EXTENDED CAMPUS PROGRAMS

HANDBOOK

FITCHBURG STATE
UNIVERSITY

FITCHBURG STATE UNIVERSITY

Dear Collaborative Partners,

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

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

Sincerely,
Extended Campus Team

Dr. Lisa M. Moison
Associate Dean
School of Graduate, Online, and Continuing Education

Cathy Montague
Administrative Assistant Extended Campus Office

Contents

Courses

Course Offerings

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

Course Numbering System

Undergraduate courses are numbered 1000-4999

Graduate courses are numbered 6000-9999

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

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

Topics Courses

A new course offered through a specific department on a trial basis is assigned a "Topics" prefix and number, e.g. "CRAR 8300 Topics . . ." A "Topics" course may be offered only twice before it must be submitted for full approval by the academic department, then by the Graduate Council and finally by the University President. This process can take a year to complete. If it is not approved, it cannot be offered again. Courses with a PRDV (Professional Development) prefix do not need to go through the Graduate Council and can be offered multiple times.

Online and Hybrid Courses

Students in Extended Campus Programs who are taking online or hybrid courses must register for the course a minimum of 10 days prior to the start date of the course if the partner is using Fitchburg State's Blackboard LMS.

Syllabus

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

Hours of Instruction

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

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

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

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

Enrollment

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

Withdrawals

Students may withdraw from a course without academic penalty prior to the eleventh class or the twenty-sixth class hour for special or institute scheduling courses. Any student who does not attend class, but fails to complete a withdrawal form, shall auto-matically receive a failing grade for the course.

New Courses: Curriculum Development

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

Steps to follow with a New Course Idea:
- Contact Associate Dean of SGOCE
- Review syllabi in database

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

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

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

Faculty

Faculty Approval

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

- Resume
- National Student Clearinghouse release (Masters Degree or higher- terminal degree preferred)
- Adjunct Faculty Pool Form and Master File Form

Faculty Evaluations

Student Evaluations of Faculty

The University will email student evaluation forms to students directly. It is critical that the agencies remind their students to fill these out at the completion of their course. The evaluations are anonymous and results will be emailed to the instructor directly.

Adjunct Faculty Evaluations

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

Course Access

To access class lists and grade rosters go to: *web4-online-services/web4-instructions-for-faculty/*

Web4 pin required.

New Degree-Seeking Student Checklist

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

Set up an advising session

- Contact agency advisor or an SGOCE Program Advisor, Jen Murray at *gceadvisor@ fitchburgstate.edu* or call 978-665-3660.
- Request a plan of study for the degree program you wish to pursue.

Begin admissions process

- Go to *www.fitchburgstate.edu/admissions/graduate/apply* to learn how to apply for a graduate degree.
- Contact an SGOCE Admissions Counselor at *gceadmissions@fitchburgstate.edu* if you have additional questions.
- Graduate Students—check on the Admissions website to see if the program you are applying to requires additional testing.
  Test scores more than 5 years old are not valid. Test scores are not required for applicants to certificate or CAGS programs or for those seeking a second master's degree.
- Undergraduate and International Students should contact Admissions for further details and visit *www.fitchburgstate.edu/admissions*.

Register for courses

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

Get a Falcon Key*

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

Get a One Card*

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

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

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

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

Grades

Grades must be submitted to the University Registrar by the course instructor within 72 hours of the last class via the web-based system. This method ensures direct and immediate grade submission.

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

Grading System

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

Undergraduate Student Grades

Grades are awarded on a numerical scale as follows:

Fitchburg State Grade*	One Hundred Point Equivalency	Letter Grade Equivalency
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

Incomplete

- An Incomplete (IN) is given in lieu of a grade if a student has successfully completed at least 80% of the required course work but cannot complete the rest due to certifiable illness or the death of an immediate family member.
- Students must complete the required course work by the end of the fourth week of classes of the following semester in order to receive a grade; otherwise the IN is automatically changed to a grade of 0.0.
- While an IN is not counted in determining academic status, it may have an impact on eligibility for financial aid and athletic participation.
- Grades that result from the fulfillment of an IN will not remove a probationary, suspension, or dismissal status, nor will they count toward Dean's List or President's List eligibility.

Graduate Student Grades

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	

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

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

Registration & Payment

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

Advertising Policy

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

Degree Programs

Request to Implement

Prior to implementing a new degree program a completed and approved Request to Implement form is required. The form must be submitted to the university at least 60 days prior to the start date for new programs and 30 days prior for replacement programs. Plans of Study must be attached to each Request to Implement (*Appendix 12*)

Plans of Study

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

Educator Licensure

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

District-Based Licensure

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

Faculty & Courses

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

Faculty Meetings

Degree programs require two annual faculty meetings with the Associate Dean of the School of Graduate, Online and Continuing Education and the Graduate Program Chair / Undergraduate Program Manager, and the Dean of Education / Dean of Graduate, Online, and Continuing Education.

Library Services

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

Activate your library account online at *http://library.fitchburgstate.edu/facilities-services/technology-assistance*

Admissions

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

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

Agency Degree Candidates

At the start of each semester the agency must supply Graduate Program Chairs and the Associate Dean of the School of Graduate, Online, and Continuing Education programs with lists of all degree program participants including address, phone number and email address for each student.

Academic Advising

The University assigns an advisor or site coordinator who acts as the academic advisor to degree seeking students upon acceptance into a degree or certificate program. This person is the primary contact for all advising questions. If there are problems reaching him/her, the SGOCE Advisor can assist you. General academic advising is available Monday through Friday from 8 am–5:00 pm at 978-665-3660.

Appendices

Appendix 1—Course Request Chart

	*Course Prefix	*Course Number	Title	Credits	**Instructor	Location	Dates & Days of Wk	Start/End Time	Start Date	End Date

Agency Name
Schedule of Courses
*Please enter Course Prefix and Course Number unless this is a new course
**Please indicate if instructor is new

Appendix 2—Criteria for Assigning Graduate Course Levels

Fitchburg State University
Criteria for Assigning Graduate Course Levels

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

*Up to two PDEV/PDMT courses may apply to a master's program with written approval of the advisor or program chair.
*PDEV/PDMT courses may not apply to CAGS programs.

Appendix 3—Graduate Council Forms

FITCHBURG STATE UNIVERSITY   ACADEMIC YEAR 2012–2013   GCE #12-13-____
GRADUATE COUNCIL COURSE APPROVAL

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

Course title: _____

Faculty member(s) who developed the course: _____

Contact person: _____

Course Description: If the course description included in the
this course proposal for publication use.

Rationale for offering the course:

FITCHBURG STATE UNIVERSITY   ACADEMIC YEAR 2012–2013   GCE #12-13-____
GRADUATE COUNCIL PROGRAM PROPOSAL

It is required that you follow this format when presenting a new Graduate Program
or change in a Graduate Program.
Please submit the typed original with all required signatures to the Graduate Council.

Program Title: _____

Department or other unit proposing the program: _____

Contact person: _____

List members of the Graduate Curriculum Committee:

This is this a: ☐ Program/policy change   ☐ New program or track

This refers to a (check all that apply): ☐ Certificate Program   ☐ Teacher Licensure Program

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

Population/anticipated enrollment/staffing plan (i.e., Who/how many will program serve?)

Appendix 4—Distance Learning Course Development Proposal (if using university Blackboard LMS)

FITCHBURG STATE UNIVERSITY
GRADUATE AND CONTINUING EDUCATION

DISTANCE LEARNING
COURSE DEVELOPMENT PROPOSAL

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

To be Completed by the COURSE DEVELOPER

Name: _____

Phone Number: _____ Department: _____

Email: _____

Course Title: _____ Semester Hours: _____

Course Level: ☐ Graduate ☐ Undergraduate Course Prefix & Number: _____

If this course is an undergraduate liberal arts and sciences course, which core requirements does this course satisfy?

(Check all that apply) ☐ The Arts ☐ Citizenship and the World ☐ Science, Math and Technology ☐ Global Diversity

Does this course satisfy requirements of a major? ☐ Yes ☐ No If yes, what major(s)?: _____

Course Development Timeline: _____

Semester to be Offered ☐ Fall ☐ Spring ☐ Summer ☐ Winter Year: _____

What course materials will be needed to provide this course through distance learning? (Check all that apply)

☐ Textbook ☐ Video ☐ CD-ROM ☐ Software ☐ Equipment ☐ Other: _____

Which of the above items would be at the student's expense? ☐ All ☐ None ☐ Other: _____

Rationale for Online Course Development
Please indicate your rationale for seeking approval to develop this course for online delivery (i.e. curricular and program needs):

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

Appendix 5—Syllabus Guidelines

1

Fitchburg State University
EDUCATOR Programs
Comprehensive Syllabus

Semester Year
Course Prefix and Number
Course title [as it appears in catalogue] ___Credit hours
Day(s) and time of classes

Instructor:
Office:
Telephone:
E-mail:
FAX:
Office Hours:

COURSE DESCRIPTION:

[This paragraph must be taken directly from the catalogue description of the course. In addition to this paragraph you may choose to provide more information in the copy you distribute to students.]
If you plan on matriculating into a graduate program at Fitchburg State University, please be aware that twelve semester hours of Fitchburg State University credit taken within a year prior to the student's admission may be applied to the degree program with the approval of the program chairperson. Anything over 12 credits prior to matriculation will NOT be accepted towards the degree.

TEXTS: [In addition to your texts the following two must be included. Please use APA format.]

Fitchburg State University Teacher Preparation Programs. *Conceptual Framework.* Fitchburg, MA: 2003.

Massachusetts Department of Education. (2000-2002). *Curriculum Frameworks.* Malden, MA: Author. (when relevant)

[Include all Reserve Reading in Library if used.]

Fitchburg State University Teacher Education Conceptual Framework

Knowledgeable

Caring *Ethical*

Skillful

Appendix 6—Rubric for Evaluating Syllabi

FITCHBURG STATE UNIVERSITY

EXTENDED CAMPUS PROGRAMS
COURSE SYLLABUS RUBRIC

Course: _____ Instructor: _____

Program: _____ Date: _____

Ranking
1 = Needs work; may be missing crucial elements; provides weak explanation.
2 = Acceptable; includes minimum explanation.
3 = Target; provides clear, well-written explanation.

Category	1	2	3
Syllabus Heading • Identifies the course, with name of department/program, course number, title of course, credit hours, semester/days/times (e.g., Fall, 2005, T/Th 5-7:30 PM). • Identifies instructor's name, title and contact information (e.g., phone/email/office hours/location).			
Course Description • Provides paragraph narrative overview. • Describes pre-requisites.			
Materials/Texts • Includes texts that are REQUIRED for the course. • Uses full bibliographical citations (in APA format) for all reading materials (author, date, text, place of publication, publisher). • Provides current text(s) (within five years, in most cases).			
Learning Outcomes/Objectives • Lists precisely what the students will learn by taking this course. • States in learner-centered, measurable terms. • Includes elements which express how students will acquire content knowledge, as well as comprehend, apply, analyze, synthesize and evaluate material (Bloom's Taxonomy). • Characterizes the outcomes in unambiguous terms, using active verbs. • Aligns to framework			
Instructional Strategies/Methodology • Includes explanation of how material will be taught, relating teaching approach to learning outcomes (lecture, small group discussion, video analysis, group/individual presentation, etc.). • Includes evidence that diversity of methodology is included. • Informs students that graduate level work is expected, that is, work rooted in adequate theory and requires a high level of critical thinking, analysis and synthesis of material. • Identifies technology initiatives			
Course Requirements • Defines student assignments in as much detail as possible. • Includes purpose for assignment/test. • Clarifies cognitive skills necessary for success (e.g., at the end of the first unit, your knowledge of _____ will be tested). • If required to complete research project/paper, includes information about page numbers, number of citations, citation style, key questions, etc. • Provides rubric for assignment assessment.			
Evaluation/Grading Policy: • Describes in detail how students are to be graded (e.g., research paper (30%); journal entries (15%), tests (30%); etc.). • Allows for participation grade of NO MORE THAN 10%. • Notes the percentage or point system used to weigh the final grade (A, B, C, and F).			

Appendix 7—Graduate Courses: Syllabus Guidelines/ Course Information

Appendix 8—Library Statement

Appendix 9—Special Scheduling Request

Appendix 10—SGOCE and Extended Campus Faculty Pool Forms

EXTENDED INSTRUCTION PROGRAM APPLICATION
GRADUATE AND CONTINUING EDUCATION
FACULTY POOL

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

Extended Program Agency intended to teach for:_____

Name _____   Date _____

Address_____

_____

Signature_____

_____

Office Use Only

Date entered pool _____   All Paper Requirements Have Been Submitted:

Semester _____ Year _____   _____

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

                                        _____

                                       Approved by Dean of Education:

                                        _____

EXTENDED INSTRUCTION PROGRAM
INTRUCTOR MASTER FILE
INFORMATION REQUEST

The following information is required for the faculty master file:

Name: _____
          First   Middle   Last

Social Security # _____ - _____ - _____

Date of Birth (month/day/year) _____

Home Address _____
                 Number   Street

_____
          City   State   Zip Code

Home Telephone # (_____)_____ Business: (_____)_____
           Area Code   Number   Area Code   Number

Email Address _____ Fax # _____

Work Address _____
              Business/Agency   Number   Street

_____
          City   State   Zip Code

Highest Degree:_____ Date Awarded: _____

College or University:_____

_____

FOR OFFICE USE ONLY

Instructional Specialization:_____ Location:_____

Visiting Lecturer Rank:_____ Date of Appointment:_____

FITCHBURG STATE UNIVERSITY
CONTINUING EDUCATION FACULTY POOL
Extended Instruction Program

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

PLEASE NOTE

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

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

❑   Instructor Master File Information Request (attached)

❑   Resume

❑   Degree authorization form (for higheste degree).

Please return all documentation to
cmontague@fitchburgstate.edu or mail to the address
below.

Fitchburg State University
Extended Campus Programs
Attn: Cathy Montague
160 Pearl Street
Fitchburg, MA 01420

Appendix 11—Evaluation Form (degree program only)

APPENDIX D-2 (a)
(ARTICLE IX - EVALUATION - D(2), P.35)
CLASSROOM VISITATION FORM

Faculty Member's Name _____

College: _____ Department: _____

Date of Visitation: _____

Using the following key, indicate the degree to which you agree with the statements listed below by circling the appropriate category. Mark your response in INK.

SA – Strongly Agree   A – Agree   N – Neither Agree Nor Disagree

D – Disagree   SD – Strongly Disagree   NA—Not Applicable

1. The instructor seemed to be concerned with whether the students learned the material.	SA	A	N	D	SD	NA
2. The instructor encouraged students to express opinions.	SA	A	N	D	SD	NA
3. The instructor appeared receptive to new ideas and others' viewpoints.	SA	A	N	D	SD	NA
4. The student had an opportunity to ask questions.	SA	A	N	D	SD	NA
5. The instructor generally stimulated class discussion.	SA	A	N	D	SD	NA
6. The instructor covered appropriate amount of material.	SA	A	N	D	SD	NA
7. The instructor appeared to relate the course concepts in a systematic manner.	SA	A	N	D	SD	NA
8. The class was well-organized.	SA	A	N	D	SD	NA

ADDITIONAL REMARKS (OPTIONAL)

_____

_____
                                        This is to certify that I have read this document.

_____   _____
DGCE Chair   Faculty Member's Signature

_____   _____
Date   Date

126955_1

Appendix 12—Request to Implement (degree programs only)

FITCHBURG STATE UNIVERSITY

EXTENDED CAMPUS
REQUEST TO IMPLEMENT

Please route form expediently, maximum 30 days

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

Submitted by: _____

Agency: _____

Location: _____

Anticipated cohort size: (Recommended minimum: 30) _____ Cohort #: _____ Semester Year: _____

Expected Start Date: _____ Expected End Date: _____

Payment Model: ☐ Agency Pays Faculty ☐ Fitchburg Pays Faculty ☐ Grant Pays Faculty

Academic Program: (check all that apply)
☐ Replacement Cohort*   ☐ Additional Cohort*   ☐ Track
☐ Undergraduate Certificate   ☐ Graduate Certificate Program   ☐ CAGS Degree
☐ Undergraduate Degree Program ☐ Graduate Degree Program   ☐ New Location

☐ Other: _____

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

Attach Academic Plan of Study and identify residency courses with*
Are there any changes to the approved Plan of Study? ☐ yes ☐ no
Is the proposed program intended for certification/licensure in Massachusetts or any other state? ☐ yes ☐ no
If yes, is Fitchburg State University the sponsoring organization for the state approved licensure program? ☐ yes ☐ no

Academic Program Chair or Manager (proposed): _____
Resource Impact/attach

Instruction: (Check all delivery modes that apply)
☐ Non-Union faculty (extended campus only) ☐ Fitchburg State adjunct faculty ☐ Full-time Fitchburg State Faculty ☐ Distance Learning

		☐ approve ☐ deny			☐ approve ☐ deny
Program Chair/Manager	Date		Department Chair	Date	
		☐ approve ☐ deny			☐ approve ☐ deny
Interim Dean of Education	Date		Dean of Graduate & Cont. Ed	Date	
		☐ approve ☐ deny			☐ approve ☐ deny
Dean of Enrollment Management	Date		VP of Academic Affairs	Date	
		☐ approve ☐ deny			☐ approve ☐ deny
Director of Extended Campus	Date		Director of Admissions	Date	

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