

FITCHBURG STATE COLLEGE

Center for Professional Studies Policies & Procedures for Instructors Revised 11/1/06

Grades

4.0 Superior

3.0 or 3.5 Good

2.0 or 2.5 Passing

0 Failure

W Withdrew

IN Incomplete

Incomplete Course

An incomplete (IN) may be awarded with the recommendation of the instructor when the student has completed 80% of the coursework but cannot complete the rest due to illness or some other serious reason. The student must file a petition for an incomplete with the instructor prior to the last day of class. A student who has received an Incomplete in lieu of a course grade must make up the missing part or his/her coursework during the first four weeks of the following semester. Failure to do so will result in an automatic 0.0 for the course.

Withdrawal from Courses

A \$25 processing fee will be charged for any cancellation.

Cancellation up to two weeks prior to the start of the course-Full refund less \$25 processing fee

Cancellation two - 14 days prior to the start of the course-50% fees less \$25 processing fee

Cancellation after the start of the course-No refund

Cancellation of Course

The college may cancel courses for insufficient enrollment or for other reasons deemed to be in the best interest of the college. Students who registered for a course which is canceled may transfer to another course or receive a full refund of tuition and fees.

Academic Dishonesty Policy

Academic dishonesty in all its forms, including cheating, fabrication, plagiarism, and the facilitating of academic dishonesty by aiding and abetting any of the aforementioned is not tolerated at Fitchburg State College. Violators will be subject to the college's Academic Affairs established discipline process.

Transcripts

As of January 26, 2006, Fitchburg State College is under agreement with the National Student Clearinghouse to provide an official transcript ordering service to students and alumni 24 hours a day. The *National Student Clearinghouse Transcript Ordering Service* requires first-time users to fax their signature to the Clearinghouse to authorize the release of the transcript.

To order an official transcript, please go to:

https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00218400

The charge for each official transcript ordered is \$5.00. There is also a \$2.25 service charge for each transcript recipient. For example, the charge for a user who orders two transcripts to be sent to him is \$12.25 (\$5.00 per transcript [\$10.00] + \$2.25). If a user orders five transcripts to be sent to five different addresses, the charge is \$36.25 (\$5.00 per transcript [\$25.00] + \$2.25 per recipient/address [\$11.25]). Incomplete orders cannot be processed.

Payment is made with any major credit card. Your credit card will not be charged until the Clearinghouse is notified by the Office of the Registrar that the transcript(s) have been mailed. Users of the ordering service will receive e-mail updates on the status of their request(s).

Unofficial transcripts are also available via the college's [Web4](#) online records system. Students may view and print an unofficial copy of their transcript free of charge with a User ID and PIN. If you attended the college before 1995, you may find that your transcript information is not available online or is incomplete.

To access your unofficial transcript online via Web4:

1. Launch Internet Explorer (5.0 or higher) or Netscape (4.7 or higher). Both PCs and Macs should work. All computers on campus meet these minimum requirements.
2. Enter the following URL into the address bar: <https://web4.fsc.edu>.
3. Click on **Enter Secure Area**.
4. Enter either your student ID number (@00000000) or your social security number. Enter your secure PIN. (If you have not logged in before, your PIN will be either the last six digits of your social security number or your birth date in MMDDYY format.) Click on **Login**.
5. If your PIN has expired, you will be prompted to choose a new PIN. Your new PIN must be exactly six characters (letters, numbers, or a combination of both). Once you have entered your new PIN twice, you may be prompted to create a security question and answer to help you log in if you should forget your PIN.
6. Click on **Student Services and Financial Aid**.
7. Click on **Student Records**.
8. Click on **Academic Transcripts**.
9. Follow the online prompts to view or print your unofficial transcript.

If you are unable to access the *Web4* system, please contact the Information Technology Service Center at (978) 665-4500 for assistance. Service hours are Monday - Thursday, 8:00 A.M. - 7:00 P.M. and Friday, 8:00 A.M. - 5:00 P.M.

To order a transcript by mail:

Transcripts may also be ordered by mail. Upon written request by the student, and provided that all financial obligations to Fitchburg State College have been fulfilled, an official or unofficial transcript will be issued to the recipient designated.

To order a transcript by mail, please download our transcript (PDF) format at <http://www.fsc.edu/registrar/documents/TranscriptRequest.pdf>. Please use individual forms when ordering one or more official transcripts to be mailed to multiple recipients/ mailing addresses.

Other written requests for transcripts must include the following information:

- Date of your request
- Name (and all other names)
- Social security number
- Dates of attendance and/or year of graduation and degree received
- Current address
- Daytime phone number (in case we need to contact you)
- Address to which the transcript is to be sent
- Your signature
- A check made payable to Fitchburg State College (the charge for each official transcript requested is \$5.00). Cash and credit card numbers are **not** accepted.

Transcripts can be ordered by mail or in person and must be accompanied by payment. Due to confidentiality legislation, transcript orders cannot be processed without a signature; therefore, e-mail and telephone requests cannot be honored.

***** Faxed requests for transcripts are not accepted.**

Please mail your written requests to:

**Office of the Registrar
Fitchburg State College
160 Pearl Street
Fitchburg , MA 01420 -2697**

To obtain a transcript write to:

Office of the Registrar
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420-2697

Web4!

Web4 is an interactive application developed to allow faculty (and students) access to the Fitchburg State College student information system to both view and/or update information via the World Wide Web.

Web4 Features

You may access your teaching information in these areas:

- View your semester or term teaching schedule
- View your class lists
- Enter Mid Term and Final Grades
- Enter Registration Overrides
- Display your advisee list
- View an advisee's academic transcript
- Display and print a student degree evaluation

Web4 PIN

All *Web4* users must have a User ID and personal identification number (PIN). Web User ID's and PIN's help to ensure the security of academic records, serving a similar function as the passwords used with automated bank teller machines.

You should keep your User ID and PIN in a safe place. If you wish to change your *Web4* PIN, you can do so using *Web4*. If you have lost your PIN or forget it, you can receive another copy of it at the Registrar's Office. You must bring some form of photo identification with you. Since the *Web4* PIN is a security code, the Registrar's Office will not release a PIN over the telephone or in an e-mail.

Plan to Change your Web4 PIN

In order to maintain your security, you should change your *Web4* PIN the first time you use it and frequently afterwards. You may change your *Web4* PIN by left clicking on the "Personal Information" tab on the Main Menu with your mouse and then left clicking on the "Change PIN" option. Your new PIN should be easy for you to remember, but not an easy number or password for anyone else to guess. It is recommended that you do not use your birth date or telephone number as your *Web4* PIN. The *Web4* PIN you select will take effect immediately.

Confidentiality

Web4 provides access to personal information about you as well; therefore, you are strongly urged not to share your User ID or PIN with anyone else.

Using *Web4*

Use your mouse to move the cursor around on the screen. When the mouse is pointing to a function that links to another screen, the cursor will turn into a hand with a pointing finger image. Left click the mouse once on the function to activate it.

The green “HELP” button located near the top right corner of most screens provides quick access to on-line instructions and allows you to return to the screen or menu.

Printing

After you have located and/or updated information, you may choose to print a copy. To print a copy of something from *Web4*, first move your mouse to the browser area near the very top of the screen and left click on the printer icon on your browser.

Logging Off

To protect the security and confidentiality of the information you are accessing, remember to log off of *Web4* when you finish a session. Left click on the green “EXIT” button near the top right corner of any screen (next to the “HELP” button referenced above) and then left click on the red “X” button (Close) in the extreme upper right hand corner of the screen to completely exit *Web4*.

Connecting to *Web4*

1. On your computer desktop, left click on the “Internet Explorer” icon to access the Internet.
2. Access the Fitchburg State College web site at: www.fsc.edu/registrar/.
3. Click on the green Web4 button in the “Links” section near the top of the web page.
4. Under the “Faculty” heading, left click on the “Web4 Faculty” function.
5. Left click on the “Enter Secure Area” function.
6. Enter your User ID in the “User ID” field.
7. Enter your PIN in the “PIN” field and left click on the “Login” button.
8. On the screen you will see the Main Menu with “Faculty Services” and “Personal Information” tabs that you can click on to access your information or information about your advisees.