>22</td>
<td>Friday</td>
<td>Final day for withdrawal from courses</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Friday</td>
<td>Last day of classes, Summer Session I</td>
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**Summer II, 2018**

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr</td>
<td>9</td>
<td>Monday</td>
<td>Registration for Summer Classes Begins</td>
</tr>
<tr>
<td>July</td>
<td>9</td>
<td>Monday</td>
<td>Summer Session II Classes Begin</td>
</tr>
<tr>
<td>Aug</td>
<td>3</td>
<td>Friday</td>
<td>Final Day for withdrawal from courses</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Friday</td>
<td>Last day of classes, Summer Session II</td>
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</table>
TEACHING

Faculty Center for Teaching and Learning
The Center for Teaching and Learning is located on the second floor of the Amelia V. Gallucci-Cirio Library. The center hosts a wide variety of professional development opportunities for full-time, tenure-track faculty and librarians and part-time adjuncts. The university dedicates the All College period on the third Tuesday of each month for CTL programs. Faculty peers assist other faculty in their efforts to develop a positive teaching and learning environment. The Center sponsors a faculty speakers series, innovative teaching grants to encourage the use of experimental teaching methods in the classroom, demonstrations of the latest technologies, book signings and artists' presentations, summer institutes, travel grants, as well as a host of pedagogical workshops. The Center also coordinates the new faculty and librarian mentorship program.

Fitchburg State University Syllabus Guidelines/Course Information
Prior to the end of the first week of the semester, the instructor will distribute to each student in each course and section, with a copy to the Department Chairs and the Associate Vice President for Academic Affairs, a written and dated course syllabus, which must contain at least the following information:

- The instructor’s name, department/program, course number and title, semester/days/time of class, office location, office hours, email address and telephone number.
- Official course description.
- Course goals and learning objectives, as defined by the instructor.
- The instructor’s attendance and/or participation policies for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
- A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
- The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).
- A statement regarding whether the instructor will include a final exam and the form that final will take (e.g. exam, project report, presentation, etc.) Please note, faculty members must meet with their class during the final exam period whether a final is being given or not.
- A list of topics to be covered and the activities expected from the students.
- The method by which a student’s final grade in the course will be determined.
- The instructor’s policy on work handed in late and makeup examinations.
- Any special rules, regulations, or procedures of the course.
- A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
- A statement regarding the Fitchburg State University Academic Integrity policy.
(Sample statement: The University “Academic Integrity” policy can be found online at http://www.fitchburgstate.edu/offices-services-directory/office-of-student-conduct-mediation-education/academic-integrity/. Students are expected to do their own work. Plagiarism and cheating are inexcusable. Any instance of plagiarism or cheating will result in [name consequence].)

- An informational statement about disability services available to students.
(Sample statement: If you need course adaptations or accommodations because of a disability, if you have emergency medical information to share with the instructor or if you need special arrangements in case the building must be evacuated, please inform the faculty member as soon as possible.)

Graduate Course Syllabus Guidelines/Course Information
No later than the first class meeting, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:
• The instructor’s name, department/program, course number and title, credit hours, semester/days/time of class, office location, office hours, email address and telephone number.
• Official course description.
• Course goals and learning objectives.
• The instructor’s attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
• A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
• The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).
• A statement on the nature of the final exam (e.g. exam, project report).
• A list of topics to be covered and the activities expected from the students.
• The method by which student’s final grade in the course will be determined.
• The instructor’s policy on work handed in late, makeup examinations, and the like.
• Any special rules, regulations, or procedures of the course.
• A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
• A statement regarding the Fitchburg State University Academic Integrity policy. (See Pg. 53)
• A statement regarding the Fitchburg State University Disability policy. (See Pgs. 65-66)

Rationale for Syllabus Guidelines
The New England Association of Schools and Colleges (NEASC), the university-wide accrediting agency for Fitchburg, and secondary accrediting bodies (e.g., International Assembly for Collegiate Business Education, Commission on Collegiate Nursing Education, National Council for Accreditation of Teacher Education, Accreditation Board for Engineering and Technology, Council for Standards in Human Service Education), are focusing on and requiring significant commitment to assessment of all aspects of university academic programming. Assessment of academic programs and courses at all levels cannot proceed without first identifying suitable goals, defined as broad statements of program and course purposes, as well as measurable objectives/outcomes. The guidelines will serve as part of Fitchburg State University’s commitment and ongoing efforts to improve academic quality.

Graduate and Continuing Education Faculty
Every semester and not later than the first class meeting, each faculty member shall provide a syllabus for each course being taught to the Graduate Program Chair/Undergraduate Program Manager, the Dean of Graduate and Continuing Education and each student. The undergraduate syllabus guidelines for Graduate and Continuing Education are the same as those for the undergraduate day division. Both the undergraduate and graduate syllabus guidelines have been approved through governance.

Academic Integrity Policy
Fitchburg State University addresses plagiarism and academic dishonesty through a variety of methods. The university has an Academic Integrity Policy found at the following link: http://www.fitchburgstate.edu/offices-services-directory/office-of-student-conduct-mediation-education/academic-integrity/. Faculty have the option to utilize the Turnitin system on Blackboard (it also can be used independently from the LMS). Turnitin is a plagiarism prevention and online grading resource with features such as OriginalityCheck, GradeMark, and PeerMark. See Appendix D (Pg. 53) for a copy of the Academic Integrity Policy.
Textbooks
Faculty members can order textbooks online by logging into your Blackboard account. Once there, you will find under the “Tools” section: Follett Discover. Type the password, which is 0163, then complete the information requested to submit your order. You will immediately receive an email acknowledgement and summary of your order submission. Orders can be placed 24 hours a day, and faculty can also designate their texts as available for rental. Ordering textbooks after mid-July for the fall semester will not guarantee availability on the first day of class. For more information on how to order textbooks, or to speak with the bookstore directly, please contact the bookstore at (978) 665-4026 or bookstore@fitchburgstate.edu

Class Rosters
Your class rosters are always available and up-to-date on Banner Web4, which is accessible from your office or your home. There are two rosters available to choose. One roster provides more detail and includes the student’s major while the other is a list of all the names. You will also use Web4 to post mid-term and final grades as well as to get information about the student advisees who are assigned to you. In addition, upon request, your department administrative assistant has the access to run a class list, which includes a photo of each student enrolled in your class, and also includes the student’s preferred name.

Course Enrollment Caps and Instructor Permission
Course enrollment caps are determined by a combination of factors including laboratory safety, machine limits, pedagogy and need. During registration, all students register for classes on Web4 if the course is open. When classes are closed, instructors may add students to their courses. This process is often referred to as giving a red card. For Graduate and Continuing Education courses, priority is given to students on the waiting list.

Logging into Online Class/Grade Rosters
• Open your browser on your computer.
• Enter the following URL into the address bar: https://web4.fitchburgstate.edu and press the enter key on your keyboard.
• Click on Enter Secure Area.
• All faculty who have accessed Faculty Services at least once (to obtain class rosters, enter grades, etc.) should use their existing User ID – Student ID/Employee ID preceded by the @ sign (ex.@00010000), or Social Security number (ex. 000010000) and enter their existing PIN (Personal Identification Number).
• If you are using Web4 for the first time:
  o In the User ID space, enter your Student ID/Employee ID number (your ID number is located on your OneCard ID) or your SSN. If neither of these options work and you do not yet have your OneCard ID, please contact IT Services at 978-665-4500 to obtain your secure PIN. Click on Login.
  o Enter your secure PIN (if you have not accessed your online records before this will be your birth date – mmddyy). If neither of these options work, please contact IT Services at 978-665-4500 to obtain your secure PIN. Click on Login.
  o You will immediately be told that your old PIN has expired. You must choose a new PIN. Your PIN must be exactly 6 characters (numbers or letters or both).
  o Once you have entered the new PIN twice, you will then be asked to create a question and response to help you remember your PIN should you forget what it is. The new PIN will be the one you will use to access your online records in the future.
• Click the Faculty Services tab or Faculty & Advisors link.
• Click on Term Selection – (ex. Fall 2017). Click on Submit.
• Click on Final Grades.

An Academic Affairs publication
August 2017
• Select each course, enter student's final grades and click on Submit. **For courses with more than 25 students, be sure to look at the Record Sets just above the Submit button near the bottom of the screen.** For these courses, you will need to click on the second record set (26-33, for example) to enter and submit grades for the other students in the course whose names are not displayed on the first page of the class/grade roster.

• **To print your class/grade roster:** click on the print icon in the toolbar at the top of the screen. To exit, click on the exit button at the top of the screen.

• **To enter your grades:** select the appropriate grade for each student listed in the grade column. When finished, click on Submit. Your grades will be immediately submitted.

**NOTE:** You will only be able to enter grades in the Grade column if you are listed as the primary instructor for the course. If you are not able to enter grades, contact the Registrar’s office at 978-665-4196 so that we may list you as the primary instructor. **Any grade changes can be made online until grades are rolled** (i.e. moved to student's permanent record). If they have been rolled, changes must be made in writing to the Office of the Registrar.

• If a student is not listed on your grade roster, it means that the student is not officially registered. The student will need to receive the dean’s approval to register late for the course. The grades for these students must be submitted in writing.

• Rolled grades will immediately be viewable to students online.

• If your PIN does not work, or you have forgotten it, please contact IT at (978) 665-4500.

• If you have problems finding your course, please contact the Registrar’s Office at (978) 665-4196 or registrar@fitchburgstate.edu Monday – Thursday 8:00 a.m. to 6:00 p.m. and Fridays until 5:00 p.m.

**Grading Policy**

The grading policy for undergraduate students and graduate students can be found in the Fitchburg State University catalog [http://catalog.fitchburgstate.edu/](http://catalog.fitchburgstate.edu/) and in Appendix E.

**Entering Grades Online**

Online grades are entered at [https://web4.fitchburgstate.edu](https://web4.fitchburgstate.edu)

• Final grades are requested to be submitted within 48 hours of the last final exam.

• The registrar will send detailed instructions each semester.

• Click on the Faculty Services tab at the top of the page.

• Click on Term Selection – (ex. Fall 2017). Click on Submit.

• Click on Final Grades.

• Select course from drop-down list and submit.

This brings you to the Final Grades Page for the selected course:

• Go to Grade column.

• Select Grade from drop-down list.

• Enter Grade for each student on that page.

• Click Submit (bottom of roster) on each page.

• For courses with more than 25 students: be sure to look at the Record Sets near the bottom of the screen, above the Submit button. For these courses, you will need to click on the second record set (26 – 33, for example) to enter and submit grades for the other students in the course whose names are not displayed on the first page of the class/grade roster.

• This same process can be used for **Mid-term grades**, but you would click on mid-term grades instead of final grades and follow the same instructions.
Notes:

- If you are team teaching a course but are not the primary instructor, then the course will not appear on your drop-down list.
- If your course is cross-listed, you must enter grades for each course CRN separately.
- Only grades that are valid for that particular student’s level will appear in the drop-down list.
- Please do not make any entries in the “Last Attend Date” and “Attend Hours” columns.
- You must click Submit at the bottom of the roster after you have entered EACH PAGE of your grades, otherwise, the grades will disappear.
- Once you have entered and submitted your grades, they will pop into your class roster. We suggest printing a copy of your class roster with the final grades for your files.
- Students will NOT see their final grades as you enter them. However, after processing, all grades that you have submitted will be visible as soon as the registrar rolls the grades to academic history, so students may be contacting you shortly thereafter.
- For security purposes, you will be logged off the Final Grades page after 60 minutes of inactivity. You must then exit Web4 for Faculty and log in again using the instructions above.

Mid-Term Grades

Fitchburg State University has a system of “mid-semester” grade reporting for undergraduate students. Faculty members are asked to submit grades for those who may be less than a 2.0 by the Friday before advising begins for the next semester. The purpose of this system is to provide formal feedback to students at a point in the semester where meaningful intervention by the professor, academic success areas and others can be accomplished. It also aligns with the advising period prior to registration allowing advisors to view deficiency grades in DegreeWorks. Student and advisor access to mid-semester grades is through Web4. Faculty and students are reminded of the following:

- While voluntary, all faculty members are encouraged to submit mid-semester grades.
- The grades listed are only progress estimates for this point in the semester.
- The grades are not part of the student’s official record. Only final course grades are recorded.
- The mid-semester grade is meant to inform students of their progress to date so that, if necessary, they can seek assistance.

Grade Changes

All faculty members are expected to submit grades online in Web4 Faculty Self-Service. If a faculty member needs to change an IN grade to a letter grade, they can email the change directly to registrar@fitchburgstate.edu. These changes will be accepted from a FSU email account only. No department chair or dean approval is required.

Grade changes for day, GCE, and extended campus courses, including 0.0 grades that occur within one semester following the semester in which the grade is being changed, do not require dean approval but still require department chair approval. Faculty can either mail their department chair the grade change request, and ask that the chair forward their approval to registrar@fitchburgstate.edu, or they can use a grade change form. Any department chair needing to make a grade change on one of their own courses will need the approval of their academic dean.

Grade changes that extend beyond the timeline as outlined above require academic dean’s approval.

Final Exam Policy and Final Grades

Fitchburg State University has a final exam week scheduled in each semester during which all finals must be held. Faculty members who have final projects in lieu of final exams are expected to meet with their
students during the regularly-scheduled final exam time. No finals may be given during the last week of classes.

Per university policy and the MSCA contract, final exam days are part of the official minimum 155 instructional-day calendar. As such, faculty are to meet with their classes during the time scheduled for the final exams regardless of whether an exam is administered. If a final exam is included in your syllabus, it must be administered as scheduled. However, all classes must make use of this instructional day even if it is not to take an exam. Furthermore, final exams are considered a "peak period" and faculty are asked to maintain at least the minimum of regular office hours in order to assist students.

An exam week is not held for Graduate and Continuing Education courses. For those courses, exams are administered during the final class meeting.

**Final grades are requested to be submitted within 48 hours of the last final.** Grades should be submitted electronically by the faculty member via Web4. Grades are rolled to academic history periodically through each day, which allows students to see them in Web4.

**Make-Up Examination Policy**
With the consent of the faculty member, a make-up examination may be administered to a student who has missed a scheduled examination for a valid cause. The faculty member sets the time and place of the make-up examination after discussion with the student. If a faculty member does not allow make-up exams, it should be stated in the syllabus.

Both faculty members and students should remember that all work in a course must be made up in time for the instructor to submit a change of grade within four weeks from the beginning of the following semester. **Incomplete grades (IN) are changed to 0.0 unless the instructor submits a properly completed grade change form to the registrar’s office within the appropriate time frame.**

**Student Attendance Policy/Registrar Requests for Attendance Checks**
There is no school-wide attendance policy at Fitchburg State University. Faculty may establish reasonable attendance policies for their own classes and must explain those policies in their syllabi.

Whatever an instructor’s attendance policy, the Registrar asks the instructor for an attendance check right after the add/drop period to determine whether a student has ever attended each of his/her classes. This is used to determine that the registrar’s record of class rosters is correct. You will receive an email with instructions on how to submit your attendance through Web4.

**Classroom Location**
In order to assure maximum utilization of the space currently available at Fitchburg State University, classrooms are auto assigned by the Events Management System (EMS) through the Registrar’s Office for all classes. Instructors may not move their classes or switch rooms with a colleague without the consent of the Registrar’s Office. Requests for change of rooms will be considered, and are based upon the availability of classroom space. The registrar may change room assignments after the beginning of a semester, for extenuating circumstances, to accommodate a student or a faculty member with a documented disability. The instructor will be notified via email of such changes.

It is vitally important for both security and legal purposes that faculty do not make room changes without prior approval. We must be able to locate students and faculty in the event of an emergency. If your class is moved and you are unable to reach either the Registrar’s Office or the Office of Graduate and Continuing Education, notify the Campus Police at (978) 665-3111 as to your whereabouts.
Field Trips/Guest Lecturers
Faculty who wish to arrange field trips or lecturers for classes should consult with the department chair in advance. Departmental funds may be needed for transportation. The Office of Student Development requires a Risk Release form to be completed by each student prior to any off-campus field trip. You may have your students complete the form online at: http://www.fitchburgstate.edu/offices-services-directory/osd/office-of-student-development-important-documents/.

Guest lecturers may be invited to class gratis or for payment. Check with your department chair to see if funds are available. If payment is required, the department must issue a contract to the guest lecturer prior to their being on campus. Please contact Human Resources/Payroll for information on specific forms.

Laboratory Safety Policies
Fitchburg State University has policies governing the use of chemicals, biohazards, and protection from exposure to blood borne pathogens. Each policy provides guidelines and regulations for the use or handling of particular hazardous substances. All Fitchburg State faculty members are required to follow these established policies in their classrooms and research laboratories. The policies require that both faculty members and students be given mandatory training prior to laboratory instruction or research. Fitchburg State University maintains an Office of Environmental Health and Safety within the division of Capital Planning to assist faculty with adherence to these policies and oversight of training. All questions and requests for copies of each policy should be directed to the Dean of Health and Natural Sciences or the Environmental Health and Safety Officer.

Responsible Conduct in Research, Animal Use and Human Subjects Research
Fitchburg State University has policies regarding Responsible Conduct in Research, Animal Use and Care and (via the Institutional Animal Care and Use Committee), Human Subjects (via the Institutional Review Board). These policies apply to faculty, students and staff working on research projects whether funded or not. Links to specific policies and procedures are found in the Responsible Conduct in Research section of this handbook.

Liability Insurance
Fitchburg State University maintains liability insurance for students and faculty supervisors participating in internships in many disciplines. The liability insurance is based on course numbers and every student taking the course or faculty supervisor is covered. Agencies sometime request copies of the insurance binder, which may be requested from the Office of Academic Affairs.

Using Technology in the Classroom
Fitchburg State University provides a wide range of technologies for teaching and learning. All traditional classrooms on campus have a basic mediation system consisting of a projector, podium Windows computer (or a Mac), speakers and a DVD player (some classrooms have Blu-ray players and some have a combo VHS/DVD player). Additionally, some classrooms have document cameras and some classrooms have SmartBoards, as well. For more information about available technology in the classrooms, please refer to the Classroom Technology Guide. The IT Department offers free training for any technology throughout the year or you can schedule a personal training session by contacting the Help Desk at 978-665-4500.
Classroom Response Systems
In 2010, Fitchburg State established a policy that governs the use of Classroom Response Systems, or “clickers,” in FSU classrooms and laboratories. By this policy, the clicker system of a single vendor, one chosen by the Technology Advisory Committee (TAC), would be designated as the campus standard. This was intended to ensure that students will be asked to acquire only one clicker for all of their classes assigning clickers that must be purchased, thus restricting the personal cost to them of the technology. Only the standard system is supported by FSU staff through the Office of Information Technology (IT), the Center for Teaching and Learning (CTL), the bookstore and other outlets for support. Only the standard system will be stocked at the bookstore with an ongoing program of clicker recycling via purchase, buy-back and resale. Currently, the university standard clicker system is TurningPoint. Note that this policy does not pertain to implementation of web-based classroom response systems that operate free of charge (e.g. Poll Everywhere) or physical systems provided free of charge to students by the instructor (e.g., acquired by the instructor).

Blackboard
Blackboard is the learning management system provided by the university. It may be used to provide supplementary materials to a traditional brick and mortar classroom, or in place of some classroom time in a hybrid class, or as the basic platform for an online course. A Blackboard site is created every time a course is scheduled with the registrar. Technical training on the use of Blackboard is provided by Information Technology, and pedagogical support is provided by the Director of Distance Education (https://blackboard.FitchburgState.edu/webapps/portal/frameset.jsp).

Faculty Instructional Videos
A number of self-help training videos are available to assist Fitchburg State faculty in implementing instructional technology in their courses. These include overviews and specific tips and how-to’s for: Blackboard, our course management system; Blackboard Collaborate, a web conferencing software designed primarily for distance education; and clickers, aka "classroom response systems," a tool that enables instructors to gather from and share with students responses to questions during class, helping each to monitor the progress of student learning. http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/.

TK20
Fitchburg State University uses a data collection system, TK20, for assessment purposes, which is linked directly to Banner. Tutorials and handouts are also available to assist faculty as they use the different components. Some departments use TK20 extensively and others use it occasionally. Department chairs can identify its importance to assessment in your discipline. http://www.fitchburgstate.edu/offices-services-directory/technology/tk20/.

Online/Hybrid Courses
Online courses are those in which 100% of the course’s instructions are conducted in distance mode. Another course delivery option is hybrid (blended) courses; hybrid courses are those that combine classroom and online methods, and deliver at least 15% of the course’s content online. Both online and hybrid courses must go through the university’s approval process. Course developers must create their online course materials in accordance with requirements and guidelines, which satisfy or exceed the various accreditation criteria of the New England Association of Schools and Colleges for Distance Learning Programs. These guidelines as well as the approval process may be found at the Fitchburg State University website link http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/.
The Director of Distance Education provides training sessions for online course development, and throughout the development process course developers have access to training and support in the areas of design and building content within the Blackboard learning management system. Once a course is developed, the designer will maintain intellectual ownership of the course materials while Fitchburg State University will maintain and host the course offering in a Blackboard shell. More information about online teaching, including an extensive array of support resources, may be found at http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/.

**Internships/Independent Study/Directed Study/LECAP**

**Independent Study/Directed Study/LECAP**

Fitchburg State University provides students with the opportunity to earn credits through independent study, directed study and LECAP (Life Experience Credit Award Program). Independent study work allows a student to do in-depth work in an area of specialization they wish to pursue. They work directly with a faculty member who has expertise or interest in the specialization area. Directed study is similar but is typically used for non-research projects or activities and may be used in exceptional circumstances to offer an existing course. A Special Studies Form for independent and directed studies is available on the Registrar’s website http://www.fitchburgstate.edu/offices-services-directory/registrar/student-records/forms/ or from departmental support staff.

LECAP can be used by undergraduate students, except for criminal justice majors, who have already acquired knowledge and skills and want to demonstrate these for credit. Students should contact the Registrar's Office for information. See the catalog for additional information on these alternative ways for students to earn credit and the faculty contracts for the Day division and for GCE for how faculty members are compensated for independent studies and directed studies.

**University Internship Policies for Undergraduate Students:**

In order to qualify for an internship, the university requires that a student must be matriculated and have completed a minimum of 60 credits with at least 12 credits earned at Fitchburg State, and have a 2.5 GPA prior to placement. Individual departments may have additional GPA requirements in the major and other entry requirements. In addition:

- The maximum number of credits a student may earn toward their major through an internship is limited to 12 credits.
- Additional internship credits may be allowed as free electives.
- Internship credit cannot be substituted for core and required courses in any major.
- Students may register for an internship either through sections created for that purpose in the schedule or through the use of a Special Studies Request form.
- No student will intern at a site or with a site supervisor which poses a conflict of interest. Conflicts of interest may include, but are not limited to, supervision by a student’s family member, internships doing an existing job, etc. If a current job site is considered, the internship must include tasks outside of the normal job duties so that it is a true learning experience.
- No retroactive credit will be given for internship hours prior to registration.

All internships, except those occurring with an on-campus sponsor, require an Internship Program Contractual Agreement. The agreement must be approved by an authorized party at Fitchburg State University and the internship site. A copy of this agreement can be found in Appendix H. Additional information about Internships and the Contractual Agreement can be found in our Internship Handbook at http://www.fitchburgstate.edu/uploads/files/Internships/Internship%20Handbook.pdf
Fitchburg State University Intellectual Property Policy

Fitchburg State University (FSU) encourages students to obtain real-world experience through participation in faculty-approved internships with businesses, governments, non-profits, and other organizations (“Intern Parties”) outside of the University. FSU also encourages its faculty members to assist students to find and participate in such internships. FSU recognizes that in the course of such internships, various works may be developed or created which could be covered by copyright, trademark, tradename, patent, and other laws applicable to intellectual property (“IP”). It is FSU’s policy that for all internships which are not sponsored or financed in whole or in part by financial grants made available through FSU from third parties, (a) FSU will have no claim of ownership in any such IP and (b) no student or faculty member involved in such internship will have any claim of ownership in any such IP unless otherwise agreed in writing with the applicable Intern Parties and any other persons providing sponsorship or financial support to the internship or Intern Parties.

It is also FSU’s policy that for all internships which are sponsored or financed in whole or in part by financial grants made available through FSU from third parties, (i) FSU will have no claim of ownership in any such IP and (ii) such sponsor or maker of the financial grant will have ownership of all such IP unless (A) otherwise specified in the sponsorship or grant documentation (copies of which can be obtained from FSU) or (B) otherwise agreed in writing with the sponsor or maker of the financial grant and the applicable Intern Parties, students, and faculty members involved in the internship.

Fitchburg State University hereby advises all students and faculty members who may be concerned about their rights in any IP or other property developed or created in connection with an internship (“Property”) to consult independent legal counsel. FSU will not, under any circumstances, become involved in any determination, mediation, or arbitration of the ownership of rights in and to any Property. FSU will not, under any circumstances, be responsible or liable to any student, faculty member, or any other person with respect to any rights they might have in any such Property, the cost of enforcing or defending their rights in any such Property, their infringement of any other person’s or entity’s rights in any such Property, or the cost of any defense they might raise against any alleged infringement by them of any other person’s or entity’s rights in any such Property.

Faculty Absence

Day Faculty: All faculty members who are forced to be absent from their on-campus classes because of unforeseen circumstances or illness must immediately notify their department chair and the Hammond Hall Information Desk at 978-665-INFO (4636). Students who are registered for your classes will be notified via text and email that you are absent.

Faculty members who need to be out of work for an extended period of time (more than 3 days), for any reason, must contact their divisional dean and the Office of Human Resources to make arrangements for their leave. Notice to both departments should be provided in advance of said leave, as practicably as possible. Your dean and Human Resources will then work together to coordinate the requested leave, and apply all applicable policies under the MSCA Collective Bargaining Agreement as well as relevant federal and state regulations.

Graduate and Continuing Education Faculty: All Graduate and Continuing Education faculty members who are forced to be absent from their on-campus classes because of unforeseen circumstances or illness must immediately contact the Office of Graduate and Continuing Education. If an on-campus class is to be cancelled, notice is posted in the classroom. Given sufficient advance notice, GCE staff will make every effort to contact the students in the class. Notice of cancellations may require approval of the Office of Graduate and Continuing Education. Any class that the instructor misses must be made up at a time or in a
manner convenient for the students. When making up a class, be sure to check with the Registrar’s Office for classroom availability.

**Personal Days**
Based on collective bargaining, full-time faculty members currently receive one personal day during the fall and the spring semester of each year. Faculty members are encouraged to give their chairs as much notice of their intention to take a personal day as possible. While a faculty member may carry the spring day (if unused) over into the fall semester, the days must be used during the calendar year or unused days are forfeited. No unused personal days can be carried beyond December 31.

**Ethical Standards and Guidelines**
All faculty members are governed by the State Ethics Commission Guideline and the Collective Bargaining Agreement between the Department of Higher Education and the Massachusetts State College Association and must adhere to the professional standards set forth. Faculty who adopt instructional materials, which they have written, must disclose this use to the Ethics Commission and must complete the forms required. (See Appendix J).
ACADEMIC ADVISING

The University’s professional advisors are the coordinators of pre-major students’ educational experience, and they also assist with the advising of all incoming transfer students. Academic (or departmental) advisors handle all students within the various majors. Their relationship is critical to the advisee’s success.

Both professional and academic advisors have a variety of advising tools at their disposal. These include a degree planning software system, Degree Works, four-year plans of study, and liberal arts and sciences guidelines. Links for the latter are found on the Advising Center’s website; http://www.fitchburgstate.edu/offices-services-directory/career-counseling-and-advising/.

Roles and Responsibilities of the Academic Advisor:

- Understand the unique nature of the university experience.
- Define values and goals for advisee.
- Explore advisee’s educational/career options, and life goals.
- Plan advisee’s educational program.
- Monitor and evaluate advisee’s educational progress.
- Locate resources to meet advisee’s individual needs.
- Reach out and be available, receptive, and supportive to advisee.
- Maintain an advising file for each advisee.
- Advise course selection during pre-registration and add/drop periods.
- Interpret school and academic policies/regulations to advisee.
- Assist advisee with any change of major.
- Warn of possible low mid-semester grades.
- Assist advisee with potential Academic Appeals.
- Make advisee aware of Graduation requirements and assist with Graduation application.
- Provide information on advisee’s program requirements and course expectations.
- Provide advisee information on support services and resources.

New Faculty Advising Workshop
All new faculty members attend a workshop on advising during their first semester prior to the first registration session. Information and resources will be presented that will enable academic advisors to work effectively with their student advisees.

Four-Year Plan of Study
The Four-Year Plan of Study is maintained on the Academic Advising Center website for all majors. This plan identifies the recommended courses for each major. These are updated annually.

Degree Works
Degree Works is an online degree auditing tool which enables students and their advisors to review and monitor academic progress leading to graduation. It organizes academic coursework into blocks to help easily identify courses and requirements that have been completed and what requirements are still remaining to complete the degree. Click here for more information, including instructional videos.
Request for Curriculum Modification or Waiver of Academic Regulation (Student Petition Form)

A Student Petition form is to be used by any student for modification or waiver of a Fitchburg State University academic policy. Such changes are made only in exceptional cases. Each request is considered on its own merits, and approval of a request does not create a precedent. Requests should be initiated by the student, be filled out completely and include all the necessary documentation and recommendations before being submitted to the appropriate Dean. An unofficial transcript should be attached, and signatures should be obtained in the necessary order. These forms are available from the Deans’ offices or from the Registrar’s Office.

Study Abroad Opportunities

Fitchburg State University students have both short-term and long-term study abroad opportunities. Each semester, some Fitchburg State University students study abroad in a variety of countries. Others will take advantage of the summer study abroad programs. The university has offered programs in France, Spain, Germany, Poland, Japan, Costa Rica, Edinburgh, Barcelona and Italy. Please contact the office of International Education (ext. 3089) for additional information on Study Abroad or to talk about being a faculty leader in a study abroad program.
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<th>Support Service and Contacts:</th>
<th>Provides services for:</th>
<th>Types of service provided:</th>
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<tr>
<td><strong>ADMISSIONS OFFICE</strong>&lt;br&gt;<a href="http://www.FitchburgState.edu/admissions/">http://www.FitchburgState.edu/admissions/</a></td>
<td>• Students, and their families, who are prospective Freshmen.&lt;br&gt;• Transfer or Graduate students.</td>
<td>• Admissions information, support, advice and guidance.&lt;br&gt;• Explanation of admissions process and review of all applications for admission.&lt;br&gt;• Awards merit scholarships to entering students.</td>
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<td><strong>Anthony Building, Rm. 102</strong>&lt;br&gt;TBD, Director of Admissions&lt;br&gt;Daniel Connolly, Associate Director of Admissions&lt;br&gt;Tara Manzello, Associate Director of Admissions&lt;br&gt;Phone: (978) 665-3144&lt;br&gt;Fax: (978) 665-4540</td>
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<td><strong>ATHLETICS</strong>&lt;br&gt;<a href="http://www.fitchburgfalcons.com/">http://www.fitchburgfalcons.com/</a></td>
<td>Student participants in sports, in accordance with NCAA guidelines.</td>
<td>• Men's varsity: football, soccer, cross-country, hockey, basketball, indoor track, track &amp; field, baseball.&lt;br&gt;• Women's varsity: soccer, field hockey, cross-country, basketball, indoor track, track &amp; field, softball, lacrosse, and volleyball.</td>
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<tr>
<td><strong>Recreation Center</strong>&lt;br&gt;Phone: (978) 665-3314&lt;br&gt;Fax: (978) 665-3710&lt;br&gt;Sue Lauder, Director, Rm. 211A&lt;br&gt;Meredith MacDonald, Assistant Director of Athletics, Compliance Officer / Head Softball Coach, Rm. 209B&lt;br&gt;Todd Souliere, Assistant Director of Athletics, Head Athletic Trainer, Rm. 108C&lt;br&gt;Bettiann Michalik, Assistant Director of Athletics, Sports Information Director, Rm. 209C&lt;br&gt;Jamie Rogers, Sports Information Assistant&lt;br&gt;Patrick Haverty, Head Football Coach, Rm. 209D&lt;br&gt;Rick Terrio, Equipment Manager, Head Women’s Lacrosse Coach, Rm. 209E&lt;br&gt;Rebecca Shersnow, Athletic Trainer, Rm. 108C</td>
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<td><strong>CAMPUS POLICE</strong>&lt;br&gt;<a href="http://www.fitchburgstate.edu/offices-services-directory/campus-police/">http://www.fitchburgstate.edu/offices-services-directory/campus-police/</a></td>
<td>The Fitchburg State University Community.</td>
<td>• 24/7 safety and security for the campus.&lt;br&gt;• Investigation of criminal activity. Referrals and consultations for survivors of domestic</td>
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<td>Support Service and Contacts:</td>
<td>Provides services for:</td>
<td>Types of service provided:</td>
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</tbody>
</table>
| Phone: (978) 665-3111          |                        | violence or sexual assault.  
| Fax: (978) 665-4599           |                        | • Individualized safety planning.  
|                                |                        | • Emergency planning / response.  
|                                |                        | • Community engagement programs; such as assigned liaison officers, safety escorts, and training pre-sensations.  
|                                |                        | • Motor vehicle lockouts and jump-starts.  

**CAREER COUNSELING AND ADVISING CENTER**  

Hammond Hall, 3rd Floor, Rooms 318 & 322  
Phone: (978) 665-3151  
Fax: (978) 665-4040

Erin C. Kelleher, M.Ed., Director  
(978) 665-3150 / Rm. 318A

Diane Maynard, Support Staff  
(978) 665-3151 / Rm. 318

Academic & Career Coaches, Room 322  
(978) 665-3319  
Heather Beam, Academic & Career Coach  
(978) 665-3321  
Andy Linscott, Academic & Career Coach  
Lindsay Carpenter Connors, Academic & Career Coach  
Shayne Koplowitz, Academic & Career Coach

- Pre-Major students  
- Students on academic probation, Dean’s readmit on probation, or suspension  
- Students seeking credit for life experience (LECAP).  
- Dual Enrollment students.  

Career Counseling Free of charge to:  
- Degree-seeking Fitchburg State University undergraduate and graduate students  
- Fitchburg State University Alumni

- The center provides a multitude of services, including: career counseling, academic coaching, advising pre-majors and advising students experiencing academic difficulty.  
- The center is also a repository for academic information, including: four year plans of study, by major and the general education (for LA & S) curriculum.

**CENTER FOR DIVERSITY AND INCLUSIVENESS (CDI)**  
[http://www.fitchburgstate.edu/offices-services-directory/center_diversity_inclusiveness/](http://www.fitchburgstate.edu/offices-services-directory/center_diversity_inclusiveness/)

Jamie Cochran, Coordinator  
Hammond G04  
Phone: (978) 665-3701

Any Fitchburg State University student is welcomed at the Center for Diversity and Inclusiveness, at any stage of their collegiate career.  

Faculty and staff are highly encouraged to become involved in the realization of the vision and achievement of the  

Fitchburg State University students who want to:  
- Be exposed to cultural diversity.  
- Learn to be accepting of people and ideas, not just their own.  
- Become sensitive to cultural differences.  
- Acquire the skills on how to best deal with diversity issues.
<table>
<thead>
<tr>
<th>Support Service and Contacts:</th>
<th>Provides services for:</th>
<th>Types of service provided:</th>
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</thead>
<tbody>
<tr>
<td><strong>CENTER FOR DIVERSITY AND INCLUSIVENESS (CDI)</strong> (Continued)</td>
<td>goals for CDI.</td>
<td>• Develop personal skills and demonstrate competencies in understanding diversity.</td>
</tr>
<tr>
<td><strong>COUNSELING SERVICES</strong> <a href="http://www.fitchburgstate.edu/counseling">www.fitchburgstate.edu/counseling</a></td>
<td>Eligibility for services: Currently enrolled FSU students.</td>
<td>• Confidential short-term counseling • Assessment and referral, as indicated. • Psychoeducational and prevention-oriented programming.</td>
</tr>
<tr>
<td>Hammond Hall 3rd floor, Room 317</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Hynes, Ph.D., Director, Counseling Services Assistant Dean for Student Support Services Elizabeth Fineberg, Associate Director Phone: (978) 665-3152</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DISABILITY SERVICES</strong> <a href="http://www.fitchburgstate.edu/offices-services-directory/disability-services/">http://www.fitchburgstate.edu/offices-services-directory/disability-services/</a></td>
<td>Disability services provides reasonable accommodations for students, allowing equal access to all university programs and services.</td>
<td>• Accommodations based on the needs of the student • ASL Interpreter • Assistive technology • Academic Advising • Referral to Academic Support Programs • Scribe/Note taker • Outside of classroom testing • Extended time testing • Materials in an alternate format • Autism Spectrum peer support group</td>
</tr>
<tr>
<td>Hammond Hall 3rd Floor, Room 308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Katrina Durham, Director of Disability Services Julie Maki, Coordinator of Adaptive Computer Lab and Testing Center Fran Menendez-Aponte, Staff Interpreter Coordinator Ambray Ernst, Administrative Assistant Phone: (978) 665-4020 Fax: (978) 665-4786</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPANDING HORIZONS</strong> <a href="http://www.fitchburgstate.edu/offices-services-directory/expanding-horizons/">http://www.fitchburgstate.edu/offices-services-directory/expanding-horizons/</a></td>
<td>Full time undergraduate students who meet one of the following criteria:  • Is low-income according to federal guidelines.  • Is a first generation college student (neither parent has completed a four year college degree).  • Is a student with a disability.</td>
<td>• Academic Counseling. • Group &amp; Individual Tutoring/Study skills. • Career Counseling / Career Decision making. • Social and cultural events. • Personal Problem Solving. • Financial Literacy Education.</td>
</tr>
<tr>
<td>Hammond Hall 3rd floor, Room 315</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Smith, Director Lauren Cappuccio, Academic Advisor Beth Swartz, Academic Advisor Phone: (978) 665-3064 Fax: (978) 665-4040</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL AID OFFICE</strong> <a href="http://www.fitchburgstate.edu/offices-services-directory/financial-aid-office/">http://www.fitchburgstate.edu/offices-services-directory/financial-aid-office/</a></td>
<td>• Any student who has questions about financing their education.</td>
<td>• Need-based grants, scholarships, loans and work programs.</td>
</tr>
<tr>
<td>Support Service and Contacts:</td>
<td>Provides services for:</td>
<td>Types of services provided:</td>
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</table>
| **FINANCIAL AID** (Continued) | To be considered for Federal or State Financial Aid programs, students must:  
  • Be matriculated in a degree program.  
  • Meet the eligibility requirements set by the federal government.  
  • Have a completed Financial Aid Application. | • Non-need based loans, work programs, and financing options.  
  • Assists students with the application process.  
  • Provide Financial Aid counseling to students and their families. |
| **Anthony Building, Room 108**  
Denise Brindle, Director  
Alcira Zadroga, Associate Director  
Andrea Johnston, Assistant Director  
Nancy White, Assistant Director  
Jennifer Coe, Customer Service Representative | | |
| Phone: (978) 665-3156  
Fax: (978) 665-3559 | | |
| **GCE ADVISING**  
http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/evening-student-resource-center/make-an-advising-appointment/ | Prospective undergraduate evening students and graduate students. | • Day, evening and online advising hours. |
| **Graduate and Continuing Education Office, Anthony Building, Room 112**  
Marylyn Gainan, Coordinator of GCE Advising & Support Services | | |
| Phone: (978) 665-3182 | | |
| **HEALTH SERVICES**  
http://www.fitchburgstate.edu/offices-services-directory/health-services/ | Fitchburg State University students. | • Confidential Services provided.  
  • Collect health forms and verify that health information is current.  
  • Offers confidential appointments for colds, UTI’s, skin rashes, sprains, first aid, sexual health concerns, anxiety and depression, and other medical diagnosis.  
  • Offers information for off-campus resources including urgent care and hospitals. |
| **Ground level of Russell Towers (across from the entrance of Holmes Dining Hall)**  
Martha Favre, FNP, Director / Nurse Practitioner  
Beth Basiner, PA-C, Assistant Director / Physician Assistant  
Michael Mutchier, MD, University Physician  
Camila Perez, BSN, RN, Nurse  
Sara Paine, Administrative Assistant | | |
| Phone: (978) 665-3643 / 3894  
Fax: (978) 665-3641 | | |
<table>
<thead>
<tr>
<th>Support Service and Contacts:</th>
<th>Provides services for:</th>
<th>Types of service provided:</th>
</tr>
</thead>
</table>
| **HOUSING AND RESIDENTIAL SERVICES**  
Aubuchon Hall, First Floor, right side**  
Phone: (978) 665-3219  
Fax: (978) 665-3573  
Kristin Murphy, Director  
Laura Croteau, Associate Director  
Megan Carkin, Administrative Assistant  
Phone: (978) 665-3837  
Tally Piermarini, Office Clerk**  
| • Fitchburg State University students  
• Students enrolled in Fitchburg State University/Mt. Wachusett Institute.  
• Residence Hall guests.**  
| • All residence hall rooms.  
• Specialty housing options including summer age 23+ and first year student housing.  
• Social and educational programs on a wide variety of topics.  
• Student leadership opportunities as resident assistants (RAs).**  

| **INTERNATIONAL EDUCATION**  
[http://www.fitchburgstate.edu/offices-services-directory/international-education/](http://www.fitchburgstate.edu/offices-services-directory/international-education/)**  
Hammond Hall, 3rd Floor, Room 316**  
Phone: (978) 665-3089  
Fax: (978) 665-4040  
Nelly Wadsworth, Director  
Brittany Mackey, International Education Coordinator  
Tracey Sarefield, Study Abroad Advisor  
Phone: (978) 665-4713**  
| • All F-1 international students studying at Fitchburg State University.  
• Fitchburg State University students interested in studying overseas providing they are in good academic standing and show evidence of maturity, stability and motivation.**  
| • Opportunities to study abroad for a summer, semester or academic year.  
• Guidance and advising for all student visa issues.  
• Helping international students transition to college and the U.S.  
• Cross-cultural awareness programs / events.  
• Opportunities for Student Exchange in Italy, Germany and China.**  

| **LIBRARY**  
[http://www.fitchburgstate.edu/academics/library/](http://www.fitchburgstate.edu/academics/library/)**  
Amelia V. Gallucci-Cirio Library,  
Hammond Hall**  
Phone: (978) 665-3196**  
Sean C. Goodlett, Interim Dean of Library & Academic Support Centers  
Rm. HA-210A  
Tyler Sullivan, Administrative Assistant I  
(978) 665-3195  
Rm. HA-210**  
| Undergraduate, graduate, and distance learning students as well as all faculty members.**  
| • Online Public Access Catalog, cataloguing some 140,000 books, 1,400 print periodicals, and A/V materials.  
• Access to more than 60,000 unique full text online periodical titles.  
• Access to approximately 150 electronic online databases (encyclopedias, indexes/abstracts, directories, etc., representing all disciplines on campus).**  

Additional staff listing is located on our web site.
<table>
<thead>
<tr>
<th>Support Services and Contacts:</th>
<th>Provides services for:</th>
<th>Types of services provided:</th>
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<tbody>
<tr>
<td>Provides services for:</td>
<td>A distance learning link for library services on the library website.</td>
<td>- A distance learning link for library services on the library website.</td>
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<tr>
<td>• A distance learning link for library services on the library website.</td>
<td>- Six month borrowing periods for faculty.</td>
<td>- Six month borrowing periods for faculty.</td>
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<tr>
<td>• Six month borrowing periods for faculty.</td>
<td>- Web-based interlibrary loans for students and faculty.</td>
<td>- Web-based interlibrary loans for students and faculty.</td>
</tr>
<tr>
<td>• Web-based interlibrary loans for students and faculty.</td>
<td>- The library Instruction Program, housed in a state of the art laboratory (101 Hammond) which can host classes.</td>
<td>- The library Instruction Program, housed in a state of the art laboratory (101 Hammond) which can host classes.</td>
</tr>
<tr>
<td>• The library Instruction Program, housed in a state of the art laboratory (101 Hammond) which can host classes.</td>
<td>- Electronic reserves via Blackboard.</td>
<td>- Electronic reserves via Blackboard.</td>
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<tr>
<td>• Electronic reserves via Blackboard.</td>
<td>- Archives and Special Collections.</td>
<td>- Archives and Special Collections.</td>
</tr>
<tr>
<td>• Archives and Special Collections.</td>
<td>- Access to the Library’s services from any computer on and off-campus via the library Web site.</td>
<td>- Access to the Library’s services from any computer on and off-campus via the library Web site.</td>
</tr>
<tr>
<td>• Access to the Library’s services from any computer on and off-campus via the library Web site.</td>
<td>- A library liaison program to allow librarians to assist with instruction, collection development and student research.</td>
<td>- A library liaison program to allow librarians to assist with instruction, collection development and student research.</td>
</tr>
<tr>
<td>• A library liaison program to allow librarians to assist with instruction, collection development and student research.</td>
<td>- Free borrowing privileges with the other 28 Massachusetts public higher education libraries and 10 academic libraries of Worcester County.</td>
<td>- Free borrowing privileges with the other 28 Massachusetts public higher education libraries and 10 academic libraries of Worcester County.</td>
</tr>
</tbody>
</table>

**MATHEMATICS CENTER**
http://www.fitchburgstate.edu/mathctr

**Hammond Hall, Room 306**

**Walk-in Hours:**
Mon. – Thur. 11:00 AM – 7:00 PM
Fri. 10:00 AM – 2:00 PM

Phone: (978) 665-3499

Chris Coffin
Director of Tutor Center and Placement Testing

Ellen Hughes
Administrative Assistant

**Mathematics Tutoring**

The Math Center offers tutoring by qualified students on a walk-in basis for most mathematics courses. There is no limit to the number of hours students can access this free help at the Math Center.

The weekly schedule of tutor availability by course is listed on the website.

Students affiliated with the Disability Services and Expanding Horizons can request an individual...
<table>
<thead>
<tr>
<th>Support Services and Contacts:</th>
<th>Provides services for:</th>
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<tbody>
<tr>
<td><strong>MATHEMATICS CENTER</strong> (Continued)</td>
<td></td>
<td>mathematics tutor as well as use the Math center.</td>
</tr>
<tr>
<td>Thomas Driscoll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support Specialist (part-time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBD,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support Specialist (full time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RECREATION SERVICES</strong></td>
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<tr>
<td><a href="http://www.fitchburgstate.edu/offices-services-directory/recreation-services/">http://www.fitchburgstate.edu/offices-services-directory/recreation-services/</a></td>
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</tr>
<tr>
<td><strong>Recreation Center</strong></td>
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</tr>
<tr>
<td>Phone: (978) 665-3683</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax: (978) 665-3710</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brad Cohrs, Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (978) 665-3677</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brittany Rende, Staff Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (978) 665-4648</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation is open to Fitchburg State University students, faculty, staff, and alumni.</td>
<td></td>
<td>• Intramural sport activities include: basketball, flag football, volleyball, soccer, dodge ball and many more.</td>
</tr>
<tr>
<td>• Intramural sport activities include: basketball, flag football, volleyball, soccer, dodge ball and many more.</td>
<td></td>
<td>• Open swimming available at particular hours throughout each week. Refer to: <a href="http://www.fitchburgstate.edu/campus-life/places-to-go/recreation-services/hours">http://www.fitchburgstate.edu/campus-life/places-to-go/recreation-services/hours</a> for more details.</td>
</tr>
<tr>
<td>• Group exercise classes offered throughout the fall and spring semesters in the dance studio. Fitness Center including a full line of cardio equipment, machine-assist weight equipment, and a separate free weight room.</td>
<td></td>
<td>• Equipment available for checkout for a variety of activities including: basketballs, racquetball racquets and balls, volleyballs, goggles and more.</td>
</tr>
<tr>
<td>• Group exercise classes offered throughout the fall and spring semesters in the dance studio. Fitness Center including a full line of cardio equipment, machine-assist weight equipment, and a separate free weight room.</td>
<td></td>
<td>• Indoor running/walking track of 11 laps per mile.</td>
</tr>
<tr>
<td><strong>REGISTRAR'S OFFICE</strong></td>
<td></td>
<td>Registration guidance and support.</td>
</tr>
<tr>
<td><a href="http://www.fitchburgstate.edu/offices-services-directory/registrar/">http://www.fitchburgstate.edu/offices-services-directory/registrar/</a></td>
<td></td>
<td>• Adding/dropping classes.</td>
</tr>
<tr>
<td><strong>Anthony Building, Room 110</strong></td>
<td></td>
<td>• Individual class withdrawal.</td>
</tr>
<tr>
<td>Linda Dupell, Registrar</td>
<td></td>
<td>• Degree evaluations, ensuring that students meet their major LA &amp; S requirements, once they apply to graduate.</td>
</tr>
<tr>
<td>Mark LeBlanc, Associate Registrar</td>
<td></td>
<td>• Enrollment verifications.</td>
</tr>
<tr>
<td>Maintaining the official records of all Fitchburg State University students and alumni.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Support Services and Contacts:</td>
<td>Provides services for:</td>
<td>Types of services provided:</td>
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</table>
| **REGISTRAR’S OFFICE** (Continued) | | • Veteran’s benefits.  
• Transcripts  
• Re-admission to Fitchburg State University after withdrawal.  
• Graduation services/planning.  
• Grades.  
• Transfer credit evaluation. |
| Kerry Hafford, Assistant Registrar / Veteran Services Coordinator | Services are provided free of charge to current Fitchburg State University students. | |
| Phone: (978) 665- 4196  
Fax: (978) 665-4151 | | • Annual Leadership Conference.  
• Homecoming.  
• Fitchburg Leadership Program.  
• Student involvement in organizations and employment.  
• Commuter Affairs.  
• Info Desk.  
• Center for Leadership and Volunteerism.  
• Greek Life.  
• Orientation.  
• Campus Center Operations.  
• Art Gallery.  
• Game room.  
• Meeting rooms/club offices. |
| **STUDENT DEVELOPMENT & HAMMOND CAMPUS CENTER** | | |
| [http://www.fitchburgstate.edu/offices-services-directory/osd/](http://www.fitchburgstate.edu/offices-services-directory/osd/) | Hammond Hall, G-Lobby, Room G13 | |
| Henry Parkinson, Ed.D., Associate Dean of Student Development | | • Student Grievances  
• Academic Policy Waiver requests  
• Extended student absence notifications  
• Withdrawal from Fitchburg State University  
• Re-admittance to Fitchburg State University  
• Summer Bridge Program  
• Student academic standing  
• Satisfactory Academic Progress (SAP) requests  
• Student conduct  
• Student health insurance issues.  
• Emergency student loans available to full-time |
| Shane Franzen, Associate Director of Student Development and Fitchburg State Greek Advisor | | |
| Christina McCormack, Support Staff | | |
| Phone: (978) 665-3163  
Fax: (978) 665-9650 | | |
<p>| <strong>STUDENT AFFAIRS</strong> | Fitchburg State University undergraduate students | |
| Laura Bayless, Ph.D., Vice President of Student Affairs | | |
| William Cummings, Ed.D, Assistant Dean of Student &amp; Academic Life / Student Conduct Deputy Title IX Coordinator | | |
| Rita Jeffries, Administrative Assistant | | |
| Sandra Ciccone, Administrative Assistant II | | |
| Phone: (978) 665-3887 | | |</p>
<table>
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<tr>
<th>Support Services and Contacts:</th>
<th>Provides services for:</th>
<th>Types of services provided:</th>
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<tbody>
<tr>
<td><strong>STUDENT AFFAIRS</strong> (Continued)</td>
<td>All Fitchburg State University students can request free tutoring for two subjects each semester as well as individual writing tutoring for any course and access to free online tutoring 24/7. To request tutoring, fill out the survey available on the website, call 978-665-3499 or visit the Tutor Center.</td>
<td>Individual Tutoring Tutoring sessions focus on reviewing and explaining concepts and specific topics. Tutors also introduce study and learning methods that assist students to develop new habits for learning.</td>
</tr>
<tr>
<td><strong>TUTOR CENTER</strong>&lt;br&gt;<a href="http://www.fitchburgstate.edu/offices-services-directory/tutor-center/">http://www.fitchburgstate.edu/offices-services-directory/tutor-center/</a></td>
<td>Hammond Hall, Room 306&lt;br&gt;Office Hours&lt;br&gt;Mon. – Fri. 8:00 AM – 5:00 PM&lt;br&gt;Chris Coffin&lt;br&gt;Director of Tutor Center and Placement Testing&lt;br&gt;Ellen Hughes, Administrative Assistant&lt;br&gt;Phone: (978) 665-4136&lt;br&gt;Thomas Driscoll&lt;br&gt;Academic Counselor (part-time)</td>
<td>Group Tutoring Group tutoring occurs weekly led by a tutor trained in effective study group processes.</td>
</tr>
<tr>
<td><strong>TBD</strong>&lt;br&gt;Academic Support Specialist (full time)</td>
<td>Tutorial Service Overview&lt;br&gt;Approximately 50-60 peer tutors and several professional tutors offer free individual and group tutoring in 90+ subjects to all Fitchburg students. On average, 925 students each year use one or more of the services provided by the Tutor Center to assist them in developing study habits and improving their understanding of topics and concepts.</td>
<td>Writing Tutoring With a focus on clear communication, the peer tutors work together with writers at all levels, in all stages of the writing process from planning, drafting, revising, editing and proofreading. Professional Writing tutors respond within 48 hours to papers submitted to eTutoring.org.</td>
</tr>
<tr>
<td><strong>Tutors are Qualified</strong>&lt;br&gt;The Tutor Center uses a selective application and interview process requiring faculty recommendations and GPA requirements to choose qualified student tutors. Each tutor goes through a 10+ hour training program aligned with CRLA certification standards.</td>
<td>Learning Strategy Sessions Professional individual Study and learning Strategies Sessions and seminars. Students are introduced to and practice new study methods that will improve comprehension, long-term memory, note-taking, test preparation and even save time studying. Learning research based college study methods save students time studying and maximize their learning. These one-hour seminars provide students with specific step-by-step actions and initials practice with the</td>
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<tr>
<td>Support Service and Contacts:</td>
<td>Provides services for:</td>
<td>Types of service provided:</td>
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<tr>
<td>TUTOR CENTER (continued)</td>
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<td>study method.</td>
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<td></td>
<td><strong>MTEL Test Preparation</strong></td>
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<td></td>
<td></td>
<td>The Tutor Center offers a six session, twelve hour,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>preparation seminar facilitated by professional</td>
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<tr>
<td></td>
<td></td>
<td>instructors to assist students to prepare for this test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students can also request individual peer tutors further assistance to prepare for the CLST Writing sub-test.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individualized professional tutoring is also available to assist students with preparing for the CLST Reading sub-test.</td>
</tr>
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</table>
Students with Disabilities in the Classroom
As a public institution, Fitchburg State University is committed to the principles of equity and access. Meeting the needs of a diverse student body often requires flexibility in how we address learners. This does not mean that an instructor is asked to limit the goals or standards of a course, rather that all qualified learners have a reasonable opportunity to learn.

It is the responsibility of the student to provide the instructor with an Accommodation Agreement to verify that they are registered with Disability Services prior to receiving accommodations. This form indicates that the Disability Services Office has determined that the student does, in fact, have one or more disabilities and that the student is eligible for reasonable academic/environmental accommodations.

Once the student has presented an instructor with a copy of their Accommodation Agreement, it is the instructor’s responsibility to work with the student and the Disability Services Office to insure that accommodations are provided in a reasonable and timely manner. Disability Services is available to support faculty in providing any necessary accommodations that a student might require.

Testing Accommodations
Some students who register with the Disability Services Office seek and receive approval for one or more types of testing accommodations (such as extended time on exams, out of classroom testing in the Adaptive Computer Lab located in the Disability Services Office).

At the beginning of each semester, students who are deemed eligible for testing accommodations will present instructors with The Exam Accommodation Form (Appendix I) which require faculty endorsement. Faculty are asked to complete this form when received and immediately return it to Disability Services with instructions related to their testing preferences. Faculty should keep the copy of the accommodation agreement for their records.

All tests proctored in the Adaptive Computer Lab are held to academic integrity policy as outlined in the student handbook and the catalog. A copy of this is also in Appendix D.

Exams, and Exam materials can be emailed as an attachment to testing@fitchburgstate.edu.

Syllabus Statement
One element of Fitchburg State University’s syllabus guidelines, approved through governance, is that faculty provide a statement concerning accommodations for students with disabilities. The Disability Services Office recommends the following statement as a model for syllabi:

“Fitchburg State University encourages the full participation of individuals with disabilities in all aspects of campus living and learning. To support access and inclusion, Fitchburg State University offers reasonable accommodations to students who have documented disabilities (e.g. physical, learning, psychiatric, sensory, etc.). If you require accommodations for this class, please provide me with a copy of your Accommodation Agreement as soon as possible so that we can discuss your specific needs. Any information that you share with me will be held in the strictest confidence, unless you give me permission to do otherwise. If you require academic accommodations but do not have an Accommodation Agreement, please contact Disability Services as soon as possible to establish your eligibility for services.”

For additional information contact the Disability Services office at x 4020 or check the office’s website at http://www.fitchburgstate.edu/offices-services-directory/disability-services/.
Center for Faculty Scholarship
The Center for Faculty Scholarship, is a new structure on campus developed in order to facilitate research, scholarship, and creative endeavors by full-time tenure-track or tenured faculty and librarians across all disciplines. Its mission is to create an institution of higher learning that engages in scholarship and that generates knowledge and creativity using the teacher-scholar model, where faculty have access to financial, institutional and/or intellectual support to engage in the generation of knowledge and creativity, and in which students can learn and be inspired by the scholarship of their faculty. The center will be working to increase the visibility of faculty scholarship, celebrate the achievements of faculty members, provide workshops on grant writing, develop a network of mentors, develop a database of faculty interests and areas of expertise, facilitate collaborative partnerships, provide funding opportunities to support scholarship, and conducting outreach to community partners. The director is Dr. Meg Hoey and she may be reached at mhoey@fitchburgstate.edu.

The Grant Center
The Grant Center maintains a website that helps faculty to identify grant opportunities in their field. The Grant Center also offers grant workshops annually and is available to work with faculty on grants writing and procurement (http://www.fitchburgstate.edu/offices-services-directory/grant-center/). All external funding requests must be reviewed by the Grant Center and circulated for institutional approval prior to submission.

Special Projects Grants 2017-2018
A special fund has been established to support faculty/librarian scholarship as well as several key university initiatives. Individuals interested in applying for funding must provide a 1-2 page proposal describing the purpose of the project, the objectives, and the methods to be used in achieving the outlined objectives.

Continuing Scholarship Funds
The exact amount of funding in the faculty agreement is determined annually. Once the funding amount is determined, all faculty/librarians receive notification of the funds and the procedures for applying for them.

Professional Development and Retraining Funds
Funds are available per the MSCA Agreement for voluntary self-identified programs of professional development. Details regarding purpose, process, and timelines can be found within Article XIV of the full-time day faculty collective bargaining agreement at http://mscaunion.org_contract/.

Undergraduate Dean’s Fund to Support Student Research and Creative Activity
This fund was established to promote original research and creative projects by undergraduate students. Funding can be requested by an individual or team of undergraduate students. The projects must have a faculty supervisor and must be independent of coursework. Funding will not be awarded to any research effort, project, or activity or course for college credit. The maximum award is $150 for an individual or $300 for a team. Contact the Office of Student and Academic Life for more information at sal@fitchburgstate.edu or download the form at http://www.fitchburgstate.edu/uploads/files/AcademicAffairs/DeansFundApplication.pdf
Undergraduate Dean’s Fund to Support Student Travel
This fund supports travel for undergraduate students who are presenting papers to conferences. Funding is limited to $200 per student for domestic travel. Contact the Office of Student and Academic Life for more information at sal@fitchburgstate.edu or download the form at http://www.fitchburgstate.edu/uploads/files/AcademicAffairs/DeansFundApplication.pdf

Purchases
A Request for Purchase form, (Requisition Form) is required for all purchases using departmental funds such as books, software, teaching materials, etc. The department support staff is a very helpful resource for assistance, questions, etc., regarding completion of the Request for Purchase form. The information on the Requisition is entered in Banner at the department level. The Requisition then enters an approval queue for the department chair’s review and approval or disapproval. If approved, the Requisition will be converted to a Purchase Order and sent to the vendor. Fitchburg State University cannot reimburse any purchases made out-of-pocket.

The departmental Pro-card may also be used for low-cost, incidental purchases, as well as travel arrangements, etc. Contact your department chair and support staff for use authorization and details.

Travel AY 2017-2018
Travel requests (for out-of-state travel) shall be submitted on a Travel Leave Requisition at least three weeks prior to travel. This timeframe provides the department chair (or dean for department chair travel requests) with enough time to review the request and provide approval information to the requestor. It also provides time to request additional information if needed. Once approved the requestor may begin to make travel plans, take advantage of early registration rates, inexpensive airfares, etc.

All travel forms are available on the Financial Services website under the forms page. Please type your information on the forms, save under a unique name, print and obtain original signatures.

Travel Requests

In-state travel requests

- Traveler makes travel request to Department Chair and provides conference/workshop/meeting information. If the Department Chair is traveling, their request is made to the appropriate dean.

- Items to be identified include: purpose of travel, estimated costs and provisions for class coverage.

- In-state travel requests are approved or disapproved by the Department Chair. A Travel Leave Requisition is not required. (If a Travel Leave Requisition is completed for in-state travel, it is filed in the department.)

- If approved, the traveler makes travel arrangements and attends the conference/workshop/meeting.

Out-of-state travel requests

When requesting out-of-state travel, the following information is necessary regardless of the funding source.
➢ A completed **Travel Leave Requisition**
➢ Attach conference/workshop/meeting materials. The materials must include the name of the conference/workshop/meeting, the dates and the location. If there is a registration fee, include a copy of the registration form that indicates the cost and what is included in that fee.

➢ Class coverage provisions.

➢ FOAPAL (account number) and amount approved.

➢ Traveler signature and date on the Travel Leave Requisition.

➢ The Department Chair is the final signature for *out-of-state* travel requests.
➢ If the Department Chair is traveling, the Dean’s signature is required on their Travel Leave Requisition.

➢ Travel Leave Requisitions are entered in Banner at the department level. Once entered in Banner, Travel Leave Requisitions are kept on file in the department.

**Travel Expense Report**

➢ When travel has concluded, a **Travel Expense Report** is completed in order to receive reimbursement.

  **Travel Expense Reimbursement** used for conference travel expenses.

  **Travel Expense Reimbursement-Mileage Only** typically used for supervision or in-state travel where the only expenses are mileage/tolls.

➢ Itemize all travel expenses by day. Include cities/towns visited and beginning/ending location.

➢ Attach original receipts and conference materials. (If the traveler would like the receipts returned, please indicate that on the Travel Expense Report.)

➢ FOAPAL (account number) and amount approved.

➢ All Travel Expense Reports shall be submitted within 30 days of travel.

**Signatures**

➢ Traveler signature and date on the Travel Expense Report.

➢ Department Chair signature and date on the Travel Expense Report.

➢ The Department Chair is the **final signature** for in-state and out-of-state Travel Expense Reports. (Unless the Department Chair is the traveler, then the appropriate Dean’s signature is required.)

➢ Forward the Travel Expense Report directly to Financial Services for processing.
Travel Expense Reports should be submitted at the end of the month in which you traveled, and must be submitted for reimbursement prior to the end of the fiscal year, June 30, 2018.

Refer to the flow chart below regarding in-state and out-of-state travel:

*Please note that mileage reimbursement rates change on January 1 of each year. Please select the form appropriate for the date of your travel.
An Academic Affairs publication
August 2017
Faculty Awards and Grants

Awards
Each year our community comes together to celebrate our excellent faculty that inspire undergraduates, advance the university’s scholarship mission, mentor graduate students and provide service that helps to strengthen not only our campus, but our immediate community, the Commonwealth and our nation.

We accept applications and nominations for all four of our faculty awards. Awards are presented annually at a faculty event.

Information regarding eligibility, application procedures, and deadlines is provided under each of the four prestigious awards listed.

http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/fitchburg-state-university-faculty-awards/

Contributions to Graduate Program Award
Faculty Service Award
Faculty Research and Scholarship Award
Vincent J Mara Excellence in Teaching Award

Grants
Several faculty grant opportunities are announced annually through the Provost and Vice President for Academic Affairs Office to support faculty in their teaching, research and creative activity. Information on available grants can be found on the Academic Affairs Office web page.
RESPONSIBLE CONDUCT IN RESEARCH
LABORATORY AND CLASSROOM SAFETY POLICIES

Adherence to the highest ethical and moral standards in the conduct of research and scholarly activity is the expectation for all members of the University community. Research is defined by federal regulations as the systematic investigation including research development, testing, and evaluation designed to develop or contribute to general knowledge. University faculty must be aware of their responsibility to refer their projects and their students’ projects to the appropriate review committee and complete the appropriate training. The burden of liability for negligence and harm is placed on both the faculty member and the institution. The Institutional Review Board Policy, Institutional Animal Care and Use Policy, Financial Conflict of Interest Policy, the State Code of Ethics, Institutional Biosafety Committee, the Chemical Hygiene Plan, and the Exposure Control plan are designed to protect the faculty member, the institution, and the researched. Briefly these policies that affect responsible conduct in research includes:

- Institutional Review Board’s Policy and Procedures Involving the Use of Human Subjects in Research (IRB). The goal of the IRB is to protect the rights and welfare of individuals who agree to participate in research. Review and approval by the IRB is meant to aid both the subjects and the researchers. [http://www.fitchburgstate.edu/offices/grants-research/human-subjects-committee/](http://www.fitchburgstate.edu/offices/grants-research/human-subjects-committee/).

- Institutional Animal Care and Use Committee (IACUC) policies that ensure the humane care and treatment of animals used for teaching and research. [http://www.fitchburgstate.edu/offices-services-directory/grant-center/grants-research-animal-care-and-use/](http://www.fitchburgstate.edu/offices-services-directory/grant-center/grants-research-animal-care-and-use/)

- Financial Conflict of Interest policy (FOCI) that promotes objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under NIH grants or cooperative agreements will be free from bias resulting from investigator financial conflicts of interest. [http://www.fitchburgstate.edu/uploads/files/GrantCenter/Fitchburg_State_University_Financial_Conflict_of_Interest_Policy.pdf](http://www.fitchburgstate.edu/uploads/files/GrantCenter/Fitchburg_State_University_Financial_Conflict_of_Interest_Policy.pdf)

- The Chemical Hygiene Plan (CHP) applies to all Fitchburg State University (Fitchburg State) employees (including student workers). The CHP provides a guide to practices related to working with chemicals at Fitchburg State University in teaching and research laboratories as well as any room on campus where chemicals may be used such photographic darkrooms or art studios. The policy provides procedures governing the safe use, purchase, and disposal of hazardous chemicals. Moreover, it documents the required training all chemical users are expected to undergo on a regular basis. Faculty members are expected to comply with the Chemical Hygiene Plan of the University. Failure to do so can result in disciplinary action on the part of the University. [http://www.fitchburgstate.edu/uploads/files/AcademicAffairs/chemicalhygieneplan.pdf](http://www.fitchburgstate.edu/uploads/files/AcademicAffairs/chemicalhygieneplan.pdf)

- The Exposure Control Plan eliminates or minimizes occupational exposure and the risk of developing infectious diseases associated with blood and other bodily fluids. This policy identifies those individuals who will face potential exposure, types of blood borne diseases as well as their mode of transmission, methods of implementation, occupation-specific controls, exposure incident and emergency procedures, training, and recordkeeping. A copy of this policy may be obtained from [https://www.fitchburgstate.edu/offices-services-directory/grant-center/ibc/](https://www.fitchburgstate.edu/offices-services-directory/grant-center/ibc/).
• The Institutional Biosafety Committee (IBC) governs research and instruction-related activities involving recombinant DNA (rDNA), microbes, human and nonhuman primate materials, and tissues or cells from plant or animals. A copy of this policy may be obtained from https://www.fitchburgstate.edu/offices-services-directory/grant-center/ibc/.

Responsible Conduct in Research Training is required for anyone receiving federal grant funds. Contact the Dean of Health and Natural Sciences for additional information.

EMPLOYMENT INFORMATION

Employee Handbook
The office of Human Resources provides a handbook for all employees that address issues of benefits as well as university policies.

Faculty Collective Bargaining Agreements
There are two faculty collective bargaining agreements for Fitchburg State University. One is for day full-time and part-time faculty.

The second collective bargaining agreement is for faculty teaching through Graduate and Continuing Education. Copies of the MSCA contracts can be found on The Human Resources Office webpage.

Day Faculty
All new faculty hired are issued a contract in accordance with the MSCA Collective Bargaining Agreement and are required to submit a complete application form, three letters of recommendation, and official transcripts for all degrees earned.

Part-Time Day Faculty
Faculty members are issued a contract for each course taught prior to the semester in which the course is offered sent via their current email address. Signed contracts must be returned within five (5) working days of receipt to the Office of Human Resources.

Graduate and Continuing Education Faculty
Faculty members are issued a contract for each course taught prior to the semester in which the course is offered sent via their Fitchburg State University email address. Signed contracts must be returned within five (5) working days of receipt to the Office of Human Resources. All faculty members who teach in Graduate and Continuing Education must be members of the GCE Faculty pool.
UNIVERSITY-WIDE POLICIES

See Fitchburg State University’s online Undergraduate & Graduate Course Catalogs 2017-2018 for:

- Affirmative Action Policy
- Equal Opportunity, Diversity and Affirmative Action Plan
- Fitchburg State University Anti-Violence Policy
- Privacy and Confidentiality Regulations
- Drug-Free Environment
- Alcohol Policy
- Substance Abuse Policy
- Prohibited Conduct
- No Smoking Policy
- Inclement Weather Policy
- Notice of Catalog Changes
- Undergraduate Day Academic Policies and Procedures
- Undergraduate Evening Academic Policies and Procedures
- Graduate Academic Policies and Procedures

FAVE
Fitchburg Anti-Violence Education (FAVE) is a campus-wide effort to prevent interpersonal and relationship violence and sexual assault, and support to those affected by violence. In collaboration with all University departments and offices, FAVE seeks to create a safe and respectful community for all members by providing educational programming and training opportunities, promoting victim services, and reviewing policy. FAVE originated from a grant from the U.S. Department of Justice Office on Violence Against Women, through the Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program. For more information, contact Assistant Dean of Counseling Services, Rob Hynes at rhynes@fitchburgstate.edu.
Fitchburg State University Mission

Academic Affairs Administration
http://www.fitchburgstate.edu/offices/academic-offices/academic-affairs/staff/

Strategic Planning Initiative
http://www.fitchburgstate.edu/about/strategic-planning/

Academic Programs
http://www.fitchburgstate.edu/academics/

Undergraduate Day Programs
http://www.fitchburgstate.edu/academics/undergraduate/undergraduate-day-programs/

Undergraduate Evening Programs
http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/undergraduate-evening-programs/

Graduate Programs
http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/graduate-programs/

Honors Program
http://www.fitchburgstate.edu/academics/honors-program/

Information regarding FERPA
http://www.washington.edu/students/reg/ferpafac.html
FITCHBURG STATE UNIVERSITY SERVICES AND GENERAL INFORMATION

Center for Teaching and Learning - http://www.fitchburgstate.edu/offices-services-directory/academic-affairs/center-for-teaching-learning/

Distance Learning Center - http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/

Faculty Resources for Online Teaching http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/

Extended Campus Center - http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/extended-campus/

Center for Professional Studies - http://www.fitchburgstate.edu/academics/continuing-education/center-for-professional-studies/

Amelia V. Gallucci-Cirio Library - http://www.fitchburgstate.edu/academics/library/

Print Services - http://www.fitchburgstate.edu/offices-services-directory/printservices/

One Card – http://www.fitchburgstate.edu/offices-services-directory/onecard/

Safety Escorts – http://www.fitchburgstate.edu/offices-services-directory/campus-police/shuttle-bus-service/

Parking Regulations – http://www.fitchburgstate.edu/offices-services-directory/parking-services/

Computer Facilities/Resources - http://www.fitchburgstate.edu/offices-services-directory/technology/mediatedclassrooms/

Mail - http://www.fitchburgstate.edu/offices-services-directory/campus-mail-center/

Student Development- http://www.fitchburgstate.edu/offices-services-directory/osd/

Hammond Campus Center - http://www.fitchburgstate.edu/offices-services-directory/the-hammond-campus-center/

FREQUENTLY ASKED QUESTIONS

What is the official website for Fitchburg State University?
http://www.fitchburgstate.edu/

What is the official website for the city of Fitchburg?
http://www.ci.fitchburg.ma.us

What is the university’s address?
The Fitchburg State University address is 160 Pearl Street, Fitchburg, MA 01420

Where is Academic Affairs located?
Academic Affairs is located in room 212 in the Sanders Administration Building. The Vice President of Academic Affairs office is located in room 212 of the Sanders Administration Building.

Where is the faculty association (MSCA) office?
The Association Office can be found in the basement of Miller Hall, room G02, and can be reached by phone at (978) 665-3303.

What is the One Card?
The One Card is the combination of Fitchburg State University ID – it includes your photo identification as well as your banner identification number – and also allows you to enter money on it and use it as a swipe card for making copies in your department, purchasing items from the bookstore, vending machines and the campus dining areas. In some locations, it also opens doors. To obtain your one card go to http://www.fitchburgstate.edu/offices-services-directory/onecard/

How do I find out what events are going on the campus?
Special events are posted on Fitchburg State University’s home page or by checking events at http://www.fitchburgstate.edu/calendar-events/. Events are also sponsored through CenterStage: http://www.fitchburgstate.edu/offices-services-directory/centerstage/

How do I get my mail?
The majority of communication is transmitted via your university email account. The Mail Center delivers paper correspondence daily to department support staff. University related outgoing mail may be left in your department’s main office. Call ext. 3204 with questions.

Where is the Mail Room?
The mail room is located at Klondike Ave., Fitchburg, and mail is delivered to campus twice daily. The student’s mail room is located in Mara Commons Building. The post office hours are Monday – Friday 8:00 a.m. – 5:00 p.m. Call (x 3204) or (x 4481) with any questions.

How do I get my business cards?
Where can I make photocopies?
Each Department has a multifunctional device with an option to copy or scan to email. Copying orders larger than 35 images are sent to Print Services for copying.

Print Services is located at 167 Klondike Avenue. Hours of operation are 8 a.m. – 4:30 p.m. Contact Print Services at (978) 665-3394 or printservices@fitchburgstate.edu. Completed orders will be delivered to department offices daily.

You can submit jobs in the following ways:

- **Email** your file to printservices@fitchburgstate.edu along with your job order instructions.
- **Use your Ricoh device** by choosing the SCANNING function and select destination to PRINT SERVICES. All multifunctional devices can send jobs directly to Print Services. Be sure to include a Copy Request Form with your job order instructions.
- **Use campus inter-office mail** to send hardcopy jobs with your job order instructions to Print Services.
- **Visit** our Service Center at 167 Klondike Avenue.

*The copyright law of the United States (title 17 U.S. code) governs the making of photocopies of copyrighted material. (See appendix G for complete information.)*

How do I get in contact with fellow faculty and administrators?
You can contact fellow faculty and administrators by phone or email. A link to the Faculty/Staff Directory is located at the bottom of each Fitchburg State University web page: [http://directory.fitchburgstate.edu/ADPhonebook](http://directory.fitchburgstate.edu/ADPhonebook). The Global Directory on the campus email also lists all faculty, administrators and staff email addresses. All official communications from the university will be sent via your Fitchburg State University email. All correspondence from you to students and offices on campus should come from your official Fitchburg State email address.

If, when advising a student, I have questions about reading the degree audit, whom do I call?
Call the Registrar’s Office (978) 665-4196 or email degreeworks@fitchburgstate.edu – For additional academic advising questions contact the Academic Advising Center at (x 3119) or (x 3321).

Where can I get information about the Liberal Arts and Sciences core curriculum?
The Liberal Arts and Sciences web site ([http://www.fitchburgstate.edu/academics/liberal-arts-and-science-program-home-page/](http://www.fitchburgstate.edu/academics/liberal-arts-and-science-program-home-page/)) has information about new core curriculum.

How do I place a book/article on reserve at the library for my students to use?
Bring your personal copies and/or request for library books or course materials to the Circulation Desk. There is also an electronic reserve system for articles accessible through the Blackboard learning management system.

How do I access the library catalog from my office?
Go to the library’s home page ([http://www.fitchburgstate.edu/academics/library/](http://www.fitchburgstate.edu/academics/library/)), and select the catalog, research databases, or journals tab; enter the relevant search criteria in the text box.

How do I access the library databases from off campus?
Go to the library's home page, ([http://www.fitchburgstate.edu/academics/library/](http://www.fitchburgstate.edu/academics/library/)), select the database you wish to use, and when prompted use your Banner Username and Password.
How do I get a library card?
Your one card serves as your library card.

Can I use other Libraries?
All students and faculty have borrowing privileges at all the other State University libraries within Massachusetts; you simply have to show your Fitchburg State University ID at the circulation desk. Faculty have borrowing privileges at the Worcester Area Libraries upon presentation of the WACL borrowing card. For more information, please contact the Access Services librarian, Kelly Boudreau, at (978) 665-3065.

How do I suggest book and periodical/database purchases?
A liaison from the library has been assigned to each academic department, and all requests should go to her/him. Contact the Dean of the Library at (978) 665-3832 if the liaison is not known.

Where do I get a parking permit?
Permits are available Monday – Friday, 8:30 a.m. to 5:00 p.m. in the Office of Housing and Residential Services (ext. 3219). There are different types of parking permits. Staff Permit, Commuter Day/Evening Student Permit, Resident Student Permit, Vendor Permit, Visitor Permit, Overnight Guest Parking, Temporary Permits.

Where should I park if campus lots are filled?
Daytime parking is available to the Fitchburg State University Community at the Wallace Civic Center serviced by the shuttle bus transportation, 7:00 AM to 6:30 PM when school is in session only. The shuttle runs continuous 15-minute loops from the Civic Center through campus. Shuttle signs can be found around campus. It is free of charge to all.

If I’m holding an event on campus where does my guest park?
Ask your department support staff to make the reservations and they will contact the appropriate party to make a parking reservation for you. Temporary parking permits are available through the office of Housing and Residential Services in Aubuchon Hall, first floor/right. Visitor parking spots are available in the Ross Street parking lot and other lots that are convenient to many locations. A temporary parking permit is required to park in a visitor parking spot. If you have a number of guests coming on campus you should direct them to park in the Civic Center parking area where the shuttle will be available to transport your guests. Temporary parking permits are not required in the Civic Center parking area.

Where can I get meals on campus?
There are two main dining areas here on campus, Holmes Dinning Commons and the North Street Bistro located in Hammond Hall. A more limited menu is provided at the McKay Barista Café in the McKay building.

Holmes Dining Hall is located between Russell Tower and Herlihy Hall. Open for breakfast, lunch, and dinner weekly and brunch and dinner on weekends.

The North Street Bistro has a wide variety of food and menu concepts, including Subway, BYOB (Build Your Own Burger) and 2MATO (pizza and pasta station) located in the lower level of Hammond Hall.

The McKay Cafe offers beverages, snacks, and selected lunch items.

Refer to http://www.dineoncampus.com/fsu/ for hours of operation.
**Where is the Office of Campus Police?**
32 Clinton Street; open 24 hours a day, 7 days a week. Their main telephone number is (978) 665-3111.

**If I have an emergency whom should I contact?**
Emergency call boxes are located in strategic spots on campus. Look for the blue light on top of the call box. Push the button and you will be in contact with Campus Police, or dial (x 3111), 24 hours per day.

**If I lose or find an item, where do I go?** Contact the Campus Police at (x 3111).
APPENDICES

Appendix C4  Responsible Conduct in Research (RCR) Training
Appendix D   Academic Integrity Policy
Appendix E   Undergraduate and Graduate Grading System
Appendix F   Inclement Weather Policy
Appendix G   Copyright Policy
Appendix H   Internship Program Contractual Agreement
Appendix I   Disability Services Faculty Approval Form
Appendix J   Faculty State Ethics Disclosure Form
Appendix C4. Responsible Conduct of Research (RCR) Training

The America COMPETES Act of 2007 established new guidelines that require research and education proposals to present a plan for "appropriate training and oversight in the responsible and ethical conduct of research." Faculty who receive federal funding to conduct research or to supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental policies. All faculty researchers, post-doctoral scholars, undergraduate and graduate students supported by federal funds must be given proper training and oversight in the responsible and ethical conduct of research. This training must take place during the first year of employment or, if the period of employment is less than a year, must take place before the termination of the employment period. The researcher need not complete the tutorials in one sitting, but, again, must complete the course prior to the end of the employment period.

It is the responsibility of the PD/PI to determine what aspects of RCR training are most appropriate for their employees. The National Institutes of Health, for example, suggests that the RCR instructional program include the following topics: conflict of interest, responsible authorship, policies for handling misconduct, policies regarding the use of human participants and animal subjects, and data management. Please note that some federal grantors require researchers to complete training in relevant areas such as Human Subjects or Animal Care and Use. PIs are encouraged to work with Fitchburg State’s Human Subjects Committee or Animal Care and Use Committee in devising their plans, if appropriate.

Since adherence to the highest ethical and moral standards in the conduct of research and scholarly activity is the expectation for all members of the Fitchburg State University community, we strongly suggest that all undergraduates engaged in research with faculty participate in RCR training as well.

Training in Responsible Conduct of Research (RCR)

Fitchburg State University uses the Collaborative Institutional Training Initiative Program (CITI) at the University of Miami to satisfy this education and training requirement. The web-based courses are open to all faculty, staff, researchers, committee members, and students. Courses also exist for any research that requires IACUC or IRB approval.

Fitchburg State University is responsible for tracking and verifying completion of this training for employees on Federal grants. Once the training is complete a copy of the certification should be printed and filed in the Grant Center.

To Enroll in a Course

Go to the CITI Program web page at https://www.citiprogram.org/

New users will begin by creating an account. Information on how to register for the first time may be found at the link below.

http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time-

Your organization affiliation or participating institution is Fitchburg State University
During the registration process you will be asked to select your role in research. You should select the appropriate level, student or faculty/staff.
The questions in **Step 7** enroll you in CITI Program courses. You will be presented with a series of questions or options that enable you to enroll in the Learner Group (course) appropriate to your interests or your role at the University. Select Responsible Conduct of Research from the menu.

- Human Subjects Course
- Animal Care and Use
- Responsible Conduct of Research
- Good Clinical Practice Course
- Health Information Privacy and Security (HIPS)

The next menu will ask if you are a student or a faculty/staff/administrator. Make the appropriate selection.

The page will ask if you want to take the pre-course assessment. This step is voluntary on your part.

The next page is the **Main Menu**. This page lists the course you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you. The CITI website does offer help and explanations for each of the tools if you have questions.

Click the **Title of the Course** to begin or continue the course. You may complete the modules at your own pace.

Complete the **Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.

**Responsible Conduct of Research (RCR) – Basic Course**
The basic RCR course covers core RCR topics. It is discipline-neutral, meaning that the course is suitable for any person involved in research, ranging from upper-level undergraduates to established faculty. Particular emphasis is given to the educational needs of graduate students and postdoctoral researchers.

You may at times be given an option to take a discipline specific version that you may complete at your discretion.

Complete the **Required Modules** and associated quizzes. Depending on your discipline specific requirements you may need to complete several Optional Modules.

When you complete all required modules successfully, you may print your completion report though the link: **Print Report** from your main Menu or your **Previously Completed Coursework** page.
Appendix D - Academic Integrity Policy

Every member of the Fitchburg State University community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student's own effort. A student who is in doubt regarding standards of academic integrity in a course or assignment should consult the faculty member responsible for that course or assignment before submitting the work. A student's lack of understanding of the academic integrity policy is not a valid defense to a charge of academic dishonesty.

A student's name on any written or creative exercise (e.g., examination, report, thesis, theme, laboratory report, computer program, artistic production, etc.), or in association with an oral presentation, declares that the work is the result of that student's own thought and study. Any work that the student declares as his or her own shall be stated in the student's own words and produced without the assistance of others. Students must make clear through accurate citations when they make use of other sources. Talking during an examination, or possession or use of unauthorized materials or equipment during an examination constitutes an infringement of the academic integrity policy. Aiding and abetting academic dishonesty also constitutes a violation of the academic integrity policy.

Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill any academic requirement in another course at Fitchburg State University or any other institution. A student who perceives the possibility of overlapping assignments in courses should consult with the appropriate faculty members before presuming that a single effort will fulfill requirements of both courses. Students should consult course syllabi for additional guidance on matters of academic integrity.

When an alleged offense of the Academic Integrity Policy has occurred, the following process will apply:

- **If the accuser is a faculty member,** and s/he decides to make a formal accusation of a violation of the academic integrity policy, the faculty member will provide the student with a letter describing the case for academic dishonesty within **fourteen days** of discovering the alleged infringement. This letter may be presented to the student in person or delivered to the student’s home, local or campus address or mailbox, or Fitchburg State University email account. The student will either a) agree with the accusation of academic dishonesty and the sanction as imposed by the faculty member or b) disagree with the accusation of academic dishonesty. (A student cannot agree with the accusation of academic dishonesty but disagree with the sanction. Disagreement with a sanction, in other words, is not grounds for an appeal.)

- If the student has agreed with the accusation and signed the letter accordingly, the sanction identified by the faculty member will be imposed, and the matter will be considered closed. If the student disagrees with the accusation and again signs the letter accordingly, the student may appeal the matter to the Fitchburg State University conduct board. With all formal accusations of a violation of the academic integrity policy, the faculty member will forward the letter with the student’s signature and other relevant information to the Assistant Dean, Office of Student Affairs. (Proceed to No. 3 below.)

- **If the accuser is not a faculty member,** and s/he decides to initiate the formal process, the accuser must submit a report and/or relevant information to the Office of Student Affairs within **fourteen days** of discovering the alleged infringement of the academic integrity policy.
• Once a case is forwarded by a student or as an appeal (in the form of a report, signed letter and/or other relevant information), the Assistant Dean of Student Affairs, or designee, will review all relevant information and either a) dismiss the incident due to lack of merit or timeliness or b) contact the accused student to schedule a conduct board hearing.

• If the case goes to the conduct board, the board will determine whether the student is responsible or not responsible for violating the academic integrity policy. If the student is found responsible, the board will recommend sanctions to the Vice President of Student Affairs, or designee, or, in the case of graduate students, the Dean of Graduate Studies. These sanctions will include those identified by the faculty member and, in the event a student has a prior disciplinary record, may also include the additional sanctions of:
  • a grade of zero on the assignment;
  • a failing grade in the course;
  • suspension from Fitchburg State University;
  • dismissal from Fitchburg State University;
  • or other sanctions.

• In cases of undergraduate student violations of the academic integrity policy, the Vice President of Student Affairs (or designee) will either impose the sanction recommended by the conduct board or determine that the sanction is excessive or inadequate and alter it accordingly. In cases of graduate student violations of the academic integrity policy, the Dean of Graduate Studies (or designee) will take the above action.

• The student may make a final appeal only for a sanction of suspension or dismissal.

Note:
If the student agrees with the academic dishonesty finding by the faculty member, the case will not go before the conduct board; however, if s/he has a prior disciplinary record, the Assistant Dean of Student Conduct may pursue other charges and sanctions once the academic integrity issue has been resolved.
Appendix E - Grading System

Undergraduate Grading System

Grades are awarded on a numerical scale as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>A</td>
<td>95 – 100</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>92 – 94</td>
</tr>
<tr>
<td>3.5</td>
<td>A-/B+</td>
<td>89 – 91</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>86 – 88</td>
</tr>
<tr>
<td>3.0</td>
<td>B</td>
<td>83 – 85</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>80 – 82</td>
</tr>
<tr>
<td>2.5</td>
<td>B-/C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>2.3</td>
<td>C+</td>
<td>74 – 76</td>
</tr>
<tr>
<td>2.0</td>
<td>C</td>
<td>71 – 73</td>
</tr>
<tr>
<td>1.7</td>
<td>C-</td>
<td>69 – 70</td>
</tr>
<tr>
<td>1.5</td>
<td>C-/D+</td>
<td>67 – 68</td>
</tr>
<tr>
<td>1.3</td>
<td>D+</td>
<td>64 – 66</td>
</tr>
<tr>
<td>1.0</td>
<td>D</td>
<td>60 – 63</td>
</tr>
<tr>
<td>0.0</td>
<td>F</td>
<td>0 – 59</td>
</tr>
</tbody>
</table>

IN ................ Incomplete
IP ................ In Progress
W ................ Withdrawn
AU ................ Audit
S ................... Satisfactory
U ................... Unsatisfactory

Grade Implications

*The grade of 4.0 implies excellence in thinking and distinguished performance within the domain of a subject and course, along with extensive development of a range of knowledge acquired through the exercise of critical thinking skills and abilities. This level work is consistently clear, precise, well-reasoned and displays depth of insight.

*The grade of 3.0 implies sound thinking and performance within the domain of a subject and course, along with the development of a range of knowledge acquired through the exercise of critical thinking skills and abilities. This level work is generally clear, precise, well-reasoned and displays some depth of insight.

*The grade of 2.0 implies mixed thinking and performance within the domain of a subject and course, along with some development of a range of knowledge acquired through the exercise of critical thinking skills and abilities. This level work is inconsistently clear, precise, well-reasoned and does not typically display depth of insight.

*The grade of 1.0 implies limited thinking and performance within the domain of a subject and course, and the student displays limited critical thinking skills and abilities requisite to understanding course content. The student attempts to acquire knowledge by memorization rather than through comprehension and understanding. This level work represents thinking that is typically unclear, imprecise, and poorly reasoned, and does not display depth of insight.
*The grade of 0.0 implies poor thinking and performance within the domain of a subject and course, and
the student does not display critical thinking skills and abilities requisite to understanding course content.
The student relies on acquiring knowledge by memorization rather than through comprehension and
understanding. This level work represents thinking that is regularly unclear, imprecise, and poorly
reasoned, and is lacking depth of insight.

Professors who assign grades to students using the percentage scale may choose to adjust their scale to
accommodate for variations in difficulty of the exam, assignment, or task. In these cases the professor will
inform the students of the initial score, the adjusted score, and the reason for the adjustment.

All grades except 0.0, U, IN, IP, W, and AU are passing grades and earn credit toward the degree.

**Graduate Grading System**

4.0 .................... 95-100 .............. A
3.7 .................... 92-94 ................. A-
3.5 .................... 89-91 ................ A-/B+
3.3 .................... 86-88 ................ B+
3.0 .................... 83-85 ................ B
2.7 .................... 80-82 ................ B-
2.5 .................... 77-79 ................ B-/C+
2.3 .................... 74-76 ................ C+
2.0 .................... 71-73 ................ C
0.0 .................... 0-70 .................. F
W ..................... Withdrawn
IN ..................... Incomplete
IP ..................... In-Progress
Appendix F - Inclement Weather Policy

WEATHER CANCELLATIONS ARE ANNOUNCED THROUGH THE FOLLOWING:

Fitchburg State University Alert, [https://www.getrave.com/login/fitchburgstate/](https://www.getrave.com/login/fitchburgstate/)
Fitchburg State University Email, [http://www.fitchburgstate.edu/offices-services-directory/technology/email/](http://www.fitchburgstate.edu/offices-services-directory/technology/email/)
Fitchburg State University homepage, [http://www.fitchburgstate.edu/](http://www.fitchburgstate.edu/)

*The following radio and television stations on weekdays:

WBZ (1030 AM Boston)
WPKZ (1280 AM Fitchburg)

WBZ (Channel 4)
WCVB (Channel 5)
WHDH (Channel 7)
WFXT (Channel 25)

We strongly encourage you to sign up for Fitchburg State University Alerts (first link above).

*Please listen for announcements for Fitchburg State University- do not confuse this with Fitchburg Public Schools.

When classes are cancelled at the start of the working day, classes are also cancelled for all on-campus evening programs during that same day. Evening classes taught off campus are cancelled when the specific facility where the class is held is closed.

Weekend and Special Scheduling Courses

The decision to cancel any weekend or holiday class is made by the instructor, who is responsible for arranging a makeup schedule with the students. Students are to consult their instructor for his/her cancellation procedure.

For courses scheduled on weekends, the decision to cancel a course due to inclement weather is made by the faculty member teaching the course. In case of inclement weather, the following steps should be taken:

- Instructor of the weekend course determines whether or not to hold class by 6:30 AM.
- Instructor emails the GCE Dean, Brian Bercier, and informs him of the decision.
- Instructor is responsible for notifying students in the course if course is cancelled. A student notification method should be determined the first day of the course.
Appendix G - Copyright Policy

PHOTOCOPYING GUIDELINES

Based on Federal Copyright laws,
Section 107 Fair Use

Single copying (for personal use by instructors) is limited to:
- A chapter from a book;
- A chart, cartoon, diagram, drawing, graph, or picture from a book, newspaper, or periodical;
- A short essay, short poem, or short story;
- An article from a periodical or newspaper.

Multiple copying (for classroom use by instructors) is limited to:
- A complete poem of no more than 250 words (if printed on no more than two pages), or an excerpt from longer poem (not to exceed 250 words);
- A complete prose work of no more than 2,500 words, or an excerpt from a longer prose work (not to exceed 10% of the entire work);
- A single illustration (i.e., cartoon, chart, diagram, drawing, or picture) per book or periodical issue;
- An excerpt from special mixed media works in which text is combined with picture (e.g., a comic book) which is not comprised of more than two published pages of the work, nor more than 10% of its total text.

Multiple copying is furthermore subject to the following restrictions:
- No original will be accepted for photocopying unless the legend "This material may be protected by the Copyright Laws, Title 17 U.S. Code" appears on it. (The Press has a rubber stamp available for your convenience.)
- No copied material may be used for more than one course at the school in which the photocopying is done;
- No more than one article, essay, short poem, short story, or two excerpts of longer pieces may be copied from the works of the same author, nor more than three works from the same collection or periodical volume during any one semester;
- No more than nine instances of multiple copying will be allowed per course per semester;
- No consumables-answer sheets, booklets, standardized tests, and workbooks-may be copied;
- No charge exceeding the cost of photocopying shall be exacted of the students receiving the materials;
- No instructor may photocopy the same item from semester to semester; nor may photocopies be used as a substitute for books and other materials which would normally be purchased;
- No higher authority may intervene to direct that the above restrictions be circumvented.
The above restrictions do not apply to the photocopying of the current news periodicals, newspapers, and the current news sections of other periodicals. Individuals using the above guidelines in the photocopying of copyrighted materials without publisher’s written permission will do so only if effective presentation of said material would be hindered by the delay required in obtaining such authorization.

Adapted from the College Store Journal, Feb. / Mar. 1977 and Mount Wachusett Community College’s Copying Regulations.

To view the entire copyright booklet, go to:


TEACH act: https://www.copyright.gov/docs/regstat031301.html
Appendix H – Internship Program Contractual Agreement

Fitchburg State University
Internship Program
CONTRACTUAL AGREEMENT

Semester: Fall 20___ Spring 20___
Student Name: ____________________________ Academic Program: ___________

Number of Credits to be earned: ___________________________

Whereas, ____________________________, hereafter referred to as the Internship Site, recognizes the professional responsibility of assisting in the teaching of students interested in - ____________________________, (field of study) and is interested in providing assistance to the University in its curricula, and, whereas, Fitchburg State University, hereafter referred to as the University, is currently conducting an internship program and desires to obtain the assistance of the Internship Site in furthering its educational objectives.

Now, therefore, in consideration of the mutual agreements set forth herein, Fitchburg State University and the Internship Site agree as follows:

RESPONSIBILITIES OF THE UNIVERSITY:
1. Use proper administrative channels (agreeable to both parties) to make plans for the educational experience of their students.

2. Acknowledge that students will be expected to comply with current policies and procedures of the Internship Site, and the appropriate department of the agency/department.

3. Provide students who meet the minimum academic requirements (as agreed by both parties) necessary to enter the agency/department experience.

4. Propose the internship start and end dates and total number of hours students will be assigned and the expected learning objectives (as agreed by both parties) by the beginning of each semester.

5. Provide a specific faculty member who will serve as liaison with Internship Site personnel where necessary.

6. Provide and maintain records and reports necessary for conducting the learning experience.

7. Provide educational objectives for the agency/department experience and curriculum content.

8. To withdraw any student or faculty member from the program when such student or staff person is unacceptable or undesirable to the Internship Site for reasons of health, performance of duties, or other reasonable causes.

9. University shall procure and maintain professional liability insurance coverage in the amount of $1 million per occurrence and $3 million in the aggregate covering all students and faculty who participate in the internship program. Evidence of same shall be provided to Internship Site and filed in the Office of Academic Affairs. University will notify Internship Site in writing, promptly in the event that such coverage is changed or cancelled.
10. Require students to provide evidence of current physical examinations, including documentation of Rubella immunity, evidence of immunity to chicken pox (Varicella) provided either through a physician’s note or proof of titer, a Negative (-) Mantoux Test, and Hepatitis B Immunity, if required by Internship Site.

11. Arrange with the director at the Internship Site for an orientation to by-laws, rules and regulations of the Internship Site, if applicable.

RESPONSIBILITIES OF THE INTERNSHIP SITE:
1. Provide orientation of the student to the physical facilities, policies, and procedures of the Internship Site.

2. Provide an experience under the supervision of qualified personnel that meets the stated objectives of the educational program (as agreed to by both parties). In essence, this means that the student will observe and participate in the Internship Site (to the extent allowed by licensing and liability requirements) in accordance with the Field Placement Guide and as outlined herein;

   a. Provide a description of Student Responsibilities:
      i. Hours Per Week _____;
      ii. Total Hours/Semester _____;
      iii. Describe scope of tasks and activities in which the student will be involved over the course of the internship experience:

         
      
      
      

   b. If the student is employed within the field placement agency, attach a copy of her/his job description. In addition, indicate whether the following conditions are met:

      ______ Separate supervisors are assigned to oversee the student’s work experience and the student’s employment.

      ______ The job description for the internship includes new responsibilities and does not simply mirror those for paid employment. If the job is sufficiently new, this provision may not apply.

      ______ Care will be taken by the Internship Supervisor to ensure that the student is not permitted to work more than 40 hours of paid employment per week (i.e., no overtime or double shifts) during the span of the field placement.

3. Expect the student to perform only those tasks commensurate with his/her level of education.

4. Provide a specific person to oversee the internship agency/department educational program and act as liaison between the Internship Site and University.

An Academic Affairs publication
August 2017
5. Provide cooperation, when asked, in formal evaluation of students, consonant with educational objectives jointly agreed to by both parties.

6. Provide and maintain the records and reports required by the University for conducting the educational program.

**RESPONSIBILITIES OF BOTH PARTIES:**

1. No individual participating in this program shall be discriminated against because of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, veteran status or any other characteristic protected by law.

2. The Internship Supervisor and the University’s Faculty Supervisor will ensure that student interns do not work more than 40 internship hours per week at the Internship Site.

**INDEMNIFICATION AGREEMENT:**

1. To the extent permitted by law, the University agrees to indemnify and hold harmless Field Placement Site, its respective Trustees, officers, directors, agents and its employees and all professional and administrative staff working for or at Internship Site from any actions, proceedings, claims, liabilities, losses, damages, costs and expenses of any nature including personal injury, death or property damage (including without limitation Field Placement Site’s reasonable attorney’s fees and costs) arising out of, resulting from or relating to 1) Internship Site’s participation in the program (including but not limited to participation in any evaluation of students); 2) the acts or omissions of any student, instructor, or person affiliated with the University including its employees, servants, agents or; 3) breach of any of the terms hereof by the University, except to the extent such claims, liabilities, damages, costs and expenses are determined to be the result of the negligence of the Internship Site, its Trustees, officers, directors, agents and employees.

2. Notwithstanding the foregoing, because the University is a public institution of higher education in the Commonwealth of Massachusetts (“public University”), no Board of Trustees, or agents thereof, of any public University has the authority, statutory or otherwise, to enter into an indemnification or hold harmless agreement on behalf of a public University of the Commonwealth. Further, pursuant to amended Article 62, §1, of the Massachusetts Constitution, and applicable Massachusetts case law, the Commonwealth and public University are prohibited from indemnifying or holding harmless, in any manner, any individual or any private association, or any corporation which is privately owned and managed. Where the party to a contract with the Commonwealth or public University is not an individual private association, or a corporation which is privately owned and managed, the Commonwealth or public University can indemnify or hold harmless such party only upon a two-thirds vote of each House of the Massachusetts Legislature.

3. In the event of that repeal of amended Article 62, §1, AND the enactment of statutory authority authorizing a Board of Trustees, or agents thereof, of a public University of this Commonwealth, to enter into an indemnification or hold harmless agreement on behalf of a public University of this Commonwealth, the parties agree to the terms of the preceding paragraph, to the extent that these terms are consistent with such statutory authority.

**RESPONSIBILITIES OF THE STUDENT:**

1. **Student Health** - A student who becomes ill or injured while performing the educational experience may: report to the University Health Service for treatment; seek treatment with his or her own physicians; and/or report to the emergency room/outpatient clinic of the Internship Site, if applicable. In all instances, student is ultimately responsible for payment of fees related to illness or injury.
2. **Salary and Time Commitment** - The student will spend 37.5 hours at the Internship site for each academic credit earned. A student can earn up to 12 academic credits for an internship. The faculty member and the academic department will decide the number of credits earned based on the scope of the internship. Time credit can be given for work done away from the workplace if agreed to by the faculty of the University and Field Placement Site. The faculty member will direct the student in terms of keeping a journal/log of the hours spent at the site, and the type of activity/work performed.

3. **Student Goals and Objectives** - The student requests work experience as defined in the Learning Contract.

4. **Evaluation Procedures** - The faculty member will determine the frequency of meetings with the student during the semester and the student will be responsible for written work as directed by the faculty member.

5. The student will be evaluated by his/her supervisor at the Internship Site and the faculty member will determine and submit the grade for the internship.

*This agreement is for the duration of the student Internship, and may be terminated by either party upon written notice. The duration of the Internship will be from _____________ to ________________.*

**Student Name** *(please print):* ________________________________

**Student ID Number:** ________________________________

**Address:** ______________________________________

____________________________________

**Telephone:** ____________________________  **Cell Phone:** ____________________________

**Email:** ________________________________

**Internship Location Name** *(please print):* ________________________________

**Internship Site Supervisor Name:** ________________________________

**Address:** ______________________________________

____________________________________

**Telephone:** ____________________________  **Cell Phone:** ____________________________

**Email:** ________________________________
Signed: ____________________________ Date: ________________
(Student)

Signed: ____________________________ Date: ________________
(University Faculty Supervisor)

Signed: ____________________________ Date: ________________
(Internship Site Supervisor)

Signed: ____________________________ Date: ________________
(Executive Director or Designee)

Fitchburg State University
160 Pearl Street
Fitchburg, Massachusetts 01420
Appendix I – Disability Services Faculty Approval Form

DISABILITY SERVICES
EXAM ACCOMMODATION

978-665-4020 • Hammond 303 • testing@fitchburgstate.edu

Faculty to Complete

Student Name ___________________________________________________ Semester _______________________

Professor’s Name: _________________________________________ Office/Class Location: ___________________

Course Name: ___________________________________ Course Day(s): ______________ Time: _______________

Contact Phone: ____________________________________ Other Phone:___________________________________

Email:__________________________________________________________

Proctoring Option (Check One)

☐ Please proctor exams in Disability Services 303
☐ I will proctor this student’s exams within my Department and will provide accommodations as outlined in this student’s Accommodation Letter.

Delivery Option (Check One)

Test will be delivered at least 1 day in advanced by:

☐ Test will be emailed as attachment to testing@fitchburgstate.edu.
☐ Test will be delivered to Disability Services.

Return Option (Check One)

☐ Student may return test in a sealed envelope.
☐ Disability Services may return test via campus mail to my Department Mailbox.
☐ I will pick up the exam from Disability Services.
☐ Test can be scanned and emailed to my FSU email: _______________________________
Original will be mailed to my Department Mailbox.

Test Instructions – Please indicate any materials the student is allowed to have during the test.
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Time given for the class to take:

Quiz: ____________________ Exam: ______________________ Final Exam: ______________________________

*Signature of Professor: _____________________________________________________ Date: _______________

NOTE: If the student is caught cheating the exam will be stopped. The exam, any materials used, and a written explanation from our office will be sent back to you in a sealed envelope via campus mail or held for pickup. We will not allow the student to complete or deliver the exam. It will be your decision to determine appropriate consequences or disciplinary action.
Accommodation Agreement

Student: 

Date of Agreement: 5/13/2015

Dear Professor,

This student is enrolled in your class and has submitted documentation to access support services under the Americans with Disability Act of 1990 as amended 2009 (ADA) and Section 504 of the Rehabilitation Act of 1973 as amended 2009. I have reviewed the student's documentation and have determined that s/he is eligible to receive the following academic accommodations for this semester:

Accommodations

- Use of handheld tape/digital recorder to assist with note taking
- Copy of peer's notes (copies can be made in Disab.Svcs)
- Use of a computer for exams
- Time and a half on exams.
- Testing in a quiet, non-distractive environment.

Planning your curriculum using Universal Design for Learning (UDL) can reduce or eliminate the need for accommodations, and is considered best practice, benefiting both students with, and without disabilities. Using principles of UDL such as, closed captioned video and power point slides, electronically accessible textbooks, and multiple means for student engagement and assessment, you can maximize student participation and remove barriers to learning for those with disabilities.

If you have any questions or would like to learn more about the services that we provide please contact our office or visit us at www.fitchburgstate.edu/disability

We look forward to collaborating with you this semester.

Sincerely,

Katrina Durham, M. S.
Disability Services Director

*Date on this letter must coincide with current semester or it is invalid*

Location: Hammond 308 – Phone: 978-665-4020 – Fax: 978-665-4786 – Email: disabilityservices@fitchburgstate.edu
Appendix J – Faculty State Ethics Disclosure Form

Fitchburg State University
Faculty Disclosure to the State Ethics Commission

Checklist for Completing the Disclosure Form

_____ Provide the information requested above the dotted line.

_____ Sign and date the form.

_____ Forward the form to the Office of the Vice President for Academic Affairs.

_____ The form will be returned to you with the President’s determination and signature.

_____ Make a copy for your files.

Send the original to the
Commonwealth of Massachusetts
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108
FITCHBURG STATE UNIVERSITY
MEMORANDUM

Date:

To: Richard S. Lapidus, President

From:

Department:

Re: Disclosure of Decision to Adopt Instructional Materials in Whose Sale I Have a Financial Interest

In compliance with the Massachusetts G.L.c.268A, §6, I disclose my intent to adopt the following:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year: FY18</th>
<th>( ) Day ( ) DCGE ( ) Non-Credit</th>
<th>check all that apply</th>
</tr>
</thead>
</table>

Title:

Course Number/Name

Full Description of materials (e.g., published text, course-pack, CD, etc.) (use reverse side of form if necessary)

If this is a published work sold to students through a 3rd party such as a bookstore:

Check all that apply

( ) I am the author ( ) I am the editor ( ) Other (indicate)

( ) I am the co-author ( ) I am the co-editor

From sales of this title to Fitchburg State University students I anticipate that I will receive royalties in the amount of $_____________.

NOTE: Please be aware that faculty are prohibited from selling materials directly to students.

In the event you determine that my financial interest is sufficiently substantial to warrant assigning to someone else the decision whether the instructional materials described above should be adopted for use in the course identified above, I agree to allow the Department Chair/Graduate Program Coordinator or designee to make that decision in my stead.

Signature of Faculty Member Date

------------------------------------------------------------------------------------------------------------------------------------------------------------------

Determination of Fitchburg State University Appointing Authority

( ) I have reviewed this matter and determine that the faculty member’s financial interest as disclosed above is not sufficiently substantial to warrant my assigning to someone else the decision whether the instructional materials described above should be adopted for use in the course identified above.

( ) I have reviewed this matter and determine that the faculty member’s financial interest is sufficiently substantial to warrant my assigning the decision in question to someone else. Therefore, in accordance with M.G.L.c.268A, §6, I assign that decision to the appropriate administrative office.

Richard S. Lapidus, President Date