

 **FITCHBURG STATE
UNIVERSITY**
FACULTY HANDBOOK
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Fitchburg State University's continued excellence is dependent upon the quality of its departments and programs and on the outstanding contributions of its faculty. The purpose of the Faculty Handbook is to provide new and current faculty a quick guide to useful information about the university and a brief description of policies, procedures, resources and services.

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HISTORY OF THE UNIVERSITY

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 46 participants. In December 1896, the school expanded into a new building, known as Thompson Hall, and set up the State School 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. 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 university'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. In July, 2010 the governor signed legislation renaming us Fitchburg State University. Within our 15 academic departments, we offer more than 30 degrees, 75 concentrations, and 54 minors, as well as three certificate programs at the undergraduate level. At the graduate level, we offer more than 22 master's degree programs, and over 40 concentrations. In addition, we offer seven Certificate of Advanced Graduate Study programs, four post Baccalaureate certificate programs, and 14 graduate-level certificate programs. The campus has expanded from a single structure on High Street to 45 buildings on 278 acres of which 113 acres make up the main campus, becoming the educational center for the Montachusett region. The University proudly offers traditional and non-traditional programs to serve the educational needs of its students as undergraduate, graduate, and continuing education students.

ORGANIZATIONAL AND GOVERNANCE STRUCTURE

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

Board of Trustees

Fitchburg State is overseen by eleven voting members of a Board of Trustees. Their duties are defined by the Massachusetts General Laws. The President, Dr. Donna S. Hodge, is the chief officer reporting to the Board. Reporting directly to the president are the following members of the Cabinet::

- Provost and Executive Vice President
- Vice President for Finance and Administration
- Vice President for Institutional Advancement
- Vice President for Student Affairs
- Vice President for Human Resources and Payroll Services
- Associate Vice President for Enrollment Management
- Assistant Vice President/CIO for Information Technology
- Interim Chief Financial Officer (CFO)
- Executive Director of Communications and Public Affairs

Academic Affairs

Academic Affairs, under the leadership of the provost, oversees academic departments and faculty.

The Academic Affairs Leadership Team include:

- Associate Vice President for Academic Affairs, Dr. Franca Barricelli
- Associate Vice President for Institutional Research and Planning, Ms. Pamela McCafferty
- Dean of Graduate and Continuing Education, Dr. Becky Copper-Glenz
- Dean of Arts and Sciences, Dr. Sara Levine
- Dean of Education, Dr. Mojdeh Bayat
- Interim Dean of Business and Technology & Health and Natural Sciences, Dr. Jannette McMenamy
- Dean of the Amelia V. Gallucci-Cirio Library, Ms. Jacalyn Kremer
- Assistant Dean for Retention & Student Success, Mr. Jason Smith
- University Registrar, Ms. Barbara Cormier



Academic Schools

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

School of Arts and Sciences

Dean of Arts and Sciences, Dr. Sara Levine

Behavioral Sciences (includes Criminal Justice, Human Services, and Sociology); Communications Media (including Game Design and Theater); Economics, History and Political Science; English Studies; Humanities (includes Art, Language, Music, and Philosophy)

School of Business and Technology

Interim Dean of Business and Technology, Dr. Jannette McMenamy

Business Administration; Computer Science; Engineering Technology (Includes Occupational and Vocational Education).

School of Education

Dean of Education, Dr. Mojdeh Bayat

Early Childhood; Educational Leadership and Management; Elementary; and Special Education.

School of Health and Natural Sciences

Interim Dean of Health and Natural Sciences, Dr. Jannette McMenamy

Biology/Chemistry; Environmental, Geographic, and Public Health; Exercise and Sports Science; Mathematics; Nursing; and Psychological Science.

Governance Structure

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

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

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

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

The Graduate Council is also outlined in the MSCA contract and carries governing responsibilities in relation to curriculum and policy of graduate programs. Faculty members are selected using the same process as membership for AUC.

<https://www.fitchburgstate.edu/academics/graduate-academics/graduate-continuing-education-division/sgoce-faculty-resources/graduate-council>.

Faculty participate in many university events annually to celebrate student and faculty achievements including those noted below.

Graduation

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

Convocation

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

Undergraduate Research Conference

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



Development Days

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

Celebration of Faculty Excellence

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

ACADEMIC CALENDAR 2024–2025

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



Fall 2024

September 5 – December 19

Sept.	2	Monday	Labor Day
			Residence Halls open for first-year students
	3	Tuesday	Development Day for Faculty
			Residence Halls open for all students
	4	Wednesday	President's address; Department meetings;
	5	Thursday	CLASSES BEGIN at 8:00 a.m.; New student advising
	12	Friday	Final day to add a course in College Scheduler
	17	Tuesday	CTL Professional Development Program
	19	Thursday	Final day to drop a course in College Scheduler
			Final day to add a course with permission of Instructor (Red Card)
Oct.	14	Monday	Columbus Day/Indigenous People Day – NO CLASSES
	15	Tuesday	CTL Professional Development Program
	18	Friday	Deficiency grades due
	Oct 21–Nov 8		Advising period
Nov.	11	Monday	Veteran's Day Observed – NO CLASSES
	12–18		Registration for Spring classes
	15	Friday	Final day for withdrawal from courses OR to request an S/U grade
	19	Tuesday	CTL Professional Development Program
			Thanksgiving recess begins at 4:45 p.m.
Dec.	1	Sunday	Thanksgiving recess ends
	11	Wednesday	FINAL DAY OF CLASSES; Final day for making up incomplete grades from previous semester
	12	Thursday	Reading Day – NO CLASSES
	13, 16–19		Final Examinations
	20	Friday	Snow Day for Final Exams
			Commencement – 4:00 p.m.
	21	Saturday	Snow day for Commencement – 2:00 p.m.

Winter 2025

December 26 – January 14

Nov	7	Thursday	Registration for Winter & Spring courses begins
Dec	12	Thursday	Registration Fee in effect
	26	Wednesday	CLASSES BEGIN Course exchange deadline at Noon
Jan	1	Sunday	New Year's Day – NO CLASSES
	7	Tuesday	Final day for withdrawal from winter courses
	13	Monday	Martin Luther King Jr. Day – NO CLASSES
	14	Tuesday	FINAL DAY OF CLASSES

Spring 2025

January 15 – May 16

Jan	14	Tuesday	Faculty Development Day, Department meetings Residence Halls open for All Students
	15	Wednesday	CLASSES BEGIN at 8:00 a.m.;
	20	Monday	Martin Luther King Day – NO CLASSES
	21	Tuesday	CTL Professional Development Program
	23	Thursday	Final day to add a course in College Scheduler
	29	Wednesday	Final day to drop a course in College Scheduler Final day to add a course with permission of Instructor (Red Card)
Feb	17	Monday	U.S. Presidents' Day – NO CLASSES
	18	Tuesday	CTL Professional Development Program
Mar	7	Friday	Spring vacation begins 4:45 p.m.; Residence halls close at 7:00 p.m.
	16	Sunday	Spring vacation ends; Residence halls reopen at 9:00 a.m.
	17	Monday	Deficiency grades due
Mar 17 – April 4			Advising period
	18	Tuesday	CTL Professional Development Program
Apr	7–11		Registration for Fall Classes
	11	Tuesday	Final day for withdrawal from courses OR to request an S/U grade
	15	Tuesday	CTL Professional Development Program
	17	Thursday	Undergraduate Research Conference; Honors Convocation (NO DAY CLASSES)
	21	Monday	Patriots' Day – NO CLASSES
May	8	Monday	FINAL DAY OF CLASSES; Final day for making up Incomplete grades from previous semester
	9	Tuesday	Reading Day – NO CLASSES
	12–16		Final Examinations
	15	Thursday	Graduate Commencement 6:30 p.m.
	16	Friday	Residence halls close
	17	Saturday	Undergraduate Commencement 10:00 a.m.;
			Residence halls close for Graduating Seniors
	20	Tuesday	Development Day for Faculty

Summer 2025

Summer 12-Week: May 19 – August 8

Summer A: May 19 – July 7

Summer B: July 10 – August 28

Apr.	7	Monday	Registration Begins for all Summer Courses
May	5	Monday	Registration Fee in effect for 12-week & Summer A (non-accelerated)
May	19	Monday	CLASSES BEGIN , Summer A–5- & 7-week
			CLASSES BEGIN , Summer–12-week
	20	Tuesday	Course Exchange deadline for Summer A–7-week & 5-week
	26	Monday	Memorial Day – NO CLASSES
	27	Tuesday	Course Exchange deadline for Summer–12-week
June	11	Wednesday	Final day for withdrawal from Summer A–5-week
	19	Wednesday	Juneteenth – NO CLASSES
	23	Monday	Last day to withdraw from Summer–A 7-week
	25	Wednesday	FINAL DAY OF CLASSES , Summer A–5-week
	26	Thursday	Registration Fee in effect for Summer B (non-accelerated)
July	4	Friday	Independence Day – NO CLASSES
	7	Monday	Registration for Fall classes begins
			FINAL DAY OF CLASSES , Summer A–7-week
	10	Thursday	CLASSES BEGIN , Summer B–7-week
	11	Friday	Course exchange deadline for Summer B–7-week
	14	Monday	CLASSES BEGIN , Summer B–5-week
	15	Tuesday	Course exchange deadline for Summer B–7-week
	18	Friday	Last day to withdraw from Summer–A 12-week
Aug.	7	Thursday	Final day to withdraw from Summer–B 5-week
	8	Friday	FINAL DAY OF CLASSES , Summer–12-week
	14	Thursday	Final day to withdraw from Summer B–7-week
	18	Monday	FINAL DAY OF CLASSES , Summer B–5-week
	28	Thursday	FINAL DAY OF CLASSES , Summer B–7-week

Faculty Center for Teaching and Learning

The Center for Teaching and Learning (CTL) is located on the second floor of the Amelia V. Gallucci-Cirio Library. In addition to a Coordinator, The Center includes faculty leads to support programming and resources for advising, inclusive excellence, and the general education curriculum. The Center hosts a wide variety of professional development opportunities for full-time, tenure-track faculty and librarians and part-time adjuncts. The university dedicates the All University period on the third Tuesday of each month for CTL programs. Faculty peers assist other faculty in their efforts to develop a positive teaching and learning environment. The Center sponsors a faculty speakers series, innovative teaching grants to encourage the use of experimental teaching methods in the classroom, demonstrations of the latest technologies, summer institutes, travel grants, as well as a host of pedagogical workshops. The Center also coordinates the new faculty and librarian mentorship program.



Fitchburg State University Undergraduate Syllabus Guidelines / Course Information

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

- The instructor's name, department/program, course number and title, semester/days/time of class, office location, office hours, email address and telephone number.
- Official course description.
- Course goals and learning objectives, as defined by the instructor.
- The instructor's attendance and/or participation policies for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
- A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
- The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).

- A statement regarding whether the instructor will include a final exam and the form that final will take (e.g. exam, project report, presentation, etc.) Please note, faculty members must meet with their class during the final exam period whether a final is being given or not.
- A list of topics to be covered and the activities expected from the students.
- The method by which a student's final grade in the course will be determined.
- The instructor's policy on work handed in late and makeup examinations.
- Any special rules, regulations, or procedures of the course.
- A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
- A statement regarding the Fitchburg State University Academic Integrity policy.

(Sample statement: The University "Academic Integrity" policy can be found online at <https://www.fitchburgstate.edu/student-support/office-student-affairs/student-conduct-and-case-management/academic-integrity-policy>. Students are expected to do their own work. Plagiarism and cheating are inexcusable. Any instance of plagiarism or cheating will result in [name consequence].)

- An informational statement about disability services available to students.

(Sample statement: The Disability Services "Syllabus Statement" can be found online at <https://www.fitchburgstate.edu/student-support/disability-services/information-faculty/sample-syllabus-statement>.)

Graduate Course Syllabus Guidelines / Course Information

No later than the first class meeting, the instructor will distribute to each student in each course and section a written and dated course syllabus, which must contain at least the following information:

- The instructor's name, department/program, course number and title, credit hours, semester/days/time of class, office location, office hours, email address and telephone number.
- Official course description.
- Course goals and learning objectives.
- The instructor's attendance policy for the course (e.g. no attendance taken, number of absences allowed, any penalty for extensive absence, etc.).
- A list of texts and/or additional resources such as software for the course, indicating which are required and which are optional.
- The course requirements for assessment, such as papers, projects, and examinations (with due dates if possible).
- A statement on the nature of the final exam (e.g. exam, project report).
- A list of topics to be covered and the activities expected from the students.
- The method by which student's final grade in the course will be determined.
- The instructor's policy on work handed in late, makeup examinations, and the like.
- Any special rules, regulations, or procedures of the course.
- A statement indicating each student is responsible for completing all course requirements and for keeping up with all activities of the course (whether a student is present or not).
- A statement regarding the Fitchburg State University Academic Integrity policy. (Pgs.39-40)
- A statement regarding the Fitchburg State University Disability policy. (See Pgs. 46 – 48)

Rationale for Syllabus Guidelines

The New England Commission of Higher Education (NECHE), the university-wide accrediting agency for Fitchburg State, and secondary accrediting bodies [e.g., Accreditation Board for Engineering and Technology (ABET), Commission on Collegiate Nursing Education (CCNE), Council for Accreditation of Educator Preparation (CAEP), Council for Standards in Human Service Education (CSHSE) and International Accreditation Council for Business Education (IACBE)], are focusing on and requiring significant commitment to assessment of all aspects of university academic programming. Assessment of academic programs and courses at all levels cannot

proceed without first identifying suitable goals, defined as broad statements of program and course purposes, as well as measurable objectives/outcomes. The guidelines will serve as part of Fitchburg State University's commitment and ongoing efforts to improve academic quality. Both the undergraduate and graduate syllabus guidelines have been approved through governance.

School of Graduate, Online and Continuing Education Faculty

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

Academic Integrity Policy

Fitchburg State University addresses plagiarism and academic dishonesty through a variety of methods. The university has an Academic Integrity Policy found at the following link: <https://www.fitchburgstate.edu/student-support/office-student-affairs/student-conduct-and-case-management/academic-integrity-policy>. Faculty have the option to utilize the Turnitin system on Blackboard (it also can be used independently from the LMS). Turnitin is a plagiarism prevention and online grading resource with features such as OriginalityCheck, GradeMark, and PeerMark. See Appendix D (Pgs.39-40) for a copy of the Academic Integrity Policy.

Textbooks

Faculty members can order textbooks online by logging into your Blackboard account. Once there, you will find under the "Tools" section: Follett Discover. Type the password, which is 0163, then complete the information requested to submit your order. You will immediately receive an email acknowledgement and summary of your order submission. Orders can be placed 24 hours a day, and faculty can also designate their texts as available for rental. Ordering textbooks after mid-July for the fall semester will not guarantee availability on the first day of class. For more information on how to order textbooks, or to speak with the bookstore directly, please contact the bookstore at (978) 665-4026 or bookstore@fitchburgstate.edu.

Fitchburg State welcomes the use of open educational resources (OER) to reduce learning-related costs for students. For more information, contact the Open and Affordable Education Committee, chaired by Library Dean Jacalyn Kremer @ jkremer@fitchburgstate.edu.

Class Rosters

Your class rosters are always available and up-to-date on Banner Web4, which is accessible from your office or your home. There are two rosters available to choose. One roster provides more detail and includes the student's major while the other is a list of all the names. You will also use Web4 to post final grades as well as to get information about the student advisees who are assigned to you. Class roster are also available in [SSC Navigate](#), through which you can email and text students, as well as report deficient midterm grades. In addition, upon request, your department administrative assistant has the access to run a class list using Crystal reporting, which includes a photo of each student enrolled in your class, and also includes the student's preferred name.

Course Enrollment Caps and Instructor Permission

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

Logging into Online Class/Grade Rosters

- Open your browser on your computer.
- Enter the following URL into the address bar: web4.fitchburgstate.edu and press the enter key on your keyboard.
- Click on Enter Secure Area.
- All faculty who have accessed Faculty Services at least once (to obtain class rosters, enter grades, etc.) should use their existing User ID – Banner ID preceded by the @ sign (ex. @00010000), or Social Security number (ex. 000010000) and enter their existing PIN (Personal Identification Number).
- If you are using Web4 for the first time:
 - ◇ In the User ID space, enter your Banner ID number (your ID number is located on your OneCard ID) or your SSN. If neither of these options work and you do not yet have your OneCard ID, please contact IT Services at 978-665-4500 to obtain your secure PIN. Click on Login.
 - ◇ Enter your secure PIN (if you have not accessed your online records before this will be your birth date – mmddyy). If neither of these options work, please contact IT Services at 978-665-4500 to obtain your secure PIN. Click on Login.

- ◇ You will immediately be told that your old PIN has expired. You must re-enter your old PIN (mmddyy). Next, you will be instructed to choose a new PIN. Your PIN must be exactly 6 characters (numbers or letters or both).
- ◇ Once you have entered the new PIN twice, you will then be asked to create a question and response to help you remember your PIN should you forget what it is. The new PIN will be the one you will use to access your online records in the future.

- Click the Faculty Services tab or Faculty & Advisors link.
- Click on Term Selection – (ex. Fall 2024). Click on Submit.
- Click on Final Grades.
- Select each course, enter student's final grades and click on Submit. For courses with more than 25 students, be sure to look at the Record Sets just above the Submit button near the bottom of the screen. For these courses, you will need to click on the second record set (26-33, for example) to enter and submit grades for the other students in the course whose names are not displayed on the first page of the class/grade roster.
- To print your class/grade roster: click on the print icon in the toolbar at the top of the screen. To exit, click on the exit button at the top of the screen.
- To enter your grades: select the appropriate grade for each student listed in the grade column. When finished, click on Submit. Your grades will be immediately submitted.

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

- If a student is not listed on your grade roster, it means that the student is not officially registered. The student will need to receive the dean's approval to register late for the course. The grades for these students must be submitted in writing.
- Rolled grades will immediately be viewable to students online.
- If your PIN does not work, or you have forgotten it, please contact IT at (978) 665-4500.
- If you have problems finding your course, please contact the Registrar's Office at (978) 665-4196 or registrar@fitchburgstate.edu
- Hours of Operation: Monday through Friday: 8:00 a.m. – 5:00 p.m. The Registrar's Office is open until 6:00 p.m. during the first week of each semester.

Grading Policy

The grading policy for undergraduate students and graduate students can be found in the Fitchburg State University catalog <http://catalog.fitchburgstate.edu/> and in Appendix E (See Pgs. 40-41).

Entering Grades Online

Online grades are entered at

<https://web4.fitchburgstate.edu>

- Final grades are requested to be submitted within 48 hours of the last final exam.
- The registrar will send detailed instructions each semester.
- Click on the Faculty Services tab at the top of the page.
- Click on Term Selection (ex. Fall 2024). Click on Submit.
- Click on Final Grades.
- Select course from drop-down list and submit.
- This brings you to the Final Grades Page for the selected course:
- Go to Grade column.
- Select Grade from drop-down list.
- Enter Grade for each student on that page.
- Click Submit (bottom of roster) on each page.
- For courses with more than 25 students: be sure to look at the Record Sets near the bottom of the screen, above the Submit button. For these courses, you will need to click on the second record set (26 – 33, for example) to enter and submit grades for the other students in the course whose names are not displayed on the first page of the class/grade roster.

Notes:

- If you are team teaching a course but are not the primary instructor, then the course will not appear on your drop-down list.
- If your course is cross-listed, you must enter grades for each course CRN separately.
- Only grades that are valid for that particular student's level will appear in the drop-down list.
- Please do not make any entries in the "Last Attend Date" and "Attend Hours" columns.
- You must click Submit at the bottom of the roster after you have entered EACH PAGE of your grades, otherwise, the grades will disappear.
- Once you have entered and submitted your grades, they will pop into your class roster. We suggest printing a copy of your class roster with the final grades for your files.

- Students will NOT see their final grades as you enter them. However, after processing, all grades that you have submitted will be visible as soon as the registrar rolls the grades to academic history, so students may be contacting you shortly thereafter.
- For security purposes, you will be logged off the Final Grades page after 60 minutes of inactivity. You must then exit Web4 for Faculty and log in again using the instructions above.

Deficient Mid-Term Grades

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

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

Grade Changes

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

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

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

Final Exam Policy and Final Grades

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

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

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

Make-Up Examination Policy

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

Both faculty members and students should remember that all work in a course must be made up in time for the instructor to submit a change of grade within four weeks from the beginning of the following semester. **Incomplete grades (IN) are changed to 0.0 unless the instructor submits a properly completed grade change form to the registrar's office within the appropriate time frame.** Instructors may assign an incomplete grade (IN) at their discretion, but only in those cases when it is mathematically possible for a student to pass the class with a 1.0 or higher, on successful completion of the incomplete work. An instructor will initiate the incomplete grade process with the student by filling out an official "incomplete grade form." Instructors will indicate on this form the graded assessments of course content that must be completed and the grade the student will receive in the event that they are not completed. This information will be shared with the primary academic advisor.

Instructors will assign a deadline for completion of the work no later than the last day of classes of the next semester. If the student does not complete the work, the grade indicated on the "incomplete grade form" will be assigned. Extensions may be granted through the petition process.

Student Attendance Policy / Registrar Requests for Attendance Checks

There is no university wide attendance policy at Fitchburg State University. Faculty may establish reasonable attendance policies for their own classes and must explain those policies in their syllabi.

In the event that illness or some other emergency prevents a student from attending class, the student should contact the instructor directly. This matter is left to the individual instructor, who may or may not view irregularities in attendance as serious enough to affect the student's grade. Students should follow the instructor's attendance policies on the course syllabus and whenever possible, notify instructors by email when they will be absent from class or other class-related activities. Students are encouraged to reach out to their instructors in order to determine the process for making up any missed assignments.

If there is anticipated prolonged absence, such as a medical procedure or activated military duties, the Office of Student Affairs should be contacted at 978-665-3130 or studentaffairs@fitchburgstate.edu.

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

Classroom Location

In order to assure maximum utilization of the space currently available at Fitchburg State University, classrooms are auto assigned by the Events Management System (EMS) through the Registrar's Office for all classes. Instructors may not move their classes or switch rooms with a colleague without the consent of the Registrar's Office. Requests for change of rooms will be considered, and are based upon the availability of classroom space. The registrar may change room assignments after the beginning of a semester, for extenuating

circumstances, to accommodate a student or a faculty member with a documented disability. The instructor will be notified via email of such changes.

It is vitally important for both security and legal purposes that faculty do not make room changes without prior approval. We must be able to locate students and faculty in the event of an emergency. If your class is moved and you are unable to reach either the Registrar's Office or the Office of Graduate and Continuing Education, notify the University Police at (978) 665-3111 as to your whereabouts.

Laboratory Safety Policies

Fitchburg State University has policies governing the use of chemicals, sharps, biohazards, and protection from exposure to blood borne pathogens. Each policy provides guidelines and regulations for the use or handling of particular hazardous substances. All Fitchburg State faculty members are required to follow these established policies in their classrooms and research laboratories. The policies require that both faculty members and students be given mandatory training prior to laboratory instruction or research. Fitchburg State University maintains an Office of Environmental Safety and Risk Management within the division of Finance and Administration to assist faculty with adherence to these policies and oversight of training. All questions and requests for copies of each policy should be directed to your Dean or the Department of Environmental Safety and Risk Management at (978) 665-3756.

Responsible Conduct in Research, Animal Use and Human Subjects Research

Fitchburg State University has policies regarding Responsible Conduct in Research, Animal Use and Care and (via the Institutional Animal Care and Use Committee), Human Subjects (via the Institutional Review Board). These policies apply to faculty, students and staff working on research projects whether funded or not. Links to specific policies and procedures are found in the Responsible Conduct in Research section of this handbook (Pg. 31). For more information, please go to: <https://www.fitchburgstate.edu/offices-services-directory/grant-center/>

Liability Insurance

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

Using Technology in the Classroom

Fitchburg State University's mediated classrooms are equipped with tools designed to improve the classroom experience. All classroom spaces come standard with a ceiling-mounted projector, Windows computer for instructor use, speakers, Apple TV and a Blu-ray player. Document cameras are also available in many classrooms, and select classrooms have a SMART Board.

For more information about available technology in the classrooms, please refer to the [Classroom Technology Guide](#). The IT Department offers free training for any technology throughout the year, link to Technology Training Page: <https://www.fitchburgstate.edu/campus-life/campus-services/technology/technology-training>. You can also schedule a personal training session by contacting the Help Desk at 978-665-4500.

Blackboard

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

Faculty Instructional Videos

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

Google

Fitchburg State University uses the Google G-Suite Enterprise for Education Suite which provides communication and collaboration tools for learning in real-time, on any device. Visit <https://www.fitchburgstate.edu/offices-services-directory/technology/google/> for information, resources and videos about any of the Google tools available including Gmail for your University email, Google Calendar for meetings and appointments, Google Meet for video conferencing, Google Chat for communication, and Google Docs, Sheets and Slides for presentations and much more.

Visit our [email page](#) for step-by-step instructions on how to access your university Gmail account.

Check out [Gmail FAQs](#) and [Google Calendar FAQs](#) for answers to a variety of Gmail and Google Calendar questions.

Watermark Planning & Self Study

Fitchburg State University uses Watermark Planning & Self Study (P&SS) to facilitate assessment and strategic planning. P&SS offers tools for Assessment including Annual Assessment Reporting, Program Review, and External Accreditation. P&SS provides connections between these tools which eliminates redundancies and streamlines the various processes in a highly intuitive manner. P&SS and its ease of use enables users to engage in data-led, real time assessment while creating actionable analytics and insights.

Guidance in the form of instructional pages and videos for P&SS are located on the Assessment page of the Office of Institutional Research and Planning web page: <https://www.fitchburgstate.edu/about/institutional-research-and-planning/assessment/faculty-assessment-resources>

For more information contact the Director of Assessment, Cate Kaluzny at ckaluzny@fitchburgstate.edu

Online/Hybrid Courses

Online courses are those in which 100% of the course's instructions are conducted in distance mode. Another course delivery option is hybrid (blended) courses; hybrid courses are those that combine classroom and online methods, and deliver at least 50% of the course's content online.

Both online and hybrid courses must go through the university's approval process. Course developers must create their online course materials in accordance with requirements and guidelines, which satisfy or exceed the various accreditation criteria of the New England Commission of Higher Education.

These guidelines as well as the approval process may be found at the Fitchburg State University website link <http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/>.

The Director of Digital Learning and the Digital Learning Instructional Designer provide training sessions for online course development, and throughout the development process, course developers have access to training and support in the areas of design and building content within the Blackboard learning management system. Once a course is developed, the designer will maintain intellectual ownership of the course materials while Fitchburg State University will maintain and host the course offering in a Blackboard shell.

More information about online teaching, including an extensive array of support resources, may be found at <http://www.fitchburgstate.edu/academics/graduate-online-continuing-education/online-learning/distance-online-learning-faculty-resources/>.

Internships/Independent Study/ Directed Study/PLA

Independent Study/Directed Study/PLA

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

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

University Internship Policies for Undergraduate Students:

In order to qualify for an internship, the university requires that a student must be matriculated and have completed a minimum of 60 credits with at least 12 credits earned at Fitchburg State, and have a 2.0 GPA prior to placement. Individual departments may have additional GPA requirements in the major and other entry requirements. In addition:

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

- No retroactive credit will be given for internship hours prior to registration.
- All internships, except those occurring with an on-campus sponsor, require an Internship Program Contractual Agreement. The agreement must be approved by an authorized party at Fitchburg State University and the internship site. A copy of this agreement is exhibited in Appendix H. (See pgs. 43-45)

Additional information about Internships and the Contractual Agreement can be found in our Internship Handbook at: https://www.fitchburgstate.edu/sites/default/files/documents/2021-01/Internship_Handbook_rev_Dec_2016.pdf

Fitchburg State University Intellectual Property Policy

Fitchburg State University (FSU) encourages students to obtain real-world experience through participation in faculty-approved internships with businesses, governments, non-profits, and other organizations ("Intern Parties") outside of the University.

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

It is also FSU's policy that for all internships which are sponsored or financed in whole or in part by financial grants made available through FSU from third parties,

- (i) FSU will have no claim of ownership in any such IP and
- (ii) such sponsor or maker of the financial grant will have ownership of all such IP unless
 - ◇ (A) otherwise specified in the sponsorship or grant documentation (copies of which can be obtained from FSU) or
 - ◇ (B) otherwise agreed in writing with the sponsor or maker of the financial grant and the applicable Intern Parties, students, and faculty members involved in the internship.

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

Faculty Absence

Day Faculty

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

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

School of Graduate, Online and Continuing Education Faculty

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

Personal Days

Based on collective bargaining, faculty members employed on January 1 or hired after January 1 but before July 1 in any calendar year shall be credited with two personal days (15 hours) for that calendar year. Faculty members hired on or after July 1 shall be credited with one personal day (7.5 hours) for that calendar year. Faculty members are encouraged to give chairs as much notice as possible of their intention to take a personal day as possible. Personal days must be used during the calendar year or unused days are forfeited on December 31.

Ethical Standards and Guidelines

All faculty members are governed by the State Ethics Commission Guideline and the Collective Bargaining Agreement between the Department of Higher Education and the Massachusetts State College Association and must adhere to the professional standards set forth. Faculty who adopt instructional materials, which they have written, must disclose this use to the Ethics Commission and must complete the forms required. (See Appendix J, Pg. 49).

Students with Disabilities in the Classroom

As a public institution, Fitchburg State University is committed to the principles of equity and access. Meeting the needs of a diverse student body often requires flexibility in how we address learners. This does not mean that an instructor is asked to modify the goals or standards of a course, rather that all qualified learners have a reasonable opportunity to access the curriculum.

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

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

Testing Accommodations

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

At the beginning of each semester, students who are qualified for testing accommodations will present instructors with The Exam Accommodation Form (Appendix I, pgs. 46-48) which require faculty endorsement. Faculty are asked to complete this form when received and immediately return it to Disability Services with instructions related to their testing preferences. Faculty should keep the copy of the accommodation agreement for their records.

All tests proctored in Disability Services are held to academic integrity policy as outlined in the student handbook and the catalog. A copy of this is also in Appendix I. (See pgs. 46-48)

Please send all exam materials and correspondence as an attachment to testing@fitchburgstate.edu.

Syllabus Statement

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

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

For additional information contact the Disability Services Office at (978) 665-4020 or check the office's website at <http://www.fitchburgstate.edu/offices-services-directory/disability-services/>.

Faculty provide academic advising to students as described in Article XII.3a. Advising loads are determined within the academic departments.

The University's professional advisors or academic and career advisors, are the coordinators of pre-major students' educational experience, and they also assist with the advising of all incoming transfer students. Academic (or departmental) advisors handle all students within the various majors. Their relationship is critical to the advisee's success. Both professional and academic advisors have a variety of advising tools at their disposal. These include a degree planning software system, Degree Works, SSC Navigate and four-year plans of study. Links for the four year plans of study are found on the Career Services and Advising Center's website: <http://www.fitchburgstate.edu/offices-services-directory/career-counseling-and-advising/>

Roles and Responsibilities of the Academic Advisor

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



New Faculty Advising Workshop

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

Degree Works

Degree Works is an online degree auditing tool which enables students and their advisors to review and monitor academic progress leading to graduation. It organizes academic coursework into blocks to help easily identify courses and requirements that have been completed and what requirements are still remaining to complete the degree. Click here for more information, including instructional videos.

SSC Navigate

SSC Navigate is a comprehensive student advising and communication platform that allows faculty to access key information about, and connect with, both their advisees and their classroom students.

SSC Navigate provides an easy and effective way to schedule appointments for advising period. Faculty also have access to student and course information via an easy-to-use search tool.

Additional information, including instructional videos, as well as a link to the platform can be found at <https://www.fitchburgstate.edu/offices-services-directory/institutional-research-and-planning/student-success-collaborative/>.

Four-Year Plan of Study

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

Request for Curriculum Modification or Waiver of Academic Regulation (Student Petition Form)

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

Study Abroad Opportunities

Fitchburg State University students have both short-term and long-term study abroad opportunities. Each semester, some Fitchburg State University students study abroad in a variety of countries. Others will take advantage of the summer study abroad programs. The university has offered programs in France, Spain, Germany, Poland, Japan, Costa Rica, Edinburgh, Barcelona, Italy and many other countries.

Faculty-Led Short-Term Programs

A faculty-led study abroad program is one in which a faculty member oversees a study abroad experience for students enrolled in a credit-bearing course. Programs can be designed around an established on-campus course and include an experience abroad or can be an entire course taught abroad. Students enroll in the program and associated course to satisfy a degree program requirement. The faculty-led programs are Fitchburg State courses taught by Fitchburg State faculty and require no transfer of credits.

Please contact the office of International Education (ext. 3089) for additional information on Study Abroad or to talk about being a faculty leader in a study abroad program.

ACADEMIC SUPPORT SERVICES

Support Service and Contacts	Provides services for:	Types of service provided:
<p>ACADEMIC COACHING AND TUTORING CENTER</p> <p>Hammond Hall, Room 308 Phone: (978) 665-3499</p> <p>Office Hours Mon. – Fri., 8:00 AM – 7:30 PM</p>	<p>Tutoring Services Overview</p> <p>The Academic Coaching and Tutoring (ACT) Center seeks to enhance students' ability to learn, apply knowledge, develop study habits, become more self-directed learners, and build critical thinking skills. Fitchburg State University students can access our free services throughout the academic year.</p> <p>Highly qualified and trained peer tutors offer free individual, small group, and walk-in tutoring, serving students in all majors. Each tutor completes a 10-hour, CRLA-certified training program.</p> <p>Professional Academic Coaches offer individualized, workshop-based, or in-class support for key student success skills, such as time management, motivation, and concentration.</p> <p>Peer mentors are fellow students who provide academic and social support. We promote a friendly, supportive, non-judgmental approach to success.</p> <p>For online writing tutoring, only for graduate students and students in online professional degree programs, send an email to: writingtutor@fitchburgstate.edu</p>	<p>Individual and Group Tutoring</p> <p>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.</p> <p>Students can schedule a tutoring appointment on SSC (fitchburg.campus.eab.com/), come by 306 Hammond, or email tutorcenter@fitchburgstate.edu.</p> <p>To find an ongoing tutoring group, students can fill out a form on our website and speak with our scheduler about finding a group that fits their schedule.</p> <p>During the academic year, drop-in schedules are posted on our website.</p> <p>Academic Coaching</p> <p>Our Academic Coaches offer 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 (https://fitchburg.campus.eab.com/) or email tutorcenter@fitchburgstate.edu.</p> <p>Academic Success Workshops</p> <p>These one-hour seminars provides students with specific step-by-step strategies for academic success. Faculty can request to have a workshop scheduled for their classes.</p> <p>Placement Test Center</p> <p>The Placement Test Center administers the required placement tests in algebra, reading, writing and foreign languages for all new first-year and transfer students.</p>

Support Service and Contacts	Provides services for:	Types of service provided:
<p>ADMISSIONS OFFICE</p> <p>Anthony Building, Room 102 Phone: (978) 665-3144 Fax: (978) 665-4540</p>	<ul style="list-style-type: none"> ● Students, and their families, who are prospective Freshmen. ● Transfer or Graduate students. 	<ul style="list-style-type: none"> ● Admissions information, support, advice and guidance. ● Explanation of admissions process and review of all applications for admission. ● Awards merit scholarships to entering students.
<p>ASSESSMENT, Program Review, External Accreditation</p> <p>Located within the Office of Institutional Research and Planning (OIRP) House, Room 201 Phone: (978) 665-3633</p>	<ul style="list-style-type: none"> ● Faculty, staff, administrators, and students ● University Assessment Research Committee (UARC) 	<ul style="list-style-type: none"> ● Learning outcomes assessment ● TK20 ● Assessment Planning ● Assessment Reporting ● Online Learning Assessment ● Survey design, implementation, and analysis ● Focus groups ● Program Review ● External Accreditation ● Regional Accreditation
<p>ATHLETICS</p> <p>Recreation Center Phone: (978) 665-3314 Fax: (978) 665-3710</p>	<p>Student participants in sports, in accordance with NCAA guidelines.</p>	<p>Men's varsity football, soccer, cross-country, hockey, basketball, indoor track, track & field, and baseball.</p> <p>Women's varsity soccer, field hockey, cross-country, basketball, indoor track, track & field, softball, lacrosse, and volleyball.</p>

Support Service and Contacts	Provides services for:	Types of service provided:
<p>CAREER SERVICES AND ADVISING CENTER</p> <p>Hammond Hall, 3rd Floor, Room 318 Phone: (978) 665-3151 Fax: (978) 665-4040</p>	<ul style="list-style-type: none"> • Pre-Major students • Dual Enrollment students • Transfer students <p>Career Services Free of charge to:</p> <ul style="list-style-type: none"> • Degree-seeking Fitchburg State University undergraduate and graduate students • Fitchburg State University Recent Alumni (0-5 years) 	<p>The center provides a multitude of academic and career services. Services include one-on-one academic and career advising, workshops, career and internship fairs, career readiness programs and alumni shadowing opportunities.</p> <p>The center oversees the Falcon Internship Program and manages employer partnerships.</p> <p>The center also offers mock interviews, LinkedIn headshots, networking events, panels and career communities.</p> <p>Students have 24/7 access to Handshake, the Center's career management and recruitment tool.</p> <p>The center is also a repository for academic information, including: four-year plans of study, by major and the general education (for LA&S) curriculum.</p> <p>Advisors are available to offer their knowledge and expertise on academic and career advising. To meet with an advisor, students can stop by during our daily drop-in hours or contact the office to schedule a one-on-one appointment.</p>
<p>CENTER FOR DIVERSITY AND INCLUSIVENESS (CDI)</p> <p>Hammond Hall, Room G04 Phone: (978) 665-3399</p>	<p>Any Fitchburg State University student is welcomed at the Center for Diversity and Inclusiveness, at any stage of their collegiate career.</p> <p>Faculty and staff are highly encouraged to become involved in the realization of the vision and achievement of the goals of CDI.</p>	<p>Fitchburg State University students who want to:</p> <ul style="list-style-type: none"> • Be exposed to cultural diversity. • Learn to be accepting of people and ideas, not just their own. • Become sensitive to cultural differences. • Acquire the skills on how to best deal with diversity issues. • Develop personal skills and demonstrate competencies in understanding diversity.
<p>COUNSELING SERVICES</p> <p>Hammond Hall 3rd floor, Room 317 Phone: (978) 665-3152</p>	<p>Eligibility for services: Currently enrolled FSU students.</p>	<ul style="list-style-type: none"> • Confidential short-term counseling • Assessment and referral, as indicated. • Psychoeducational and prevention-oriented programming.

Support Service and Contacts	Provides services for:	Types of service provided:
<p>DISABILITY SERVICES</p> <p>Hammond Hall 3rd Floor, Room 303 Phone: (978) 665-4020 Fax: (978) 665-4786</p> <p>Test Scheduling Email: testing@fitchburgstate.edu</p>	<p>Disability services provides reasonable accommodations for students, allowing equal access to all university programs and services.</p>	<ul style="list-style-type: none"> ● Academic and environmental accommodations based on the needs of the student ● ASL Interpreter ● Assistive technology ● Materials in an alternate format ● Autism Spectrum peer support group ● Academic coaching
<p>ENVIRONMENTAL HEALTH AND SAFETY & RISK MANAGEMENT</p> <p>Environmental Health and Safety & Risk Management (978) 665-3756</p> <p>Risk & Emergency Manager (978) 665-4801</p>	<ul style="list-style-type: none"> ● Laboratory ● Safety Training ● Policy development ● Chemical order approval ● Health & Safety Inspections 	
<p>EVENT MANAGEMENT</p> <p>Dupont Building 204 Phone: (978) 665-3900 Email: eventmanagement@fitchburgstate.edu</p>	<p>Faculty, staff, students, and external groups.</p>	<p>Space reservations for conferences, events, and meetings.</p> <ul style="list-style-type: none"> ● Room set-up ● AV assistance/set-up ● Coordination of resource and service requests such as parking and catering.
<p>FINANCIAL AID OFFICE</p> <p>Anthony Building, Room 108 Phone: (978) 665-3156 Fax: (978) 665-3559</p>	<ul style="list-style-type: none"> ● Any student who has questions about financing their education. <p>To be considered for Federal or State Financial Aid programs, students must:</p> <ul style="list-style-type: none"> ● Be matriculated in a degree program. ● Meet the eligibility requirements set by the federal government. ● Have a completed free application for Federal Student Aid (FAFSA). 	<ul style="list-style-type: none"> ● Need-based grants, scholarships, loans and work programs. ● Non-need based loans, work programs, and financing options. ● Assists students with the application process. ● Provide Financial Aid counseling to students and their families.

Support Service and Contacts	Provides services for:	Types of service provided:
<p>HEALTH CARE</p> <p>Fitchburg State University has partnered with Community Health Connections (CHC), a highly respected, federally qualified health center that has two locations very close to our campus, to provide services to the campus community.</p> <p>The ACTION Community Health Center is located close to our campus in Central Plaza at 130 Water Street (Market Basket plaza). There is also a second location at 326 Nichols Road in Fitchburg, as well as health centers located in Gardner and Leominster.</p> <p>Medical services are provided from 8 a.m. to 5 p.m. Monday through Friday, and 9 a.m. to 1 p.m. Saturday.</p> <ul style="list-style-type: none"> ● CareWell Urgent Care, Fitchburg ● Urgent Care, Leominster ● MedExpress Urgent Care, Leominster 	<p>Fitchburg State University students.</p> <p>MassHealth, most of the services will be provided at no cost (students will be required to designate Community Health Connections as their primary care provider);</p> <p>University's Blue Cross and Blue Shield student health insurance plan, the office visit copayment is \$15.</p> <p>Parent's plan, Community Health Connections participates with most insurance plans and the cost for medical visits and ancillary services will be determined by the insurance plan's schedule of benefits.</p>	<p>Students can access a broad array of primary care services, behavioral health care services, and dental care. Students will be able to access additional services such as optometry and podiatry at these other locations.</p> <p>Fitchburg State will have a dedicated provider located at the ACTION Center with preferred appointment availability for our students.</p> <p>For students who may be uninsured or under-insured, Community Health Connections provides enrollment assistance to help find the right health insurance plan that fits the student's needs.</p> <p>Students will be able to continue to access Counseling Services on the Fitchburg State campus.</p>
<p>HOUSING AND RESIDENTIAL SERVICES</p> <p>Aubuchon Hall, First Floor, right side</p> <p>Phone: (978) 665-3219 Fax: (978) 665-3573</p>	<ul style="list-style-type: none"> ● Residential Students ● Summer Conference Housing ● Guest Housing (when spaces are available) ● Community Housing Partnerships 	<p>Housing for all student classifications in 3 major building styles: Traditional, Suite and Apartments</p> <ul style="list-style-type: none"> ● Residential Learning Communities ● New Students/First-Year ● Academic Success ● E-Sports ● Green & Gold <ul style="list-style-type: none"> ◇ Health Professions ◇ Honors ◇ LGBTQ+ ◇ Nursing ◇ Service, Justice & Equity ◇ Sustainability ◇ Teach Today ● Upper-Class Students <ul style="list-style-type: none"> ◇ 2nd Year Nursing ◇ Gender Inclusive Living ◇ Honors - Sophomore ◇ Transfer ● Community Development Model infused with programmatic initiatives ● Diversity, Equity & Inclusion and Sustainability ● Student Leadership <ul style="list-style-type: none"> ◇ Resident Assistant (RAs) ◇ Residence Hall Association (RHA)

Support Service and Contacts	Provides services for:	Types of service provided:
<p>HOUSING AND RESIDENTIAL SERVICES <i>(continued)</i></p>		<ul style="list-style-type: none"> ● Student Staff Employment <ul style="list-style-type: none"> ◇ Community Desk Assistant (CDA) ◇ Community Managers (CM) ◇ Graphic Design Assistants (GDA) ◇ Housing Office Assistants HOA) ◇ Senior Resident Assistants (SRA) ◇ Summer Student Staff
<p>HUMAN RESOURCES AND PAYROLL SERVICES</p> <p>HUMAN RESOURCES</p> <p>Sanders Administration Building, Room 202 Phone: (978) 665-3172 Fax: (978) 665-3720</p> <p>Jessica Murdoch, Associate Vice President</p> <p>Kimberly Page, Director</p> <p>Jossy Brack, Onboarding & Benefits Coordinator</p> <p>TBD, Coordinator for Human Resources and Faculty Affairs</p> <p>Kelli Lundgren, Staff Assistant</p> <p>Pamela Mayou, Coordinator for Contract Employment (GCE)</p> <p>Title IX Compliance, Title IX/ADA & EEO</p> <p>Sanders Administration Building, Room 202G Phone: (978) 665-3236 Fax: (978) 665-3720 Rebecca Newell, Director of Title IX & Equal Opportunity</p> <p>Payroll Services</p> <p>Sanders Administration Building, Room 104 Phone: (978) 665-3177 Fax: (978) 665-3720</p> <p>Stephanie LeBlanc, Director of Payroll</p> <p>Cheryl Soulliere, Payroll Operations</p> <p>Deborah Martin, Administrative Assistant</p> <p>Kate Nelson-Kamau, Accountant</p>	<ul style="list-style-type: none"> ● Faculty, staff, students, and contractors. 	<ul style="list-style-type: none"> ● Benefits/Retirement ● Leaves ● Recruitment & hiring ● EEO/AA ● Title IX ● Collective Bargaining ● Onboarding ● Part Time Employment ● HR/Payroll Resources

Support Service and Contacts	Provides services for:	Types of service provided:
<p>INTERNATIONAL EDUCATION</p> <p>Hammond Hall, 3rd Floor, Room 316 Phone: (978) 665-3089 Fax: (978) 665-4040</p> <p>Nelly Wadsworth, Director</p> <p>Nicole Salerno, Study Abroad Coordinator</p> <p>Sandy Yu, International Student Coordinator</p>	<ul style="list-style-type: none"> ● All F-1 international students studying at Fitchburg State University. ● Fitchburg State University students interested in studying overseas providing they are in good academic standing and show evidence of maturity, stability and motivation. ● Fitchburg State Faculty members who wish to offer faculty-led programs 	<ul style="list-style-type: none"> ● Opportunities to study abroad for a summer, semester or academic year. ● Guidance and advising for all student visa issues. ● Helping international students transition to college and the U.S. ● Cross-cultural awareness programs / events. ● Opportunities for Student Exchange in Italy, Germany, China, Quebec and Japan. ● Assisting faculty members who are interested in offering faculty-led programs
<p>LIBRARY</p> <p>Amelia V. Gallucci-Cirio Library, Hammond Hall Phone: (978) 665-3196</p> <p>Jacalyn Kremer, Dean of Library Rm. HA-210A</p> <p>Tyler Sullivan, Administrative Assistant (978) 665-3195 Rm. HA-210</p> <p>Additional staff listing is located on our web site.</p>	<p>Undergraduate, graduate, and distance learning students as well as all faculty members.</p>	<ul style="list-style-type: none"> ● Collection of over 185,000 print books, 600,000 ebooks , 100,000 unique full text online periodical titles, and access to 25,000 streaming films and documentaries. ● Access to approximately 165 electronic online databases, representing all disciplines on campus. ● Research support for students. ● Online research guides for all disciplines. ● Six month borrowing periods for faculty. ● Interlibrary loan service for students and faculty. ● Library Instruction Program, housed in a state of the art laboratory. ● Embedded librarian program and online instruction classes are also available. ● Physical items such as books, textbooks, DVDs, special equipment (microscopes, slides, human skeleton, etc.) may be put on reserve. ● Archives and Special Collections containing thousands of artifacts of local and national import. ● A library liaison program offering academic and research support for you and your students. Subject specific librarians assist with instruction, collection development and student research. ● Free borrowing privileges with the other 28 Massachusetts public higher education libraries and 21 academic and special libraries of Worcester County.

Support Service and Contacts	Provides services for:	Types of service provided:
<p>RECREATION SERVICES</p> <p>Recreation Center Phone: (978) 665-3683 Fax: (978) 665-3710</p>	<p>Participation is open to Fitchburg State University students, faculty, staff, and alumni.</p>	<ul style="list-style-type: none"> ● Intramural sport activities include: basketball, flag football, volleyball, soccer, dodge ball and many more. ● Indoor running/walking track of 11 laps per mile. ● Fitness Center including a full line of cardio equipment, machine-assist weight equipment, and a separate free weight room. ● Equipment available for checkout for a variety of activities including: basketballs, racquetball racquets and balls, volleyballs, goggles and more.
<p>REGISTRAR'S OFFICE</p> <p>Anthony Building, Room 110 Phone: (978) 665- 4196 Fax: (978) 665-4151</p> <p>Barbara Cormier, University Registrar</p> <p>Mark LeBlanc, Senior Associate Registrar for Technology</p> <p>Jennifer Jimenez, Assistant Registrar / Veteran Services Coordinator</p> <p>Tammy Soucie Burke, Assistant Registrar / Course and Room Scheduling</p>	<p>Maintaining the official records of all Fitchburg State University students and alumni.</p>	<ul style="list-style-type: none"> ● Registration guidance and support. ● Adding/dropping classes. ● Individual class withdrawal. ● Degree evaluations, insuring that students meet their major LA&S requirements, once they apply to graduate. ● Enrollment verifications. ● Veteran's benefits. ● Transcripts ● Re-admission to Fitchburg State University after withdrawal. ● Graduation services/planning. ● Grades. ● Transfer credit evaluation.
<p>SGOCE ADVISING</p> <p>School of Graduate, Online, and Continuing Education Office Anthony Building, Room 112 Phone: (978) 665-3182</p> <p>Dr. Becky Copper-Glenz, Dean—School of Graduate, Online, and Continuing Education</p> <p>Denise Bertrand, Administrative Assistant</p>	<p>Prospective undergraduate evening students and graduate students.</p>	<p>Day, evening and online advising hours</p>

Support Service and Contacts	Provides services for:	Types of service provided:
<p>STUDENT AFFAIRS</p> <p>Sanders Administration Building, Suite 204 Phone: (978) 665-3130 Fax: (978) 665-4715</p> <p>Laura Bayless, Ph.D., Vice President for Student Affairs</p> <p>Tim St. John, Dean of Students</p> <p>Joseph Flanagan, Assistant Director for Care and Community Standards</p> <p>Shanna Sallah, Staff Assistant</p>	<p>Fitchburg State University undergraduate students</p>	<ul style="list-style-type: none"> ● Student Grievances ● Academic Policy Waiver requests ● Extended student absence notifications ● Withdrawal from Fitchburg State University Re-admittance to Fitchburg State University. ● Summer Bridge Program ● Student academic standing ● Satisfactory Academic (SAP) requests. ● Student conduct ● Student travel funds ● Student health insurance issues ● Emergency student loans available to full-time day students only ● Student research funds ● General advice and referrals.
<p>STUDENT DEVELOPMENT & HAMMOND CAMPUS CENTER</p> <p>Hammond Hall, G-Lobby, Room G13 Phone: (978) 665-3163 Fax: (978) 665-9650</p>	<p>Services are provided free of charge to current Fitchburg State University students.</p>	<ul style="list-style-type: none"> ● Annual Leadership Conference. ● Fitchburg Leadership Program ● Center for Leadership and Volunteerism ● Commuter Affairs ● Info Desk ● Campus Center Operations ● Meeting rooms/club offices ● Art Gallery ● Student involvement in organizations and employment. ● Orientation ● Greek Life ● Game room ● Homecoming

Support Service and Contacts	Provides services for:	Types of service provided:
<p>TRIO Student Support Services</p> <p>TRIO Student Support Services Program Fitchburg State University</p> <p>Hammond Hall 3rd floor, Room 315 Phone: (978) 665-3064 Fax: (978) 665-4040</p>	<ul style="list-style-type: none"> ● The TRIO Student Support Services Program (formerly known as Expanding Horizons) promotes the academic success of our students who complete a TRIO SSS application and meet the following criteria: ● Qualify as low-income according to Department of Education guidelines OR ● Are a first-generation University student (neither parent has completed a four-year college degree) OR ● Are a student diagnosed with a disability AND ● Demonstrate an academic need for the program such as having a low high school or university. ● GPA or SAT score or by placing into developmental courses. Developmental courses include Basic Reading, Basic Writing, Basic Math I or II. Students with a major which requires a higher minimum GPA such as: Exercise Sports Science, Game Design, Nursing, Education, Communications or Human Services may also qualify. 	<ul style="list-style-type: none"> ● Pre-semester orientation for eligible Freshman and Transfer Students. ● Academic counseling including study skills and time management training. ● Assistance from a Professional Math Tutor. ● Pre-advising for course selection. ● Graduate school counseling. ● Peer-to-Peer Group Learning. ● Mid-semester progress reports from faculty. ● Financial aid advising and financial literacy education. ● Social and cultural activities and events. ● Peer Mentor Program
<p>UNIVERSITY POLICE</p> <p>32 Clinton Street Phone: (978) 665-3111 Fax: (978) 665-4599</p> <p>Michael Cloutier, Chief</p>	<p>The Fitchburg State University Community.</p>	<ul style="list-style-type: none"> ● 24/7 safety and security for the campus. ● Investigation of criminal activity. ● Certified First Responders/CPR/AED ● Referrals and consultations for survivors of domestic violence or sexual assault. ● Individualized safety planning. ● Emergency planning / response. ● Community engagement programs and liaison officers for campus organizations and residence halls. ● Motor vehicle lockouts and jump-starts.

RESOURCES FOR TEACHING, LEARNING, RESEARCH, SCHOLARSHIP AND COMMUNITY SERVICE

Faculty Center for Teaching and Learning

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



Center for Faculty Scholarship

The Center for Faculty Scholarship, opened in Fall 2017 in order to facilitate research, scholarship, and creative endeavors by full-time tenure-track or tenured faculty and librarians across all disciplines. Its mission is to create an institution of higher learning that engages in scholarship and that generates knowledge and creativity using the teacher-scholar model, where faculty have access to financial, institutional and/or intellectual support to engage in the generation of knowledge and creativity, and in which students can learn and be inspired by the scholarship of their faculty. The center will be working to increase the visibility of faculty scholarship, celebrate the achievements of faculty members and librarians, provide workshops on grant writing, develop a network of mentors, develop a database of faculty interests and areas of expertise, facilitate collaborative partnerships, provide funding opportunities to support scholarship, and conducting outreach to community partners. The coordinator is Dr. DeMisty Bellinger-Delfeld, and she can be reached at dbelling@fitchburgstate.edu.

The Grant Center

The Grant Center maintains a website that helps faculty to identify grant opportunities in their field. The Grant Center also offers grant workshops annually and is available

to work with faculty on grants writing and procurement (<http://www.fitchburgstate.edu/offices-services-directory/grant-center/>). All external funding requests must be reviewed by the Grant Center and circulated for institutional approval prior to submission.

Faculty/Librarian Special Projects Grants

The Faculty/Librarian Special Projects Grants support faculty/librarian scholarly impact by contributing to faculty professional development. The source of funding is from the Office of The Provost. Individuals interested in applying for funding must provide a proposal narrative (5-page maximum) that must include the following components: cover page (with Title and Abstract), background and significance, goals and objectives, description of project, expected outcomes, and project budget page.

Professional Development and Retraining Funds

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

Continuing Scholarship Funds

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

Douglas and Isabelle Crocker Center for Civic Engagement

Since its establishment in 2008, the Douglas and Isabelle Crocker Center for Civic Engagement, more commonly called the Crocker Center, has aimed to “help local organizations thrive and develop competencies in best practices, empower people to build a better community, and maximize collaboration between Fitchburg State University and the community.” In September of 2015, the efforts of the Crocker Center were expanded to include additional activities focused upon investing in our community and establishing meaningful partnerships between the university and local citizens and organizations. Such efforts include engaging students through civic-learning and community-based research and internships.

The importance of maximizing students’ participation in these high-impact learning opportunities is a strong theme embedded throughout the university’s Strategic Plan.

Undergraduate Dean’s Fund to Support Student Research and Creative Activity

This fund was established to promote original research and creative projects by undergraduate students. Funding can be requested by an individual or team of undergraduate students. The projects must have a faculty supervisor and must be independent of coursework. Funding will not be awarded to any research effort, project, or activity or course for college credit. The maximum award is \$150 for an individual or \$300 for a team. Contact Student Affairs for more information at studentaffairs@fitchburgstate.edu.

Undergraduate Dean’s Fund to Support Student Travel

This fund supports travel for undergraduate students who are presenting papers to conferences. Funding is limited to \$200 per student for domestic travel. Contact Student Affairs for more information at studentaffairs@fitchburgstate.edu.

Purchases

A Request for Purchase form, (Requisition Form) is required for all purchases using departmental funds such as books, software, teaching materials, etc. The department support staff is a very helpful resource for assistance, questions, etc., regarding completion of the Request for Purchase form. The information on the Requisition is entered in Banner at the department level.

The Requisition then enters an approval queue for the department chair’s review and approval or disapproval. If approved, the Requisition will be converted to a Purchase Order and sent to the vendor. Fitchburg State University cannot reimburse any purchases made out-of-pocket.

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

Travel AY 2024–2025

The mileage reimbursement rate for travel that occurs between January 1, 2024 to December 31, 2024, is 67 cents per mile.

Please refer to our Financial Services website for the most current information.

Faculty Awards and Grants

Awards

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

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

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

<https://www.fitchburgstate.edu/academics/academic-affairs-division/research-and-faculty-development/faculty-awards>

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

Grants

Several faculty grant opportunities are announced annually through the Provost and Vice President for Academic Affairs Office to support faculty in their teaching, research and creative activity. Information on available grants can be found on the Academic Affairs Divisional web page.

RESPONSIBLE CONDUCT IN RESEARCH LABORATORY AND CLASSROOM SAFETY POLICIES

Adherence to the highest ethical and moral standards in the conduct of research and scholarly activity is the expectation for all members of the University community. Research is defined by federal regulations as the systematic investigation including research development, testing, and evaluation designed to develop or contribute to general knowledge. University faculty must be aware of their responsibility to refer their projects and their students' projects to the appropriate review committee and complete the appropriate training. The burden of liability for negligence and harm is placed on both the faculty member and the institution. The Institutional Review Board Policy (IRB), Institutional Animal Care and Use Committee (IACUC), Financial Conflict of Interest Policy, the State Code of Ethics, Institutional Biosafety Committee (IBC), the Chemical Hygiene Plan, and the Exposure Control plan are designed to protect the faculty member, the institution, and the researched. All faculty who are conducting research under the auspices of the IRB, IACUC, or IBC are required to complete Responsible Conduct in Research Training as well as the appropriate CITI training modules. Specifics on the required training is found on the IRB, IACUC, and IBC websites or in Appendix C4 (pgs. 38-39). Responsible Conduct in Research Training is required for anyone receiving federal grant funds. Briefly these policies that affect responsible conduct in research includes:

- Institutional Review Board's Policy and Procedures Involving the Use of Human Subjects in Research (IRB). The goal of the IRB is to protect the rights and welfare of individuals who agree to participate in research. The IRB is the only body on campus that can evaluate and approve research with human subjects. Review and approval by the IRB is meant to aid both the subjects and the researchers. <https://www.fitchburgstate.edu/offices-services-directory/grant-center/human-subjects-committee/>
- Institutional Animal Care and Use Committee (IACUC) policies that ensure the humane care and treatment of animals used for teaching and research. <http://www.fitchburgstate.edu/offices-services-directory/grant-center/grants-research-animal-care-and-use/>
- Financial Conflict of Interest policy (FOCI) that promotes objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of research funded under NIH grants or cooperative agreements will be free from bias resulting from investigator financial conflicts of interest. https://www.fitchburgstate.edu/sites/default/files/documents/2021-01/Fitchburg_State_University_Financial_Conflict_of_Interest_Policy.pdf



- The Chemical Hygiene Plan (CHP) applies to all Fitchburg State University (Fitchburg State) employees (including student workers). The CHP provides a guide to practices related to working with chemicals at Fitchburg State University in teaching and research laboratories as well as any room on campus where chemicals may be used such photographic darkrooms or art studios. The policy provides procedures governing the safe use, purchase, and disposal of hazardous chemicals. Moreover, it documents the required training all chemical users are expected to undergo on a regular basis. Faculty members are expected to comply with the Chemical Hygiene Plan of the University. Failure to do so can result in disciplinary action on the part of the University. https://www.fitchburgstate.edu/sites/default/files/documents/2021-01/Chemical_Hygiene_Plan_2017.pdf
- The Exposure Control Plan eliminates or minimizes occupational exposure and the risk of developing infectious diseases associated with blood and other bodily fluids.

This policy identifies those individuals who will face potential exposure, types of blood borne diseases as well as their mode of transmission, methods of implementation, occupation-specific controls, exposure incident and emergency procedures, training, and recordkeeping.

A copy of this policy may be obtained from <https://www.fitchburgstate.edu/offices-services-directory/grant-center/ibc/>.

- The Institutional Biosafety Committee (IBC) governs research and instruction-related activities involving recombinant DNA (rDNA), microbes, human and nonhuman primate materials, and tissues or cells from plant or animals. A copy of this policy may be obtained from <https://www.fitchburgstate.edu/offices-services-directory/grant-center/ibc/>.

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

Employee Handbook

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

Faculty Collective Bargaining Agreements

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

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



Day Faculty

All new faculty hires are issued a contract in accordance with the MSCA Collective Bargaining Agreement and are required to submit a complete application form, cover letter, vitae, and statement of teaching philosophy and three letters of recommendation. Education credentials are verified electronically through the National Student Clearinghouse. If degrees are not able to be verified electronically, official transcripts for all degrees earned will need to be submitted.

Part-Time Day Faculty

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

School of Graduate, Online and Continuing Education Faculty

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

See Fitchburg State University's online Undergraduate & Graduate Course Catalogs for:

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



FAVE

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

Amanda Sapienza, LMHC, Coordinator of FAVE, at asapienza@fitchburgstate.edu.

CARE TEAM (COMMUNITY ASSESSMENT AND RISK EVALUATION)

CARE Team

fitchburgstate.edu/student-support/office-student-affairs/care-team-community-assessment-and-risk-evaluation

The FSU CARE Team includes representatives from across the institution, with a focus on reaching out to students whose behavior has in some way come to

the attention of others. We determine a plan of action (if deemed appropriate and needed) that is in the best interest of the student and the campus community.

We encourage faculty, staff, student or parental response to behavior that may be classified as:

Academic Concerns: Concerns related to a student's academics.

General Concerns/Other: General concerns about the behavior and/or welfare of a student.

Missing Students: Students' who have been missing for a period of time.

Distressed Behavior: The most common, distressed behavior causes us to feel alarmed, upset or worried.

Disruptive Behavior: Behavior that interferes or disrupts the educational environment of other students or the normal academic functions of the university.

Dangerous Behavior: Behavior that causes one to feel frightened and/or in fear of one's personal safety or the safety of others.

Fitchburg State University Mission

[fitchburgstate.edu/about/
university-mission-vision-and-values/](http://fitchburgstate.edu/about/university-mission-vision-and-values/)

Academic Affairs Administration

[fitchburgstate.edu/academics/academic-affairs-division/
academic-affairs-staff](http://fitchburgstate.edu/academics/academic-affairs-division/academic-affairs-staff)

Strategic Planning Initiative

[fitchburgstate.edu/about/campus-planning-and-policies/
strategic-planning-process-2019-2020](http://fitchburgstate.edu/about/campus-planning-and-policies/strategic-planning-process-2019-2020)

Academic Programs

fitchburgstate.edu/academics/

Undergraduate Day Programs

fitchburgstate.edu/academics/undergraduate/

Undergraduate Evening Programs

fitchburgstate.edu/academics/undergraduate/

Graduate Programs

fitchburgstate.edu/academics/graduate-studies/

Honors Program

fitchburgstate.edu/academics/honors-program/

Information regarding FERPA

[http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.
html](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

<http://www.washington.edu/students/reg/ferpafac.html>

[http://www.nacada.ksu.edu/resources/clearinghouse/
view-articles/ferpa-resource-links.aspx](http://www.nacada.ksu.edu/resources/clearinghouse/view-articles/ferpa-resource-links.aspx)

SERVICES AND GENERAL INFORMATION

Athletic/Recreation Facilities
<http://www.fitchburgfalcons.com/>
and <http://www.fitchburgstate.edu/offices-services-directory/recreation-services/>

Amelia V. Gallucci-Cirio Library
<https://library.fitchburgstate.edu>

Center for Teaching and Learning
<https://www.fitchburgstate.edu/academics/academic-affairs-division/center-teaching-and-learning>

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

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

Counseling Services
<http://www.fitchburgstate.edu/counseling>

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

Douglas and Isabelle Cocker Center for Civic Engagement
<https://www.fitchburgstate.edu/offices-services-directory/crocker-center/>

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

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

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



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

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

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

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

Safety Escorts
<https://www.fitchburgstate.edu/about/university-police>

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

FREQUENTLY ASKED QUESTIONS

What is the official website for Fitchburg State University?

<http://www.fitchburgstate.edu/>

What is the official website for the city of Fitchburg?

<http://www.ci.fitchburg.ma.us>

What is the university's address?

The Fitchburg State University address is 160 Pearl Street, Fitchburg, MA 01420

Where is The Provost's Office located?

The Provost's Office is located in room 212 in the Sanders Administration Building.

Where is the faculty association (MSCA) office?

The Association Office can be found in the basement of Miller Hall, room G02, and can be reached by phone at (978) 665-3303.

What is the One Card?

The 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. To obtain your one card go to <http://www.fitchburgstate.edu/offices-services-directory/onecard/>

How do I find out what events are going on the campus?

Special events are posted on Fitchburg State University's home page or by checking events at <https://www.fitchburgstate.edu/campus-life/events>. Events are also sponsored through CenterStage: <https://www.fitchburgstate.edu/campus-life/arts-and-culture>.

How do I get my mail?

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



Where is the Mail Room?

The Mail Room is located at Klondike Ave., Fitchburg, and mail is delivered to campus once daily. The student's mail room is located in Mara Commons Building. During the Academic year the student mail room hours Monday – Thursday, 3:00 p.m. – 7:00 p.m. It is closed during holiday breaks and summer. Call (x 3206) or (x 4481) with any questions.

How do I get my business cards?

Business cards request are available on [Print Services web-site](#). All card requests are approved by Human Resources. You may need to create a new account with your Falcon Key before you are able to view the form.

Where can I make photocopies?

Each Department has a multifunctional device with an option to copy or scan to email. Copying orders larger than 35 images are sent to Print Services for copying. Completed orders will be delivered to department offices daily.

Print Services is located at 167 Klondike Avenue. Hours of operation are 8 a.m. – 4:30 p.m. Contact Print Services at (978) 665-3394 or printservices@fitchburgstate.edu.

You can submit jobs in the following ways:

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

The copyright law of the United States (title 17 U.S. code) governs the making of photocopies of copyrighted material. (See appendix G for complete information, pg. 42).

How do I get in contact with fellow faculty and administrators?

You can contact fellow faculty and administrators by phone or email. A link to the Faculty/Staff Directory is located at the bottom of each Fitchburg State University web page: <https://directory.fitchburgstate.edu/ADPhone-book>. The Global Directory on the campus email also lists all faculty, administrators and staff email addresses. All official communications from the university will be sent via your Fitchburg State University email. All correspondence from you to students and offices on campus should come from your official Fitchburg State email address.

If, when advising a student, I have questions about reading the degree audit, whom do I call?

Call the Registrar's Office (978) 665-4196 or email degree-works@fitchburgstate.edu – For additional academic advising questions contact the Career Counseling and Advising Center at (x 3151).

Where can I get information about the General Education core curriculum?

The Liberal Arts and Sciences Subcommittee web site (<https://www.fitchburgstate.edu/academics/academic-affairs-division/shared-governance/all-university-committee/las-subcommittee>) has information about the core curriculum.

How do I place a book/article on reserve at the library for my students to use?

Bring your personal copies and/or request for library books or course materials to the Circulation Desk. Please consider putting a copy of course materials, such as textbooks, on reserve.

How do I access the library catalog from my office?

Go to the library's home page (<https://library.fitchburgstate.edu>), click on the "Books & Media" tab, then enter the relevant search criteria in the search box.

How do I access the library databases from off campus?

Go to the library's alphabetic list of databases @ (<http://fitchburgstate.libguides.com/az.php>), select the database you wish to use, and when prompted use your full FSU email address as your login username and your FSU email password as your login password.

How do I get a library card?

Your OneCard serves as your library card.

Can I use other Libraries?

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

How do I suggest book and periodical/database purchases?

A liaison from the library has been assigned to each academic department, and all requests should go to her/him. For more information, go to <https://library.fitchburgstate.edu/research/departmental-liaisons/>

Where do I get a parking permit?

Permits are available Monday – Friday, 8:30 a.m. to 5:00 p.m. in the Department of Housing and Residential Services (ext. 3219). There are different types of parking permits. Commuter Day/Evening Student Permit, Staff/Faculty Permit, Resident Student Permit, Vendor Permit, Visitor Permit, and Overnight Guest Parking. For more information, go to: <https://www.fitchburgstate.edu/campus-life/campus-services/parking-services>

Where should I park if campus lots are filled?

Daytime parking is available to the Fitchburg State University Community at the Wallace Civic Center serviced by the shuttle bus transportation, 7:00 a.m. to 12:00 a.m. (midnight) Monday – Thursday, 7:00 a.m. – 6:30 p.m. Friday, when school is in session only. The shuttle runs continuous 15-minute loops from the Civic Center through campus. Shuttle signs can be found around campus. It is free of charge to all.

Where can I get meals on campus?

Refer to <http://www.dineoncampus.com/fsu/>.

Where is the Office of University Police?

32 Clinton Street; open 24 hours a day, 7 days a week. Their main telephone number is (978) 665-3111.

If I have an emergency whom should I contact?

Emergency call boxes are located in strategic spots on campus. Look for the blue light on top of the call box. Push the button and you will be in contact with University Police, or dial (x 3111), 24 hours per day.

If I lose or find an item, where do I go?

Contact the University Police at (x 3111).

Appendix C4 Responsible Conduct of Research (RCR) Training

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

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

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

Training in Responsible Conduct of Research (RCR)

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

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

To Enroll in a Course

Go to the CITI Program web page at <https://about.citiprogram.org/en/homepage/>

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

<https://support.citiprogram.org/customer/en/>

Your organization affiliation or participating institution is Fitchburg State University. During the registration process you will be asked to select your role in research. You should select the appropriate level, student or faculty/staff.

The questions in Step 7 enroll you in CITI Program courses. You will be presented with a series of questions or options that enable you to enroll in the Learner Group (course) appropriate to your interests or your role at the University. Select Responsible Conduct of Research from the menu.

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

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

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

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

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

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

Responsible Conduct of Research (RCR) – Basic Course

The basic RCR course covers core RCR topics. It is discipline-neutral, meaning that the course is suitable for any person involved in research, ranging from upper-level undergraduates to established faculty. Particular emphasis is given to the educational needs of graduate students and postdoctoral researchers. You may at times be given an option to take a discipline specific version that you may complete at your discretion.

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

When you complete all required modules successfully, you may print your completion report through the link: Print Report from your main Menu or your Previously Completed Coursework page.

Appendix D Academic Integrity Policy

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

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

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

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

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

- If the student has agreed with the accusation and signed the letter accordingly, the sanction identified by the faculty member will be imposed, and the matter will be considered closed. If the student disagrees with the accusation and again signs the letter accordingly, the student may appeal the matter to the Fitchburg State University conduct board. With all formal accusations of a violation of the academic integrity policy, the faculty member will forward the letter with the student's signature and other relevant information to the Office of Student Affairs. (Proceed to No. 3 below.) If the accuser is not a faculty member, and s/he decides to initiate the formal process, the accuser must submit a report and/or relevant information to the Office of Student Affairs within fourteen days of discovering the alleged infringement of the academic integrity policy.
- Once a case is forwarded by a student or as an appeal (in the form of a report, signed letter and/or other relevant information), the Assistant Dean of Student Affairs, or designee, will review all relevant information and either a) dismiss the incident due to lack of merit or timeliness or b) contact the accused student to schedule a conduct board hearing or when the board is not available, and administrative hearing.
- If the case goes to the conduct board, the board will determine whether the student is responsible or not responsible for violating the academic integrity policy. If the student is found responsible, the board will recommend sanctions to the Vice President of Student Affairs, or designee, or, in the case of graduate students, the Dean of Graduate Studies. These sanctions will include those identified by the faculty member and, in the event a student has a prior disciplinary record, may also include the additional sanctions of:
 - ◇ a grade of zero on the assignment;
 - ◇ a failing grade in the course;
 - ◇ suspension from Fitchburg State University;
 - ◇ dismissal from Fitchburg State University;
 - ◇ or other sanctions.
- In cases of undergraduate student violations of the academic integrity policy, the Vice President of Student Affairs (or designee) will either impose the sanction recommended by the conduct board or determine that the sanction is excessive or inadequate and alter it accordingly. In cases of graduate student violations of the academic integrity policy, the Dean of Graduate Studies (or designee) will take the above action.
- The student may make a final appeal only for a sanction of suspension or dismissal.

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

Appendix E Grading System

Undergraduate Grading System

Grades are awarded on a numerical scale as follows:

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	

Grade Implications

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

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

The grade of 2.0 implies mixed thinking and performance within the domain of a subject and course, along with some development of a range of knowledge acquired

through the exercise of critical thinking skills and abilities. This level work is inconsistently clear, precise, well-reasoned and does not typically display depth of insight.

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

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

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

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

Graduate Grading System

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

Appendix F Inclement Weather Policy

Weather Cancellations Are Announced Through the Following

Fitchburg State University Alert,
<https://www.getrave.com/login/fitchburgstate/>

Fitchburg State University Email,
<http://www.fitchburgstate.edu/offices-services-directory/technology/email/>

Fitchburg State University homepage,
<http://www.fitchburgstate.edu/>

The following radio and television stations on weekdays:

- WBZ (1030 AM Boston)
- WPKZ (1280 AM Fitchburg)
- WBZ (Channel 4)
- WCVB (Channel 5)
- WHDH (Channel 7)
- WFXT (Channel 25)

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

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

For the full Inclement Weather Policy please visit the Human Resources & Payroll Services website.

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

Weekend and Special Scheduling Courses

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

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

- Instructor of the weekend course determines whether or not to hold class by 6:30 AM.
- Instructor emails the SOGCE Dean, Dr. Becky Copper-Glenz, and informs her of the decision.
- Instructor is responsible for notifying students in the course if course is cancelled. A student notification method should be determined the first day of the course.

Appendix G Copyright Policy

Photocopying Guidelines

Based on Federal Copyright laws, Section 107 Fair Use

Single copying (for personal use by instructors) is limited to:

- A chapter from a book;
- A chart, cartoon, diagram, drawing, graph, or picture from a book, newspaper, or periodical;
- A short essay, short poem, or short story;
- An article from a periodical or newspaper.

Multiple copying (for classroom use by instructors) is limited to:

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

Multiple copying is furthermore subject to the following restrictions:

- No original will be accepted for photocopying unless the legend "This material may be protected by the Copyright Laws, Title 17 U.S. Code" appears on it. (The Press has a rubber stamp available for your convenience.)
- No copied material may be used for more than one course at the school in which the photocopying is done;
- No more than one article, essay, short poem, short story, or two excerpts of longer pieces may be copied from the works of the same author, nor more than three works from the same collection or periodical volume during any one semester;
- No more than nine instances of multiple copying will be allowed per course per semester;
- No consumables-answer sheets, booklets, standardized tests, and workbooks-may be copied;
- No charge exceeding the cost of photocopying shall be exacted of the students receiving the materials;
- No instructor may photocopy the same item from semester to semester; nor may photocopies be used as a substitute for books and other materials which would normally be purchased;
- No higher authority may intervene to direct that the above restrictions be circumvented.

The above restrictions do not apply to the photocopying of the current news periodicals, newspapers, and the current news sections of other periodicals.

Individuals using the above guidelines in the photocopying of copyrighted materials without publisher's written permission will do so only if effective presentation of said material would be hindered by the delay required in obtaining such authorization.

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

To view the entire copyright booklet, go to:

<https://www.fitchburgstate.edu/sites/default/files/documents/2020-12/copyrightbooklet.pdf>

TEACH act: <https://www.copyright.gov/docs/regstat031301.html>

Appendix H Internship Program Contractual Agreement

The Internship/
Field Experience
Agreement is in the
development stages
and will resemble
this one.



Field Experience Contractual Agreement

Student Information

Please fill in the student's **Banner ID number with @ symbol** to auto-fill other student fields.

Student Banner ID: *
(please include @ symbol)

Name

Last: * First: * Middle:

Address

Street: *

City: * State: * Zip Code: *

Email: * Phone: * Other Phone:

Academic Program Major: Major 1: Major 2:

Field Experience Information

To be filled out by the Faculty Supervisor

Semester of Experience: * Number of Credits to be earned: *

Term of Agreement--Start Date: * Term End Date: *

Hours Required per Week: * Total Hours Required: *

University Faculty Supervisor First: * Last: *

Fitchburg State Email Address: *

Field of this Experience: * Experience Credit Level: * Undergraduate Graduate

This Field Experience will take place:

- At the Work Site
- Remotely Online
- Both Remote & On-Site

Is the student currently employed with this Field Experience site?

- * Yes
- No

Site & Supervisor Information

To be filled out by Faculty Supervisor

Name of Site or School: *

Complete Street Address: *

City: * State: * Zip Code: *

Site Supervisor First: * Last: *

Email: *

To be filled out by Site Supervisor

Highest Academic Degree (Degree & Program): *

Awarding Institution: *

License Information Type: Licence #: Year Issued:

Number of years in the field: *

Field Site Director/Boss/Principal: First: * Last: *

Director/Boss/Principal Email *

Agreement

The parties of this agreement listed on the previous page as the Student, Faculty Supervisor and Site Supervisor agree to those terms for this Fitchburg State University Field Experience.

Whereas,

hereafter referred to as the Field Placement Site, recognizes the professional responsibility of assisting in the teaching of students interested in the behavioral sciences and is interested in providing assistance to the University in its curricula, and, whereas, **Fitchburg State University**, hereafter referred to as the University, is currently conducting an internship program and desires to obtain the assistance of the Field Placement Site in furthering its educational objectives.

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

RESPONSIBILITIES of the UNIVERSITY

1. Use proper administrative channels (agreeable to both parties) to make plans for the educational experience of their students.
2. Acknowledge that students will be expected to comply with current policies and procedures of the Field Placement Site, and the appropriate department of the agency/department.
3. Provide students who meet the minimum academic requirements (as agreed by both parties) necessary to enter the agency/department experience.
4. Propose the internship start and end dates and total number of hours students will be assigned and the expected learning objectives (as agreed by both parties) by the beginning of each semester.
5. Provide a specific faculty member who will serve as liaison with Field Placement Site personnel where necessary.
6. Provide and maintain records and reports necessary for conducting the learning experience.
7. Provide educational objectives for the agency/department experience and curriculum content.
8. To withdraw any student or faculty member from the program when such student or staff person is unacceptable or undesirable to the Field Placement Site for reasons of health, performance of duties, or other reasonable causes.
9. University shall procure and maintain professional liability insurance coverage in the amount of **\$1 million per occurrence and \$3 million in the aggregate** covering all students who participate in the internship program. Evidence of same shall be provided to Field Placement Site and filed in the Office of Academic Affairs. University will notify Field Placement Site in writing, promptly in the event that such coverage is changed or canceled.
10. Require students to provide evidence of current physical examinations, including documentation of Rubella immunity, evidence of immunity to chickenpox (Varicella) provided either through a physician's note or proof of titer, a Negative (-) Mantoux Test, and Hepatitis B Immunity, if required by Field Placement Site. Arrange with the director at the Field Placement Site for an orientation to by-laws, rules and regulations of the Field Placement Site, if applicable.

RESPONSIBILITIES of the FIELD PLACEMENT SITE

1. Provide orientation of the student to the physical facilities, policies, and procedures of the Field Placement Site. Site must adhere to current state COVID-19 directives as well as CDC guidelines.
2. Expect the student to perform only those tasks commensurate with their level of education and experience and furnish direct supervision to provide for the safety and welfare of both client and student.
3. Provide a specific person to oversee the internship agency/department educational program and act as liaison between the Field Placement Site and University.
4. Provide cooperation, when asked, in formal evaluation of students, consonant with educational objectives jointly agreed to by both parties.
5. Provide and maintain the records and reports required by the University for conducting the educational program.
6. Provide an experience under the supervision of qualified personnel that meets the stated objectives of the educational program (as agreed to by both parties). In essence, this means that the student will observe and participate in the Field Placement Site (to the extent allowed by licensing and liability requirements) in accordance with the Field Placement Guide and as outlined herein;

• Hours Worked per Week:

• Total Hours Required:

- Describe the scope of tasks and activities in which the student will be involved over the course of the field placement experience:

*

may require expertise beyond their current capabilities.
(e.g., assaultive clients, emergency situations requiring clinical experience, including medical emergencies, suicidal or psychotic behavior, etc.):

*

RESPONSIBILITIES of BOTH PARTIES

1. No individual participating in this program shall be discriminated against because of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, veteran status, or any other characteristic protected by law.
2. The Field Placement Supervisor and the University's Faculty Supervisor will ensure that student interns do not work more than 40 internship hours per week at the Field Placement Site.
3. To meet as outlined in the internship manual and/or the licensure requirements and review the internship experience.



Testing Center Faculty Approval
Disability Services

978.665.4020 • Hammond Hall 303 • testing@fitchburgstate.edu

Instructor Information

Name *	<input type="text"/>	Phone	<input type="text"/>
Email *	<input type="text"/>	Office	<input type="text"/>

Student Information

Student First Name *	<input type="text"/>	Student Last Name *	<input type="text"/>
Student Email *	<input type="text"/>		

Course Information

Course Name	<input type="text"/>	Semester	<input type="text"/>
Class Location	<input type="text"/>		
Class Day(s)	<input type="text"/>	Class Time	<input type="text"/>

Proctoring Option

- * Please proctor exams in the Disability Services Testing Center, Hammond 303.
 I will proctor this student's exams within my department and will provide accommodations as outlined in this student's accommodation letter.
 I will proctor this student's exams online and will provide accommodations as outlined in this student's accommodation letter.
 N/A there are no exams in my course.
 N/A all exams are online.

Delivery Option*

- * Test will be emailed as attachment to testing@fitchburgstate.edu.
 Test will be delivered to Disability Services via intercampus mail.
 Test will be delivered to Disability Services by professor or designee.

*Test must be delivered at least 1 day in advance.

Return Option

- * Disability Services may return test via campus mail to my department mailbox.
 I will pick up the exam from Disability Services or will send a designee.
 Test can be scanned and emailed to me and a hard copy mailed to my department mailbox.

Test Instructions

Please indicate any materials the student is allowed to have during the test.

Faculty Approval Dynamic Electronic Form (continued)

Time given for the class to take assessment: (Students are given time and a half to complete their quizzes and exams in the Disability Testing Center.)					
Quiz	<input type="text"/>	Exam	<input type="text"/>	Final Exam	<input type="text"/>
NOTE: If the student is caught cheating the exam will be stopped. The exam, any materials used, and a written explanation from our office will be packed up and sent back to you in a sealed envelope via campus mail or held for pickup. We will not allow the student to complete or deliver the exam. It will be your decision to determine the discipline or consequences.					
<hr/>					
* (click to sign)					
<hr/>			<hr/>		
Instructor Signature			Date		
* <hr/>					
Disability Services Signature			Date		
* <hr/>					
Student Signature			Date		
<input type="button" value="Save Progress"/>		<input type="button" value="Submit Form"/>			

Sample Accommodation Agreement letter



160 Pearl Street
Fitchburg, MA 01420-2697
Tel 978.345.2151
www.fitchburgstate.edu

July 8, 2021

TEST PERSON (TESTPERSON)
Sent electronically to rgraddy@fitchburgstate.edu

PERSONAL AND CONFIDENTIAL

Accommodation Agreement

Student: Test PERSON (TESTPERSON) **Date of Agreement:** July 8, 2021

Dear Professor,

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

Accommodations

- Time and a half on exams
- Testing in a quiet, distraction-reduced environment.
- Advanced organizers / Power Point

If your student has testing accommodations please click here.

[TEST CENTER FACULTY APPROVAL FORM](#)

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

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

We look forward to collaborating with you this semester.

Appendix J – Faculty State Ethics Disclosure Form

**FITCHBURG STATE UNIVERSITY
FACULTY DISCLOSURE TO THE STATE ETHICS COMMISSION**

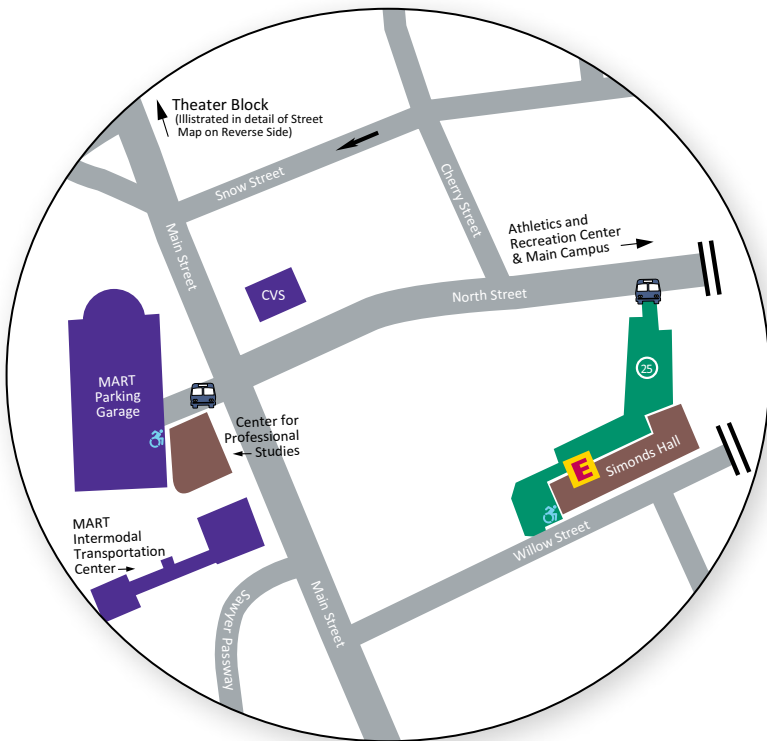
Checklist for Completing the Disclosure Form

- _____ Provide the information requested above the dotted line.
- _____ Sign and date the form.
- _____ Forward the form to the Office of the Vice President for Academic Affairs.
- _____ The form will be returned to you with the President’s determination and signature.
- _____ Make a copy for your files.

Send the original to:

Commonwealth of Massachusetts
State Ethics Commission
One Ashburton Place, Room 619
Boston, MA 02108

PARKING LOT MAP

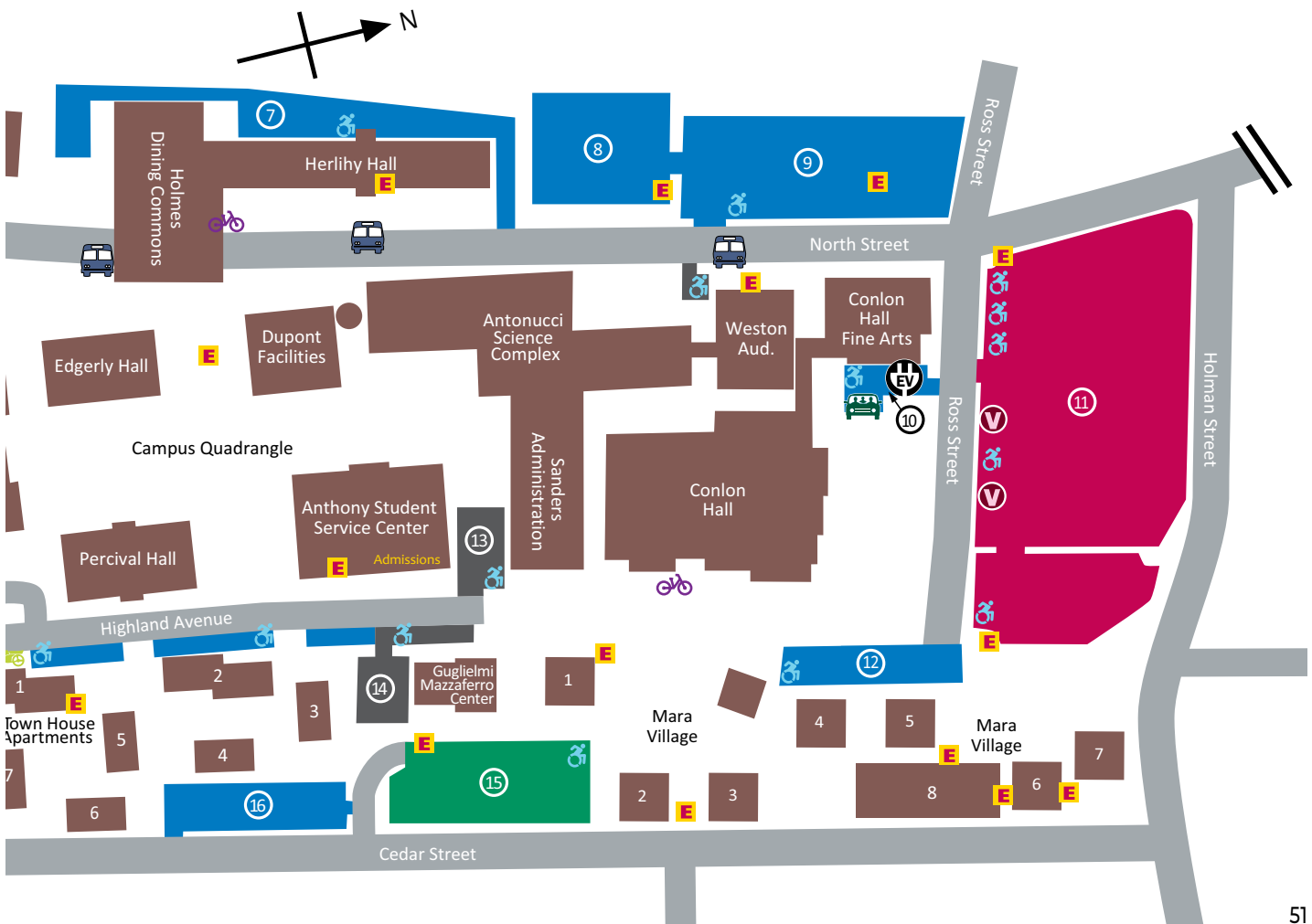
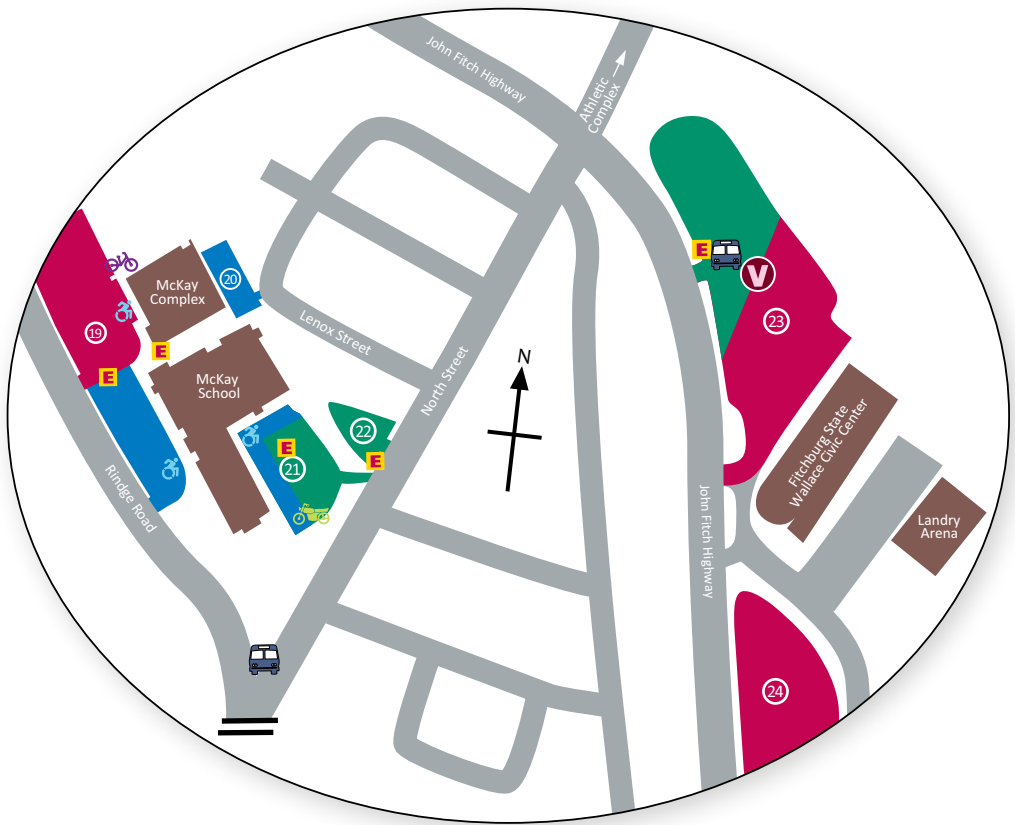


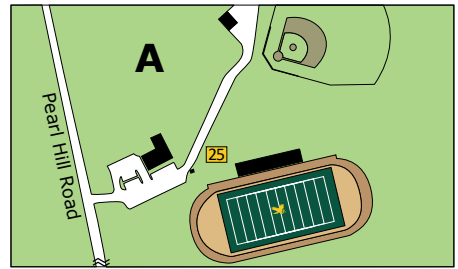
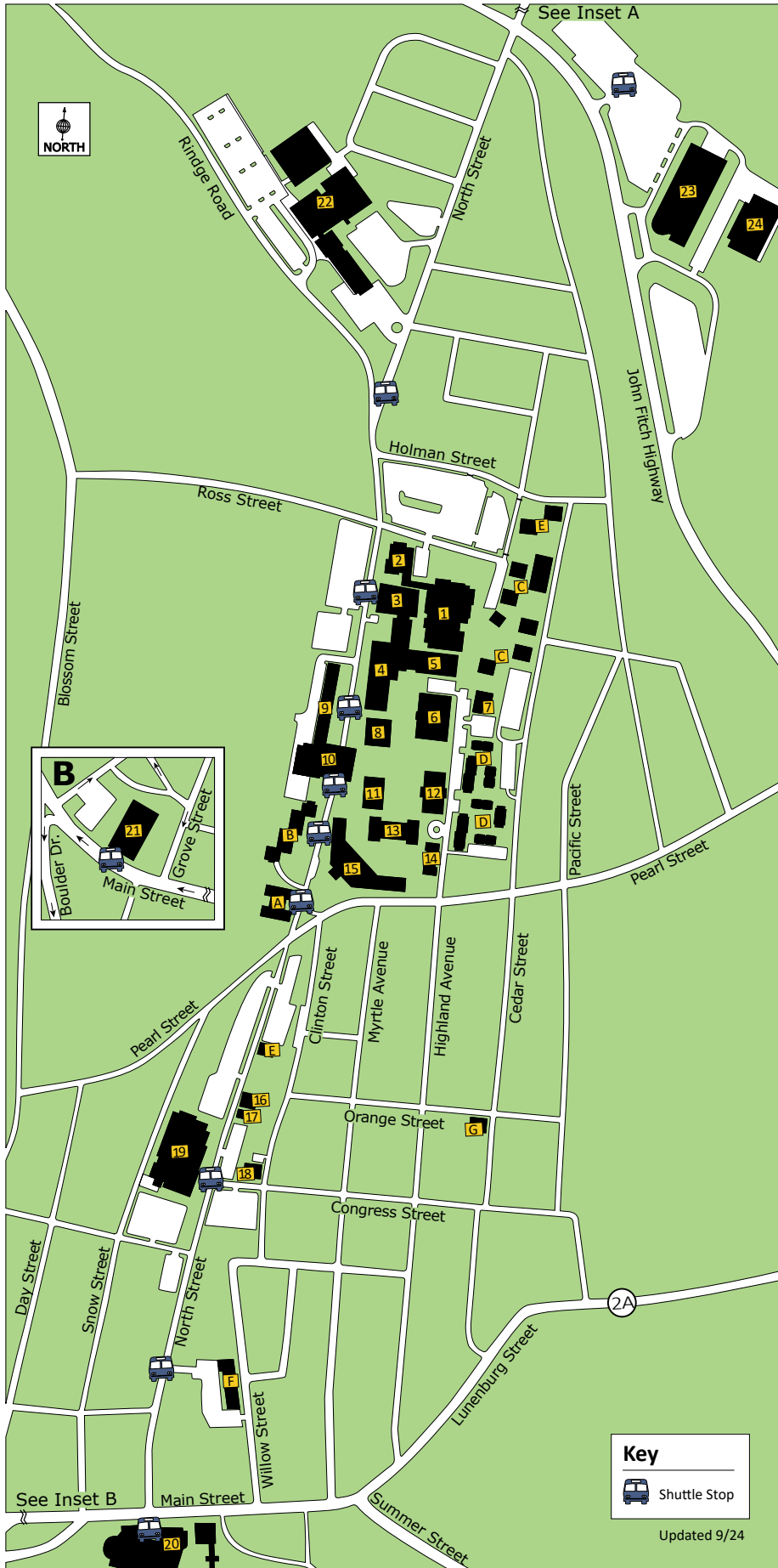
1. Green 1
2. Green 2
3. Congress
4. North 4
5. North 1
6. North 2
7. Herlihy
8. Upper Weston
9. Lower Weston
10. Conlon (rear)
11. Ross
12. Highland
13. Sanders **RESERVED 24/7**
14. Anthony **RESERVED 24/7**
(Admissions guests only)
15. Upper Cedar
16. Lower Cedar
17. Townhouse South
18. South Cedar
19. McKay (front)
20. McKay C (rear)
21. McKay (rear)
22. McKay (lower)
23. Upper Civic Center Shuttle Parking
24. Lower Civic Center
25. Simonds Hall



SYMBOL GUIDE

Staff & Faculty ONLY (blue hangtags)	Electric Vehicle Charging
Commuter Student (red hangtags)	Carpool Parking
Resident 24 Hour (green hangtags)	Motorcycle Parking
Visitor Parking	Bicycle Parking
Accessible Parking	Shuttle Stops
	Emergency Call Box





Campus Buildings

Building	Building Code
1. Conlon Hall	CNIC
2. Conlon Fine Arts	CNFA
3. Weston Auditorium	WEST
4. Antonucci Science Complex	SCI
5. Sanders Administration	SAND
6. Anthony Student Service Center	ANTH
Admissions	
Financial Aid	
Graduate and Continuing Education	
OneCard (ID)	
Registrar	
Student Accounts	
7. Guglielmi Mazzaferro Center	MAZZ
8. Dupont Facilities	DUP
9. Herlihy Hall	
10. Holmes Dining Commons	HOLM
11. Edgerly Hall	EDG
12. Percival Hall	PERC
13. Thompson Hall	THOM
14. Miller Hall	MIL
15. Hammond Hall	HAMM
Amelia V. Gallucci-Cirio Library	
Bookstore	
Campus Center	
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	
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	

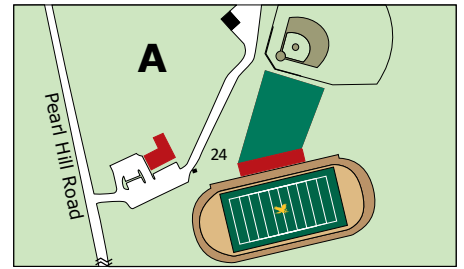
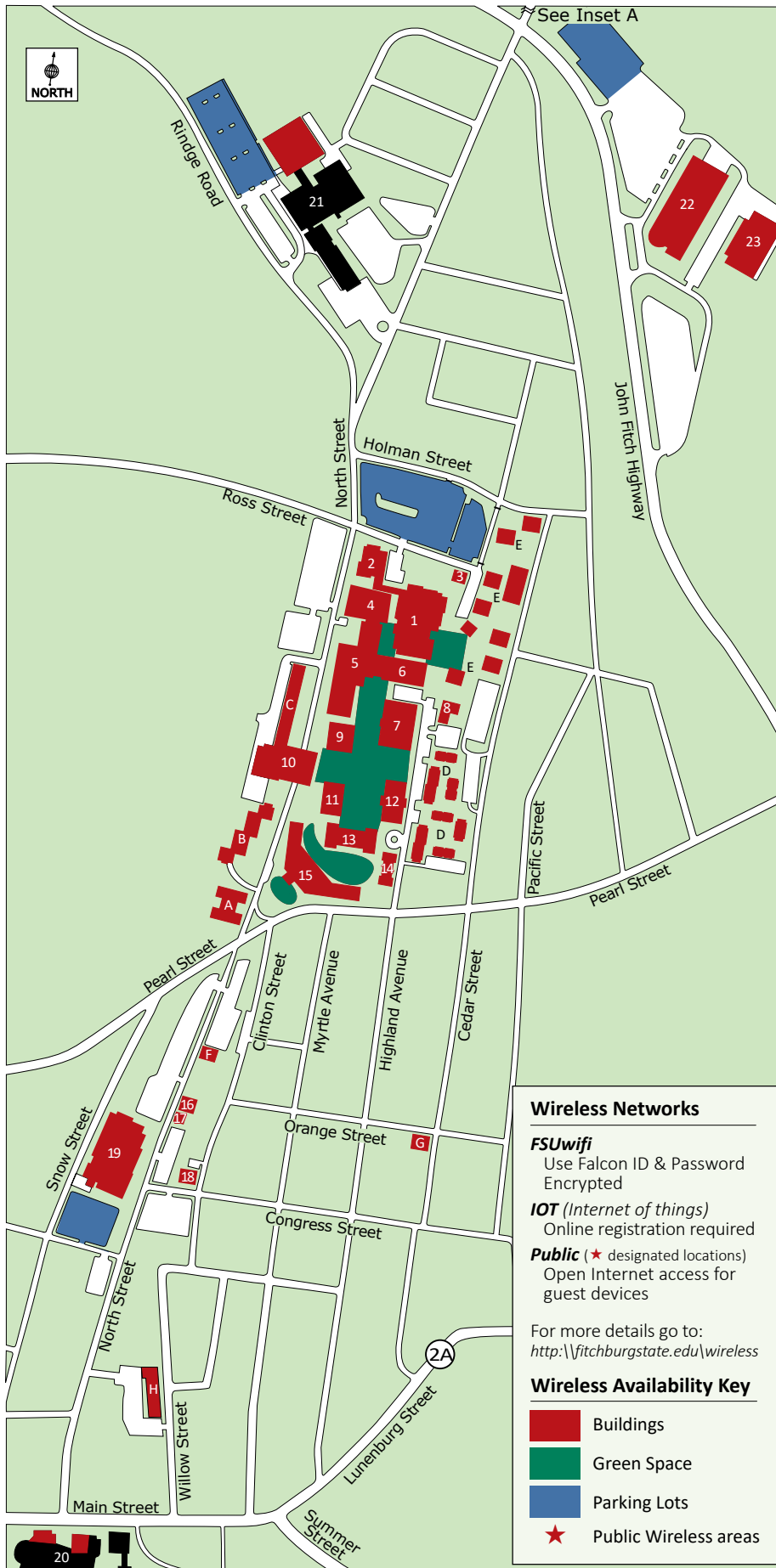
Residence Halls

- A. Aubuchon Hall
Housing & Residential Services
Parking Services
- B. Russell Towers
- C. Mara Village
- D. Townhouse Apartments
- E. North Street Apartments
- F. Simonds Hall
- G. Cedar House



160 Pearl Street
(800) 705-9692

Fitchburg, MA 01420
www.fitchburgstate.edu



Buildings with Wireless

1. Conlon Hall
★ IT conference room
2. Conlon Fine Arts
★ Kent Recital Hall
3. Institutional Research and Planning
4. ★ Weston Auditorium
5. Antonucci Science Complex
★ Conference Room (314)
6. Sanders Administration
★ President's conference room
★ Sanders conference room
7. Anthony Student Service Center
★ Admissions
8. Guglielmi Mazzaferro Center
★ President's Hall
9. Dupont Facilities
★ Facilities conference room
10. Holmes Dining Commons
11. Edgerly Hall
12. Percival Hall
13. Thompson Hall
14. Miller Hall
★ Miller Oval
15. Hammond Hall
★ Ellis White Lecture Hall
★ Alumni rooms
★ Library 1st floor
★ Lounge 1st floor
★ LCU Meeting Room (214)
★ Meeting Room (314)
★ Conference Room (G11)
★ Conference Room (G21)
16. Exercise and Sports Science
17. Healey Guest House
18. University Police Station
19. Athletics and Recreation Center
★ Lobby
★ Gymnasium
20. Intermodal Transportation Center
21. McKay Complex
22. ★ Wallace Civic Center
23. Landry Arena
24. ★ Athletic Complex & Elliot Field

Residence Halls

- A. Aubuchon Hall
- B. Russell Towers
- C. Herlihy Hall
- D. Townhouse Apartments
- E. Mara Village
- F. North Street Apartments
- G. Cedar House
- H. Simonds Hall



Rev 11/24