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**Undergraduate Extended Campus Syllabus Template**

## Course Prefix and Number

## Course title

##  Semester/Day(s) and time of class

Number of Credit Hours:

##

**Instructor:**

**Office:**

**Telephone:**

**Fitchburg State University E-mail:**

**Office Hours:**

**OFFICIAL COURSE DESCRIPTION:**

**COURSE GOALS AND LEARNING OBJECTIVES:**

**INSTRUCTOR’S ATTENDANCE POLICY:**

**TEXTS:**

**ASSESSMENTS/COURSE REQUIREMENTS:**

**FINAL PROJECT/EXAM DESCRIPTION:**

**COURSE OUTLINE:**

In chronological order, list the proposed dates, topics to be covered and the readings and activities expected from the candidates in preparation for those class sessions. Due dates for assignments and activities are listed.

**FITCHBURG STATE UNIVERSITY UNDERGRADUATE GRADING POLICY**

Describe in detail how students are to be graded (e.g., research paper – 30%, four reports – 15% each, journal entries – 10%).

|  |  |  |
| --- | --- | --- |
| **Point** | **Letter Grade** | **Percentage %** |
| **4.0** | **A** | **95 –100** |
| **3.7** | **A-** | **92 – 94** |
| **3.5** | **A-/B+.** | **89 - 91** |
| **3.3** | **B+** | **86 – 88** |
| **3.0** | **B** | **83 – 85** |
| **2.7** | **B-** | **80 – 82** |
| **2.5** | **B-/C+** | **77 – 79** |
| **2.3** | **C+** | **74 – 76** |
| **2.0** | **C** | **71 – 73** |
| **1.7** | **C-** | **69 – 70** |
| **1.5** | **C-/D+** | **67 – 68** |
| **1.3** | **D+** | **64 – 66** |
| **1.0** | **D** | **60 – 63** |
| **0.0** | **F** | **0 – 59** |
|  | **IN** | **Incomplete** |
|  | **IP** | **In Progress** |
|  | **W** | **Withdrawn** |

**CLASS POLICIES:**

* + Policy on work handed in late and make up examinations (if applicable).
	+ Any special rules, regulations or procedures
	+ Statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course.

**POLICY ON DISABILITY**

Disability Services is the primary support system for students with disabilities taking classes in the day and evening divisions. The office is located on the third floor of the Hammond Building and can be reached at 978-665-4020 (voice/relay). If you need course adaptations or accommodations because of a disability, if you have emergency medication information, or if you need special arrangements in case the building must be evacuated, please make an appointment at the beginning of the course to talk with the instructor. It is important that the issues relating to disabilities be discussed as soon as possible.

# **GRADE APPEAL**

A student who is dissatisfied with a grade received or with any other aspect of instruction in a particular course is to confer with the instructor, who will explain the reasons for awarding the grade. If such a conference fails to achieve a satisfactory resolution, the student should confer with the department chair. If still unsatisfied, the student may then appeal in writing to the appropriate academic dean to adjudicate the situation. Please discuss the matter with the instructor and refer to the Fitchburg State University [Student Grievance Policy](https://catalog.fitchburgstate.edu/content.php?catoid=39&navoid=2419&hl=%22appeal%22&returnto=search#Grading_Policy) in the university catalog.

# **ACADEMIC INTEGRITY POLICY**

Every member of the 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. [University Academic Integrity Policy](https://catalog.fitchburgstate.edu/content.php?catoid=39&navoid=2419&hl=%22appeal%22&returnto=search#Grading_Policy), as outlined in the University Catalog, will be strictly adhered to.

**FITCHBURG STATE UNIVERSITY**

**DISTANCE LEARNING & EXTENDED CAMPUS 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 Loan; reference assistance via: phone, email, IM, Blackboard’s Collaborate tools, Skype and in-person; library instruction via online and in-person at extended campus sites; research help and more. Any questions relating to library services should be directed to the E-Learning & Instruction Librarian, at 978-665-3062 or dllibrary@fitchburgstate.edu. There is also a special section for Distance Learning and Extended Campus Services at <http://fitchburgstate.libguides.com/dlservices> outlining the wide range of services available to you and how to access them.  Activate your library account online through our ILLiad system at <https://fitchburgstate.illiad.oclc.org/illiad>; from here you can access article, book, and media. request forms to get items from our library and from other libraries. If you haven't used ILLiad before, you will need to click on the "First Time User? Create Your Account" link and set up your account.

Students who are currently registered with the university may access any of the library’s subscription databases, including an increasing number with full-text, by visiting the Gallucci-Cirio Library’s homepage [https://library.fitchburgstate.edu](https://library.fitchburgstate.edu/) and clicking on the Research Databases button in the center of the page. Select the resource you want to access from the alphabetical or 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 university’s Technology Help Desk at 978-665-4500 or helpdesk@fitchburgstate.edu. The Library can issue you a temporary guest login to access the library's databases while the Technology Department is setting up your account: contact us at 978-665-3062 or dllibrary@fitchburgstate.edu

All registered Fitchburg State University students are eligible for a Fitchburg State University OneCard ID which also serves as his/her library card. If you have not received your OneCard yet, you can still access all of our online services as long as you have activated your library account through ILLiad. After activation by the Gallucci-Cirio Library and receipt of your OneCard, students may access participating Massachusetts State College/University Libraries and you may request an ARC Card to access participating libraries in the Academic and Research Collaborative (ARC) during the current semester. OneCards are available on campus all year round.  Students wanting a OneCard can find information on obtaining one at <https://www.fitchburgstate.edu/campus-life/campus-services/onecard-office> or present a course registration confirmation at the 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.

***Students seeking Fitchburg State University course credit, must register with the university by the deadline given to them by their instructor. Instructions on how to register online for university credit will be provided by the course instructor/provider.***