Dear Collaborative Partners,

On behalf of Fitchburg State University, I am pleased to provide you with our first Handbook for Extended Campus Programs. Together our programs offer excellent educational opportunities including graduate, undergraduate, certificate and professional development programs across the state for working professionals who wish to pursue advanced education. We hope that you will find this handbook to be a useful resource that enhances our work together.

Please review the sections that are pertinent to your programs and let us know if there is any information that we can add to assist you further. It is a pleasure to work with you and we look forward to our continuing collaboration.

Dr. Angela Palmer
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Courses

Course Offerings

The Course Request Chart (Appendix 1) must be received at least 60 days prior to the first class session. The course syllabus must be attached to the Course Request chart. If a course has been previously approved or offered in the past, 30 days is sufficient time for approval. The syllabus for a pre-approved course must be submitted at least seven days before the start of the course.

Course Numbering System

Undergraduate courses are numbered 1000-4999

Graduate courses are numbered 6000-9999

- 6000-level numbers are reserved for professional development courses
- Numbers 7000-9999 are assigned graduate courses (higher course numbers imply higher level courses) (Appendix 2)

Graduate courses must contain study of an advanced nature involving a review of empirical research and philosophical issues relevant to the course objectives that are synthesized in an assignment that demonstrates the ability to critically analyze a topic or theory.

Topics Courses

A new course offered through a specific department on a trial basis is assigned a “Topics” prefix and number, e.g. “CRAR 8300 Topics . . .” A “Topics” course may be offered only twice before it must be submitted for full approval by the academic department, then by the Graduate Council and finally by the University President. This process can take a year to complete. If it is not approved, it cannot be offered again. If it is approved, it is entered into the official Fitchburg State University catalog (Appendix 3).

Online and Hybrid Courses

Online and Hybrid courses must be submitted on the Distance Learning course request form and approved by the Distance Learning Coordinator: www.fitchburgstate.edu/distance/dlocoursedev/documents/DLdevelop.pdf (Appendix 4). Students in Extended Campus Programs who are taking online or hybrid courses must register for the course a minimum of 10 days prior to the start date of the course.

Syllabus

All courses must adhere to the Education Department syllabus template (Appendix 5) and rubric (Appendix 6) for Education courses and the new syllabus guidelines for all other courses (Appendix 7). All syllabi must include the most recent Extended Campus Library information (Appendix 8).
Hours of Instruction

Each course must contain no fewer than the minimum number of instructional hours prescribed as follows:

- 3 credits: 37.5 instructional (contact) hours and 75 out-of-class work hours
- 2 credits: 25 instructional hours and 50 out-of-class work hours
- 1 credit: 12.5 instructional hours and 25 out-of-class work hours

These hours are minimum hours that meet Carnegie unit requirements. Carnegie units assure that for each contact hour, there are two hours of course related work outside the class. These hours are exclusive of breaks, lunch hours, etc.

Special scheduling is at the discretion of the University and requires prior written approval. This scheduling includes special scheduling for intensive courses offered in a compressed time frame, such as three credit courses of less than two weeks duration. A Special Scheduling Request Form must be submitted along with the Course Request Chart. (Appendix 9)

Enrollment

The maximum enrollment for any course shall not exceed 30 students without the express written permission of the appropriate dean seven days prior to the start of the course.

Withdrawals

Students may withdraw from a course without academic penalty prior to the eleventh class or the twenty-sixth class hour for special or institute scheduling courses by submitting a course withdrawal form to the Agency. The agency must forward the form to the Registrar's Office immediately to effectuate the withdrawal. Any student who does not attend class, but fails to complete a withdrawal form, shall automatically receive a failing grade for the course.

New Courses: Curriculum Development

Prior to developing new courses or programs, agencies are required to consult with the Director of Extended Campus Programs. The University database is extensive and may contain syllabi that will align with the desired new course. The University will work with the agency to determine whether the desired course meets the requirements of a course already in the database. If so, the process will eliminate the need for a “Topics” course (page 1).

Steps to follow with a New Course Idea:

- Contact Director of Extended Campus Programs
- Review syllabi in database

  Course Matches: Use existing course prefix and number, imbed specific needs into the syllabus and submit a Course Request Form.

  No Course Match: Work with department faculty to develop a research based course.

Once the course is developed and approved by the Program Chair, the agency will submit the new course on the Course Request Chart. The course will be listed as a Topics course that can be submitted for acceptance into the University catalog.
Faculty

Faculty Approval
If an instructor is not an approved member of the University adjunct faculty pool, the Agency must submit the following documents 30 days prior to the start of the course (Appendix 10):

- Resume
- Official transcripts of highest degree (Masters Degree or higher- terminal degree preferred)
- Adjunct Faculty Pool Form and Master File Form

Faculty Evaluations

Student Evaluations of Faculty
The University will send blank student evaluation forms to the Agency. During the final week of each course, the agency shall administer the evaluations that are to be completed by each student outside the presence of the instructor, collected by the Agency, and forwarded to the University, under confidential cover, to the attention of the Dean of Graduate and Continuing Education.

Adjunct Faculty Evaluations
Program Chairs, the Director of Extended Campus Programs and/or the Deans will schedule classroom visitations to evaluate courses offered at agencies during the period of the contract. The office of the Dean of Graduate and Continuing Education (GCE) is responsible for sharing the results of these evaluations with the instructor and program chair. The instructor must acknowledge receipt of the evaluation. Copies of the evaluation results are maintained in the offices of Graduate and Continuing Education and Extended Campus Programs (Appendix 11).

Course Access
To access class lists and grade rosters go to: www.fitchburgstate.edu/registrar/web4.cfm.

Web4 pin required. Go to Faculty and the ‘what is web4Faculty’ link.
New Student Checklist

Students who are interested in a graduate program should complete the following:

Set up an advising session

- Contact agency advisor or GCE Program Advisor, Lisa Moison, for a general advising session, lmoison@fitchburgstate.edu or call 978-665-3660.
- Request a plan of study for the degree program you wish to pursue.

Begin admissions process

- Go to www.fitchburgstate.edu/gce/apply to learn how to apply for a graduate degree.
- Contact Stephanie Fielding, GCE Admissions Counselor at sfieldin@fitchburgstate.edu if you have additional questions.
- Graduate Students—sign up for appropriate testing (GRE, GMAT, MAT, MTEL). Go to www.fitchburgstate.edu/gce and click on “Graduate Program Directory” to find out more information about which test you need and how to sign up for it. Test scores more than 5 years old are not valid. Test scores are not required for applicants to certificate or CAGS programs or for those seeking a second master’s degree.
- Undergraduate and International Students should contact Admissions for further details and visit www.fitchburgstate.edu/admissions.

Register for courses

- Graduate students cannot take more than twelve graduate credits if they have not been formally admitted into a program and plan to pursue a degree.
- Review special scheduling and course cancellation policies at www.fitchburgstate.edu/gce.

Get a Falcon Key*

- This username and password will give you access to your online courses, your student e-mail account and online library access. Contact the IT Help Desk for your Falcon Key at 978-665-4500 or visit www.fitchburgstate.edu/it.
- Student E-mail: http://student.fitchburgstate.edu.

Get a One Card*

- Fitchburg State University offers you the convenience of a campus One Card system. The One Card is an essential key to campus life and acts as a library card, Recreation Center pass, meal card, door key, access to campus events and more. It can also be used like a debit card to make purchases on campus at the Commuter Café, Ritazza Café-McKay Campus and Fitchburg State University Bookstore.
- Please visit www.fitchburgstate.edu/onecard or call 978-665-3039 for more information.

Check grades, register for courses, view payments and make changes to personal information

- Go to web4.fitchburgstate.edu. (Web4 PIN required. Go to www.fitchburgstate.edu/registrar and follow the Web4 link for details.)

*Only students who have registered for a course or been admitted to a program can obtain a Falcon Key and a One Card.
Grades

Grades must be submitted to the University Registrar by the course instructor within 72 hours of the last class via the web-based system. This method ensures direct and immediate grade submission. Instructions for this system can be found at: www.fitchburgstate.edu/registrar/documents/OnlineGradeSubmissionInstructions.pdf.

If extenuating circumstances exist that preclude a faculty member from submitting grades on line, grades should be submitted via US Mail or fax under confidential cover to the office of the Registrar within 72 hours of the last class.

Grading System

The Agency shall require that all instructors adhere to the following grading system:

Undergraduate Student Grades
Effective Fall 2008

Grades are awarded on a numerical scale as follows:

<table>
<thead>
<tr>
<th>FSU Grade*</th>
<th>One Hundred Point Equivalency</th>
<th>Letter Grade Equivalency</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>

* Grades that fall between intervals will be rounded to the higher number.

Incomplete
An Incomplete (IN) is given in lieu of a grade if a student has successfully completed at least 80% of the required course work but cannot complete the rest due to certifiable illness or the death of an immediate family member.

Students must complete the required course work by the end of the fourth week of classes of the following semester in order to receive a grade; otherwise the IN is automatically changed to a grade of 0.0.

While an IN is not counted in determining academic status, it may have an impact on eligibility for financial aid and athletic participation.

Grades that result from the fulfillment of an IN will not remove a probationary, suspension, or dismissal status, nor will they count toward Dean’s List or President’s List eligibility.

**Graduate Student Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>95 - 100</td>
<td>A</td>
</tr>
<tr>
<td>3.7</td>
<td>92 - 94</td>
<td>A-</td>
</tr>
<tr>
<td>3.5</td>
<td>89 - 91</td>
<td>A-/B+</td>
</tr>
<tr>
<td>3.3</td>
<td>86 - 88</td>
<td>B+</td>
</tr>
<tr>
<td>3.0</td>
<td>83 - 85</td>
<td>B</td>
</tr>
<tr>
<td>2.7</td>
<td>80 - 82</td>
<td>B-/C+</td>
</tr>
<tr>
<td>2.5</td>
<td>77 - 79</td>
<td>B-/C+</td>
</tr>
<tr>
<td>2.3</td>
<td>74 - 76</td>
<td>C+</td>
</tr>
<tr>
<td>2.0</td>
<td>71 - 73</td>
<td>C</td>
</tr>
<tr>
<td>0.0</td>
<td>0 - 70</td>
<td>F</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawn</td>
</tr>
<tr>
<td>IN*</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP**</td>
<td></td>
<td>In-Progress</td>
</tr>
</tbody>
</table>

* An Incomplete may be awarded with the recommendation of the instructor when the student has completed 80% of the coursework but cannot complete the remainder due to illness or some other serious reason. The student must complete the work and the instructor must submit a change of grade to the University Registrar within four weeks of the following semester. Failure to do so will result in an automatic grade of 0.0 for the course.

** A grade of IP may be awarded for a thesis, practicum, internship, or clinical experience at the end of a semester or other instructional period when the student has made progress but has not yet completed all work. Practica and internships need to be completed within two semesters. Theses need to be completed within three semesters. Once the student has completed all work, the instructor must submit a change of grade to the University Registrar. If the work is not completed within the allotted time, the IP will be changed to an IN or a 0.0.
Registration & Payment

All students must register no later than the second class meeting or 14 days following the first class, whichever occurs first. (Appendix 12) Registration and payment must meet the conditions of the Letter of Agreement. The Agency shall require students to pay tuition at the time of registration for a course. Students are not considered registered by the University until tuition has been paid to the University. In courses which are special scheduling, there is no refund to the student.

Advertising Policy

All advertising must be approved by FSU Extended Campus Programs PRIOR to implementation. Advertising and promotional literature shall be developed and published by the Agency at its sole expense. This policy insures consistency with published University policies. The Agency’s promotional materials shall not be published without the University’s prior written approval and must be sent to the office of Extended Campus Programs at least 10 days prior to printing.
Degree Programs

Request to Implement
Prior to implementing a new degree program a completed and approved Request to Implement form is required. The form must be submitted to the university at least 60 days prior to the start date for new programs and 30 days prior for replacement programs. Plans of Study must be attached to each Request to Implement (Appendix 13)

Plans of Study
All degree and certificate programs must follow the Plan of Study as printed in the current catalog. Plans of Study must be approved by the Program Chair for each student at the time of acceptance into the program.

Educator Licensure
Programs that lead to teacher licensure that are being sponsored through Fitchburg State University must work with the Academic Program Chair or Manager to monitor student progression through the appropriate gates or stages of the licensure process. A schedule will be set up and attached to the Request to Implement Form along with the Plan of Study.

District-Based Licensure
Approved Department of Education District-Based Licensure programs using Fitchburg State University courses and/or degrees will be so designated on the Request to Implement Form. A copy of the approved licensure program will be provided to the university.

Faculty & Courses
Faculty and courses in degree programs must be approved by both the Department Chair for the major and the Program Chair or Manager as well as by the appropriate Dean and Director of Extended Campus Programs. (Appendix 10)

Faculty Meetings
Degree programs require two annual faculty meetings with the Director of Extended Campus Programs, the Graduate Program Chair / Undergraduate Program Manager, and the Dean of Education / Dean of Graduate and Continuing Education.

Library Services
To insure library services, students must pre-register for degree program courses at least 10 days prior to class start dates.

Activate your library account online at www.fitchburgstate.edu/librarycf/cardrequest.cfm
Admissions

Students seeking degree programs must apply for admission into the program immediately. The criteria for admissions can be found at www.fitchburgstate.edu/catalog/Grad/admissions.cfm.

The Graduate Chair of each program reviews and approves the acceptance of all transfer courses. No more than 6 credits from an accredited institution or 12 credits from Fitchburg State can be transferred into a program. This number includes courses taken at Fitchburg State University prior to acceptance as a degree candidate. All university policies as stated in the catalog at the time of admission into the program must be followed. Students should be advised to complete the “Request for Transfer of Graduate Credit” in the Application packet which facilitates the course transfer process.

Agency Degree Candidates

At the start of each semester the agency must supply Graduate Program Chairs and the Director of Extended Campus programs with lists of all degree program participants including address, phone number and email address for each student.

Academic Advising

The University assigns an advisor or site coordinator who acts as the academic advisor to degree seeking students upon acceptance into a degree or certificate program. This person is the primary contact for all advising questions. If there are problems reaching him/her, the Advising and Retention Specialist can assist you. General academic advising is available by phone Monday through Thursday from 4:30pm–7:00pm at 978-665-3181, or Monday through Thursday from 10am–6:30pm, and Friday from 8:30–5:00pm at 978-665-3660.
## Appendix 1—Course Request Chart

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Title</th>
<th>Instructor</th>
<th>Credits</th>
<th>Location</th>
<th>Dates-Days of Wk</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

## Appendix 2—Criteria for Assigning Graduate Course Levels

<table>
<thead>
<tr>
<th>Type of Experience</th>
<th>Requirements</th>
<th>Receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop</td>
<td>Attendance and completion of required in class activities</td>
<td>PDP (1 PDP is awarded for each hour of contact)</td>
</tr>
<tr>
<td>PDEV/PDMT Courses* (6000 level)</td>
<td>Attendance (12.5 hours for every credit) and participation with additional work outside of meetings. Work is typically “applied” (e.g. lesson plan, case study, action plan, etc.) and based on research that is provided or assigned.</td>
<td>PDP (if no outside work completed or if less than 2 hours outside for every 1 hour in class) or Graduate Credit (Must complete 2 hours of work outside of class for every hour spent in class)</td>
</tr>
<tr>
<td>Graduate Credit 7000 level or Higher (Must be reviewed and approved by the department)</td>
<td>Attendance (12.5 hours for every credit) and participation with additional work outside of meetings. Work outside of class must have a substantial (approximately 50% of assignments) research base and theoretical base. Written assessments (e.g., tests, papers) are designed to allow students to demonstrate mastery of research and theoretical base.</td>
<td>Graduate Credit (Must complete 2 hours of work outside of class for every hour spent in class)</td>
</tr>
</tbody>
</table>

*Up to two PDEV/PDMT courses may apply to a master’s program with written approval of the advisor or program chair. *PDEV/PDMT courses may not apply to CAGS programs.
Appendix 3—Graduate Council Forms

GRADUATE COUNCIL COURSE APPROVAL

Please submit the typed original with all required signatures to the Graduate Council. Course syllabus must be attached and completed according to Fitchburg State guidelines.

Course title: ________________________________________________________________________________________________

Faculty member(s) who developed the course: ______________________________________________________________________

Contact person: _____________________________________ Graduate Program proposing the course: ________________________

Course Description: If the course description included in the syllabus is more than thirty-five words, an abbreviated version is required with this course proposal for publication use.

ACADEMIC YEAR 2011–2012 GCE #11-12-_____

Rationale for offering the course:

ACADEMIC YEAR 2011–2012 GCE #11-12-_____

GRADUATE COUNCIL PROGRAM PROPOSAL

It is required that you follow this format when presenting a new Graduate Program or change in a Graduate Program.

Please submit the typed original with all required signatures to the Graduate Council.

Program Title: _______________________________________________________________________________________________

Department or other unit proposing the program: __________________________________________________________________

Contact person: ______________________________________________________________________________________________

List members of the Graduate Curriculum Committee:

This is this a: 

☐ Program/policy change 

☐ New program or track

This refers to a (check all that apply): 

☐ Certificate Program 

☐ Teacher Licensure Program

Briefly describe new program or change to existing program as it will appear in university catalog.

Population/anticipated enrollment/staffing plan (i.e., Who/how many will program serve?)
### Appendix 4—Distance Learning Course Development Proposal

The Distance Learning Course Development Proposal Form must be completed by the faculty member responsible for developing the course. The purpose of this form is to begin the development process. The developer specifies and describes the nature of the course to be developed and assures all required signatures.

To be Completed by the COURSE DEVELOPER

| Name: | _______________________________ |
| Phone Number: | ______________________ |
| Department: | ___________________ |
| Email: | _______________________________ |
| Course Title: | _______________________________ |
| Semester Hours: | ___________________ |

Course Level:  
- [ ] Graduate  
- [ ] Undergraduate  
- [ ] Course Prefix & Number: ____________________________

If this course is an undergraduate liberal arts and sciences course, which core requirements does this course satisfy?  
- [ ] The Arts  
- [ ] Citizenship and the World  
- [ ] Science, Math and Technology  
- [ ] Global Diversity  

Does this course satisfy requirements of a major?  
- [ ] Yes  
- [ ] No  
If yes, what major(s)?:  ____________________________

Course Development Timeline:  ______________________________________________________

Semester to be Offered  
- [ ] Fall  
- [ ] Spring  
- [ ] Summer  
- [ ] Winter  
Year: ________________

What course materials will be needed to provide this course through distance learning? (Check all that apply)  
- [ ] Textbook  
- [ ] Video  
- [ ] CD-ROM  
- [ ] Software  
- [ ] Equipment  
- [ ] Other: ___________________________

What is the fee for the course?  
- [ ] All  
- [ ] None  
- [ ] Other: ___________________________

I request approval for the development of the distance learning course as detailed in this form. I understand that I have a maximum of one year from the Dean’s approval to complete this course.

Faculty Course Developer Signature: ______________________________ Date: ________________

Faculty Course Developer Printed Name: ______________________________

Remuneration Requested:  
- [ ] Stipend

Note: Course must be ready for review four (4) weeks prior to the start of the semester to be offered.

---See Over/Next Page for Required Signatures---

### Appendix 5—Syllabus Guidelines

<table>
<thead>
<tr>
<th>Fitchburg State University</th>
<th>EDUCATOR Programs</th>
<th>Comprehensive Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester: Year:</td>
<td>Course Prefix and Number: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

| Instructor: | _______________________________ |
| Office: | _______________________________ |
| E-mail: | _______________________________ |
| TEL: | _______________________________ |

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[This paragraph must be taken directly from the catalogue description of the course. In addition to this paragraph you may choose to provide more information in the copy you distribute to students. ]</td>
</tr>
</tbody>
</table>

If you plan on matriculating into a graduate program at Fitchburg State University, please be aware that twelve semester hours of Fitchburg State University credit taken within a year prior to the student’s admission may be applied to the degree program with the approval of the program chairperson. Anything over 12 credits prior to matriculation will NOT be accepted towards the degree.

| TEXTS: | [In addition to your texts the following two must be included. Please use APA format.]  |
|------------------------|
| Massachusetts Department of Education, Curriculum Frameworks, Malden, MA: Author (Year Relevant).  |

Include all Reserve Reading in Library if necessary.
Appendix 6—Rubric for Evaluating Syllabi

<table>
<thead>
<tr>
<th>Category</th>
<th>Quality Rating</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent quality</td>
<td>Rubric for assignment assessment.</td>
</tr>
<tr>
<td>2</td>
<td>Acceptable quality</td>
<td>Some clarity in assignment explanation.</td>
</tr>
<tr>
<td>3</td>
<td>Poor quality</td>
<td>Ambiguous assignment explanation.</td>
</tr>
</tbody>
</table>

- **Course Syllabus Rubric**

### Course Syllabus Rubric

**Category:**

- **Course:** Emphasizes the title of department, course number, title of course, credit hours, semester/days/time of class, office location, office hours, email address and telephone number.
- **Instructor:** Provides instructor's name, department/program, course number and title, credit hours.
- **Course Goals and Learning Objectives:** States in learner-centered, measurable terms.
- **Curriculum/Methods of Instruction:** Includes reference to the outcomes in unambiguous terms, using active verbs.
- **Assessment:** Identifies the course, with name of department/program, course number, title of course, credit hours, semester/days/time of class (e.g., Fall, 2005, T/Th 5-7:30 PM).
- **Instructor's Name and Contact Information:** Provides clear, well-written explanation.
- **Providing Clear and Acceptable Policy:** Provides a clear, well-written explanation for making up missed assignments.
- **Rubric for Assignment Assessment:** Provides a clear, well-written explanation for assignment assessment.
- **Evaluation/Grading Policy:** Provides a clear, well-written explanation for grading policy.
- **Required and Optional Texts:** Includes a list of texts and/or additional resources such as software, for the course, indicating which are required and which are optional.
- **Sequence:** Provides a clear, well-written explanation for the sequence of topics to be covered and the activities expected from the students.
- **Assignment Details:** Provides a clear, well-written explanation for assignment details.
- **Evaluation of Course:** Provides a clear, well-written explanation for evaluating the course.

**Ranking:**

1 = Excellent, 2 = Acceptable, 3 = Poor

**Signature:**

**Date:**

### Appendix 7—Graduate Courses: Syllabus Guidelines/Course Information

**Fitchburg State University**

**Graduate Courses**

**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 a written and dated course syllabus, which must contain at least the following information:

1. 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.
2. Official course description.
3. Course goals and learning objectives.
4. The instructor's attendance policy for the course (e.g., no attendance taken, number of absences allowed, any penalty for excessive absence, etc.).
5. A list of texts and/or additional resources such as software, for the course, indicating which are required and which are optional.
6. The course requirements for assessment, such as papers, projects, and examinations (with due dates, if possible).
7. A statement on the nature of the final exam (e.g., exam, project report).
8. A list of topics to be covered and the activities expected from the students.
9. The method by which student's final grade in the course will be determined.
10. The instructor's policy on work handed in late, makeup examinations, and the like.
11. Any special rules, regulations, or procedures of the course.
12. 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).
13. A statement regarding the Fitchburg State University Academic Disability policy.
14. A statement regarding the Fitchburg State University Academic Dishonesty policy.

**Rationale**

NEASC and secondary accrediting bodies (e.g., International Assembly for Collegiate Business Education, Commission of 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 and requiring significant commitment to the development and assessment of all aspects of university academic programming. Fitchburg State University has identified academic program planning and assessment as priorities of the Strategic Plan and has devoted resources at the academic department and administrative level to develop academic plans that include comprehensive assessment systems. Assessment of academic programs and courses at all levels cannot proceed without first identifying suitable goals, defined as broad statements of purpose and course purposes, as well as measurable objectives/outcomes. The guidelines will also serve as another attempt on the part of the Fitchburg State University community to improve academic quality.
Appendix 8—Library Statement

FITCHBURG STATE UNIVERSITY ON-LINE LIBRARY SERVICES

The Gallucci-Cirio Library at Fitchburg State University provides a full range of library services including borrowing privileges, document delivery (books and articles mailed to your home), Interlibrary Loans, online and phone reference assistance, access to subscription databases, library instruction, and more. Any questions relating to library services should be directed to the Access Services Librarian at 978-665-3062 or DLLIBRARY@FITCHBURGSTATE.EDU. There is also a special section for Distributed Learning Library Services at http://fitchburgstate.libguides.com/dlservices outlining the wide range of services available to you and how to access them.

Students who are currently registered with the college may access any of the library’s subscription databases, including an increasing number with full-text, by visiting the Gallucci-Cirio Library’s homepage at http://www.fitchburgstate.edu/library, and clicking on the All Research Databases link to select the database you want to access from the alphabetical listing or clicking on the Research Guides for Majors link and select from the subject listing. Once you click on the database title you will be prompted for your Falcon Key logon information; this is the same logon you will use for your Fitchburg State email account and if you have any online Blackboard courses. If you do not know your Falcon Key username and password or if you have any problems logging in, contact the college’s Information Technology Help Desk at 978-665-4500. The Library can issue you a temporary guest Falcon Key to use while the Information Technology Department is setting up your account; contact us at 978-665-3062 or DLLIBRARY@FITCHBURGSTATE.EDU.

All registered Fitchburg State students are eligible for a Fitchburg State One Card ID which also serves as his/her library card. If you have not received your One Card yet, you can still access all of our online services as long as you have activated your library account. Activate your library account online at http://www.fitchburgstate.edu/library/cardrequest.cfm or in person at the Circulation Desk. After activation by the Gallucci-Cirio Library and receipt of your One Card, students may also use any Massachusetts State College and University Library and participating libraries in the Academic and Research Collaborative (ARC) during the current semester. ID cards are available on campus all year round. To obtain an ID card, students must either complete the online Photo-less One Card request form (http://www.fitchburgstate.edu/library/research/services/index.cfm) or present a course registration confirmation at One Card Office in the Anthony Building of the main campus. Please call 978-665-3039 for available times or if you have any questions about your One Card.

Appendix 9—Special Scheduling Request

Extended Instruction Program Special Scheduling Request Form
Fitchburg State University
Division of Graduate and Continuing Education

COURSE NUMBER ________________________________ CREDITS_____________
COURSE TITLE ______________________________________________________
INSTRUCTORS NAME __________________________________________________
PROPOSED COURSE SCHEDULE _________________________________________
Special Scheduling for 3 (three)-credit courses 2 (two) weeks in length or less must be approved by the division. This form must be submitted along with the Course Request Form (see attached). Intensive one and two week courses ONLY will be considered for carefully designed, pedagogically sound courses.

Please discuss your reasons for special scheduling. Include how accommodations will be made for outside research and reflection.

Approved
By: ______________________________ / ___________________________________
Program Chair / Manager / Director of Extended Campus Programs
Appendix 10—GCE and Extended Campus Faculty Pool Forms

EXTENDED INSTRUCTION PROGRAM APPLICATION
GRADUATE AND CONTINUING EDUCATION
FACULTY POOL

I hereby apply for enrollment in the Fitchburg State University Graduate and Continuing Education faculty pool. If I wish to stay in the pool beyond the initial 3-year period, I understand that I must reapply prior to the expiration thereof.

Extended Program Agency intended to teach for: ____________________________________________

Name: __________________________________ Date: ______________

Address: ____________________________________________________________

________________________________________________

Signature: ________________________________________________

________________________________________________________________________

Office Use Only

Date entered pool: ______________ All Paper Requirements Have Been Submitted:

Semester: __________ Year: __________

Expiration Date: ______________ Meets Criteria for Faculty Pool as Defined by Contract:

____________________________________________

Approved by Dean of Education:

______________________________________________

EXTENDED INSTRUCTION PROGRAM
INSTRUCTOR MASTER FILE
INFORMATION REQUEST

The following information is required for the faculty master file:

Name: ________________________ __________________________ ________________________

First Middle Last

Social Security # __________ - ____________ - __________

Date of Birth (month/day/year) ________________________

Home Address ________________________________________________________________________

Number                           Street

City                    State              Zip Code

Home Telephone # (          )________________________ Business: (          )_____________________

Area Code       Number                                Area Code           Number

Email Address __________________________________ Fax # ______________________________

Work Address ________________________________________________________________________

Business/Agency Number           Street

City                        State       Zip Code

Highest Degree:________________________ Date Awarded: __________________________

College or University: ________________________________________________________________

__________________________________________________________________________________

FOR OFFICE USE ONLY

Instructional Specialization: ______________ Location: __________________________

Visiting Lecturer Rank: __________________ Date of Appointment: ______________________

FITCHBURG STATE UNIVERSITY
CONTINUING EDUCATION FACULTY POOL
***Extended Instruction Program***

Members in good standing must maintain a completed Personnel file. Incomplete applications will not be held for more than 3 months. The following must be received in order to complete your file:

PLEASE NOTE

ALL INSTRUCTORS MUST BE APPROVED IN THE FITCHBURG STATE UNIVERSITY FACULTY POOL BEFORE THE COURSE CAN BE CONSIDERED FOR APPROVAL.

☒ Extended Instruction Program application to the Continuing Education faculty pool (attached)

☒ Instructor Master File Information Request (attached)

☒ Resume

☒ Official transcript of highest degree earned (If highest degree is from Fitchburg State University, we will obtain your transcript from the Registrar’s Office)

Please return all documentation (including transcripts) to:

Fitchburg State University
Extended Campus Programs
Attn: Cathy Montague
160 Pearl Street
Fitchburg, MA 01420
Appendix 12—GCE Registration Form

Fitchburg State University
Graduate and Continuing Education

Full Legal Name: ________________________________________________________________

Permanent Address: ________________________________________________________________

Social Security Number: ____________________________________________________________

Home Phone #: ________________________________________________________________

Cell Phone #: ________________________________________________________________

E-mail Address: ________________________________________________________________

Gender: □ Male □ Female

Military Veteran: Please provide a copy of your form DD-214 to the Registrar's Office in order to initiate any applicable benefits

FOR REPORTING PURPOSES

Race/Ethnicity: Please select one or more of the following racial categories to describe yourself:

□ American Indian or Alaskan Native □ Asian

□ Black or African American □ Cape Verdean

□ Native Hawaiian or Pacific Islander □ White

□ Other (please specify): ___________________________________________________________

Education Level Completed: □ High School □ Bachelor’s Degree □ Master’s Degree

TOTAL: ________

SIGNATURE: ________________________________________________________________

Date: __________

Please return to the Office of the Registrar:
Fitchburg State University • 160 Pearl Street • Fitchburg, MA 01420 • (978) 665-4196 • Fax: (978) 665-4151
## Appendix 13—Request to Implement

### Fitchburg State University

**EXTENDED CAMPUS**

**REQUEST TO IMPLEMENT**

Please route form expediently, maximum 30 days

Directions: complete this form to offer an approved academic program at an Extended Campus Site. Please include Plan of Study, faculty resumes, and anticipated timelines of course offerings.

Submitted by:  

Agency:  

Location:  

Anticipated cohort size: (Recommended minimum: 20)  

Expected Start Date:  

Expected End Date:  

Payment Model:  

- Agency Pays Faculty  
- Fitchburg Pays Faculty  
- Grant Pays Faculty

### Academic Program

<table>
<thead>
<tr>
<th>Check all that apply</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Cohort*</td>
<td></td>
</tr>
<tr>
<td>Additional Cohort*</td>
<td></td>
</tr>
<tr>
<td>Track</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Certificate</td>
<td></td>
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<tr>
<td>Graduate Certificate Program</td>
<td></td>
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<tr>
<td>CAGS Degree</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Degree Program</td>
<td></td>
</tr>
<tr>
<td>Graduate Degree Program</td>
<td></td>
</tr>
<tr>
<td>New Location</td>
<td></td>
</tr>
</tbody>
</table>

- Other:  

Title of Degree/certificate/track as defined in catalog:  

Attach Academic Plan of Study and identify residency courses with*

Are there any changes to the approved Plan of Study?  

- yes  
- no

If yes, is Fitchburg State University the sponsoring organization for the state approved licensure program?  

- yes  
- no

### Academic Program Chair or Manager (proposed):

Resource Impacts:

Instruction: (Check all delivery modes that apply)

- Non-Union faculty (extended campus only)  
- Fitchburg State adjunct faculty  
- Full-time Fitchburg State Faculty  
- Distance Learning

Program Chair/Manager Date  

- approve  
- deny

Department Chair Date  

- approve  
- deny

Interim Dean of Education Date  

- approve  
- deny

Dean of Graduate & Cont. Ed Date  

- approve  
- deny

Dean of Enrollment Management Date  

- approve  
- deny

VP of Academic Affairs Date  

- approve  
- deny

Director of Extended Campus Date  

- approve  
- deny

Director of Admissions Date  

- approve  
- deny