



 **FITCHBURG STATE  
UNIVERSITY**  
**Student Handbook 2020–2021**



Dear Fitchburg State Student:

The Student Handbook is a source of useful information and a presentation of the policies we live by at Fitchburg State University. Underlying all of that is a special falcon spirit that I hope you will discover and come to enjoy. That special falcon spirit encompasses:

- **A community of learners.** We focus on learning and growing as members of the campus community.
- **An achievement-orientation.** We set goals and then work hard and consistently to meet them in all facets of the university experience.
- **A blending of liberal arts education, preparation for professional life and student development opportunities.** We learn by exploring a broad range of subjects and develop academic and life long skills through our work in the classroom, involvement in organizations, participation in campus activities and activism in the community.
- **A sense of civility.** We act in a civil way toward each other in our classes, at meetings, at athletic contests, during activities and events, and in our living environment. What you bring to Fitchburg State University is important as well; your goals and aspirations, your special strengths and personality, and your willingness to do all you can to be an active member of our community. Participating fully in the life of the university, from the classroom and library to student activities and special events, is the best way to *learn how far you can go*.

I'm glad you are here at Fitchburg State University, and I wish you all the best in the coming academic year.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura A. Bayless".

Laura A. Bayless, Ph. D.

Vice President of Student Affairs

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Established in 1894 by an act of the Massachusetts Legislature, the State Normal School in Fitchburg opened in temporary quarters in the old high school building on Academy Street. Principal John G. Thompson, aided by a teaching staff of three, implemented a two-year teacher training program for women that had forty-six participants. In December 1896, the school expanded into a new building, known as Thompson Hall, and set up the State Schools of Observation and Practice in city buildings on Day Street and Highland Avenue.

In the next decade the school was a trendsetter for programs in Education. The Edgerly School opened, originally as an eighth-grade model and practice school, and then in 1910, it became one of the first junior high schools in the United States. The following year the school initiated the first practical arts teacher training course in the country for men.

In 1930, the State Normal School was authorized to offer a bachelor's degree in practical arts, and in 1932, when it became the State Teachers College at Fitchburg, four-year degrees were offered in all areas of education.

Under the auspices of the State Division of University Extension summer courses were first offered in 1915, marking the beginning of the college's commitment to Continuing Education programs. In 1935, the college was also authorized to establish graduate programs and in 1954 the first evening courses were offered.

In 1960, the college changed its name and expanded its mission. The State College at Fitchburg diversified its programs to include degrees in disciplines other than education. In 1965, its name was officially changed to Fitchburg State College, which today offers forty-nine undergraduate degree programs in eighteen academic departments, over twenty-five Masters Degree programs, five Certificate of Advanced Graduate Study programs, and nine Graduate Certificate programs, and four Post-Baccalaureate Certificate programs. Enrollment is up to 3,100 full-time and 4,000 part-time students, which include 1,100 matriculated graduate students. The campus has expanded from a single structure on High Street to thirty-two buildings on ninety acres, becoming the educational center for the Montachusett region. The college proudly offers traditional and nontraditional programs to serve the educational needs of its students as undergraduate, graduate, and continuing education students.

On July 28, 2010, Gov. Deval L. Patrick signed legislation establishing a State University system in Massachusetts, and the institution's current name—Fitchburg State University—was enacted.



## Mission Statement

Fitchburg State University is committed to excellence in teaching and learning and blends liberal arts and sciences and professional programs within a small college environment. Our comprehensive public university prepares students to lead, serve, and succeed by fostering lifelong learning and civic and global responsibility. A Fitchburg State education extends beyond our classrooms to include residential, professional, and co-curricular opportunities. As a community resource, we provide leadership and support for the economic, environmental, social, and cultural needs of North Central Massachusetts and the Commonwealth.

## Vision

Fitchburg State University will be nationally recognized for its excellence in teaching and learning in current and emergent fields, for its commitment to transforming lives through education, and for its dedication to public service.

In order to achieve this, we will:

- Prepare students for a global society through curricular innovation and program development
- Achieve academic excellence by investing in our faculty and librarians in their pursuit of knowledge, professional competency, and scholarship
- Employ innovative uses of technology in the library and across our campus to maximize student learning
- Create a culture of diversity to meet the needs of the region and enhance the personal and academic lives of the university community
- Build partnerships within our community to provide real-world opportunities for our students and collaborative solutions to community issues

The core values, mission and vision were approved by the All College Committee, President Robert Antonucci and the Board of Trustees. Approval from the Board of Trustees was December 8, 2009.

## Core Values

### Accessibility

Offering equitable access to high-quality programs and services to people of varying cultural backgrounds living within and beyond our diverse community of North Central Massachusetts

### Affordability

Providing opportunities for students of varying socioeconomic backgrounds to pursue an affordable, quality education

## Subject to Change Notice

The rules, regulations, policies, fees and other charges, courses of study, and academic requirements that appear in this handbook were in effect at the time of its publication. Like everything else in this handbook, they are published for informational purposes only, and they do not constitute a contract between the university and any student, applicant for admission or other person.

Whether noted elsewhere in this handbook or not, the university reserves the right to change, eliminate, and add to any existing (and to introduce additional) rules, regulations, policies, fees and other charges, courses of study and academic requirements. Whenever it does so, the university will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to do so without notice.

## Community

Forging partnerships with businesses and community organizations within the region to enhance quality of life

## Enrichment

Sustaining a supportive campus environment for students, faculty, staff, and alumni in which all members can grow and excel in their personal and professional lives

## Excellence

Striving for excellence in academic programs and services through innovative teaching and professional practices

## Student Representation on Committees

The Student Government Association (SGA) appoints and/or recommends students to serve on many other university groups and committees including those listed below. Contact SGA for more information.

- Campus Center Advisory Board
- Campus Safety
- University/Neighborhood Council
- Food Service
- Honorary Degrees
- Human Relations
- Library Advisory Committee
- Parking Committee
- SGA and its committees
- Student Conduct Board
- Student Organization Committee
- Technology Advisory Committee
- All University Committee

## All University Committee

The All University Committee (AUC) offers students the opportunity to participate in making the policies that govern student conduct, determine academic progress and graduation standards, and change and develop curriculum. The AUC is composed of three students, five faculty members and three administrators, all with equal voting power. Students may apply to serve on the AUC or one of its subcommittees by contacting the Student Government Association (SGA).

Students may submit proposals to the AUC individually or as members of recognized student organizations. Any member of the administration, staff or faculty may also submit proposals to the AUC.

AUC Standing Subcommittees are as follows:

- Academic Policies
- Curriculum
- Student Affairs



## Affirmative Action Statement

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, color, religion, creed, age, gender, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes.

- Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to:

Kristin Murphy, Director of Title IX Compliance  
(978) 665-4141.

- For inquiries regarding sex, gender, disability, age, race, color and/or national origin, you may also contact:

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-0111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## Accommodations for Persons with Disabilities

### Disability Services

Students must initiate registration with Disability Services to request academic/environmental accommodations.

The primary objective of Disability Services is to empower qualified students with disabilities to engage in all facets of Fitchburg State University's academic, residential and student life.

Disability Services provides eligible students with individually tailored support services, academic skill-building, reasonable accommodations and training in the use of adaptive technologies. Contact the office at 978-665-4020 or [fitchburgstate.edu/disability](http://fitchburgstate.edu/disability).

## Institutional Discrimination Complaint Procedures

The Massachusetts State Universities have established specific internal Discrimination Complaint Procedures to help resolve claims and complaints of discrimination and sexual violence on the campus. These Procedures will serve as a system of review and resolution for both informal claims and formal complaints of discrimination, including disability discrimination and sexual violence. Any member of the university community (including students), who believes she/he has been a victim of discrimination, sexual violence, discriminatory harassment or retaliation may initiate an informal claim or formal complaint as outlined in the Discrimination Complaint Procedures.

Hard copies of the Discrimination Complaint Procedures are available in the Human Resources and Affirmative Action Office, and Office of Student Affairs. The Discrimination Complaint Procedures are also available at: [fitchburgstate.edu/hr/affirmativeaction](http://fitchburgstate.edu/hr/affirmativeaction).

Further advice or information regarding the university's Discrimination Complaint Procedures may be obtained by contacting Kristin Murphy, Director of Title IX Compliance at (978) 665-4141, or Dr. William Cummings, Deputy Title IX Coordinator at (978) 665-3130.

## Jury Duty

According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts university, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

Students who must miss class in order to fulfill their jury service requirement should notify the Office of Student Affairs to arrange for their absence. Students are required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student's Guide to Jury Duty brochure, available in the Office of Student Affairs, or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of the Jury Commissioner's website at [massjury.com](http://massjury.com).

## Bill of Rights

The following enumeration of rights is not to be construed to deny or disparage other rights retained by students in their capacity as members of the student body or as citizens of the community at large.

- A. Free inquiry, expression and assembly are guaranteed to all students.
- B. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
- C. The right of students to be secure in their persons, living quarters, paper and effects against unreasonable searches and seizures is guaranteed.
- D. No disciplinary sanctions will be imposed upon any student without notice to the accused of the nature and cause of the charge.
- E. A student accused of violating institutional regulations is entitled, upon request, to a hearing before the appropriate judicial body.

## Access to Higher Education

Within the limits of its facilities, Fitchburg State University is open to all applicants who are qualified according to its admission requirements.

- A. The institution will make clear with this document and the *Fitchburg State University Catalog* the characteristics and expectations of students which it considers relevant to its programs.
- B. Under no circumstances will an applicant be denied admission because of race, religion, gender, sexual orientation, ethnic background or disability.

## Affirmative Action Policy

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, color, religion, creed, age, gender, sexual orientation, gender identity, genetic information, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended, the Civil Rights Act of 1964 as amended, Title IX of the Educational Act of 1972, section 304 of the Violence Against Women's Act, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990 (ADA), the Civil Rights Act of 1991, and pertinent laws, regulations, and Executive Orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, and other applicable state and federal statutes.

Of particular interest to students are the following:

- A. Equal Opportunity: Fitchburg State University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin or age. Inquiries regarding compliance may be directed to:

Kristin Murphy, Director of Title IX Compliance  
(978) 665-4141; or  
U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-0111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

- B. Title IX and Violence Against Women's Act (including section 304): Fitchburg State University does not discriminate on the basis of gender, in accord with Title IX of the 1972 Education Amendments, in its educational programs, admission policies, activities or employment policies. This legislation provides that no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. This includes protection from sexual harassment and sexual violence. Inquiries regarding compliance may be directed to:

Kristin Murphy, Director of Title IX Compliance  
(978) 665-4141; or

Dr. William Cummings, Dean  
Deputy Title IX Coordinator  
(978) 665-3130

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-0111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

C. Section 504 of the Rehabilitation Act: Fitchburg State University does not discriminate against individuals with disabilities in its educational programs, admissions policies, activities or employment policies. Section 504 of the Rehabilitation Act of 1973, as amended, provides that no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of or be subjected to discrimination solely because of their disability, under any program or activity that receives federal financial assistance. The Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 provides comprehensive civil rights protection to individuals with disabilities and prohibits discrimination on the basis of disability in employment, places of public accommodations, state and local government services and telecommunications.

Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA Amendments Act of 2008" revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post traumatic stress disorder. The amendments took effect January 1, 2009.

Inquiries regarding compliance may be directed to:

Jessica Murdoch, Associate Vice President,  
Human Resources and Payroll Services.  
(978) 665-3172; or

U.S. Department of Education  
Office for Civil Rights  
33 Arch Street, 9th Floor  
Boston, MA 02119-1424  
Telephone: (617) 289-0111  
FAX: (617) 289-0150  
TDD: 877-521-2172  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

On-campus grievance procedures for alleged violations of the non-discrimination regulations are the same as those employed for challenging violations of the Family Education Rights and Privacy Act of 1974.

## Financial Obligations

### Notice of Availability

The Higher Education Amendments of 1998 clarified the information that colleges must disclose to current students. The following Notice of Availability describes the kinds of information available and where you can gain access to it. You may request a paper copy of any information referenced below by contacting the office listed.

### Family Educational Rights and Privacy Act (FERPA)

Description: FERPA affords students certain rights with respect to the student's educational records.

Location: [fitchburgstate.edu/registrar](http://fitchburgstate.edu/registrar)  
E-mail: [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu)  
Contact: Registrar

Phone: (978) 665-4196

### FFEL/Direct Loan Deferments for Performed Services

Description: FFEL/Direct Loan deferments available for Peace Corps or volunteer service.

Location: [fitchburgstate.edu/finaid](http://fitchburgstate.edu/finaid)  
E-mail: [finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu)  
Contact: Director of Financial Aid

Phone: (978) 665-3156

### Financial Assistance Available

Description: Federal, state and institutional need-based and non-need-based financial assistance available to students. Rights and responsibilities of financial aid recipients are also available.

Location: [fitchburgstate.edu/finaid](http://fitchburgstate.edu/finaid)  
E-mail: [finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu)  
Fitchburg State University Catalog  
Contact: Director of Financial Aid

Phone: (978) 665-3156

### Cost of Attendance—Undergraduate Day

Description: Cost of attendance for undergraduate day students.

Location: [fitchburgstate.edu/studentaccts](http://fitchburgstate.edu/studentaccts)  
Contact: Director of Student Accounts  
E-mail: [stuacnts@fitchburgstate.edu](mailto:stuacnts@fitchburgstate.edu)

Phone: (978) 665-4126

### Cost of Attendance—GCE

Description: Cost of attendance for undergraduate evening and graduate students.

Location: [fitchburgstate.edu/gce](http://fitchburgstate.edu/gce)  
E-mail: [gce@fitchburgstate.edu](mailto:gce@fitchburgstate.edu)  
Contact: Dean of Grad. and Cont. Ed.

Phone: (978) 665-3182

### Return of Title IV Funds Refund Policy

Description: Policy regarding recipients of federal Title IV financial aid that withdraw from the university.

Location: [fitchburgstate.edu/finaid](http://fitchburgstate.edu/finaid)  
E-mail: [finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu)  
Fitchburg State University Catalog  
Contact: Director of Financial Aid

Phone: (978) 665-3156

## **Withdrawal Policy**

Description: Policy regarding students enrolled at Fitchburg State who officially withdraw from the university.

Location: *Fitchburg State University Catalog*

Contact: Office of Student Affairs

Phone: (978) 665-3130

## **Academic Programs**

Description: Information regarding Fitchburg State's academic programs.

Location: [fitchburgstate.edu/academics](http://fitchburgstate.edu/academics)

*Fitchburg State University Catalog*

Contact: Associate Vice President for Academic Affairs

Phone: (978) 665-3168

## **Accreditation/Approval/Licensure**

Description: Entities that accredit, license, or approve the university and its programs and procedures for reviewing Fitchburg State's accreditation, licensing, or approval documents.

Location: [fitchburgstate.edu/community/aboutus/facts](http://fitchburgstate.edu/community/aboutus/facts)

Contact: Associate Vice President for Academic Affairs / Dean of Arts and Sciences

Phone: (978) 665-3168

## **Special Facilities and Services for Students with Disabilities**

Description: Special services and facilities available for students with disabilities.

Location: [fitchburgstate.edu/disability](http://fitchburgstate.edu/disability)

Contact: Director of Disability Services Phone: (978) 665-4020

## **Study Abroad**

Description: Federal Title IV financial aid eligibility for students enrolled in a Study Abroad program.

Location: [fitchburgstate.edu/finaid](http://fitchburgstate.edu/finaid)

E-mail: [finaid@fitchburgstate.edu](mailto:finaid@fitchburgstate.edu)

Contact: Director of Financial Aid

Phone: (978) 665-3156

## **Completion/Graduation Rates**

Description: The percent of first-time full-time freshmen who successfully complete a baccalaureate program at this university within six years.

Location: [fitchburgstate.edu/planningandir](http://fitchburgstate.edu/planningandir)

Contact: Director of Institutional Research and Planning

Phone: (978) 665-3171

## **Campus Security/Fire Report**

Description: The Campus Crime Awareness Security/Fire Report, which includes required policies and procedures and crime statistics.

Location: [fitchburgstate.edu/campuspolic](http://fitchburgstate.edu/campuspolic)

Contact: Chief of University Police Phone: (978) 665-3111

## **Report on Athletic Program Participation Rates and Financial Support Data**

Description: Data regarding athletic program participation rates of students at Fitchburg State and related costs and revenues.

Location: Athletics Department

Contact: Director of Athletics

Phone: (978) 665-3314

## **Immunization Requirements**

In compliance with Massachusetts Public Law 105 CMR 220.600, the following are the immunization requirements for Fitchburg State University:

- Full-time matriculated undergraduate, graduate, or other category of residential student and international students studying on campus:
  1. Completed Fitchburg State University health form, including a physical exam that has been completed within the past year.
  2. Two doses of MMR vaccine or serologic proof of immunity.
  3. Two varicella vaccines or serologic proof of varicella or documented history of the disease.
  4. One dose of Tdap vaccine
  5. Three doses of Hepatitis B vaccine or serologic proof of immunity.
- Part-time matriculated undergraduate students in health sciences:
  1. Need the state-required immunizations as stated above. A complete physical is not required for part-time students.
- Part-time and full-time matriculated undergraduate and graduate nursing students:
  1. Annual physical;
  2. Annual PPD (TB test) and proof of a negative chest X-ray if the PPD test was positive;
  3. Need the state-required immunizations as stated above.

Failure to comply with these requirements will prohibit you from registering for classes.

## **Insurance for Property**

Compensation for lost, damaged or stolen personal property on campus is not a university responsibility. Individuals desiring such protection must make arrangements for the necessary coverage at their own expense. Residential students are encouraged to consider securing personal property insurance, either through the homeowners' policy of their parent/guardian, separate renters' insurance policy or college student property insurance policy.

## **Notification of Student Rights under FERPA**

"The Family Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized university personnel. However, certain information classified as "Directory Information" is available for public consumption unless the student specifically directs that it be withheld. Public Directory Information as defined by the act includes: Student's name, addresses (campus, home, e-mail), telephone listings, date and place of birth, major field of study, class year, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, status (full-time, half-time, part-time), degrees, honors, and awards received, and the most recent previous educational institution attended. The

Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, affords students certain rights with respect to their education records." They are:

**1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, vice president of academic affairs, dean of enrollment management, academic department chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask Fitchburg State University to amend a record that they believe is inaccurate or misleading. They should write to the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

Fitchburg State University will disclose information from a student's education records only with the written consent of the student, except:

A. To school officials with legitimate educational interests; A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

B. To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

C. To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the university, and accrediting organizations;

- D. In connection with a student's application for, and receipt of, financial aid;
- E. To comply with a judicial order or lawfully issued subpoena;
- F. To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- G. To appropriate parties in a health or safety emergency; or
- H. To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the university.
- I. The university may disclose the result of a disciplinary proceeding to a parent or guardian as long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of university drug or alcohol policies, or any federal, state, or local law.
- J. To students currently registered in a particular class section, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

Fitchburg State University has designated the following items as Directory Information: a student's name, electronic mail address, local and permanent mailing addresses, telephone numbers, date and place of birth, major and minor fields of study, dates of attendance, enrollment status (full or part time), certificates, degrees, honors and awards received (including scholarships), date of actual or expected graduation, whether or not currently enrolled, most recent educational institution attended, participation in officially recognized activities and sports sponsored by the university, weight and height of athletic team members, and photograph.

The university may disclose any of these items without prior written consent, unless the student has submitted a written request to the Office of the Registrar not to release directory information pertaining to them. Requests will be processed within 24 hours after receipt.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Fitchburg State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

### List of Offices

Academic Affairs  
Academic Success Center  
Amelia V. Gallucci-Cirio Library  
Bookstore  
Career Services and Advising Center  
Center for Diversity and Inclusiveness  
Center for Italian Culture  
Chartwells Food Service  
Counseling Services  
Disability Services  
Expanding Horizons  
Financial Aid  
Graduate and Continuing Education  
Housing and Residential Services  
Information Technology  
International Education  
Student Mail Center  
Parking Services  
Peer Assisted Student Support  
Peer Services, Testing and Placement Center  
Recreation Services  
Registrar's Office  
Student Accounts  
Student Affairs  
Student Conduct and Case Management  
Student Development  
Student Health Services  
Student Mail Center  
University Police



The Provost and Vice President for Academic Affairs, Dr. Alberto Cardelle, working closely with the Associate Vice President for Academic Affairs, leads a team of administrators whose focus is to lead and support the fifteen academic departments and library at Fitchburg State through the strategic plan. The Academic team includes:

Dr. Franca Barricelli, Dean of Arts and Sciences  
Dr. Becky Copper-Glenz, Dean of Graduate and Continuing Education  
Dr. Margaret Hoey, Dean of Health and Natural Sciences  
Ms. Jacalyn Kremer, Dean of the Library  
Ms. Pamela McCafferty, Assistant Vice President for Institutional Research and Planning  
Dr. Nancy Murray, Dean of Education  
Dr. Jason Smith, Assistant Dean for Retention and Student Success  
Dr. Keith Williamson, Dean of Business and Technology

### Academic Affairs

Sanders Administration Building, Suite 212  
(978) 665-3168 [fitchburgstate.edu/aoa](http://fitchburgstate.edu/aoa)  
Dr. Cathy Canney, Associate Vice President for Academic Affairs

The office of Academic Affairs is responsible for the administration of all academic programs of the university. At Fitchburg State University, each curriculum, or course of study, has been conceived as a guide to help students develop the intellectual skills needed to analyze, interpret and learn from the accumulated knowledge of the past. The purpose of every curriculum is to assist students in recognizing the possibilities as well as the problems of their changing world, to instill within them a moral awareness of their responsibilities toward improving the quality of human life and to prepare them for careers, which will enrich their lives as they enrich the lives of others.

## **Academic Coaching and Tutoring (ACT) Center & Placement Testing**

Hammond Hall, Third Floor, Suite 306

(978) 665-3499

Dr. Kat McLellan, Director  
kmclella@fitchburgstate.edu

### **Hours**

Monday – Friday 8:00 a.m. – 5:00 p.m.

### **Overview of ACT Services**

The Academic Coaching and Tutoring (ACT) Center helps students achieve excellence. Highly qualified and trained peer tutors offer free individual, small group, and walk-in tutoring, serving students in all majors. Professional Academic Coaches offer individualized, workshop-based, or in-class support for key student success skills, such as time management, motivation, and concentration. Peer mentors are fellow students who provide academic and social support. We promote a friendly, supportive, non-judgmental approach to success.

Our mission is to help increase your academic achievement; enhance your ability to learn, apply knowledge, develop study habits, and become more self-directed learners; and build critical thinking skills.

### **Individual and Group Tutoring**

The ACT Center has tutoring for courses in all majors, and our Writing Center supports all stages of the writing process, including brainstorming, drafting (papers, presentations, projects, and more), revising, and interpreting faculty feedback.

Students can schedule an online or in-person tutoring appointment on SSC ([fitchburg.campus.eab.com](http://fitchburg.campus.eab.com)), come by 306 Hammond during drop-in hours (M–Th: 10 am–7:30 pm, F: 10 am–4 pm), or email [tutorcenter@fitchburgstate.edu](mailto:tutorcenter@fitchburgstate.edu) for help. To find an ongoing tutoring group, students can fill out a form on our website ([fitchburgstate.edu/tutoring](http://fitchburgstate.edu/tutoring)) and speak with our scheduler about finding a group that fits their schedule.

During the academic year, drop-in schedules are posted on our website (and instructions on accessing drop-in online tutoring are also on our website) [fitchburgstate.edu/tutor-schedules](http://fitchburgstate.edu/tutor-schedules)

All our peer tutors go through a rigorous application and training process. They must demonstrate excellent communication skills, maintain a cumulative GPA of 3.0 or better, have grades of 3.3 or higher in all courses they tutor, and have two faculty members endorse their mastery of concepts and ability to connect with their peers. All tutors complete requirements for the internationally recognized College Reading and Learning Association (CRLA) International Tutor Certification.

### **Academic Coaching**

Our Academic Coaches individualized, workshop-based, or in-class support for key student success skills, such as time management, motivation, and concentration. Students can schedule Academic Coaching appointments on SSC ([fitchburg.campus.eab.com/](http://fitchburg.campus.eab.com/)) or email [tutorcenter@fitchburgstate.edu](mailto:tutorcenter@fitchburgstate.edu) for help.

### **Academic Success Seminars**

Applying research-based college study methods save students time studying and maximizes their learning. These one-hour seminars provides students with specific step-by-step strategies for academic success.

### **Peer Mentoring**

Peer mentors are fellow students who provide academic and social support. In the fall semester, they attend class alongside new students enrolled in the First Year Experience seminars, and in the spring semester, they provide Academic Success Workshops to support a wide range of student success skills. Peer mentors lead a variety of activities throughout the year to help fellow students learn about campus resources, participate in campus social events, and develop effective study strategies.

### **Placement Test Center**

The Placement Test Center administers the required placement tests in math, writing and foreign languages for all first-year, transfer, and current students.

Please visit the Web site at [fitchburgstate.edu/tutor-placement](http://fitchburgstate.edu/tutor-placement) for further information regarding waivers, test dates, test registration and test preparation resources. Online testing is available in 2020–2021.

### **Graduate Student and Professional Programs Tutoring**

The ACT Center also offers writing tutoring specifically geared toward students in graduate and professional programs: [fitchburgstate.edu/tutor-writing](http://fitchburgstate.edu/tutor-writing)

## **Amelia V. Gallucci-Cirio Library**

Hammond Hall  
(978) 665-3093  
Jacalyn Kremer, Dean

[library.fitchburgstate.edu](http://library.fitchburgstate.edu)

### **Regular Library Hours**

Mon.–Thurs.: 7:30 a.m.–11:30 p.m.	Sat.: Noon–5 p.m.
Fri.: 7:30 a.m.–7 p.m.	Sun.: 1–11:30 p.m.

Contact the Library for changes in hours during holidays, intersession, summer and final exams period.

Located in the Hammond Hall, the Library is a comprehensive information center dedicated to enhancing the learning experience of all Fitchburg State University students. Services include research assistance, library instruction, course reserves, and interlibrary loan.

During the fall and spring semesters, the Library is open 91 hours per week, seven days a week. It houses a collection of approximately over 370,000 print and electronic books, and students can conduct research in 165 databases which provide access to e-books, full-text articles, and streaming films and music. All collections and services are available to Distance Learning students and the library allows off-campus access to all databases.

The Library has 61 computers, 18 study rooms that can be reserved, individual and group tables and comfortable seating throughout the building. The Library includes Archives & Special Collections located on the street level of Hammond Hall. The Archives & Special Collections are accessible to members of the university community, alumni, scholars and the public.

## **Bookstore**

Hammond Hall, Street Level  
(978) 665-4026

Kimberly Manser, Store Manager

[bkstr.com/fitchburgstatestore/](http://bkstr.com/fitchburgstatestore/)

Fitchburg State University Bookstore is your one-stop destination for all your campus needs. We carry all of your course materials right here on campus to help you succeed in your courses. Our textbook department provides a variety of purchase options including new and used book copies, rentals, and digital options and we have a price match program in place. We carry an extensive collection of apparel and gift items to show your campus pride. We feature a wide selection of dorm supplies, art supplies, paper and presentation materials, electronics, health and beauty supplies as well as snacks. Follett Higher Education Group operates the Fitchburg State University Bookstore; a family owned bookstore provider for more than 137 years. Online shopping is available 24/7 at [bkstr.com/fitchburgstatestore/](http://bkstr.com/fitchburgstatestore/).

Please see website for store hours (this changes weekly).

## **The Career Services and Advising Center**

Hammond Hall, Third Floor, Suite 318  
(978) 665-3151

Melisa Alves, Director

[fitchburgstate.edu/cca-center](http://fitchburgstate.edu/cca-center)

The Career Counselling and Advising Center provides both career and academic direction for students seeking advice on both a major selection and career path.

The Center provides extensive services:

- Career Advising
- Academic Advising
- Advising for Pre-Majors and students experiencing academic difficulty
- Career Assessment
- Workshops & Special Events
- Mock Interviews
- Opportunities to connect with alumni
- On campus recruiting
- Daily drop-in hours

The Center is also a repository for academic information including: Four-Year plans of study by major and the general education (LA&S) curriculum.

All Fitchburg State University students have access to their own personal account on Handshake, our career management system. On Handshake students are able to apply for internships, part-time and full-time employment, connect with employers, utilize career resources and learn about virtual and regional events.

## **Center for Diversity and Inclusiveness**

Hammond Hall, Ground Level, Suite G04  
(978) 665-3399

Jamie Cochran, Coordinator

[fitchburgstate.edu/cdi](http://fitchburgstate.edu/cdi)

### **Hours**

Mon.-Fri.: 8:00 a.m.-5 p.m.

The Center for Diversity and Inclusiveness (CDI) lays the foundation for Fitchburg State University to be a place that creates and nourishes a culturally diverse community by educating students, faculty and staff so that attitudes of racism, bigotry, hate, prejudice, and intolerance, on any level, are overcome. The center will provide the tools of understanding, sensitivity, and acceptance to diversity in its many varied forms. It is CDI's charge to the Fitchburg State student and its community that they:

- Be exposed to cultural diversity
- Learn to be accepting of people and ideas not their own
- Learn to be sensitive to cultural differences
- Learn how to best deal with diversity issues
- Develop personal skills and demonstrate competencies' in understanding diversity.

The members of the Center for Diversity and Inclusiveness, in addition, will design, plan, and oversee the delivery of various programs such as Heritage Month Celebrations, multicultural education, and cultural activities designed to contribute to a positive campus culture of appreciation and respect for differences. The center advises active, diverse student organizations such as Black Student Union, Latin American Student Organization, World Integrated Nations, and Gay Straight Alliance on topics such a program planning, leadership development, heritage celebration, diversity, etc., including such multicultural events as Latin American Heritage Month, Black History Month, Native American Month, Asian Pacific Month, Woman's History Month and Gay Pride Week.

The Center for Diversity and Inclusiveness, a division of Student Affairs, works diligently towards the goal of maintaining a truly diverse and engaged campus environment, where students feel comfortable, respected, appreciated and challenged. Anyone is welcomed to be a member of the Center for Diversity and Inclusiveness!

## **Center for Italian Culture**

(978) 665-3031

[fitchburgstate.edu/CIC](http://fitchburgstate.edu/CIC)

The Center's mission is to encourage the understanding and appreciation of all aspects of Italian language and culture, including ancient and contemporary studies, and the Italian experience in the New World. The Center assists in sponsoring the Fitchburg State University Cultural Series, scholarships, and various Italian language and culture initiatives.

## Chartwells Dining Services

Holmes Dining Hall  
(978) 665-3663  
Jeff McVoy, Director

The food service at Fitchburg State University is provided by Chartwells, a division of Compass Group.

[dineoncampus.com/fsu](http://dineoncampus.com/fsu)  
[jmcvoy@fitchburgstate.edu](mailto:jmcvoy@fitchburgstate.edu)

### Meal Plans

Students living in Aubuchon Hall, Herlihy Hall, Mara Village and Russell Towers are required to purchase one of the following:

- 19 meals per week ..... \$1,836 per semester  
19 meals per week at Holmes Dining Commons, or any other participating meal plan location. Plus: \$125 Dining Points on your OneCard and up to 5 guest meals per semester.
- 15 meals per week ..... \$1,785 per semester  
Any 15 meals per week offering the same menu choices as the 19 meal plan in Holmes Dining Commons or any other participating meal plan location.  
Includes: \$100 Dining Points on your OneCard and up to five guest meals per semester.
- 10 meals per week ..... \$1,675 per semester  
Any 10 meals per week offering the same menu choices as the higher plans in Holmes Dining Commons or any other participating meal plan location.  
Includes: \$75 Dining Points on your OneCard.

### Dining Points

Dining Points can be used anytime in our North Street Bistro located on the street level of the Hammond Hall—including Subway, BYOB, Freshens Smoothies, Au bon Pain soups, Outtakes grab and go items, Pierce Bros. Coffee.

Students living in the Townhouses, Cedar Street, Simonds Hall and North Street apartments are not required to purchase a meal plan; however, many resident students purchase one of the above meals plans or:

- The Five ..... \$921 per semester  
Any 5 meals for breakfast, lunch, dinner or brunch in Holmes Dining Commons or any other participating meal plan location. Includes \$50 Dining Points! This meal plan option is only available to residents of the Townhouses, Cedar Street, Simonds Hall or North Street apartments.
- Commuter ..... \$250 per semester  
Provides \$250 in Dining Points, available to students living off campus.

All dining points plan can be used at Holmes Dining Commons and North Street Bistro.

### Hours

Holmes Dining Commons is open as follows and is subject to change:

#### Full Breakfast

Served Monday through Friday from 7:15 a.m.–10 a.m.

#### Continental Breakfast

Served Monday through Friday from 10 a.m. to 10:30 a.m.

#### Lunch

Full lunch is available Monday through Friday from 11:15 a.m. to 2 p.m. Lite lunch and cook to order is available Monday through Friday from 2 p.m. to 4 p.m.

### Brunch

Served Saturday and Sunday from 11 a.m. to 1 p.m.

### Dinner

Served Monday through Thursday from 4 p.m. to 7:30 p.m., and on Friday, Saturday and Sunday from 4 p.m. to 6:30 p.m.

### Snow Days/Holidays

When classes are cancelled or delayed due to snow, a Continental breakfast will be served in Holmes Dining Hall from 8 a.m.–10:30 a.m. followed by our regular lunch and dinner schedule. During scheduled holidays, Holmes Dining Hall will operate on a weekend brunch/dinner schedule.

### Special Dietary Needs

Students in need of a special diet should make an appointment with the Chartwells dining director to discuss their dietary needs. Chartwells has a special menu and program for students with Celiac disease that offers a variety of freshly prepared items that are made to order.

There are numerous Vegetarian, low fat, reduced sodium and other health conscientious options available at our Balanced U station on a daily basis.

### Bag It

Students on the Nineteen, Fifteen or Ten meal plan with a class or work conflict may obtain a “Bag It” meal to go by filling out a request at least 24 hours in advance. A copy of the student’s class schedule or work schedule from their employer must accompany the initial request at the beginning of every semester. These forms are available at the check-in desk at Holmes Dining Commons.

### Meal Cards

The meal plan is a non-transferable agreement between each individual student and Fitchburg State University; therefore, students may not share or let others use their OneCard. Students must show their OneCards to access food service. Students without their OneCard will not be allowed to use their meal plan unless a replacement OneCard is obtained. Lost or stolen OneCards must be replaced at the OneCard Office and cost \$25.

### Food Service Committee

The Food Service Advisory Committee is comprised of students and staff interested in expressing their thoughts, concerns and suggestions about the food service. The committee is dedicated to open communication between the students and the Chartwells staff. Anyone wishing to participate should contact the Director of Dining Service or visit our website for details regarding meeting times and location. [dineoncampus.com/fsu](http://dineoncampus.com/fsu)

We hope our website provides you with what you are looking for. From our daily specials, monthly events, to a variety of menu options for you to choose from every day. Visit [dineoncampus.com/fsu](http://dineoncampus.com/fsu) to check out our daily menus, contact information, dining locations and much more.

## Counseling Services

Hammond Hall, Suite 317  
(978) 665-3152

Robert Hynes, Ph.D., Assistant Dean

[fitchburgstate.edu/counseling](http://fitchburgstate.edu/counseling)

The Counseling Services Office offers confidential short-term counseling to all students at no charge. Clinicians are available for individual, group and couples counseling, crisis intervention, educational programming, outreach workshops, and community referrals. The office maintains a website with substantial information pertaining to wellness and mental health. Counseling Services staff are also available to consult with other members of the Fitchburg State University community on matters pertaining to student well-being.

Clinicians are consulted for a number of reasons, including:

- Coping with loss
- Roommate conflicts
- Relationship concerns
- Alcohol/drug abuse
- Loneliness/homesickness
- Academic concerns
- Feelings of depression or anxiety
- Stress
- Sexual abuse
- Eating concerns
- Family problems
- Self-esteem problems
- Sexuality issues

## Campus Resources and Services

Counseling Services offers a variety of programs to educate students in the areas of sexual assault and violence prevention, substance abuse, stress and time management, and mood and anxiety disorders.

The Counseling Services Office is open 8:30 a.m. to 5 p.m., Monday through Friday. Appointments can be made in person or over the telephone at (978) 665-3152. Students may also be able to see a clinician without an appointment during the daily Urgent Hour, which is from 2 p.m. to 3 p.m. daily; however, it is recommended that students schedule appointments in advance when possible. Counseling Services provides 24-hour emergency response to the university community during the regular academic year. The counselor on call may be reached by contacting the University Police Department (978) 665-3111, or by contacting Housing and Residential Services staff.

## Disability Services

Hammond Hall, Suite 303  
(978) 665-4020  
TBD, Director

[fitchburgstate.edu/disability](http://fitchburgstate.edu/disability)

The primary objective of Disability Services is to empower qualified students with disabilities to engage in all facets of Fitchburg State University's academic, residential and student life.

Disability Services provides eligible students with individually tailored support services, academic skill-building, reasonable accommodations and training in the use of adaptive technologies.

## Services & Accommodations

Some examples of services and academic accommodations are listed below. Please note that this is not a comprehensive list of services.

- Adaptive software and computer equipment (such as text-to-speech, dictation and magnification, screen magnification software and CCTV)
- Testing accommodations (such as out of classroom testing and extended time testing)\*
- Alternate format materials (such as Braille or electronic text)
- Alternate input devices
- Adaptive keyboards
- Ergonomic/Accessible work stations
- Sign language interpreters (request at least 2 weeks in advance)
- Reduced course load waiver (below 12 credits)
- Academic skill-building workshops
- Academic coaching by professional staff
- Assistance/support with note taking in the classroom
- Support with the development of leadership, self-advocacy and self-determination skills

\*Please note: Students are responsible for scheduling out of classroom testing (i.e. time and a half, non-distractive environment) at least one week prior to the date of the exam. If you have already registered with the office and need to schedule a test with Disability Services, email us at [testing@fitchburgstate.edu](mailto:testing@fitchburgstate.edu)

Please contact Disability Services with questions about how to register for services, 978-665-4020 or refer to our webpage for more detailed information, [fitchburgstate.edu/disability](http://fitchburgstate.edu/disability).

## Requesting Academic and Environmental Accommodations

- Step 1 Complete Disability Services Registration Form.  
(available online at [fitchburgstate.edu/disabilityapp](http://fitchburgstate.edu/disabilityapp))  
All documentation received by the university is strictly confidential and is held in accordance with the Family Educational Rights and Privacy Act (FERPA) and related regulations.
- Step 2 Make an appointment to meet with the Director of Disability Services. Please bring the completed registration form and your disability documentation to this appointment. The Director of Disability Services will highlight what support services and accommodations are available based on your history, symptoms, and disability documentation. An Accommodation Agreement will be created for you (ADA/504 Plan) that outlines what specific accommodations you are eligible for.

Students are strongly advised to meet with the director to register for services well before the semester begins. Questions about disability documentation guidelines or this process can be addressed via phone or e-mail.

## Adaptive Computer Lab

This lab allows students registered with Disability Services alternate access to a variety of technology resources, including:

- Text to speech software (screen readers)
- Screen magnification software
- CCTV (magnification of text)
- Organizational software
- Voice recognition software
- Alternate input devices

- Adaptive keyboards
- Ergonomic/Accessible work stations

For additional information please contact us at 978-665-4020 or at [fitchburgstate.edu/disability](http://fitchburgstate.edu/disability).

## Fitchburg Anti-Violence Education (FAVE)

Hammond Hall, Suite 317  
(978)665-3152

Amanda Sapienza, Coordinator

Fitchburg Anti-Violence Education (FAVE) is a campus-wide effort to prevent interpersonal and relationship violence, and sexual assault, and support 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.

## Financial Aid

Anthony Building  
(978) 665-3156  
Denise Brindle, Director

[fitchburgstate.edu/finaid](http://fitchburgstate.edu/finaid)

### Eligibility

Eligibility for financial aid is determined by computing the difference between a family's available resources for college and the total cost of attendance at Fitchburg State University. A family's available resources are determined by an analysis of the information that is submitted by the student on the Free Application for Federal Student Aid (FAFSA). This analysis considers such factors as income, assets, household size, and number in college. The result of this analysis is an Expected Family Contribution, or EFC.

Cost of attendance is based on a student's housing and enrollment status, and contains the following expenses: tuition, fees, room, board and estimated costs for books, supplies, transportation, personal expenses and loan fees. The difference between a student's cost of attendance and their EFC represents a student's financial aid eligibility.

In order to qualify for financial aid, a student must also meet the following criteria: enroll at least half-time in a degree program at Fitchburg State University, be a U.S. citizen or eligible non-citizen, not be in default on a student loan, be registered with Selective Service (if male and 18 years of age or older) and maintain satisfactory academic progress.

### Changes in Eligibility

Students must continue to meet all eligibility criteria in order to qualify for financial aid. If at any time a student ceases to be eligible, their financial aid will be canceled. Changes in enrollment, housing, or residency status may affect a student's eligibility for financial aid and should be reported to the Financial Aid Office.

### Satisfactory Academic Progress

All financial aid recipients are required by federal and institutional policy to be maintaining satisfactory academic progress (SAP). Students are expected to be making measurable progress towards the completion of their degrees and to be

maintaining an appropriate cumulative grade point average. SAP standards apply to all students of Fitchburg State University: full-time, part-time, undergraduate, and graduate.

Federal regulations require that SAP standards measure a student's academic progress in both qualitative as well as quantitative terms.

Qualitatively, students must meet the following standards:

- Students with 0-29 attempted credits must maintain a minimum 1.6 cumulative grade point average.
- Students with 30-59 attempted credits must maintain a minimum 1.8 cumulative grade point average.
- Students with 60 or more attempted credits must maintain a 2.0 cumulative grade point average.

Quantitatively, undergraduate and graduate students must complete 67% of all attempted credits. Students that attempt more than 150% of the credits required for their degree are not eligible for financial aid.

Students are solely responsible for maintaining their academic standing. Students who have not done so will be notified of their ineligibility for financial aid by the Financial Aid Office. Special circumstances may be heard by the Office of Student Affairs. Students who have been denied financial aid due to unsatisfactory academic progress may regain eligibility the semester after attaining SAP.

### Graduation Rates

Information regarding graduation and dropout rates can be found in the Office of Institutional Research.

### Applying for Financial Aid

Financial aid is awarded from three major sources: federal, state and institutional funds. A student's financial aid award is made up of one or several of these sources depending on the student's calculated financial need.

Grants and scholarships are considered gift aid and do not need to be repaid. Student loans are long-term, low interest loans that come due once a student graduates, ceases to be enrolled, or drops below half-time status.

Work programs are designed to supplement a student's financial aid package, allowing the student to earn money while attending Fitchburg State University. A work-study award cannot be used as credit toward a student's bill. Other aid, scholarships and grants received from outside sources must be reported to the Financial Aid and Student Accounts offices. The Financial Aid Office may be required to adjust a student's financial aid package in order to prevent or correct an over award. A financial aid package can never exceed the cost of attendance, nor can a student's need-based aid exceed the calculated financial need.

### Withdrawals

Students who withdraw from Fitchburg State University prior to the completion of the semester will have their financial aid adjusted according to federal, state and institutional policies.

### Return of Title IV Funds

Refund policy for students who receive federal financial aid.

## **Applicability**

This refund policy applies to full-time and part-time students enrolled at Fitchburg State University who are receiving federal Title IV financial aid and withdraw from all classes. This policy is mandated by federal regulation. This policy deals only with the percentage of aid that is earned by a student. Charges incurred by a student who withdraws from the university are determined in accordance with the Institutional Refund Policy.

## **Withdrawal Requirements**

All matriculated undergraduate day students that wish to withdraw from the university must do so by contacting the Office of Student Affairs. The official date of withdrawal for this policy is the date that the student begins the [official withdrawal process](#) or the date that the student officially notifies the university of his or her intent to withdraw.

## **Refund Policy**

Refund of federal Title IV financial aid will be based on the date a student completely withdraws from the university as described above. During the first 60% of the semester, a student earns Title IV funds in direct proportion to the length of time that they remained enrolled. A student who remains enrolled beyond the 60% point earns all aid for the semester.

The percentage of the semester that a student remains enrolled is derived by dividing the number of days that a student remains in attendance by the number of days in a semester. Calendar days are used, but breaks of at least five consecutive days are excluded from both the numerator and denominator.

Unearned federal Title IV aid other than federal work study must be repaid by the student in the following order:

- Federal unsubsidized direct loan
- Federal subsidized direct loan
- Federal Perkins Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal SEOG
- Other Title IV financial aid

Students must repay 100% of unearned loans according to the terms of their promissory note, and 50% of unearned grants must be repaid within 30 days of withdrawal from the university.

An example of the Return of Title IV Funds Policy is available in the Financial Aid Office.

It is very possible that a student who receives federal financial aid and withdraws from the university will owe a balance to the university and may be required to repay funds to the U.S. Department of Education. Students considering withdrawal from Fitchburg State University are advised to contact the Financial Aid Office.

## **Graduate and Continuing Education**

Anthony Building, Room 112

(978) 665-3182

[fitchburgstate.edu/gce](http://fitchburgstate.edu/gce)

Becky Copper-Glenz, Dean, Graduate & Continuing Education

### **Hours**

Mon.-Fri., 8 a.m.-5 p.m.

Graduate and Continuing Education (GCE) provides a wide variety of graduate, undergraduate and professional programs and courses, in collaboration with academic departments and other constituents, as well as non-credit and distance learning opportunities. Courses are offered during the fall and spring semesters, an online winter session, and a summer session that includes a variety of course schedules, from one week institute courses to 7-week options. Courses are offered in a variety of formats, including on-campus, online, hybrid, and accelerated options. GCE is committed to providing an accessible and affordable education of exceptional quality.

## **Housing & Residential Services**

Aubuchon Hall

(978) 665-3219

[fitchburgstate.edu/housing](http://fitchburgstate.edu/housing)

[housing@fitchburgstate.edu](mailto:housing@fitchburgstate.edu)

Christopher L. Medley, Director

### **Hours**

Mon.-Fri. 8 a.m. to 5 p.m

Housing & Residential Services works collaboratively with campus partners and the greater community to support the educational experience; maximizing the potential of each residential student. The department strives to create an inclusive climate by promoting diversity awareness and understanding. We deliver and facilitate programmatic services within a holistic approach, promoting engagement and personal development through on campus living.

The building inventory consists of traditional, suite and apartment style of housing supporting students from their first year to graduation. There are 21 buildings within 8 areas providing an on-campus living experience for more than 1,700 residents. All residence halls are conveniently located within easy walking distance of classrooms, offices and other centers of campus activity. Residents are provided through several offices within the department including: Residence Education, Housing Operations, Business & Parking Services and Communication and Public Outreach.

### **Staff**

The residence halls are supported through a live-in on staff which includes Area Coordinators, Graduate Resident Assistants, Senior Resident Assistants and Resident Assistants. Community Hall Assistants rounds out the Residence Education Team by providing support through the front desk operations at selected buildings. These staff members serve as advisors, programmers, building managers and resource/referral aides.

Resident Assistants have been trained in such areas as peer counseling and referral, crisis intervention, celebration of diversity, community development, programming and current

social issues. Their primary responsibility is to support the resident to be successful as a student academically and engaged with their community through positive involvement.

### **First Year Residential Program (FYRE)**

Educational based program based in Russell Hall. Programs occur bi-weekly and are centered around themes for traditional age college students.

- Resource and Personal Development Programs
- Contemporary/Emerging Topical Issues
- Servant Leadership/Giving Back

The program has ongoing support to connect residents with life and academic skills through the FYRE Class.

### **Residential Learning Community (RLC)**

The RLCs allow for the integration of academic majors and thematic interests into the residence halls. The Resident Assistants assigned to the communities are also connected with the academic interest to support this collaborative offering. The RLCs include three major types: Affinity Housing Community, Theme Housing Community and Living & Learning Community.

The current communities are as follows:

- Criminal Justice Police Concentration
- Health Sciences
- Honors
- Science, Technology, Engineering & Mathematics (STEM)

### **Resident Development Model (RDM)**

The RDM is the intentional process by which the Resident Assistants (RA) integrate programs into their engagement with residents. Programs can be through bulletin boards, newsletters, socials and physical programs. Awareness and education are the cornerstones that builds a community that is diverse and inclusive of all.

Resident Assistants implement various small social touch points with their residents to create a space of relatability and inclusiveness. The Resident Assistants are encouraged to alter their programming to meet the needs of their residents as they emerge.

### **Residence Hall Association (RHA)**

The Residence Hall Association provides an opportunity for residents to participate in the governance and leadership of their community. The organization is a great opportunity for individuals looking to establish and advance their skills. Involvement can range from committee participation to serving on the Executive Council. Connect with your Resident Assistant to find our more information.

### **Maintenance**

A team of maintenance staff workers are employed by Housing and Residential Services in order to maintain the residence halls in the best possible condition within the given resources. To ensure a pleasant environment, students should treat the buildings and their room with respect.

Each building is assigned a maintainer in order to help clean the building. These individuals are highly visible as they spend the bulk of their workday in the living environment of the halls. They provide much more than cleaning services and can be a

great source of support. The trades staff is responsible for all maintenance, such as repairing the heating and cooling systems, changing light bulbs and unstopping clogged drains.

Students who need to request maintenance service in their room can submit a work order online through the School Dude system which is housed on the Capital Planning and Maintenance website: [fitchburgstate.edu/cpm](http://fitchburgstate.edu/cpm).

In an emergency, students should contact a member of their building staff or the Office of Housing and Residential Services during weekdays. Emergencies that occur during evenings, weekends or holidays should be reported to the RA on duty or University Police at extension 3111.

### **Community Safety & Wellness**

Housing & Residential Services strives to maintain a safe and welcoming environment; this success is only possible when all residents participate and fulfill their community responsibility. Programs to address community safety and wellness are held in the residence halls. In addition, fire drills and room health and safety inspections are held each semester.

#### **Fire Drill Procedures**

Cooperation in following the procedures listed below may be important in saving lives if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and observe them if an alarm sounds:

- Leave lights on
- Wear a coat and shoes
- Close windows
- Close and lock room door/suite door/apartment door
- Proceed to the designated exit point
- Students not in their own rooms should follow the exit procedures for the area they are in
- Assemble outside in the place assigned to the area

Students who fail to vacate the building during a fire alarm are subject to disciplinary action.

#### **Fire Safety Equipment**

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical safety equipment. Tampering with fire safety equipment can result in criminal prosecution, disciplinary action and/or housing occupancy agreement termination. Where fire sprinklers exist all sprinkler heads must remain free of obstructions to allow it to operate properly. Nothing may be attached or placed against any part of the sprinkler system. This includes piping.

All fire alarm systems are connected directly to the Fitchburg Fire Department for immediate reporting.

Fitchburg State University residence halls may hold a fire drill each semester and all occupants of the building are required to participate. Failure to participate can result in disciplinary action.

## **Keys/Card Access**

Students will be issued either keys or card access, depending upon the building to which they are assigned, for their living area upon arrival to campus during the check-in process. Keys must be returned during the check-out process upon departure. Students are responsible for the security of keys/access cards issued to them. No key/Fitchburg State OneCard may be duplicated, sold, passed on to others or used for any illegal or prohibited purpose. Students found to be violating key/card access security will be subject to disciplinary action.

Residents should immediately report the loss of an assigned key to their building director and expect to be billed for any associated cost pertinent to the replacement. The student may be issued a temporary key. For the safety and security of the student and their roommate, your lock will be changed if the student does not return the temporary key within three (3) days. Once a work request has been filed to change the key, the student will be assessed for all related charges. Residents should immediately report the loss of a OneCard to the OneCard Office (or University Police during nights/weekends/holidays) to prevent the card from being misused. There is a charge of \$25 for replacement cards, and the lost card will be deactivated and no longer considered valid.

## **Public Area Damages**

At the start of the year, the physical condition of the public areas (hallways, bathrooms, carpet, lounges, etc.) of each floor will be recorded by residence hall staff. Because the university recognizes the importance of the development of the community in each living unit and each resident's responsibility for that community, any damages to the public areas for which the responsible individuals cannot be determined will be assessed equally among all members of that community. The process of community assessment is the final option should all attempts by the community to identify the responsible persons be unsuccessful.

## **For Further Information**

For further information regarding these or other Housing & Residential Services policies and procedures, please refer to the Housing Handbook, the Housing Occupancy Agreement, the Student Conduct Handbook, or the Fitchburg State University Student Handbook. Any questions regarding this information should be directed to Housing and Residential Services at (978) 665-3219.

## **Information Technology**

Conlon Hall  
(978) 665-4500  
Steve Swartz, AVP/CIO

[fitchburgstate.edu/technology](http://fitchburgstate.edu/technology)

### **Computer Labs**

The hours and locations of open computer labs are listed on the Information Technology Website and are updated each semester. These hours are subject to minor changes due to course additions/deletions and because of individual workshops, training and special classes.

For questions regarding hardware/software support in the open labs, contact the Information Technology Help Desk.

### **Printing**

The open computer labs require all users to swipe their OneCard at a print release station to enable printing of their documents. Five multifunction machines installed across campus exist solely for students' use and each allow for speedy printing in color or black and white, copying in color or black and white, and scanning in color to your student Gmail account. Unlike the other printers on campus, you release print jobs directly from the Ricoh machines rather than a separate station.

Each semester you'll be given a print/copy quota, and as you use the different services on the machines, this amount will be reduced. Once you have depleted your print/copy quota, you'll need to add additional money onto your OneCard Fitchburg Gold account if you want additional prints/copies.

For print/copy machine refunds, please visit the OneCard Office website to submit an online refund request

### **Hammond Open and Instructional Lab**

Amelia V. Gallucci-Cirio Library, First Floor

Hours for the Hammond Instructional Lab can vary depending on holidays/vacations. The lab schedule follows the library hours.

### **E-Mail**

Conlon Hall, Room 236

Students are provided a [student.fitchburgstate.edu](mailto:student.fitchburgstate.edu) account hosted at Google. Login information is emailed to students' personal email accounts from the Admissions Office. Students who do not know their account information or need assistance accessing it can stop by the IT Help Desk.

### **Help Desk**

Conlon Hall, Room 236  
(978) 665-4500

The Information Technology Help Desk is available to all students for a wide range of technical support services. Walk-in hours can be found at [fitchburgstate.edu/technology/help](http://fitchburgstate.edu/technology/help). Students can also contact the Help Desk by calling (978) 665-4500 or Toll Free (866) 830-0518. Tickets can be submitted online by logging onto [helpdesk.fitchburgstate.edu](mailto:helpdesk.fitchburgstate.edu) with your Falcon Key.

Services provided to students include:

- Falcon Key/Password Support
- Web4 Support

- Blackboard Support
- Internet Connectivity Issues
- Virus/Malware Removal
- Software Support—Windows/MAC/Office
- Laptop Warranty Issues
- Hardware Repair/Installation
- System Restores
- Printing from computers
- Cable TV

### **OneCard**

Phone: (978) 665-3039

[fitchburgstate.edu/onocard](http://fitchburgstate.edu/onocard)

Email: [onecard@fitchburgstate.edu](mailto:onecard@fitchburgstate.edu)

#### **Hours**

Mon.-Fri. 8 a.m. to 5 p.m Anthony Building, Room 118

The OneCard is the official identification card of Fitchburg State University and is issued to every student, faculty and staff member. The OneCard is an essential key to campus life. Apart from being your official form of identification, it can be used for many other university services. The OneCard is your library card, Recreation Center pass, meal card, door key, campus event access and much more.

#### **Online Card Management (My Accounts)**

Deposits can be made onto your OneCard via the Blackboard My Accounts Website by visiting <http://blackboard.fitchburgstate.edu>

My Accounts provides you with a Web-based interface, accessible anytime, for self-management of your OneCard account. These are some of the features available through My Accounts:

- Quick balance checks of Fitchburg Gold, Falcon Dollars, Dining Points and Book Advance
- Deposits with major credit cards, which are immediately available
- Monthly statements (Including Meal Plans)
- Transaction history reports
- E-mail notifications
- Reporting lost or stolen cards
- Check Board Balance and Guest Passes

Parents, family and friends can also make deposits to a student's account using the OneCard Guest Deposit on the same website.

The OneCard also has a stored value account called Fitchburg Gold. This account offers a convenient way to pay for items on and off campus, thus eliminating the need to carry cash. The OneCard works on a gift card principle; you can only make purchases if you have funds available on your card. Funds can be added to your OneCard account online or at one of the Card Management Centers on campus. Be aware before adding funds: cash withdrawals are not allowed from your OneCard account until after your relationship with Fitchburg State University ends. Refer to the OneCard Program Agreement for details at [fitchburgstate.edu/onocard](http://fitchburgstate.edu/onocard).

Once you have stored money onto your OneCard, it can be used to pay for products and services on campus such as:

- Amelia V. Gallucci-Cirio Library
- CenterStage / Weston Box Office
- North Street Bistro
- Follett Book Store

- Hammond Hall
- Health Services
- Holmes Dining Commons
- Housing and Residential Services
- Laundry Machines
- Mail Center (Postage)
- OneCard Office
- Printing, Scanning, and Copying
- Recreation Center
- McKay Café
- Vending Machines
- and more!

#### **Card Management Centers**

Card Management Centers are located in the Hammond Hall street-level, the Conlon Hall lobby, the Recreation Center lobby, the office of Housing and Residential Services, Holmes dining, Anthony building and at the McKay Café in the McKay C wing.

You can deposit funds and check account balances. CMCs accept cash and credit cards for payments and deposits. The CMCs do not make or give change.

### **International Education**

Hammond Hall, Third Floor, Suite 316

(978) 665-3089

[fitchburgstate.edu/intled](http://fitchburgstate.edu/intled)

Nelly Wadsworth, Director

Nicole Salerno, Study Abroad Coordinator

Shaohua (Sandy) Yu, International Student Coordinator

#### **Hours**

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

The Office for International Education provides a number of services including:

#### **Study Abroad Opportunities**

Fitchburg State University students have the valuable opportunity to study in another country through three types of programs:

- Short-term programs led by Fitchburg State faculty members for groups of Fitchburg State students
- Direct enrollment at a foreign university with whom Fitchburg State University has an exchange agreement
- Summer, semester, or year-long individual programs designed by private study abroad companies

Through these three types of programs, Fitchburg State offers the opportunity to study in hundreds of locations throughout the world, including programs designed for specific majors. Scholarship support is available for some programs through affiliation agreements, private philanthropic organizations, or federally-funded scholarship programs.

#### **International Student Services**

Fitchburg State is a home to international students from more than 25 countries in degree programs at the undergraduate and graduate levels. The Office of International Education (OIE) advises students on immigration matters, employment questions, personal matters and issues of cultural adjustment through orientation, briefings, workshops, educational programs and individual advising. OIE supports international students from

the time they inquire about Fitchburg State through helping them to get through graduation and assisting them in their student-based employment after completing their degrees. OIE is also a resource for international students on navigating their lives in a new culture.

### Global Responsibility

Several campus-wide events are offered throughout the academic year to promote cross-cultural awareness on campus. Through the discussion of international topics with experts on international issues, students will learn about the challenges and responsibilities for becoming global citizens.

## Parking Services

### Enforcement

University Police  
32 Clinton Street  
(978) 665-3111

### Permit Sales/Citation Payments

Housing and Residential Services  
Aubuchon Hall, North side entrance  
(978) 665-3219

[fitchburgstate.edu/parking](http://fitchburgstate.edu/parking)

University Police and Housing and Residential Services jointly operate parking services functions for Fitchburg State University. The Parking Committee reviews policy and planning related to parking functions for the university, and includes student, faculty and staff representatives. Parking lot maps and the current parking rules and regulations guide are also available at both offices and online at the Parking Services website. The university is not responsible for any loss or damage to vehicles while parking in lots on the main campus or at the Civic Center.

### Parking Permits

Students who operate a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available at the Housing and Residential Services office Monday through Friday, 8 a.m. to 5 p.m., and may also be purchased online. The individual's status with the university determines the type of permit assigned. Resident students with less than 24 earned credit hours are not eligible to purchase a resident parking permit, but may park at the Wallace Civic Center without a permit. To obtain a permit, the individual must be a current member of the Fitchburg State University. Commuter and resident students are required to pay the permit fee before a permit is issued. Permit fees must be paid in full and are non-refundable. Permits must be properly displayed before the permit is considered valid. No vehicle may display more than one current permit. Vehicles doing so are subject to violation fines. Parking lot maps and the current parking rules and regulations guide are also available.

### Shuttle Bus Parking

Fitchburg State University has a limited number of parking spaces on the main campus, and for this reason the university offers additional parking at the Fitchburg State University Wallace Civic Center serviced with shuttle bus transportation. This parking is available 24 hours a day, with shuttle bus service running between the hours of 6:30 a.m. to midnight Monday through Thursday, 6:30 a.m. to 6:30 p.m. on Friday, and 4:30 p.m. to midnight on Sundays. The shuttle service is free of charge and

no permit is required to park at the Civic Center lot. You can view the location of our campus shuttles on the mobile website at [m.fitchburgstate.edu](http://m.fitchburgstate.edu)

### Citation Payments

The University Police Department is authorized to enforce parking policies and to have the ability to issue citations and/or order towing of vehicles found in violation of parking policies. All citation fines are payable to Fitchburg State University within 21 days after the date of violation. Payment may be made online at [citationpayment.fitchburgstate.edu](http://citationpayment.fitchburgstate.edu), by mail, in person, or by an authorized person. Payments may be made online using a credit card or at the Housing and Residential Services Office Monday through Friday, 8 a.m. to 5 p.m., or by mailing a check or money order to: Fitchburg State University, Parking Services, 160 Pearl St., Fitchburg, MA 01420.

## Recreation Services

130 North Street  
(978) 665-3683  
Brad Cohrs, Director

### Academic Year Hours of Operation

Monday–Wednesday: 6 a.m.–11 p.m.  
Thursday: 6 a.m.–10 p.m.

Friday: 6 a.m.–7 p.m.  
Saturday: 10 a.m.–5 p.m.  
Sunday: 3 p.m.–10 p.m.

For pool hours, contact extension 3683. Hours may change for holidays and special events.

The Recreation Center is the hub for recreational activities at the university. Students frequently take advantage of what the Recreation Center has to offer, including a large gymnasium with three basketball/volleyball courts, a modern fitness center with cardio and weight equipment, a jogging track, dance studio and racquetball courts. Also, you'll be able to check out a wide variety of equipment by simply showing your OneCard at the front desk.

### Intramural / Recreational Sports

For those students that prefer a more structured program, the intramural program offers an opportunity for all students to participate in a wide variety of sporting activities. The intramural sports program includes: basketball, flag football, soccer, volleyball, ultimate Frisbee, table tennis and many others. If you would like to learn more about Intramural Sports or sign up, please contact Laura Pierce directly at [lpierc14@fitchburgstate.edu](mailto:lpierc14@fitchburgstate.edu).

### Fitness Programming

Throughout the year a number of group exercise classes are held as well. The individual classes change from year to year, but may include favorites like: boot camp, zumba, spin, water aerobics, yoga or pilates. These classes are held throughout the week with no charge for students. In addition, we now offer group exercise classes via Fitness on Demand. With this feature, students may select a class from a computer on the wall. Within seconds an instructor will appear on a large screen and the class will begin!

## **General Policies and Procedures for the Recreation Center**

- All students are required to bring their Fitchburg State University OneCard each time they visit the center.
- All students are required to use athletic footwear when exercising recreationally, or when attending practices or classes.
- Students are permitted to bring an unlimited number of guests at a cost of \$5 per visit (all guests must be 18, bring clean footwear, and sign a release agreement).
- We have both daily use and long-term lockers available. Please inquire at the front desk for more information.
- Food and gum are not permitted in activity areas.

## **Registrar's Office**

Anthony Building, Room 110  
(978) 665-4196

Linda Dupell, Registrar

[fitchburgstate.edu/registrar](http://fitchburgstate.edu/registrar)

### **Hours of Operation**

Mon.–Fri.: 8 a.m.–5:00 p.m.

As a member of the Academic Affairs team, the Registrar's Office is responsible for maintaining the accuracy and integrity of all student academic records, for both graduate and undergraduate students, including, but not limited to, registration, transcripts, enrollment statistics and verifications, major/minor changes, veteran status and support, degree evaluations, transfer course equivalencies and clearing students for graduation and awarding degrees.

## **Student Affairs**

Sanders Administration Building, Suite 204  
(978) 665-3130

Dr. Laura Bayless, Vice President of Student Affairs

[fitchburgstate.edu/sal](http://fitchburgstate.edu/sal)

The Office of Student Affairs works to provide an optimal campus environment to enhance students' ability to learn both in and out of the classroom. An active partner in the Fitchburg State University education process, the office supports a campus community dedicated to learning, cooperation and the development of personal skills, goals and ethical standards of behavior. The Office of Student Affairs coordinates the following programs and services:

### **Emergency Student Loans**

Students may apply for emergency student loans for non-university, unanticipated expenses. The interest-free loans are available for up to \$100 and must be repaid within two months. All requests are reviewed on an individual basis.

### **Withdrawing from Fitchburg State University**

Students wishing to take a leave of absence or withdraw from the university should begin the process at the Office of Student Affairs. Students will meet with Student Affairs staff to discuss options for returning and to complete necessary paperwork. Refer to the *Withdrawing from Fitchburg State University* section of this Student Handbook or the *Fitchburg State University Catalog*.

## **New Student and Family Orientation Programs**

The orientation program at Fitchburg State University is designed to assist students in making the transition to the University. The orientation program addresses new students' needs from a holistic point of view, taking into consideration the intellectual, emotional, physical, social and spiritual dimensions of the student. The program is divided into two parts. The summer program focuses on testing, academic advising and registration for classes. The fall program consists of a variety of programs and activities designed to make students aware of the broad range of services available to them, introduce them to campus life and help them develop a feeling and identity with Fitchburg State University.

Complementing the orientation program for students is the family orientation program geared to providing family members of students with valuable information about the University, as well as tips for easing students' and parents' transition to Fitchburg State University.

### **Student Academic Standing**

At the end of each term, the office coordinates the listing and notification of students named to the President's List and Dean's List. The office also coordinates the review, listing and notification of students placed on probation, suspension or dismissal based on academic performance. Appeals regarding academic standing are addressed to the Office of Student Affairs.

### **Satisfactory Academic Progress (SAP) Requests**

Each year, the financial aid office reviews credit and grade point average compliance relative to financial aid regulations. Letters are forwarded to students who are not in compliance with current regulations. Financial aid compliance SAP waiver requests are reviewed by the Office of Student Affairs.

## **Student Accounts**

Anthony Building

(978) 665-4126

Heather Ruland, Director of Student Accounts

[fitchburgstate.edu/studentaccts](http://fitchburgstate.edu/studentaccts)

### **Bill Payment**

Email notifications will be sent to the student email and the Authorized Users email when eBills are available. Fall eBills are available in early July and are due in early August. Spring eBills are available in mid-November and are due in mid-December. Awards from your completed financial aid package may be used as a credit toward your balance. Tentative awards cannot be used toward your balance. Please be sure your financial aid file is complete and you accept your award online on your Web4 in a timely manner.

We encourage students and families to make their payments online. We accept all major credit and debit cards, or ACH checking or savings account. Checks, money orders, bank checks, and traveler's checks can be mailed to our attention. Please put the student's school ID on the memo line. Cash is also accepted in our office. Any personal checks not honored by a student's bank will be assessed a \$30 returned check fee per occurrence. Students will be required to pay with a banker's check, cash or credit card after they've had three checks returned. Funds received for educational purposes will be applied on the basis of first funds received and will be the

first funds applied to the bill. Delinquent financial obligations will have a Balance Due Hold placed on their account. This will prevent the student from obtaining an official transcript or registering for classes. Accounts may be placed with a collection agency and/or State Intercept, and all additional costs associated will be assessed to the student account. The collection company will use all contact information provided by Fitchburg State and may report delinquent accounts to a credit bureau.

#### Rights and Responsibilities

When a student registers for any class or receives any service from Fitchburg State University they are accepting full responsibility to pay all tuition, fees, and other associated costs as a result of their registration by the published or assigned due date. A late fee will be assessed to any account with a balance after the due date. Student Accounts will use all contact information provided by the student along with the student's Fitchburg State student email as a form of communication with the student. Students are required to check their student email daily/weekly. Students should ensure that the University has their current contact information.

#### Payment Plan

In addition to the payment options listed above , Fitchburg State University is pleased to offer students and families a monthly payment plan.

- Payments are interest free
- \$25.00 per semester enrollment fee
- Receive e-mail notifications if your payments are adjusted due to changes in registration or your financial aid package
- Convenient online enrollment
- Automatic installment payments available.

#### Deposits and Refund Policy

New students, both freshmen and transfers, are assessed a non-refundable \$200.00 deposit. \$85 of this deposit will be credited toward their first semester bill. If a student withdraws prior to the beginning of classes, a full refund, less the \$85 tuition deposit, is granted. Returning students who have paid their bills prior to the opening of school and who have notified Fitchburg State University that they will not be attending any classes will be entitled to a full refund. After the commencement of semester classes, the refund policy becomes effective.

#### Health Insurance Requirements

Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma or degree granting program in a Massachusetts institution of higher learning to participate in a Student Health Program or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75% of the full-time curriculum. (CPS Undergraduate Students 12 credits, CPS Graduate 7 credits, Part-time Graduate students 4.5 credits).

Students are required to waive or enroll in the student health insurance each July (before the August due date). Students starting in the Spring Semester will need to waive/enroll before the December due date, and then each July moving forward. Failure to complete this requirement will result in FSU to force enroll the student in the insurance plan and the student will be responsible to pay the insurance fee. The online waiver will be available each semester when the eBill is ready.

#### Enrollment Period

The fall and spring terms are a 15-week schedule. The 50% point is up to the seventh week of classes. The 60% point is up to the ninth week of classes.

#### Institutional Refund Policy

The following Institutional Refund Policy is a reference for all students withdrawing from the university from all state supported day classes. Information on the Refund Policy for Graduate & Continuing Education courses may be found at [fitchburgstate.edu/gce/refund](http://fitchburgstate.edu/gce/refund)

The information below reflects the percentage of charges the student will be charged for, dependant on the official effective week of withdrawal. If a student is using financial aid against their total charges, please refer to the financial aid return of Title IV refund policy.

Withdrawal prior to the start of classes .....	100%
Before the beginning of the second week.....	90%
From the second week but before the fourth week.....	50%
From the fourth week to the seventh week .....	25%
Withdrawal week eight to week fifteen .....	0%

#### Refund Policies

The above information is for informational purposes only. Official Refund Policies appear in the [Fitchburg State University Catalog](http://fitchburgstate.edu/catalog).

#### Dropping Courses Below Full-time

This is the refund policy for all students taking less than 12 credits who drop state-supported courses during the first three weeks of school:

Dropping before the beginning of the second week of classes:.....	100% refund.
Dropping from the second week of classes, but before the fourth week of classes:.....	50% refund.
Dropping after the fourth week of classes: .....	0% refund.

Refunds will only be generated if the total payments exceed total charges after adjustments have been generated.

#### 1098T Tax Forms

Students must provide their social security number in order to receive this tax form (if eligible). Students can opt in to receive this form electronically on their Web4. They can also give permission to their Authorized Users to view and print this form. Forms are available online by January 31st.

## **Student Conduct and Case Management**

Sanders Administration Building, Suite 204  
(978) 665-3130 [fitchburgstate.edu/judicial](http://fitchburgstate.edu/judicial)  
William Cummings Ed.D., Dean of Students

The Student Conduct and Case Management in the Office of Student Affairs educates and provides information about community standards, protects student's rights and encourages student responsibility. The office provides students educational opportunities for personal growth, community connections and values clarification. Our aim is to educate the students, faculty and staff about issues central to the mission of the institution, and to react to inappropriate behavior in a fair, responsive, educational and developmental manner. In addition, the staff provides support and direction for campus education and mediation opportunities outside of the classroom.

The Fitchburg State University conduct system is based on established expectations and standards of behavior as described in the Student Code of Conduct and other appropriate literature.

## **Student Development**

Hammond Hall, Ground Floor, G13  
(978) 665-3163  
Hank Parkinson Ed.D., Associate Dean [fitchburgstate.edu/osd](http://fitchburgstate.edu/osd)

### **Hours of Operation**

Mon.-Thurs. 8 a.m.-11 p.m.  
Fri.: 8 a.m.-6 p.m.

Sat.: 12 noon-5 p.m.  
Sun.: 12 noon-11 p.m.

The Office of Student Development is an integral and vital part of the educational life at Fitchburg State University. The Hammond Hall facility is organized to meet the co-curricular needs of the university community and is dedicated to fostering and promoting spirit by providing positive human development through social, educational, cultural and recreational programs. The building's services include the campus Information Desk, art gallery, bookstore, Game Room, library, various campus departments, student organization offices, Northstreet Bistro, Commuter Lounge, Falcon Hub, meeting rooms, ATM machine, Volunteer Center, and Falcon Bazaar.

### **Facilities Reservations**

Student Development works with Event Management to book rooms within Hammond Hall for student organizations (inside and outside of Hammond). For specific scheduling information, please contact the Student Development Office or Scheduling Office. Two weeks notice is needed for reservations.

### **Information Desk**

(978) 665-4630

Located on the street level of the Hammond Hall, the Information Desk is the place to go for tickets and information about programs and events on the Fitchburg State University campus. Tickets may be purchased using your OneCard.

### **Game Room**

(978) 665-3350

Pool, ping pong and air hockey tables, video and board games are available for student use in the Game Room, which is located on the ground level of the Hammond Hall.

## **Hammond Hall Art Gallery**

Located on the ground floor of Hammond Hall. The art gallery hosts several displays of artwork each semester. These displays include the work of many acclaimed regional artists as well as the innovative talents of Fitchburg State University students, faculty and staff. The annual spring semester highlight is VISIONS, which features students' work. Each opening features a reception and artist lecture.

## **North Street Bistro**

The North Street Bistro, located on the ground level of Hammond Hall, is available for anyone wishing to have a quick meal during the week. The Bistro offers Subway, Create, BYOB, Au bon Pain soups, Outtakes to go items, Freshens Smoothies and Seattle's Best Coffee. A spacious dining area adjoins the Bistro. This area serves as a meeting place for all members of the Fitchburg State University community. The dining area remains open at night and is a pleasant alternative to the library for studying and having informal meetings and study groups.

## **Commuter Affairs Office**

(978) 665-3657 [fitchburgstate.edu/commuter](http://fitchburgstate.edu/commuter)

The Commuter Affairs Office is open to all students. The Commuter Affairs Office is a great place to find out about commuter student life, commuter services, resources, and getting involved as a commuter student. The Commuter Affairs Office, ground level of Hammond Hall, is also home to the commuter lounge, which features a friendly environment for commuter students to socialize with one another, study or relax.

## **Falcon Hub**

(978) 665-3821

Many events are held in the Falcon Hub including comedy nights, coffeehouses, musical performances and events on the large screen TV. Proper identification is required for admission. The Falcon Hub serves beer and wine for those of legal drinking age (age 21 and older) and non-alcoholic beverages for those under the age of 21. All students must show a valid OneCard and, if of legal drinking age, a valid Massachusetts driver's license or Massachusetts Registry Alcohol Card for admission. With a Fitchburg State University OneCard, Fitchburg State University students are permitted to sponsor two guests in the Falcon Hub. All guests must show a Massachusetts driver's license or a Massachusetts Registry Alcohol Card to be signed into the Falcon Hub.

## **Fitchburg State University Vans**

(978) 665-3162

The campus vans are available free of charge with two weeks notice for the use of recognized clubs and organizations. Other campus groups may request the van and provide their own gas. This service is available through the Office of Event Management

Fitchburg State University has partnered with MART to provide a comprehensive transportation system for the university community. Fitchburg State University members may ride regularly scheduled MART routes at anytime, free of charge. Train station runs are scheduled on Fridays and on Sunday evenings. The vans are also used for local excursions to Boston, Sturbridge and other points of interest in the state of Massachusetts.

## **Volunteer Center**

(978) 665-3649

The Volunteer Center is located in the ground level, Hammond Hall, Suite G16, is a perfect place to find out about volunteer opportunities in the Fitchburg community. Updated listings of social service agencies and non-profit organizations are available at the center. Whether you are looking to volunteer on a regular basis or looking for an opportunity to link your club with a project, the Center for Volunteerism is the place to start. The Volunteer Center also has become the home to the Falcon Bazaar, an Economic Insecurity Pantry.

## **Leadership Development**

(978) 665-3163

The Office of Student Development offers a comprehensive leadership development program for students. This includes retreats, workshops, speakers, and our most popular program, the Leadership Conference. To take full advantage of these programs, please contact the Office of Student Development.

## **Student Health Services**

Russell Towers

(978) 665-3216

Elizabeth Basiner, PA-C, Interim Director

[fitchburgstate.edu/healthserv](http://fitchburgstate.edu/healthserv)

### **Hours**

8:30-5:00, Monday-Friday

Student Health Services provides ambulatory care, health education /promotion and maintains health records for all full-time undergraduate and graduate students at the university. Services include:

- Medical care of acute illness and injury
- Evaluation, treatment and/or referrals as needed
- Tuberculin testing blood
- Health education and health promotion
- Women's health care, such as breast exams, gynecologic exams, contraception, and emergency contraception
- Men's health care including STD testing, birth control and physical exams

Students can schedule an appointment at Health Services and they will be seen by one of our providers. If there are no available appointments and the student needs to be seen that same day, the student will either be referred to the Emergency Department at HealthAlliance Hospital Leominster Campus for medical care or a local Urgent Care Clinic, depending upon the patient's condition.

A laboratory facility is part of the clinic. We offer routine tests free of charge. Any specimens that need to be analyzed by our commercial laboratory will be charged to the student's insurance.

## **Health and Immunization Requirements**

All incoming full-time undergraduate, graduate and international students must provide Student Health Services with the following forms:

Completed Fitchburg State University Health Form which will include the following:

- A physical exam within the past year\*
- 2 MMR vaccines or proof of serologic immunity (not required for graduate students)
- 3 Hepatitis B vaccines or proof of serologic immunity
- 1 Tdap vaccine within the past 10 years
- 2 Varicella vaccines or documented proof of the disease or serologic proof of immunity
- Meningitis vaccine or a signed Massachusetts Meningococcal Waiver
- Completed TB Risk Assessment—if you answered “Yes” to any of the questions, you need to have a TB test. If the TB test was positive, we will need a report of the chest x-ray. **We only accept TB test results that were performed in the United States.**

All of these forms can be downloaded from the department website [fitchburgstate.edu/healthserv](http://fitchburgstate.edu/healthserv), click on Health Requirements and the forms are located at the bottom of the page.

Completed forms are due July 15th if you are entering the university for the fall semester and December 15th for the spring semester. Incomplete medical records will result in your inability to register for classes.

- \* NOTE: If you are submitting a copy of your physical form from your MD's office, you must fill out the first page of the FSU physical form, located on our website, under forms. This information will enable us to have access to your emergency contact information and insurance information, if needed.

## **Confidentiality**

Fitchburg State University Student Health Services is legally and ethically obligated to protect the patient's right to privacy. Your medical records are strictly confidential. All Fitchburg State University Health Services staff are required to sign a statement of adherence to our confidentiality policies. No one other than Fitchburg State University Health Services staff has access to your medical records without your prior written permission. This restriction includes your parents, faculty and staff or outside agencies. In life-threatening emergencies, only pertinent information will be released to appropriate parties.

If a student is younger than 18 years of age, any care that is sought or provided related to reproductive health is also a confidential matter and will not be disclosed to a parent unless Student Health Services has prior written permission from the student. In the event that a student reports abuse or there is suspected abuse, the providers at Health Services are mandated to report the abuse to the Massachusetts Department of Children and Families.

If you wish to have your records released to yourself or another facility, you must sign the Medical Release of Records form that is available on the Health Services website under Health Requirements, at the bottom of the page.

## **Limited exceptions**

Certain communicable diseases need to be reported to the Department of Public Health and students will be informed of this action prior to Fitchburg State University Health Services notifying the department.

## Absences Due to Illness

Student Health Services will not provide notes to excuse students from class. It is your responsibility to contact your professors and explain your absence. In the event of an extended absence we will contact the Office of Student Affairs for you.

## Student Mail Center

Mara Commons Building, First Floor  
(978) 665-4481

[fitchburgstate.edu/mailcenter](http://fitchburgstate.edu/mailcenter)

### Hours

Monday–Friday: 9 a.m. 1 p.m. 3 p.m.–7 p.m. during the academic year. Mailboxes are accessible between the hours of 7:00 a.m. – 7:00 p.m. including weekends and holidays.

Fitchburg State University on-campus resident students may request a mailbox assignment at the Student Mail Center each September. Commuters may request a campus mailbox, assigned on a first come first served basis due to the limited number of boxes available. Students may receive mail and packages at Fitchburg State University in care of the following address:

Name of Student  
Fitchburg State University  
Campus Post Office Box #\_\_\_\_\_  
319 Highland Ave.  
Fitchburg, MA 01420-2679

Letters and packages can be mailed here. Please check your mailbox regularly. A photo ID is required for combinations. Packages will be distributed using either our parcel locker system or from the student mail center.

Due to limited space large appliances and furniture should be addressed to:

Fitchburg State University  
167 Klondike Ave  
Fitchburg MA 01420

Arrangements will then be made to deliver the item to the student's residence.

## TRIO SSS

Hammond Hall, Third Floor, Suite 315  
(978)-665-3064  
Monday through Friday; 8 a.m.–5 p.m.

Beth Swartz, Interim Director

[fitchburgstate.edu/ehp](http://fitchburgstate.edu/ehp)

TRIO SSS is a federally-funded TRIO Student Support Services program designed to promote the academic success of Fitchburg State University students who are from families where neither parent has earned a baccalaureate degree, who are from low-income backgrounds, and / or are students with disabilities. This program is designed to approach student learning and development utilizing holistic methods. Through proactive advising modalities and individualized support plans, students partner with TRIO SSS staff to fully realize their innate propensity for academic, career, and personal growth. A sense of belonging is the foundation of TRIO SSS's structured experiences which draw upon and enhance students' connection to the campus community, while illuminating individual pathways to their potential and success.

Programs and services offered to participants include:

- Pre-semester orientation for eligible freshmen and transfer students
- Support of peer mentors
- Academic counseling, including study skills, test-taking and time management skills training
- Pre-advising for course selection
- Career counseling, including cover letter and resume preparation
- Graduate school counseling
- Mid-semester progress reports from faculty
- Professional math tutor
- Social and cultural activities and events
- Use of EHP office and computer lab
- Financial aid advising and financial literacy education

## University Police

32 Clinton St., across from the Recreation Center  
(978) 665-3111 [fitchburgstate.edu/campuspolice](http://fitchburgstate.edu/campuspolice)  
Michael J. Cloutier, Chief of Police

Fitchburg State University, with its 5,500 plus members, is like a small town within the larger city of Fitchburg. Although many services and measures are devoted to the issues of safety and crime prevention, responsibility also lies with each member of the Fitchburg State University community. The University Police Department provides many services to promote campus-wide safety. University Police provides the campus community with assistance 24 hours a day, 365 days a year. The University Police headquarters is located at 32 Clinton St., across from the Recreation Center. The department is responsible for enforcing all the laws in the Commonwealth of Massachusetts—criminal, non-criminal, and motor vehicle. Fitchburg State University police officers are also committed to community engagement programs directed towards the student body and employees.

## Emergencies

University Police responds immediately to emergencies on campus, whether they are police, fire or medical. A state-of-the-art emergency phone system has been installed on the campus in strategic locations. Telephones marked by blue lights allow students to contact University Police directly and at any time.

## Student Security Team

The Student Security Team provides additional security and safe personal escorts upon request to and from any point on campus and the immediate neighborhood. Personal escorts are provided by Officers any time outside of the Student Team's operating hours. All students, male and female, are strongly encouraged to use this service.

## Personal Safety Programs and Community Presentations

Community engagement focuses on developing relationships between the community and the officers they come into contact with. Because of these established relationships, community members may feel a sense of loyalty to the officers and ultimately each is more cooperative with the other. Over time, this type of policing develops a more robust relationship between the police department and the University community, which intern, helps to enhance campus safety. Our Personal Safety Course offerings include:

- Violence Identification Prevention and Reporting (VIPR)
- Community Response to Active Shooter Events (CRASE)
- R.A.D. (Rape Aggression Defense)
- Until Help Arrives
- First Aid, CPR & AED

### **Fitchburg State Alert**

Fitchburg State Alert will enable the university to notify you of important campus announcements. Examples of such announcements are:

- Campus and regional emergencies
- Snow closures/delays
- Faculty absences

Fitchburg State Alert is setup to send notifications to your Fitchburg State University email by default. Mobile phones, land lines, and additional email addresses must be entered by the user by visiting <http://alert.fitchburgstate.edu>

### **Rave Guardian Campus Safety app**

Fitchburg State University has partnered with Rave Guardian to offer a free mobile app that turns any smartphone into a personal safety device. By downloading this free safety app students can enhance their personal safety both on and off campus.

With Guardian, users can create a profile of information about themselves, and invite family and friends to their safety network. When needed, the user can request one or more of their Guardians to virtually walk with them on or off campus. It's like having an emergency blue light system and a trusted friend with you at all times.

The Guardian app also features:

- Easy Emergency Communication: In an emergency, a one button call to campus safety officials will display the users Guardian profile and current location.
- Send Tips: See something, say something. The app allows users to text suspicious activity to university police, including photos.

The Rave Guardian App can be downloaded in the Apple or Google Play stores by searching for "Rave Guardian." Fitchburg State users can also download it directly from the university's mobile app. More information on the program can be found at [fitchburgstate.edu/rave](http://fitchburgstate.edu/rave)

### **The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

The Clery Act is a consumer protection law that aims to provide transparency around campus crime, policies, and statistics. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The various reporting aspects of the Clery Act can be found on the University Police website, which includes the Annual Security and Fire Safety Report, Daily Crime and Fire Logs, Maps of the

University's Clery Geography, as well as all Timely Warnings and Emergency Notifications. Students can access current and previous year's reports at: [fitchburgstate.edu/clery](http://fitchburgstate.edu/clery)

### **Other Assistance**

University Police provides a variety of additional services. Tire compressors and snow shovels can be borrowed. Stop by or call University Police anytime at (978) 665-3111. For more information, visit the Website at [fitchburgstate.edu/campuspolice](http://fitchburgstate.edu/campuspolice)

### **Veteran's Center**

Thompson Hall  
Henry Parkinson, Director

The Veteran's Center is located in the Thompson Foyer. Questions regarding campus events or issues, or the Veteran's Center should be directed to Dr. Henry Parkinson, Associate Dean of Student Development

### Student Government Association (SGA)

Hammond Hall  
Ground Level  
(978) 665-3300  
Kerry Mcmanus, SGA President

Full-time undergraduate students are members of the Student Government Association (SGA). The SGA is the official voice of the students and participates in campus-wide committees and state and national organizations.

#### SGA Senate Elections

Appointments are done in the fall semester for the incoming freshmen. Senate elections are held during the spring semester. Referendum questions are a part of the spring ballot.

#### SGA Officers

##### The Executive Board

Includes president, vice president, treasurer, secretary, and student trustee. Vacancies will be filled by special appointments and take place during the first four weeks of each semester.

##### Senate

The Student Government Association offers eight senate seats per graduation year.

#### What does SGA do?

SGA holds weekly meetings that are open to the entire student body. SGA meets every Tuesday at 6 p.m. in the G19 of Hammond Hall.

The function of SGA is to represent student interests regarding all administrative, academic and social issues of concern to the students of Fitchburg State University.

One of the main responsibilities of SGA is to supervise and distribute the Student Activity Trust Fund. Recognized clubs, organizations and committees are funded by SGA through this fund.

#### SGA Services

SGA offers many services to the campus community including:

- Poster approval
- Copier for organization use
- Student support and referral
- Funding for student organizations
- Advocacy for changes in campus policies that affect students
- Advocacy for student rights
- Student appointments to campus committees
- Leadership conferences and workshops



#### Bulletin Boards

SGA has sole responsibility for approving posters and flyers for posting on SGA designated bulletin boards, which are located around campus. Please see the Poster Policy in this Student Handbook for specific information on posting.

#### SGA Guidelines for Student Organizations

The following guidelines must be met in order for a student organization to receive funding from SGA:

- The organization must be recognized by the Student Organization Committee (SOC)
- The organization must submit and maintain a current organization constitution on file with the Office of Student Development through OrgSync
- The organization may not discriminate on the basis of race, religion, sex, color, age, sexual orientation, disability, veteran status, martial status or national origin
- The organization must perform a valuable service to the student body
- The organization must submit budget requests to the SGA Finance Committee (FINCOM) on time
- The organization must not receive academic credit
- The organization must be nonprofit

## Student Clubs and Organizations

### Cultural & Spiritual

- Black Student Union (BSU)
- Campus Ambassadors Christian Fellowship (CACF)
- First Love
- Gay Straight Alliance (GSA)
- Latin American Student Organization (LASO)
- Spanish Café Club
- World Integrated Nations (WIN)

### Performance & Media

- Dance Club
- Filmmakers Society
- Harmonic Velocity a Cappella
- Improv Club
- Musical Theater Club
- WXPL

### Governing

- Greek Council
- Interfraternity Council
- Panhellenic
- Student Government Association (SGA)

### Service & Wellness

- Environmental League of Fitchburg (ELF)
- Falcon Friends
- FAVE
- Habitat for Humanity
- Love Your Melon
- Rescue Squad (EMS)

### Sports & Recreation

- Billiards Club
- Cheerleaders
- Chess Club
- Fitchburg Finches
- Lacrosse Club
- Martial Arts Club
- Outdoor Adventure Club
- Rugby Club
- Ski & Snowboard Club
- Volleyball Club

### Special Interest

- American Sign Language (ASL) Club
- Feminist Conversations
- Fitchburg Activities Board (FAB)
- Harry Potter Alliance
- Model UN
- Pokémon Society
- Role Playing Guild (RPG)
- Rubik's Cube
- Sales Team
- Shakespeare Society
- Smash Club
- Star Wars Alliance

### Greek

- Alpha Pi Delta
- Alpha Sigma Tau
- Phi Sigma Sigma
- Sigma Pi
- Sigma Sigma Sigma
- Sigma Tau Gamma

### Academic

- Accounting Society
- American Institute of Architecture Students (AIAS)
- Associated General Contractors (AGC)
- Biology & Chemistry Club
- Business Society
- Computer Science Club
- Criminal Justice Club
- Education Club
- Entrepreneurship Club
- Exercise & Sports Science Club
- Game Design Student Association (GDSA)
- Geographic Information System (GIS) Club
- Student Nurses Association (SNA)
- Technology Engineering Education Collegiate Association (TECCA)

### Honor Societies

- Alpha Phi Sigma (Criminal Justice)
- Delta Alpha Pi (Disability)
- Epsilon Pi Tau (Industrial Technology)
- Kappa Delta Pi (Education)
- Lambda Pi Eta (Communications)
- Phi Alpha Theta (History)
- Pi Mu Epsilon (Mathematics)
- Pi Sigma Alpha (Political Science)
- Psi Chi (Psychology)
- Sigma Beta Delta (Business)
- Sigma Tau Delta (English)
- Sigma Theta Tau (Nursing)
- Order of Omega (Greek)

### Restart Opportunities

- Active Minds
- Advertising Club
- Anime Club
- Asian Cultural Society
- Economics Club
- Falcon Theatre Company
- Focus on Faith
- Golf Club
- Math Club
- Political Science Club
- Psychological Science Club
- Sociology Club
- Sports Journalism Club

## **Recognized Student Organizations**

Fitchburg State University encourages active student participation in the following recognized student organizations on campus including fraternities and sororities, musical programs, academic interest groups and special interest groups.

### **Academic Institute of Architecture Students (AIAS)**

The purpose of the American Institute of Architecture Students is to promote excellence in architectural education, training, and practice, to foster an appreciation of architecture and related disciplines, and to organize students to combine their efforts to advance the art and science of architecture.

### **Active Minds**

Increasing the awareness of the students, faculty, and staff at Fitchburg State University about the following:

- issues surrounding mental health
- symptoms related to mental health disorders
- mental health resources available both on campus and in the surrounding community

### **Alpha Lambda Delta**

An honor society for freshmen students who maintain a grade point average of 3.5 or higher and are committed to a high standard of living and learning.

### **Alpha Phi Sigma**

Alpha Phi Sigma honors and promotes academic excellence in Criminal Justice students in addition to encouraging community service, educational leadership and unity among students on campus.

### **Alpha Sigma Lambda**

Alpha Sigma Lambda is the premier international honor society for adult learners. Membership is open to Graduate and Continuing Education undergraduate degree seeking students. The Fitchburg State University chapter is Pi Gamma.

### **Alpha Sigma Tau National Sorority**

Alpha Sigma Tau stands for active, self reliant and trustworthy members of the university community. They believe strongly in the values of sisterhood and friendship, and strive to make a difference.

### **American Institute of Architecture Students (AIAS)**

The purpose of the American Institute of Architecture Students is to promote excellence in architectural education, training, and practice, to foster an appreciation of architecture and related disciplines, and to organize students to combine their efforts to advance the art and science of architecture.

### **American Sign Language**

The ASL Club will give the students of the university the opportunity to learn, practice and appreciate American Sign Language along with a group of individuals who share the same interest. The club will sponsor events that will allow individuals to be exposed to different aspects of manual communication.

### **Associated Builders and Contractors (ABC)**

Fitchburg State University sponsors a student chapter of the ABC, which is a nationwide organization of men and women involved in the construction industry.

### **Billiards Club**

The Billiards Club will give students an opportunity to play games and practice their skills in the game of pool along with fellow students who share the same interest.

### **Biology Club**

The Biology Club is a group of students interested in applying what is learned in the classroom to the outside environment. The club participates in activities in which different aspects of the field of biology can be explored. These experiences may lead to valuable opportunities and lasting relationships between peers and faculty.

### **Business Society**

The goal of the Fitchburg State University Business Society is to provide students with real business experience within a social atmosphere through a variety of meetings, special projects, and guest speakers.

### **Black Student Union**

The purpose of the Black Student Union is to provide interaction between various groups of students at Fitchburg State University by holding special social and educational events.

### **Campus Ambassadors/Christian Fellowship at Fitchburg State University**

The Campus Ambassadors/Christian Fellowship group (CA/CF) is an interdenominational group on campus. This group is composed primarily of students whose goal is to promote the spiritual life of the students, faculty and administration of Fitchburg State University through worship, Bible studies, fellowship and evangelical outreach events.

### **Criminal Justice Club**

Our mission is to enhance the Criminal Justice major and the Fitchburg State University community as a whole, by offering an organization that supports and promotes the understanding of the criminal justice system.

### **Dance Club**

The Dance Club offers classes in tap, jazz, ballet and aerobic styles. Classes are informal, meet weekly for one hour and are led by students. Members of all genders and skill levels.

### **Delta Alpha Pi (Disability Honors Society)**

The Fitchburg State University chapter of Delta Alpha Pi International Honor Society presents an opportunity to change negative perceptions of students with disabilities by recognizing their academic accomplishments.

### **Education Club**

The Fitchburg State University Education Club offers education majors the opportunity to congregate with their peers and to extend their collective learning beyond the boundaries of the classroom. Additionally, the Education Club provides a forum for members to discuss issues pertinent to the field of education.

### **English Club**

Blending together students and faculty with common interests in the English Studies Department and its relative activities.

### **Epsilon Pi Tau, Inc. (Technology Education and Industrial Technology Honor Society)**

Epsilon Pi Tau works to promote and provide professional status for industrial arts and industrial vocational education, a medium for the professional development and recognition of individual members for leadership and achievement. The group fosters and encourages the acceptance among its members of the ideals of technical competence, social and professional proficiency and research.

### **Exercise Sport Science Club**

The Exercise Sport Science Club provides a space for Exercise Sport Science majors to collaborate in order to create a unique teaching and learning atmosphere. The objectives of the Exercise Sport Science Club include facilitating learning through workshops and lecturers and providing tutor services to underclassmen.

### **Falcon Friends**

The purpose of Falcon Friends is to promote social inclusion of students with disabilities as well as form meaningful friendships with age-appropriate peers.

### **Falcon Theater Company**

The Falcon Players work to open the minds of members of the Fitchburg State University community to art and culture by offering performances, guest speakers, seminars and workshops.

### **Feminist Conversations**

Feminist Conversations aims to encourage conversation of all gender issues and inequality, explore progress, and empower people of all genders on our campus and in our community.

### **First Responders**

The Fitchburg State University First Responders provide Fitchburg State University with emergency medical care during the regular school year and during special events year-round. The squad is open to Fitchburg State University students interested in the emergency medical field.

### **Fitchburg Activities Board (FAB)**

FAB is responsible for much of the social programming on campus. The committee plans events including major concerts, coffeehouses, comedy nights, films, lectures and special events. Jimmy Eat World and New Found Glory are some of the artists that have recently appeared.

### **Fitchburg Finches**

The Fitchburg Finches aim to create and satisfy a niche interest in the game of Quidditch as well as represent Fitchburg State University in US Quidditch on a national scale. The Fitchburg Finches will also promote gender inclusivity, leadership, charitable work, and teambuilding, which are the core values of US Quidditch.

### **Fitchburg State University Cheerleading Club**

The Fitchburg State University Cheerleading Club is open to any person, male or female, who is interested in cheerleading to support the football and basketball teams.

### **Fitchburg State University Film Makers Society**

This club is dedicated to the study and appreciation of film and video production along with the history of cinema.

### **Fitchburg State University Habitat for Humanity Local Chapter**

The Fitchburg State University Habitat for Humanity local chapter is dedicated to the values and principals of the national organization. Local chapter members will dedicate themselves to projects that are ongoing in the local Fitchburg/ Leominster area. The group will participate in the Collegiate Challenge and will work in tandem with the Alternative Spring Break trip planning group.

### **Game Design Club**

The Game Design Club establishes the provision for students seeking academic decampment in the field of Game Design.

### **Gay Straight Alliance**

Gay Straight Alliance offers support, acceptance, understanding and education for all Fitchburg State University students. Gay, lesbian and bisexual students, as well as allies and friends, are welcome in this social setting.

### **Geo Club**

The Geo Club provides an organized meeting space for Earth Science majors to discuss issues pertinent to Earth Science and to further their understanding of the field of Earth Sciences beyond the boundaries of the classroom.

### **Greek Council**

The Greek Council was formed to improve relations among members of sororities, fraternities, student body, administration, and the Fitchburg State University community through social events, philanthropies and community projects.

### **Harmonic Velocity A Capella Choir**

Harmonic Velocity stimulates an interest in music and singing, specifically in the area of a cappella music.

### **Inter-Faternity Council**

We, the Inter-Fraternity Council (IFC) of Fitchburg State University set forth this Constitution and Bylaws in a continued effort to promote and maintain closer working relationships and coordination amongst and between the member fraternities and with Fitchburg State University.

### **Kappa Delta Pi (Education Honors Society)**

Kappa Delta Pi recognizes outstanding student contributions to the field of education.

### **Lacrosse Club**

The Fitchburg State University Lacrosse Club sponsors student lacrosse games and strives to promote teamwork, sportsmanship, spirit, respect, and dedication.

### **Lambda Pi Eta (Communication Honors Society)**

Lambda Pi Eta is the honor society of the National Communication Association. This chapter of Lambda Pi Eta exists to further the mission of the association and is subject to the association's policies and procedures.

### **Latin American Student Organization (LASO)**

LASO represents Hispanic culture on campus through programs and activities.

### **Live Action Role Playing (LARP)**

The purpose of the Fitchburg State LARP Guild is to bring together those in the community that enjoy any aspect of Live Action Role Playing. Participation in club activities will expose students to a wide range of skills and activities, including improvisational acting, physical activity, game design, and socialization.

### **Love Your Melon Fitchburg State University Campus Crew**

The purpose of Love Your Melon Fitchburg State University Campus Crew shall be to help give a hat to every child battling cancer in America, fund childhood cancer research initiatives and provide immediate support for children and their families through the sales of Love Your Melon products.

### **Martial Arts Club**

The Martial Arts Club is a group of male and female students interested in Shotokan karate. Instruction is administered by registered black belts. Beginners are welcome to join the club.

### **MASSPIRG (Massachusetts Public Interest Research Group) at Fitchburg State University**

MASSPIRG provides student involvement in environmental and consumer issues such as toxic waste, recycling, safe drinking water and voter registration. Students at 28 Massachusetts universities participate and direct MASSPIRG campaigns. On-campus internships for credit are available in a variety of topics through the MASSPIRG Office.

### **Math Club**

The Math Club is an academic club that is open to all students that have an interest in numbers, equations, logarithms, and the processes behind solving them.

### **Model United Nations**

The Fitchburg State University Model UN is a political science club that strives to promote the advancement of the study of political science and active participation in the political process by members of the Fitchburg State University community through seminars, discussion forums, and academic symposiums.

### **Musical Theater**

The purpose of this club is to provide a professional extracurricular musical oriented organization where both students and alumni may participate.

### **National Association of Homebuilders (NAHB)**

Fitchburg State University sponsors a local chapter of this organization, formed for students with an interest in home construction.

### **North Central Massachusetts Entrepreneurship Association**

The entrepreneurship association shall provide students an avenue for student-led club that exclusively fosters a dedicated focus on the appreciation for the art and science of entrepreneurship education.

### **Order of Omega**

The Fitchburg State University Order of Omega is an honor society dedicated to members of Greek life who have compiled an excellent academic record and have dedicated themselves to the betterment of Greek life on campus.

### **Outdoor Adventure Club**

The purpose of the Outdoor Adventure Club is to provide the Fitchburg State University campus with fun and meaningful opportunities for outdoor recreation. These outdoor adventures promote the development of character, friendships, and physical and mental well-being for those involved and enhance members' awareness, knowledge, and appreciation of the environment.

### **Panhellenic Council**

The Panhellenic Council at Fitchburg State University is the governing board of the three national sororities on campus. Meetings take place on a weekly basis.

### **Phi Alpha Theta (International Honor Society in History)**

The Phi Alpha Theta Xi-Upsilon Chapter promotes an interest in history among its members, the Fitchburg State University community, and the greater Fitchburg area.

### **Pi Mu Epsilon (Mathematics Honor Society)**

The Fitchburg State University chapter of Pi Mu Epsilon aims to promote scholarly activity within the field of mathematical sciences and to recognize those students who show exemplary academic proficiency within the field of mathematics.

### **Pi Sigma Alpha**

Pi Sigma Alpha is the national honor society for political science majors. It recognizes academic achievement of those students who major in political science.

### **Phi Sigma Sigma National Sorority**

Phi Sigma Sigma was founded in 1913 in New York. The Zeta Rho Chapter was installed at Fitchburg State University in 1992. Phi Sigma Sigma has three goals: service, scholarship and friendship. Phi Sigma Sigma's philanthropy contributes to various local and national non-profit organizations.

### **Pokemon Society**

The purpose of Pokemon is to bring together those in the community that enjoy any aspect of the Pokemon franchise.

### **Psi Chi (Psychology Honors Society)**

Psi Chi's purpose is to encourage, stimulate, and maintain excellence in scholarship and advancement of the science of psychology.

### **Ski and Snowboard Club**

The Ski and Snowboard club is dedicated to giving students the opportunity to immerse oneself in the sport of Skiing and Snowboarding.

### **Sigma Pi Fraternity, International**

As stated in the creed of Sigma Pi, the Brothers strive for promotion of scholarship, advancement of truth and justice, encouragement of chivalry, diffusion of culture and development of character among its members.

### **Sigma Beta Delta Honors Society**

The purposes of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. It is organized exclusively for charitable and educational purposes.

### **Sigma Sigma Sigma National Sorority**

This national sorority seeks to ensure a perpetual bond of friendship, develop womanly character and promote high standards of conduct. The women strive to follow the university mission and bring together a culturally diverse group of individuals, each with her own talents, opinions and ideals. The members are committed to play therapy for children and community service.

### **Sigma Tau Delta**

This organization grants distinction for high achievement to students with a major in English.

### **Sigma Tau Gamma National Fraternity, Inc.**

Sigma Tau Gamma believes that all men are social creatures and that friendships of university men are lasting ones. The members seek to promote these associations through a social fraternity, which upholds the true standards of brotherhood.

### **Sigma Theta Tau, Inc., Epsilon Beta Chapter, (Nursing Honor Society)**

The purpose of this society is to recognize superior achievement, encourage the development of leadership qualities and foster high professional standards.

### **Smash Club**

Smash Clubs purpose is to promote the Super Smash Bros community, spread interest for the video game series, and to establish a friendly, competitive, and social environment for fans, new and old, to get the chance to make new friends, improve their game skills, and overall, to have fun and enjoy themselves.

### **Student Nurses Association (SNA)**

The NSA is a professional organization run by nursing students to address nursing issues important to both the students and the community.

### **Technology Education Collegiate Association (TECA)**

The Fitchburg State University Technology Education Collegiate Association provides to students of the university an avenue to foster an appreciation for the art of technology education and a way to network with other students of similar interests. The Association offers its members the opportunity to not only learn more about their discipline but to also gain an understanding of it through hands-on experience.

### **World Integrated Nations (WIN)**

The purpose of WIN is to inspire Fitchburg State Students to embrace their culture while learning about other cultures and to develop a stronger identity of themselves.

### **WXPL**

WXPL is the student run radio station at Fitchburg State University. Complete with sophisticated broadcasting equipment and an extensive album library, WXPL broadcasts at 91.3 FM.

## **Recognition of Student Organizations**

There are more than 75 student organizations at Fitchburg State University that provide the campus community with many options for activities and programming. Fitchburg State University encourages and promotes participation in student organizations. It is hoped that by pursuing these co-curricular programs and activities, students will develop leadership skills and achieve goals.

Fitchburg State University recognizes, appreciates and supports the contributions made by student organizations to enhance the quality of student life at the university. The process of student organization recognition is vital to provide continued services by monitoring and accurately assessing the status of all student groups. The recognition of student organizations is intended to clarify the rights, privileges and responsibilities of student organizations. All student organizations wishing to operate on campus are required to complete this recognition process.

Contact the Student Development Office for more information, or contact the Student Organization Committee (SOC).

### **Student Organization Committee (SOC)**

All requests by student groups to become recognized student organizations are coordinated by the Student Organization Committee (SOC). The SOC includes the advisor to SGA, one member of the faculty, one administrator, one SGA member, and one member at large. This committee is chaired by an executive board member of the SGA. A quorum of five out of seven members is required for the SOC to vote. The chairperson is a voting member of the SOC.

## **Criteria Organizations Must Meet to be Recognized**

Submit an application to the Office of Student Development with the following:

- A letter of intent to organize signed by the student contact and the advisor must be submitted
- The organization must have 10 founding members who are full-time undergraduate Fitchburg State University students or have the written support (signed petition) of 50 full-time undergraduate students
- The organization must have an advisor who is a full-time faculty or full-time professional staff member
- Submission of completed hazing compliance forms from all members
- Submission of a constitution in accordance with the sample constitution format
- The organization may not discriminate on the basis of race, religion, color, age, sexual orientation, disability, veteran status, marital status or national origin. Exceptions may be made by gender as authorized by law
- The organization must agree to and abide by all federal, state and local laws and university policies
- The organization's purpose must be consistent with the mission of the university

### **Step One: Organizing**

In order to assist students in the process of forming a recognized student organization, students may receive the following guidance and assistance from the university:

- Students are encouraged to meet with the chairperson of the Student Organization Committee (SOC) or a team member from the Office of Student Development to learn more about the recognition process.
- Once a letter of intent to organize is received and acknowledged by the SOC, the organization will be permitted to conduct limited organization business on campus. Groups may, over a two month period, post notices on campus when approved by SGA, reserve tables in G-Lobby a total of five times and reserve a meeting room three times. Groups may meet for organizing purposes only. Groups may not sponsor any speakers from off-campus or any other programs.

## **Step Two: Requesting Recognition**

To be considered for recognition, the following materials must be submitted to the SOC:

- Letter of intent to organize
- Hazing compliance form signed by the founding members
- Current constitution in accordance with the sample constitution format

Once the letter of intent, application, hazing forms and constitution have been received, the chairperson of SOC will forward the request to the SOC or, if the organization is Greek, will forward the request to the Greek Council.

### **Non-Greek requests**

SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass new organizations. After SGA's approval, the constitution will be sent to the dean of Student Affairs for final approval.

### **Greek requests**

SOC will forward the request to the Greek Council, which will review the request and will meet with the organization. The Greek Council will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass new organizations. After approval, the constitution will be sent to the dean of Student Affairs for final approval.

## **Rights, Privileges and Responsibilities of Recognized Student Organizations**

### **Rights and Privileges**

- To reserve all on-campus facilities through the Office of Student Development
- To be listed and publicized as an officially recognized club or organization through the Office of Student Development
- To have approved events listed on the campus calendar and other campus publications
- To have authorized publicity posted in approved posting areas
- To use the Fitchburg State University name as part of the club or organization name
- To apply for funding through the Student Government Association
- To be assigned a university mailing address as well as a mailbox in the SGA office
- To gain access to club and organization web space
- To participate in club and organization fairs
- To have an advisor
- To receive help, advice, and assistance from the Office of Student Development
- To have access to lists from which you can print labels for students, staff, and faculty
- The right to solicit (fund raise) on campus
- The use of SGA services
- To sponsor programs and activities
- Access to the discipline systems
- Use of the Financial Services office services

## **Responsibilities**

- Clubs and Organizations must maintain a FalConnect portal. Minimum requirements includes, updated constitution, updated leadership and membership, use of CORQ (event app), and use of treasury function.
- The Financial Services Office must be used for the administration of all university-approved funds and funds raised on-campus and off campus
- A current constitution must be on file with the Office of Student Development via FalConnect
- Groups must have a statement of purpose, which is in accordance with the mission of the university
- Organizations must have Fitchburg State University undergraduate students as its members
- Organizations should have full-time undergraduate students, in good academic standing, and all officers must adhere to the GPA policy
- A current list of officers must be maintained in FalConnect
- All federal, state and local laws and university policies must be followed
- Membership must not practice any physical or psychologically abusive behaviors, either intentionally or unintentionally
- All clubs and organizations must attend the mandatory Club and organization Training (open to all officers, mandatory for presidents and treasurers)
- Club and Organization leadership is required Council of Clubs and Organizations (CCO) as requested by the Vice President of SGA.
- All university policies and procedures, including scheduling, posting and solicitation, etc., must be followed
- A full-time faculty or full-time professional staff member must act as advisor; their role will be mutually determined by the organization and advisor and is consistent with expectations outlined in the Student Development Handbook
- The club mailbox in the SGA office must be checked regularly to ensure that all official correspondence is received and answered

## **Making Revisions or Amendments to a Constitution**

Any revisions or amendments to a constitution of a recognized student organization must be approved by the SOC and SGA prior to implementation. The following process will be followed:

Organizations must submit any revisions or amendments with the rationale for making the changes to the chairperson of SOC. The chairperson of SOC will forward the revisions or amendments and rationale to the SOC or, if the organization is Greek, will forward the request to the Greek Council.

## **Non-Greek Requests**

SOC will review the revisions or amendments and rationale and will meet with the organization to obtain additional information if required. SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass any amendments.

## **Greek Requests**

SOC will forward the revisions or amendments and rationale to Greek Council, which will review the revisions or amendments and rationale and will meet with the organization to obtain additional information if required. Greek Council will make a recommendation to SOC. SOC will review Greek Council's recommendation and will meet with the organization if required. SOC will make a recommendation to SGA where a vote will take place. A majority vote is needed to pass any amendments.

## **Re-recognition Once Recognition Has Been Lost**

Student organizations that have been inactive for two years or less, or have lost recognition previously as a result of a judicial sanction, must re-apply for recognition in accordance with the sanction received. Student organizations that have been inactive for two or more years must go through the Student Organization Committee, and submit the following to the director of Student Development:

- Letter of intent to become a recognized student organization signed by the officers and advisor, which includes a statement of the activities and programs since the organization lost its recognition
- An updated copy of the constitution
- Organizations are encouraged to submit supporting documentation such as recommendations from SGA, Greek Council and/or community service agencies

Refer to SOC process on page 29.

## **Annual Assessment**

The SOC will conduct periodic assessments of each organization to assist recognized student organizations in evaluating their organizational development and activities. Through organization self-assessment, SOC assessment and recommendations for continued success, organizations will receive guidance and support for achieving organizational goals.

Each year, the SOC will identify 15 to 20 recognized student organizations for annual assessment. The organizations will prepare an assessment report and meet with the SOC for an assessment. The assessment is in no way a punitive process; however, each student organization is to make a good faith effort to comply with the process. Failure to exhibit good faith participation in the assessment process may affect the recognition status of the student organization.

### **Fund Raising**

- Fundraising is allowed only by recognized clubs and organizations
- No competing sales are allowed (e.g. multiple bake sales cannot occur simultaneously)
- All fundraisers need to be registered and approved by the Office of Student Development
- A completed [and approved] fundraiser request form must be on file with the Office of Student Development for every fundraiser
- The Office of Student Development reserves the right to cancel and/or terminate a fundraiser if deemed to be inappropriate or in competition with another fundraiser
- Requests for any solicitation that is to take place off campus must be submitted in writing (see the Office of Student Development for details) at least 1 month prior to when the solicitation is desired to take place.

Please refer to the Solicitation, Raffle Policy and Student Club and Organization Resource Guide for further information regarding fund raising.

### **GPA Policy**

To be a member of an executive board for any FSU club or organization, a student needs to maintain a semester GPA of 2.00 and an overall GPA of 2.50. If a club has standards that are above those of the university, those policies will supersede this policy. If any e-board member falls below the GPA requirements, they will be asked to step down from office. In a dispute, the final decision responsibility lies with the Office of Student Development.

### Intercollegiate Athletics

(978) 665-3314  
[fitchburgfalcons.com](http://fitchburgfalcons.com)  
Matthew Burke, Director

#### Overview

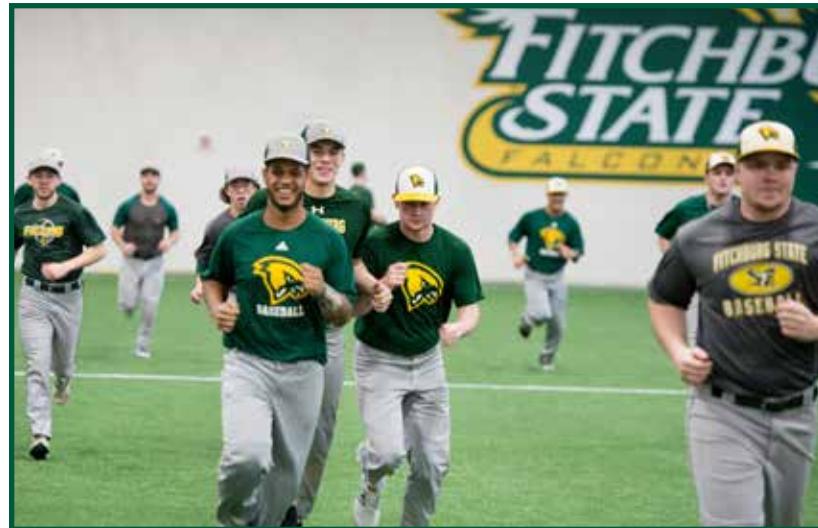
The Department of Intercollegiate Athletics offers each student an opportunity to participate in intercollegiate athletic programs. Participation in these programs provides additional opportunities beyond the classroom for student learning in a wide range of situations.

#### Intercollegiate Sports

The 17 Falcon varsity teams have enjoyed regional and national recognition as highly competitive NCAA (National Collegiate Athletic Association) Division III teams. Fitchburg State University is a member of various intercollegiate athletic associations, which entitle successful participants to compete in post-season tournaments and championships. Fitchburg State University is a charter member of the Massachusetts State Collegiate Athletic Conference (MASCAC), which includes seven other state universities.

The men's varsity programs include competition in cross country, indoor and outdoor track and field, football, soccer, basketball, ice hockey and baseball. Women's varsity programs include cross country, indoor and outdoor track and field, field hockey, basketball, softball, soccer, volleyball and lacrosse.

The fall season includes football, soccer, field hockey, volleyball, and cross country. Practices start in late August and competition runs from early September to early November. The hockey, basketball and indoor track teams compete during the winter. Practices start in mid-October for hockey and basketball. The season of competition runs from November to early March. The spring season includes track and field, baseball, softball and women's lacrosse. Practice for baseball, lacrosse and softball starts in early February. The season of competition runs from March through early May. The baseball, lacrosse and softball teams often travel to Florida during Spring Break. The track and field season begins immediately following indoor track. Information regarding pre-season tryouts and team meetings for all teams is available from the head coach. Email contact information for coaches is available on the department website.



#### Academic Eligibility

For the purpose of athletic eligibility, satisfactory progress toward a baccalaureate degree shall be defined as successful completion by students of 24 semesters of course work prior to entering their third full-time semester; 48 semester hours of course work prior to entering their fifth full-time semester; and 72 semester hours of course work prior to entering their seventh full-time semester. Full or part-time status shall be determined by the end of the add/drop period. Students are required to successfully complete 24 hours of course work during their previous two full-time semesters to remain eligible. In addition students must meet the requirements of the NCAA, and MASCAC. Refer to the Athletics Compliance Officer at (978) 665-4681 for further information.

## **Facilities**

Fitchburg State University has a wide range of indoor and outdoor athletic facilities including:

### **Recreation Center**

The Recreation Center opened during the summer of 2000 and includes:

- 1,000 seat NCAA basketball/volleyball arena
- Suspended jogging track (11 laps per mile)
- 25 yard, six lane swimming pool
- Dance/aerobics studio
- Fitness center
- Racquetball courts
- Classrooms
- Sport medicine center
- Teaching stations
- Locker rooms, laundry, and storage areas
- Athletic Department offices
- Recreation services offices

Note: The Director of Recreation Services schedules the use of the various areas within the Recreation Center.

### **Robert Elliot Complex**

Located on Pearl Hill Road, the complex is the site of the outdoor athletic facilities. An artificial turf field, installed during the summer of 2005, is the home site for field hockey, football, soccer and women's lacrosse. The track and field team competes on an eight lane chem-turf track surrounding the field. The area also includes the Michael Riccards baseball field, a practice field and locker rooms.

### **Wallace Civic Center at Fitchburg State University**

The ice hockey team practices and competes at the Civic Center, located on John Fitch Highway.

### **Coolidge Park**

Coolidge Park is the site of our home softball field.

### **Carmelita Landry Arena**

The renovated Carmelita Landry Arena opened its doors to the Fitchburg State community in January of 2018 and features numerous strength and training equipment as well as an indoor turf field for the Fitchburg State athletic teams to utilize throughout the year.

### **Doyle Conversation (Cross Country)**

Home to the men's and women's cross country team, hosts the Jim Sheehan Memorial Invite each fall.

## **Fitchburg State University Athletics Sportsmanship Code**

All students who participate or intend to participate in the intercollegiate athletic program are responsible for adhering to this Sportsmanship Code.

### **Expectations and Responsibilities of the Student-Athlete**

Participants in Fitchburg State University athletic programs should reflect valuable characteristics such as leadership, honesty and integrity. Competing as an intercollegiate athlete is a privilege, not a right, and comes with great responsibility. Athletes are highly visible, and it is critical that they are respectful, mature and well behaved. This sportsmanship code has been developed to ensure that those standards are understood and met. Student-athletes are held accountable for complying with campus policies, local, state and federal laws through the student conduct process. They are held accountable for complying with the sportsmanship code through the Athletics Department.

The Fitchburg State Athletics Department, the NCAA and the Massachusetts State Collegiate Athletic Conference all require athletes to abide by their rules and regulations. All participants are also subject to the policies, coaching philosophy and techniques of their coaches.

### **Rights**

All athletes, coaches, trainers, managers and staff have the right to:

- Be treated with respect.
- Confidentiality.
- Be notified and offered the chance to participate in meetings concerning their possible suspension from the team.
- Present any violation of their rights to the athletic director.

### **Expectations**

#### **Student-Athletes**

- Treat professors and classmates with respect.
- Arrive for classes on time and prepared.
- Notify instructors in advance when requesting permission to leave early or miss a class in order to travel to a contest.
- Treat opponents and officials with respect regardless of their actions or decisions.
- Remember that it is a privilege to represent the university on an intercollegiate team.
- Abide by all team rules and regulations.
- When traveling to a contest, dress neatly and appropriately and present a positive image of the university and the Athletic Department.
- Avoid using language and gestures that are not suitable.
- Be courteous and cooperative with spectators, game management personnel and media.

### **Coaches**

- Set the standard for leadership and sportsmanship.
- Serve as a role model.
- Treat all team members, opponents, officials, spectators, game management personnel and media with respect.
- Set discipline standards and enforce them consistently and fairly.
- Demonstrate an interest in the development of all members of the team.
- Respect the game and the rules of the game.
- Adhere to all department, university and conference rules and regulations.

### **Student-Athletes and Coaches as Spectators**

- Respect all participants and team members.
- Respect the judgment and decisions of coaches and officials.
- Refrain from criticism of athletes, coaches or officials.
- Respect the authority of game management personnel and comply with their requests.

## **Athletic Department Policies**

Any student-athlete charged with inappropriate behavior covered under the university's Student Code of Conduct shall be subject to disciplinary action by the university, which may include suspension or dismissal from the university. The Student Code of Conduct may be found in the Student Handbook and on the university Website. Student-athletes who violate Athletics Department policies may be subject to additional sanctions by the Athletics Department.

### **Alcohol, Illegal Substances and Other Drug Abuse**

The Fitchburg State University Athletic Department does not condone the use of alcohol, regardless of age, or drugs by any student-athlete or game management personnel in connection with any team function, or by any prospective student-athlete or their host during a university visit or a team function. Student-athletes are required to sign the NCAA Drug Testing Consent Form prior to participation, and thereby accept the penalties that may result from violating this policy. Violations of this policy may be referred to student conduct.

### **Tobacco**

NCAA regulations prohibit the use of tobacco, including smokeless tobacco, by any student-athlete, coach or game management personnel during any practice or at the site of any competition.

### **Gambling**

The NCAA prohibits student-athlete involvement with gambling activities related to intercollegiate athletic teams. Violations of this policy may be referred to student conduct.

### **Hazing**

Hazing is prohibited by state law and university policy. Student-athletes are required to sign the Fitchburg State University Athletic Department Student-Athlete Agreement Concerning Hazing prior to participation. As part of the agreement, the student-athlete acknowledges that they understand that disciplinary action will be taken against those individuals or teams that violate the hazing policy. Violations of this policy may be referred to student conduct.

### **Sanctions**

Student-athletes who do not conform to the expectations of the Sportsmanship Code or the Athletic Department policies will be subject to disciplinary action which may include, but is not limited to, a warning, a written reprimand, suspension from the team or dismissal from the team. Violations of team rules will result in sanctions imposed by the head coach. Student-athletes may appeal those sanctions to the athletic director within one week of notification from the head coach. The athletic director will decide to uphold imposed sanctions and/or determine the need to impose additional sanctions beyond those imposed by the head coach within one week of the appeal. The decisions of the athletic director are final. Sanctions will remain in effect until served.

The athletic department reserves the right to impose sanctions independently and in advance of any campus disciplinary and/or civil/criminal actions.

### **Student Athlete Advisory Committee**

The Student Athlete Advisory Committee includes a representative from each intercollegiate team and is charged with coordinating activities for all student athletes in the areas of community service and life skills development. Activities include workshops on study skills and career development, speakers on personal development, leadership and diversity, clean-up projects in the community, coordinating a campus blood drive for the American Red Cross and assisting various campus groups with projects. The committee also promotes school spirit and support by student-athletes for all other intercollegiate teams.

The following academic policies have been included in the Student Handbook for easy reference. Please refer to the *Fitchburg State University Catalog*, which is the definitive guide to academic policies.

### Structure of Academic Deans

#### Dean of Arts and Sciences

Dr. Franca Barricelli, Dean (Behavioral Sciences; Communications Media; Economics, History, Political Sciences; English Studies; Humanities; Interdisciplinary Studies; Liberal Arts and Sciences)

#### Dean of Business and Technology

Dr. Keith Williamson (Business Administration; Computer Information Systems; Computer Science; Industrial Technology; Occupational Education; Technical Education; Vocational Education)

#### Dean of Education

Dr. Bruno Hicks, Dean (Early Childhood Education; Elementary Education; Middle School Education; Special Education)

#### Dean of Health and Natural Sciences

Dr. John Schaumloffel, Dean (Biology; Chemistry; Earth Systems Science; Exercise and Sports Science; Geographic Science and Technology; Mathematics; Nursing; Physics; IRB, IACUC)

#### Dean of Graduate and Continuing Education

Dr. Becky Copper Glenz

#### Dean of the Amelia V. Gallucci-Ciro Library

Ms. Jacalyn Kremer

### Absences

Students who will be absent for an extended amount of time due to illness, death in the family, etc., should contact the Office of Student Affairs at (978) 665-3130. Students who will be absent for brief periods of time should speak directly with their instructors. Students are strongly encouraged to reach out to their instructor and work directly with them regarding missed classes/assignments.

### Advisors

All students are assigned a faculty member advisor by the department chairperson for your major. Pre-majors are advised by the full time professional staff in the Advising Center as part of the Focus on the Future program. Students are encouraged to consult with their advisors at any time during the semester regarding any problem involving their academic program. By agreement, all faculty must be available to their students for class and other advising at least three hours a week. These office hours are posted at the department offices. In addition, students



are required to meet with their advisors during the registration period because only advisors can arrange and approve course enrollment.

### Attendance

Each instructor has the prerogative to place a value upon class attendance subject only to the limitation that the members of each class be informed of that value at the beginning of the semester. The instructor's class attendance standard should be stated in the course syllabus.

Students should be aware that non-attendance may result in grades of zero (0.0) and that their financial aid may be jeopardized.

#### Classroom Decorum

Fitchburg State University expects students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of these expectations. They extend to the classroom as students are expected to positively contribute to the teaching and learning environment by demonstrating appropriate classroom behavior.

The Student Code of Conduct establishes that obstruction or disruption of teaching, administration, disciplinary system, the university or community or other university activities shall constitute a violation of the code of conduct (Item 2.01). Examples of inappropriate classroom behavior shall include but are not limited to: using derogatory, vulgar, or insulting language that has no academic merit to the discussion, sleeping in class, use of cellular devices, use of laptop for non-class related purposes, arriving or leaving while class is in session, and unsolicited talking in class. If a student exhibits these disruptive behaviors, the faculty member may ask the student to stop the behavior and comply with the expected behavior

of the classroom or leave the classroom. A faculty member may address the issue informally with the student to ensure that appropriate standards of behavior are met or pursue formal disciplinary action through the Office of Student Conduct and Case Management.

### **Class Cancellations**

Faculty absences are posted at the Hammond Information Desk and are available on a recorded telephone message system. Students may telephone the faculty absences/school closings recording at (978) 665-3580.

In the event of inclement weather, the cancellation of classes will be reported on the following radio stations: Boston television stations WBZ (Channel 4), WCVB (Channel 5) and WHDH (Channel 7). The campus radio station WXPL (91.3FM) broadcasts after 8 a.m. Commercial radio stations include the WEIM (AM 1280), WBZ (AM 1030). Cancellations are listed as Fitchburg State University only; any other Fitchburg listings do not pertain to the university. Student may choose to be notified of important campus announcements by signing up with Fitchburg State Alert at [alert.fitchburgstate.edu](http://alert.fitchburgstate.edu).

### **Course Registration**

At the 11th week of classes, students will receive notification via email of the registration period and instruction for registering for the following semester. Three weeks prior to registration is the university advising period. Students must meet with their advisors to review their academic progress and develop schedules for the upcoming semester. After agreeing on a selection of courses, the advisor will give the student their alternate pin, which will allow the student to register online in Web 4.

Courses taken through Graduate & Continuing Education above a full-time load of 12 credits, or during winter or summer, carry additional tuition and fees, payable at the time of registration.

### **Add/Drop**

During the first six class days of the semester, students may drop or add courses. Add/drop is done on line if the course still has seats or at the Registrar's office. This process, designed to save time and effort, holds the student responsible for any changes from the advisor-approved schedule. Students should confer with their advisors, as well as review their degree evaluation in Web 4, prior to making any changes that may affect regular progress toward graduation.

### **Course Load**

The normal course load for each semester is 15 semester hours of credit. The minimum academic load for each semester for full time students is 12 semester hours of credit. A course load surpassing 18 semester hours is an overload and, as such, must be approved by the student's advisor and the dean associated with the student's major of study. Students with a cumulative grade point average lower than 3.0 will usually not be granted authorization for an overload.

### **Withdrawal from Courses**

After the drop/add period but prior to the end of the 11th week of the semester, students may withdraw from courses and receive a W for a grade in each course. Course withdrawals are initiated by the student, who is solely responsible for completing the necessary paperwork. The student must obtain the appropriate form from the Registrar's Office and have it signed by their advisor. After the 11th week of classes, a grade of 0.0 is recorded. A waiver may be given for documented, critical extenuating circumstances.

Full time enrollment status requires that a student carry a load of 12 or more credits. Dropping below this level, either by dropping or withdrawing from courses, jeopardizes the student's eligibility for veteran's benefits, the Dean's List, honors, scholarships, varsity athletics, health insurance coverage and financial aid.

### **Withdrawing from Fitchburg State University**

Students who leave Fitchburg State University, either during a semester or between semesters, must complete a withdrawal form, which may be obtained at the Office of Student Affairs located in the Sanders Administration Building, Room 204. Students who withdraw within the first eight weeks of the semester will receive a W in each course. Students who leave the university after eight weeks will receive a grade of 0.0 in all their courses.

Documented illness, injury or personal emergencies are considered extenuating circumstances that may allow students to withdraw from the university after the eighth week of classes without penalty. Students who withdraw from the university for one of these reasons should contact the Office of Student Affairs. The decision to grant Ws will be made by the Dean of Students. Financial aid recipients who are considering withdrawal from the university are urged to contact the Financial Aid Office. Withdrawal may result in the student owing a balance to the university and/or owing a repayment to federal or state aid programs. Please contact the Financial Aid office for details prior to withdrawal.

### **Voluntary/Involuntary Withdrawal Policy**

This policy defines the withdrawal procedures for medical and/or mental health related concerns. The University reserves the right to initiate an involuntary withdrawal of a student from the University under limited circumstances as defined within the policy.

### **Returning After Withdrawal**

Students withdrawing from Fitchburg State University in good standing without completing a baccalaureate degree may return to the university by applying online at [fitchburgstate.edu/readmission](http://fitchburgstate.edu/readmission). Students should submit requests to the Registrar's Office before May 1 to return for the fall semester or before November 1 to return for the spring semester.

Readmission is not guaranteed. The Registrar's Office will consider academic, financial and discipline records, in addition to space available, in granting or denying readmission. Students who are re-admitted will follow the current catalog program requirements.

## Academic Standing

To be in good academic standing at Fitchburg State University, students must have a 2.0 or higher cumulative (cum) grade point average (GPA).

### Academic Probation

Students whose cumulative GPA falls below a 2.0 will be placed on probation.

### Academic Warning

Students whose cumulative GPA falls in the range of 2.0 to 2.2 will be placed on academic warning.

Students on probation and academic warning must:

- Meet with their academic advisor/s before the start of the second week of the relevant semester to review their current course load and arrange periodic meetings throughout the semester;
- Meet with an academic coach for the number of times stipulated in the probation or academic warning contract;

Students who maintain the University's academic standards for probation must also meet the financial aid and athletic eligibility requirements for satisfactory academic progress. (Financial Aid and Athletics offices have additional academic requirements for probationary students. Students should consult the appropriate office to determine their eligibility.)

Students placed on probation for the first time will remain eligible to participate on athletic teams. Any additional probations will disqualify a student from eligibility.

Students who voluntarily withdraw from the university while on probation will remain on probation if they are readmitted.

### Suspension

Students will be suspended if:

- They have a cumulative GPA below a 2.0 for more than two successive semesters;
- And/or they do not meet the minimum cumulative GPA, as stipulated below:

Attempted Credits	Separation Below GPA
0-30	1.0
31-60	1.6
61-90	1.8
>90	2.0

Suspended students are not eligible to enroll in any course in any division of Fitchburg State University for at least one semester. Following suspension, students must submit a letter, before the deadline established by the Registrar, requesting readmission. Students who are readmitted after suspension do so under an academic contract. Suspension status is not changed by a voluntary withdrawal.

### Dismissal

Students will be dismissed from the University if, after having been readmitted following a suspension, they do not meet probationary standards as laid out in a contract.

Dismissal status results in the student's dismissal from all divisions of Fitchburg State University. A dismissed student may not enroll in any courses in any division of the University for a period of five years.

### Grades

Final grades assigned for completed course work carry a corresponding point value. This point value, along with the credit hour value, determines a student's GPA each semester. Grades are awarded on a numerical scale as follows:

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
	AU	Audit
	S	Satisfactory
	U	Unsatisfactory

All grades except 0.0, U, W, Inc and AU are passing grades and earn credit toward the baccalaureate degree, with the exception of Basic Math and Basic University Writing.

### Sample Semester GPA Calculation

Using the point values of assigned grades and the credit hour values of courses taken, the following process is used to determine a semester grade point average.

Class	Grade	Hours	Points
ENG 2000	2.0	x	3 = 6
PSY 1100	2.5	x	3 = 7.5
MATH 2300	2.0	x	3 = 6
SPAN 1000	3.0	x	3 = 9
HIST 1000	4.0	x	3 = 12

**Totals**                           **15**                           **40.5**  
40.5 total grade points ÷ 15 total credit hours = 2.70  
Grade point average for the semester is 2.70.

## **Repeating Courses and Grade Substitutions**

### **Repeating Courses after a Failing Grade**

A student may repeat a course in which the assigned grade is a 0.0 or U (Unsatisfactory). In these cases, the new grade will be substituted for the original grade in calculating the student's cumulative GPA. The original grade, however, will continue to appear on the transcript. A new passing grade earned as transfer credit also eliminates the original failing grade in calculation of the cumulative GPA, although only transfer credits, not grades, are recorded on the official transcript.

### **Repeating Courses after a Passing Grade or Audit**

A student may repeat once any Fitchburg State University course for which a 1.0, 1.3, 1.5, 1.7 or AU is earned. Courses must be taken at Fitchburg State University and, if at all possible, should be taken within the following year.

The grade for a repeated course (except in the case of second grade option\*) will be computed along with the original grade in the cumulative GPA, but no additional credits will be applied toward graduation requirements.

The repeated course will be indicated as such on the student's transcript.

### **\*Second Grade Option**

The Second Grade Option allows only the grade earned when a course is repeated to be used in the calculation of a grade point average. Only the credits earned for the repeated course will apply toward graduation.

All grades earned for a given course will remain on a student's permanent academic record, which will indicate those courses repeated under the second grade option.

To take advantage of the second grade option, students must obtain approval from their advisor and file the appropriate paperwork with the Registrar's Office prior to midterm of the semester in which the course is being repeated.

### **Grade Changes**

Students who believe they were given an incorrect grade should contact the instructor and bring the inaccuracy to their attention. If the instructor agrees that a mistake has been made, the instructor will email the change to [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu).

### **Student Grievance**

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 may then appeal to the department chairperson. If the matter is still not resolved, the student may appeal in writing to the appropriate academic dean to adjudicate the situation.

## **Transfer Credit**

Credit received for courses completed at other regionally accredited institutions of higher education may be transferred to Fitchburg State University and applied toward degrees if the courses are equivalent to courses offered by Fitchburg State University or appropriate to programs at the university and the grade received was a 1.7 (C-) or higher.

Credit for courses transferred with passing grades below 1.7 (C-) may be approved if the credits are included as part of an Articulation Agreement/Associates Degree program covered by the Commonwealth Transfer Compact. Approval of transfer credit is authorized by the Registrar's Office.

### **Honors**

The President's List honors students for consistently high academic achievement. Students are named to the President's List when they have attained a semester GPA of 3.75 or higher for three successive semesters while maintaining full time status.

The Dean's List honors students who have attained an average of 3.2 or better for the semester while maintaining full time status. Incompletes do not count toward the Dean's List.

## **Major Changes**

Students who want to change their majors or declare a second major should consult with the appropriate department chairperson for specific information about application for admission. Departments and programs have individual requirements and procedures, including minimum GPAs, formal application forms and designated admission dates. Access into some majors is also numerically limited. A change of major form must be completed first by the department chairperson of the student's new major and then by the department chairperson of the student's former or double major. When completed, the change of major form must be submitted to the Registrar's Office. The change of major form can be found at [fitchburgstate.edu/registrar](http://fitchburgstate.edu/registrar).

## **Transcripts**

Official Transcripts are available on line at [parchment.com](http://parchment.com). Unofficial transcripts can be printed from Web4 student self-service.

### 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.

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:

1. 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 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 Office of Student Affairs. (Proceed to No. 3 below.)

2. 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.
3. 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 Office 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 or when a board is not available an administrative hearing may be scheduled.
4. 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 appropriate academic dean. 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.

5. In cases of undergraduate student violations of the academic integrity policy, the appropriate academic dean will either impose the sanction recommended by the conduct board or determine that the sanction is excessive or inadequate and alter it accordingly.
6. 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 Office of Student Affairs may pursue other charges and sanctions once the academic integrity issue has been resolved.*

## Acceptable Use Computer Policy

The Information Technology Department supports computing, networking and information resources for the students, faculty, and staff of Fitchburg State University. Computer facilities and services are offered in support of teaching and learning, research and public service. Access to the computer systems and networks owned and operated by Fitchburg State imposes certain responsibilities upon users, in accordance with existing university policies and local, state and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

The complete Acceptable use Computer Policy can be found on our website at [fitchburgstate.edu/technology/policies/acceptableuse/](http://fitchburgstate.edu/technology/policies/acceptableuse/).

## One Card Program Agreement

### Terms and Conditions

The Fitchburg State University OneCard identifies the cardholder as a student, faculty, staff or invited guest of the University. Upon receiving the card the individual agrees to the following terms and conditions:

1. **Authorization for Personal Use Only**  
Every student is required to have a valid Fitchburg State University OneCard (University identification). The OneCard is property of Fitchburg State University. Use of the OneCard constitutes acceptance of the terms and conditions identified herein. The authorized holder of the Fitchburg State University OneCard has the responsibility to follow the procedures described in this agreement.
2. **Penalties for Unauthorized Use**  
You are responsible for safeguarding your OneCard against loss or theft, for maintaining it in proper working condition, and for keeping your online account password confidential. The Fitchburg State University OneCard shall not be loaned or otherwise transferred to another person. You may not use your OneCard for any illegal, improper or unlawful purpose. Using someone else's OneCard, or altering, falsifying or selling a OneCard or a

copy of a OneCard, is prohibited and subject to sanctions, pursuant to applicable University policies and procedures and may also be subject to civil or criminal proceedings.

3. **Obligation to Report Lost or Stolen Card**  
The cardholder is obligated to report a lost or stolen Fitchburg State University OneCard as soon as possible. This report must be made to the OneCard Office during normal business hours, after hours please contact Fitchburg State University University Police. You will be held responsible for any use of your card until it is reported lost or stolen, at which time the card is declared inactive and a new card is issued. It may be necessary at certain times to communicate with the OneCard Office. Correspondence should be addressed to: Fitchburg State University, OneCard Office, 160 Pearl Street, Fitchburg, MA 01420
4. **Lost or Stolen Card Policy**  
If a OneCard should be lost or stolen, the student shall be charged a \$25.00 replacement fee. Lost or stolen cards are not subject to the one free replacement card per academic year policy.
5. **Damaged Card Policy**  
Currently enrolled students are eligible for one free card replacement per academic year if the damaged card is surrendered to the OneCard Office. All subsequent damaged card replacements will cost \$15.00 as long as the card is surrendered. Worn cards with a missing name or photo must be replaced.
6. **Limit of Responsibilities**  
The cardholder may have unlimited responsibility for unauthorized purchases.
7. **Availability of Periodic Statements**  
Upon the request of the cardholder, and with presentation of proper identification, information about the cardholder's account balance or transaction record is available at the Fitchburg State University OneCard Office. Statements can also be generated using the MyAccounts Card Office website.
8. **Fitchburg Gold Account Balances and Receipts**  
Only the cardholder's account balance will display on cash registers and certain machines accepting the Fitchburg State University OneCard for financial transactions. All other account balances can be accessed through the My Accounts website or a Card Management Center (CMC).
9. **Carry-Forward Balance**  
Funds deposited to either the Fitchburg Gold or Falcon Dollar accounts will carry forward from semester to semester. However, Falcon Dollars are non-refundable. Dining Points do not carry forward from one semester to the next. Dining Points must be used during the semester they are purchased.
10. **Fitchburg Gold Inactive Account Charges**  
If a Fitchburg Gold account with a positive balance has sustained no financial activity for a period of 365 days or more, the account will be determined to be inactive and a monthly inactive account maintenance fee of \$10 will be assessed against the account monthly until the account is returned to active status or the account balance reaches \$0.

11. **No Interest Earned on Account**  
No interest or other earnings will be paid to the cardholder or credited by Fitchburg State University to his or her Fitchburg State University OneCard account.
12. **Refund Account Balance**  
Refunds are available by written request to the Fitchburg State University OneCard Office when your relationship with Fitchburg State University is terminated (either through graduation, withdrawal, expulsion, or leaving employment). A refund request form must be completed and received by the Fitchburg State University OneCard. A \$25 account balance refund processing fee will be charged to the account. Refunds take 4–6 weeks. Cardholders with a balance of \$25 or less in their account are encouraged to spend the balance on campus.
13. **Door Access**  
The Fitchburg State University OneCard can be used to operate certain campus security points such as doors much in the same manner as a key. The campus representative authorized to make decisions regarding the appropriate access for the card user approves the profile of each cardholder. A profile may be changed, without notice, by the Campus Card Office when it is deemed necessary or appropriate.
14. **Library Card**  
The Fitchburg State University OneCard operates as the Fitchburg State University Library Card for the Amelia V. Gallucci-Cirio Library. Privileges to take material out on loan from the library are granted to all Fitchburg State University students, staff and alumni. Information regarding the use of materials at the Amelia V. Gallucci-Cirio Library may be found at the following URL: [library.fitchburgstate.edu](http://library.fitchburgstate.edu).
15. **Campus Vending**  
The Fitchburg State University OneCard will allow access to almost all campus vending. If there is a problem with a vending machine using your OneCard, it is the responsibility of the cardholder to report the problem to the Fitchburg State University OneCard Office. Vandalism to any vending machine will result in the immediate denial of the cardholder's vending privileges and possible judicial action.
16. **Meal Ticket**  
The Fitchburg State University OneCard allows cardholders to participate in meal plans provided by Chartwells. Failure to present your OneCard at Holmes Dining Hall will result in denied admission to the dining hall. Under no circumstances will anyone be allowed to use Falcon Dollars at the North Street Bistro or McKay Cafe without presenting the Fitchburg State University OneCard. Worn cards with a missing name and photo will be denied entry to a dining facility and must be replaced.
17. **Purchases**  
The purchase of alcohol, cigarettes, gift cards, and lottery tickets via the OneCard is prohibited.

## **End of the Spring Semester Event Policy**

After the last day of classes, campus-wide social events may not be scheduled with the exception of Finals Frenzy (study break) activities.

## **Good Neighbor Policy**

Students who reside in or visit the university neighborhood are expected, as members of the Fitchburg State University community, to demonstrate respect and concern for all members of the local community. As such, Fitchburg State expects students to demonstrate responsible citizenship in the local neighborhood. Several community service opportunities exist for students. Contact the Center for Volunteerism and Leadership for more information.

To support the goal of being good neighbors, the following conduct (and any other of a like sort) will not be tolerated: excessive or unreasonable noise; sponsoring parties for profit (the illegal sale or distribution of alcoholic beverages which may include the use of tickets, T-shirts, mugs, cups and/or any other items as a price or condition of admission); sponsoring excessively large parties; serving minors; disorderly conduct; public drinking; public intoxication; possession of open containers; use, sale or distribution of illegal drugs; harassment of neighbors; defacing or damaging property; interfering with the city of Fitchburg police or utility agencies in the performance of their duties; public urination; throwing objects out of apartment windows; and the use, sale, manufacturing or distribution of fake IDs. Students are expected to abide by Fitchburg General Ordinances, and all state and federal laws.

Fitchburg State University students may be charged through the student conduct process for violating this policy and for misconduct, which arises off-campus, if the student is in violation of federal, state or local laws or university policy that brings into question one's suitability as a member of the university community. If found responsible, students will be subject to sanctions up to and including loss of residence or suspension or dismissal from the university.

## **Human Studies Policy**

The university has established a Human Studies Policy and a Human Studies Committee, which reviews and approves the adequacy of protection provided for human subjects serving as research subjects. The university is cognizant of its responsibility to protect the privacy, safety, health, and welfare of such subjects. A copy of this policy may be obtained in the Office of Academic Affairs.

## **Non-Discrimination Policy & Affirmative Action Policy**

It is the policy and commitment of Fitchburg State University not to discriminate on the basis of race, religion, color, age, gender, sexual orientation, disability, veteran status, marital status, or national origin in its educational programs, activities, admissions, or employment policies, and to comply with the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; Americans with Disabilities Act of 1990; the Civil Rights Act of 1991; and pertinent laws, regulations, and executive orders, directives of the Board of Higher Education of the Commonwealth of Massachusetts, the Commonwealth of Massachusetts, and other applicable state and federal statutes. Inquiries concerning the application of, or compliance with, the laws and regulations prohibiting such discrimination should be addressed to:

- Associate Vice President of Human Resources and Payroll Services, Affirmative Action, ADA/Section 504, Title II (978) 665-3172; or
- Office of the Assistant Secretary of Civil Rights, U.S. Department of Education, Office for Civil Rights, Customer Service Team, 550 12<sup>th</sup> Street, SW, Washington, D.C. 20202-1100, (800) 421-3481

## **Discrimination and Sexual Violence Policy**

The Massachusetts State Universities set forth policies prohibiting discrimination, discriminatory harassment and retaliation, sexual violence (including sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking), which is located in the Equal Opportunity, Diversity and Affirmative Action Plan. This plan also defines terms and sets forth the procedures to be followed when the University receives notice of such conduct. Questions regarding this plan should be directed to the Equal Opportunity Officer and Title IX Coordinator, Jessica Murdoch, or the Deputy Title IX Coordinator, William Cummings.

The Universities are committed to a policy of non-discrimination, equal opportunity, diversity and affirmative action. The Universities are dedicated to providing educational, working and living environments that value the diverse backgrounds of all people.

The Universities do not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status. The Universities prohibit unlawful discrimination or discriminatory harassment on all of those bases. Such behaviors violate the Universities' Non-Discrimination, Harassment and Retaliation Policy, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

It is also the policy of the Universities to provide each student, employee, and other person having dealings with the institutions an environment free from unlawful sexual violence and all forms of misconduct on the basis of gender. The Universities prohibit rape, statutory rape, sexual assault, sexual exploitation, incest, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking, and retaliation. These behaviors violate the Universities' Sexual Violence Policy, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

The Universities' Non-Discrimination, Discriminatory Harassment and Retaliation Policy and Sexual Violence Policy apply in all University programs and activities, including, but not limited to, athletics, instruction, grading, housing, and employment. They apply to all members of the campus communities, including, but not limited to, students, faculty, librarians, staff, visitors, contractors and applicants for employment or admission. They also apply to off-campus conduct that negatively affects a community member's experience in the University environment.

Each University has appointed an Equal Opportunity Officer ("EO Officer") to oversee its compliance with this Plan, as well as the state and federal non-discrimination and equal opportunity laws. Details regarding the EO Officer's specific duties and responsibilities can be found at

Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment or retaliation may contact the EO Officer.

Fitchburg State University Equal Opportunity Officer and Title IX Coordinator is:

Kristin Murphy, Director of Title IX Compliance  
(978) 665-4141  
[kmurph72@fitchburgstate.edu](mailto:kmurph72@fitchburgstate.edu)

Deputy Title IX Coordinator  
William Cummings, Ed.D., Dean of Students  
(978) 665-3887  
[wcumming@fitchburgstate.edu](mailto:wcumming@fitchburgstate.edu)

Any person with questions or concerns about any form of sexual violence, sexual harassment, gender-based harassment, domestic violence, dating violence and stalking and/or retaliation may also contact: The U.S. Department of Education Office for Civil Rights 33 Arch Street, 9th Floor Boston, MA 02119-1424 (617) 289-0111 Fax (617) 289-0150; TDD (877) 521-2172 [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **Policy Against Gambling**

Code (Item 2.06) Illegal gambling is not permitted at Fitchburg State University. Examples of prohibited conduct include, but are not limited to, the following activities:

- Betting on or selling “pools” pertaining to athletic or other events
- Card-playing, either “in person” or in an online environment, for money
- The use of university property, including phones and internet servers, for illegal gambling activities
- Involvement in bookmaking activities
- Online gambling, which the United States Government has deemed to be illegal.

The university recognizes that, for some individuals, gambling can become a destructive pattern of behavior.

Resources are available on campus to assist individuals that may be experiencing problems related to gambling. The Counseling Services Office (978-665-3152) or the Massachusetts Council on Compulsive Gambling (1-800-426-1234, [masscompulsivegambling.org](http://masscompulsivegambling.org)) can provide such resources as appropriate.

## **Policy Against Hazing**

Massachusetts General Laws, Chapter 269 Sections 17 through 19 prohibit hazing and requires Fitchburg State University to certify that the university has adopted a disciplinary policy with regard to the organizers and participants in hazing. Accordingly, the following policy has been adopted:

Hazing is defined as any conduct or method of initiation into any student organization, team, group, etc., whether on public property, which willfully or recklessly endangers the physical or mental health of any student or other person no matter how good the end result or intent. Such conduct includes but is not limited to:

- Applying any substance to a person’s body or belongings, such as whipped cream or paint
- Forced listening to loud, repetitive music or recordings
- Whipping, paddling or other beating
- Personal servitude
- Pranks such as streaking, panty raids, scavenger hunts, etc.
- Forced or coerced wearing of conspicuous clothing not normally in good taste, such as togas
- Extended deprivation of sleep, adequate study time, rest or extended isolation
- Forced or coerced branding/tattoos
- Deprivation of food or water
- Forced calisthenics
- Exposure to settings or conditions that adversely affect the physical health or safety of any student or which subjects such student or other person to extreme mental stress
- Individual or group interrogations
- Involuntary consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person

Hazing is banned in any form as a practice by an organization, group or team, etc. using the Fitchburg State University name, or claiming to act in any way under the supervision of Fitchburg State University. Any individual or organization found responsible of practicing hazing, in any form, is subject to penalty, including dismissal from Fitchburg State University, and, in the case of a recognized student organization, loss of recognition. An individual in an alleged violation of the Hazing Policy may not use consent as an acceptable reason for participation. Anyone with knowledge that another person is the victim of hazing shall immediately report such act to the Dean of Student Affairs or designee.

Fitchburg State University shall issue to every student organization, team, group, etc. which is recognized by Fitchburg State University or is known to exist as an unaffiliated student group, student team or student organization a copy of the Fitchburg State University Hazing Policy and Chapter 269, Sections 17 through 19.

## **Poster Policy**

Only organizations recognized by the Student Government Association (SGA) can promote events. An individual cannot promote an event using a poster, flyer or promotional items on an SGA bulletin board. Example: a local concert or party at a club cannot be advertised by an interested person or employee who attends Fitchburg State University. The individual may be referred to student conduct for this offense.

The organization’s name must appear on the poster, flyer, notice, table tent or handout. The advertisement will be removed if the sponsoring organization’s name does not appear anywhere on the item.

No poster may contain any advertising for, reference to or theme of alcohol. For example: names of beer brands, pictures of alcohol, Booze Cruise, Get Wrecked Party, Free Drinks, 2 for 1, Open Bar; or any numerical prices for drinks, such as 0 cents suds, \$1 for a drink or \$4 a pitcher. These will not be approved. Mass posting in parking lots is not allowed.

Only SGA bulletin boards can be used to display posters. Administrative and departmental bulletin boards are not to be used.

All posters/flyers must be SGA approved with the official stamp and signed by a current SGA member. Those not stamped and signed will be removed. In the event of multiple flyers, one flyer must be stamped and kept on display in the SGA Office. No more than 40 flyers or notices will be approved unless requested in writing to the Public Development Committee.

All posters/flyers will be approved for a maximum of 14 days. Items must be removed by the sponsoring organization by the expiration date.

No poster larger than 3 feet by 3 feet will be approved. Larger ones will be removed.

All flyers and notices of wanted, for sale, for rent and services such as typing must also be approved by the Office of Student Development. A maximum of two copies for each posting of this type are allowed.

All flyers must be placed in specific bulletin board space. If the flyer is found outside this space for any reason or is not SGA approved, the poster will be removed and no poster for the same individual, address or phone number will be approved for the remainder of the semester. Please refer to the bulletin board locations at the end of this section.

Posters found covering other posters or in violation will be taken down. Posters in violation will be kept in the SGA Office for 24 hours. The organization in violation will then be notified of the offense. Poster privileges of the organization will be revoked until it meets with the Student Organization Committee (SOC).

After two violations in one semester, the SOC will decide on appropriate disciplinary action or may refer it to student conduct.

Unauthorized persons found taking down posters may be referred to student conduct. Authorized persons are members of the SOC, the Office of Student Development, or any official SGA member.

Any specific concerns should be submitted to the SGA in writing two weeks in advance.

Posters from outside vendors are approved in the Student Development Office.

SGA Bulletin Boards are located as follows:

- Thompson Hall lobby
- Edgerly Hall on the left when entering either door from Quad
- Condike Science Building front door
- Anthony Building hall bulletin board
- Conlon Fine Arts Building front lobby
- Three specified SGA bulletin boards in the Conlon Industrial Arts Building;
- Designated area in Hammond Hall
- North Street Bistro
- Percival Hall lobby

Off-campus advertisements must be approved in the Office of Student Development; posting will be done by office staff. Poster size is limited to 8.5 inches by 11 inches and posting is limited to designated G-lobby bulletin boards.

## Privacy and Confidentiality Regulations

A Family Educational Rights & Privacy Act (FERPA) administrator directs the Privacy and Confidentiality Regulations. Copies of the regulations as part of FERPA are posted on bulletin boards at the university and kept on file at the Registrar's Office. Students should note that if any of these regulations should conflict with applicable provisions of the Family Educational Rights & Privacy Act of 1974 as amended, or with any regulations promulgated pursuant to said act, the provisions of said federal act or federal regulations shall control.

## Raffle Policy

Recognized student organizations may sponsor raffles when authorized by the associate dean of Student Development and coordinated with the Financial Services Office. All raffles must be conducted in compliance with the Massachusetts General Laws Chapter 271, Section 7A.

## Smoking Policy

Effective July 1, 1994, Fitchburg State University became a smoke-free environment. Smoking and vaping are not allowed inside any university building including residence halls. Smoking and vaping not permitted within 25 ft of any building entrance.

Those members of the university community who have special difficulties in complying with a smoke-free environment are urged to seek the assistance of either the Human Resources or the Health Services offices.

## Solicitation Policy

Each year the university receives requests from students, community and national agencies to sell products or services on the campus. To ensure student privacy, the university adheres to the following policy: no individual solicitation of any kind will be permitted except when students wish to market a product or service which is unavailable through present campus agencies and which is needed by the campus community as determined by the Office of Student Affairs. Recognized campus organizations may, however, solicit for worthy projects. Permission for solicitation must be obtained from the Office of Student Development. All organizations or individuals not affiliated with the university who wish to distribute printed materials must work with the Office of Student Development.

## **Student Code of Conduct**

Fitchburg State University expects its students to act in a mature and responsible manner. Respect for the rights of others, openness to new and challenging ideas, civility and courtesy are examples of this expectation. The student conduct process has been established to address alleged violations of the Code of Conduct. Allegations of discrimination, discriminatory harassment and retaliation, and sexual violence (sexual harassment, gender based harassment, domestic violence, dating violence, and stalking), are addressed through the State Universities' Equal Opportunity, Diversity and Affirmative Action Plan, adopted March 15, 2015.

The goal of the student conduct process is to support the educational mission of the university by ensuring that an atmosphere of acceptance, curiosity and integrity is maintained on the campus.

Specific information about the Student Code of Conduct can be found in the *Code of Conduct and Discipline Process Handbook*.

## **Emergency Transports**

The University will make all reasonable efforts to notify the emergency contact on file whenever a student is transported to the hospital via ambulance, except under limited circumstances. Students transported to the hospital via ambulance may be required to check back in with University Police upon their return to campus. Further, students may be required to meet with a University official and provide appropriate documentation, which may include discharge paperwork, upon their return.

## **Student Parking Policy**

All individuals must obtain a parking permit to use university regulated parking facilities, with the exception of the Wallace Civic Center parking lot. Permit holders must adhere to all parking regulations, which are available from either the Housing and Residential Services or University Police offices. Permits are available at Housing and Residential Services. The university is not responsible for any loss or damage to vehicles while parked in lots on the main campus or at the Civic Center.

### **Shuttle Bus Parking**

Fitchburg State University has a limited number of parking spaces on the main campus and for this reason the university offers additional parking at the Fitchburg State University Wallace Civic Center to provide satellite parking serviced by shuttle bus transportation. This parking is available 24 hours a day, with shuttle bus service running between the hours of 6:30 a.m. to midnight Monday through Thursday, Friday 6:30 a.m. to 6:00 p.m., and 4:30 p.m. to midnight on Sundays during the school year. The shuttle service is free of charge and no permit is required to park at the Civic Center lot. You can view the location of campus shuttles via our mobile website at [m.fitchburgstate.edu](http://m.fitchburgstate.edu).

## **Parking Permits**

Students who operate a motor vehicle on the property of Fitchburg State University must obtain a parking permit in order to use university regulated parking facilities. Permits are available at the Housing and Residential Services Office from 8 a.m. to 5 p.m. Monday through Friday. The individual's status with the university determines the type of permit assigned. To obtain a permit, present a valid Fitchburg State University OneCard at the office and pay the permit fee. Permit fees must be paid in full and are non-refundable. Permits must be properly displayed before the permit is considered valid. No vehicle may display more than one current permit. Vehicles doing so are subject to violation fines.

Students may also obtain parking lot maps and a parking rules and regulations guide at the Housing and Residential Services Office.

## **Snow Removal**

The university has established a snow removal policy in order to facilitate the removal of snow from parking areas. When school has been cancelled due to inclement weather, all motor vehicles must be removed from all staff and commuter student parking area within one hour of the official closing of school.

Resident students are responsible for checking for snow removal and lot closure information by calling (978) 665-3006. Snow removal may take place over a period of days, and staying aware of parking policies during this time is the permit holder's responsibility. Vehicles will often be required to be moved to between lots or to the Civic Center parking lot to allow for plowing operations. Shuttle transportation will be provided to transport students back and forth from campus.

The complete snow removal policy is outlined in the parking rules and regulations guide. All vehicles found to be impeding snow removal operations will be ticketed, towed and stored at the owner's expense.

## **Excessive Violations**

Students who have five or more unresolved violations regardless of the age of the violation will have a hold placed on their Fitchburg State University records, which can prevent such functions as registration, issuance of transcripts and financial transactions. Students who have 10 or more parking violations, resolved or unresolved within an academic year, may be towed and/or referred to Student Conduct for disciplinary action, which could include the loss of parking privileges.

## **Use of the Quad**

The Quad is a public area of campus to be used casually by members of the university community in a safe manner. The Quad area should be used for study, leisure and relaxation, and not as an athletic/recreation venue for non-university sponsored events. The exception to this policy is an organized, sponsored activity that is coordinated through the Office of Student Development.

## **Weapons Policy**

Weapons and weapon replicas are prohibited on campus. The possession or concealment of any type of firearm or other dangerous weapon, including but not limited to replica weapons, other devices capable of launching projectiles, stiletto, dagger or dirk knife, any knife having a double-edged blade or a switchblade, or any knife having an automatic spring release device by which blade is released from the handle, having a blade of over two and one-half inches, or a sling shot, knuckles, black jack, metallic buckles or any item which could be used as a weapon is strictly prohibited on Fitchburg State premises or off campus where Fitchburg State jurisdiction applies.

In addition, no paintball guns are allowed on Fitchburg State property including the residence halls.

The use or storage of fireworks or other explosives and hazardous chemicals except under controlled circumstances in a supervised classroom or laboratory setting is strictly prohibited.

Violators of this policy will be subject to immediate legal and/or Fitchburg State disciplinary action, including immediate removal from campus.

## **Defensive Sprays**

Fitchburg State University requires that all students, employees, and visitors to register defensive sprays (including pepper spray or chemical mace) with University Police. Defensive sprays must be maintained in the possession of the registrant or secured in such a manner that it is not accessible by or usable by other persons. No defensive spray container may exceed two and one-half ounces in size or be labeled "for law enforcement use only." Unlawful possession or any misuse of a defensive spray may be grounds for criminal prosecution and referral for disciplinary action.

## **A Note on Hoverboards**

Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. The matter is currently under investigation by the U.S. Consumer Product Safety Commission (CPSC). Until a time that the safety standards of these devices are improved, the University has prohibited them from being in any of our campus managed housing facilities. Effective immediately, the use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalker, and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition lifted.

## Introduction

Only in an environment free of substance abuse can the university fulfill its mission of developing the professional, social, cultural and intellectual potential of each member of its community. The use of illegal substances and abuse of legal substances and alcohol impairs the safety and health of students and employees, inhibits personal and academic growth and undermines the public's confidence in the university. For these reasons, it is the policy of Fitchburg State University that all university activities and university property shall be free of the unlawful use or abuse of drugs and alcohol.

## Drug-Free Schools and Communities Act

### Amendments of 1989 Public Law 101-226

Fitchburg State University, in accordance with both federal legislation and existing university policy, is committed to providing a drug free, healthful, and safe environment for all faculty, staff and students. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on campus or as part of any university activity or business off university premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including, dismissal (expulsion) of students, and referral for prosecution may result as deemed appropriate. Applicable legal sanctions for the unlawful possession or distribution of drugs and alcohol are summarized in the following section.

This information appears here to meet the requirements of the Drug Free Schools and Communities Act. In addition to this policy, other university policies remain in place. These policies are outlined in detail in this section of the handbook.

### General Provisions

The students and employees of Fitchburg State University shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances, drug paraphernalia or alcohol. Any individual who violates this prohibition will be subject to disciplinary action. Sanctions may include dismissal (expulsion) or termination of employment from the university, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program, as well as referral of the matter to law enforcement agencies for prosecution.

Students and employees are required to notify the university's director of human resources (or designee), and, in the case of students, the director of financial aid (or designee), within five days of being convicted of violating a criminal drug statute in the workplace.



## University Alcohol Policy

Fitchburg State University is a community dedicated to the academic, professional and personal development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the university's alcohol policy is essential in ensuring that Fitchburg State's environment is conducive to student learning and development. This alcohol policy assumes that any student who consumes alcohol accepts responsibility for their conduct. Being intoxicated will not be accepted as an excuse for conduct that violates the Code of Conduct. Any student found to allegedly violate this alcohol policy will be subject to disciplinary action.

### General Provisions

Fitchburg State University enforces all state laws and city ordinances regarding the possession, use and sale of alcoholic beverages, including those prohibiting drinking by individuals under 21 years of age. The law also forbids falsifying age and identification cards. University policy restricts when, where and how alcohol may be served on campus or at university-sponsored activities or events and the amount of alcohol that a resident student or guest may bring into the residence halls.

Use or possession of alcohol beverages in public areas (campus grounds, athletic events, parking lots, academic buildings, dining hall, campus center) is prohibited, except where a license to serve alcoholic beverages has been obtained. In such cases alcohol is only permitted within the confines of the license and at the discretion of the permittee. Open containers of any alcoholic beverage (any beverage where the seal is broken) is prohibited, except when permitted by law.

Public intoxication while on university property or at university sponsored activities or events are prohibited.

Hard liquor is prohibited on the Fitchburg State University campus. Hard liquor includes rum, vodka, gin, whiskey, and other similar liquors as well as mixed drink coolers.

Drinking funnels are prohibited on university property or at university sponsored activities or events. Any activities that promote and/or encourage drinking such as drinking games are prohibited.

### **Prevention & Awareness Programs**

Abuse prevention programs are coordinated through several campus departments. The programs provide training and direct services to the university community and offer preventative educational and outreach activities.

Counseling Services is available for consultation concerning individual students with alcohol and/or drug problems. Individual or group counseling is available to any student who seeks assistance for a personal drug and/or alcohol problem. Please Note: Counseling Services is not able to accommodate court-ordered (required) drug and alcohol counseling. Students may also be referred for an alcohol evaluation session (BASICS) as part of a disciplinary action.

Human Resources, Counseling Services, and Health Services have established working relationships with area hospitals, community mental health centers and other social service agencies to facilitate referrals when treatment is needed.

### **Off Campus Functions**

If a function is held off-campus, the contracted server must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages. It is up to the sponsoring organization whether they will provide transportation to the function. The sponsoring organization will make every effort to reduce liability to the institution and ensure a safe and orderly function. Additionally, if sponsored by a student organization, the event must be registered and approved through applicable processes.

Alcoholic beverages may not be served in common sources, such as kegs, beer balls, boxed wines, punch bowls, pitchers, carafes, cases, tubs, etc.

### **Alcohol in the Residence Halls**

Underage residents and their guests (regardless of age) may not possess or consume alcohol. Underage residents and their guests (regardless of age) may not be present in any residence hall room where alcohol is present.

There are also reasonable limits to the amount of alcohol that a resident student age 21 or older and his/her guest age 21 or older may possess in the residence halls at any given time. This is a privilege and not a right. Students may not store empty containers in the residence halls and are encouraged to participate in recycling programs. Limits apply to full, partially full or empty containers:

- One 4-pack of wine coolers, or
- One 6-pack of 12 oz. beers, or
- One 6-pack of 12 oz. malt beverages, or
- One bottle of wine no larger than 750 ml.

Common sources of alcohol, such as boxed wines, beer balls, beer kegs, cases and punch bowls of any amount of alcohol over the limits specified are prohibited in the residence halls.

The commercial delivery of alcoholic beverages to the residence halls is prohibited.

### **On-Campus Functions**

Recognized student organizations must register all on and off campus events through applicable processes. Failure to register an event where alcohol is served is additionally considered a violation of this alcohol policy. Recognized student organizations in good standing are permitted to have alcoholic beverages at on and off campus functions when authorized through applicable processes.

The Falcon Hub holds a license through the city of Fitchburg to serve beer and wine to individuals age 21 or older upon presentation of proper identification. For events in locations other than the pub, beer and wine service must be provided by Chartwells, which holds a separate liquor license. Service of alcoholic beverages at on-campus functions is done so at the discretion and approval of the person whose name the liquor license is held in. The permittee and sponsoring organization will make every effort to reduce liability to the institution and ensure a safe and orderly function. The permittee shall be responsible for establishing applicable policies and procedures regarding the approval, sale, and service of alcoholic beverages on campus. University administration reserves the right to cancel the service of alcohol on campus for any reason.

Safeguards must be taken to ensure an orderly function, to protect the rights of other members of the community against undue interference, noise and other disturbances. The hiring of a university police officer for an event where alcohol is served is at the discretion of the permittee. If the permittee decides that a university police officer should be present during an event, the cost to hire the officer must be borne by the sponsoring organization.

To prevent underage drinking at events where students age 21 and younger are present, the serving of alcoholic beverages will be limited to one drink per person age 21 or older.

University funds and/or student fees may not be used to purchase alcoholic beverages for student use (with the exception of stock). Recognized student organizations may not offer alcoholic beverages free of charge to any event participant. Alcoholic beverages may not be provided as awards. Participants may not bring their own alcoholic beverages to any event.

When alcoholic beverages are served, food and nonalcoholic beverages (other than water) must be made available. The cost of these refreshments must not be prohibitive. Alcoholic beverages may not continue to be served if nonalcoholic beverages run out.

When alcoholic beverages are served, the function must be supportive of best practices regarding service and alcohol education programs that encourage responsible decisions about the use or non-use of alcoholic beverages.

#### **Advertising Guidelines**

All posters, banners, and other advertising materials must be approved by SGA prior to being distributed on campus. All advertising must conform to applicable policies.

Advertising promoting alcoholic beverages must not encourage any form of alcohol abuse or place any emphasis on quantity and frequency of use. The consumption of alcoholic beverages must not be portrayed as the focus of any function.

Advertising of alcoholic beverages on campus may not portray drinking as a solution to personal or academic problems, or as necessary for social, sexual or academic success.

Advertising of alcoholic beverages and other promotional beverages may not associate alcoholic beverage consumption with the performance of tasks that require skilled reactions such as driving or playing sports.

#### **Federal and State Drug Laws**

The following is a summary of legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol provided in compliance with the drug free schools and communities act.

Local, state and federal laws make illegal uses of drugs and alcohol serious crimes. Conviction can lead to assigned community service, fines and/or imprisonment. A felony conviction for such an offense can prevent an individual from entering many fields of employment and licensed professions. Cities and towns in Massachusetts, specifically Fitchburg, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission and the State Division of Forest and Parks also prohibit public consumption of alcohol in parks.

Massachusetts's laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to \$2,000 and six months imprisonment, or both for violations. Misrepresenting one's age or falsifying identification to obtain alcoholic beverages is punishable by a fine of \$300. A first conviction of driving under the influence of alcohol has a penalty of a \$1,000 fine, one year revocation of driver's license, up to two years in prison, and mandatory participation in an alcohol rehabilitation program.

Massachusetts has criminal penalties for the illicit use of controlled substances (or drugs), with penalties varying with the type of drug. In general, narcotics, addictive drugs, and drugs with a high potential for abuse have heavier penalties.

A law enacted in Massachusetts in August 1990 imposes a mandatory minimum of five years imprisonment for causing, inducing or abetting a person under 18 years old to distribute, disperse or possess with intent to distribute controlled substances, or to deliver or possess money in conjunction with such controlled substances.

Possession of drugs is illegal without a valid authorization (E.g. a prescription). While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum must be served.

It is illegal in the Commonwealth of Massachusetts to be in a place where heroin is kept and to be in the company of a person known to possess heroin. Anyone in the presence of heroin at a private party risks serious drug conviction. Sale and possession of drug paraphernalia is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law may be ineligible for federal student grants and loans for up to one year after the first conviction five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second and permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison, and a third conviction punishable by mandatory life imprisonment. These penalties apply to distribution of drugs within 1,000 feet of a university or school. Federal law sets greatly heightened prison sentences for the manufacture and distribution of drugs if death or serious injury results from the use of the substance.

## **Drugs and Other Substances**

The unlawful manufacture, distribution, dispensation, sale, possession or use of illegal substances or of drugs (e.g. narcotics, stimulants, depressants, hallucinogens) for which a required prescription has not been obtained is prohibited. The misuse or abuse of any prescription medication or over the counter drug is prohibited. It is also a violation of policy to be under the influence of and/or in the presence of illegal and/or the misused prescription medications.

Marijuana is prohibited by Federal Law. In compliance with the DFSCA, marijuana is prohibited on-campus.. The manufacture, distribution, dispensation, sale, possession or use of marijuana on campus is prohibited. It is also a violation of policy to be under the influence of and/or in the presence of marijuana. No accommodations will be made for any student in possession of a medical marijuana registration card.

## **Disciplinary Process**

The Office of Student Conduct, under the direction of the assistant Office of Student Affairs, oversees the student conduct process and handles incidents involving students and complaints against students on a case-by-case basis.

The procedures and sanctions for violations of the Code of Conduct are outlined in the Code of Conduct and Disciplinary Process Handbook. Sanctions may include anything from a warning up to and including dismissal from the university. Typically, the severity of sanctions will be increased based upon the number of offenses or based upon the severity of the incident. Questions regarding sanction should be directed to the Office of Student Affairs.

## **Parental Notification**

As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), Fitchburg State University may notify parents/guardians when Fitchburg State students under the age of 21 have been found responsible through the disciplinary process for violating the university's alcohol, drug, and good neighbor policies.

## **AlcoholEDU for College**

Because Fitchburg State cares about your health and safety, Fitchburg State University is one of hundreds of institutions nationwide taking a new approach to alcohol prevention.

The University will be requiring every member of the first-year class to complete AlcoholEDU for College—a science-based course taken by tens of thousands of students each year. This course aims to educate students about alcohol and its effects on the mind and body. More information about this course will be posted on the Fitchburg State University Website and communicated via email.

Whether or not they drink, AlcoholEDU for College empowers students to make well-informed decisions and better cope with the drinking behavior of peers. More information about this program can be obtained by contacting the Office of Student Affairs.

## **Guidelines for Substance Abuse Counseling/Treatment**

Students are encouraged to reflect very seriously upon their own attitudes and actions with regard to alcohol abuse and to seek out information and counseling assistance through the Fitchburg State University Counseling Services, Health Services, the Office of Student Affairs, or other appropriate personnel. All currently enrolled students are eligible to receive counseling through the Office of Counseling Services. Please note, Counseling Services is not able to accommodate court-ordered (required) drug and alcohol counseling. To make an appointment to see a clinician, please call (978) 665-3152. Referrals to resources in the community can also be provided.

### **Additional Assistance**

Help concerning drug and alcohol—related problems is available from several sources. Individuals needing personal assistance, individuals who know of someone who needs help, or individuals with questions concerning alcohol and drug abuse may contact in confidence any of the following:

- Counseling Services
- Health Services
- Human Resources
- Department of Public Health, Substance Abuse Division, (800) 327-5050

### **Additional Relevant Resources**

#### **Alcoholics Anonymous**

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. For a listing of local meetings you may visit [aa.org](http://aa.org)

#### **Adult Children of Alcoholics**

A listing of local meetings may be found at [adultchildren.org](http://adultchildren.org).

#### **Narcotics Anonymous**

This self-help group can be reached locally at (508) 756-2284.

Additional information can be found at [na.org](http://na.org)

## Health Risks of Substance Abuse

The use of alcohol and other drugs, even infrequently, may seriously damage one's health. The University's health service or an individual's health care provider can provide more extensive information on the effects of specific substances on an individual's health. Risks include, but are not limited to the following:

- Excessive use of alcohol is associated with liver damage, hypertension, brain damage and a weakened immune system.
- Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression.
- Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.
- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way.
- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and causes lung and bronchial disease, a chronic dry cough and respiratory irritation. Continued marijuana use has also been connected with memory loss and a motivational syndrome.
- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

## Controlled Substances— Uses and Effects

### Narcotics

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea  
Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death  
Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Opium	Dover's Powder, Parepectolin	Analgesic, antidiarrheal	High/High
Morphine	MS-Conen, Rosanol, Rosanol SR	Analgesic, antitussive	High/High
Codeine	Tylenol w/codeine, Robitussin A-C	Analgesic, antitussive	Moderate/Moderate
Heroin	Horse, Smack	None	High/High
Hydromorphone	Dilaudid	Analgesic	High/High
Mependine	Demerol, Mapargan	Analgesic	High/High
Methadone	Methadose, Dolophine	Analgesic	High/High-Low

### Depressants

Possible Effects: Slurred speech, disorientation, drunken behavior without the odor of alcohol  
Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death  
Withdrawal Syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Chloral Hydrate	Noctec	Hypnotic	Moderate/Moderate
Barbiturates	Amytal, Seconal, Nembutal	Anesthetic, sedative hypnotic, anticonvulsant	High-Mod./High-Mod.
Benzodiazepines	Dalmane, Xanax, Librium, Valium	Antianxiety, sedative	Low/Low
Methaqualone	Quaalude	Sedative, hypnotic	High/High
Glutethimide	Doridan	Sedative, hypnotic	High/High

### Stimulants

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate, insomnia, loss of appetite  
Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death  
Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Cocaine	Coke, Flake, Snow, Crack	Local anesthetic	Possible/High
Amphetamines	Dexadrine, Obetrol, Delcobese	Attention deficit disorder, weight control, narcolepsy	Possible/High
Phenmetrazine	Preludin	Weight control	Possible/High
Methylphenidate	Ritalin	Attention deficit disorder	Possible/Moderate

### Hallucinogens

Possible Effects: Illusions and hallucinations, poor perception of time and distance  
Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death  
Withdrawal Syndrome: Withdrawal syndrome not reported

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
LSD	Acid, Microdot	None	None/Unknown
Mescaline/Peyote	Mesc, Button, Cactus	None	None/Unknown
Amphetamine	DMA, MDMA, STP, MDA	None	Unknown/Unknown
Phencyclidine	PCP, Angel dust, Hog	None	Unknown/High

### Cannabis

Possible Effects: Euphoria, reduced inhibitions, increased appetite, disorientation  
Effects of Overdose: Fatigue, paranoia, possible psychosis  
Withdrawal Syndrome: Insomnia, hyperactivity, loss of appetite

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Marijuana	Pot, Acapulco Gold, Grass, Reefer	None	Unknown/Moderate
Hashish	Hash	None	Unknown/Moderate
Hashish Oil	Hash Oil	None	Unknown/Moderate

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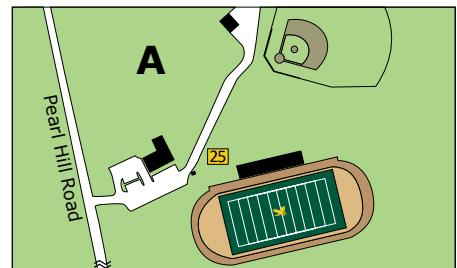
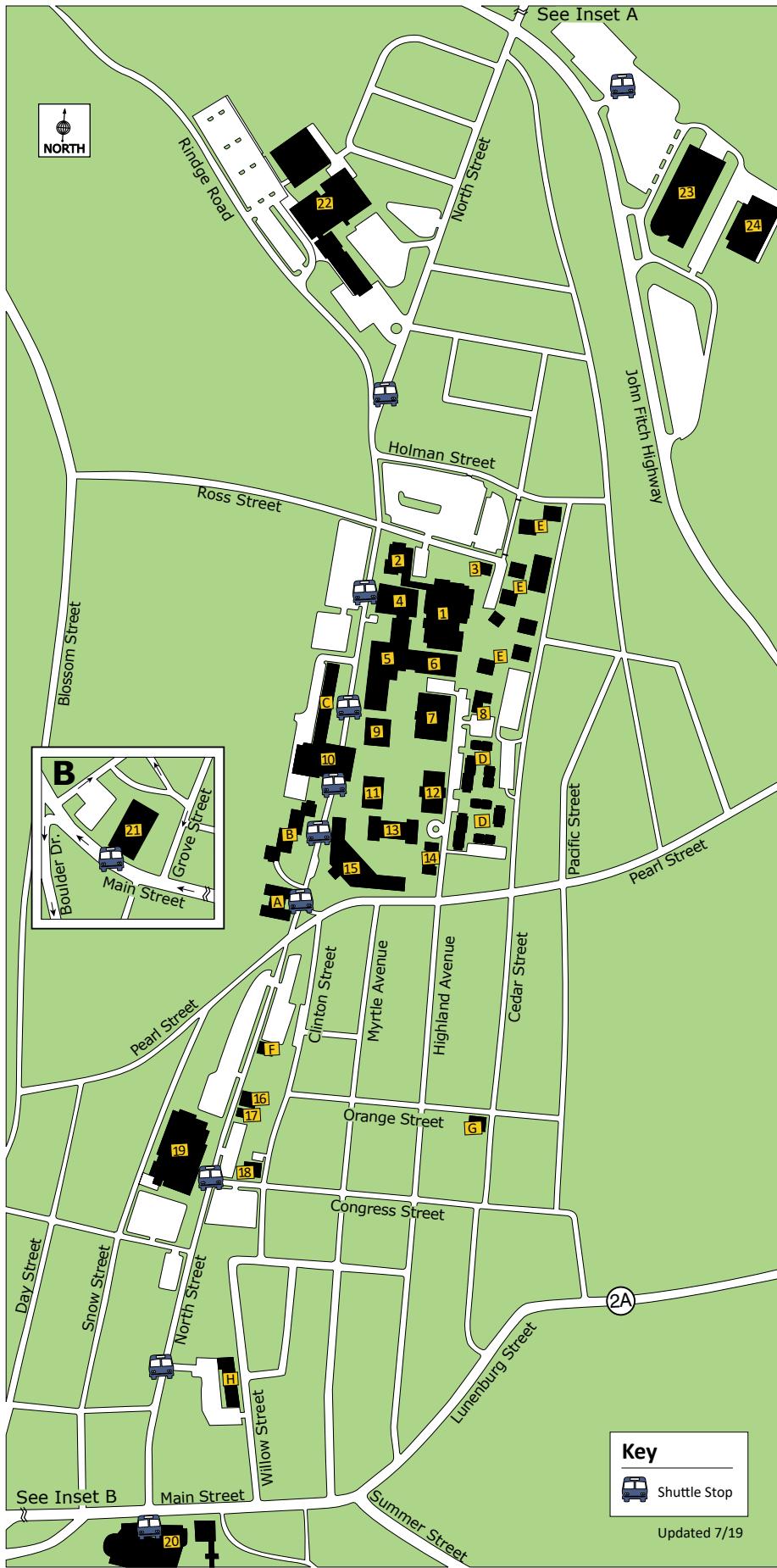
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- |  |      |
|--|------|
| 1. Conlon Hall   | CNIC |
| 2. Conlon Fine Arts  | CNFA |
| 3. Institutional Research and Planning   |      |
| 4. Weston Auditorium   | WEST |
| 5. Antonucci Science Complex   | SCI  |
| 6. Sanders Administration  | SAND |
| 7. Anthony Student Service Center<br>Admissions<br>Financial Aid<br>Graduate and Continuing Education<br>OneCard (ID)<br>Registrar<br>Student Accounts | ANTH |
| 8. Guglielmi Mazzaferro Center   | MAZZ |
| 9. Dupont Facilities   | DUP  |
| 10. Holmes Dining Commons  | HOLM |
| 11. Edgerly Hall   | EDG  |
| 12. Percival Hall  | PERC |
| 13. Thompson Hall  | THOM |
| 14. Miller Hall  | MIL  |
| 15. Hammond Hall<br>Amelia V. Gallucci-Cirio Library<br>Bookstore<br>Campus Center   | HAMM |
| 16. Exercise and Sports Science  | EXSS |
| 17. Healey Guest House   |      |
| 18. University Police Station  | CPST |
| 19. Athletics and Recreation Center  | REC  |
| 20. Intermodal Transportation Center<br>Center for Professional Studies  | PDC  |
| 21. Theater Block (717 Main Street)  |      |
| 22. McKay Complex  | MCK  |
| 23. Wallace Civic Center   | WALL |
| 24. Landry Arena   |      |
| 25. Athletic Complex & Elliot Field  |      |

## Residence Halls

- Aubuchon Hall  
Housing & Residential Services  
Parking Services
- Russell Towers  
Health Services
- Herlihy Hall
- Townhouse Apartments
- Mara Village
- North Street Apartments
- Cedar House
- Simonds Hall



160 Pearl Street  
(800) 705-9692

Fitchburg, MA 01420  
[www.fitchburgstate.edu](http://www.fitchburgstate.edu)

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