ACADEMIC INFORMATION

Academic Calendar with Important Dates

You can access Worcester State University's official Spring 2020 Academic Calendar by clicking on https://www.worcester.edu/Catalogs-and-Calendars/ , and then on the PDF symbol immediately to the right of "2019/2020," in the "Academic Calendar" column. The academic calendar includes a listing of key dates, including:

January 21	The last day to **ADD** a regular day course
January 28	The last day to **DROP** a regular day course
	The last day to **ADD** or **DROP** an evening or graduate course
March 23	The last day to **DECLARE** or **CHANGE** a major or minor
March 31	The last day to **WITHDRAW** from a course or school
April 7	The last day to elect the **PASS/FAIL** option for a course

The schedule also includes the final exam schedule as well as dates for Continuing Education and Graduate courses.

Definition of the "Credit-Hour"

Worcester State University follow a modified Carnegie Foundation definition of the credit-hour, known as the "Carnegie Unit." For Worcester State courses, 1 credit hour is equivalent to 1 hour of classroom instruction coupled with a minimum of 2 hours of expected coursework outside of the classroom by the student, over a semester of approximately 15 weeks. Please note that "1 hour of classroom instruction" is actually 50 minutes. A 3-credit course would thus entail approximately 45 classroom hours of instruction (= approximately 37.5 actual hours in class) and a minimum of approximately 90 hours of work outside of class. This standard is maintained for a six-week summer session and a two-week winter, so that the 45 + 90 hours will be distributed over six weeks or two weeks, depending on the session. Students receive one credit for each credit hour of courses taken.

Worcester State University's Core Values

As a public institution, Worcester State University embraces the belief that widespread access to high-quality educational opportunities is the cornerstone of a democratic society. Members of the Worcester State community share the following core values:

- **Academic Excellence**: We are committed to providing opportunities to excel in a close-knit learning environment characterized by distinguished faculty, excellent teaching, and creative linkages between classroom learning and real-world experiences.
- **Engaged Citizenship**: We are committed to promoting community service, social justice, the democratic process, environmental sustainability, and global awareness to prepare students to be active and informed citizens.
- **Open Exchange of Ideas**: We are committed to inviting and considering the most expansive range of perspectives in teaching and learning, in scholarly and creative work, and in the governance of a complex, diverse institution.
- **Diversity and Inclusiveness**: We are committed to being an inclusive community in which our diversity enhances learning for all and in which people from all cultures and backgrounds have the opportunity to participate fully and succeed.
- **Civility and Integrity**: We are committed to respecting the dignity of all members of our community and to demonstrating this commitment in our interactions, decisions, and structures.

For more on Worcester State's core values, mission, and the plan for achieving them, see the institution's Strategic Plan at https://www.worcester.edu/Strategic-Plan/.

Accessibility Statement

Worcester State University values the diversity of all of our students, faculty and staff. We recognize the importance of each student's contribution to our campus community. WSU is committed to providing equal access and support to all qualified students through the provision of reasonable accommodations so that each student may fully participate in programs and services at WSU. If you have a disability that requires reasonable accommodations, please contact Student Accessibility Services at SAS@worcester.edu or 508-929-8733. Please be aware that accommodations cannot be enacted retroactively, making timeliness a critical aspect for their provision.

Academic Advising

Each student at Worcester State University is assigned a Faculty Advisor. This advisor will be in your major department or, for undeclared students, assigned from among faculty across the campus. If you are unsure of who your faculty advisor is, you can check on WebAdvisor, with your major department's administrative assistant (if you have a major), or with the Academic Success Center (if you do not have a major). Your Faculty Advisor will assist you in course selection, setting and achieving academic goals, acquiring relevant information and services, and making responsible decisions regarding their interests, goals, and academic requirements. At a minimum, you should make an appointment to meet with your advisor prior to preregistration, but your advisor is available throughout the academic year to answer questions and to have discussions about your academic life.

Support for Students from the Academic Success Center

The Academic Success Center is available to students who have advising and registration questions. The ASC works closely with Faculty Advisors to ensure students are supported with major and LASC information. The ASC also provides workshops for students to deliver academic advising information. Tutoring Services for a variety of courses are hosted in our area. We also offer testing services related to CLEP and Accuplacer Placement Test. General information about the ASC is available at https://www.worcester.edu/Academic-Support-Services/ . The interactive ASC webpage is available through the student portal, "MyWSU."

Math Help from the Math Center

The WSU Math Center provides services to enhance student learning and success in any course with mathematical content, including Business, Computer Science, Psychology, Physics, and Math Courses up to Calc 2 (MA 201). Placement test materials and preparation support are also available. The trained tutors have taken the course they tutor for and understand the material well. Tutoring is on a drop-in basis in Sullivan 140 and overseen by Math Professors Eileen Perez and Elizabeth Gilbert. Semester hours begin the Monday of the first full week of each semester and will be published by the center.

Writing Help from the Writing Center

Worcester State University's Writing Center is located in Sullivan 306. Staffed by friendly consultants, many of whom students may know from around campus, the Writing Center is a space where students have productive conversations about their writing.

Students can schedule an appointment with us in-person or by email (writingcenter@worcester.edu). While we prefer scheduled appointments, we are often available for walk-in appointments, as well.

Alternatively, the WSU Writing Center offers an Online Writing Lab service whereby students can submit papers and writing projects and receive feedback. Students can submit to us using this Google Form. Please note, we reserve the right to take up to 72 hours to respond.

All services at the Writing Center are offered free of charge. For more information about our mission and policies, visit our main page here.

Help for Students from the Counseling Center

The Worcester State University Counseling Center is here to provide confidential, therapeutic support to students with mental health concerns and/or facing pressures unique to college

students. Services are also provided to students that are in crisis. Your instructor is available if you would like my guidance in seeking services. Your instructor may also consult with a counseling center staff member and/or make a referral on your behalf. You can contact the center directly via email counseling_WSU@worcester.edu or via telephone at (508) 929-8072.

Support for Students from the Student Intervention Team

Worcester State University is committed to the safety and success of all members of the campus community. To support this initiative, WSU has a Student Intervention Team which works to support campus community members, including students, by reaching out and providing resources in areas where an individual may be struggling or experiencing barriers to their success. The program allows faculty to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your faculty member, I may contact the Student Intervention Team if I sense you are in need additional support which individually I may not be able to provide.

Title IX: Policy Against Sex Discrimination and Sexual Harassment

Worcester State University is committed to respecting the dignity of all members of our community and to demonstrating this commitment in our interactions, decisions, and structures. We must create a safe and supportive community for all in order to fulfill our mission to equip our students with knowledge and skills necessary for lives of professional accomplishment, engaged citizenship, and intellectual growth. Therefore, Worcester State University takes all complaints and accusations of sexual discrimination, harassment, and assault seriously.

WSU encourages students, employees, or guests who believe they have been harmed by discrimination or sexual harassment on or off campus to discuss their concerns and file an informal or formal complaint with WSU's Title IX Coordinator, Jennifer Quinn, at 508-929-8243 or wsu_titleix@worcester.edu.

Procedures and Key Dates Regarding Bill Payment

November 21, 2019	Bills were issued
December 19, 2019	Bill due date
December 27, 2019	Students with a $3,000 or greater remaining balance received a non-payment hold on their accounts. This hold prohibits students from adjusting class schedules.
January 2, 2020	Overdue notices were sent to students with remaining balances of $300 or greater. Students with a $300 or greater remaining balance received a non-payment hold.

January 13, 2020	Classes begin. Students with remaining balances should attend class.
January 3-27, 2020	Multiple messages will be sent to students with non-payment holds encouraging them to clear their bill. Starfish flags will be raised to alert students and their instructors. Students should continue to attend class.
January 28, 2020	Students who have taken no action on their bills will have their Blackboard accounts suspended (not deleted). Once students are suspended they will no longer be visible in Starfish. Students should continue to attend on-ground classes. Students should clear bills as soon as possible to regain Blackboard access.
February 5, 2020	Last day for reinstatement. Students who have taken no action on their bills will be dropped from courses. Dropped students should no longer attend class.

Students with questions about billing dates, registration holds, financial aid statuses, and Blackboard suspensions can be referred to the following offices:

Student Accounts	508-929-8051
Financial Aid	508-929-8056
Enrollment Management	508-929-8497

Financial Help from the Student Emergency Fund

The Student Emergency Fund was created to assist WSU students who encounter an unforeseen financial emergency or catastrophic event which would otherwise prevent them from continuing their education at Worcester State University.

Our goal is to help students during a time of need to stay in school and make progress toward a degree. An award is intended to be a major step for the student in the return to financial stability.

How to Apply for Emergency Funds: Visit the Dean of Students Office, located on the third floor of the Student Center, Room 344, or call (508) 929-8077.

Food Assistance for Those in Need

Thea's Pantry provides food and other essentials to students, staff, and faculty in need. The pantry is located in the Student Center on the 3rd Floor, Room 345. It provides a confidential service for those in need. The only requirement for making use of the pantry is possession of a

WSU OneCard. Additional information and hours of operation can be found online at https://www.worcester.edu/Theas-Pantry/.

In addition, the Division of Graduate and Continuing Education (DGCE) provides an informal "pop up" food pantry for those in need. It is located just outside the elevator on the 4th Floor of the Administration Building.

LASC (Liberal Arts and Sciences Curriculum)

LASC is Worcester State University's general education system. It supplements courses in a student's major(s) (and minor(s) and interdisciplinary concentration(s)) with an opportunity to study a broader set of subjects and issues. LASC includes two foundation areas, eight different subject areas, and three areas integrating different educational goals (development of writing skills, math skills, and diversity experience and understanding) into courses across the curriculum, as well as a capstone experience meant to bring together into a cohesive whole a student's work in her/his/their/zeir major or LASC courses. For those who begin their higher education careers at Worcester State as incoming first-year students, LASC also includes the First Year Seminar. Not only does the LASC system offer students important opportunities for intellectual and personal growth and enrichment, but it also provides opportunities to develop skills and knowledge supporting engaged citizenship as well as the intellectual flexibility and broad-based abilities necessary to succeeding in the "new economy" of fluidly evolving, emerging, and disappearing professions in which students can expect to have multiple careers across many areas. For more information on LASC, ask your Academic Advisor and use this link: https://catalog.worcester.edu/undergraduate/academic-policies-procedures/lasc-wsu-pathways-discovery/ .

Academic Honesty

Academic Honesty is an important foundation of a teaching and learning community and taken very seriously by Worcester State University. For the full statement of the Academic Honesty Policy, please go to https://catalog.worcester.edu/undergraduate/academic-policies-procedures/academic-honesty/ . Among other elements, this policy includes definitions of relevant terms such as "plagiarism" and student appeal procedures. Please note that there are three main ways that academic dishonesty is dealt with at Worcester State. First, instructors may impose sanctions within a course, which might include such things as mandatory rewrites or reduced or failing grades. Second, in conjunction with what they do in class, instructors may file reports of academic dishonesty instances in the Academic Central File. Such reports form a record of conduct that is tracked at the university level, and allows both instructors and the Worcester State administration to determine if a student has been reported for multiple violations. While having a report filed in the Academic Central File about one's academic dishonesty does not in itself carry any penalty for the student, reports in the file can be used for evidence in formal judicial processes. In addition, faculty members can request to be told if a student has a prior report on file and the Worcester State administration can institute formal judicial processes based on Academic Central File reports.

IT – Information Technology Services

If you need help with a computer, email, Blackboard, or another technology issue, IT is there for you!

Help Desk: Located in the Learning Resource Center
Room: LRC-310, Phone: 508-929-8856

IT Services: If you need any assistance, you may submit a ticket to the IT Help Desk, by going to http://www.worcester.edu/it and clicking the "Submit a Help Desk Ticket" button. You can also find help desk office hours for the semester at this link.

Laptop Support: If your laptop needs repairs, you can drop it off at the Laptop Repair Depot, located on the 3rd floor of the LRC. It typically takes 24 to 48 hours to complete a repair.

myWSU Portal: Classes, OneCard, WebAdvisor, and Gmail are all accessible through this portal.

Free Software Download: Available for download at
https://apps.worcester.edu/MSDNAA_E5/Prompt.aspx
Windows 8.1, and 10. The Adobe Creative Suite can also be obtained at low cost here.

Microsoft Office: This software can be downloaded at www.office365.com for FREE.
Click "Sign In" at the top right hand corner of the screen and use your WSU email address and password, in order to gain access to the download.

Worcester State University Library

For research help, go to the Library!

The Worcester State University Library (www.worcester.edu/library), located on the second and third floors of the Learning Resource Center, provides access to print materials and items on course reserve in addition to a wide variety of full-text online resources accessible both on- and off-campus, including e-books, journal articles, newspapers, and magazines. Articles and book chapters not available in full-text through the Library's resources can be obtained through Interlibrary Loan (ILL). With a little planning, ILL expands your ability to get credible sources about topics you pursue in your coursework. Additionally, as a member library of the ARC consortium (www.worcesterarc.org), WSU students can also access resources at other college libraries.

The librarians at WSU can help you develop research questions, identify research strategies, search for relevant and reliable information and data, select the best sources for your paper or project, and cite that information. A librarian can visit your class, meet with you in person (one-

on-one or in groups), and provide assistance via email, phone, or chat. While every WSU Librarian is able to help students with a project in any discipline, each department has a designated librarian to support the research needs of the students in that department. You are welcome to stop by their office, or make an appointment! For more information, go to http://libguides.worcester.edu/askus.

Institutional Review Board

For When You Are Doing Research that Involves Human Beings as Subjects

All proposed research involving collection of data from human subjects that is conducted at Worcester State University (WSU) or by faculty, staff, or students at WSU, must be reviewed by WSU's Institutional Review Board (IRB). Research cannot commence until final approval has been granted. "Research" is defined in federal regulations to mean "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." See 45 CFR §46.102(d). "Human subject" is defined at subsection (h). Students must have a faculty advisor to conduct research at WSU.

The IRB application process is managed online at an external site, Mentor (www.axiommentor.com). Use your "short" WSU ID and password; the "institution" name is "worcester".

Using Mentor is fairly straightforward. The application materials can be found on the home page. You will need to determine with your advisor whether your proposal qualifies as full review, expedited review, or exempt review. Choose the form that applies to the appropriate level of review and fill it out. Also create a consent form if that is required.

Once the forms are complete, access Mentor and then click on the button "My Applications" and then "Create New Application." Fill out the form that pops up, and then upload all required documents. Then click "Submit" when all is complete. Your advisor will receive an email and will then approve the application at which point it will be submitted.