YOUR SAFETY and WORCESTER STATE'S EMERGENCY RESPONSE SYSTEM

Your safety is our top priority. Whether this course involves classroom instruction, lab work, field activities, or online participation, please be aware of the following:

- **Emergency Alerts:** The Worcester State Alert System is used to notify the campus community when there is an emergency of any kind. While your email address is automatically registered with Worcester State's emergency notification system, you must opt-in to receive text-message notifications. If you opt in, you will increase the speed at which you receive Worcester State-related weather and other emergency alerts. Register your cell phone number to have notifications sent to you via text message.
- **Emergency Contact Registration:** In the event of an emergency or injury, Worcester State officials may need to contact your designated emergency contact. This may be your next of kin, significant other, adult child, or trusted friend. Make it a priority to register—and update—your emergency contact information through your Self-Service account.
- **Evacuation Procedures**: In case of an evacuation (fire, severe weather, or other hazardous condition) follow all posted evacuation routes and directions. Familiarize yourself with the nearest exits, areas of refuge, and emergency contacts for all class locations. If you have a functional limitation or disability that may impact your ability to safely evacuate in an emergency, please contact Student Accessibility Services (sas@worcester.edu or 508-929-8733).
- **If you SEE something, SAY something:** If you notice an emergency or something suspicious and need Police, Fire, or Emergency Medical Services contact University Police's 24/7 dispatch center. On a campus phone call x8911 or from your cell phone call 508-929-8911 to reach University Police. We recommend adding the number to your contacts list as a favorite.
- **Health and Wellness**: If you feel unwell or are experiencing symptoms of illness, please do not attend class and inform the instructor as soon as possible (see Statement on Student Absences from Class).
- **Lab/Field Safety** (if applicable): All students must complete safety training and wear appropriate clothing (e.g., closed-toed shoes) and any required protective gear. Follow all lab protocols and never work alone or without instructor supervision. No food or drink is allowed in lab spaces.
- **Online Safety** (if applicable): Protect your personal information and practice digital citizenship in all course-related communications.

Let's work together to create a safe, supportive, and productive learning environment.

WORCESTER STATE UNIVERSITY'S CORE VALUES and PROTECTIONS AGAINST BIAS and DISCRIMINATION

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, go to https://www.worcester.edu/Mission-Statement/ and https://www.worcester.edu/Strategic-Plan/.

Bias Incident Reporting

All members of the WSU Community who experience or witness a bias incident on campus based upon a person's or group's race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital/ parental status, or veteran status should report the incident through https://cm.maxient.com/reportingform.php?WorcesterStateUniv&layout_id=6.

Equal Opportunity, Nondiscrimination, and Title IX Plan

Statement of Non-Discrimination: The University is committed to nondiscrimination and equal opportunity. The University is dedicated to providing educational, working, and living environments that value the diverse backgrounds of all people. The University does not 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, genetic information, marital or parental status, or Veteran status. The University prohibits discrimination or discriminatory harassment on all of those bases. Such behaviors violate the University's Policy of Nondiscrimination, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion. The University has appointed an Equal Opportunity Officer ("EO Officer") to oversee its compliance of applicable policy, as well as the state and federal nondiscrimination and equal opportunity laws. Anyone with questions, concerns or complaints regarding discrimination, discriminatory harassment, or retaliation may contact the EO Officer at: Edgar Moros, Executive Director for Inclusive Excellence and Belonging, Administration Bldg. 337, 508-929-8784 or Emoros@worcester.edu Furthermore, the University does not discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of sex, including sex characteristics, sex stereotypes, sexual orientation, gender identity, gender expression, or pregnancy, childbirth, and other related conditions, and prohibits sex discrimination in any education program or activity that it operates,

including as required by Title IX and its regulations. Such behaviors violate the University's Policy of Nondiscrimination, will not be tolerated, and may result in disciplinary action up to and including termination or expulsion.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to: Jennifer Quinn, Assoc. Dean of Student Affairs Compliance and Education, Student Center Office 344, 508- 929-8243, Jquinn@worcester.edu Stephanie Teixeira, Title IX Coordinator for Students, 508-929-8884, Steixeira1@worcester.edu or A report may also be filed at this link: https://cm.maxient.com/reportingform.php?WorcesterStateUniv&layout_id=7.

Sex-Based Discrimination: Sex-based discrimination is any discrimination that depends in part on consideration of a person's sex and can be due to sex characteristics, sex stereotypes, sexual orientation, gender identity, gender expression, and pregnancy, childbirth, and related medical conditions.

- Sex Characteristics - Physiological characteristics, such as anatomy, hormones, chromosomes, and other traits, associated with male, female, or intersex bodies.
- Sex Stereotypes - Fixed or generalized expectations regarding a person's aptitudes, behavior, self-presentation, or other attributes based on sex.
- Gender Identity - A person's internal view of their gender. "Gender identity" covers a multitude of identities including, but not limited to, male, female, transgender, nonbinary, or gender-nonconforming individuals, and includes any person whose gender identity or gender presentation falls outside of stereotypical gender norms.
- Gender Expression - Refers to the ways in which individuals manifest or express masculinity or femininity. It refers to all of the external characteristics and behaviors that are socially defined as either masculine or feminine, such as dress, grooming, mannerisms, speech patterns and social interactions.
- Sexual Orientation - Actual or perceived heterosexuality, homosexuality, bisexuality, pansexuality, asexuality, or other sexual identity either by orientation or by practice.
- Pregnancy, Childbirth, or Related Medical Conditions - Issues such as pregnancy; childbirth; lactation; using or not using contraception; or deciding to have, or not to have, an abortion.

Under Title IX, the University must not carry out different treatment or separation on the basis of sex by subjecting a person to more than de minimis harm except where permitted under the law in limited circumstances. Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with their gender identity causes more than de minimis harm on the basis of sex.

Sex-Based Harassment or Harassing Conduct Otherwise Based on Sex: A form of sex discrimination that includes sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity; that is quid pro quo harassment, hostile environment harassment based on sex and/or of a sexualized nature; or one of four specific offenses:

- sexual assault
- domestic violence
- dating violence
- stalking

Employee Obligations: Any employee who either has authority to institute corrective measures on behalf of the University or has responsibility for teaching (credit- and non-credit-bearing instruction) or advising (faculty and professional academic advisors) in the University's

education program or activity, and who is not a confidential employee, is required to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under this Policy.

Supportive Measures: Supportive measures are individualized measures offered as appropriate and as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to: A. Restore or preserve that party's access to the University's program or activity, including measures that are designed to protect the safety of the parties or the University's environment; or B. Provide support during the University's complaint investigation and resolution procedures or during an informal resolution process. To request supportive measures please contact the Title IX Office.

Reports may be submitted at any time, even during non-business hours, but please note the Title IX Coordinator does not monitor email on a 24-hour basis and may not review on weekends and evenings. Therefore, contact may not be available during non-business hours except by referral from University Police. If you are not safe, please contact University Police immediately at 508-929-8911.

RECORDING and USE OF COURSE MATERIALS

Statement on Recording of Class Sessions

Whether delivered in-person, virtually, or by another means, lectures and other comments by instructors are their intellectual property, and comments made by other individuals in a class are their own intellectual property. Without express written permission, student audio recording, video recording, photographing, or creation of verbatim transcripts of any portion of what transpires in a course, including a class meeting held on Zoom or another online platform, is prohibited. Furthermore, use of any permitted recordings or transcripts is limited to their educational purpose in a course, as determined by the instructor.

Statement on Student Consent for Being Recorded

Some courses use video or audio recordings of instructor and students, both online and in person, to better support learning. Such recordings are for personal educational use only. Recordings that include student names, voices, or likenesses are educational records protected under FERPA, and must be available only to individuals currently enrolled in the class, unless express permission is granted otherwise.

It will always be announced when course activity is being recorded. By accepting this policy, a student gives their consent to being recorded in a class. The student may withdraw consent to be recorded by informing the course instructor in writing.

Statement on Use of Course Materials

Unless otherwise indicated, all course materials, including but not limited to video recordings, audio recordings, transcripts, physical documents, electronic documents, and creative works, are the intellectual property of the instructor and/or Worcester State University. Course materials can be used only for individual educational purposes within the course, as defined by

the instructor. Without authorization, no copying or dissemination of course materials is permitted.

Sharing Course Materials Online Is Prohibited

A number of websites offer students opportunities to share course materials from their classes and to access course materials posted by others. Unless another copyright holder is indicated, ***all hardcopy and electronic course materials are copyrighted by the course instructor and/or Worcester State University, whether this is stated on a given material or not***. ***<u>Any sharing of course materials through a website or other means outside of the approved activity of the course as determined by the instructor and without the instructor's express written permission is prohibited and may subject the individual sharing that material to legal action and discipline pursuant to the Worcester State Student Code of Conduct</u>***.

CYBERSECURITY and PRIVACY

What You Can Do to Protect Your Personal Data

Here are some general guidelines to follow:
- Keep mobile devices and apps updated
- Don't click random links or visit unknown websites
- Delete or report suspicious emails to avoid granting access to accounts
- Update and secure all home devices connected to the internet
- Use strong passwords and two-factor authentication and confirm privacy settings
- Practice safe social media use; be careful not to post personal/sensitive information
- Avoid free Wi-Fi networks to prevent compromising sensitive information
- Secure home Wi-Fi networks and digital devices by changing the factory password
- Optimize operating system, browser, and security software by installing recommended updates

For more on information security, check out the WSU IT Security Awareness webpage, at https://www.worcester.edu/information-technology/security-awareness/.

ABSENCES

Statement on Student Absences from Class

Worcester State University does not have a university-wide attendance requirement. Class attendance rules and handling of absences are matters to be resolved between individual faculty members and students. When a student is unable to contact faculty directly (in cases of hospitalization, accidents, family emergencies, and lengthy illnesses), the University CARE Team will work with the Office of Academic Affairs and the Office of Student Affairs to ensure students are being supported appropriately.

Students are expected to communicate directly with their course instructors when a crisis or illness prevents them from attending class. If a student is unable to do this due to circumstances

or the absence will be for three (3) or more consecutive school days, the University supports students through the CARE Team, the Office of Academic Affairs, and the Office of Student Affairs. Students in this situation and anyone else who becomes aware of a student needing this support are asked to contact the CARE Team as soon as possible by emailing them at CareTeam@worcester.edu.

The CARE Team will assist the student and collect any appropriate documentation pertaining to long absences. As part of this process and when appropriate, the student may also be referred to other departments or offices across campus for assistance.

Students who find it necessary to be absent for shorter periods of time (i.e., fewer than three (3) days) should contact their faculty members regarding their absence in advance, if possible, or as soon as they are able.

Students must work directly with their faculty members to address all noted absences. Please note that each faculty member has full discretion regarding covered absences and will make the decision regarding the appropriate way to address any covered absence. Students must still meet all course requirements as defined by their faculty members.

Procedure: When student must miss three (3) or more days or is in a situation the prevents communication with faculty members, they (or another person authorized by the student) should provide the CARE Team with the following information:

- Name

- Student Identification Number

- Dates/anticipated duration of absence

- Reason for absences (formal documentation of illness, hospitalization, family emergency, etc.)

When appropriate, the notification to faculty members will come via email from Early Support on behalf of the Care Team. For questions, concerns, and/or information to be shared should be directed to the Academic Success Center at 508-929-8129.

Absences Related to Documented Disability-related Accommodations

Students who have documented disabilities and chronic illnesses may be absent as a result of episodic flare ups of their conditions. Students seeking accommodations related to their disability or chronic illness must register with Student Access Services (SAS) and complete an intake process to determine their reasonable accommodations. If "Flex attendance" or "Flex extension" accommodations are listed on a student's accommodation letter, they are expected to notify their faculty and SAS, each and every time they have a flare up of their condition. Students are provided minimal absences above what is provided to all students regardless of ability status, and are expected to attend class, participate whenever able, and make academic progress in their courses. If students are experiencing disability-related absences to the extent that it impedes academic progress in their courses, they are encouraged to connect with Student Accessibility Services to discuss additional accommodations or options available to them.

Absences for Religious Reasons

Worcester State University abides by Chapter 375 of the Commonwealth of Massachusetts, An Act Excusing the Absence of Students for Their Religious Beliefs. Section 2B of this law states: "Any student in an educational or vocational training institution other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section."

Absences for Athletic Contests

The Department of Athletics makes every effort to schedule each athletic contest with a minimum of disruption to the academic schedule.

Prior to the start of each academic term, each student-athlete must discuss with each individual instructor the specific team schedule, the possibility of missing classes and procedures of making up academic work due to participation in an athletic event. If any instructor requests verification, a dismissal request can be obtained by the student-athlete through the Department of Athletics. This form does not guarantee a student athlete's clearance to miss or leave a class early; *they must obtain approval from their professor*.

Absences for Other Worcester State University Activities

Students who will be absent from class because they are participating in creative programs, such as theater or music performances or art exhibitions; participating in scholarly conferences or presentation sessions, such as the Celebration of Scholarship and Creativity and the Massachusetts Undergraduate Research Conference; or other Worcester State-organized activities should contact their professors *ahead* of the class(es) that will be missed to request arrangements for the missed class(es). Professors may ask to have a campus staff or faculty member organizing the activity to provide a note or email confirming the specific date(s) and time(s) of the absence(s) and/or providing details about the activity.

Worcester State's Attendance Policy

For the full Worcester State policy on undergraduate student attendance, please go to https://catalog.worcester.edu/undergraduate/academic-policies-procedures/standards-progress/.

ACADEMIC REQUIREMENTS, DEADLINES, and RELATED INFORMATION

Academic Calendar with Important Dates

You can access Worcester State University's official Fall 2025-Spring 2026 Academic Calendar by clicking on https://www.worcester.edu/academics/catalogs-calendars/. The academic calendar includes a listing of key Fall 2025 dates, including:

Sep 2	Academic Convocation
Sep 3	Classes begin: day, evening, graduate
Sep 9	Last day to **ADD** a regular day course
Sep 16	Last day to **DROP** a regular day course Last day to **ADD** or **DROP** an evening or graduate course
Sep 25	Unity Day: Classes meet as regularly scheduled, but activities are scheduled throughout the day
Oct 15	Last day to make up Incomplete grades from Spring/Summer 2025
Oct 20	Last day to **DECLARE** or **CHANGE** a major or minor
Oct 27	Failure warnings issued to students
Nov 3-14	Advising for pre-registration
Nov 3	Last day to **WITHDRAW** from a course or university
Nov 10	Last day to elect the **PASS/FAIL** option for a course
Nov 17-21	**Pre-registration** for Spring 2026
Dec 8	All classes end
Dec 11-19	Final exam period
Dec 30	Final grades for Fall 2025 due in the Registrar's Office

The online calendar also includes the detailed final exam schedule, including for Continuing Education and Graduate courses.

Definition of the "Credit-Hour"

Worcester State University follows 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 per semester) and a minimum of approximately 90 hours of work outside of class. Courses offered in abbreviated terms, such as summer and winter sessions, are the academic equivalent of courses offered in a full semester format. Students receive one credit for each credit hour of courses taken.

LASC (Liberal Arts and Sciences Curriculum)

LASC is Worcester State University's general education system. It supplements courses in a student's major(s), minor(s), and interdisciplinary concentration(s) with an opportunity to study a

broader set of subjects and issues. For students entering Worcester State in Fall 2021 and later, LASC includes two foundation areas and nine different subject areas. For those who begin their higher education careers at Worcester State as incoming first-year students, LASC also includes the First Year Seminar. If you enter as a transfer student, your requirements may be different and the transfer office will help you. 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." The economy you graduate into will be highly fluid, and in your lifetime you can expect to have multiple careers across many areas as professions disappear and new professions are created.

For more information on LASC, ask your faculty advisor and use this link: https://catalog.worcester.edu/undergraduate/academic-policies-procedures/lasc-wsu-pathways-discovery/.

Worcester State University Laptop Requirement

Worcester State University requires all full-time undergraduate students to have laptop computers. Through the Laptop Purchase Program, you can take advantage of special pricing on hardware from Apple and Dell that we have vetted for durability, reliability, and supportability. When you purchase a laptop through this program, we provide on-campus support free of charge and a complete-care warranty for the length of the manufacturer's warranty. Go to https://www.worcester.edu/Laptop-Purchase-Program/ for more information.

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.

IMPORTANT: Submission without correct citation of any material prepared with help from an **artificial intelligence tool**, such as ChatGPT, **is plagiarism**, unless and only if you are instructed otherwise by your course instructor. (NOTE: Such an exception applies *ONLY* to the course in which that instructor has made the exception, no other courses.)

AI Use

The rapid development and refinement of generative AI tools has already had a powerful influence on teaching and learning in academic settings. These tools come with affordances and constraints, and they raise questions and concerns around ethical use, credibility and accuracy of AI chatbot results, privacy concerns, intellectual property violations, the inequities that they perpetuate, the long-range economic and environmental consequences associated with their use, and not the least in a university setting, academic integrity and the long-range influence these tools may have on how we learn, communicate, solve problems, and generate knowledge. Because there are so many complex and pressing questions around AI, and because many are still sorting out precisely what the uses and limits are of AI in a variety of contexts, you will find that your professors create distinct course-specific policies around AI use and academic integrity where AI is concerned. Some will welcome, encourage, or require AI use in their courses. Others will prohibit AI use. It is your responsibility to read course syllabi and course policies and seek out that information in each of your courses. If you have questions about AI policies in any course, reach out directly to your professor for guidance.

ADVISING AND OTHER ACADEMIC SUPPORT

Academic Advising

Each student at Worcester State University is assigned a Faculty Advisor. This advisor will be in students' major department or, for undeclared students, assigned from among faculty across the campus. If students are unsure of who your faculty advisor is, they can check in Self-Service (or use WebAdvisor), with the major department's administrative assistant (if the student has a major), or with the Academic Success Center (if the student does not have a major). The Faculty Advisor will assist 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, students should make an appointment to meet with their advisor prior to preregistration, but the advisor is available throughout the academic year to answer questions and to have discussions about academic life.

Support Services for First Generation and/or ALANA/BIPOC Students (African, Latine, Asian, Native American/Black, Indigenous, and People of Color)

The Office of Multicultural Affairs (OMA) proudly hosts access and retention programs such as the Alternatives for Individual Development (A.I.D.) program, the Young Men's Group, Women's Circle, and more that are aimed at supporting WSU's first generation, low income, and/or ALANA/BIPOC students. These multilayered wraparound and holistic services include supporting students' academic, financial, social and personal adjustment at the university through our skills development academic support, OMA Ambassadors-peer mentors and A.I.D. alumni mentorship. If interested, please contact Laxmi Bissoondial, Director of Multicultural Affairs, at lbissoondial@worcester.edu or 508-929-8049.

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.

ACS also offers testing services related to CLEP and math and writing placement tests. 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."

Early Support for Course Performance

Early Support allows you to stay connected with faculty and other support staff in order to receive feedback on how you are doing in classes and provide access to services to help you succeed at Worcester State. By using Early Support, your faculty members can communicate with you to celebrate a job well done and to offer support and resources when there are opportunities to improve in a course. Early Support uses email to communicate with you and connects you with resources and support services you may need.

Through Early Support, faculty can provide feedback and raise Kudos, Flags, and Referrals based on the progress you may have made up to that point in the semester.

Kudos - When your faculty sends a Kudo, they are recognizing your great effort in class.
Flags - When your faculty raises a Flag, they see an opportunity for you to improve in the course.
Referrals - When a Referral is raised, you will be connected with a specific service or resource at Worcester State that is ready to help you.

As a student, you can access Early Support by visiting MyWooState and clicking on the "Early Support" ring buoy. The first time you log in to Early Support you will need to set up your student profile. Once your profile is completed, you are done! Your Success Network is now able to communicate with you! Have a question or need help? Use the **Raise Hand** button in the left menu to request help.

For more information about Early Support visit: www.worcester.edu/Early-Support or contact Dr. Thomas Kelley in the Retention Office at tkelley3@worcester.edu.

Online Learning Orientation

Worcester State has developed an online learning orientation to help students succeed in online and blended courses. This online tutorial contains information on what to expect when learning in a fully or partially online course, strategies for being successful in the online classroom, and other resources and valuable information. It is designed to be helpful to both new and experienced online learners. To access the orientation, go to https://sso.comevo.com/worcester/launch/3956 and login with your WSU username and password.

Math Help from the Math Center

If you are looking for tutoring for a mathematics course or a course with mathematical components, the Math Center is here to help. Operated by the Mathematics Department, the center is staffed with peer tutors who can provide you with a conceptual mathematical understanding that will enable you to succeed in your courses and complete your assignments independently. Drop-in services (no appointment needed) include tutoring for most Mathematics Department courses from developmental math through Calculus II, assistance for certain other courses with mathematical components, and placement test preparation and practice materials.

Tutoring will begin the Monday of the first full week of the fall and spring semesters in Sullivan 140 and the schedule will be published by the center at https://www.worcester.edu/SP-Math-Center/. The schedule is also available from your professor in these courses or by emailing mathcenter@worcester.edu. Contact Professor Hardin (jhardin@worcester.edu) or Professor Krul (ckrul@worcester.edu) if you have questions or need assistance.

The Writing Center Helps Students with Writing Projects

Our Writing Center supports students across the university community by offering consultation sessions with trained peer consultants who help students realize more control over, and more success with, their writing projects. We are able to assist students at any stage in their writing process, from brainstorming to final revisions. Our goal is to see clients gain confidence in both an immediate writing task and an overall ability to write effective texts in any situation that calls for an act of writing. Our writing consultants are all WSU students drawn from majors across the university and understand the challenges of balancing multiple writing assignments successfully. We help get at deeper issues of writing, which is why even confident writers can benefit from a visit, or visits, to the Writing Center. The Writing Center is in Sullivan 306. You can reach us at 508-929-8112 or writingcenter@worcester.edu.

Help for Students Studying Spanish from the Spanish Clinic

The Spanish Clinic is a free tutoring service where students of any level of Spanish can practice language skills with peer tutors. Students can also review for the Spanish proficiency test at the Clinic. Tutoring begins during the third week of the semester and is available in person in Sullivan 302B and online. See our website for hours and services offered: https://www.worcester.edu/academics/academic-resources/academic-support-services/spanish-clinic/. Please email spanishclinic@worcester.edu with any questions.

Spanish Proficiency Test

The Spanish proficiency test allows students to earn WSU credit for Spanish language classes FOR FREE. It also determines at what level students should begin taking Spanish classes at WSU. Students need to select the level that best corresponds with their knowledge and pass the test at that level. If they pass the test, then they earn credit for that level and all previous levels. There are 4 tests available, one for each course of the language sequence: 101, 102, 210, and 211. Please visit https://www.worcester.edu/world-languages/spanish-proficiency-test/ for more information. If you need to make an appointment to take the test or have any questions not answered on the website, send an email to spanishtest@worcester.edu.

ACCESSIBILITY, COUNSELING, and GENERAL WELLNESS SUPPORT

Student Accessibility Services

WSU is committed to providing equitable access and appropriate reasonable accommodations within courses and programs for students with disabilities. If you have a disability that requires reasonable accommodations, please visit the Student Accessibility Services' website https://www.worcester.edu/Student-Accessibility-Services/, contact us at SAS@worcester.edu, call 508-929-8733, or stop by the office, Suite 131 in the Administration Building. Student Accessibility Services is open 12 months out of the year to assist students throughout their

academic journey. Students are encouraged to register in advance of needing accommodations as accommodations and services are not retroactive.

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 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 CARE Team

The Worcester State University Collaboration, Assessment, Response, and Education (CARE) Team is a collaborative group that promotes student well-being through proactive, compassionate, and transparent assistance. The team is composed of personnel with expertise in academic affairs, enrollment management, and student affairs, and its mission is to provide intervention services for students who may require one-time or ongoing support.
The CARE Team recognizes the impact on students' overall well-being and academic success when students experience stressors. Our mission is to assist students struggling with basic needs, facing unexpected barriers, and experiencing academic challenges. The CARE Team coordinates communication and resources across campus departments to provide comprehensive support, focusing on students' well-being and academic success. Using a case management model for student concerns by evaluating reported behaviors or circumstances to determine appropriate actions and referrals. Students can self-refer to the CARE Team by using visiting the CARE webpage: https://www.worcester.edu/campus-life/counseling-services/care-team/.

Recreation and Wellness (Gene J. and Julianne DeFeudis Wellness Center)

Get active and involved! Our goal is to educate our diverse campus community through movement, social and educational opportunities with a variety of inclusive programs that focus on a holistic approach to personal well-being. Our programs and services are here to help you achieve your health and fitness goals including a variety of group exercise classes each week, one-on-one personal training, access to the Fitness Center (free for students), intramural sports/leagues and tournaments, educational sessions/wellness workshops, Korzec Golf Simulator use, Bike Rentals, drop-in open recreation play, equipment rental, free consultations and assessments related to the five components of health related fitness, collaborative nutritional programs, virtual/remote engagement and many other special events. Contact us at wellnesscenter@worcester.edu or (508) 929-8158. Connect with us on social media @wsu_recwellness.

FINANCIAL INFORMATION and SUPPORTS

Procedures and Key Dates Regarding Bill Payment

Below are the key Fall 2025 Semester billing dates students should be aware of.

Jul 7   Bills were issued to students.

Aug 5   Bill due date.

Aug 14   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.

Aug 21   Overdue notices were sent to students with remaining balances of $500 or greater. Students with a $500 or greater remaining balance received a non-payment hold.

Sep 3   Classes begin. Students with remaining balances should attend class.

Sep 4-9   Multiple messages will be sent to students with non-payment holds encouraging them to clear their bill. Students should continue to attend class.

Sep 10   Overdue notices will be sent to students with remaining balances of $300 or greater. Students with a $300 or greater remaining balance will receive a non-payment hold. Students should continue to attend class.

Sep 18   Students who have not made payment arrangements for their bills will be notified and removed from courses. Faculty will be notified of students who are removed from their classes. Removed students should no longer attend classes.

Sep 26   Last day for reinstatement. Faculty will be notified of students who are reinstated to their classes.

Students with questions about billing dates, registration holds, financial aid statuses, and removal from courses can contact one or more of these offices:

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

Scholarships from Worcester State University

Each year, Worcester State University's Office of Advancement offers opportunities for students to apply for a long list of scholarships. Applications are generally open from January 15 through April 15 of each spring semester for scholarships for the following academic year. This is a great opportunity to apply for funds to help you pay for your education. Since scholarships are offered by various donors, departments, and organizations to students who meet specific criteria, we encourage you to apply regardless of your accomplishments, field of study, class level, or GPA. Scholarships are available to all matriculated students who are continuing or transfer students, undergraduate and graduate students, and incoming first year students and incoming transfer students who have paid their deposit to attend Worcester State for the academic year. Most scholarships require full-time attendance.

Detailed information, including a scholarship listing and directions for applying, is available at https://www.worcester.edu/Scholarships/.

For more information or with questions, contact:

University Advancement Office
Shaughnessy Administration Building Room 231
508-929-8033

Financial Support Resources

Financial support funding comes in the form of institutional funds, federal aid, grants provided by the Commonwealth of Massachusetts, and the generosity of alumni, donors and friends of Worcester State University.

Resources include:
- Grant funding through the Commonwealth of Massachusetts (when available)
- Student Emergency Fund
- Textbook Grant
- Loaner Laptop Program
- Thea's Pantry

Students interested in applying for financial support resources should fill out an application, and upload any relevant documentation that supports your request. If you have any questions about the application process, please contact the Office of Student Affairs at studentaffairs@worcester.edu.

Upon receipt of your application, a team will review your situation and determine eligibility based on the circumstances. Please be aware that federal guidelines may be a factor in how resources may be awarded. Decisions regarding monetary amount and type of assistance are made on a case-by-case basis. The funds cannot reimburse for expenses that have already been paid. Full coverage of the expense is not guaranteed.

More information and the application to apply can be found at https://www.worcester.edu/financial-support/

Food Assistance

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 **Supplemental Nutrition Assistance Program (SNAP)** office provides students with peer support in a safe, confidential space. SNAP, the program formerly known as food stamps, provides food purchasing assistance for low- and no-income people, including students. The office provides information about the program and participant eligibility, and accepts applications for SNAP benefits. For assistance or with questions, please email UAI@worcester.edu.

THE LEARNING COMMONS: THE LIBRARY and INFORMATION TECHNOLOGY SERVICES

The Worcester State University Library

Contact or visit the Library for research help. The Library, located on the second and third floors of the Learning Resource Center, provides access to print materials and items on course reserve. Discover a wide variety of full-text online resources including e-books, journal articles, newspapers, and magazines via the Library's website, https://www.worcester.edu/library/. Articles and book chapters not available from the Library may be obtainable from other libraries by using Interlibrary Loan (ILL), https://www.worcester.edu/Interlibrary-Loan-Desk/.

WSU librarians can help you identify research strategies, develop research questions, search for relevant and reliable information and data, select sources, and cite information. A librarian can visit your class, or meet with you one-on-one or in groups (in-person and online). While all librarians help students with projects in any discipline, liaison librarians provide customized services in each academic department. Locate liaison librarians and make an appointment by visiting the Ask a Librarian page, https://libguides.worcester.edu/askus.

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 Information Technology - Worcester State 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, Gmail, and, soon, Self-Service with Student Planning are all accessible through this portal.

Free Software Download: Available for download at http://worcester.edu/software.

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.

RESEARCH and CREATIVE ACTIVITY SUPPORT

Deans' Funds

Through the generosity of the University Advancement Office and the Worcester State University Foundation Board, each school dean has funding to support students presenting at conferences, pursuing research, developing creative work, and more. For more information, please reach out to the faculty member advising your research or creative work. You may also contact your dean as follows:

Dr. Raynold Lewis, Dean of Education, Liberal, and Interdisciplinary Studies
Sullivan Academic Center Room 208
(508) 929-8788

Dr. Russ Pottle, Dean of the School of Humanities and Social Sciences (including creative arts)
Sullivan Academic Center Room 210
(508) 929-8257

Dr. Linda Larrivee, Dean of the School Science, Technology, and Health
Ghosh Science and Technology Building Room 101
(508) 929-8333

Summer Undergraduate Research Grants and Aisiku STEM Center Summer Research Grants

The Office of Academic Affairs, through the CTL: Faculty Development Center, and the Aisiku STEM Center, offer stipends to students to help offset employment wages in order to free some time for them to do summer research with a faculty member at Worcester State. If you are working on or interested in working on a research or creative project, please discuss this with the faculty member you are working with or would like to work with for more information.

Celebration of Scholarship and Creativity Activity

Each April, Worcester State hosts the Celebration of Scholarship and Creativity Activity, a graduate and undergraduate conference featuring student research and creative activity through oral presentations, performances, posters, and exhibitions. More than 200 students typically participate each year. This year's will be on Wednesday, April 22, 2026. For more information or to apply, go to https://www.worcester.edu/academics/additional-learning-opportunities/scholarship-research/celebration-of-scholarship-creativity/.

Massachusetts Undergraduate Research Conference
Each April, one of the public universities in Massachusetts hosts the Massachusetts Undergraduate Research Conference. This year's will be at the University of Massachusetts at Amherst on April 17, 2026. The conference features research presentations by public university students from across Massachusetts. Worcester State typically sends 30 to 50 students presenters each year; the university provides a bus transportation and lunch for the conference. For more information or to apply, go to
https://www.umass.edu/honors/organizations/massachusetts-undergraduate-research-conference#:~:text=Save%20The%20Date%20(April%2017%2C%202026)%20for,Find%20more%20information%20on%20the%20MassURC%20Hub.

The Binienda Center for Civic Engagement

The Binienda Center for Civic Engagement connects students with volunteer and other experiential learning opportunities. The center hosts a Community Fellows Program training and placing students in paid internships with community organizations.

For more information, contact Mary Jo Marion at mmarion@worcester.edu.

Institutional Review Board (IRB)

For Conducting Research Involving Human Participants

The Institutional Review Board (IRB) is a committee that ensures all research involving human participants is conducted ethically and in compliance with federal regulations. Its main purpose is to protect the rights, well-being, and privacy of people who take part in research studies. Whether you're conducting surveys, interviews, experiments, or other forms of research with human subjects, the IRB reviews your project to make sure risks are minimized and that participants are treated with respect and fairness. Federal guidelines, including those from the Department of Health and Human Services, require this review to help safeguard individuals and uphold the integrity of the research process.

*At Worcester State University, students **must** have a faculty advisor to conduct research, and research cannot occur until final IRB approval has been granted.*

If you're planning to conduct human subjects research—even for a class project, senior thesis, or independent study—you'll need to submit an application to the IRB for approval before beginning your work. This involves completing an online submission through Mentor, WSU's electronic review system *(www.axiommentor.com; enter "worcester" for the Institution ID, then log in with your WSU user name and password)*. The application will ask for details about your study's purpose, methods, recruitment process, consent procedures, and how you'll protect participants' information. You'll also need to complete a brief ethics training beforehand. More information, including all application materials can be found on the *Mentor* homepage.

Contact the IRB Chair, Dr. Katie Frazier (kfrazier@worcester.edu), with questions or for more information.

SUPPORT FOR YOUR FUTURE

Career Services and Resources

Students can visit Career Services for career exploration/planning, internship/job search resources, resume review, interview preparation, career assessments, networking opportunities and other career-related topics. Students can schedule a 1:1 advising appointment through Handshake or by contacting Career Services at careerservices@worcester.edu or at 508-929-8941. Additionally, Career Services offers daily drop-in hours where students can meet with an advisor with no appointment necessary. Drop-in hours are Monday-Friday, 1-3pm. Career Services are available to **all students** and **recent graduates** (up to 5 years after graduation).

Career Services Office Information:
- *Hours:* Monday-Friday 8:30am-5pm

- *Location:* 3rd floor, Student Center
- *Contact Info:* careerservices@worcester.edu or 508-929-8941

Handshake is the school's official job/internship portal. Thousands of employers are hiring students on Handshake. Once you fill in your career interests, you'll get personalized recommendations for jobs and events and direct outreach from employers interested in students like you—80% of students with a complete Handshake profile get messaged by employers!

- Activate your account at https://worcester.joinhandshake.com/
- Download the Handshake app from Apple or Google Play so you get notifications on the latest jobs, events, and employers

Learn more: "[5 Reasons You Need Handshake More Than Other Career Sites](#)"