

***CENTER FOR PROFESSIONAL STUDIES
POLICIES & PROCEDURES FOR INSTRUCTORS
REVISED 5/16***

Incomplete Course

An incomplete (IN) may be awarded with the recommendation of the instructor when the student has completed 80% of the coursework but cannot complete the rest due to illness or some other serious reason. The student must file a petition for an incomplete with the instructor prior to the last day of class. A student who has received an Incomplete in lieu of a course grade must make up the missing part or his/her coursework during the first four weeks of the following semester. Failure to do so will result in an automatic 0.0 for the course.

Withdrawal from Courses

One week prior to the first class meeting - 100% refund
Less than one week prior to the first class meeting - 50% refund
After the start of class – No refund

Cancellation of Course

The university may cancel courses for insufficient enrollment or for other reasons deemed to be in the best interest of the university. Students who registered for a course which is canceled may transfer to another course or receive a full refund of tuition and fees.

Academic Integrity Policy

The faculty in the Education Unit at Fitchburg State University that work submitted in fulfillment of course requirements will be solely that of the individual candidate and all other sources will be cited appropriately. University Academic Integrity Policy, as outlined in the University Catalogue, will be strictly adhered to.

Transcripts

Fitchburg State University is under agreement with the National Student Clearinghouse to provide an official transcript ordering service to students and alumni 24 hours a day. The National Student Clearinghouse Transcript Ordering Service requires users to fax their signature to the Clearinghouse to authorize the release of the transcript.

Important information regarding the cost of a transcript: Transcripts requested online or in writing cost \$5.00 per transcript.

To order an official transcript online, please go to:

https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00218400

Payment is made with any major credit card. Your credit card will not be charged until the Clearinghouse is notified by the Office of the Registrar that the transcript(s) have been mailed. Users of the ordering service will receive email updates on the status of their transcript(s).

To order an official transcript by mail:

Transcripts may also be ordered by mail. Upon written request by the student, and provided that all financial obligations to Fitchburg State University have been fulfilled; an official or unofficial transcript will be issued to the recipient designated.

Other Written requests for transcripts must include the following information

- Date of your request
- Name (an all other names)
- Social security number
- Dates of attendance and/or year of graduation and degree received
- Current address
- Daytime phone number (in case we need to contact you)
- Address to which the transcript is to be sent
- Your signature
- A check made payable to Fitchburg State University (the charge for each official transcript requested is \$5.00). Cash and credit card numbers are not accepted.

Transcripts can be ordered by mail or in person and must be accompanied by payment. Due to confidentiality legislation, transcript orders cannot be processed without signature; therefore, email and telephone requests cannot be honored.

Faxed requests for transcripts are not accepted.

Please mail your written requests to:

Office of the Registrar
Fitchburg State University
160 Pearl Street
Fitchburg, MA 01420-2697

Unofficial transcripts are also available via the universities *Web4* online records system. Students may view and print unofficial copy of their transcript free of charge with a User ID and PIN. If you attended the university before 1995, you may find that your transcript information is not available online or is incomplete.

Web4

Web4 is an interactive application developed to allow faculty (and students) access to the Fitchburg State University student information system to both view and/or update information via the World Wide Web.

Web4 Features

You may access your teaching information in these areas:

- View your semester or term teaching schedule
- View your class lists
- Enter Mid Term and Final Grades
- Enter Registration Overrides
- Display your advisee list
- View an advisee's academic transcript
- Display and print student degree evaluation

Web4 PIN

All *Web4* users must have a User ID and personal identification number (PIN). Web User ID's and PIN's help to ensure the security of academic records, serving a similar function as the passwords used with automated bank teller machines

You should keep your User ID and PIN in a safe place. If you wish to change your *Web4* PIN, you can do so using *Web4*. If you lost your PIN or forget it, you can receive another copy of it at the Registrar's Office. You must bring some form of photo identification with you. Since the *Web4* PIN is a security code, the Registrar's Office will not release the PIN over the telephone or email.

Plan to Change your Web4 PIN

In order to maintain your security, you should change your *Web4* PIN the first time you use it and frequently afterwards. You may change your *Web4* PIN by left clicking on the "Personal Information" tab on the Main Menu with your mouse and then left clicking on the "Change PIN" option. Your new PIN should be easy for you to remember, but not an easy number or password for anyone to guess. It is recommended that you do not use your birth date or telephone number as your *Web4* PIN. The *Web4* PIN you select will take effect immediately.

Confidentiality

Web4 provides access to personal information about you as well; therefore, you are strongly urged not to share your User ID or PIN with anyone else.

Using Web4

Use your mouse to move the cursor around on the screen. When the mouse is pointing to a function that links to another screen, the cursor will turn a hand with a pointing finger image. Left click the mouse once on the function to activate it.

The green "HELP" button located near the top right corner of most screens provides quick access to on-line instructions and allows you to return to the screen or menu.

Printing

After you have located and/or updated information, you may choose to print a copy. To print a copy of something from *Web4*, first move your mouse to the browser area near the very top of the screen and left click on the printer icon on your browser.

Logging Off

To protect the security and confidentiality of the information you are accessing, remember to log off of *Web4* when you finish a session. Left click on the green “EXIT” button near the top right hand corner of any screen (next to the “HELP” button referenced above) and then left click on the red “X” button (Close) in the extreme upper right hand corner of the screen to completely exit *Web4*.

Connecting to *Web4*

1. On your computer desktop, left click on the “Internet Explorer” icon to access the internet.
2. Access the Fitchburg State University website at : www.fitchburgstate.edu/registrar
3. Click on the green *Web4* button in the “Links” section near the top of the web page.
4. Under the “Faculty” heading, left click on the “*Web4* Faculty” function.
5. Left click on the “Enter Secure Area” function.
6. Enter your User ID in the “User ID” field.
7. Enter your PIN in the “PIN” field and left click on the “Login” button.
8. On the screen you will see the Main Menu with “Faculty Services” and “Personal Information” tabs that you can click on to access your information or information about your advisees.