

Graduate Student Handbook



School of
Graduate Studies

A Higher Degree of Excellence.

2009-2010

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Published by the School of Graduate Studies
Bridgewater State College

POLICY OF NONDISCRIMINATION

Bridgewater State College does not discriminate in admission to or access to, or treatment or employment in any of its educational programs or activities, including scholarships, loans and athletics, on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, marital status, political belief or affiliation, or veteran status.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Bridgewater State College is an affirmative action/equal opportunity employer.

Greetings from the President

Congratulations! By choosing the School of Graduate Studies at Bridgewater State College you have chosen to accept the challenge to make a difference – in your field, in your community, in your life. Faculty and staff are committed to empowering you to engage in your learning process; to inspire you to advance the public good; to encourage you to lead with honor and integrity as you pursue your advanced studies.

Our outstanding faculty offers you the challenge of rigorous course work, innovative programming and exciting research and service opportunities. Our staff enthusiastically supports you. Together, we invite you to become an integral part of our dynamic graduate culture.

This handbook contains a wealth of information relevant to the graduate experience. Together with your ongoing communications with faculty and staff, it will serve you well as you pursue your advanced degree or certificate.

I would like to personally welcome you to Bridgewater State College, and on behalf of all faculty and staff, I wish you the best for your future success.

Sincerely,

A handwritten signature in black ink, reading "Dana Mohler-Faria". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Dana Mohler-Faria
President

Message from the Dean

On behalf of the staff and graduate faculty, I would like to welcome you to the School of Graduate Studies at Bridgewater State College. This handbook will serve as an excellent resource for you throughout your graduate student experience, answering many of your questions and providing details on everything from the admissions process to graduation requirements. It also provides a comprehensive listing of all graduate degree and licensure programs as well as particulars on the financial aid process, student accounts and international enrollment.

You will find useful information on many of the services available to you on the BSC campus including health services, technology, the Connect Card, library resources, parking and career services. There are sections on graduate assistantships and graduate research assistantships, the grading system and the School of Graduate Studies' academic integrity policy. For the convenience of our busy students, we have included a list of Web addresses for downloadable forms you will use as you complete your program.

While this handbook will prove to be a valuable resource for you, the most important source of information regarding your individual program is your academic adviser who has intimate knowledge of departmental degree requirements and will provide valuable guidance and direction. Graduate students are not required to submit an adviser's signature on their registration forms, but are encouraged to consult their adviser several times each semester.

Thank you for taking the time to read the *Graduate Student Handbook*. Please contact the School of Graduate Studies or your adviser with any questions you may have. We are confident that you will find your graduate studies here at Bridgewater State College rewarding and enriching, and my staff and I are here to support you to reach your academic and professional goals.

Welcome!

Best wishes,



William S. Smith, PhD

Dean, School of Graduate Studies

Professor of English

Mission Statement

School of Graduate Studies

The School of Graduate Studies at Bridgewater State College offers an array of graduate degree, licensure and certificate programs to meet the needs of the people in Southeastern Massachusetts and beyond. Led by scholars, researchers, teachers and practitioners from the graduate faculty, BSC's offerings include a variety of nationally accredited master's degree programs in professional studies, education, arts and sciences, and management. Working in close collaboration with the Schools of Arts and Sciences, Business, and Education and Allied Studies, the School of Graduate Studies ensures high-quality, research-based, stimulating and intellectually challenging educational experiences to those who seek expertise and leadership in their professions and a commitment to lifelong learning and scholarship.

Contact Information

School of Graduate Studies
Bridgewater State College
Maxwell Library, Room 019
10 Shaw Road
Bridgewater, MA 02325
Tel: 508.531.1300
gradschool@bridgew.edu

Office Hours

Monday-Thursday
8AM-7:30PM

Friday
8AM-5PM

Hours are for when classes are in session. Call for office hours when classes are not in session.

BSC Catalog, Student Handbook and Graduate Student Essentials

Bridgewater State College Catalog

The *Bridgewater State College Catalog* is made available to all Bridgewater State College students. All graduate students bear ultimate responsibility for reading the catalog and following the academic policies and regulations of the college. The college catalog may be viewed at www.bridgew.edu. Matriculated graduate students may also request a hard copy of the college catalog from the School of Graduate Studies.

Bridgewater State College Student Handbook

This *Graduate Student Handbook* is a supplement to the *Bridgewater State College Student Handbook* which is published online by the Division of Student Affairs. This online publication features important college policies and procedures, the student conduct code, right-to-know information as well as campus services and resources. Since graduate students are responsible for the information contained in both handbooks, the college strongly recommends that all students read and familiarize themselves with the contents of both publications. The student handbook may be viewed at www.bridgew.edu/handbook/. Students with questions about the student handbook should contact Student Affairs at 508.531.1276 or e-mail stuaff@bridgew.edu.

Graduate Student Essentials

Every graduate student must have the following while studying at Bridgewater State College:

- Activated Bridgewater State College User Account (see Technology section)
- Activated Blackboard User Account (see Technology section)
- InfoBear Account (see Registrar's Office section)
- Connect Card/BSC Identification Card (see Connect Card section)

Also, graduate students should understand that e-mail is the official means of communication from the college. See the Technology section of this handbook for more details.

Graduate Programs of Study

Graduate Degree Programs

Master of Arts (MA)

Programs leading to the degree of Master of Arts are offered in the following areas:

English Psychology
Creative Writing

Master of Arts in Teaching (MAT)

Programs leading to the degree of Master of Arts in Teaching are offered in the following areas:

Biology History Physical Science
Creative Arts Mathematics Physics
English Music

Master of Education (MEd)

Programs leading to the degree of Master of Education are offered in the following areas:

Counselor Education	PreK-12 Education
Mental Health Counseling	Educators in
Mental Health – Dual	Non-U.S. Settings
Licensure	Reading (all levels)
School Counseling (PreK-8	Special Education
and 9-12)	Initial Licensure – Moderate
Student Affairs Counseling	Disabilities (PreK-8 or
Early Childhood Education	5-12)
Initial Licensure Track-	Initial Licensure-Moderate
Inactive	Disabilities (for initially
Professional Licensure Track	licensed Elementary/Early
Educational Leadership	Childhood Educators)
Elementary Education	Professional Licensure –
Initial Licensure Track	Moderate Disabilities
Professional Licensure Track	(PreK-8 or 5-12)
Health Promotion	Initial Licensure – Severe
Instructional Technology	Disabilities (all levels)
Non-Licensure	

Special Education (continued)
Dual Licensure –
BSE Elementary
Education/MEd Special

Education (Teacher of
Students with Moderate
Disabilities PreK-8)
Non-Licensure Track

Master of Public Administration (MPA)

The Master of Public Administration degree offers concentrations in the following areas:

Civic and Nonprofit Leadership
Administration

Sustainable Community
Development

Master of Science (MS)

Programs leading to the degree of Master of Science are offered in the following areas:

Athletic Training
Computer Science
Criminal Justice
Administration of Justice
Crime and Corrections
Joint degree program
(BA and MS)

Physical Education
Adapted Physical Education
Applied Kinesiology
Human Performance and
Health Fitness
Individualized Program
of Study
Strength and Conditioning

Master of Science in Management (MS)

The Master of Science in Management degree offers concentrations in the following areas:

Accounting
Marketing
Organizational Development

Technology Management
Five-year program (BS and MS)

Master of Social Work (MSW)

Certificate of Advanced Graduate Study (CAGS)

A program leading to the CAGS in Education is offered in the following areas:

Educational Leadership
Mental Health Counseling

Reading
School Counseling

Graduate Programs of Study

BRIDGEWATER

Doctor of Education (EdD)

A collaborative CAGS/EdD program is offered in the areas of Educational Leadership and Reading with the University of Massachusetts Lowell.

Non-Degree Licensure Programs

Postbaccalaureate Licensure Programs

Postbaccalaureate licensure programs leading to initial licensure are offered in a traditional format and an accelerated format.

Traditional Postbaccalaureate Programs (PB)

Early Childhood Education	Biology (5-8 or 8-12)
Educational Leadership (LEAD)	Chemistry (5-8 or 8-12)
Elementary Education	Dance (all levels)
Health	Earth Sciences (5-8 or 8-12)
(Health, Family and Consumer Science - all levels)	English (5-8 or 8-12)
Instructional Technology (all levels)	History (5-8 or 8-12)
Physical Education	Mathematics (5-8 or 8-12)
(PreK-8 or 5-12)	Music (all levels)
Secondary Education	Physics (5-8 or 8-12)
(Middle School/High School/PreK-12 Specialist)	Theatre (all levels)
	Visual Arts (PreK-8 or 5-12)
	Special Education

Accelerated Postbaccalaureate Programs (APB)

The accelerated postbaccalaureate program is designed for persons who have a bachelor's degree and are seeking initial licensure in one of the following fields:

Biology (5-8 or 8-12)	Earth Sciences (5-8 or 8-12)
Chemistry (5-8 or 8-12)	English (5-8 or 8-12)
Dance (all levels)	History (5-8 or 8-12)
	Mathematics (5-8 or 8-12)
	Music (all levels)
	Physics (5-8 or 8-12)
	Theatre (all levels)
	Visual Arts (PreK-8 or 5-12)

Postmaster's Licensure Programs

Postmaster's licensure programs are offered in the following areas:

Educational Leadership (LEAD)

School Counseling

Non-Degree Graduate Certificate Programs

Graduate certificate programs are available for students who are interested in obtaining certain basic skills and competencies in a particular area of study. Admission to graduate certificate programs is limited to students who have earned baccalaureate degrees. Courses completed in the graduate certificate program may be applied to degree programs as long as they satisfy certain transfer guidelines.

Graduate certificate programs are offered in the following areas:

Accounting

Management

Finance

Marketing Management

Information Systems Management

Women's and Gender Studies

Instructional Technology

Collaborative CAGS/EdD Programs

A transfer agreement is in place between Bridgewater State College, which offers the Certificate of Advanced Graduate Study (CAGS), and the University of Massachusetts Lowell which offers the Doctor of Education (EdD) degree.

In accordance with this agreement, students who satisfactorily complete the CAGS program with a concentration in educational leadership or reading at Bridgewater State College and who apply and are admitted to the EdD program at the University of Massachusetts Lowell, will be eligible to transfer up to 12 credits from the CAGS program into the doctoral program. Specific provisions of the transfer credits will be subject to regulations described in the Graduate School Catalog of the University of Massachusetts Lowell. Graduates of the CAGS program at Bridgewater State College will be entitled to the same considerations as graduates of the CAGS program at the University of Massachusetts Lowell. Applicants to the doctoral program must submit a completed application for review by the College of Education's Admissions and Standards Committee at the University of Massachusetts Lowell.

Graduate Degree Requirements

For additional information about these transfer agreements contact:

Dr. Benedicta Eyemaro, Educational Leadership program

Tinsley Center, room 227, 508.531.2932 or beyemaro@bridgew.edu

Dr. Elaine Bukowiecki, Reading program

Hart Hall, room 137, 508.531.2228 or ebukowiecki@bridgew.edu

Graduate Degree Requirements

For detailed requirements of a particular degree program, please consult the *Bridgewater State College Catalog* and/or contact the appropriate graduate program coordinator.

Master of Arts


Master of Arts (MA) general degree requirements include a minimum of 30 approved graduate credits. All credits must have the endorsement of the students' advisers. A thesis is optional in Master of Arts programs. Students should consult appropriate departmental sections of the college catalog for specific program requirements for the degree.

Master of Arts in Teaching

The Master of Arts in Teaching (MAT) degree was developed for high school and middle school subject area teachers who have an initial license and are seeking a professional license in the Commonwealth of Massachusetts. Most MAT programs are designed to meet the "appropriate master's degree" requirement, which is part of the criteria for professional-stage licensure regulations. This degree program will also appeal to secondary school teachers who already hold a standard level or professional license and want to acquire additional knowledge and a master's degree in the discipline.

MAT general degree requirements include a minimum of 33 approved graduate credits, which are offered through the academic departments of the college and the Department of Secondary Education and Professional Programs. For program and course details, students should consult the MAT information listed in the college catalog under the academic department and the "Department of Secondary Education and Professional Programs."

Note: Graduate students needing initial licensure should refer to the sections of the college catalog entitled "Accelerated Postbaccalaureate



Program (APB): Initial Licensure for Secondary-Level (subject areas: grades 8–12) and Middle-Level (subject areas: grades 5–8) Teachers” and “School of Education and Allied Studies” for information pertaining to licensure, admission to and retention in professional education, as well as important institutional deadlines.

Master of Education

The Master of Education (MEd) degree is designed for persons with a wide variety of academic and professional objectives. MEd general degree requirements include a minimum of 30 to 36 approved graduate credits, depending upon the program. For program and course details, students should consult the appropriate departmental section of the college catalog. Degree credits must have the endorsement of the students’ advisers.

A number of Bridgewater State College’s Master of Education degree programs have been approved by the Massachusetts Department of Education for the licensure of educational personnel. Specific information regarding such programs is provided in the college catalog in the “School of Education and Allied Studies” section along with appropriate departmental program descriptions. For additional details regarding certification program procedures and requirements, students should contact the appropriate graduate program coordinator.

Master of Public Administration

The Master of Public Administration (MPA) degree provides professional education to prepare persons for leadership roles in public administration and public affairs. Program details are provided in the graduate program section under “Department of Political Science” in the college catalog.

MPA degree general requirements include a minimum of 40 to 46 approved graduate credits. The MPA program accommodates the needs of both pre-career students and in-career professionals by offering alternative program requirements that take into account students’ academic and professional backgrounds.

Master of Science

The Master of Science (MS) degree general requirements include a minimum of 30 approved graduate credits. All credits must have the endorsement of the students’ advisers. A thesis is optional in certain MS programs. Students should consult the appropriate departmental section of the college catalog for specific program and course requirements for the degree.

Graduate Degree Requirements

Master of Science in Management

The Master of Science in Management (MS) degree prepares students to apply systems thinking to managerial problems, direct large-scale projects, and lead people and organizations through complex change. Program details are provided in the “School of Business” section of the college catalog.

The MS in Management degree general requirements include a minimum of 30 credit hours of graduate course work, including a core of five courses, three concentration courses, one elective and one capstone course. The foundation courses must be taken prior to taking the core or concentration courses and may not be used to fulfill the 30 credit program requirements. The foundation course requirements can be satisfied by completion of approved equivalent undergraduate courses: a statistics course for MGMT 500, courses in accounting and finance for ACFI 505, and courses in marketing and law for MGMT 506. Students concentrating in accounting will need additional prerequisites. Accounting students may call 508.531.1395 or e-mail afdept@bridgew.edu for more information.

Master of Social Work

The mission of the Master of Social Work (MSW) program is to prepare advanced professional practitioners to address regional needs, promote social justice, and enhance the strength and resilience of communities, families and individuals. Program details are provided in the “Department of Social Work” section of the college catalog.

The MSW degree general requirements include a minimum of 62 approved graduate credits. Students enrolled in the MSW program for advanced standing are required to complete a minimum of 35 approved graduate credits.

Certificate of Advanced Graduate Study

The general requirements of a Certificate of Advanced Graduate Study (CAGS) are a minimum of 30 approved graduate credits. Courses taken for the CAGS may not repeat work previously accomplished by students in either their undergraduate or graduate degree work. At least one-half of the CAGS credits must be earned in courses limited to postmaster’s students (600-level).

Graduate Student Advising and Graduate Program Planning

The college offers programs leading to a CAGS in Education with concentrations in counselor education, educational leadership and reading. For details, students should consult the appropriate program sections in the college catalog.

Exit Requirements

In addition to the degree requirement course work mentioned above, most programs have an exit requirement (comprehensive examination, project, thesis or a combination of the aforementioned requirements). Please check with the program coordinator.

Graduate Student Advising and Graduate Program Planning

Upon acceptance, graduate students are assigned advisers in the students' area of study. Students in several programs are required to enroll in the program planning course **GRPP 501 Graduate Program Planning (one graduate credit)** as part of the minimum credit requirements in their program. Students should consult specific program requirements to see if this course is required in their program of study.

Students' academic and professional backgrounds and objectives are considered during the planning and development of a coherent program of graduate study. Graduate students who have been accepted into a master's degree or CAGS program should enroll under the direction of their advisers immediately after acceptance by the School of Graduate Studies and prior to enrolling in any additional courses. For details, graduate students should contact their advisers.

All accepted graduate students will receive copies of the Graduate Program Proposal form from the School of Graduate Studies. Students are required to have a completed copy of this form sent to the School of Graduate Studies when applying to graduate. The School of Graduate Studies is located on the ground floor of the Maxwell Library. The office is open Monday–Thursday, 8 AM to 7:30 PM. Friday 8 AM to 5 PM. Graduate students are welcome to contact the office at 508.531.1300 or gradschool@bridgew.edu.

School of Graduate Studies Staff Directory

Dr. William Smith

Dean

508.531.2809

The dean is responsible for oversight of all graduate-level activities including admissions and off-campus programs.

Dr. Raymond Guillette

Assistant Dean, Enrollment
Management

508.531.1300

rguillette@bridgew.edu

The assistant dean is responsible for the day-to-day operations of the graduate admissions office.

He works with the admissions representatives to review graduate student applications, recruits and advises international students, and provides support to School of Graduate Studies program coordinators, faculty and staff on matters relating to student services and academic issues.

Patricia Hennessey

Director,

Graduate School Services

508.531.1795

pennessey@bridgew.edu

The director works collaboratively with the academic schools and administrative offices to provide support and services for graduate

students. The director also maintains oversight of the Off-Campus Programs operation, managing the administrative and operational process of delivering graduate-level course work to off-campus sites.

James McCormack

Associate Director of Marketing

508.531.2171

james.mccormack@bridgew.edu

The associate director is responsible for student recruitment and promotion of all graduate school programs, including advertising, attendance at career fairs, information sessions and creation of promotional materials.

Jeane Lincoln

International Enrollment Services
Manager and Graduation

Coordinator

508.531.1238

jlincoln@bridgew.edu

Responsibilities include assisting and advising all international graduate applicants as well as comprehensive examinations and thesis requests. She also performs graduate degree audits.

**Charlene Hoyt**

Administrative Assistant to
the Dean

508.531.2809

choyt@bridgew.edu

In addition to supporting the dean, the administrative assistant to the dean aids in the daily operation of the School of Graduate Studies.

Graduate Admissions**Pauline Lewis**

Admissions Representative

508.531.2490

plewis@bridgew.edu

The admissions representative services the graduate student population by providing admissions counseling. Her assigned student base is applicants whose last names begin with A-G.

Maureen Chaves

Admissions Representative

508.531.1261

mchaves@bridgew.edu

The admissions representative services the graduate student population by providing admissions counseling. Her assigned student base is applicants whose last names begin with H-N.

Ann Matthews

Admissions Representative

508.531.2643

amatthews@bridgew.edu

The admissions representative services the graduate student population by providing admissions counseling. Her assigned student base is applicants whose last names begin with O-Z.

Emerald Cohen

Student Services Representative

508.531.1323

ecohen@bridgew.edu

The student services representative provides general information to applicants about graduate programs and admission requirements.

Jason Cahoon

Student Services Representative

508.531.1300

jason.cahoon@bridgew.edu

The student services representative provides general information to students about graduate program and admission requirements. He also provides support to the assistant dean.

School of Graduate Studies Staff Directory

Off-Campus Programs

Darren Macdonald

Associate Director

508.531.1263

darren.macdonald@bridgew.edu

The associate director serves as a liaison between off-campus faculty instructors and the School of Graduate Studies. He provides assistance to school districts and organizations interested in on-site graduate courses and schedules programs and courses accordingly. He is a resource to graduate students acting as a link to the BSC campus.

Janet Larkin

Staff Assistant

508.531.6011

jlarkin@bridgew.edu

The staff assistant coordinates and schedules the delivery of off-campus courses. In addition to serving as a resource to faculty teaching off-campus and graduate students taking courses off-campus, she maintains the office Web page.

Kaylee Fernandes

Off-Campus Student Services

Representative

508.531.6010

k5fernandes@bridgew.edu

The off-campus student services representative facilitates the registration process for courses held off campus. She also issues contracts to off-campus faculty and is available to assist students, faculty and staff with questions regarding courses and programs run through the Office of Off-Campus Programs. She provides support to the director of Off-Campus Programs.

Graduate Program Coordinators

Students with specific questions about a BSC graduate program may contact the School of Graduate Studies at 508.531.1300 or the appropriate graduate program coordinator by phone or e-mail.

Department	Coordinator	E-mail	Phone
Accounting/Finance APB and PB	Dr. Patricia Bancroft	pbancroft@bridgew.edu	508.531.2477
Art	Dr. Thomas Brady	thomas.brady@bridgew.edu	508.531.2906
Athletic Training	Prof. Dorothy Pulsifer	dpulsifer@bridgew.edu	508.531.2181
Biology	Dr. Marcia Anderson	mkanderson@bridgew.edu	508.531.2072
Computer Science	Dr. John Jahoda	jjahoda@bridgew.edu	508.531.2088
Counselor Education	Dr. Glenn Pavlicek	pavlicek@bridgew.edu	508.531.2349
Student Affairs	Dr. Michael Kocet	mkocet@bridgew.edu	508.531.2721
School Counseling	Dr. Theresa Coogan	theresa.coogan@bridgew.edu	508.531.2640
Mental Health	Dr. Louise Graham	lgraham@bridgew.edu	508.531.2011
Criminal Justice	Dr. Jo-Ann DellaGiustina	jdellagiustina@bridgew.edu	508.531.2582
Educational Leadership	Dr. Benedicta Eyemaro	beyemaro@bridgew.edu	508.531.2932
Elementary/ Early Childhood	Dr. John Marville	jmarville@bridgew.edu	508.531.1367
English	Dr. Gregory Chaplin	gchaplin@bridgew.edu	508.531.2606
Health Education/ Physical Education	Dr. Karen Richardson	karen.richardson@bridgew.edu	508.531.2067
History	Dr. Keith Lewinstein	klewinstein@bridgew.edu	508.531.2774
Instructional Technology	Dr. Thanh Nguyen	tnguyen@bridgew.edu	508.531.2938
Management	Dr. Peter Sietins	psietins@bridgew.edu	508.531.2078
Master's Degree Core	Dr. John Michael Bodi	jbodi@bridgew.edu	508.531.2837
Mathematics	Dr. Uma Shama	ushama@bridgew.edu	508.531.2248
Music	Dr. Steven Young	syoung@bridgew.edu	508.531.2043
Physics/Physical Science	Dr. Jeffrey Williams	j7williams@bridgew.edu	508.531.2169
Psychology	Dr. John Calicchia	jcalicchia@bridgew.edu	508.531.1769
Public Administration/ Political Science	Dr. Wendy Haynes	whaynes@bridgew.edu	508.531.1387
Reading	Dr. Elaine Bukowiecki	ebukowiecki@bridgew.edu	508.531.2228
Social Work	Dr. Mark Brenner	mbrenner@bridgew.edu	508.531.2760
Special Education and Communication Disorders	Dr. Ken Dobush	kdobush@bridgew.edu	508.531.2270

Graduate Student Admissions Information

Admission Standards

Note: Applicants not holding a bachelor's degree in the content area being pursued for the APB and MAT are subject to a transcript review to determine whether additional content course work will be required as program prerequisites.

Postbaccalaureate Licensure Program (PB)

Students seeking admission to a postbaccalaureate initial licensure program must hold a bachelor's degree from a four-year institution of acceptable standing. Applicants must meet the following criteria in order to be admitted by the School of Graduate Studies and School of Education and Allied Studies:


- A 2.8 undergraduate GPA
- Three appropriate letters of recommendation (at least one letter of recommendation should be an academic reference from a professor)
- A qualifying score on the Communication and Literacy skills portion of the Massachusetts Test for Educator Licensure (MTEL)
- Official transcripts of undergraduate and graduate course work

Note: Admission decisions to postbaccalaureate programs are made on a rolling basis when applications are submitted within a reasonable time frame prior to the start of an academic semester.

Accelerated Postbaccalaureate Licensure Program (APB)

Students seeking admission to the accelerated postbaccalaureate initial licensure program must hold a bachelor's degree from a four-year institution of acceptable standing. Candidates for the APB program will be admitted by the School of Graduate Studies based upon the recommendation of the APB coordinator. The coordinator will base the admission recommendation on the candidate's potential to be an effective teacher based upon multiple indicators including, but not limited to, the following:

- A 2.8 undergraduate GPA
- A qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL)
- Content competence demonstrated by a passing score on the subject matter test portion of the Massachusetts Test for Educator Licensure (MTEL). Note: Candidates who are applying for a license in a field in



which they did not major may be subject to a review of their course work background in the license area; additional content course work may be required as program prerequisites.

- Statement of desire to be a teacher
- Official transcripts of all undergraduate and graduate course work
- Resume
- Experience with youth at the licensure level

Note: Applicants not holding a bachelor's degree in the content area being pursued for the APB are subject to a transcript review to determine whether additional content course work will be required as program prerequisites.

Master of Arts in Teaching (MAT)

Students seeking admission to the Master of Arts in Teaching degree program must hold a bachelor's degree from a four-year institution of acceptable standing. The MAT program is designed for high school and middle school teachers who have an initial license and are seeking a professional license in the Commonwealth of Massachusetts. Applicants must meet the following criteria in order to be admitted by the School of Graduate Studies:

- A 2.75 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed during the junior and senior years
- A composite score of 900 on the quantitative and verbal parts of the GRE General Test
- GRE is not required for Physics, Physical Science, or Dual Degree Criminal Justice
- An initial teaching license
- Three appropriate letters of recommendation (at least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer)

Note: Applicants not holding a bachelor's degree in the content area being pursued for the MAT are subject to a transcript review to determine whether additional content course work will be required as program prerequisites.

Graduate Student Admissions Information



Master's Degree Programs

Please note that a number of graduate programs (including counselor education, criminal justice, management, psychology, public administration, social work and certain education programs) have additional admission requirements, which are outlined in the appropriate departmental section of the college catalog.

Some departments, because of accreditation guidelines and policies, may have higher grade standards, which are explained in departmental sections of the college catalog.

Students seeking admission to a program leading to a master's degree must hold a bachelor's degree from a four-year institution of acceptable standing (college seniors may be admitted on a conditional basis, pending receipt of their degree.) Master's degree applicants must meet the following criteria in order to receive a "clear admit" (full graduate student status):

- A 2.75 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed in the junior and senior years
- A 2.8 undergraduate GPA based upon four years of work or a 3.0 undergraduate GPA based upon work completed in the junior and senior years for programs leading to initial licensure
- Most programs require a composite score of 900 on the quantitative and verbal parts of the GRE General Test. Please consult the appropriate departmental section of the college catalog.
- The Master of Science in Management program requires a GMAT score of 450 or higher.
- A rating of 1 (on part IV) on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.

Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL). Some programs may require additional MTEL test(s). Please refer to the appropriate departmental section of the college catalog.

Applicants who do not meet the "Clear Admit" status will be considered for a "Conditional Acceptance" if they meet the following criteria:

- A 2.5 undergraduate GPA based upon four years of work or a 2.75 undergraduate GPA based upon work completed during the junior and senior years
- A composite score of 600 to 899 on the quantitative and verbal parts of the GRE General Test
- A rating of at least 2 (on part IV) on three letters of recommendation (1 being the highest rating on the scale). At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.
- Candidates for education programs leading to initial licensure need to provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL). Some programs may require additional MTEL test(s). Please refer to the appropriate departmental section of the college catalog.

Note: There is not “conditional acceptance” status for applicants seeking admission to the MEd degree programs in early childhood education and elementary education leading to initial licensure.

Conditions that must be met to move from conditional to full graduate student status include:

- Students are required to meet with their advisers who will recommend three graduate courses that must be taken at Bridgewater State College after conditional admission to the program.
- Students must attain a GPA of at least 3.0 after completion of the three required courses.

If students attain a GPA of at least 3.0 after completing the courses, they will be moved to full graduate student status. If students do not earn a GPA of at least 3.0 after completing the courses, they are subject to academic dismissal.

CAGS and Postmaster’s Licensure Programs

Students seeking admission to a postmaster’s program must hold a master’s degree from an accredited institution and must meet the following criteria in order to be admitted by the School of Graduate Studies:

- A graduate GPA of 3.0
- Three appropriate letters of recommendation (at least two letters of recommendation should be academic references from professors

Graduate Student Admissions Information

and the third letter of recommendation could be from a professional employer)

- Candidates for education programs leading to initial licensure need to provide qualifying scores on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL).

Application Procedures

For most programs, the School of Graduate Studies admits students for the fall and spring semesters and summer sessions of each year. An application is not complete unless all of the appropriate documents have been received by the School of Graduate Studies on or before the appropriate application deadline:

January 10 Advanced Standing- Master of Social Work fall semester admission

January 25 Master of Social Work fall semester admission

February 1 Summer session admission

February 1 Counselor Education fall semester admission

March 15 Psychology fall semester admission

April 1 Fall semester admission

October 1 Spring semester admission

October 1 Counselor Education spring semester admission


Note: Postbaccalaureate and accelerated postbaccalaureate programs have rolling admission, accepting applications at any time within a reasonable time frame prior to the start of an academic semester or session.

Applicants who have questions regarding graduate application procedures and deadlines should contact the admissions representatives in the School of Graduate Studies at 508.531.1300. It is the responsibility of graduate students to make certain that all application documents are received on time. Applicants should indicate a specific degree or licensure program (and also the area of study) when they request application forms.

Certain programs require a formal interview with the graduate program coordinator. Please consult the department requirements presented in the college catalog.

Applicants to a graduate program should make certain that the material listed below is on file in the School of Graduate Studies. Application forms with fee payments and all other correspondence and application material should be sent by the appropriate deadline to:

Bridgewater State College



School of Graduate Studies
Maxwell Library, room 019
Bridgewater, MA 02325

An application is not complete unless all of the appropriate documents listed have been received by the School of Graduate Studies.

(1) Graduate application form and application fee

Graduate students should send the completed application form and application fee of \$50 to the School of Graduate Studies to begin the admissions application process. Checks for the application fee should be made payable to Bridgewater State College.

(2) An official transcript of all undergraduate and graduate course work

Official transcripts must be sent directly to the School of Graduate Studies and must bear the seal and/or stamp of the issuing college or university. Copies of transcripts and transcripts marked “Issued to Student” are not acceptable. Applicants who have attended more than one undergraduate institution and/or graduate school should arrange to have transcripts of all course work, including grade results, from each school attended sent directly to the School of Graduate Studies. Graduates of Bridgewater State College and persons who have taken nondegree credit at the college may attach a copy of their BSC transcript printed from InfoBear. All BSC transcripts will be verified.

Applicants, who have successfully completed graduate courses, as well as those who hold a degree(s) in addition to the baccalaureate, must fulfill all application requirements as set forth in the college catalog. The successful completion of graduate courses prior to application shall not obligate the academic department or the School of Graduate Studies to recommend an applicant for acceptance.

(3) Letters of recommendation

Three letters of recommendation are required for all programs, with the exception of the APB program, which requires no letters of recommendation.

Candidates for the master’s degree in counselor education and reading programs should consult that program’s section of the college catalog for specific instruction about letters of recommendation. Forms for recommendations are available from the School of Graduate Studies. In general, only letters of recommendation submitted on these forms and sent by the person providing the reference

Graduate Student Admissions Information

directly to the School of Graduate Studies will be accepted. These letters provide an estimate of applicants' abilities to successfully pursue programs in their proposed fields or concentrations. For MAT and MEd applicants, at least two letters must be from faculty who have taught the applicants at the collegiate level (undergraduate or graduate). The third letter may be from appropriate employers or school administrators for whom the applicants have taught. For MA and MS applicants, at least two letters must be from people who have taught the applicants in the appropriate areas of concentration. The third MA and MS letter may be from faculty members who have taught the applicants at the collegiate level or from appropriate employers or school administrators for whom the applicants have taught.

(4) Graduate Record Examination (GRE)


For those programs requiring the GRE as an admission requirement, students must submit the results of the General Test. Applicants must arrange to have their official score report sent directly from the Educational Testing Service to the School of Graduate Studies. Bridgewater State College's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information relative to the GRE may be obtained from the School of Graduate Studies or www.GRE.org. Students who have earned a master's degree are exempt from the GRE requirement.

(5) Graduate Management Admission Test (GMAT)

Master of Science in Management applicants are required to submit GMAT scores. Applicants must arrange to have an official score report sent directly from the Educational Testing Service to the School of Graduate Studies. Bridgewater State College's CEEB code is 3517. Photocopies and scores submitted by applicants are not acceptable. Information pertaining to the GMAT may be obtained from the School of Graduate Studies or www.mba.com. Students who have earned a master's degree are exempt from the GMAT requirement.

(6) Test of English as a Foreign Language (TOEFL)

All applicants from countries where English is not the official language also must provide scores from the TOEFL examination. Ordinarily, only students with TOEFL scores of a minimum of 213 from the computer-based test, 550 from the paper-based test,



or 79–80 on the internet-based test will be considered for admission. International English Language Testing System (IELTS) may be used as a testing option for international students.

(7) Massachusetts Tests for Educator Licensure (MTEL)

Applicants must provide a qualifying score on the Communication and Literacy Skills portion of the Massachusetts Test for Educator Licensure (MTEL) as a graduate admission requirement if applying to one of the following education programs:

- Postbaccalaureate (PB) and Accelerated Postbaccalaureate (APB) initial teacher licensure programs. (Applicants to the APB program must also submit a qualifying score on the appropriate MTEL subject matter test.)
- MEd and CAGS programs leading to initial administrator licensure
- All MEd programs leading to initial teacher licensure
- MEd, Postmaster's and CAGS programs leading to initial support/specialist licensure; e.g. reading specialist, school counselor.

Note: Some programs may require additional MTEL test(s). Please refer to the appropriate departmental section of the college catalog.

(8) Additional departmental requirements

There may also be special departmental requirements relative to the application, such as an interview. Such requirements, if any, are to be found under each department's description of its graduate program(s) in the college catalog.

Action by the Academic Department

All completed applications are sent by the School of Graduate Studies to the academic department in which applicants propose to concentrate. After reviewing these applications, departments make admission recommendations to the School of Graduate Studies.

Action by the Educator Licensure Office

All completed applications of applicants seeking licensure are sent to the Educator Licensure Office in the School of Education and Allied Studies. After reviewing these applications, decisions are given to the School of Graduate Studies.

Action by the School of Graduate Studies

The School of Graduate Studies, after reviewing the recommendations of the academic department and, if applicable, the Educator Licensure Office, notifies applicants of the action taken.

International Students

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International Student Admission Requirements

Students applying for admission to a BSC graduate program, who plan to come into this country on an F-1 Visa, will need to include the following documents with the application and application fee:

- **Certified bank/financial statement** attesting to the fact that funds are available specifically for educational expenses. The statement must show sufficient funding for one year of college-related costs and living expenses. Presently BSC estimates this amount to be approximately \$16,449.
- **Test of English as a Foreign Language (TOEFL) Score, or International English Language Testing System (IELTS)** (if necessary, in accordance with English language skills). Students for whom English is a second language will be required to submit an official copy of results from the TOEFL or IELTS, unless they have at least two years experience in an American college or university. Students must receive a total score of 213 from a computer-based test, 550 from a paper-based test, or 79-80 on the internet-based test for the TOEFL or 6/6.5 for the IELTS.
- **GRE or GMAT Scores** (dependent upon program)
- **Transcripts.** All transcripts must be evaluated and translated showing equivalence of U.S. baccalaureate degree by an agency such as the Center for Educational Documentation, Boston, MA (www.cedevaluations.com), World Education Services, Inc., New York, NY (www.wes.org), or another reputable agency.
- **Three Letters of Recommendation.** At least two letters of recommendation should be academic references from professors and the third letter of recommendation could be from a professional employer.

Application Deadlines

The deadlines for international students submitting applications to the graduate school are as follows:

January 10	Advanced Standing- Master of Social Work fall semester admission
January 25	Master of Social Work fall semester admission
February 1	Summer session admission
February 1	Counselor Education fall semester admission
March 15	Psychology fall semester admission
April 1	Fall semester admission
October 1	Spring semester admission
October 1	Counselor Education spring semester admission

Note: It is strongly suggested that international students submit a completed application at least one month prior to the deadline in order to have sufficient time to receive an Initial I-20 form needed to apply for an F-1 Visa.

Financial Aid

Financial aid is not available to international students. There are a limited number of graduate assistantship and graduate research assistantship positions, but students must be matriculated, enrolled in classes and available for on-campus interviews. Please refer to the Graduate Assistantships and Graduate Research Assistantships section of this handbook for further information.

Housing

Bridgewater State College does not provide graduate housing. For information about off-campus housing, visit the Residence Life and Housing Web site at www.bridgew.edu/RLH.

Cost Per Course

The current tuition and fees for a three-credit, graduate-level course is \$905.40 (subject to change).

International Students

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Medical Insurance

International students must purchase the college-sponsored student health insurance plan. The cost of this plan is \$1,017 per year.

Transfer Students

If students are transferring from another college or university in the United States to BSC, they must complete a Visa Clearance Form. Students may obtain this form by contacting the School of Graduate Studies at 508.531.1238. Once students receive their acceptance packages, they must complete the Visa Clearance Form and submit the forms and copies of their acceptance letters to the international advisers at the schools from which the students are transferring. These forms will be completed by the transferring schools and returned to Bridgewater State College. School transfers will be made by the transferring school in the Student and Exchange Visitor Information System (SEVIS).


Acceptance into a Graduate Program

Students accepted into a graduate program at BSC must register for classes before arrival into the United States. International graduate students must continue to pursue a full course of study throughout the F-1 Visa stay in order to maintain F-1 status. A full course of study at Bridgewater State College is nine graduate credits in both the fall and spring semesters. The summer sessions are optional. The only exception to reduce a course load is if it is the final semester and fewer courses are needed to complete the course of study.

It is the students' responsibility to maintain F-1 status. It is suggested that students work with their academic advisers in planning their program to be able to satisfy the full course of study requirement mandated by the Student Exchange Visitor Program (SEVP).

Immunization Requirements

Before arrival at Bridgewater State College, international graduate students must provide medical documentation (from a school, physician or hospital) of their immunization records. Immunization requirements include:

- 
- One dose of tetanus diphtheria (TD) vaccine within the last 10 years.
 - Two doses of MMR (measles, mumps and rubella) vaccine*
 - Three doses of Hepatitis B*
(or documentation of active process of receiving the series)
 - One dose of meningitis vaccine for residential students
(or an informed waiver)
- * If immunity is known, though documentation is lacking for hepatitis B and/or MMR vaccines, students may provide laboratory evidence by submitting positive immune titer results. Immune titers are often quite expensive. For more information on immunization requirements, please see the Health Services section of this handbook.

Visa Requirements

Form I-20 (F-1 Visa) is necessary to obtain a non-immigrant visa. This visa permits students to enter the United States for the purpose of studying (F-1 students) at Bridgewater State College. Although citizens of many countries are eligible for the Visa Waiver Pilot Program and therefore may travel to the United States as tourists without a visa, students must have a student visa to study at Bridgewater State College. If students enter the U.S. on tourist visas or without visas, they will be required to leave the U.S. in order to enter on proper student visas.

Arrival at Bridgewater State College

Before the first day of classes, all international graduate students must report to the School of Graduate Studies office with passport, visa and Form I-94. Students must also provide a copy of their immunization records.

Graduate Assistantships and Graduate Research Assistantships

Graduate Assistantships

The School of Graduate Studies at Bridgewater State College offers graduate assistantships, valued up to \$13,500, to well-qualified graduate students. These positions are available to full-time students enrolled in at least nine credits of graduate-level courses during the fall and spring semesters during appointment, are admitted with a clear admit status, and maintain good academic standing. Graduate assistants work in an academic or administrative department 20 hours per week during the fall and spring semesters and earn a stipend up to \$6,500. GAs also receive full tuition and fees remission, for up to 24 credits total, during the fall, spring, and summer sessions. GAs earn valuable professional experience, which often assists them in their careers, whether professional or academic. Appointments are competitive and are determined by a confirmation of undergraduate and/or graduate grade point averages, experience, educational preparation, and interviews. They are intended to encourage and assist superior students in pursuing graduate study and in completing the requirements for graduate degrees in the minimum possible time.

Graduate Research Assistantships

Graduate research assistantships (GRAs) are designed to link a graduate student together with a professor in a meaningful research project, which will be one academic year in duration working 10 hours per week. During the assistantship period, a graduate research assistant will work directly with a professor on a joint project, which will lead to a presentation at a professional conference and/or a joint publication. Graduate research assistantships are awarded to part and full-time students who are fully admitted with a clear-admit status to a graduate degree program and who maintain outstanding academic standing during the time of the award. The total award equals over \$7,000 a year which includes tuition and fees remission for up to 15 credits per academic year, a bi-weekly stipend, plus a complimentary parking pass. Appointments are competitive and are determined on the basis of undergraduate and/or graduate grade point averages, test scores, letters of recommendation, pertinent experience, educational preparation, interviews or a combination of these



Graduate Student Orientation Program and Financial Aid

factors. They are intended to encourage and assist superior students in pursuing graduate study and in completing the requirements for graduate degrees in the minimum possible time.

Graduate Student Orientation Program

Orientation sessions for graduate students occur once a year in August. All graduate students who have been accepted into a graduate program, or are just beginning the application process, are welcome to attend the session. At the session, students will learn about the graduate student experience at Bridgewater State College and also review the resources available to them. Students also can get a Connect Card at the session. To learn more or reserve a space for a session, call 508.531.1300 or e-mail gradschool@bridgew.edu.

Note: Some academic departments (Counselor Education, Social Work) hold separate new student orientation sessions.

Financial Aid

The Office of Financial Aid is located in Tillinghast Hall, room 100. The office is open Monday–Friday, 8:30 AM–5 PM. Students may contact the office at 508.531.1341 or visit its Web site at www.bridgew.edu/financialaid for the latest updates and pertinent information.

The Office of Financial Aid at Bridgewater State College complies with all regulations regarding federal student aid. Graduate students receiving federal aid must comply with the following:

- Be matriculated into a degree-granting program
- Be a U.S. citizen, or eligible noncitizen
- Meet selective service guidelines (male students only)
- Be not in default of a federal student loan or owe a refund on any federal grant program
- Be enrolled at least half-time (four and one-half credits per semester for graduate students)

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) in a timely fashion each academic year.

Health Services

Graduate students are eligible for federal loans and should apply as early in the year as possible. The quickest and easiest way to apply is online at www.fafsa.ed.gov. Students with PIN numbers may complete the entire application process electronically. To apply for a federal PIN, access the Web site at www.pin.ed.gov. Graduate students may complete the paper version of the application, which is available in the college's Financial Aid Office or public libraries. The federal school code for Bridgewater State College is 002183.


Graduate students can typically borrow \$8,500 per year from the subsidized loan program and an additional \$12,000 in an unsubsidized loan. The total amount of loans cannot exceed the cost of attendance (as determined by BSC), less financial aid, including but not limited to, graduate assistantships and outside assistantships. For interest rates on loans, visit www.bridgew.edu/financialaid. Note: Students enrolled in the Post-baccalaureate program are eligible to borrow \$5,500 per academic year (check with the Financial Aid Office for additional eligibility for independent students).

Students must complete the Direct Loan Master Promissory Note and fulfill Loan Entrance Counseling if they are first-time borrowers at Bridgewater State College. Loan Exit Counseling is required when students graduate or stop attending at least half time.

Payment of loans occurs in two equal disbursements, one in early October for the fall semester and one in mid-February for the spring semester. If students are obtaining loans for one semester only, half of the loans are paid in the beginning of the semester, and the remainder are paid at the midpoint.

Health Services

Full and part-time graduate students are eligible to use the Office of Health Services on campus. The office is open for clinical treatment on Mondays and Fridays from 8:30 AM-4:30 PM, Tuesday and Wednesday from 8:30 AM-7 PM and Thursday from 9:30 AM-4:30 PM during the academic year. Summer administrative hours are Mondays through Fridays (excluding holidays) from 8 AM-12 PM, 1 AM-4 PM; no clinical service is available during the summer.



The Health Services' staff is made up of trained and licensed professionals and other support personnel. The clinical staff members include three nurse practitioners with prescriptive authority, a consulting physician and two registered nurses. There is no fee for service. A Connect Card (student identification card) is required for service. A full range of diagnostic and prescriptive services; referrals; immunization; free testing for mononucleosis, streptococcus, pregnancy; and urine screening are available. The general medical care available to graduate students includes:

- Routine clinic visits with nurse practitioner or registered nurse
- Minor surgery
- Immunizations (some free; some at cost)
- Tuberculosis (TB) skin testing (not done on Thursdays)
- Health counseling
- Gynecology
- Laboratory work
- Diagnosis and treatment of sexually transmitted diseases

Lab send-outs and STD testing costs are submitted by the outside laboratory to students' insurance companies.

Immunization Requirements

Immunization requirements apply to all full-time graduate students, regardless of age. To achieve full-time graduate student status, according to the Commonwealth of Massachusetts Immunization Laws, students must receive nine or more credits from one institution in any one semester, regardless of the location of the course or the actual dates that the course or internship is held.

Example 1: If graduate students are taking one three-credit course on the BSC campus and six credits of BSC courses online, students are considered full-time and must comply with the immunization laws.

Example 2: If graduate students are taking one three-credit course on the BSC campus and a six-credit practicum off-campus, students are considered full-time and must comply with the immunization laws.

Health Services

Example 3: If graduate students are taking one three-credit course during January and February, one three-credit course in April and one three-credit online course during the spring semester, all of the courses are spring semester courses, therefore students are considered full-time and must comply with the immunization laws.

Specific Immunizations Required

Proof of immunizations must be provided by a physician or a prior school and must include the dates of:

- One dose of tetanus diphtheria (TD) vaccine within the last 10 years
- Two doses of measles, mumps, rubella (MMR) vaccine after the patient's first birthday and after 1967
- Three doses of hepatitis B

Note: All new residential students must provide proof of meningitis immunization or waiver. Currently, this requirement does not apply to the majority of graduate students because BSC does not provide graduate student housing.

Student Health Insurance Requirements

According to Massachusetts law, all graduate students registered for seven credits or more must enroll in the college-sponsored insurance program or submit an electronic waiver attesting to continued enrollment in a health insurance plan that is comparable to the coverage required in the law. This waiver or enrollment process must be done annually for all graduate students registered for seven or more credits in a semester.

Graduate students, who are already enrolled in a health care plan or who are covered by a spouse's health care plan with similar coverage, must complete an online waiver. Students who are not covered by insurance must complete the online enrollment form. The student health insurance waiver form or enrollment form may be completed online at www.bridgew.edu/healthservices.

International students MAY NOT waive health insurance.



Off-Campus Programs

Health Hold

Health holds are applied to student accounts of those full-time students whose immunizations are incomplete. Until all immunizations are complete and on file at BSC Health Services, full-time graduate students will not be permitted to register for courses, receive transcripts or graduate. Check your Info-Bear account prior to registration to be sure that you have no holds on your account. If you have questions, contact Health Services at (508)531-1252.

Off-Campus Programs

The Office of Off-Campus Programs collaborates with the college's academic schools to provide quality graduate education at convenient locations across the state. The office is committed to serving Massachusetts communities by offering courses and full-degree programs at off-campus locations. Visit the Web site at: www.bridgew.edu/sogs/ocp.

Course Registration

To register for a course being held at an off-campus location, students may download course registration forms at www.bridgew.edu/sogs/ocp/offcampuscourses.cfm. Students also may contact the office at offcampus@bridgew.edu or 508.531.6010. Students who register for a course held off campus will receive a confirmation of enrollment from the off-campus programs office via e-mail.

Class Meeting Cancellation

Courses held at off-campus locations do not follow the college's class meeting cancellation policy for courses held on campus. Should an off-campus class meeting be cancelled for any reason, students will be notified by the course instructor and/or the Office of Off-Campus Programs. Cancellation will be announced first via e-mail, and then via telephone call. To verify if class meetings are cancelled, students may contact the office at offcampus@bridgew.edu or 508.531.6010.

Registrar's Office

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Textbooks

Students taking courses at off-campus locations are responsible for purchasing any required and/or optional textbooks and materials. The college will not have textbooks and/or materials available for purchase at the course location. To check availability of required and/or optional textbooks and materials, visit www.bridgew.edu/bookstore and click the "BSC Online Bookstore" link. Be sure to have the course and section number readily available. For more information about the BSC bookstore, see the General Information section of this handbook.

Technology

As with courses offered on campus, off-campus courses will require students to use a BSC user account and possibly a Blackboard account. For information about each of these accounts, please see the Technology section of this handbook.

Registrar's Office

The Registrar's Office maintains graduate student academic records, issues official transcripts for all current and former graduate students, manages course registration and the drop/add and withdrawal processes. The office also processes all changes and corrections to graduate student records, including addresses and names. The Registrar's Office is located in Boyden Hall, room 003. The office is open Monday–Friday, 8 AM–5 PM. Evening hours are also available when classes are in session. For more information, please contact the office at 508.531.1231 or visit the Web site at www.bridgew.edu/registrar.

Course Registration

During the preregistration period in April and November, degree-seeking graduate students may register for classes for the upcoming semester before all other students (without prepayment). Graduate students are encouraged to register for classes during this one-week preregistration period to help ensure enrollment into their first choice of classes and to help reduce the risk of their classes being cancelled due to under enrollment.



Note: Students registering for courses held at off-campus locations should contact the Off-Campus Programs Office at 508.531.6010.

Details regarding the registration options and process may be found on the Web at www.bridgew.edu/registration.

InfoBear

Bridgewater State College graduate students may use InfoBear to access the college catalog and addenda, view available course sections and register for courses. Students may also view personal information, including course schedules, grades, enrollment information and account information.

InfoBear is accessed as follows:

- Visit www.bridgew.edu
- Under “QuickLinks,” click “InfoBear”
- Click “Registration and Student Information”
- Enter your User ID, the eight-digit Banner ID, which can be found on the admission acceptance letter, students’ class schedules, and bills; online at www.bridgew.edu/bannerid; or by bringing a photo ID to the Registrar’s office.
- Enter your PIN. Your PIN is a six-digit number. If you are logging in for the first time, you will be asked to choose your own six-digit PIN. If you have forgotten your PIN, click on the “Forgot PIN” button or visit www.bridgew.edu/bannerid.
- Be sure to keep your PIN in a safe, secure location. Note: If you continue to have problems logging in, you should visit the Registrar’s Office with a photo ID or call the office at 508.531.1231.
- Always log out of InfoBear when finished.

Student Schedules

Student schedules are available online to all graduate students using InfoBear. Students without Internet access may bring a photo ID to pick up a copy of their schedule in the Registrar’s Office or they may request a schedule by calling 508.531.1231.

Registrar's Office

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Drop/Add Period

The drop/add period dates for the current semester can be viewed at www.bridgew.edu/registrar. Drop/add forms are available at the Registrar's Office, the School of Graduate Studies or online at the Web site mentioned above in "forms." It is advisable that graduate students discuss changes in their course schedules with their advisers. If students fail to officially drop courses by the stated deadline, a grade of "F" may be entered on their academic records and charges may be assessed. For a full outline of the drop/add policy, please refer to the college catalog.

Withdrawal from Courses

Students may withdraw from courses following the drop/add period if they submit a course withdrawal form to the Registrar's Office by the appropriate semester deadline date, which is posted at www.bridgew.edu/registration/. Students should discuss any course withdrawal with their advisers. If graduate students fall below full-time status after withdrawing from a course, they should be aware that eligibility for some sources of financial aid and health insurance may be affected.

No withdrawals will be permitted after these deadlines unless students can demonstrate to the appropriate school dean that extraordinary circumstances have prevented them from withdrawing from the course by the published deadline. Course withdrawals will be indicated on students' transcripts with a "W" and will not affect the calculation of students' grade point averages. For a full outline of the course withdrawal policy, please refer to the college catalog.

Grades and Transcript Requests

Semester grades are available to all graduate students online using InfoBear at <https://infobear.bridgew.edu/ahomepg.htm>. A grade report will also be sent to all graduate students taking a graduate-level course at the end of each semester through their BSC email account. All other students may request a grade report by calling 508.531.1231.

To request official transcripts of their entire academic record from Bridgewater State College, written and signed requests must be sent to the Registrar's Office or requested in person with a photo ID by the student. For additional information and transcript costs, please visit www.bridgew.edu/registrar/transcript.cfm.

Student Accounts

Student Accounts

The Office of Student Accounts handles all graduate student tuition and fee charges and collection of those charges. The office is also responsible for any disbursement of funds that may be owed to the students. The Office of Student Accounts is located in Boyden Hall, room 107, and is open Monday-Friday, 9 AM-4:30 PM. During the first two weeks of each semester, the office is open until 7 PM, Monday-Thursday. Hours may vary when school is not in session. For the convenience of graduate students, a 24-hour drop box is located outside the office of student accounts for payments and signed bills.

Billing and Payments

Graduate students are billed through the Office of Student Accounts twice a year, in July and November, prior to the start of each semester. The eBill notification will be sent to your BSC assigned email account. For the latest information on billing and payment procedures, go to www.bridgew.edu/studentaccounts/.

Payment may be made by:

- (1) Check or money order (payable to Bridgewater State College) mailed to:
Office of Student Accounts
Bridgewater State College
Box 1
131 Summer Street
Bridgewater, MA 02325
- (2) MasterCard, Visa or Discover, by providing a credit card number and expiration date:
 - **Call** the cashiers at 508.531.1225
- (3) Financial aid may be used to pay for tuition, fees and books, as well as for flex points or dining points on the Connect Card.
 - Students who have received an award letter from the Financial Aid Office may claim the award specifically designated for the semester. The amount to be claimed must be indicated on the bill and must be signed and returned by the due date.
 - Students wishing to claim credit for financial assistance from sources other than the Bridgewater State College Financial Aid Office (outside scholarships, waivers, loans, etc.) must do so by

Student Accounts

sending the official documentation verifying the assistance to the Office of Student Accounts by the due date.

- Flex points may be used for vending machines, bookstore items and food services at any location on campus that accepts the Connect Card. For more information on the Connect Card see the General Information section of this handbook, visit www.bridgew.edu/PSCC/ or call 508.531.2897.


(4) Tuition Management Plan. In order to assist graduate students in financing their educations, the college has contracted exclusively with Tuition Management Systems. This plan offers a low-cost, flexible system for financing educational expenses out of current income through regularly scheduled payments over a 10-month period. For information, call Tuition Management Systems at 1.800.722.4867, or refer to the Tuition Management Web site at www.afford.com.

Graduate students will incur all costs of collection if it is necessary to place their accounts with a collection agency. Bridgewater State College is not responsible for any interest charge incurred on Visa/MasterCard/Discover accounts should students withdraw from courses or if the college cancels classes. The college will assess a \$25 fee for any check that is not honored by a bank. Such fee, when assessed, must be paid along with any unpaid tuition. It is the responsibility of students to settle any fee or obligation arising from returned checks.

For graduate students' convenience, student account information may be viewed online using the Registration and Student Information screen in InfoBear at <https://infobear.bridgew.edu/ahomepg.htm>. Information available for viewing includes balance inquiries, account summary, account hold information and financial aid.

Health Insurance

State law requires all registered students to show proof of comparable health insurance coverage. Graduate students taking seven or more credits in a semester will automatically be billed for the Student Health Insurance Plan (\$1,017.00). Graduate students who are already enrolled in a health care plan or who are covered by a spouse's health care plan with similar



coverage must complete an online waiver. Students who are not covered by insurance must complete the online enrollment form. The deadline to complete the online waiver or online enrollment form is September 30, 2009. The student health insurance waiver form or enrollment form may be completed online at www.bridgew.edu/healthservices. Please see the Health Services section in this handbook for further information.

Financial Hold

A financial hold is typically caused by an outstanding balance or insufficient funds. Until a financial hold is resolved, graduate students will not be permitted to register for courses. Should graduate students have a financial hold on their account, they should contact the Office of Student Accounts.

Other Financial Information

The Bridgewater State College refund policy can be found at www.bridgew.edu/studentaccounts/refundpol.cfm.

For more information on reduced or waived tuition and/or fees for veterans, senior citizens and state employees, visit www.bridgew.edu/studentaccounts/waivers.cfm.

For detailed information on the cost of attending Bridgewater State College, visit www.bridgew.edu/studentaccounts/costsofattending.cfm.

As taxpayers, graduate students may be eligible for the Hope Scholarship and Lifetime Learning tax credits. For more information on these credits, visit www.bridgew.edu/studentaccounts/hopelifetime.cfm.

School of Graduate Studies Policies and Procedures

The School of Graduate Studies is responsible for the administration of all graduate courses and programs offered at Bridgewater State College, whether they be on-campus, off-campus, online or summer courses. The School of Graduate Studies provides leadership, coordination and support for all academic departments engaged in graduate instruction. The graduate dean, the graduate faculty and the Graduate Education Council (GEC) are responsible for the maintenance of appropriate standards for graduate degrees and certificates.

The primary objective of Bridgewater State College's graduate programs is to increase to an advanced level graduate students' understanding of and competence in designated fields of study. By expanding the students' areas of knowledge, research skills and creative talents, the graduate programs of the college aim to increase students' abilities to pursue and contribute to satisfying careers.

Individuals interested in pursuing a master's degree, Certificate of Advanced Graduate Study, postmaster's or postbaccalaureate licensure program on either a full-time or part-time basis should request appropriate application materials from the School of Graduate Studies. Students are responsible for being aware of the general policies, procedures and requirements for graduate courses and programs outlined in the following pages prior to enrolling in courses carrying graduate credit.

For additional information relative to a specific graduate program, students should contact the appropriate department graduate program coordinator.

General Policies and Procedures

Students are responsible for familiarizing themselves with all information given in the latest edition of the college catalog. Students with questions about the graduate regulations presented in this handbook should contact the School of Graduate Studies. Note: Some programs have additional policies and procedures; please see the appropriate academic section in the college catalog.

Academic Standing for Graduate Students

The School of Graduate Studies requires that matriculated graduate students maintain a high-level of academic standing as they advance in their degree programs. In the courses which graduate students offer to satisfy degree requirements, the minimum standard for satisfactory work is a 3.0 average. The grading system for graduate students at BSC is different from that of the undergraduate programs.

Appeals Process

Graduate students, who experience problems pertaining to graduate policies, including academic performance, program requirements or other academic issues, may petition to have the matter considered through the established review process of the School of Graduate Studies:

- (1) Submit a written appeal to the course instructor if the issue is course-related or to the academic adviser if the matter is program related.
- (2) If unresolved, submit a written appeal to the department graduate program coordinator.
- (3) If unresolved, submit a written appeal to the appropriate school dean.
- (4) If unresolved, submit a written appeal to the dean of the School of Graduate Studies.
- (5) The dean of the School of Graduate Studies will submit graduate student petitions to the Graduate Education Council for review. (The Graduate Education Council consists of representatives from the college's graduate faculty, administrators and graduate student body.)

Grading System

Graduate course achievement will be rated A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), F (0), W (Withdrawn), IN (Incomplete) or AU (Audit). Some courses are graded on a P (Pass)/N (No Pass) or S (Satisfactory)/U (Unsatisfactory) basis. Refer to the "Course Descriptions" section in the college catalog.

This grading system puts more pressure on graduate students to perform at a higher level than undergraduate students. Though graduate students may earn less than a B in a course, the overall GPA must be a 3.0 at the time of graduation.

Policies and Procedures

A. Academic Probation

Any matriculated or nonmatriculated graduate students whose cumulative GPA falls below 3.0 will be notified that they are on academic probation. When graduate students are placed on academic probation, they will receive a letter from the School of Graduate Studies. This letter informs students that they should be mindful that their GPA has fallen below a 3.0. Students should discuss the matter with their advisers.

B. Academic Dismissal

If students' GPAs remain below a 3.0 for two consecutive semesters, their academic progress is in jeopardy. The School of Graduate Studies makes every attempt not to dismiss students from academic programs, though prolonged GPAs below 3.0 may result in academic dismissal.

C. Incomplete

An incomplete may be given at the discretion of the instructor. The time by which missing work must be made up in graduate courses is also at the discretion of the instructor; however, this time period may not extend beyond the last day of classes of the academic semester following that in which the incomplete was earned. Courses that are not successfully completed by this deadline will automatically be changed to a grade of "F" (Failure) or "N" (No Pass). Candidates for graduation should note, however, that all work must be completed prior to graduation, including resolution of any grades of incomplete, since as of the date the degree is conferred, the record is finalized.

Note: The Department of Counselor Education has established a separate grading policy and learning contract for its students. Students in this program should refer to the college catalog for details about these policies.

Change of Grade

If students believe that a mistake was made in the original grade recorded for a course, they may petition instructors for a change of grade no later than the last day of final exams in the academic semester following that in which the grade was recorded. A change of grade will not be considered after this time.



Change of Name and/or Address

Students must promptly notify the Registrar's Office of any change in name or address by using the appropriate form. Official legal documentation (i.e. marriage certificate) must be presented. Forms may be printed from the college Web site at www.bridgew.edu/registrar/forms.cfm.

Change of Program

Graduate students who need to change their academic program must complete the Change of Program form which is available in the School of Graduate Studies or can be downloaded at www.bridgew.edu/sogs/forms.cfm. Note: Students seeking to change their program should review the admission requirements in the college catalog as additional application materials may be requested by the School of Graduate Studies.

Comprehensive Examination

In most graduate programs, graduate students must take comprehensive examinations that reflect the full ranges of their programs. The comprehensive examinations are based upon the students' major areas of study, as well as related areas, and may include work done on theses. Students must give evidence that they can integrate information and ideas from the various areas in which they have studied. The comprehensive examinations may be written, oral and/or Web based, as determined by the students' departments. The academic departments determine the format of its comprehensive examinations.

To be eligible for a comprehensive examination, students should have completed the course work specified by their major academic departments. Students who plan to take the comprehensive examination should file a Comprehensive Examination Request form in the School of Graduate Studies, with a nonrefundable comprehensive examination fee of \$60 for master's degree candidates and \$75 for CAGS candidates. Checks should be made payable to Bridgewater State College. The completed form with required approvals and fee must be filed in the School of Graduate Studies on or before the appropriate application deadline:

- October 1 for November comprehensive examinations
- February 1 for March/April comprehensive examinations

Policies and Procedures

Ordinarily, comprehensive examinations are given during the months of November and March/April. The academic departments set the specific date of the comprehensive examination.

All students who take the comprehensive examination will receive their results by mail in a timely fashion.

Students who fail the comprehensive examination shall be given one additional opportunity to pass. Students should meet immediately with their faculty advisers or designated personnel to review weaknesses of their performances, and prescribed programs of study should be designed to help students prepare for the second examination. After students have made substantial progress in the additional work prescribed by the department, students will be allowed to retake the comprehensive examinations. Students will be required to complete a new comprehensive examination request form and repay the comprehensive examination fee. Students who fail a second comprehensive examination are subject to academic dismissal.


Continuation or Interruption of Course Registration

Should graduate students not enroll in courses during the fall or spring semesters, students will be considered inactive. If students are deemed inactive and wish to register for courses, students must seek reinstatement by contacting the School of Graduate Studies at 508.531.1300 or gradschool@bridgew.edu. This policy is designed to ensure appropriate academic advising and counseling for all graduate students enrolled in degree programs as well as nondegree students. Graduate students have six years to complete their degree programs. Also, no course can be older than six years at the time of degree completion.

Course Load

Full-time graduate study for master's degree and CAGS students is defined, for academic purposes only, as being enrolled in nine or more graduate credits in a given semester. To be considered full-time, postbaccalaureate program students must carry a course load of at least 12 credits each semester, as defined under Course Loads in the "Undergraduate Academic Policies" section of the college catalog. (The Accelerated Postbaccalaureate program does not fall into this category.)

Full-time graduate students may register for up to 15 credits during the fall and spring semesters and up to six credits during each of the two summer sessions. Students wishing to register for more than the maximum



credit load must receive permission in writing from their graduate advisers and graduate program coordinators. Note: Intersession credits are included in the spring semester in the determination of the students' time status.

Course Registration

Prior to the registration period for the fall and spring semesters and summer sessions, a course schedule is published by the Registrar's Office. Hard copies are available in the School of Graduate Studies. The course schedule is also available online through InfoBear at www.bridgew.edu. Graduate students are not required to have registration forms signed by their advisers; however, graduate students should consult their advisers on a regular basis regarding their course schedules.

Graduate course work is offered on either a full-time or part-time basis. Students should realize that it is not possible to set an absolute deadline for completing a graduate program due to such factors as the college's need to reserve the right to cancel any course for which there is insufficient enrollment and the need of the departments to offer courses on a rotating basis. For more information on course registration, please see the Registrar's Office section in this handbook.

Deadlines

Graduate students are reminded of their responsibility to consult the School of Graduate Studies Web site at www.bridgew.edu/sogs for deadlines and dates for admission, comprehensive examination requests and applications to graduate.

Directed or Independent Study

Graduate students are allowed to undertake a directed or independent study under the supervision of a faculty member. The course Directed Study XXXX 503 (credit to be arranged) is designed for graduate students who desire to study selected topics in their fields. Directed study may not be used to substitute for courses that are required in the program or to study topics that are covered in required or elective courses in the program.

Directed study follows the same registration procedures as all academic course work on campus; that is, arrangement for directed study must take place prior to the time of registration with all forms completed and on file

Policies and Procedures

at the appropriate departmental office. Enrollment in directed study is limited to students who have been accepted to a graduate program at Bridgewater State College and who have completed a minimum of 15 approved graduate credits.

Graduate and Undergraduate Credit

Courses at Bridgewater State College with 500- and 600-level numbers carry graduate credit and are open only to graduate students.

Undergraduates may request to enroll in 500-level courses for undergraduate credit. Approval is based upon the following criteria:

- Students must be seniors and in their last semester of course work.
- Students' GPAs must be 3.5 or higher.
- Students' written requests must be approved by the chair of the students' major departments, academic school dean and the dean of the School of Graduate Studies.

Certain designated 400-level courses may be taken for either graduate or undergraduate credit. The School of Graduate Studies guidelines for faculty teaching these courses indicate that advanced work must be required of graduate students taking 400-level courses. The guidelines recommend more rigorous examinations and preparation of longer, more sophisticated research papers so that graduate students may take into account the different quantitative and qualitative standards associated with graduate study. It is the responsibility of graduate students to register for the graduate-level section of 400-level courses.

Program and Course Prerequisites

Program and course prerequisites may be required to ensure adequate preparation for graduate work in the area of study. In certain cases, program prerequisites may be fulfilled after the applicant's acceptance by the School of Graduate Studies. Certain advanced courses may require that students have completed specific prerequisite courses.

Repeat-Course Policy

Graduate-level courses may be taken more than once; however, only the grade earned in the initial course may be included in degree requirements.



Satisfactory or Reasonable Progress

Graduate students must make satisfactory or reasonable progress toward completion of their degree programs within the college's statute of limitations. Students who are not making such progress are subject to separation from their programs.

Statute of Limitations – Programs and Courses

All graduate program requirements, including the comprehensive examination, must be completed within six years of the date of the student's acceptance. In addition, no graduate course offered for master's degree or CAGS credit may be more than six years old at the time program requirements are completed.

If graduate students cannot complete degree requirements within the six-year limit because of extraordinary circumstances, they may file written appeals, requesting a reasonable extension from the School of Graduate Studies.

Transfer Credit

Transfer credit at the graduate level is defined by Bridgewater State College to include two distinct credit situations. First, transfer credit is defined as being any appropriate graduate credit taken at Bridgewater State College prior to acceptance to a Bridgewater State College graduate program. This credit includes appropriate graduate credit earned in courses in which the student is enrolled at the time of acceptance. Second, transfer credit is defined to include appropriate graduate credit taken at an accredited institution other than Bridgewater State College prior to or after acceptance to a Bridgewater State College graduate program. It should be noted, however, that not more than six graduate credits, taken both prior to and after acceptance, can be transferred from other accredited graduate schools. Details regarding the matter of transfer credit as it applies to Bridgewater State College's master's degree and CAGS programs are provided below.

The School of Graduate Studies limits the total number of graduate transfer credits to six in programs with 39 or less credits. In programs requiring 40 or more graduate credits, students may request to transfer up to nine graduate credits. The total number of transfer credits includes courses taken at Bridgewater State College prior to acceptance and/or

Policies and Procedures

graduate courses taken at other accredited institutions before or after accepted. If over the acceptance amount of credits, a waiver must be sent to your adviser for signature and forwarded to the dean of the School of Graduate Studies.

Approval of transfer credit is subject to the following conditions:

- Not more than six credits being transferred are from an accredited institution other than Bridgewater State College.
- A grade of B or better has been earned in all courses being transferred.
- Courses being transferred have not been used to fulfill the requirements of another degree.
- Graduate transfer credits may not be more than six years old at the time program requirements are completed.

All courses to be used as transfer credit in a graduate program must have the approval of the students' advisers and graduate program coordinators *prior* to submitting for final approval to the School of Graduate Studies. Transfer credit should also be properly recorded on the students' Graduate Program Proposal forms. An official transcript of courses taken at another accredited institution must be on file in the School of Graduate Studies. Students' advisers and program coordinators may also request a copy of the course syllabus and/or course description.

BSC has one form used for acceptance of transfer credit. The Graduate Transfer Credit Approval form is for courses being requested to transfer from an accredited institution other than Bridgewater State College. A blank copy is sent to students in their acceptance packages by the School of Graduate Studies and can be accessed via the Web at www.bridgew.edu/sogs.

Students are strongly urged to process their form for transfer credit early in their graduate program, rather than waiting until they apply to graduate.

Withdrawal from the College

Students who decide to withdraw from a graduate program must notify the School of Graduate Studies of their intentions as soon as possible by filling out the form at www.bridgew.edu/sogs/forms. Students should also consult course withdrawal procedures and refund policies indicated in the college catalog.



Academic Integrity Policy

Academic Integrity Policy

The School of Graduate Studies at Bridgewater State College, like all institutions of higher learning, considers academic integrity to be an important hallmark for graduate students and scholars. The importance of academic integrity and honesty, which is taught at the undergraduate level, continues to be even more vital for scholars and researchers at the graduate level, who find themselves writing seminar papers, research papers and theses. All graduate degree programs at Bridgewater State College require courses in research where conventions of documentation are taught. Graduate students, who are acquiring scholarly habits and skills in degree programs, must rely on the scholarship that has preceded them, and they must acknowledge the scholarship in their own academic work by adhering to the time-honored conventions of their discipline. In short, graduate students are entering a community of scholars and must respect the rules and traditions of that community. Sometimes, however, graduate students violate the accepted principles and policies of academic integrity and honesty. The dean of the School of Graduate Studies reviews any infractions of academic integrity. The following examples represent a partial list of serious breaches of academic integrity:

- (1) Plagiarizing any published or online source, including “Blackboard” and other online discussions, and claiming them as one’s own;
- (2) Not properly documenting quotations and paraphrases in one’s texts, i.e. not using footnotes, endnotes, parenthetical citations or other conventional methods of documentation;
- (3) Inadequate paraphrasing, with or without proper documentation;
- (4) Copying portions of Internet sources without proper documentation and citations;
- (5) Creating false documentation, i.e. purposely fabricating information used in references, endnotes and footnotes;
- (6) Using or copying from another student’s written work with or without the student’s permission;
- (7) Taking an examination for another student;
- (8) Cheating on an examination;
- (9) Purchasing a paper or assignment from an online source or another student and claiming it as one’s own;
- (10) Writing a paper or report for another student; and
- (11) Altering or falsifying data.

Academic Integrity Policy

Serious violations of academic integrity are not limited to this list. Penalties for academic misconduct may include the following:

- (1) A grade of “F,” “N” or “U” (as appropriate) in the course;
- (2) A grade of “F” for the assignment being evaluated;
- (3) The assigning of additional course work;
- (4) Suspension from graduate programs;
- (5) Dismissal from graduate programs.

The procedure for implementing a penalty for academic dishonesty or misconduct, which includes, but is not limited to, plagiarism and cheating, is as follows:

- (1) The professor will notify graduate students of any alleged violations of the School of Graduate Studies’ Academic Integrity Policy, and they shall discuss the matter in person, via e-mail or by phone within seven business days of the discovery of the alleged misconduct. (The professor may invite a third party to the meeting, if warranted.) If it is determined that academic dishonesty or misconduct has occurred, students’ advisers, the graduate program coordinators, department chairs, the appropriate school deans and the dean of the Graduate School will be notified by the professor in writing of the misconduct, the proposed penalty, and the outcome of the discussion with the students. A record of the case, including the letter from the professor, along with any supporting documentation, will be kept in students’ files at the School of Graduate Studies.
- (2) If the matter is not resolved through the initial process described above, students may file letters of appeal within five business days to the dean of the School of Graduate Studies, attaching any relevant documents. The dean will submit appeals to the Graduate Education Council (GEC). The professors and the students will be notified of the meeting times and dates and invited to attend a meeting of the Graduate Education Council, at which time matters will be reviewed. In conducting its reviews, the Graduate Education Council will follow the requirements of due process. Both students and professors can attend the meetings with representatives, who may serve as advisers or advocates.

Under the direction of the chair of the Graduate Education Council, the GEC will review student appeals and make its decision, which shall be forwarded in writing to the dean of the School of Graduate Studies. Based



Classroom Conduct Policy

upon the allegations or evidence received, the GEC may recommend further sanctions, no change in sanctions or a reduction in sanctions. The GEC will take into account any previous infractions only after it concludes its investigation of the present case. Further sanctions may include suspension or dismissal.

Students and professors involved will receive copies of the decision letter from the GEC, and copies will be provided to the students' advisers, graduate coordinators, department chairs and appropriate school dean. A copy of this letter will also be placed in students' official files in the School of Graduate Studies.

Classroom Conduct Policy

Because all students and faculty at Bridgewater State College are entitled to a positive and constructive teaching and learning environment, Bridgewater State College students are prohibited from engaging in behavior or activity that causes the disruption of teaching, learning, research or other academic activities necessary for the fulfillment of the college mission.

If disruptive behavior occurs, whether in the classroom or another academic environment, faculty members have the right to remove students from the classroom. Examples of potentially disruptive behavior may include, but are not limited to, using inappropriate language directed at an individual or group, unsolicited talking in class, sleeping in class, using or activating cell phones, arriving at or leaving the classroom while class is in session, and/or failing to comply with the legitimate request of a college faculty member.

If students exhibit disruptive behavior, faculty members will ask the students to leave and will indicate the expected appropriate conduct to be able to return to class. If the students agree to the faculty members' instructions and return to class but subsequently continue to engage in disruptive behavior during future class sessions, the faculty members will forward written documentation of the students' behavior to the respective department chairperson, who will meet with the students to review the matter and determine an appropriate course of action. While the courses of action will vary, they may include referral to advising or counseling, reduction in grade or withdrawal from the course.

If students do not comply with the course of action and continue to engage in disruptive behavior, students may be withdrawn from courses after a review conducted by the associate vice president for academic affairs. This action may have implications for the students' full-time status, financial aid or health insurance.

Students who exhibit behavior that immediately endangers or seriously disrupts the establishment or maintenance of an appropriate learning environment in the classroom are subject to an immediate review by the associate vice president for academic affairs. If, at any time, faculty or students feel threatened, they should call Bridgewater State College Police at 508.531.1212.

Although some disruptive students may have emotional or mental disorders and may be protected under the Americans with Disabilities Act, they are expected to meet the same standards of conduct as any student.

The vice president for academic affairs will act as the sole and final appeal for any decisions made by the associate vice president for academic affairs.


In some cases, students may also be subject to Student Code of Conduct action as determined by the college.

Research

Graduate students, by nature, are interested in pursuing their own individual research opportunities, and the graduate programs at Bridgewater State College offer important research opportunities.

Graduate Student Research Symposium

In April 2010, the School of Graduate Studies at Bridgewater State College will be participating in the State College Graduate Student Research Symposium. This research symposium will provide BSC's graduate students with an opportunity to present their research at a professional conference of their peers. Working through the graduate faculty and graduate program coordinators, classes can organize their own sessions around focused topics and ideas, or students can submit individual proposals. Writing a research/seminar paper or developing research in a graduate course and then presenting that work at a professional conference will be a valuable learning experience for students. At the same time, this



experience will provide important professional training that translates into students' chosen professions. Professional conferences also result in students meeting other professionals in their fields from across the Commonwealth. An added bonus is that these conference papers will be published in the conference proceedings, giving graduate students an opportunity to see their work in print.

The School of Graduate Studies and graduate coordinators in students' departments can answer specific questions about the Graduate Research Symposium.

The Graduate Thesis

A number of departments require or recommend theses in master's degree programs. Theses, which represent original research in disciplines, are especially recommended if students have future doctoral plans. At the same time, theses allow graduate students, working closely with thesis committees, to spend serious academic time researching a narrowly focused topic in depth and produce an original text, which may be publishable. The culmination is often a text that gives students great academic pride and satisfaction.

Students writing master's theses must adhere to the following policies:

- (1) All graduate students writing master's theses must have thesis committees, consisting of a thesis committee chairperson and two faculty readers. The thesis committee must be approved by the graduate program coordinator.
- (2) Students writing theses must submit a Thesis Proposal Form, with a detailed proposal and signatures of the thesis chairperson, the two faculty readers, the graduate coordinator and the dean of the School of Graduate Studies. (The Thesis Proposal Form is available for download on the School of Graduate Studies Web page.) This form must be completed and signed in order for students to register for the appropriate research course, which is always the departmental XXXX 502 or 504 Research course. Students must register for at least six credits of XXXX 502, but the credits can be broken into smaller credit segments and taken over multiple semesters, particularly if students need a full academic year to write their theses. Otherwise, students can register for the full six credits during one semester.

- (3) After students obtain the necessary signatures, they then take the theses proposal forms to the Registrar's Office to register for the XXXX 502 or 504 Research course.
- (4) Students who have registered for the XXXX 502 or 504 Research course and do not complete their theses in a semester will receive an Incomplete, which will be changed to a letter grade by the theses committee chairpersons once the theses are completed.
- (5) When the theses are written and fully approved by the three members of the theses committees, the chairpersons and readers sign the "approval page" of the theses, which are placed in the text of the manuscripts.
- (6) The theses committee chairpersons will acquaint graduate students with the manuscript form and style used in their respective disciplines; graduate students writing theses should examine recent theses in their academic departments.
- (7) The School of Graduate Studies requires a minimum of four copies of the theses to be bound; one for the Maxwell Library, one for the School of Graduate Studies, one for the students' academic department and one for the student. (Sometimes departments request an additional bound copy.) Students may also request additional bound copies of their theses.
- (8) Copies of completed manuscripts must be brought to the School of Graduate Studies, which will arrange for the binding of the copies. A charge of \$12 for each copy will be paid by the graduate students. Students pick up their bound copies in the School of Graduate Studies.
- (9) Theses must be submitted to the School of Graduate Studies before students are approved for graduation.
- (10) The Maxwell Library, which will catalog all theses, acts as the official archive for all theses written as part of graduate-degree programs at Bridgewater State College.

Library

The Clement C. Maxwell Library at Bridgewater State College is more than a Web site and its collections; it is where scholars conduct research, consult with librarians, write papers, study and socialize. The library has spaces for learning and teaching, collaboration and contemplation. Librarians and staff provide quality service and help graduate students discover the world of information and knowledge. Graduate students are strongly encouraged to visit the library and its Web site, to explore and utilize its myriad resources.

The Maxwell Library's regular hours of operation are:

Monday-Thursday, 7:45 AM-11:45 PM Saturday, 8:30 AM-4 PM
Friday, 7:45 AM-5 PM Sunday, 12-11:45 PM

Note: Consult the library Web page at www.bridgew.edu/library/ to confirm hours of operation and for alternate schedules.

The Maxwell Library location:

Maxwell Library
10 Shaw Road
Bridgewater State College
Bridgewater, MA 02325

Educational Resources Center:
508.531.1304

Library Hours: 508.531.1749
Reference Desk: 508.531.1394
Serials: 508.531.1393

BSC Library Contact

Information:

Administration: 508.531.1256
Circulation: 508.531.1392
Interlibrary Loan/Document
Delivery: 508.531.1706

Special Collections:
508.531.1756

E-mail: library-web@bridgew.edu
www.bridgew.edu/library

Note: All graduate students are strongly encouraged to call the Reference Desk at 508.531.1394 to make an appointment for one-on-one assistance using the library's many resources. Also, students must have a BSC Connect Card (student identification card) for borrowing materials and an active BSC user account for accessing online resources.

Library Access from Home/Off Campus

To use the BSC library from home, graduate students must have an activated BSC user account. Students should click the link "Use the Library from Home" on the library's main page at

www.bridgew.edu/library; they will be prompted to input their valid BSC usernames and passwords. Please note that cookies must be enabled on the Web browser in order to proceed.

Available Online Resources

The following materials are accessed via the library's home page at www.bridgew.edu/library.

To Find Books: Webster is the library's online catalog, providing access not only to the books in the library's collections, but also to other materials such as videos. Some books may be available as e-books, full text books in electronic format; consequently, they are available when the library is not open.

To Find Articles: The library subscribes to more than 70 databases, covering a wide variety of subjects. Many of the databases provide the full text of articles.

To Find Journals: Titles of specific journals can be searched to discover if they are available in full text format and/or if they are owned in print format.

To Find Newspapers: Databases specifically for newspapers can be searched by subject; individual newspapers are also listed.

Other resources on the library home page include **Bibliographic Style Guides**, found under "How to Cite Sources." Styles include APA, Chicago, MLA and Turabian.

Access to Other Library Resources

Maxwell Library's off-campus services include agreements that allow BSC graduate students borrowing privileges, reference services, access to periodicals and photocopying services at participating libraries. Participating libraries include Massachusetts state community college libraries, state college libraries and state university libraries, as well as Dean College, Stonehill College and Wheaton College. No charges are assessed to graduate students for borrowing privileges at these libraries. Please be aware that participating libraries may require a valid BSC identification card (Connect Card) or other proof of registration at Bridgewater State College. Students may also check their local public library for interlibrary loan services.



Interlibrary Loan/Document Delivery Services

If materials are not available at the Maxwell Library, graduate students may request items from the Interlibrary Loan/Document Delivery Services (ILL/DDS). Requests may be made by completing an ILL/DDS form located under “Forms” on the library home page.

Off-Campus Library Services

Off-Campus library services are available to Bridgewater State College graduate students who are registered in courses only held at off-campus locations. Such services include Interlibrary Loan, Document Delivery and agreements that allow BSC graduate students borrowing privileges, reference services, access to periodicals and photocopying services at participating libraries. For more information visit www.bridgew.edu/library/offcamp.cfm.

BSC Library Services for Users with Disabilities

Four accessible parking spots next to the main (Shaw Road) entrance of the library are available. Handicapped parking permits are required. The two elevators in the Maxwell Library stop on the first, second and third floors. The ground floor is accessible by elevator only to those who have a security-approved BSC Connect Card.

Graduate students in need of assistance retrieving materials may ask for assistance at the reference desk (or the circulation desk). Staff members will retrieve the materials needed. Students requesting materials should accompany the staff members if possible.

Individuals who need physical help using the computers or assistance using the databases should ask for assistance at the reference desk. If graduate students need help with in-depth research, they should contact the reference desk in advance to be assured that a reference librarian will be available to help.

Available assistive technology includes:

- Closed-captioned enabled televisions – four on the second floor
- All computer work stations throughout the library are wheelchair-accessible
- Visualtek reading machine – first floor

Technology

Computer Support Services Helpdesk (CSS) provides technology support to all Bridgewater State College graduate students. Support is available in person, via telephone or via e-mail.

- **Walk-In** –Two support services helpdesks are located on campus, in the Maxwell Library basement level and the Moakley Technology Center, room 130. Note: graduate students must have a Connect Card prior to seeking assistance at a walk-in facility for account password resets (which are only reset in person), software installations on notebooks or notebook support.
- **Phone** –Members of the campus community with computer problems or questions can call the CSS Call Center directly at 508.531.2555.
- **E-mail** – Send an e-mail to itsupport@bridgew.edu. CSS hours of operation are listed at <http://it.bridgew.edu/support/hours.cfm>.

Bridgewater State College User Account

All full and part-time BSC graduate students must claim a Bridgewater State College user account. This user account will give graduate students access to personal e-mail accounts, public computers across campus and the ability to use the library search databases on and off campus. All students taking graduate courses at Bridgewater State College must have an active user account.

Steps to Claim a BSC User Account:

- (1) Visit www.bridgew.edu.
- (2) Under “QuickLinks” on the left side of the screen, click on “Account Registration.”
- (3) Read the Responsible Use Policy. Students, who agree, click “Yes, I Agree” at the bottom of the page. Students, who do not agree, cannot claim a BSC user account.
- (4) Upon agreeing, students will be prompted to enter their student identification numbers (also known as Banner IDs) and first and last names. If students do not know their student identification numbers/Banner IDs, please contact the Registrar’s Office at 508.531.1231.



At this point, students will encounter one of the two prompts listed below:

(1) Students will be prompted to create passwords for the new BSC user accounts. Choose passwords that are at least eight characters long and contain 3 of the following 4 criteria: 1) English uppercase characters (A through Z), 2) English lowercase characters (a through z), 3) Numerals (0 through 9), and 4) Non-alphabetic characters (such as !, \$, #, %). Passwords cannot contain your username. Record passwords in a safe, secure location. Another screen will appear which will assign students a username to use on the network. These are the usernames that students will use for all online college resources, except InfoBear.

OR

(2) Students will receive the error message “ERROR! There are no records matching the given Student Identification.” If an error message is received, contact the CSS Helpdesk at 508.531.2555.

BSC Self-Service Password Management System

All Graduate students should sign up for the colleges self service password management system. This service allows you to change your password at your leisure on or off campus if you ever forget your password, or when it expires every 180 days. More information on this service can be found here: <http://it.bridgew.edu/support/pwd/>.

Blackboard Account

The Blackboard Course Management System provides faculty and students with secure Web site space for document distribution, course communication and other related course activities. Students can view handouts (syllabi, PowerPoint slideshows, etc.) and multimedia content, hold discussions via the discussion board and virtual chat tools, view grades via the online gradebook, collaborate with fellow students on group projects, submit assignments to instructors via the digital dropbox and more. This teaching and learning tool is required in many graduate courses. Please note: For many courses your professors will not automatically enroll you in their blackboard course. You will need to enroll yourself by finding your course listing under the course catalog. To access the blackboard course catalog from the Bridgewater homepage, go

to Quicklinks, and then Blackboard. The button for the course catalog will be the second one down. To enroll once you find your course listing, click on the enroll button to the right of the listing.

Blackboard Student Support

The CSS Helpdesk staff provides Blackboard support for all BSC graduate students. Please see the Technology section in this handbook for support options.

Blackboard Resources

The Blackboard QuickStart Tips Sheet provides instructions for performing common Blackboard tasks, such as enrolling in Blackboard course sites and using the digital drop box. View this sheet at http://blackboard.bridgew.edu/student_help/quickstart_sheets/quickstart_tips.htm.

The *Blackboard Tutorial* course site provides students with step-by-step instruction into the basic workings of Blackboard. You may access the course at <http://blackboard.bridgew.edu> by clicking the Course Catalog button. Click the link to the VC002-01 Blackboard Tutorial course, which will be located towards the bottom of the course listings. The username and password to access this course are as follows:

Username (all lowercase): guestbb

Password (all lowercase): guestbb

Students can also view short training videos on Blackboard by visiting <http://it.bridgew.edu/support/captivate/index.cfm>.

Moodle Account


Moodle is an alternative course management system that some professors use in place of blackboard. It has comparable features to blackboard.

More information on Moodle can be found at

http://it.bridgew.edu/facstaff/moodle_help/quickstart_tips.htm

Element K

Learn what you need when you need it with just-in-time, self-paced training. To access Element K self-paced training for a variety of Office Productivity and Design and Media topics such as Microsoft Word, Excel, PowerPoint, FrontPage, and many more, all you need is some time and access to the Internet.



To login to element K using your BSC username and password go to <https://www.bridgew.edu/elementk/>. For more information on using Element K download the Element K Quick Reference Guide (PDF)

Software Download Server

The Bridgewater State College software download server provides access to select software packages available only to the BSC community, including graduate students. Some software packages are restricted to one download per user due to license restrictions and/or are available only from on-campus locations. To view and download the available software, visit <https://download.bridgew.edu/login.asp>. To limit access to the BSC community, graduate students must log in using a valid Bridgewater State College user account.

Select software is also available at a discounted cost to graduate students at the BSC bookstore. Software includes:

- FrontPage 2003
- Office 2008 for Mac
- Office Professional 2007
- Windows XP Professional
- Windows Vista

Note: Graduate students must show a Connect Card when purchasing software at the discounted rate at the BSC bookstore.

InfoBear

For more information on using InfoBear, please see the Registrar's Office section of the handbook.

Online Course Work Requirements

Minimum technology requirements

- Windows XP, Windows Vista Ready, or

Macintosh OS10

- Internet connection of 56kb dialup
- Internet Explorer v6.2 or Netscape v6.2
- Current antivirus software

Technology

Basic computer skills including practice with

- Navigating the Windows or Macintosh operating system
- Saving files and organizing them in folders
- Sending and receiving e-mail and e-mail attachments
- Searching and browsing the Web
- Using a word processor, e.g. MSWord, to write papers

Express Stations

Express Stations are public computer workstations featuring walk-up access to e-mail, InfoBear, the BSC Web site and the Internet. All graduate students are welcome to use Express Stations. Stations have been installed in the following areas on campus:

- Boyden Hall – near student accounts and Registrar's Office
- East Campus Commons
- Rondileau Campus Center – ground-level foyer
- Burnell hall- first floor
- Moakley Center – first floor
- Tillinghast Hall – near entrance to the dining hall

Open Access Computer Labs (OAL)


Open access computer labs are available to all graduate students. Labs are located in the Rondileau Campus Center, the Maxwell Library, Harrington Hall and the Moakley Center. To inquire about software available on computers in a specific open access lab, visit <http://it.bridgew.edu/support/complabs.cfm>.

Personal Web Page

Bridgewater State College graduate students may create personal Web pages, which are served from students' BSC user accounts on Webhost. For further information on creating personal Web pages, visit <http://it.bridgew.edu/cis/webdev/personal.cfm>.

Wireless Network

Bridgewater State College was named by Intel Corporation the #6 "Most Unwired Campus" in the nation. Bridgewater State College provides wireless network connectivity across the entire campus. Students with a



wireless-enabled laptop computer are able to connect to the network from anywhere on campus, including all classrooms, labs, offices, lounges and outdoors. This enables users to access the Web, read e-mail and connect to college computers, all without the use of wires.

Notebooks (Laptops) on Campus

For notebook configuration assistance, users can go to one of the two CSS Helpdesk Counters (Maxwell Library ground level or Moakley Center, room 130). All students must present their Connect Card for support. To configure the notebook online, go to <http://notebooks.bridgew.edu> and click on either the “home use set up” or “campus set up” link.

Computer Security

Be Security Conscious is a program designed to educate all members of the campus community about safe computing practices. To learn more about what security measures are available for students, visit <http://it.bridgew.edu/security/>.

E-mail as an Official Means of Communication to Students

Bridgewater State College has named electronic mail (e-mail) as an official means of communication with BSC students. The college provides a Bridgewater State College user account and e-mail address to all graduate students registered in BSC courses and uses e-mail as the official means of sending information to students. You can access your BSC email by selecting the Live@EDU option under Quicklinks from the Bridgewater homepage. Your full username will be ‘studentusername’@student.bridgew.edu

Student Responsibilities

- Students are responsible for activating their BSC user accounts.
- Students are responsible for remembering and resetting their BSC user account passwords.
- Students are required to access and review BSC e-mail on a frequent and consistent basis in order to stay current with college-related communications.

Graduation Procedures

- Students must be aware of mailbox capacity and ensure they have sufficient space in their account for e-mail to be delivered.
- Students must recognize that certain communications may be time-critical.
- When using e-mail communication, all members of the college community are expected to abide by all pertinent BSC information technology policies including, but not limited to, responsible use of information technology, monitoring of electronic communications, and the campus e-mail mailing list policies. Information technology policies can be found at <http://it.bridgew.edu/policy/>.

Graduation Procedures

Students who are nearing the completion of their graduate program requirements and who plan to receive a master's degree or CAGS in January, May or August, should complete an Application to Graduate form. These forms must be completed by students, approved by the students' advisers and graduate program coordinators, and submitted with the candidates' Graduate Program Proposal forms to the School of Graduate Studies on or before the appropriate application deadline. Students should check with their advisers regarding exit requirements for their academic program, as requirements vary for each program.

Graduation Application Deadlines

February 1 for May graduation


June 1 for August graduation

October 1 for January graduation

Note: Failure to file an application before the deadline may postpone degree conferral.

Forms

The graduation packet contains the Application to Graduate form, Graduate Program Proposal form, and if applicable, the Comprehensive Examination Request form. For some programs, the defense of a thesis or project is considered the comprehensive examination, and the Comprehensive Examination Request form must be submitted.



All programs, with the exception of the MS in Management program, use the same forms. Students may request graduation packets from the School of Graduate Studies at 508.531.1238 or may download the forms at www.bridgew.edu/sogs/forms.cfm. Completed forms with appropriate signatures and payment are submitted to the School of Graduate Studies.

Fees

Comprehensive Examination Fee

\$60 for master's degree candidates

\$75 for CAGS candidates

Thesis Binding Fee

\$12 per copy (four copies required and additional copies may be requested)

Eligibility to Graduate

Please refer to the “degree requirements” section listed under Programs of Study in this handbook for information relative to completion of a specific program. Students must make an appointment with their advisers to accurately complete the Graduate Program Proposal forms. The advisers will sign these forms, in addition to the Application to Graduate forms, to verify that students have completed program requirements. The Application to Graduate form must also be signed by graduate program coordinators. The School of Graduate Studies will audit the transcripts and verify that any other exit requirements (thesis, project or comprehensive examination) have been completed. Note: If students do not graduate in the term for which the Application to Graduate form has been submitted, students must submit a new form for the new graduation term.

Graduation Dates

Though graduate students have a separate commencement ceremony in May, the college has three graduation dates (January, May and August). Students graduating in January and August are encouraged to attend the commencement ceremony on May 12, 2010. In order to participate in a commencement ceremony, all required course work and exit requirements must be completed. No degree or certificate will be conferred and no graduate transcripts will be issued unless all outstanding balances have been paid in full.

BSC Alumni Association

Graduate student alumni are inducted into the Bridgewater Alumni Association (BAA) at commencement. The Bridgewater Alumni Association consists of more than 45,000 undergraduate and graduate alumni who have shared the Bridgewater State College experience. The alumni association welcomes graduate students and values their continued contributions to the BSC community as alumni of the college.

BSC alumni reside in every state across the nation, but the vast majority remains in Massachusetts and are the backbone of the state's highly educated, highly-skilled and highly-valued work force.

The BAA is a non-dues-paying organization that enables alumni to maintain close ties with the campus community and relationships with fellow alumni through college-sponsored events and activities.

Alumni interested in providing service and giving their expertise back to the college can do so in a number of ways, formally or informally, regularly or periodically, on or off campus. The BAA encourages alumni to stay involved.

Please contact the Office of Alumni and Development Programs at 508.531.2695 or visit www.bridgew.edu/alumni/ for more information on how to stay connected to Bridgewater State College.



Commuter Services

Commuter Services

The Office for Commuter Services provides programs and services to support and enhance the commuter graduate student experience at Bridgewater State College. This office fosters the development of commuter students by promoting campus engagement and facilitating a supportive environment for growth and development. The office will advocate on behalf of commuter students and strive to promote awareness and resolution to the challenges and issues facing our commuter population. The Office for Commuter Services is located in the Rondileau Campus Center, room 009B. It is open Monday through Friday, 9 AM–5 PM, with extended hours on Tuesdays until 7 PM.

In addition, the Office for Commuter Services oversees the Commuter Lounge. The Commuter Lounge is a great place where graduate students can relax prior to or after classes, get information and resources, and touch base with what is going on in the commuter world at Bridgewater State College. All commuters are welcome to stop by the lounge, which is located in the Rondileau Campus Center, room 005. It is open 8 AM–6 PM, Monday–Friday.

For more information about the Office for Commuter Services and the Commuter Services Center, visit www.bridgew.edu/commuterservices.

Disability Resources

Disability Resources

Bridgewater State College is committed to ensuring all individuals equal access to its programs and services. The college offers a number of services to students who have documented medical conditions, are physically challenged, or have emotional or learning disabilities. The Disability Resources Office is located in the Academic Achievement Center (AAC) on the ground floor in the Maxwell Library. The Adaptive Lab in the AAC is a cluster of computers utilizing a number of adaptive technologies designed to assist students with disabilities. The Adaptive Lab is furnished with specialized software including JAWS, Zoom Text Xtra, and Kurzweil 3000. All computers are connected to the campus network and have full Internet access.

The Disability Resources Office offers support on a case by case basis in many areas, including:

- Access to classrooms and facilities
- Accessible campus transportation
- Adaptive Computing
- Assistance in acquiring materials in alternative format
- Interpreters/CART
- Note takers/tape recording
- Readers and scribes
- Referral to learning assistance center
- Testing accommodations
- TTY access

Access to Services

Once students have been admitted into graduate programs, they will work with the disability resources staff. To evaluate needs, determine resource availability and assist in coordinating accommodations, documentation must be within three years of admission and must be forwarded to the Disability Resources Office by the students' counselors, therapists, physicians or other service providers. Documentation must provide a diagnosis and must relate to the specific area in which the students are requesting services or program modifications. Documentation must have been completed by a qualified professional with experience working with college-age populations.

General Information

Following course registration, students should make an appointment with a disability resources staff member to discuss the students' disability and plan in advance for the services they anticipate needing at the start of the term.

If a student has a learning disability, the student should make an appointment to meet with the learning disabilities specialist after attending each of their classes once.

Graduate students who are clients of governmental units (i.e. Massachusetts Rehabilitation) or private charitable organizations (i.e. March of Dimes) are expected to exercise initiative in identifying and obtaining auxiliary aids and assistance through every reasonable channel.

If graduate students anticipate that they will need support services, they should contact disability resources at 508.531.1214, TTY 508.531.6113 or fax 508.531.5240. Disability resources will work with students. For additional information, visit www.bridgew.edu/aac/disability_resources.cfm.

General Information

The following is general information to help graduate students find needed resources at Bridgewater State College.

Academic Calendar 2009-2010

FALL SEMESTER 2009

September 2	Fall classes begin
September 7	Labor Day- No classes
October 12	Columbus Day – No classes
October 13	Monday Schedule of Classes (Tuesday classes will not meet 10/13)
October 20	End of first quarter
October 21	Second quarter begins
November 11	Veteran's Day – No classes
November 25	Thanksgiving recess begins at the close of day classes. Evening classes will not meet.
November 30	Classes resume
December 10	Thursday evening class final exam

General Information

December 10	Fall day classes end
December 11	Reading Day for day classes
December 14	Final exams begin for day classes – Monday evening class final exams
December 15	Tuesday evening class final exam
December 16	Wednesday evening class final exam
December 18	Final exams end for day classes

SPRING SEMESTER 2010

January 20	Spring classes begin
February 15	President's Day – No classes
February 17	Monday schedule of classes (Wednesday classes will not meet on 2/17)
March 8	Spring Break begins
March 12	Spring Break ends
March 16	End of third quarter
March 17	Fourth quarter begins
April 19	Patriot's Day – No classes
April 29	Thursday evening class final exam
May 3	Spring day classes end
May 4	Reading Day for day classes; Tuesday evening class final exam
May 5	Final exams begin for day classes; Wednesday evening class final exam
May 10	Monday evening class final exam
May 11	Final exams end for day classes
May 12	Graduate Commencement Ceremony

SUMMER SESSIONS 2010

May 24	Summer Session I Begins
May 31	Memorial Day (observed)- no classes
June 28	Summer Session I Ends
July 7	Summer Session II Begins
August 10	Summer Session II Ends

Note: Final exams must be administered as scheduled, unless the appropriate school dean has granted exemption.

ATM Machines

ATM machines are located on the first floor of the Rondileau Campus Center and in the East Campus Commons.

BSC Bookstore

The Bridgewater State College Bookstore is located in the East Campus Commons (ECC). Visitor parking is available near the ECC, or students may park in the adjacent commuter parking lot.

In addition to textbooks, the bookstore carries Bridgewater State College gear, stationery items, sundries and other novelty items. Graduate students may order textbooks online at www.bridgew.edu/bookstore and may purchase select technology software at the bookstore at a reduced cost. To see the list of available software, please see the Technology section of this handbook. Note: Students must have a Connect Card to purchase software at the discounted rate. To inquire of bookstore hours, call 508.531.6198 or visit www.bridgew.edu/bookstore.

BSC Police Department

The Bridgewater State College Police Department provides protection to the BSC community around the clock, year-round. Police department staff work with the college community to prevent crime, solve problems and take proactive steps to make BSC as safe as possible. Prepared to deal with the same types of incidents handled by municipal police agencies, all police officers attend municipal police academy training and have full police authority on campus and throughout the town of Bridgewater. The BSC Police enforce state laws, including motor vehicle laws, as well as college rules and regulations. The department is located in the Operations Center on Great Hill Drive.

BSC Police Contact Information

Emergency	911
Business	508.531.1212
TDD/TTY	508.531.6111
Office of the Chief	508.531.6140
Safety Escort	508.531.1745
Tipline	508.531.6185
E-mail	bscpolice@bridgew.edu

General Information

BRIDGEWATER

Campus Accessibility

The college is committed to providing equal and integrated access for individuals with disabilities to all the academic, social, cultural, and recreational programs it offers. Please visit www.bridgew.edu/affirmativeaction/BSC%20Campus%20Accessibility.doc for more information.

Campus Events

Graduate students and their families are encouraged to participate in academic and social/educational events held at Bridgewater State College. A listing of events on campus is posted at www.bridgew.edu/calendar.

Campus Map

A campus map, as well as building locators, can be found to view and print at www.bridgew.edu/campusmap/.

Campus Safety

Parking lots at Bridgewater State College are regularly patrolled by the BSC police. There are a number of “blue light” assistance phones in the parking lots and throughout the campus. These speaker-type phones connect with the BSC police dispatcher and are available to report an emergency or suspicious activity, call for assistance or to request a safety escort.

Campus Shuttle Bus

A student-operated shuttle bus provides free fare service from 7 AM–8 PM between the upper and lower campus areas, the commuter parking lots and the Shaw’s Plaza in Brockton, Monday–Friday, when classes are in session during the fall and spring semesters. The buses are fully ADA compliant. Anyone with a handicap can ride the bus and ask the driver for assistance. If students have a documented disability and require door to door service, they must contact Health Services to seek approval to schedule service for the semester. Call the Transit Office at 508.531.1383 for complete schedule information, or view the Web site at www.bridgew.edu/transportation.

Class Cancellations

The class cancellation telephone hotline is 508.531.1391. Cancelled classes also are posted in the Rondileau Campus Center. Emergency and weather-related closings are listed at 508.531.1777, www.bridgew.edu/cancellations/index.cfm, and on local television and radio stations. Note: Courses held at off-campus locations do not adhere to the campus cancellation policy. For more information see the Off-Campus Programs section of this handbook.

Change of Name, Address or Phone Number

Should graduate students need to change their names, addresses or telephone numbers, students must complete the BSC personal information and/or address and telephone change forms and return them to the Registrar's Office. Forms may be downloaded at www.bridgew.edu/registrar/forms.cfm.

Commuter Rail - Massachusetts Bay Transportation Authority (MBTA)

The Massachusetts Bay Transportation Authority (MBTA) provides a commuter rail stop on the Bridgewater State College campus along the Old Colony Line. The train runs regularly with service between Middleboro and South Station in Boston following both a weekday and a weekend/holiday schedule. Train schedules are available at the college bookstore or on the MBTA Web site at www.mbta.com.

Discounted semester MBTA passes (valid for four months) are available for purchase in the student accounts office in Boyden Hall. Monthly MBTA passes are also available (not discounted) and provide unlimited service, on a calendar-month basis, between Bridgewater and Boston. Monthly passes are sold at Tedeschi's on Plymouth Street in Bridgewater.

Monthly Interzone tickets are available to students who travel between Bridgewater State College and other locations along the Old Colony Line. They may be purchased at any time and are valid for 30 days. These tickets may also be purchased at Tedeschi's on Plymouth Street in Bridgewater.

For more information, call the MBTA customer service line at 800.392.6100 or visit www.mbta.com. Note: The MBTA parking lot adjacent to the college's Lower Great Hill lot is for paying MBTA commuter rail passengers only.

General Information



Connect Card

The Connect Card is the official Bridgewater State College identification card for all students. **Graduate students must secure a Connect Card once they register for courses.** The Connect Card is a multipurpose card that is used for library privileges, access to technology support, building access, a meal ticket and a debit card. As a debit card, funds or flex dollars may be used at all dining areas, vending machines, public copiers, the BSC bookstore, Dunkin' Donuts and Starbucks (on campus), to purchase stamps at the BSC mailroom, to purchase a gym membership and off-campus at participating merchants. More information on the Connect Card can be found at www.bridgew.edu/pssc/connectcard.cfm. Merchants in the area who participate in accepting flex dollars as a form of payment can be found at www.bridgew.edu/pssc/oc_merch_list.cfm.

How to Obtain a Connect Card

Graduate students are required to obtain Connect Cards once they register for classes. Students must provide photo IDs (such as drivers' licenses) and sign contracts to obtain Connect Cards. The Connect Card office is located in Hunt Hall, room 10. For office hours, call 508.531.2897 or visit www.bridgew.edu/PSCC/ConnectCard.cfm.

Note: For security reasons, students' identification numbers/Banner IDs are not printed on the Connect Cards.

If a Connect Card is Lost or Stolen

If a Connect Card is lost or stolen please report it immediately to the Parking Services and Connect Card Office at 508.531.2897 or after hours to the BSC Police Department at 508.531.1212. Students' may also use the online card office, www.onlinecardoffice.com/bsc to freeze their account. Students will be held responsible for any use of their card until it is reported stolen.

There is a \$25 fee for replacement Connect Cards. If a card is stolen, students must file a police report prior to coming into the Parking Services and Connect Card for a replacement card. A copy of the report can be provided to the Parking Services and Connect Card office to avoid paying the \$25 fee.



Dining Locations

East Campus Commons (ECC) is located next to the East Residence Hall on Burrill Avenue. Open seven days a week during the fall and spring semesters, ECC accepts flex dollars and cash. Food is priced a la carte. ECC is open during the fall and spring semesters Monday-Friday, 7 AM- 7:30 PM and on weekends, 10 AM-7 PM. A Dunkin' Donuts also is available in the ECC.

Campus Center Bear's Den offers all students a wide variety of entrees, fast foods, homemade pizza, soup and salad bars, deli sandwiches, ice cream and homemade pastries. The Bear's Den accepts flex dollars and cash. It is located in the Rondileau Campus Center and is open during the fall and spring semesters, Monday-Thursday, 7:30 AM-10 PM, Fridays, 7:30 AM-6:30 PM, Saturdays, 8 AM-5 PM and Sundays 1 PM-6 PM. A Dunkin' Donuts also is housed in the Bear's Den.

The Flynn Dining Commons is a traditional all-you-can-eat facility. It is located in Tillinghast Hall and cash and flex dollars are accepted. Flynn is open only in the fall and spring semesters, Monday-Friday, 7 AM-7 PM and weekends 8:30 AM-6:30 PM.

The Bridgewater Dining Room (BDR) is located in the Rondileau Campus Center. The dining room is a sit-down style restaurant that offers an elaborate salad bar in addition to a traditional menu. The BDR is open only during the fall and spring semesters, Monday-Friday, 11 AM-2 PM. Cash and flex dollars are accepted.

Crimson Dining Hall, located adjacent to the ECC, offers food court dining. Cash and flex dollars are accepted. It is open Monday-Wednesday, 11 AM-11 PM, Thursday and Friday, 11 AM-MIDNIGHT, Saturday, 2 PM-MIDNIGHT, and Sunday, 2 PM-11 PM.

Dunkin' Donuts is located at two locations on campus. The store at the East Campus Commons provides a full-service operation while the one in the Campus Center Bear's Den offers a more limited service. During the fall and spring semesters, the store in the ECC is open Monday-Thursday, 7 AM-10 PM, Fridays and Saturdays, 7 AM-6 PM, and Sundays, 10 AM-6 PM. The location in the Campus Center is open Monday-Thursday, 7:30 AM-7 PM and Fridays, 7:30 AM-2 PM. It is closed on weekends. Cash or flex dollars are accepted.

General Information

The Maxwell Library offers a **Starbucks Coffee Shop** which is located on the ground level next to the Academic Achievement Center. It is open Monday–Thursday, 7:45 AM–7:30 PM, and Fridays 7:45 AM–3:30 PM. In addition to offering various coffees and lattes, salads, sandwiches and pastries are available. Cash or flex dollars are accepted.

Directions to Campus


Bridgewater State College is located in Southeastern Massachusetts within easy reach of major highways. The campus is approximately 40 minutes south of Boston, 30 minutes north of Cape Cod, and 50 minutes northeast of Providence. For directions to campus, visit www.bridgew.edu/directions.cfm.

Motorist Assistance and Disabled Motor Vehicles

The BSC police offer a Motorist Assistance Program (MAP). Officers are available to assist graduate students who are experiencing car trouble. Simple-to-use jump and carry battery packs are available at the BSC Police Station as well as at parking lot monitor booths, and can be used to jump-start a dead car battery. Officers also are available to assist with keys locked in cars, to provide transport to area service stations, and to assist motorists in contacting tow companies, family members and/or auto clubs. If students' vehicles are disabled, they should contact the BSC Police at 508.531.1212 as soon as possible to prevent ticketing and/or towing.

Parking Services

Parking regulations are strictly enforced year-round on the BSC campus; therefore, all graduate students attending courses on campus must plan to purchase a parking decal. The decal must be affixed to the outside of the vehicle's rear-most driver's side window. The only time a decal is not required is on weekends from 4 PM Friday through 6 PM Sunday, at short-term parking spaces and within handicapped parking spaces with an appropriate permit displayed. Graduate students may purchase a parking decal online at www.bridgew.edu/PSCC/student_decal.cfm or at the Parking Services and Connect Card Office in Hunt Hall, room 10. For more information about parking on the BSC campus, call 508.531.2897, e-mail parking@bridgew.edu or visit www.bridgew.edu/PSCC/.



Graduate commuter students should plan to park in one of the commuter-designated lots listed below:

- Hooper Street
- Lower Great Hill
- Spring Street
- Swenson Field

After 4 PM, the following parking lots are open to commuting graduate students:

- Art Center
- Boyden Hall
- Burnell Hall
- Chapel
- Harrington Hall
- Hunt Hall
- Moakley Center
- Science Building

Note: The Tinsley Center lot is for faculty/staff and is not available to commuters at any time.

During the summer months, parking regulations remain in effect; therefore, parking decals are required. Commuter students may park in the Woodward Hall lot in the summer, when available.

Parking tickets are issued if a vehicle is parked in an unauthorized location. If graduate students feel that they were wrongly issued tickets, they may submit written appeal forms along with the original tickets within 21 days from the date of issue. Appeal forms are available at the BSC police station, from parking lot monitors, and in the Parking Services and Connect Card Office in Hunt Hall.

When the college is closed for a snow or other weather-related emergency, all commuter students are asked NOT to come to campus. If work or other commitment requires a student to do so, please contact the campus police for parking instructions at 508.531.1212. Failure to do so may result in a ticket for impeding snow removal or towing.

Print Shop

The Rondileau Campus Center print shop provides academic printing services for the college community, including graduate students. These services include black and color photocopying, binding, laminating, folding, sign engraving, posters and graphic design. The print shop is a cash-operated shop. It is located in the Rondileau Campus Center, room 113. Hours of operation while classes are in session during the fall and spring semesters are Monday-Thursday, 9 AM-8 PM and Friday, 9 AM-4 PM. For summer hours, call the print shop at 508.531.2267.

Graduate Student Resources

BRIDGEWATER

Public Photocopiers

Public photocopying machines can be found in the lobby of East Campus Commons, the first and second floors of the Maxwell Library, the bottom floor of Harrington Hall and on the first floor of the Rondileau Campus Center. Most of these machines require the use of a Connect Card or cash.

Rape Aggression Defense (RAD) Classes

This basic defense course focuses on education and awareness. The course includes lecture, discussion and self-defense techniques, suitable for women of all ages and abilities. Classes range from nine to 15 hours in length. RAD classes are available free of charge to female BSC graduate students. For more information or to sign up for the next class, call 508.531.1735.

Safety Escort


The Campus Safety Escort Service operates daily from 7 PM–3 AM. Supervised by the BSC Police Department, student employees operate three vans which provide on-demand, point-to-point service to any place on campus as an alternative to walking alone. The vans will pick up and drop off riders at any on-campus destination including academic buildings and parking lots. A safety escort can be requested by calling 508.531.1745, by activating a blue light phone or by signaling to a safety escort van. BSC police officers will provide assistance after 3 AM. This service is free of charge to all graduate students.

Graduate Student Resources

The following are some of the most popular college resources available to both on-campus and off-campus graduate students. Where appropriate, contact information and Web site addresses have been included. Additional information is available at www.bridgew.edu.

Academic Achievement Center

Academic advising is a major function of the Academic Achievement Center (AAC). In addition, learning assistance programs and services are many and varied. The Achievement Center is home to the college's Honors Program, Second Language Services, the Office of Disability



Resources, Tutoring Services, Writing Studio, Mathematics Services, Study and Research Services and the Communications Laboratory. Although academic advising, Math Services, Content Tutor Services and the Honors Program serve only undergraduate students, all other learning assistance services are available to graduate students.

With all the services available in the center, the AAC is the largest hub of student academic services on campus. Ideally located on the ground floor of the Maxwell Library, the Academic Achievement Center is a vibrant environment in the heart of the BSC academic community. The AAC is open Monday through Friday, including two weeknights which may change each semester. Call 508.531.1214 for the AAC's hours of operation.

The AAC Open Access Computer Lab is situated in the center of the Academic Achievement Center. It is open Monday through Friday for use on a walk-in basis by college staff, students and the general public (hours vary during holidays and intersession). A BSC user account is required to access the lab.

Athletic and Recreation Facilities

Athletic and recreation facilities are available to all members of the campus community, including graduate students. The signature sports facility is the Adrian Tinsley Center, which opened in fall 2002. The Tinsley Center is a state-of-the-art facility which houses a 9,000-square-foot fitness center equipped with state-of-the-art strength and cardiovascular equipment, multipurpose gymnasium, walking/jogging track and academic classrooms. Departmental offices for Athletics and Recreation, Secondary Education and Professional Programs, and the Department of Movement Arts, Health Promotion and Leisure Studies are housed in the center. Athletics and Recreation provides services in intercollegiate athletics, as well as fitness, campus recreation and recreational sport opportunities.

All graduate students must present valid BSC Connect Cards upon entering the building. If valid BSC Connect Cards cannot be produced, students will be detained until verified through other forms of identification and college listings. Graduate students are welcome to become members at a reduced student rate.

Additional information about access, benefits and facility schedules can be obtained at www.bridgew.edu/athletics.cfm.

Graduate Student Resources

BRIDGEWATER

Career Services

Career Services provides comprehensive career services to graduate students including individual counseling, interest inventories, a comprehensive career library, workshops, career panels, job and internship listings, and a variety of recruitment programs. Career Services is located in the Rondileau Campus Center, room 8, on the ground floor. For more details on programs and services, visit www.bridgew.edu/CareerServices, e-mail careersrv@bridgew.edu or call 508.531.1328. The Career Services office is open Monday–Friday, 9 AM–5 PM. Evening hours are available on Tuesdays from 5–7 PM. Drop-in hours (no appointment necessary) are Monday–Thursday, 10:30 am–2:30 pm.

Bridgewater State College graduate students and alumni are welcome to use many of the college’s career resources. Please feel free to take advantage of these resources to support career goals. In addition, alumni are encouraged to participate in Career Services programming and special events in order to assist current students and other alumni with career exploration and networking.

Career Services 2009–2010 Events and Services

Workplace Protocol Dinner

TBA

Featured Speaker Dr. Wayne Phillips highlights the importance of professional and dining etiquette while attendees enjoy a delicious four-course meal. Preregistration required.

Work N’ Serve Expo

Wednesday, October 21, 2009

Rondileau Campus Center Ballroom

An opportunity for students to learn about internship, full-time professional and volunteer opportunities. Co-sponsored with the Community Service Center.

Career Workshops for Educators

Wednesday, March 10, 2010, 12 PM–3:30 PM

Moakley Auditorium

This workshop series is intended to provide first-time education candidates with the tools they need to start their job searches in the field of education. The format allows busy students to participate in

resume writing, effective interviewing, and preparing for Gearing Up for the Education Job Market in one afternoon as well as attend a MERC orientation.

Gearing Up for the Education Job Market

Wednesday, March 17, 2010, 4-7 PM

Rondileau Campus Center ballroom and auditorium

Education majors obtain advice from and network with more than 50 Southeastern Massachusetts public schools during a discussion panel and hiring information fair.

Job Fair

Wednesday, April 7, 2010, 11 AM-1:30 PM

Rondileau Campus Center Ballroom

The annual job fair is a great way for employers and students to meet and discuss full-time, professional-level opportunities.

The Office of Career Services provides the following:

- Alumni Career Panels
- Alumni Career Survey Results
- BSC Career Link
- Career Counseling
- Career Library Resources
- Career Search
- Computer Workstations
- FOCUS
- Graduate School Planning
- Interest and Personality Inventories
- Job Shadow Program
- MERC Job Fair (for educators)
- Mock Interviews
- Networking Events
- On-Campus Interviewing
- Resume Critiques
- Resume Referral Program

Children's Center/Childcare

The Children's Center is located in room 135 of Burnell Hall, which is adjacent to Hart Hall on the east side of the Bridgewater State College campus. The center is committed to promoting the growth and development of children ages two years nine months to six years of age in a safe, predictable and stimulating environment. With a maximum capacity of 30 children, the center was primarily designed to serve children of students, faculty and staff at Bridgewater State College, but also accepts children from the greater Bridgewater community, if space allows. All children must be toilet trained by their enrollment date.

Graduate Student Resources


The center is licensed by the Massachusetts Department of Early Education and Care and provides an educational program dedicated to the highest standards. It was first awarded accreditation in June 1990 by the National Association for the Education of Young Children (NAEYC). Every five years, in order to maintain accreditation, the center voluntarily undergoes a comprehensive process of self-study and invites external review to verify its continued compliance with the NAEYC's 10 program standards and more than 400 related performance criteria.

The Children's Center is open Monday-Friday, 7:30 AM-5:30 PM, from the beginning of the fall semester in September until the end of summer session II in August. This schedule includes optional weeks when college classes are not in session in early January, March, May and July. The center has nine enrollment options ranging from two half days to five full days, and offers discount rates to students. For further information, visit www.bridgew.edu/childrenscenter/ or call 508.531.1244.

Community Service Center

The Community Service Center, a division of Student Affairs, is available to assist graduate students in finding a community service or volunteer opportunity that is right for them. The mission of the center is to provide students with a variety of volunteer and community service opportunities in the Southeastern Massachusetts area and beyond. By participating in community service, BSC graduate students will realize their potential to positively impact the lives of others. The goals and outcomes associated with this mission are as follows:

- To promote a culture of civic engagement and responsibility at the college.
- To develop and promote community service opportunities that address societal issues.
- To provide meaningful community service opportunities that will extend student learning inside and outside of the classroom.
- To establish a mutually beneficial partnership for both student and community members that meets the needs of the community members at large.



The Community Service Center has a database of more than 100 volunteer opportunities listed. The center also has many resource books and periodicals that focus on service-learning and volunteerism. In an effort to achieve the mission of the Division of Student Affairs, which is to “promote student learning,” the Community Service Center provides numerous service opportunities throughout the academic year. These programs are open to all graduate students at Bridgewater State College.

The Community Service Center is located in the Rondileau Campus Center, room 109 and is open Monday-Friday, 9 AM-5 PM. To learn more about the available programs or for more information about the center, call 508.531.2446 or visit www.bridgew.edu/communityservice.

Counseling Center

The Counseling Center at BSC offers short-term counseling, consultation and referral services to all students experiencing adjustment and psychological difficulties. The center also supports the college community in helping a diverse student population achieve academic and personal success. The center enhances students’ emotional, social and intellectual development, providing consultation, program development and education. Further information is available on the center’s Web site at www.bridgew.edu/counselingcenter/.

The Counseling Center is located in Tillinghast Hall, room 013. Office hours are Monday-Friday, 8:30 AM-4:30 PM. To make an appointment, please call 508.531.1331.

Disability Resources

Bridgewater State College is committed to ensuring all individuals equal access to its programs and services. The college offers a number of services to students who have documented medical conditions, are physically challenged, or have emotional or learning disabilities.

The Disability Resource Office is located in the Academic Achievement Center (AAC) in Maxwell Library. For additional information see the Disability Resources section of the handbook or www.bridgew.edu/aac/disability_resources.cfm.

Graduate Student Resources



Drug and Alcohol Assistance

Help concerning drug and alcohol-related issues is available from several sources on the BSC campus as well as off campus. If graduate students need assistance, know someone who needs help, or have questions concerning alcohol and drug use/abuse, they may contact, in confidence, any of the following:

On-Campus Resources

Counseling Center – 508.531.1331

Health Services – 508.531.1252

Campus Ministries:

Catholic – 508.531.1346

Protestant – 508.531.1721

Off-Campus Resources

Center for Substance Abuse Treatment 1.800.662.HELP (4357)

Narcotics Anonymous Helpline – 1.866.624.3578,

www.newenglandna.org

Gamblers Anonymous – 888.424.3577, www.gamblersanonymous.org

AA of Eastern Massachusetts – 617.426.9444, www.aaboston.org

Note: The college's drug and alcohol policies apply to all BSC students, including graduate students. To review the policies, students should view the student handbook at www.bridgew.edu/handbook.

GLBTA Pride Center

The GLBTA Pride Center promotes student learning and development by addressing the needs of our gay, lesbian, bisexual and transgender students and their allies, and serving as a resource to the campus community for GLBTA-related information and support. The GLBTA Pride Center offers educational programming campus-wide and to individual classes, departments and student organizations upon request. Through our programming, services and advocacy efforts, we aim to increase campus awareness of GLBTA issues and to foster a campus climate of inclusion and equality for BSC's GLBTA population.

Some of the resources and services we provide include:

- The Barney Frank Equality Scholarship
- Safe Zone Program
- Pride Coalition
- Confidential sessions with the department heads
- Lending library
- GLBTA alumni group
- A comfortable lounge area where members of the BSC community can study, relax or socialize in a safe environment
- Monthly discussion groups

The GLBTA Center is located in the Rondileau Campus Center, room 006. Office hours are Monday–Friday, 9 AM–5 PM and until 7 PM on Thursdays during the fall and spring semesters. For additional information visit www.bridgew.edu/glbta or call 508.531.1408.

Health Services

Health Services incorporates all the components of wellness: physical, emotional, spiritual and social concerns. BSC Health Services provides short-term health care for all members of the campus community, including graduate students. For more detailed information, visit the Health Services section of this handbook or visit www.bridgew.edu/healthservices/.

Information Technology Support Services

Complete Support Services (CSS) provides technology support for faculty, staff and students. Two support services centers are located on campus, in the Maxwell Library basement level and the Moakley Technology Center, room 130. The staff delivers professional full-time support on the BSC campus during regular business hours and extended hours whenever scheduled classes are in session. For support, call 508.531.2555, e-mail itsupport@bridgew.edu or walk in to a support center listed above.

Note: Graduate students must have a Connect Card to seek technology support. For more detailed information, visit the Technology section of the handbook or visit <http://it.bridgew.edu/students/>.

Library (Clement C. Maxwell Library)

All library resources are available to graduate students and include such services as access to online databases, Interlibrary Loan/Document Delivery Service and Bibliographic Style Guide information. Graduate

Graduate Student Resources

students are strongly encouraged to visit the library and its Web site (www.bridgew.edu/library) to explore and utilize the resources available. For more detailed information, see the library section of this handbook.

Observatory

Bridgewater State College is fortunate to be one of the few Massachusetts State Colleges with a functioning observatory. The dome was built in 1975 and has been through a few changes, including the purchase of a new telescope allowing the capture of digital images of celestial objects. To learn more about the observatory and view its calendar of events, visit www.bridgew.edu/observatory or call 508.531.DARK (3275). The observatory is located on Summer Street in Bridgewater. Admission to the observatory is free and open to all community members.

Scholarships

Graduate students who have matriculated into graduate programs are encouraged to apply for the scholarships available specifically to graduate students. More information on the available scholarships can be found on the School of Graduate Studies Web site at www.bridgew.edu/sogs. The available scholarships are typically announced during the fall semester and awardees are notified during the spring semester.

Office of Testing Services at BSC

The Office of Testing Services is located in the Academic Achievement Center on the ground floor of the Maxwell Library and offers a comprehensive group of academic and professional exams. Programs include:

- College-level Examination Program (CLEP)
- Miller Analogies Test (MAT)
- Laser Grade Professional Exams
- Correspondence Proctoring Service
- Graduate Records Exam – General (GRE)

For more information visit www.bridgew.edu/testing-services, e-mail testing-services@bridgew.edu or call 508.531.1780.

Forms

The following is a list of forms that graduate students may need while studying at Bridgewater State College. Note: Web addresses are subject to change.

Registrar's Office Forms (www.bridgew.edu/registrar/forms.cfm)

Application for Directed Study
Application for Internship or Practicum
Change of Address/Phone Number Form
Change of Personal Information Form
Course Withdrawal Form (Fall and Spring Semesters)
Course Withdrawal Form (Summer sessions)
Drop/Add Form
Prerequisite Override Form
Registration/Advising Form
Reinstatement Form

School of Graduate Studies Forms (www.bridgew.edu/sogs/forms.cfm)

Application to Graduate Form
Change of Adviser Form
Change of Program Form
Comprehensive Examination Request Form
Course Substitution Form
Graduate Program Proposal for CAGS and Master's Degree Students
Health Insurance/Immunization Form
Reinstatement Form
Thesis Proposal Form
Transfer Credit Approval Form (External)
Withdrawal From BSC

Student Parking Services and Connect Card Forms (www.bridgew.edu/pscc)

Connect Card Contract (students must obtain Connect Cards in person)
Parking Ticket Appeal form
Purchase of Flex Dollars
Student Parking Decal Application

Financial Aid Forms (www.bridgew.edu/financialaid/forms.cfm)

Additional Direct Loan Request Form
Veterans Information Form

Important Web Pages

Health Services Forms (www.bridgew.edu/healthservices)

Health Insurance Plan Enrollment/Waiver Form
Health Record Form

Disability Resources Forms (www.bridgew.edu/aac)

Accommodated Testing Forms
Accommodations Request Form
Classroom Aide Contract
Note-taker Contract
Reader Contract
Scribe Contract
Tutor Contract

Important Web Pages

www.bridgew.edu – Bridgewater State College home page
www.bridgew.edu/catalog – Bridgewater State College Catalog
www.bridgew.edu/sogs – School of Graduate Studies
www.bridgew.edu/soed – School of Education and Allied Studies
www.bridgew.edu/soas – School of Arts and Sciences
www.bridgew.edu/business – School of Business
www.bridgew.edu/studentaccounts – Student Accounts
www.bridgew.edu/healthservices – Health Services
www.bridgew.edu/registrar – Registrar's Office
www.bridgew.edu/sogs/ocp/cfm – Off-Campus Programs
www.bridgew.edu/financialaid – Financial Aid
www.bridgew.edu/library – Maxwell Library
<http://it.bridgew.edu> – Information Technology Support Services
www.bridgew.edu/alumni – Bridgewater Alumni Association
www.bridgew.edu/bookstore – Bridgewater State College Bookstore
<https://www.bridgew.edu/cancellations/index.cfm> – Class cancellations
www.bridgew.edu/aac/disability_resources.cfm – Disability Resources
www.bridgew.edu/commuterservices – Commuter Services
<https://infobear.bridgew.edu/ahomepg.htm> – InfoBear
www.bridgew.edu/handbook/index.cfm – Student Handbook
www.bridgew.edu/campusmap – BSC Campus Map

Department Telephone Numbers

Administrative Offices

Academic Achievement Center	508.531.1214
Admissions Office (graduate).....	508.531.1300
Affirmative Action, Equal Opportunity and Disability Compliance	508.531.1241
Afro-Am Society.....	508.531.2131
Athletics and Recreation (Adrian Tinsley Center).....	508.531.2973
Bookstore	508.531.6198
Campus Center	508.531.1275
Campus Ministries.....	508.531.1346
(Catholic Center, St. Basil's Chapel)	
Campus Police	508.531.1212
(Emergency dial 911)	
Career Services.....	508.531.1328
Children's Center	508.531.1244
Community Service Center.....	508.531.2446
Commuter Services	508.531.1275
Connect Card Office	508.531.2897
Counseling Center.....	508.531.1331
Disability Resources.....	508.531.1214
Financial Aid	508.531.1341
GLBTA Pride Center.....	508.531.1408
Graduate Studies, School of	508.531.1300
Health Services.....	508.531.1252
Institutional Diversity.....	508.531.1429
Library Services	508.531.1392
Lost and Found, Campus Police.....	508.531.1212
Off-Campus Programs	508.531.6010
Parking Decals	508.531.2897
Police (Campus)	508.531.1212
Print Shop.....	508.531.2267
Registrar's Office	508.531.1231
Student Accounts	508.531.1225
Student Affairs	508.531.1276
Student Employment	508.531.1232
Technology, Information (Help Desk).....	508.531.2555
Testing Center.....	508.531.1780
Tutoring Services	508.531.1214
Women's & Gender Studies	508.531.2847
Weather Cancellation/Emergency Closing	508.531.1777

Department Telephone Numbers

Academic Areas

Accounting/Finance	508.531.1395
Anthropology	508.531.1799
Art	508.531.1359
Arts and Sciences, School of	508.531.1218
Aviation Science.....	508.531.1779
Biological Sciences	508.531.1358
Business, School of	508.531.6151
Communication Studies.....	508.531.1348
Computer Science	508.531.1342
Counselor Education	508.531.2836
Criminal Justice	508.531.2107
Earth Sciences	508.531.1390
Economics	508.531.1716
Education and Allied Studies, School of	508.531.1347
Educational Leadership	508.531.1320
Early and Elementary Childhood Education	508.531.1243
English.....	508.531.1258
Foreign Languages	508.531.1379
Geography.....	508.531.1390
History	508.531.1388
Instructional Technology	508.531.2938
Management	508.531.1374
Mathematics.....	508.531.1342
Music	508.531.1377
Philosophy	508.531.1379
Physical/Health Education	508.531.1215
Physics.....	508.531.1386
Psychology.....	508.531.1385
Public Administration/Political Science	508.531.1387
Reading	508.531.1243
Secondary Education	508.531.1320
Social Work.....	508.531.1389
Sociology	508.531.1355
Special Education	508.531.1226
Theater and Dance	508.531.2193



School of Graduate Studies

A Higher Degree of Excellence.

School of Graduate Studies
Bridgewater State College
Maxwell Library, Room 21
Bridgewater, MA 02325

508.531.1300

www.bridgew.edu/sogs