



 **FITCHBURG STATE
UNIVERSITY**

Student Handbook 2016–2017

Dear Fitchburg State Student:

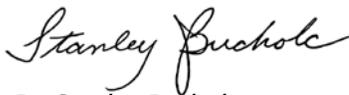
The Student Handbook is a source of useful information and a presentation of the policies we live by at Fitchburg State University. Underlying all of that is a special spirit that I hope you will discover and come to enjoy. That special spirit encompasses:

- **A community of learners.** We focus on learning and growing as members of the campus community.
- **An achievement-orientation.** We set goals and then work hard and consistently to meet them in all facets of the university experience.
- **A blending of liberal arts education, preparation for professional life and student development opportunities.** We learn by exploring a broad range of subjects and develop academic and life long skills through our work in the classroom, involvement in organizations, participation in campus activities and activism in the community.
- **A sense of civility.** We act in a civil way toward each other in our classes, at meetings, at athletic contests, during activities and events, and in our living environment.

What you bring to Fitchburg State University is important as well; your goals and aspirations, your special strengths and personality, and your willingness to do all you can to be an active member of our community. Participating fully in the life of the university, from the classroom and library to student activities and special events, is the best way to *learn how far you can go*.

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

Sincerely,



Dr. Stanley Bucholt

Dean of Student and Academic Life

University History & Mission	1	Fitchburg Anti-Violence Education (FAVE)	14
Mission Statement	2	Financial Aid.....	14
Vision.....	2	Graduate and Continuing Education	15
Core Values	2	Housing and Residential Services.....	15
Student Representation on Committees	2	Information Technology	17
Subject to Change Notice	2	International Education	18
 		Math Center.....	18
Student Rights and Responsibilities.....	3	Parking Services	19
All University Committee	3	Placement Test Center	19
Affirmative Action Statement	3	Recreation Services.....	19
Accommodations for Persons with Disabilities	3	Registrar’s Office.....	20
Institutional Discrimination Complaint Procedures	4	Student and Academic Life.....	20
Jury Duty	4	Student Accounts.....	21
Bill of Rights.....	4	Student Conduct, Mediation and Education.....	22
Access to Higher Education	5	Student Development.....	22
Affirmative Action Policy	5	Student Health Services.....	23
Financial Obligations.....	6	Student Mail Center	24
Immunization Requirements	7	Tutor Center	24
Insurance for Property.....	7	University Police.....	26
Notification of Student Rights under FERPA.....	7	 	
 		Student Organizations	27
Campus Resources & Services	9	Student Government Association (SGA).....	27
List of Offices.....	9	Student Clubs and Organizations	28
Academic Advising Center	9	Recognized Student Organizations	29
Academic Affairs	9	Recognition of Student Organizations	33
Academic Success Center	10	Criteria Organizations Must Meet to be Recognized	33
Amelia V. Gallucci-Cirio Library	10	Rights, Privileges and Responsibilities of Recognized Student Organizations	34
Bookstore	10	 	
Career Center	10	Intercollegiate Athletics.....	37
Center for Diversity and Inclusiveness	11	Overview.....	37
Center for Italian Culture	11	Intercollegiate Sports	37
Chartwells Dining Services.....	11	Academic Eligibility	37
Counseling Services.....	12	Facilities	38
Disability Services.....	12	Fitchburg State University Athletics Sportsmanship Code.....	38
Expanding Horizons	13	Athletic Department Policies.....	39

Academic Policies 41

Structure of Academic Deans 41
Absences 41
Advisors 41
Attendance 41
Course Registration 42
Withdrawing from Fitchburg State University 42
Academic Standing 43
Grades 43
Major Changes 44
Transcripts 44

Campus Policies 45

Academic Integrity Policy 45
Acceptable Use Computer Policy 46
One Card Program Agreement 46
End of the Spring Semester Event Policy 47
Good Neighbor Policy 47
Human Studies Policy 47
Non-Discrimination Policy & Affirmative Action Policy 48
Discrimination and Sexual Violence Policy 48
Policy Against Gambling 49
Policy Against Hazing 49
Poster Policy 49
Privacy and Confidentiality Regulations 50
Raffle Policy 50
Smoking Policy 50
Solicitation Policy 50
Student Code of Conduct 51
Emergency Transports 51
Student Parking Policy 51
Use of the Quad 51
Weapons Policy 52
Defensive Sprays 52

Substance Abuse Policy 53

Introduction 53
Drug-Free Schools and Communities Act 53
University Alcohol Policy 53
Federal and State Drug Laws 55
Drugs and Other Substances 56
Disciplinary Process 56
Parental Notification 56
AlcoholEDU for College 56
Guidelines for Substance Abuse Counseling/Treatment 56
Health Risks of Substance Abuse 57
Controlled Substances—Uses and Effects 57

Phone Directory & Maps 59

Departments and Offices 59
Undergraduate Evening Programs 60
Post Baccalaureate Certificate Programs 60
Graduate Programs 60
Quick Reference Guide 61
Campus Buildings 62

Index 63

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

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

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

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

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

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



Mission Statement

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

Vision

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

In order to achieve this, we will:

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

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

Core Values

Accessibility

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

Affordability

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

Subject to Change Notice

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

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

Community

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

Enrichment

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

Excellence

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

Student Representation on Committees

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

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

All University Committee

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

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

AUC Standing Committees are as follows:

- Academic Policies
- Curriculum
- Student Affairs

Affirmative Action Statement

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

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

Jessica Murdoch, Associate Vice President, Human Resources and Affirmative Action Designated Coordinator for Title IX, Section 504 and Title II of the ADA (978) 665-3172.

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

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



Accommodations for Persons with Disabilities

Disability Services

Disability Services provides reasonable accommodations for Fitchburg State students, allowing equal access to all university programs and services.

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

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

Services & Accommodations

Some examples of services and academic accommodations are listed below.

Please note that this is not a comprehensive list of services.

- Adaptive software and computer equipment (such as text-to-speech and magnification)
- Testing accommodations (such as out of classroom testing and extended time testing)
- Alternate format materials (such as Braille or electronic text)
- Assistive listening devices
- Sign language interpreters
- Reduced course load waiver (below 12 credits)
- Academic skill-building workshops
- Support with the development of leadership, self-advocacy and self-determination skills

How to Register

To request support services and accommodations:

1. Complete Disability Services Registration form (available online at fitchburgstate.edu/disabilityapp).
2. Provide us with recent disability documentation.

3. Make an appointment to meet with the director of Disability Services to discuss the accommodations available to you based on history and symptoms of your disability.

For comprehensive information about obtaining accommodations, please call (978) 665-4020 or visit our web site at fitchburgstate.edu/disability.

Academic Accommodations

All accommodations are provided based upon assessment of individual need. Students requesting an accommodation that will enable them to fully participate in academic or campus activities should follow these procedures:

- Submit the appropriate documentation to Disability Services from a certified diagnostician
- Complete a registration form
- Meet with a member of the Disability Services Staff

Testing Accommodations

Students with a disability needing testing accommodations for placement exams or other standardized tests must submit requests for accommodations to Disability Services. Extended time, out-of-classroom testing, and other alternative testing are options offered to eligible students with a disability.

Reduced Course Load

Waivers may be available to students with disabilities who need the accommodation of a reduced course load. Waivers are granted by the Dean of Student and Academic Life. Students with disabilities needing the accommodation of a reduced course load will not be penalized by Financial Aid or Campus Living.

Service and Assistance Animals

Fitchburg State recognizes the importance of Service and Assistance Animals to individuals with disabilities and has established a policy regarding Service Animals and Assistance Animals, to assist people with disabilities. Requirements are set forth in the policy, and inquiries may be directed to disability services.

Institutional Discrimination Complaint Procedures

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

Hard copies of the Discrimination Complaint Procedures are available in the Human Resources and Affirmative Action Office, and Office of Student and Academic Life. The Discrimination Complaint Procedures are also available at: fitchburgstate.edu/hr/affirmativeaction.

Further advice or information regarding the university's Discrimination Complaint Procedures may be obtained by contacting Jessica Murdoch, Associate Vice President for Human Resources and Affirmative Action, and Designated Coordinator for Title IX, Section 504 and Title II of the ADA, at (978) 665-3172. or Dr. William Cummings, Deputy Title IX Coordinator at (978) 665-3130.

Jury Duty

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

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

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

Bill of Rights

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

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

Access to Higher Education

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

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

Affirmative Action Policy

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

Of particular interest to students are the following:

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

Jessica Murdoch, Associate Vice President
Human Resources and Affirmative Action
Designated Coordinator for Title IX
Section 504 and Title II of the ADA
(978) 665-3172; or

U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
Telephone: (617) 289-01111
FAX: (617) 289-0150
TDD: 877-521-2172
Email: OCR.Boston@ed.gov

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

Jessica Murdoch, Associate Vice President
Human Resources and Affirmative Action
Designated Coordinator for Title IX
Section 504 and Title II of the ADA
(978) 665-3172; or

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

U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
Telephone: (617) 289-01111
FAX: (617) 289-0150
TDD: 877-521-2172
Email: OCR.Boston@ed.gov

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

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

Inquiries regarding compliance may be directed to:

Jessica Murdoch, Associate Vice President
Human Resources and Affirmative Action
Designated Coordinator for Title IX
Section 504 and Title II of the ADA
(978) 665-3172; or

U.S. Department of Education
Office for Civil Rights
33 Arch Street, 9th Floor
Boston, MA 02119-1424
Telephone: (617) 289-01111
FAX: (617) 289-0150
TDD: 877-521-2172
Email: OCR.Boston@ed.gov

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

Financial Obligations

Financial Aid recipients who are considering withdrawing from the university are urged to contact the Financial Aid Office. Withdrawal may result in the student owing a balance to the university and/or owing a repayment to federal or state aid programs. Please refer to the Financial Aid section of this handbook for additional information.

Notice of Availability

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

Family Educational Rights and Privacy Act (FERPA)

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

Location: fitchburgstate.edu/registrar

E-mail: registrar@fitchburgstate.edu

Contact: Registrar Phone: (978) 665-4196

FFEL/Direct Loan Deferments for Performed Services

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

Location: fitchburgstate.edu/finaid

E-mail: finaid@fitchburgstate.edu

Contact: Director of Financial Aid Phone: (978) 665-3156

Financial Assistance Available

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

Location: fitchburgstate.edu/finaid

E-mail: finaid@fitchburgstate.edu

Fitchburg State University Catalog
Contact: Director of Financial Aid Phone: (978) 665-3156

Cost of Attendance—Undergraduate Day

Description: Cost of attendance for undergraduate day students.

Location: fitchburgstate.edu/studentaccnts

Contact: Director of Student Accounts

E-mail: stuaccnts@fitchburgstate.edu Phone: (978) 665-4126

Cost of Attendance—GCE

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

Location: fitchburgstate.edu/gce

E-mail: gce@fitchburgstate.edu

Contact: Dean of Grad. and Cont. Ed. Phone: (978) 665-3182

Return of Title IV Funds Refund Policy

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

Location: fitchburgstate.edu/finaid

E-mail: finaid@fitchburgstate.edu

Fitchburg State University Catalog
Contact: Director of Financial Aid Phone: (978) 665-3156

Withdrawal Policy

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

Location: *Fitchburg State University Catalog*

Contact: Dean of Student & Academic Life

Phone: (978) 665-3130

Academic Programs

Description: Information regarding Fitchburg State's academic programs.

Location: fitchburgstate.edu/academics

Fitchburg State University Catalog

Contact: Associate Vice President for Academic Affairs

Phone: (978) 665-3168

Accreditation/Approval/Licensure

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

Location: fitchburgstate.edu/community/aboutus/facts

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

Phone: (978) 665-3168

Special Facilities and Services for Students with Disabilities

Description: Special services and facilities available for disabled students.

Location: fitchburgstate.edu/disability

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

Study Abroad

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

Location: fitchburgstate.edu/finaid

E-mail: finaid@fitchburgstate.edu

Contact: Director of Financial Aid Phone: (978) 665-3156

Completion/Graduation Rates

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

Location: fitchburgstate.edu/planningandir

Contact: Director of Institutional Research Phone: (978) 665-3171

Campus Security/Fire Report

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

Location: fitchburgstate.edu/campuspolice

Contact: Chief of Campus Police

Phone: (978) 665-3111

Report on Athletic Program Participation Rates and Financial Support Data

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

Location: Athletics Department E-mail: slauder@fitchburgstate.edu

Contact: Director of Athletics

Phone: (978) 665-3314

Immunization Requirements

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

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

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

Insurance for Property

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

Notification of Student Rights under FERPA

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

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

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

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

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

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

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

- A. To school officials with legitimate educational interests; A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- B. To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;
- C. To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (under the Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the university, and accrediting organizations;
- D. In connection with a student's application for, and receipt of, financial aid;
- E. To comply with a judicial order or lawfully issued subpoena;
- F. To parents of dependent students as defined by the Internal Revenue Code, Section 152;
- G. To appropriate parties in a health or safety emergency; or
- H. To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the university.
- I. The university may disclose the result of a disciplinary proceeding to a parent or guardian as long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of university drug or alcohol policies, or any federal, state, or local law.

- J. To students currently registered in a particular class section, the names and e-mail addresses of others on the roster may be disclosed in order to participate in class discussion.

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

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

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

List of Offices

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

Academic Advising Center

Hammond Hall, Third Floor, Suite 322
(978) 665-3319, (978) 665-3321
fitchburgstate.edu/advisingctr

The Academic Advising Center specializes in assisting students who are pre-major (Focus on the Future), experiencing academic difficulty, needing help in interpreting specific academic regulations and seeking credit for life experience (LECAP). The center is administratively staffed to assist students in making the best possible use of their academic experience.



Academic Affairs

Sanders Administration Building, Suite 203
(978) 665-3168

fitchburgstate.edu/aa

Dr. Cathy Canney, Associate Vice President for Academic Affairs

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

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

Mr. Brian Bercier, Interim Dean of Graduate and Continuing Education

Dr. Stanley Bucholc, Dean of Student and Academic Life

Dr. Jane Fiske, Interim Dean of Arts and Sciences

Dr. Sean Goodlett, Interim Dean of the Library and Student Support Services

Dr. Meg Hoey, Interim Dean of Health and Natural Sciences

Ms. Pamela McCafferty, Assistant Vice President for Institutional Research and Planning

Dr. Bruno Hicks, Dean of Education

Academic Success Center

Hammond Hall, Third Floor
fitchburgstate.edu/success

The Academic Success Center is a cross-divisional, collaborative group that provides services with the common goal of supporting students to attain their academic success. The center's approach is proactive while fostering the development of the whole person and reaching out to the entire Fitchburg State University community of students, faculty and staff. It is expected that the effective use of these services will increase Fitchburg State University student retention rates. The Academic Success Center is comprised of the following: Academic Advising Center, Career Center, Center for Diversity and Inclusiveness, Expanding Horizons, International Education, Math Center, Tutor Center, and Placement Test Center.

Amelia V. Gallucci-Cirio Library

Hammond Hall
(978) 665-3196 fitchburgstate.edu/library
Sean Goodlett, Ph.D., Interim Dean

Regular Library Hours

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

Be sure to check with the Library for special holiday and exam schedule hours.

Located in the Hammond Hall, the Library is a comprehensive information center dedicated to enhancing the learning experience of all Fitchburg State University students. Services are provided by six librarians and they include reference desk coverage, library instruction, electronic reserves, interlibrary loans, and a computerized catalog. All collections and services are available to Distributed Learning students and the library allows off-campus access to all databases. The Library is open 90-95 hours per week, seven days a week, and provides study tables and a study room, carrels and seating on four floors. It houses a collection of 190,000 print volumes which consists of books, and the 95,000 microfilm/fiche collection and access to 145 on-line databases via the Internet. Databases include e-books, e-journals, full-text journals, reference books, indexing, online music streaming & abstracting services.

The Center for Italian Culture can be found on the fourth floor.

Bookstore

Hammond Hall, Street Level
(978) 665-4026 fitchburgstate.bkstr.com
Melissa Hendry, Store Manager

The Fitchburg State University Bookstore is your one stop destination for all your campus needs. In the textbook department, students can choose to purchase New or Used, Rent New or Used, or even purchase digital formats of textbooks. The Bookstore offers Price Match! If you find an identical in-stock textbook for rent or purchase priced lower, they will match the difference. See store for more details. The clothing department features the latest in campus attire to send you to class in style.

A wide selection of dorm supplies, art supplies, paper and presentation materials, electronics, health and beauty supplies, gifts and accessories are available all year long to meet the student's needs. Follett Higher Education Group operates the Fitchburg State University Bookstore; a family owned bookstore provider for more than 137 years. Online shopping is available 24/7 at www.fitchburgstateshop.com.

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

Career Center

Hammond Hall, Third Floor, Suite 318
(978) 665-3151 fitchburgstate.edu/careercenter
Erin C. Kelleher, Director

The Career Center's mission is to assist undergraduate and graduate students in understanding the relationship between academic, and career choices. The staff teaches students and alumni the skills that will enable them to make informed career decisions and successful transitions. More specifically, the office assists clients in developing, evaluating, and implementing career education and employment goals.

To this end, the Career Center provides a variety of programs and activities to assist students and alumni in planning for career choices during and after attendance at Fitchburg State University. The office provides all aspects of career guidance and counseling, as well as assisting students in the school to work, or undergraduate to graduate school transition. Career Center offers appropriate information for all stages of a student's career development.

The services provided include:

- Career counseling, graduate school advisement and career assessment/interest inventories, as well as group workshops and individual sessions on all aspects of how to conduct a successful job search, including career exploration, resume preparation, and interviewing skills
- An online job posting service on the Internet through College Central at collegecentral.com/fitchburg

Career Library

The Career Library, housed within the Career Center, is an extensive collection of up-to-date career information in paper and electronic media. The library contains organizational directories, graduate school information, and current periodicals on occupational information. Students and alumni are welcome to access the computers, which have career-related software programs. Handouts are available on a variety of career exploration and job search topics.

Testing

The MAT (Miller Analogies Test) is administered through the Career Center. Information on the GRE (Graduate Record Examination), GMAT (Graduate Management Admissions Test), LSAT (Law School Admission Test) and the CLEP (College Level Exam Program) are available in the Career Center.

The center's hours are 8 a.m. to 5 p.m., Monday through Friday and evenings by appointment. Students may drop in during these hours to use the resources, to make an appointment for career counseling or other services. With the exception of the standardized testing, all of the services are free.

Center for Diversity and Inclusiveness

Hammond Hall, Ground Level, Suite Do4
(978) 665-3399 fitchburgstate.edu/cdi
Jamie Cochran, Coordinator

Hours

Mon.–Fri.: 8:00 a.m.–5 p.m.

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

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

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

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

Center for Italian Culture

(978) 665-3031 fitchburgstate.edu/CIC

Located on the 4th floor of the Amelia Gallucci-Cirio Library, the Center's mission is to encourage the understanding and appreciation of all aspects of Italian language and culture, including ancient and contemporary studies, and the Italian experience in the New World. The Center assists in sponsoring the Fitchburg State University Cultural Series, scholarships, and various Italian language and culture initiatives.

Chartwells Dining Services

Holmes Dining Hall dineoncampus.com/fsu
(978) 665-3663 pbowers@fitchburgstate.edu
Philip Bowers, Director

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

Meal Plans

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

- **Freedom Plan** **\$1,665 per semester**
Any combination of meals offering unlimited visits to Holmes Dining Commons. Come and go as often as you like and enjoy all our offerings as much as you like. Plus: \$125 Dining Points on your OneCard and up to 5 guest meals per semester.
Dining Points can be used anytime in our North Street Bistro located on the street level of the Hammond Hall—including Subway, BYOB, 2Mato, Freshens Smoothies, Au bon Pain soups, Outtakes grab and go items, Green Mountain Coffee. Dining Points can also be used at our coffee cafe located at the McKay complex.
- **15 meals per week** **\$1,615 per semester**
Any 15 meals per week offering the same menu choices as the Freedom Plan in Holmes Dining Commons. Includes: \$100 Dining Points on your OneCard and up to five guest meals per semester.
- **10 meals per week** **\$1,505 per semester**
Any 10 meals per week offering the same menu choices as the higher plans in Holmes Dining Commons. Includes: \$75 Dining Points on your OneCard.
Students living in the Townhouses, Cedar Street and North Street apartments are not required to purchase a meal plan; however, many resident students purchase one of the above meals plans or:
- **The Five** **\$840 per semester**
Any 5 meals for breakfast, lunch, dinner or brunch in Holmes Dining Commons. Includes \$50 Dining Points! This meal plan option is only available to residents of the Townhouses, Cedar Street or North Street apartments.
- **Commuter** **\$250 per semester**
All dining points plan can be used at Holmes Dining Commons, North Street Bistro and at McKay Complex.

Hours

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

Full Breakfast

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

Continental Breakfast

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

Lunch

Full lunch is available Monday through Friday from 11:15 a.m. to 2 p.m.

Lite lunch and cook to order is available Monday through Friday from 2 p.m. to 4 p.m.

Brunch

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

Dinner

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

Snow Days/Holidays

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

Special Dietary Needs

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

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

Food Use

All food served in Holmes Dining Commons must be consumed or disposed of in Holmes to prevent food spoilage, reduce the possibility of food borne illness and to control the cost of meal plans. Students may, however, take out one piece of fruit, an ice cream cone or a cookie or participate in the Bag It program.

Bag It

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

Meal Cards

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

Food Service Committee

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

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

Counseling Services

Hammond Hall, Suite 317

(978) 665-3152

fitchburgstate.edu/counseling

Robert Hynes, Ph.D., Assistant Dean

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

Clinicians are consulted for a number of reasons, including:

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

Campus Resources and Services

Counseling Services offers a variety of outreach programs to educate students in the areas of sexual assault and violence prevention, body image, stress and anger management, eating disorders, and depression. The Counseling Services Office is open 8:30 a.m. to 5 p.m., Monday through Friday. Appointments can be made in person or over the telephone at (978) 665-3152. Students may also see a clinician without an appointment during the daily walk-in time, which is from 2 p.m. to 3 p.m. daily, however, it is recommended that students schedule appointments in advance when possible. Counseling Services provides 24-hour emergency response to the university during the regular academic year. The counselor on call may be reached by contacting the University Police Department (978) 665-3111, or by contacting Housing and Residential Services staff.

Disability Services

Hammond Hall, Suite 303

(978) 665-4020

fitchburgstate.edu/disability

Katrina Durham, Director

Disability Services provides reasonable accommodations for Fitchburg State students, allowing equal access to all university programs and services.

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

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

Services & Accommodations

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

- Adaptive software and computer equipment (such as text-to-speech and magnification)
- Testing accommodations (such as out of classroom testing and extended time testing)*
- Alternate format materials (such as Braille or electronic text)
- Assistive listening devices
- Sign language interpreters
- Reduced course load waiver (below 12 credits)
- Academic skill-building workshops
- Support with the development of leadership, self-advocacy and self-determination skills

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

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

Requesting Academic and Environmental Accommodations

To obtain academic and/or environmental accommodations, please do the following:

- Step 1 **Students must obtain recent disability documentation and complete the Disability Registration Form.** Documentation must clearly state the student's diagnosis, describe the symptoms that impact their ability to function in the academic environment and provide specific recommendations for accommodations. All documentation received by the university is strictly confidential and is held in accordance with the Family Educational Rights and Privacy Act (FERPA) and related regulations.
- Step 2 Make an appointment to meet with the Director of Disability Services. Please bring the completed registration form and your disability documentation to this appointment. The Director of Disability Services will highlight what support services and accommodations are available based on your history, symptoms, and disability documentation. An Accommodation Agreement will be created for you (ADA/504 Plan) that outlines what specific accommodations you are eligible for. You will be responsible for delivering these to your course instructors each semester to advise them of your needs.

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

Adaptive Computer Lab

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

- Text to speech software (screen readers)
- Screen magnification software
- CCTV (magnification of text)
- Organizational software
- Voice recognition software
- Alternate input devices
- Adaptive keyboards
- Ergonomic/Accessible work stations

For specific information about lab resources and hours, please contact Disability Services directly.

Expanding Horizons

Hammond Hall, Third Floor, Suite 315

(978)-665-3064

fitchburgstate.edu/ehp

Monday through Friday; 8 a.m.–5 p.m.

Jason Smith, Director

Expanding Horizons is a federally-funded TRIO Student Support Services program designed to promote the academic success of Fitchburg State University students who are from families where neither parent has earned a baccalaureate degree, who are from low-income backgrounds, and / or are students with disabilities. The Expanding Horizons Program (EHP) employs a holistic philosophy when working with students and endeavors to create a smaller learning community within the larger campus environment. The EHP professional staff works with students to facilitate the adjustment to college life and to enhance their ability to attain their fullest academic potential and propensity for personal growth. Programs and services offered to participants include:

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

Fitchburg Anti-Violence Education (FAVE)

Fitchburg Anti-Violence Education (FAVE) is a campus-wide effort to prevent interpersonal and relationship violence, and sexual assault, and support those affected by violence. In collaboration with all University departments and offices, FAVE seeks to create a safe and respectful community for all members by providing educational programming and training opportunities, promoting victim services, and reviewing policy. 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.

Financial Aid

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

fitchburgstate.edu/finaid

Eligibility

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

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

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

Changes in Eligibility

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

Satisfactory Academic Progress

All financial aid recipients are required by federal and institutional policy to be maintaining satisfactory academic progress (SAP). Students are expected to be making measurable progress towards the completion of their degrees and to be maintaining an appropriate cumulative grade point average. SAP standards apply to all students of Fitchburg State University: full-time, part-time, undergraduate, and graduate.

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

Qualitatively, students must meet the following standards:

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

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

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

Graduation Rates

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

Applying for Financial Aid

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

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

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

Withdrawals

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

Return of Title IV Funds

Refund policy for students who receive federal financial aid.

Applicability

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

Withdrawal Requirements

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

Refund Policy

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

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

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

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

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

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

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

Graduate and Continuing Education

Anthony Building, Room 112
(978) 665-3182

fitchburgstate.edu/gce

Brian Bercier, Interim Dean, Graduate and Continuing Education

Hours

Mon.–Thurs., 8 a.m.–6:30 p.m., Friday, 8 a.m.–5 p.m.

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

Housing and Residential Services

Aubuchon Hall
(978) 665-3219
Kristin Murphy, Director

fitchburgstate.edu/housing
housing@fitchburgstate.edu

Hours

Mon.–Fri. 8 a.m. to 5 p.m.

The Housing and Residential Services program at Fitchburg State University is one of the finest in Massachusetts and offers a variety of services and programs to assist students with their educational, personal and developmental needs.

Six campus residence hall areas and an apartment complex provide housing for more than 1,600 residents. All residence halls are conveniently located within easy walking distance of classrooms, offices and other centers of campus activity.

Staff

All residence halls are staffed by resident assistants (RAs) and resident directors. These staff members serve as advisors, programmers, building managers and resource/referral aides. RAs are generally upperclass students who have been trained in such areas as peer counseling and referral, crisis intervention, celebration of diversity, community development, programming and current social issues. Their primary responsibilities are to assist residents in getting the most out of their residence hall experience through maintaining an environment conducive to academic pursuits by providing educational and social programs. They also assist residents in adapting to a group living situation. The RAs are supervised by resident directors, who are full time professional staff members and/or graduate students and are responsible for the overall functioning of the Housing and Residential Services program in each residence hall.

Developmental Activities

The programming efforts of the residence hall staff are based on a community development model. The concept allows students to participate in social and educational activities, while connecting them as community members. Educational programs focus on social, academic, multicultural, and career development.

Maintenance

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

Each building is assigned a maintainer in order to help clean the building. These individuals are highly visible as they spend the bulk of their workday in the living environment of the halls. They provide much more than cleaning services and can be a great source of support. The trades staff is responsible for all maintenance, such as repairing the heating and cooling systems, changing light bulbs and unstopping clogged drains.

Students who need to request maintenance service in their room can submit a work order online through the School Dude system which is housed on the Capital Planning and Maintenance website: fitchburgstate.edu/cpm. Students can also call the Work Request Line at extension 4014.

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

Safety & Security

Housing and Residential Services strives to maintain a safe and secure environment; however, much of the responsibility belongs to the students who live in and visit the residence halls. Safety and security programs are often held in the residence halls. Housing and Residential Services conducts health and safety inspections each semester. The purpose of these inspections is to ensure that students maintain their living areas in both a healthy and safe manner.

Fire Drill Procedures

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

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

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

Fire Safety Equipment

Fire alarm systems and fire safety equipment are provided for the protection of the residents. The fire extinguishers, smoke detectors, fire alarm horns, pull stations, and emergency exit signs are critical safety equipment. Tampering with fire safety equipment can

result in criminal prosecution, disciplinary action and/or housing occupancy agreement termination. Where fire sprinklers exist all sprinkler heads must remain free of obstructions to allow it to operate properly. Nothing may be attached or placed against any part of the sprinkler system. This includes piping.

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

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

Public Area Damages

At the start of the year, the physical condition of the public areas (hallways, bathrooms, carpet, lounges, etc.) of each floor will be recorded by residence hall staff. Because the university recognizes the importance of the development of the community in each living unit and each resident's responsibility for that community, any damages to the public areas for which the responsible individuals cannot be determined will be assessed equally among all members of that community. The process of community assessment is the final option should all attempts by the community to identify the responsible persons be unsuccessful. Once assessed, the members of the community must make payment to Housing and Residential Services within 10 days. After 10 days, a \$10 late fee will be assessed to the student's account.

Keys/Card Access

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

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

For Further Information

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

Information Technology

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

fitchburgstate.edu/technology

Computer Labs

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

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

Printing

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

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

For print/copy machine refunds and questions, please visit the OneCard Office located in Room 118 of the Anthony Building.

Hammond Open and Instructional Lab

Amelia V. Gallucci-Cirio Library, First Floor

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

E-Mail

Conlon Hall, Room 236

Every student at the university will receive a fitchburgstate.edu e-mail address. Your account is created automatically upon registration for your first class and the login information is mailed to your home address. If you need help with your account, please contact the IT Help Desk.

Media

Conlon Hall, Room 236

IT provides support for a variety of media services and equipment including:

- Campus cable TV
- Equipment repairs and troubleshooting
- Campus bulletin boards

OneCard

Phone: (978) 665-3374

fitchburgstate.edu/onecard

Email: onecard@fitchburgstate.edu

Hours

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

The OneCard is the official identification card of Fitchburg State University and is issued to every student, faculty and staff member. The OneCard is an essential key to campus life.

Apart from being your official form of identification, it can be used for many other university services. The OneCard is your library card, Recreation Center pass, meal card, door key, campus event access and much more.

Online Card Management (My Accounts)

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

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

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

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

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

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

- Amelia V. Gallucci-Cirio Library
- CenterStage / Weston Box Office
- Hammond Bistro
- Follett Book Store
- Hammond Campus Center
- Health Services
- Holmes Dining Hall
- Housing and Residential Services
- Laundry Machines
- Mail Center (Postage)
- OneCard Office
- Printing, Scanning, and Copying
- Recreation Center
- McKay Café
- Vending Machines
- and more!

Card Management Centers

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

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

Help Desk

Conlon Industrial Arts, Room 236

Call Center: (978) 665-4500

fitchburgstate.edu/technology

The Technology Help Desk is the clearinghouse for all campus technical support issues. Faculty and staff can call the IT Help Desk for phone and onsite service for the following:

- Banner account processing and support
- Web/Banner account maintenance and service
- Blackboard account support
- Login/password administration
- E-mail account distribution, support and upgrades
- Printer, peripheral and hardware support
- Software installation, support and upgrades
- Antivirus software distribution/administration
- Hardware/software quotes and recommendations

Telecommunications

Conlon Industrial Arts, Room 236

For Assistance submit a ticket online at fitchburgstate.edu/technology or call (978) 665-4500

Telecom is responsible for managing, servicing, and maintaining the campus telecommunication system.

Services include:

- Daily functioning of all telephones
- Creating voicemail accounts upon request.
- Coordinate hardware installations and modifications
- Install cable lines as necessary

International Education

Hammond Hall, Third Floor, Suite 316

(978) 665-3089

fitchburgstate.edu/intled

Nelly Wadsworth, Director

Dena Reuben, International Education Coordinator

Tracey Betts-Sarefield, Study Abroad Advisor

Hours

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

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

Study Abroad Opportunities

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

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

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

Support for International Students

Fitchburg State University hosts students from over a dozen different countries in various degree programs. The Office of International Education advises international students on immigration matters, employment questions, and issues of cultural adjustment, through a special orientation program, briefings, and individual advising.

Global Responsibility

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

Math Center

Hammond Hall, Third Floor, Suite 310

(978) 665-3499

fitchburgstate.edu/mathctr

Thomas Rousseau, Assistant Dean of Academic Support Services

Hours

Monday & Tuesday: 11:00 a.m.–9:00 p.m.

Wednesday & Thursday: 11:00 a.m.–7:30 p.m.

Friday from 11:00 a.m. to 3:00 p.m.

The Math Center offers peer tutors who specialize in one-on-one tutoring on a walk-in basis. Tutoring is available for Applied Statistics, Basic Math I & II, Calculus I, II, IV, Finite, Functions, Informal Geometry, Informal Math Modeling, Informal Number Theory, Linear Algebra, Math Thought, Pre-Calculus, and Probability and Statistics.

Peer tutors focus on effective learning strategies that develop students understanding and skill. A listing of the tutors' subject specialties, as well as their hours, is posted at the Math Center and on the web site.

Algebra Placement test preparation services include: diagnostic assessment, individualized learning plans, online resources, small group Seminars and tutoring.

MTEL General Curriculum Mathematics subtest preparation services include: diagnostic assessment, individualized learning plans, small group Seminars and tutoring.

Parking Services

Enforcement

University Police
32 Clinton Street
(978) 665-3111

Permit Sales/Citation Payments

Housing and Residential Services fitchburgstate.edu/parking
Aubuchon Hall, North side entrance
(978) 665-3219

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

Parking Permits

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

Shuttle Bus Parking

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

Citation Payments

The University Police Department is authorized to enforce parking policies and to have the ability to issue citations and/or order towing of vehicles found in violation of parking policies. All citation fines are payable to Fitchburg State University within 21 days after the date of violation. Payment may be made online at citationpayment.fitchburgstate.edu, by mail, in person, or by an

authorized person. Payments may be made online using a credit card or at the Housing and Residential Services Office Monday through Friday, 8 a.m. to 5 p.m., or by mailing a check or money order to: Fitchburg State University, Parking Services, 160 Pearl St., Fitchburg, MA 01420.

Placement Test Center

Hammond Hall, Third Floor, Suite 310
(978) 665-3499 fitchburgstate.edu/placementtest
Thomas Rousseau, Assistant Dean, Academic Support Services

Hours

Monday–Friday: 8 a.m.–5 p.m.

Placement testing is administered at McKay Arts Academy Room B-142 (enter by the “C” wing McKay entrance). Placement testing is required for all new students entering university in accordance with Massachusetts Board of Higher Education Policy. Students can re-take a test two additional times during their first two semesters. Students preparing for the algebra placement test are encouraged to utilize the Math Center tutors. Further information on placement test dates, reservations, and preparing for the tests can be found at the Placement Test Center Web site.

Recreation Services

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

Academic Year Hours of Operation

Monday–Thursday: 6 a.m.–11 p.m.

Friday: 6 a.m.–8 p.m.

Saturday: 10 a.m.–5 p.m.

Sunday: 12 p.m.–10 p.m.

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

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

Intramural / Recreational Sports

For those students that prefer a more structured program, the intramural program offers an opportunity for all students to participate in a wide variety of sporting activities. The intramural sports program includes: basketball, flag football, soccer, volleyball, ultimate Frisbee, table tennis and many others. Students can sign up online through imleagues.com/fitchburgstate. Throughout the year we offer team leagues and individual activities. For students that want to sign up with a team, simply sign up as a free agent at imleagues.com/fitchburgstate.

Fitness Programming

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

General Policies and Procedures for the Recreation Center

- All students are required to bring their Fitchburg State University OneCard each time they visit the center.
- All students are required to use athletic footwear when exercising recreationally, or when attending practices or classes.
- Students are permitted to bring an unlimited number of guests at a cost of \$5 per visit (all guests must be 18, bring clean footwear, and sign a release agreement).
- Lockers are available for daily use free of charge or students may choose to rent a locker for \$5 per semester.
- Food and gum are not permitted in activity areas.

Registrar's Office

Anthony Building, Room 110
(978) 665-4196

fitchburgstate.edu/registrar

Linda Dupell, Registrar

Hours of Operation

Mon.–Thurs.: 8 a.m.–6:00 p.m.

Fri.: 8 a.m.–5 p.m.

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

Student and Academic Life

Sanders Administration Building, Suite 204

(978) 665-3130

fitchburgstate.edu/sal

Dr. Stanley Bucholc, Dean of Student and Academic Life

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

Emergency Student Loans

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

Withdrawing from Fitchburg State University

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

New Student and Family Orientation Programs

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

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

Student Academic Standing

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

Academic Policy Waiver Requests

Requests or appeals of academic policies identified in the *university catalog* and issues or concerns related to classes or department policies are addressed by the Office of Student and Academic Life.

Satisfactory Academic Progress (SAP) Requests

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

Student Accounts

Anthony Building
(978) 665-4126 fitchburgstate.edu/studentacct
Karen Barrows, Director of Student Accounts

Bill Payment

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

All bills may be paid online with any major credit or debit card, or ACH checking or savings account. Checks, money orders, bank checks, and traveler's checks can be mailed to our attention. Please put the student's school ID on the memo line. Cash is also accepted in our office. Any personal checks not honored by a student's bank will be assessed a \$30 returned check fee per occurrence. Students will be required to pay with a banker's check, cash or credit card after they've had three checks returned. Funds received for educational purposes will be applied on the basis of first funds received and will be the first funds applied to the bill. Delinquent financial obligations will have a Balance Due Hold placed on their account. This will prevent the student from obtaining an official transcript or registering for classes. Accounts may be placed with a collection agency and/or State Intercept, and all additional costs associated will be assessed to the student account. The collection company will use all contact information provided by Fitchburg State and may report delinquent accounts to a credit bureau.

Rights and Responsibilities

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

Payment Plan

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

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

Deposits and Refund Policy

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

Health Insurance Requirements

Since September 1989, Massachusetts law (M.G.L. c.15A, § 18) has required every full-time and part-time student enrolled in a certificate, diploma or degree granting program in a Massachusetts institution of higher learning to participate in a Student Health Program or in a health benefit plan with comparable coverage. The Student Health Program defines a part-time student as a student enrolled in at least 75% of the full-time curriculum. (CPS Undergraduate Students 12 credits, CPS Graduate 7 credits, Part-time Graduate students 6 credits).

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

Enrollment Period

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

Institutional Refund Policy

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

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

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

Refund Policies

The above information is for informational purposes only. Official Refund Policies appear in the [Fitchburg State University Catalog](#).

Dropping Courses Below Full-time

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

Dropping before the beginning of the second week of classes:100% refund.

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

Dropping after the fourth week of classes:0% refund.

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

Student Conduct, Mediation and Education

Sanders Administration Building, Suite 204
(978) 665-3236 fitchburgstate.edu/judicial
William Cummings Ed.D., Assistant Dean

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

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

Student Development

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

Hours of Operation

Mon.–Thurs. 8 a.m.–11 p.m. Sat.: 12 noon–5 p.m.
Fri.: 8 a.m.–6 p.m. Sun.: 12 noon–11 p.m.

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

Facilities Reservations

Student Development is responsible for the booking of rooms within Hammond Hall for student organizations (inside and outside of Hammond). For specific scheduling information, please contact the Student Development Office. Two weeks notice is needed for reservations.

Information Desk

(978) 665-4630

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

Game Room

(978) 665-3350

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

Hammond Hall Art Gallery

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

North Street Bistro

The North Street Bistro, located on the ground level of Hammond Hall, is available for anyone wishing to have a quick meal during the week. The Bistro offers Subway, 2Mato, BYOB, Au bon Pain soups, Outtakes to go items, Freshens Smoothies and Seattle's Best Coffee. A spacious dining area adjoins the Bistro. This area serves as a meeting place for all members of the Fitchburg State University community. The dining area remains open at night and is a pleasant alternative to the library for studying and having informal meetings and study groups.

Commuter Affairs Office

(978) 665-3657 fitchburgstate.edu/commuter

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

Falcon Hub

(978) 665-3821

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

Fitchburg State University Vans

(978) 665-3162

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

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

Center for Volunteerism and Leadership

(978) 665-3649

The Center for Volunteerism and Leadership, ground level, Hammond Hall, Suite G16, is a perfect place to find out about volunteer opportunities in the Fitchburg community. Updated listings of social service agencies and non-profit organizations are available at the center. Whether you are looking to volunteer on a regular basis or looking for an opportunity to link your club with a project, the Center for Volunteerism and Leadership is the place to start. Information on Alternative Spring Break can be found here as well.

Leadership Development

(978) 665-3163

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

Student Health Services

Russell Towers

(978) 665-3216

Martha Favre, FNP, Director

fitchburgstate.edu/healthserv

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

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

Students can schedule an appointment at Health Services and they will be seen by one of our providers. If there are no available appointments and the student needs to be seen that same day, the student will be referred to Urgent Care at HealthAlliance Burbank Campus in Fitchburg or the Emergency Department at HealthAlliance Hospital Leominster Campus for medical care.

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

Health and Immunization Requirements

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

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

- A physical exam within the past year*
- 2 MMR vaccines or proof of serologic immunity
- 3 Hepatitis B vaccines
- 1 Tdap vaccine
- 2 Varicella vaccines or documented proof of the disease or serologic proof of immunity
- Meningitis vaccine or a signed Massachusetts Meningococcal Waiver
- Completed TB Risk Assessment—if you answered “Yes” to any of the questions, you need to have a TB test. If the TB test was positive, we will need a report of the chest x-ray. **We only accept TB test results that were performed in the United States.**

All of these forms can be downloaded from the department web site fitchburgstate.edu/healthserv, click on Health Requirements and the forms are located at the bottom of the page.

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

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

Confidentiality

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

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

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

Limited exceptions

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

Absences Due to Illness

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

Student Mail Center

Mara Commons Building, First Floor
(978) 665-4481 fitchburgstate.edu/mailcenter

Hours

Monday–Friday: 8:30 a.m. 5:00 p.m. during the academic year.

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

Name of Student
Fitchburg State University
Campus Post Office Box #_____
251 North Street
Fitchburg, MA 01420-3379

Letters and packages can be mailed here. Please check your mailbox regularly. A photo ID is required for combinations.

All packages will be handed out through the Student Mail Center. Postage may also be purchased at the Student Mail Room.

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

Fitchburg State University
167 Klondike Ave
Fitchburg Ma 01420

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

Tutor Center

Hammond Hall, Third Floor
(978) 665-3499 fitchburgstate.edu/tutoring
Thomas Rousseau, Assistant Dean, Academic Support Services

Hours

Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

Overview of Tutorial Services

The newly renovated Tutor Center is located in Hammond room 306 and includes staff offices, five group study rooms, a common study area and the Math Center. The Tutor Center's 60 peer tutors offer free individual peer tutoring serving freshmen to seniors, in 75 subjects, representing most majors.

The Tutor Center promotes a culture where students seek tutoring and academic coaching services early in the semester to prevent academic problems throughout the semester. Most students use tutoring services because they want to earn great grades and reduce the likelihood of struggling within a particularly challenging course. Certainly, no one thinks less of students who ask for help. Most often students “spread the word” to their classmates regarding how tutoring and/or academic coaching has helped them improve their grades.

Our mission is to improve students' academic achievement, ability to learn, to apply knowledge and to help students develop their critical thinking skills. Our philosophy is that students become more self-confident and self-directed learners as a result of their ongoing tutorial relationship. Tutors meet weekly with students at the Tutor Center and are available by appointment seven days a week at mutually agreeable times during the day, evening or weekends.

Why use Tutor Center Services?

Many college students realize that the study methods that they used in high school do not work as well in college. Some students also acknowledge that they really did not have to study very much to do well in high school and quickly realize that, in college, they must learn to use more effective study methods that can help them balance their multiple academic, work, social and family responsibilities.

Most college students experience academic challenges related to the change in:

1. Instructional practices
2. Greater amount of topics to be learned
3. The fast pace that topics are presented
4. Greater emphasis on student responsibility for independent study
5. An emphasis on demonstrating higher order thinking skills—application, analysis, synthesis and evaluation questions through class discussions, tests and writing assignments.

Tutors are Qualified

Students selected to become peer tutors demonstrate excellent communication skills, have an overall GPA of 3.0 or better and have earned a grade of 3.3 or higher in the subjects that they tutor. Tutors complete a ten-hour Tutor Training Seminar and have learned to apply the research based knowledge and skills of effective tutoring and integrate learning principles and strategies within each tutoring session.

The Fitchburg State University Tutor Center has earned the prestigious College Reading and Learning Association (CRLA) International Tutor Program Certification status. This provides the Tutor Center the authorization to award Peer Tutor Certification to tutors who meet the four standards of quality (selection, training, evaluation and experience) required by the CRLA.

Individual Tutoring

Tutoring sessions focus on reviewing and explain concepts and specific topics. Tutors also introduce study and learning methods that assist students to develop new habits for learning.

Students can request a peer tutor who they can study with twice weekly. On average 950 students each year use one or more of the tutoring services available to assist them to develop their study habits, improve their understanding of topics and concepts, prepare for tests, and increase their grades.

To request a tutor please visit or call the Tutor Center to make a 20 minute appointment. Students benefit most from tutoring by requesting a tutor within the first five weeks of the semester and study with the tutor twice weekly for one hour sessions.

Academic Coaching

Professional Academic Coaches guide students in becoming successful interdependent learners by coaching students in the application of essential learning principles and study strategies, such as time management & balancing competing priorities, organization, goal setting & attainment, note-taking, test taking & study skills, reading comprehension, writing skills, and the use of technology tools to maximize learning. Coaches assist students in implementing learning strategies that align with their individual learning style & strengths, while helping students enhance academic skills in areas they wish to improve. Students will form new study habits to the benefit of their academic performance and develop academic confidence.

Academic Coaches also support students' academic success by matching students with peer & professional tutors, providing referrals to other campus resources, and assisting students in their process of determining a major/career. Students typically meet with their assigned Academic Coach either weekly or bi-weekly for 30-60 minute sessions. Academic Coaches are available to meet with students by appointment Mondays through Thursdays from 9:00 a.m. to 8:00 p.m..

Writing Tutoring

For help with writing assignments in any subject individual peer writing tutors are available by request. Also students can submit their papers to professional online writing tutors using www.ettutoring.org. With a focus on clear communication, the peer and professional tutors work together with writers at all levels, in all stages of the writing process from planning, drafting, revising, editing and proofreading. Each meeting begins in the same manner with a discussion of the assignment. What happens next depends on where the student is in the writing process and what their needs are. Tutors do not write on or edit the students' papers. The student is the author, problems are addressed together, but the student makes the final writing decisions. Further information on the writing process and writing resources can be found at fitchburgstate.edu/writingctr.

Group Tutoring

Group tutoring is offered in selected courses. Groups of 2-5 students meet for 75 minutes weekly lead by a peer or professional tutor trained in supplemental instruction and collaborative learning activities. The through group discussion the tutors' goal is to maximize each members learning of the main concepts and supporting details of each class lesson, integrate learning strategies, and practice reasoning skills.

Math Center

The Math Center offers peer tutors who specialize in one-on-one tutoring on a walk-in basis. Tutoring is available for fundamentals of arithmetic and algebra through upper level mathematics courses. Tutors will guide you and provide an explanation of the concepts and steps to solving your specific mathematics questions. Peer tutors focus on effective learning strategies that develop student's understanding and skill.

The Math Center is open Monday through Thursday from 11:00 a.m. to 7:00PM Students affiliated with Disability Services and the Expanding Horizons Program can request individual math tutoring by contacting the Tutor Center. All other students must use the Mathematics Center walk-in service. A listing of specific subject specialties and tutors' hours are posted at the Math Center and on its Web site at www.fitchburgstate.edu/mathctr.

MTEL Test Preparation

Freshmen Education majors are required to pass the Massachusetts Tests for Educator Licensure (MTEL) Communication and Literacy Skills Test (CLST) Reading and Writing sub-tests prior to completing two semesters.

The Tutor Center offers a six-session, twelve-hour, preparation seminar facilitated by professional instructors to assist students to prepare for this test. Students can also request individual peer tutors, who have passed the test, to provide further assistance to prepare for the CLST Writing sub-test. Individualized professional academic coaching is also available to assist students with preparing for the CLST Reading and Writing sub-tests.

Students can enroll in this Seminar, offered fall and spring semesters, by registering for the MTEL Preparation Seminar through web4.fitchburgstate.edu.

To make an appointment to request services call 978-665-3499 or visit the Tutor Center office. Further information on Tutor Center Services can be found at fitchburgstate.edu/tutoring.

Placement Test Center

The Placement Test Center administers the required placement tests in algebra, reading, writing and foreign languages for all new freshman and transfer students.

Please visit the Web site at fitchburgstate.edu/placementtest for further information regarding re-take test dates, test registration and test preparation resources.

University Police

32 Clinton St., across from the Recreation Center
(978) 665-3111 fitchburgstate.edu/campuspolice
Michael Cloutier, Interim Chief of University Police

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

Emergencies

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

Student Security Team

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

R.A.D.

University Police provides free self-defense training for all females of the Fitchburg State University community. RAD (Rape Aggressive Defense) is a nationally recognized program to provide women the knowledge and self-confidence to handle personal attacks.

Fitchburg State Alert

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

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

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

Rave Guardian Campus Safety app

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

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

The Guardian app also features:

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

The Rave Guardian App can be downloaded in the Apple or Google Play stores by searching for "Rave Guardian." Fitchburg State users can also download it directly from the university's mobile app. More information on the program can be found at www.raveguardian.com

Other Assistance

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

Student Government Association (SGA)

Hammond Hall
Ground Level
(978) 665-3300
Chris Fiske, SGA President

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

SGA Senate Elections

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

SGA Officers

The Executive Board

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

Senate

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

What does SGA do?

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

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

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

SGA Services

SGA offers many services to the campus community including:

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



Bulletin Boards

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

SGA Guidelines for Student Organizations

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

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

Student Clubs and Organizations

Academic Organizations

Accounting Club
American Institute of Architecture Students (AIAS)
Associated Builders & Contractors (ABC)
Associated General Contractors (AGC)
Biology Club
Business Society
Computer Science Club
Criminal Justice Club
Education Club
English Club
Exercise Sport Science Club
Game Design Club
Geo Club
Geographic Information Systems Club (GIS)
Math Club
National Association of Homebuilders (NAHB)
North Central Massachusetts Entrepreneurship Association
Political Science Club
Psychological Science Club
Society of Motion Picture and Television Engineers (SMPTE)
Sociology Club
Student Nursing Association
Technology Education Collegiate Association (TECA)

Special Interest Club

Active Minds
Advertising Club
Anime Club
American Sign Language
Asian Cultural Society
Billiards Club
Black Student Union (BSU)
Campus Ambassadors/ Christian Fellowship (CA/CF)
Cheer Leaders
Dance Club
Falcon Friends
Falcon Theater Company
Feminist Conversations
Filmmakers Society
First Responders
Fitchburg Activities Board (FAB)
Fitchburg Finches
Fitchburg State University Habitat for Humanity
Focus on Faith
Game Design Club
Gay Straight Alliance (GSA)
Harmonic Velocity A Capella Choir

Improv Club
Lacrosse Club
Latin American Student Organization (LASO)
Live Action Role Playing (LARP)
Love Your Melon Fitchburg State University Campus Crew
Martial Arts Club
MASSPIRG (Massachusetts Public Research Group)
Model UN
National Society of Leadership and Success
Outdoor Adventure Club
Pokemon Society
Rugby Club
Ski and Snow Board Club
Swim Club
Veterans Association
Volleyball Club
World Integrated Nations (WIN)

Government

Student Government Association (SGA)

Greek Organizations

Greek Council
Order of Omega
Panhellenic
Fraternities: Sigma Pi, Sigma Tau Gamma
Sororities: Alpha Sigma Tau, Phi Sigma Sigma, Sigma Sigma Sigma

Media Organizations

WXPL

Honor Societies

Alpha Lambda Delta
Alpha Phi Sigma
Alpha Sigma Lambda
Delta Alpha Pi
Epsilon Pi Tau, Inc.
Kappa Delta Pi
Lambda Pi Eta
Phi Alpha Theta
Pi Mu Epsilon
Pi Sigma Alpha
Psi Chi
Sigma Beta Delta
Sigma Tau Delta
Sigma Theta Tau, Inc.

Recognized Student Organizations

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

Academic Institute of Architecture Students (AIAS)

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

Active Minds

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

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

Advertising Club

To provide students an opportunity to compete in the National Student Advertising Competition, develop portfolio material, take leadership in a large project, and to learn more about advertising communication.

Alpha Lambda Delta

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

Alpha Phi Sigma

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

Alpha Sigma Lambda

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

Alpha Sigma Tau National Sorority

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

American Institute of Architecture Students (AIAS)

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

American Sign Language

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

Asian Culture Society

The Asian Culture Society strives to foster awareness and understanding of Asian culture and to recognize and celebrate Asian heritage in a social setting.

Associated Builders and Contractors (ABC)

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

Billiards Club

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

Biology Club

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

Business Society

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

Black Student Union

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

Campus Ambassadors/Christian Fellowship at Fitchburg State University

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

Criminal Justice Club

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

Dance Club

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

Delta Alpha Pi (Disability Honors Society)

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

Economics Club

The Economics Club provides the campus with learning opportunities of economics and teaches the community of Fitchburg State what the topic of economics entails.

Education Club

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

English Club

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

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

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

Exercise Sport Science Club

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

Falcon Friends

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

Falcon Theater Company

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

Feminist Conversations

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

First Responders

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

Fitchburg Activities Board (FAB)

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

Fitchburg Finches

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

Fitchburg State University Anime Club

The Anime Club was established in 2005 by students for students who love the Japanese art of Anime.

Fitchburg State University Cheerleading Club

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

Fitchburg State University Film Makers Society

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

Fitchburg State University Habitat for Humanity Local Chapter

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

Focus On Faith

To educate and improve the Fitchburg State University community by providing an organized club through the Center for Diversity and Inclusiveness.

Game Design Club

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

Gay Straight Alliance

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

Geo Club

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

Geographic Information Systems Club (GIS)

To further our understandings of Geographic Information System (GIS) beyond the boundaries of the classroom, and to extend our collective classroom knowledge into the field.

Greek Council

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

Harmonic Velocity A Capella Choir

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

Kappa Delta Pi (Education Honors Society)

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

Lacrosse Club

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

Lambda Pi Eta (Communication Honors Society)

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

Latin American Student Organization (LASO)

LASO represents Hispanic culture on campus through programs and activities.

Live Action Role Playing (LARP)

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

Love Your Melon Fitchburg State University Campus Crew

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

Martial Arts Club

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

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

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

Math Club

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

Model United Nations

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

National Association of Homebuilders (NAHB)

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

National Society of Leadership and Success

The purpose of this organization is to provide students with the guidance and resources that they may need to discover and achieve their goals.

North Central Massachusetts Entrepreneurship Association

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

Order of Omega

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

Outdoor Adventure Club

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

Pan-Hellenic Council

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

Phi Alpha Theta (International Honor Society in History)

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

Pi Mu Epsilon (Mathematics Honor Society)

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

Pi Sigma Alpha

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

Phi Sigma Sigma National Sorority

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

Pokemon Society

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

Psi Chi (Psychology Honors Society)

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

Psychological Science Club

The Psychological Science Club is a student-run organization whose purpose designed to provide activities, information, and support to psychological science students and other students interested in psychology.

Ski and Snowboard Club

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

Society of Motion Picture and Television Engineers (SMPTE)

SMPTE is to unite all students in the field of media, promote awareness, and provide a forum for media students.

Sociology Club

The purpose of the Sociology Club is to engender and stimulate students' interest in the academic discipline of Sociology.

Sigma Pi Fraternity, International

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

Sigma Beta Delta Honors Society

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

Sigma Sigma Sigma National Sorority

This national sorority seeks to ensure a perpetual bond of friendship, develop womanly character and promote high standards of conduct. The women strive to follow the university mission and bring together a culturally diverse group of

individuals, each with her own talents, opinions and ideals. The members are committed to play therapy for children and community service.

Sigma Tau Delta

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

Sigma Tau Gamma National Fraternity, Inc.

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

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

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

Society of Motion Picture and Television Engineers (SMPTE)

SMPTE unites students in the field of media and other students who appreciate what is done in the media industry.

Student Nurses Association (SNA)

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

Swim Club

The purpose the Swim Club is for any student to participate or learn to swim. We focus on certain aspects such as different types of strokes and building teamwork skills.

Technology Education Collegiate Association (TECA)

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

Veterans Association

To establish and promulgate the policies and regulations governing the Fitchburg State Student Veterans Organization.

Volleyball Club

The aim is to establish, conduct and maintain a club to enable members thereof to play, promote, and enjoy the game of volleyball. Students at any level of playing skill will learn and improve basic and competitive volleyball skills in a fun and challenging atmosphere. Competitions will include tournaments at surrounding colleges and universities, tournaments in surrounding areas, and games at the Fitchburg State University Recreation Center. The club will also strive to encourage the growth of volleyball on campus.

World Integrated Nations (WIN)

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

WXPL

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

Recognition of Student Organizations

There are more than 50 student organizations at Fitchburg State University that provide the campus community with many options for activities and programming. Fitchburg State University encourages and promotes participation in student organizations. It is hoped that by pursuing these co-curricular programs and activities, students will develop leadership skills and achieve goals.

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

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

Student Organization Committee (SOC)

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

Criteria Organizations Must Meet to be Recognized

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

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

Step One: Organizing

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

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

Step Two: Requesting Recognition

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

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

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

Non-Greek requests

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

Greek requests

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

Rights, Privileges and Responsibilities of Recognized Student Organizations

Rights and Privileges

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

Responsibilities

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

Making Revisions or Amendments to a Constitution

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

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

Non-Greek Requests

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

Greek Requests

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

Re-recognition Once Recognition Has Been Lost

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

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

Refer to SOC process on page 29.

Annual Assessment

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

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

Fund Raising

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

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

GPA Policy

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

Intercollegiate Athletics

(978) 665-3314

fitchburgfalcons.com

Sue Lauder, Director

Overview

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

Intercollegiate Sports

The 16 Falcon varsity teams have enjoyed regional and national recognition as highly competitive NCAA (National Collegiate Athletic Association) Division III teams. Fitchburg State University is a member of various intercollegiate athletic associations, which entitle successful participants to compete in post-season tournaments and championships. Fitchburg State University is a charter member of the Massachusetts State Collegiate Athletic Conference (MASCAC), which includes seven other state universities.

The men's varsity programs include competition in cross country, indoor and outdoor track and field, football, soccer, basketball, ice hockey and baseball. Women's varsity programs include cross country, indoor and outdoor track and field, field hockey, basketball, softball, soccer and lacrosse. A women's volleyball club will compete during the 2016–2017 academic year and will be elevated to varsity status beginning 2017–2018.

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



Academic Eligibility

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

Facilities

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

Recreation Center

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

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

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

Robert Elliot Complex

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

Wallace Civic Center at Fitchburg State University

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

Coolidge Park

The softball team practices and competes on the Coolidge Park field, adjacent to the Civic Center.

The Athletic Department schedules the use of the university's outdoor athletic facilities.

Fitchburg State University Athletics Sportsmanship Code

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

Expectations and Responsibilities of the Student-Athlete

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

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

Rights

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

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

Expectations

Student-Athletes

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

Coaches

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

Student-Athletes and Coaches as Spectators

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

Athletic Department Policies

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

Alcohol, Illegal Substances and Other Drug Abuse

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

Tobacco

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

Gambling

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

Hazing

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

Sanctions

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

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

Student Athlete Advisory Committee

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

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

Structure of Academic Deans

Dean of Arts and Sciences

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

Dean of Business and Technology

TBD (Business Administration; Computer Information Systems; Computer Science; Industrial Technology; Occupational Education; Technical Education; Vocational Education)

Dean of Education

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

Dean of Health and Natural Sciences

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

Absences

Students who will be absent for an extended amount of time due to illness, death in the family, etc., should contact the office of Student and Academic Life at (978) 665-3130. Students who will be absent for brief periods of time should speak directly with their instructors.

Advisors

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



Attendance

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

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

Classroom Decorum

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

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

Class Cancellations

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

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

Course Registration

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

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

Add/Drop

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

Course Load

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

Withdrawal from Courses

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

advisor. After the 11th week of classes, a grade of 0.0 is recorded. A waiver may be given for documented, critical extenuating circumstances.

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

Withdrawing from Fitchburg State University

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

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

Voluntary/Involuntary Withdrawal Policy

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

Returning After Withdrawal

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

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

Academic Standing

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

Academic Probation

Probation results if a student falls below the required 2.0 cumulative GPA. However, the student will be permitted to remain at Fitchburg State University with a minimum 1.6 cum if fewer than 33 semester hours have been attempted or with a 1.8 cum if fewer than 60 but 33 or more semester hours have been attempted.

Students who fail to achieve a 2.0 cum after attempting 60 semester hours may be continued on probation if they achieve a 2.5 semester GPA each semester until they again achieve a 2.0 cum.

Students placed on probation for the first time will remain eligible to hold elected or appointed office, to serve on campus committees or to be a member of an athletic team provided their academic progress is satisfactory. This policy can only be applied once during a student's attendance at Fitchburg State University. Any subsequent probationary status will lead to ineligibility for the aforementioned activities. This exception to the policy does not change the overall academic policies governing probation, suspension and dismissal. It deals only with eligibility under the circumstances cited above.

A student's financial aid will be continued during a probationary semester; however, a student must be maintaining satisfactory academic progress by the end of the probationary semester. For further information, please consult the Financial Aid Office.

Academic Suspension

All students failing to make satisfactory progress in the degree program to which they have been admitted may be suspended from Fitchburg State University. A student who has been suspended is considered suspended from all programs and divisions of the university; that is, once a student has been suspended, the student is ineligible to enroll in any credit courses at Fitchburg State University until they have been readmitted.

Any student who earns a grade point average of 1.0 or lower in their first semester of full-time study at Fitchburg State University will be suspended from the university: First year students with two successive semesters of a 1.6 or lower semester GPA are suspended at the end of the second semester.

Sophomore students (those who have attempted 33 to 59 semester hours) must attain a minimum 1.80 cum to be continued for the next academic year. Students with cums between 1.80 and 1.99 are continued on probation. Sophomore students with cums below 1.80 for two successive semesters are suspended from Fitchburg State University.

Returning After Suspension

Students suspended from the university for academic reasons must remain away from the university for one semester before requesting readmission. The dean of student and academic life determines these readmissions. Any academic work completed in the interim is evaluated by the dean prior to readmission.

Academic Dismissal

Dismissal results when a student, after having been readmitted from suspension, fails to meet the required standards of satisfactory progress. Upon dismissal, the person is no longer eligible to be a student at Fitchburg State University and may not enroll in course work of any kind in any division of the university for five years.

Grades

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

4.0	A	95-100
3.7	A-	92-94
3.5	A-/B+	89-91
3.3	B+	86-88
3.0	B	83-85
2.7	B-	80-82
2.5	B-/C+	77-79
2.3	C+	74-76
2.0	C	71-73
1.7	C-	69-70
1.5	C-/D+	67-68
1.3	D+	64-66
1.0	D	60-63
0.0	F	0-59
	IN	Incomplete
	IP	In Progress
	W	Withdrawn
	AU	Audit
	S	Satisfactory
	U	Unsatisfactory

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

Sample Semester GPA Calculation

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

Class	Grade	Hours	Points
ENG 2000	2.0 x	3	= 6
PSY 1100	2.5 x	3	= 7.5
MATH 2300	2.0 x	3	= 6
SPAN 1000	3.0 x	3	= 9
HIST 1000	4.0 x	3	= 12
Totals		15	40.5

40.5 total grade points ÷ 15 total credit hours = 2.70

Grade point average for the semester is 2.70.

Repeating Courses and Grade Substitutions

Repeating Courses after a Failing Grade

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

Repeating Courses after a Passing Grade or Audit

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

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

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

*Second Grade Option

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

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

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

Grade Changes

Students who believe they were given an incorrect grade should contact the instructor and bring the inaccuracy to their attention. If the instructor agrees that a mistake has been made, the instructor must complete a grade change form at the Registrar's Office. This form must be signed by the department chairperson and the appropriate dean.

Student Grievance

A student who is dissatisfied with a grade received or with any other aspect of instruction in a particular course is to confer with the instructor, who will explain the reasons for awarding the grade. If such a conference fails to achieve a satisfactory resolution, the student may then appeal to the department chairperson. If the matter is still not resolved, the student may appeal in writing to the appropriate academic dean to adjudicate the situation.

Transfer Credit

Credit received for courses completed at other regionally accredited institutions of higher education may be transferred to Fitchburg State University and applied toward degrees if

the courses are equivalent to courses offered by Fitchburg State University or appropriate to programs at the university and the grade received was a 1.7 (C-) or higher.

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

Honors

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

The Dean's List honors students who have attained an average of 3.2 or better for the semester while maintaining full time status. Ineligible if course withdrawal during semester.

Major Changes

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

Transcripts

Transcripts are available at the Registrar's Office, located in the Anthony Building room 110.

Academic Integrity Policy

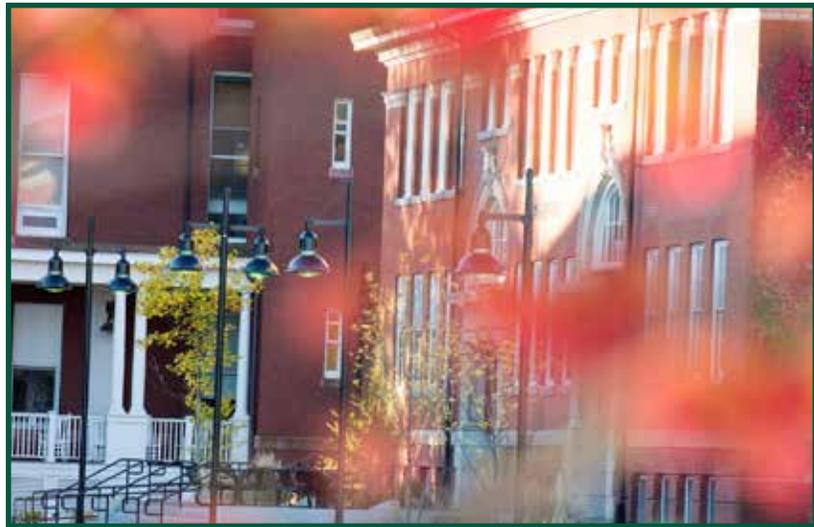
Every member of the university community is expected to maintain the highest standards of academic integrity. A student shall not submit work that is falsified or is not the result of the student's own effort. A student who is in doubt regarding standards of academic integrity in a course or assignment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

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

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

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

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



If the student has agreed with the accusation and signed the letter accordingly, the sanction identified by the faculty member will be imposed, and the matter will be considered closed. If the student disagrees with the accusation and again signs the letter accordingly, the student may appeal the matter to the university conduct board. With all formal accusations of a violation of the academic integrity policy, the faculty member will forward the letter with the student's signature and other relevant information to the Assistant Dean of Student and Academic Life. (Proceed to No. 3 below.)

2. If the accuser is not a faculty member, and s/he decides to initiate the formal process, the accuser must submit a report and/or relevant information to the Office of Student Conduct within fourteen days of discovering the alleged infringement of the academic integrity policy.
3. Once a case is forwarded by a student or as an appeal (in the form of a report, signed letter and/or other relevant information), the Assistant Dean of Student and Academic Life, or designee, will review all relevant information and either a) dismiss the incident due to lack of merit or timeliness or b) contact the accused student to schedule a conduct board hearing or when a board is not available an administrative hearing may be scheduled.
4. If the case goes to the conduct board, the board will determine whether the student is responsible or not responsible for violating the academic integrity policy. If the student is found responsible, the board will recommend sanctions to the Dean of Student and Academic Life, 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.

5. In cases of undergraduate student violations of the academic integrity policy, the Dean of Student and Academic Life (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.
6. The student may make a final appeal only for a sanction of suspension or dismissal.

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

Acceptable Use Computer Policy

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

The complete Acceptable use Computer Policy can be found on our website at fitchburgstate.edu/technology/policies/acceptableuse/.

One Card Program Agreement

Terms and Conditions

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

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

improper or unlawful purpose. Using someone else's OneCard, or altering, falsifying or selling a OneCard or a copy of a OneCard, is prohibited and subject to sanctions, pursuant to applicable University policies and procedures and may also be subject to civil or criminal proceedings.

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

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

End of the Spring Semester Event Policy

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

Good Neighbor Policy

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

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

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

Human Studies Policy

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

Non-Discrimination Policy & Affirmative Action Policy

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

- Associate Vice President for Human Resources and Payroll Services and designated Title IX Coordinator, (978) 665-3172; or
- Office of the Assistant Secretary of Civil Rights, U.S. Department of Education, Office for Civil Rights, Customer Service Team, 550 12th Street, SW, Washington, D.C. 20202-1100, (800) 421-3481

Discrimination and Sexual Violence Policy

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

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

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

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

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

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

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

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

Mrs. Jessica Murdoch
Associate Vice President of Human Resources and Payroll
(978) 665-3172
jmurdoch@fitchburgstate.edu

Deputy Title IX Coordinator
William Cummings, Ed.D., Assistant Dean
(978) 665-3887
wcumming@fitchburgstate.edu

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

Policy Against Gambling

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

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

The university recognizes that, for some individuals, gambling can become a destructive pattern of behavior. Resources are available on campus to assist individuals that may be experiencing problems related to gambling. The Counseling Services Office (978-665-3152) or the Massachusetts Council on Compulsive Gambling (1-800-426-1234, masscompulsivegambling.org) can provide such resources as appropriate.

Policy Against Hazing

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

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

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

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

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

Poster Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SGA Bulletin Boards are located as follows:

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

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

Privacy and Confidentiality Regulations

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

Raffle Policy

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

Smoking Policy

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

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

Solicitation Policy

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

Student Code of Conduct

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

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

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

Emergency Transports

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

Student Parking Policy

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

Shuttle Bus Parking

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

Parking Permits

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

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

Snow Removal

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

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

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

Excessive Violations

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

Use of the Quad

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

Weapons Policy

Weapons and weapon replicas are prohibited on campus.

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

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

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

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

Defensive Sprays

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

Introduction

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

Drug-Free Schools and Communities Act

Amendments of 1989 Public Law 101-226

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

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

General Provisions

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

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



University Alcohol Policy

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

General Provisions

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

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

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

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

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

Prevention & Awareness Programs

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

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

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

Off Campus Functions

If a function is held off-campus, the contracted server must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages. It is up to the sponsoring organization whether they will provide transportation to the function.

The sponsoring organization will make every effort to reduce liability to the institution and ensure a safe and orderly function. Additionally, if sponsored by a student organization, the event must be registered and approved through applicable processes.

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

Alcohol in the Residence Halls

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

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

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

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

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

On-Campus Functions

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

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

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

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

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

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

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

Advertising Guidelines

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

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

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

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

Federal and State Drug Laws

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

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

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

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

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

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

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

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

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

Drugs and Other Substances

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

Marijuana is considered a Class D illegal substance under Massachusetts's law and is prohibited by Federal Law. In compliance with the DFSCA, marijuana is prohibited on-campus. The manufacture, distribution, dispensation, sale, possession or use of marijuana on campus is prohibited. It is also a violation of policy to be under the influence of and/or in the presence of marijuana.

Disciplinary Process

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

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

Parental Notification

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

AlcoholEDU for College

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

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

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

Guidelines for Substance Abuse Counseling/Treatment

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

Additional Assistance

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

- Counseling Services
- Health Services
- Human Resources
- Department of Public Health, Substance Abuse Division, (800) 327-5050

Additional Relevant Resources

Alcoholics Anonymous

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. For a listing of local meetings you may visit aa.org

Adult Children of Alcoholics

A listing of local meetings may be found at adultchildren.org.

Narcotics Anonymous

This self-help group can be reached locally at (508) 756-2284.

Additional information can be found at na.org

Health Risks of Substance Abuse

The use of alcohol and other drugs, even infrequently, may seriously damage one's health. The university's health service or an individual's health care provider can provide more extensive information on the effects of specific substances on an individual's health. Risks include, but are not limited to the following:

- Excessive use of alcohol is associated with liver damage, hypertension, brain damage and a weakened immune system.
- Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression.
- Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.
- The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way.
- Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and causes lung and bronchial disease, a chronic dry cough and respiratory irritation. Continued marijuana use has also been connected with memory loss and a motivational syndrome.
- Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

Controlled Substances— Uses and Effects

Narcotics

Possible Effects: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
 Effects of Overdose: Slow and shallow breathing, clammy skin, convulsions, coma, possible death
 Withdrawal Syndrome: Watery eyes, runny nose, yawning, loss of appetite, irritability

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Opium	Dover's Powder, Parepectolin	Analgesic, antidiarrheal	High/High
Morphine	MS-Conen, Rosanol, Rosanol SR	Analgesic, antitussive	High/High
Codeine	Tylenol x/codeine, Robitussin A-C	Analgesic, antitussive	Moderate/Moderate
Heroin	Horse, Smack	None	High/High
Hydromorphone	Dilaudid	Analgesic	High/High
Mependine	Demerol, Mapargan	Analgesic	High/High
Methadone	Methadose, Dolophine	Analgesic	High/High-Low

Depressants

Possible Effects: Slurred speech, disorientation, drunken behavior without the odor of alcohol
 Effects of Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
 Withdrawal Syndrome: Anxiety, insomnia, tremors, delirium, convulsions, possible death

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Chloral Hydrate	Noctec	Hypnotic	Moderate/Moderate
Barbiturates	Amytal, Seconal, Nembutal	Anesthetic, sedative hypnotic, anticonvulsant	High-Mod./High-Mod.
Benzodiazepines	Dalmane, Xanax, Librium, Valium	Antianxiety, sedative	Low/Low
Methaqualone	Quaalude	Sedative, hypnotic	High/High
Glutethimide	Doridan	Sedative, hypnotic	High/High

Stimulants

Possible Effects: Increased alertness, excitation, euphoria, increased pulse rate, insomnia, loss of appetite
 Effects of Overdose: Agitation, increase in body temperature, hallucinations, convulsions, possible death
 Withdrawal Syndrome: Apathy, long periods of sleep, irritability, depression, disorientation

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Cocaine	Coke, Flake, Snow, Crack	Local anesthetic	Possible/High
Amphetamines	Dexadrine, Obetrol, Delcobese	Attention deficit disorder, weight control, narcolepsy	Possible/High
Phenmetrazine	Preludin	Weight control	Possible/High
Methylphenidate	Ritalin	Attention deficit disorder	Possible/Moderate

Hallucinogens

Possible Effects: Illusions and hallucinations, poor perception of time and distance
 Effects of Overdose: Longer, more intense "trip" episodes, psychosis, possible death
 Withdrawal Syndrome: Withdrawal syndrome not reported

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
LSD	Acid, Microdot	None	None/Unknown
Mescaline/Peyote	Mesc, Button, Cactus	None	None/Unknown
Amphetamine	DMA, MDMA, STP, MDA	None	Unknown/Unknown
Phencyclidine	PCP, Angel dust, Hog	None	Unknown/High

Cannabis

Possible Effects: Euphoria, reduced inhibitions, increased appetite, disorientation
 Effects of Overdose: Fatigue, paranoia, possible psychosis
 Withdrawal Syndrome: Insomnia, hyperactivity, loss of appetite

Drug Name	Trade/Other Names	Medical Uses	Dependence Physical/Psychological
Marijuana	Pot, Acapulco Gold, Grass, Reefer	None	Unknown/Moderate
Hashish	Hash	None	Unknown/Moderate
Hashish Oil	Hash Oil	None	Unknown/Moderate

Departments and Offices

Academic Advising Center	3319, 3321	Inclment weather school cancellations	
Academic Affairs	3168	Commuters (off-campus).....	(978) 665-4003, 4004
Academic Success Centers.....	4136, 3499	Residents (on-campus).....	3006
Adaptive Lab.....	4029	Industrial Technology.....	3255
Admissions.....	3144	Information Desk	(978) 345-2151, 4002 or 0
Affirmative Action.....	3697	Information Technology Help Desk.....	4500
Alumni.....	3355	International Education/Study Abroad	3089
AmeriCulture Arts Festival.....	(978) 345-4862	Institutional Research.....	3126
Assessment Center	3499, 4136	Journal of Technical Writing & Communication	3548
Athletics.....	3314	Leadership Academy.....	3218
Behavioral Sciences (Criminal Justice, Human Services, Psychology & Sociology).....	3241	Library (fitchburgstate.edu/library)	3196
Biology	3246	Access Services.....	3062
Bookstore	4026	Circulation Desk	3063
Box Office (Weston)	3347	Director	3194
Business Administration	3378, 3203	Hours 4478	
University Police (Emergency)	3111	Interlibrary Loan	3065
Non-Emergency	3110	Periodicals Department.....	3067
TTY.....	3588	Reference Desk.....	3223
Capital Planning and Management	3115, 3230	Technical Processing.....	3310
Career Center	3151	Mathematics.....	3263
Center for Diversity and Inclusiveness	3399	Math Center.....	3579
Center for Italian Culture	3031	McKay Arts Academy.....	3187
Chartwells Dining Services.....	3663	Child Development Center.....	343-9149
Communications/Media.....	3260	Curriculum Resource Center	3725
Computer Science	3290	Library	3322
Counseling Services.....	3152	Family Liaison.....	3192
Cultural Affairs.....	3709	Nursing.....	3221
Development.....	4555	OneCard.....	3039
Disability Services.....	4020	Parking Services	3219
Education/ECEMS.....	3193	Payroll	3176
English.....	3267, 3393	Planning.....	3171
Exercise Sport Science	3304	President.....	3101
Expanding Horizons	3064	Print Services.....	3394
Faculty Center for Teaching Excellence	3341	Recreation Center	3683
Financial Aid.....	3156	Fitness Center	3061
Geo/Physical Sciences	3248	Racquetball/Volleyball Reservations	3566
Graduate & Continuing Education.....	3182, 3280	Recreation Center Manager.....	3561
Grant Center	3368	Registrar	4196
Hammond Hall.....	3163	Social Sciences (Economics, History and Political Science)	3397
Health Services	3216	Special Education	3308
Housing and Residential Services.....	3219	Student Accounts/Billing	4126
Work Order Requests	4014	Student Development.....	3163
Human Resources	3172	Information Desk.....	- 0 -
Humanities		Reservations	3163
Art, Music, Philosophy, Foreign Languages	3276	Center for Volunteerism and Leadership	3649
Band Director.....	3278	Student and Academic Life.....	3130
Choral Director.....	3713	Dean of Student and Academic Life	3215
		Student Conduct, Mediation and Education.....	3236
		Student Mail Center	4481

Student Organizations	
Campus Activities Hotline	4480
Fitchburg Activities Board.....	3645
Point (Newspaper)	3647
Student Government Association.....	3300
Student Organization Room	3351
Center for Volunteerism and Leadership	3649
WXPL Radio Station (FM 91.3)	3692, 4848
Teacher Certification	3239
Tech Prep	3295
Technology Education.....	3255
Tutor Center (Peer)	3499, 4136
Upward Bound	3439
Vocational Education	3049
Writing Center	3499
Weston Box Office	3347
WXPL.....	3692, 4848

Undergraduate Evening Programs

Business Administration	Caggiano, Diane.....	3372
English Minor.....	Moser, Joseph	4844
Interdisciplinary Studies.....	Robey, Jessica	3386
LPN to BS in Nursing	Linda McKay	3222
Nursing, RN to BSN	Linda McKay	3222
Vocational Education	Alicata, James.....	3049

Post Baccalaureate Certificate Programs

Biology	Grimm, Lisa	3334
English Studies	Chisunka, Chola	3445
Mathematics.....	Berg, Jennifer	3787
Technology/Engineering Education	Whitfield, Wayne	4807

Graduate Programs

Certificate of Advanced Graduate Study (CAGS)

Educational Leadership and Management.....	Day, Danette.....	3695
Interdisciplinary Studies Applied Communication	Robey, Jessica	4856
Individualized	Robey, Jessica	3386
Counseling/Psychology.....	Hancock, John	3604
Reading Specialist.....	Murray, Nancy	3770

Master of Arts and Master of Arts in Teaching (MA/MAT)

Biology	Grimm, Lisa	3334
English.....	Chisunka, Chola	3445
History.....	Sarefield, Dan	4804

Master of Business Administration (MBA)

MBA	McAloon, Joe.....	3125
-----------	-------------------	------

Master of Education (MEd)

Arts Education	Flint, Petri.....	3461
Curriculum and Teaching	Masciarelli, Richard	3502
Early Childhood, Elementary, and Middle School Education.....	Cortezia, William.....	3489
Educational Leadership and Management.....	Day, Danette.....	3695
Occupational Education.....	Alicata, James.....	3049
Science Education	Grimm, Lisa	3334
Special Education Moderate.....	Murray, Nancy	3770
Severe.....	Howard, Anne.....	3309
Guided Studies	Howard, Anne.....	3309
Reading Specialist	Murray, Nancy	3770

Master of Science (MS)

Applied Communication	Robey, Jessica.....	4856
Computer Science	Chen, Brady.....	3434
Counseling Mental Health	Deptula, Daneen.....	3603
School Counseling.....	Deptula, Daneen.....	3603
Nursing (Forensic).....	Dumas, Robert.....	3026

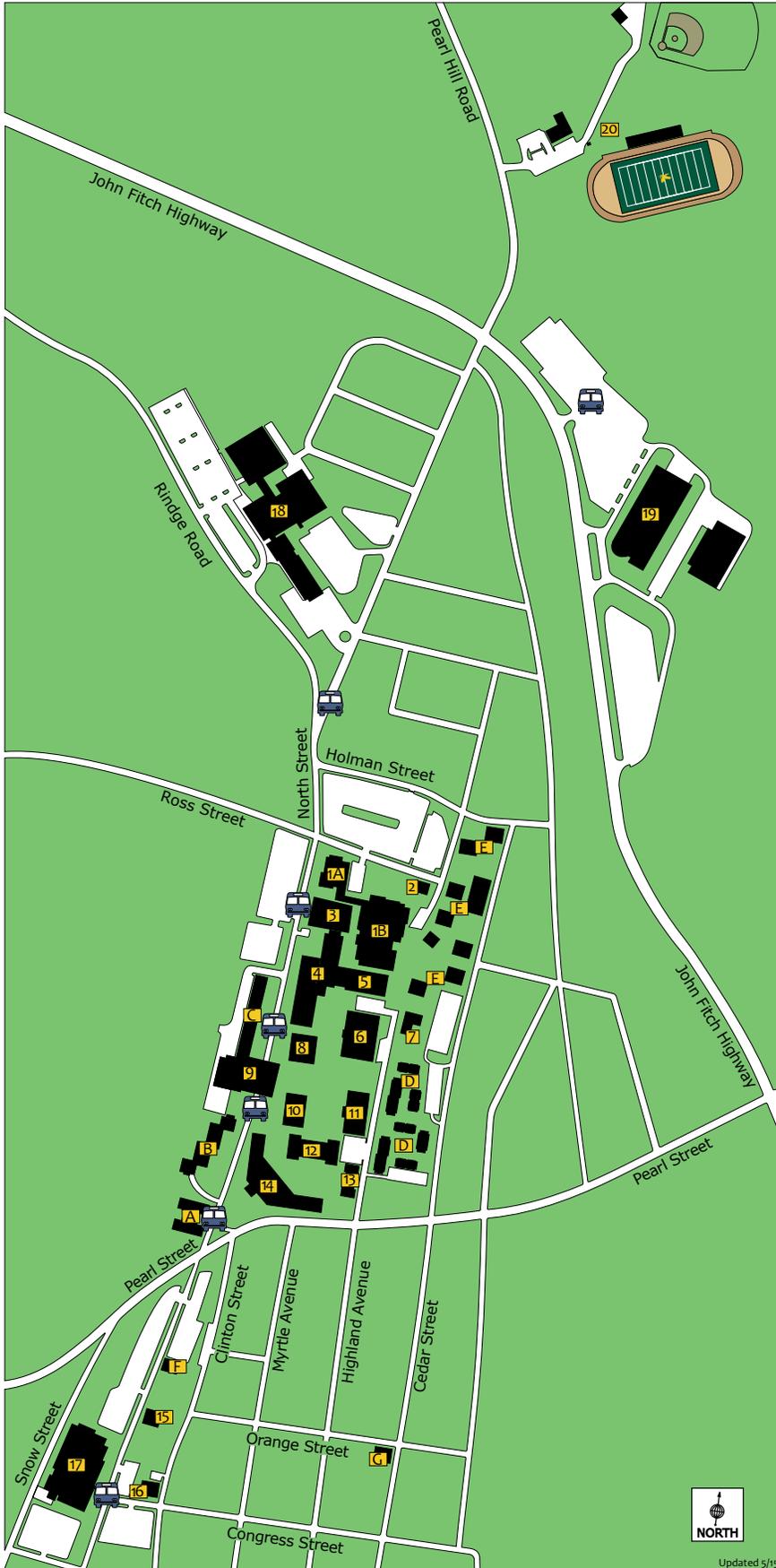
Graduate Certificate Programs

Applied Communications Studies	Robey, Jessica.....	4856
Behavior Analyst	Shapiro, Robert	3511
Fine Arts Director	Flint, Petri.....	3461
Forensic Nursing.....	Dumas, Robert.....	3026
Not-for-Profit Management	Shane, Christine.....	3242
Reading Specialist	Murray, Nancy	3770

Quick Reference Guide

Questions about	Direct to	Ext.
Adding and Dropping Classes...	Registrar's Office.....	4196
Academic Probation.....	Academic Advising	3321
Admissions Open Houses	Admissions.....	3144
Alcohol & Other Drug Use	Health Services	3216
Ambulance.....	University Police.....	3111
Art Gallery.....	Student Activities	3163
Auto Assistance.....	University Police.....	3111
Book Loans	Student Accounts.....	4126
Change of Address	Registrar's Office.....	4196
Change of Major.....	Academic Dept.	
Class Cancellations	Information Desk.....	3580
Class Schedules	Registrar's Office.....	3670
Counseling	Counseling Services.....	3152
Computer Problems	IT Help Desk.....	4500
Copy Machines	Library or Conlon IA	
Course Load/Complaints.....	Student & Academic Life ...	3130
Emergencies	University Police.....	3111
Emergency Student Loans.....	Student & Academic Life ...	3130
Escort Service/Student Safety ...	University Police.....	3111
Evening Advisors	GCE	3280
Evening Courses	GCE	3182
Faculty Absences.....		3580
Faculty Advisors	Academic Departments	
Falcon Booster Club	Athletics.....	3314
Falcon Hub.....	Campus Center	3162
FAVE	Grant Center	3218
Fraternities & Sororities.....	Student Development.....	3164
Fitchburg State University Today.....	Public Relations	3177
FAT Trips	Student Development.....	3160
Graduate Courses.....	GCE.....	3182
GRE, CLEP/DANTES, MAT & NTE Testing	Career Center.....	3151
Health Service.....	Health Service.....	3216
Honors Program.....	Leadership Academy.....	3215
I.D. Cards.....	ACMS.....	3262
Inclement Weather School Cancellations.....	University Police.....	4003,4004
Internet/E-mail.....	Computer Center.....	4500
Intramural Sports	Recreation Center	4648
Jobs (on-campus).....	Financial Aid.....	3156
Jobs (off-campus)	Career Center.....	3151
Judicial Board	Student Conduct	3887
Leave of Absence	Student & Academic Life ...	3130
Legal Assistance	SGA Lawyer.....	3300
Lockers.....	Info Desk.....	3165
Lost & Found	University Police.....	3111
Mediation	Student Conduct	3887

Questions about	Direct to	Ext.
Multicultural Experiences	CDI.....	3399
On-campus Housing	Housing & Res. Services.....	3219
OneCard.....	OneCard Office	3039
Orientation	Student & Academic Life ...	3130
Parking Permits/Information	Parking Services	3219
Parking Ticket Payments.....	Parking Services	3219
Paychecks	Treasurer's Office	3107
Posting Policy & Bulletin Boards..	SGA.....	3300
Readmission After Withdrawal ...	Registrar	3139
Recycling.....	Capital Planning and Maintenance.....	3115
Reserving Space on Campus.....	Student Center	3163
Residence Hall Maintenance Request.....	Housing & Res. Services.....	4014
Ropes Course.....	Recreation Services.....	3683
Scholarships.....	Financial Aid.....	3156
Shuttle Parking Information.....	University Police.....	3111
Student Absences (Extended Periods).....	Student & Academic Life ...	3130
Student Activities Events.....	Student Development.....	3163
Student Billing	Student Accounts.....	4126
Student Health Insurance	Student & Academic Life ...	3130
Student Organizations	Student Development.....	3163
Student Payroll.....	Payroll	3120,3122
Student Rights and Responsibilities	Student & Academic Life ...	3130
Study Abroad.....	International Ed.....	3089
Summer Conferences.....	Housing & Res. Services.....	3219
Summer Courses	GCE.....	3182
Substance Awareness.....	Counseling	3152
Testing (Placement).....	Assessment Center.....	3499
Transcripts	Registrar	3359
Tuition Payment Plan	Student Accounts Office...	3294
Tutoring (Peer).....	Academic Success Center .	3499
Vehicle Lockouts/Jump Starts ..	University Police.....	3111
Veterans Info	Registrar	3359
Volunteering.....	Volunteer Center	3649
Winter Session Courses.....	GCE	3182
Withdrawing from a Course	Registrar	4196
Withdrawing from the University	Student & Academic Life ...	3130
Withdrawing from a Graduate Program	GCE.....	3280
Work Study	Financial Aid.....	3156



Campus Buildings

Building Code

- | | |
|---|------|
| 1. Conlon Hall | |
| 1A. Fine Arts | CNFA |
| 1B. Industrial Technology
Communications Media
Information Technology | CNIC |
| 2. Highland House | |
| 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 | |
| Alumni/Development | MAZZ |
| 8. Dupont Facilities | DUP |
| 9. Holmes Dining Commons | HOLM |
| 10. Edgerly Hall | EDG |
| 11. Percival Hall | PERC |
| 12. Thompson Hall | THOM |
| 13. Miller Hall | MIL |
| 14. Hammond Hall | HAMM |
| Academic Success Center
Amelia V. Gallucci-Cirio Library
Bookstore | |
| 15. Exercise and Sports Science | EXSS |
| 16. Campus Police Station | CPST |
| 17. Athletics and Recreation Center | REC |
| 18. McKay Complex | MCK |
| Business Administration
McKay Arts Academy (Pre-K to 8)
Teacher Education Center | |
| 19. Wallace Civic Center | WALL |
| 20. Athletic Complex & Elliot Field | |

Residence Halls

- A. Aubuchon Hall
Campus Living
Parking Services
- B. Russell Towers
Health Services
- C. Herlihy Hall
- D. Townhouse Apartments
- E. Mara Village
- F. North Street Apartments
- G. Cedar House

Key

-  Shuttle Stop



160 Pearl Street Fitchburg, MA 01420
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A

Absences..... 41
 Due to Illness 24
 Academic Advising Center 9
 Academic Affairs Office 9
 Academic and Environmental
 Accommodations 13
 Academic Dismissal 43
 Academic Integrity Policy 45
 Academic Policies 41
 Academic Policy Waiver Requests 20
 Academic Probation 43
 Academic Programs 6
 Academic Progress Requirements
 Financial Aid 14
 Academic Standing 43
 Academic Success Center 10
 Academic Suspension 43
 Acceptable Use Computer Policy 46
 Accommodations
 Academic 4
 Persons with Disabilities 3, 6
 Testing 4
 Accreditation 6
 Active Minds 29
 Adaptive Computing Lab 13
 Add/Drop Procedure 42
 Advertising Club 29
 Advisors 41
 Affirmative Action Policy 3, 48
 AlcoholEDU for College 56
 Alcohol Policies 53
 Alert, Fitchburg State 26
 All University Committee 3
 Alpha Lambda Delta 29
 Alpha Phi Sigma 29
 Alpha Sigma Tau National Sorority 29
 Amelia V. Gallucci-Cirio Library 10
 American Sign Language 29
 Anime Club 30
 Art Gallery 22
 Asian Culture Society 29
 Associated Builders and Contractors
 (ABC) 29
 Athletics 37
 Academic Eligibility 37
 Facilities 38
 Program Data 6
 Attendance 41
 Availability Notice 6



B

Billiards Club 29
 Bill of Rights 4
 Bill Payment 21
 Biology Club 29
 Black Student Union 29
 Bookstore 10
 Breakfast 11

C

Campus Buildings 62
 Campus Resources & Services 9
 Campus Security Report 6
 Career Center 10
 Career Library 10
 Center for Diversity and Inclusiveness 11
 Center for Italian Culture 11
 Center for Volunteerism and Leadership 22
 Chartwells Dining Services 11
 Cheerleading Club 30
 Christian Fellowship 29
 Citation Payments 19
 Class Cancellations 41
 Communication Honors Society
 (Lambda Pi Eta) 31
 Computer Use Policy 46
 Confidentiality Regulations 50
 Contraception 23
 Controlled Substances 57
 Costs 6
 Counseling Services Department 12
 Course Load Requirements 42
 Course Registration 42
 Criminal Justice Club 29

D

Dance Club 29
 Defensive Sprays 52
 Delta Alpha Pi 30
 Department Directory 59
 Deposits 21
 Developmental Programs 15
 Dietary Needs, Special 12
 Dinner 12
 Direct Loan Deferments 6
 Disability Services 3, 6, 12
 Discrimination and
 Sexual Violence Policy 48
 Dismissal, Academic 43
 Diversity and Inclusiveness,
 Center for 11
 Drug-Free Schools and
 Communities Act 53

E

Education Club 30
 Education Honors Society
 (Kappa Delta Pi) 31
 Emergencies 26
 English Club 30
 Enrollment Period 21
 Epsilon Pi Tau, Inc. 30
 Equal Opportunity 5
 Evening Programs, Undergraduate 60
 Event Policy, End of Spring 47

F	
Facilities Reservations.....	22
Falcon Friends.....	30
Falcon Hub.....	22
Falcon Theater Company.....	30
Family Educational Rights and Privacy Act (FERPA).....	6
Family Orientation.....	20
Feminist Conversations.....	30
FERPA.....	7
Film Makers Society.....	30
Financial Aid.....	6, 14
Financial Obligations.....	6
Fire Safety	
Fire Drill Procedures.....	16
Residence Halls.....	16
First Responders.....	30
Fitchburg Activities Board (FAB).....	30
Fitchburg Anti-Violence Education (FAVE).....	14
FAVE Club.....	30
Fitchburg Finches.....	30
Fitchburg State Alert.....	26
Focus On Faith.....	30
Food Service (Chartwells).....	11
G	
Gay Straight Alliance.....	30
Geo Club.....	30
Geographic Information Systems Club (GIS).....	31
Good Neighbor Policy.....	47
Grades.....	43
Changing.....	44
Grievance.....	44
Graduate and Continuing Education.....	15
Graduate Programs.....	60
Graduation Rates.....	6, 14
Greek Council.....	31
H	
Habitat for Humanity Local Chapter.....	30
Harmonic Velocity A Capella Choir.....	31
Hazing Policy.....	49
Health and Immunization Requirements.....	23
Health Services.....	23
Higher Education, Access.....	5
Honors.....	44
Housing and Residential Services.....	15
Human Studies Policy.....	47

I	
Illness	
Meals during.....	12
Treatment for.....	23
Immunization Requirements.....	7, 23
Industrial Technology Honor Society (Epsilon Pi Ta).....	30
Insurance for Property.....	7
Integrative Health and Wellness.....	31
Intercollegiate Sports.....	37
International Education Office.....	18
International Honor Society in History (Phi Alpha Theta).....	31
Italian Culture, Center for.....	11
J	
Jury Duty.....	4
K	
Kappa Delta Pi.....	31
Keys/Card Access.....	16
L	
Lacrosse Club.....	31
Lambda Pi Eta.....	31
Latin American Student Organization (LASO).....	31
Leadership and Success, National Society.....	31
Library.....	10
Live Action Role Playing (LARP).....	31
Living on Campus.....	15
Loans (Emergency).....	20
Love Your Melon Fitchburg State University Campus Crew.....	31
Lunch.....	11
M	
Mail Center.....	24
Major Changes.....	44
Maps.....	62
Martial Arts Club.....	31
MASSPIRG.....	31
Math Center.....	18
Math Club.....	31
Meal Cards.....	12
Meal Plans.....	11
Mission Statement, University.....	2
Model United Nations.....	31

N	
National Association of Homebuilders (NAHB).....	31
New Student Orientation.....	20
Non-Discrimination Policy.....	48
North Central Massachusetts Entrepreneurship Association.....	31
North Street Bistro.....	22
Nursing Honor Society.....	32
Nursing Student Association (NSA).....	32
O	
Offices Directory.....	59
Offices Listing.....	9
One Card Program Agreement.....	46
Online Card Management.....	17
Order of Omega.....	31
Organizations, Student.....	29
Orientation Programs.....	20
Overseas Study.....	18
P	
Pan-Hellenic Council.....	31
Parental Notification.....	54
Parking.....	51
Parking Permits.....	19, 51
Parking Violations.....	51
Payment Plan.....	21
Phi Alpha Theta.....	31
Phi Sigma Sigma National Sorority.....	32
Phone Directory.....	59
Pi Sigma Alpha.....	31, 32
Placement Test Center.....	19
Pokemon Society.....	32
Policies, Academic.....	41
Policy Waiver Requests.....	20
Poster Policy.....	49
Prevention & Awareness Programs.....	54
Privacy and Confidentiality.....	50
Probation, Academic.....	43
Psi Chi.....	32
Psychology Club.....	32
Psychology Honors Society (Psi Chi).....	32
Public Area Damages.....	16
Q	
Quad usage.....	51
Quick Reference Guide.....	61

R

R.A.D.....	26
Raffle Policy.....	50
Rave Guardian Campus Safety app.....	26
Readmission	
After Suspension.....	43
After Withdrawal.....	42
Recognition of Student Organizations.....	33
Recognized Student Organizations.....	29
Recreation Center.....	19, 38
Recreation Services.....	19
Reduced Course Load.....	4
Refund Policy.....	21
Repeating Courses.....	44
Rescue Squad (EMS).....	26
Residence Hall Living.....	15
Resident Assistants (RAs).....	15

S

Safety & Security.....	16
Satisfactory Academic Progress.....	20
Security Team, Student.....	26
Shuttle Bus Parking.....	19, 51
Sigma Beta Delta Honors Society.....	32
Sigma Pi Fraternity, International.....	32
Sigma Sigma Sigma National Sorority.....	32
Sigma Tau Delta.....	32
Sigma Tau Gamma National Fraternity, Inc.....	32
Sigma Theta Tau, Inc., Epsilon Beta Chapter.....	32
Ski and Snowboard Club.....	32
Smoking Policy.....	50
Snow Removal.....	51
Society of Motion Picture and Television Engineers (SMPTE).....	32
Solicitation Policy.....	50
Sportsmanship Code.....	38
Student Accounts Office.....	21
Student and Academic Life.....	20
Student Code of Conduct.....	51
Student Conduct, Mediation and Education.....	22
Student Development.....	22
Student Education Association of Massachusetts (SEAM).....	32

Student Government Association (SGA).....	27
Student Grievance.....	44
Student Loans.....	20
Student Organizations	
Listing.....	29
Recognition Procedures.....	33
Student Organization Committee (SOC).....	33
Student Parking Policy.....	51
Student Representation on Committees.....	2, 3
Student Rights under FERPA.....	7
Substance Abuse	
Health Risks.....	57
Policy.....	53
Suspension, Academic.....	43
Swim Club.....	32

T

Technology Education Collegiate Association (TECA).....	32
Testing.....	10
Accommodations.....	4
Transcripts.....	44
Transfer Credit.....	44

U

University Police.....	26
------------------------	----

V

Veterans Association.....	32
Volleyball Club.....	32

W

Weapons Policy.....	52
Withdrawal	
Financial Aid Requirements.....	15
From the University.....	6, 20, 42
World Integrated Nations (WIN).....	33
WXPL Radio.....	33

