



*Doctor of Medical Science*

*Student Handbook*

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## INTRODUCTION

The DMSc Handbook contains policies, procedures, regulations, requirements, and standards for completing the Springfield College DMSc Program. It supplements the Springfield College Student Handbook and the Undergraduate and Graduate Catalogs.

The DMSc program reserves the right to make changes in the rules and regulations of the program, its academic calendar, admission policies, procedures and standards, degree requirements, and standards necessary for the successful completion of the program at its sole discretion. Additionally, change may include, but is not limited to, changes in course content, scheduling of courses offered and canceling scheduled classes and other program-related activities.

The College reserves the right to change admission requirements, fees, charges, tuition, instructors, policies, procedures or standards, regulations, and academic programs at its sole discretion. Additionally, the College has the right to divide, cancel, or reschedule classes or programs if enrollment or other factors require such action.

### Program Contacts

Faculty	Title	Contact
Josh Merson, MS-HPed, DMSc, PA-C	Program Director	<a href="mailto:jmerson@springfieldcollege.edu">jmerson@springfieldcollege.edu</a>
Meghan Migeon, MS, DMSc, PA-C	Department Chair	<a href="mailto:mmigeon@springfieldcollege.edu">mmigeon@springfieldcollege.edu</a>

### Handbook Purpose

The handbook aims to introduce students to the Doctor of Medical Sciences program. It will also assist students with their integration into online learning. The handbook includes information on the policies and procedures of the College and the program. It also provides helpful information to clarify the practices and expectations of the program.

### Mission and Goals

The mission of Springfield College DMSC is to educate students in spirit, mind, and body for leadership in clinical, community, and academic service to humanity by building upon its foundations of Humanics and academic excellence.

The goal of the Springfield College Doctor of Medical Sciences degree is for graduates to become leaders in their field. It is built upon the foundation of Humanics and academic excellence in communities and clinical settings for which Springfield College is known. This goal is achieved through further leadership, scholarship, medicine, and administration training.

### Student Learning Outcomes

Upon completion of the DMSc Clinical Concentration, graduates will be able to:

1. Provide advanced and/or specialized care to patients by demonstrating enhanced competency, exceeding the requirements for entry-level competencies for PAs as defined by the NCCPA:
  - Knowledge for practice
  - Interpersonal and communication skills
  - Person centered care

- Interprofessional collaboration
  - Professionalism and ethics
  - Practice based learning and quality improvement
  - Society and population health
2. Develop the skills needed to take on leadership roles at local, national, and/or global levels
  3. Review, critique, and develop plans/projects for improving patient safety and outcomes
  4. Develop professional writing skills
  5. Create an Evidence-based article for publication

Upon completion of the DMSc Education Concentration, graduates will be able to:

1. Apply medical education literature and learning theory to advance student learning and program effectiveness through application of the PAEA PA educator competencies:
  - Teaching
  - Learner-Centeredness
  - Interpersonal and Communication Skills
  - Professionalism and Role-Modeling
  - Program and Curriculum Design and Implementation
  - Program Evaluation
  - Scholarship Development
  - Leadership
  - Mentorship
2. Develop projects that improve student learning outcomes, program curriculum, program assessment and accreditation maintenance
3. Develop professional writing skills
4. Create an evidence-based article for publication

## **ACADEMIC POLICIES**

The DMSc policies and procedures are based on the Springfield College and program-specific requirements. Further information can be found in the Springfield College Graduate Catalog.

### **Professionalism Policies**

Professionalism is incorporated and evaluated in each course. These behaviors include but are not limited to attendance (consistent and regular login to a course), participation; proper use of technology; interpersonal communication; positive attitude; assignment completion and timeliness; academic integrity, and honesty. Failure to demonstrate professional behaviors in class, in group interactions, or during project presentations will reduce the final course grade. Students exhibiting consistent unprofessional conduct may be dismissed from the program.

### **Degree Completion and Academic Progression Standards**

In circumstances where a specific DMSc program requirement, standard, or policy is not explicitly stated, the expressed Springfield College requirement, standard, or policy applies. Students must comply with all DMSc and Springfield College requirements, standards, and policies.

### **Degree Completion Requirement**

To graduate from the Springfield College DMSc program and earn a DMSc degree, students must:

- Complete all coursework with a passing grade of 80% (B) or better in all courses

- Maintain a minimum overall GPA of 3.0
- File all necessary graduation forms with the Registrar's office

### **Time to Complete Degree**

Students who successfully complete all degree requirements in the prescribed timeline will complete the degree in one year. The time to complete the degree may be delayed for any student who must repeat courses, fails to complete their scholarly project requirements, or has not met any degree completion requirements. This will result in delayed graduation.

Students are expected to complete their degree within the program's standard plan of study as indicated in the college catalog. In circumstances where additional time is needed, and with the approval of the Program Director, students will have a maximum degree completion timeline of ten (10) years for the doctoral program from the time of initial enrollment. Failure to complete the program within the specified time may result in the loss of some or all of the student's previously earned course credits.

You must consult with the Program Director if you need more time to complete your studies than initially determined in your Academic Plan of Study.

### **Academic Advising**

Students in the DMSc program come from differing backgrounds and are in various stages of their PA careers. Academic advising and planning plays a crucial role in sustaining the program's interdisciplinary focus, the diversity of students, and responding to the evolving nature of the PA profession. All DMSc students will be assigned an academic advisor. Students will work with their advisor to develop an initial Academic Plan of Study, practicum, and scholarly project. Students are expected to identify those who will serve as mentors and provide evaluations of the student for the practicum course series. It is strongly recommended that students communicate regularly with their advisor so that doctoral work progresses successfully and reasonably, making completion possible within the time requirement set by Springfield College.

### **Standards of Academic Performance**

Springfield College faculty and staff are committed to providing resources to assure student success in the DMSc program. If a student experiences difficulty completing the required coursework in a timely manner, they must contact their advisor and course instructor as soon as possible. Together a plan will be developed to assist the student in completing assignments and/or the course.

Each student is required to maintain good academic standing. This is done by maintaining a cumulative GPA of 3.0 and passing each course with a grade of "B" (80%) or better.

- Students who earn a "C" in a course will receive a probation letter from the Springfield College DMSc PA Program Director. The letter will affirm that earning a second-course grade of "C" will require the student to repeat one of the courses for which they earned a "C"
- For the repeated course, the student must earn a grade of "B" or better to continue in the program.
  - Taking the repeated course may result in a delay in graduation and will result in additional tuition and fees.
  - If the student fails to improve their grade to a "B" or better will result in dismissal from the program.
- Students who earn an "F" will receive a dismissal letter from the Springfield College PA Program Director.

- Students may appeal to the Dean of Health Sciences for readmission to the DMSc program.
  - See the below section for the appeal process.
- If the appeal is granted, the student must repeat the course for which they earned the "F", and earn a grade of "B" or better to continue in the program.
  - Such course repetition may result in a delay in graduation and will result in additional tuition and fees.
  - Failure to improve their grade will result in dismissal from the program.

### **Standards of Academic Progression**

Progression in the DMSc program is contingent upon continued, timely and satisfactory completion of program objectives, course content, and professional conduct. Any student who does not demonstrate academic progression is grounds for dismissal from the DMSc program. Students failing to meet the Standards of Academic Progression will be referred to the Promotions committee for review. If the Promotions committee determines that a student has demonstrated a lack of timely academic progression, the student will be dismissed from the program.

### **DMSc Promotions Committee**

Student compliance with the Standards mentioned above of Academic Performance and Standards of Academic Progression will be monitored by the DMSc promotion committee. The DMSc promotion committee consists of the Springfield College PA program department chair, the DMSc program director, and one DMSc faculty member (or PA Program faculty member). This committee will meet as needed to review students' compliance with the standards of academic performance and progression.

Students will be notified, in writing, at least seven (7) academic days before the scheduled meeting of the DMSc promotions committee. This notification will state why the student fails to meet the Standards of Academic Performance or the Standards of Academic Progression and the day, time, and place of the scheduled meeting. The student may attend this meeting in person, via zoom, or send a letter explaining their position in advance of the meeting.

The DMSc promotions committee will review the student's academic history, departmental policy regarding academic progression, the student's explanation of their current academic standing, and any other pertinent information. The DMSc promotions committee will then vote by simple majority to determine if the student has failed to meet the program's published academic performance and progression standards. If the DMSc promotions committee determines that the student has failed to meet the academic performance or progression standards, the student will be notified in writing within seven (7) academic days by the DMSc program director that they are dismissed from the DMSc program, effective immediately.

### **Academic Dismissal**

Any student who does not meet the standards for progression will receive a written notice of dismissal from the DMSc program director. The program director's decision will be based on recommendations from the program faculty (promotions committee); the student's academic record; the DMSc standards of progression and performance, and information from the student and other individuals as appropriate. The student has the right to appeal as outlined in the appeal process.

### **Appeal Process for Program Dismissal**

Student dismissal from the program may be appealed in writing to the Dean of Health Sciences no later than seven (7) days following receipt of notification of the decision of dismissal from the DMSc program director. The notice of appeal from the student shall include a statement indicating why the dismissal is inappropriate. The Dean shall review the notice of dismissal, notice of appeal, significant facts, and reason for dismissal in light of the standards of progression outlined above, academic norms, and professional judgment. The Dean may meet in person with the student if indicated. The Dean shall notify the DMSc program director and student of the decision no later than seven (7) days following receipt of the student appeal. The notice shall describe the basis for the decision.

Any further appeals shall follow the Springfield College Graduate Handbook process.

### **Grade of Incomplete (I)**

The grade of an incomplete (I) will be assigned in a course only for illness or other unavoidable conditions acceptable to the instructor. A student will be granted a reasonable time, not later than the end of the subsequent semester, in consultation with the instructor, to remove an incomplete grade. Any "I" grades remaining at the end of that following semester will become an "F." All "I" grades must be resolved before graduation. After the instructor and student have met and designed a plan, they must sign an "Incomplete Agreement," and the program director must approve it. The instructor may record the "I" in the course final grade submission. The instructor will file a "Change of Grade" when the student has completed the coursework.

### **Grade Review**

A student may request that their instructor review a grade for any required work in a course. A student who believes a final grade is in error should discuss the matter with the instructor. If the instructor refuses to review the grade and the student still feels that a mistake has been made after the initial review with the instructor, the student may submit a written appeal within three weeks after the Registrar's office provides the grade notifications to the program director. The program director will designate a review committee. The committee's recommendation will be forwarded to the program director, who will notify the instructor and the student, in writing, of the decision.

### **Scholarly Requirements**

PAST 707 provides instruction in evidence-based medicine, performance improvement, and the IRB process for research proposal design and development. After completing PAST 707, students enter the project-based PAST 708, 709, and 710 course series to complete an original manuscript of publishable quality.

### **American Medical Association (AMA) Writing Format**

Learning how to properly format scholarly work is essential as this enhances communication and provides a standard approach to scholarly writing. AMA is the writing style most commonly seen in medical journals. AMA will be used for all courses unless an assignment or the course instructor explicitly states a different style requirement. AMA-style resources are available to help students learn this style.

### **Plagiarism**

Plagiarism is the unauthorized or close imitation of another author's language and thoughts and their representation as one's original work. Plagiarism is not acceptable at any academic institution.



Intellectual honesty is pivotal to the development and acquisition of knowledge and scholarship. To ensure intellectual honesty, contributions from others in your work must be appropriately acknowledged.

Plagiarism can be present in many forms:

- Submitted or presenting coursework in whole or in part as your own when it is not
- Submitting coursework taken from another source without references to the original author or publication
- Submitting coursework that has been purchased from another source and submitted as your own
- Submitting coursework that lacks citations even though a list of references is provided
- Using direct quotes without appropriate citations for the quotes

Springfield College considers plagiarism a serious offense. For further information, reference the Springfield College Graduate Handbook for the code of conduct.

Please ensure all quotes are cited appropriately with quotation marks and in-text citations and that all paraphrasing recognizes the original author. The College uses a software program entitled TurnItIn, and papers from courses throughout the program may be assessed for plagiarism with this software.

After submitting the work to plagiarism software, the faculty member who discovers student plagiarism may give the student a grade of zero for the course or assignment or return the paper to the student and require the assignment to be resubmitted. The second incidence of plagiarism is grounds for failure of the course.

## **GRADING POLICIES**

### **Grading Scale**

Students will be required to receive a grade of 80% “B” or greater in all courses and maintain a GPA of 3.0 to achieve course and program objectives. This grade is an accumulative grade of all assignments required in the course.

### **Discussion Board and Assignment Due Dates and Times**

It is expected that students will submit all assignments on time. However, it is understood that life events may sometimes affect the process. The student is responsible for reaching out to the instructor before the assignment is due to discuss the issue, and make plans to complete the assignment. Students who are habitually late with assignments will be addressed by the Program Director and may lead to student dismissal from the program.

Academic progression also depends on the timely completion of coursework and assignments. The DMSc program policy on late coursework follows:

### **Weekly Discussion Boards (DB)**

*Due Date and Time:*

- DB Original Post due by 11:59 pm Eastern Time on Wednesday of the week assigned
- Two DB Reply posts to classmates are due by 11:59 pm Eastern Time on Sunday of the week assigned

*Late Discussion Boards:*

- If the original post or reply posts are submitted late, points will be deducted from the DB grade, as per the DB rubric found in the course D2L
- DB postings submitted more than seven days late, without instructor permission, will not be accepted, and the student will earn a zero for that week's discussion
- It is the student's responsibility to be aware of due dates and proactively ask the instructor, in advance, for a mutually agreed upon extension

## **Assignments**

*Due Date and Time:*

- All assignments are due by 11:59 Eastern Time on the Sunday of the week assigned.
- If you cannot complete the assignment on the published due date secondary to extenuating circumstances, you should proactively contact the course instructor to request a mutually agreed upon assignment extension. It is the student's responsibility to initiate this communication.

*Late Assignments:*

- If the assignment is not submitted by the due date or by the mutually agreed upon extension, 1 half letter grade will be deducted from the assignment for each day the submission is late (e.g. A to A-, B+ to B, etc.).
- Without the instructor's permission, assignments more than ten days past the published deadline will not be accepted, and the student will earn a zero for that assignment.

## **Grading Timelines**

Assignments will be graded and returned to students within 10 working days of the deadline for the assignment or, in the case of an assignment for which an extension was granted, within ten working days of receipt of the assignment.

## **Grade Reports**

Grades are posted following the completion of each semester on the learning management system. Students use their passwords to access their grades. Official copies of grades should be requested from the Office of the Registrar as an official transcript.

## **LEAVE OF ABSENCE AND WITHDRAWAL POLICIES AND PROCEDURES**

### **Leave of Absence**

Students requiring leave from studies due to extenuating circumstances must contact the program director. Students may take a leave of absence with permission from the program director. The program director will provide the process for withdrawing from courses which must be completed as soon as possible. Each request will be considered on its own merits, including academic consequences, progression in the curriculum, and fiscal considerations. Please refer to the Springfield College Graduate Student Handbook for more information.

### **Readmission**

A student seeking readmission following a leave of absence must request, in writing, to the program director. The request must detail the activities since previous attendance that support readmittance.

### **Changes to Advising Degree Planner**

If a student wishes to make changes to the Academic Plan of Study that was completed upon admission to the program, either increasing or decreasing the course load, the program director must be contacted. A new Academic Plan of Study is required to ensure the correct scheduling of courses and fee payments.

### **Program Withdrawal**

Students wishing to withdraw from the program must contact the program director, who will review the process for withdrawing from courses. The last date of attendance will be sent to the Registrar.

## **TIMELINES AND SCHEDULES**

### **Enrollment Timelines**

All students register for courses each semester based on the Academic Plan of Study completed upon admission to the program. If changes are required, a new Academic Plan of Study must be completed in collaboration with the program director.

### **Requirements of the Program**

- Satisfactory completion of online DMSc program orientation
- Satisfactory completion of all didactic courses
- Satisfactory completion of 12 months of practicum courses
- Satisfactory completion of a scholarly project

### **Transferred Credit Hours**

Credit hours from didactic courses completed within the doctoral program of accredited colleges and universities in the United States may be eligible for transfer to the Springfield College DMSc program. Eligibility for credit hour transfer will be determined on a case-by-case basis, with primary consideration given to whether the transferred course met the goals, outcomes, and objectives of the required DMSc course.

Students must submit official transcripts to Springfield College and a written request to the program director before matriculating. Credit hours from courses with a final grade of B or below or that were graded on a pass/fail basis are not eligible for transfer credit. A maximum of no more than nine (9) credit hours may be approved.

Prior experience (e.g., employment, scholarly projects, work-based projects) is not eligible for transfer credit or waiving assignments or activities within a course.

### **Waived Curricular Requirements**

PAST 707 Evidence-Based Medicine will be waived for Springfield College Master's of Physician Assistant Studies graduates from 2020 and later.

The Springfield College DMSc program may waive the practicum requirement for students who have completed a postgraduate PA fellowship or residency upon the student's request. Requests to waive the practicum requirement will be considered on a case-by-case basis. Students desiring to waive the practicum requirement must submit proof of successful completion from the sponsoring institution and a written request to the program director before matriculating.

### **Schedule of Course Offerings**

Course schedules are available from the program director and are tentatively set for the following two academic years. Schedules may be changed as necessary to accommodate enrollment and instructor availability. An Academic Plan of Study is developed for each student upon enrollment. Students wishing to alter this schedule must coordinate the changes with the DMSc program director.

### **Academic DMSc Calendar**

The DMSc program is based on a four (4) academic term calendar with each academic term being 12 weeks in length.

### **Clinical Concentration**

#### First Term

- PAST 707 Evidence-Based Medicine (3 credits)
- PAST 711 Clinical Practicum I (4 credits)

#### Second Term

- PAST 708 Doctoral Project I (1 credit)
- PAST 712 Clinical Practicum II (4 credits)
- PAST 732 Organizational Leadership (3 credits)

#### Third Term

- PAST 709 Doctoral Project II (1 credit)
- PAST 713 Clinical Practicum III (4 credits)
- PAST 734 Healthcare Administration (3 credits)

#### Fourth Term

- PAST 710 Doctoral Project III (1 credit)
- PAST 714 Clinical Practicum IV (4 credits)
- PAST 736 Quality Improvement in Healthcare (3 credits)

### **Education Concentration**

#### First Term

- PAST 707 Evidence-Based Medicine (3 credits)
- PAST 721 Education Practicum (4 credits)

#### Second Term

- PAST 708 Doctoral Project I (1 credit)
- PAST 722 Education Practicum II (4 credits)
- PAST 752 PA Program Teaching and Designing Curriculum (3 credits)

#### Third Term

- PAST 709 Doctoral Project II (1 credit)
- PAST 723 Education Practicum III (4 credits)
- PAST 754 PA Program Accreditation (3 credits)

#### Fourth Term

- PAST 710 Doctoral Project III (1 credit)
- PAST 724 Education Practicum IV (4 credits)
- PAST 756 PA Program Maintenance (3 credits)

#### Electives

Two elective courses- 6 credits total to be selected from the following existing DMSc course offerings.

- PAST 732 Organizational Leadership (3 credits)
- PAST 734 Healthcare Administration (3 credits)
- PAST 736 Quality Improvement in Healthcare (3 credits)
- PAST 752 PA Program Teaching and Designing Curriculum (3 credits)
- PAST 754 PA Program Accreditation (3 credits)
- PAST 756 PA Program Maintenance (3 credits)
- PAST 744 Behavioral and Social Determinants of Health I
- PAST 745 Behavioral and Social Determinants of Health II

*Students who prefer to complete the program in four terms (12 months) should complete one elective in two of the first four terms. Students must take a total of two elective courses. Students may complete both electives in a 5th (optional) term if they want to reduce their workload per term.*

### STUDENT RESOURCES

#### Registration

Students are registered for classes each semester following the Academic Plan of Study completed on program enrollment. Changes to the Academic Plan of Study may be requested by email until one week before classes start. Enrollment is considered continuous if a student completes at least one course each semester.

#### Faculty Contact

The preferred method of contact with faculty is through email. Each faculty member will provide students with contact information as part of the course syllabus.

#### Textbooks

Students are expected to have access to required textbooks through purchase or rental. Students are expected to have access to their required textbooks before the start of each semester. Required and suggested textbooks are listed in the course syllabus.

#### Address Change

Students must register their current home address and contact information as part of the registration process. Address changes must be reported to the institution promptly.

#### Springfield College Student Handbook and Catalog

Please review the Springfield College Student Handbook and Graduate Catalog for further information about college-wide policies.

- <https://springfield.edu/studenthandbook>
- <https://springfield.edu/registrar/springfield-college-catalogs>

### **Learning Management System**

Springfield College uses Brightspace as its Learning Management System. It supports teaching and learning. You can find basic course information, such as syllabi and faculty office hours. It also is a critical tool to provide communication and course instruction during campus emergencies and emergency recovery.

### **Community of Practice Interactive Sessions**

There will be semester regularly scheduled zoom sessions to provide a venue for students to ask the program director, course instructor, and guests about program questions or coursework. These sessions are open to all students and provide an opportunity to convene with other students and faculty. If you would like to learn more about topics or areas, feel encouraged to contact the program director in advance to allow time for appropriate guests to be invited. A schedule of planned interactive sessions will be posted at the beginning of each semester.

### **Online Etiquette**

The learning management system uses computer technology to provide the instructional program. The use of this technology for academic and personal purposes requires responsible behavior. Some examples of unprofessional use of computer technology include:

- Using sexually suggestive or otherwise distasteful language or pictures in presentations or communications
- Sending emails to all members of groups for personal causes unrelated to coursework;
- Use of Springfield College computer systems for personal business or advocacy purposes

### **Transparency of Professional Qualifications**

The Doctor of Medical Sciences program is committed to truth and transparency by utilizing the doctorate title for healthcare professionals. PAs providing patient care should always be transparent in communicating their medical licensure and professional role as a PA on the patient care team. Students must wait until degree conferral before using the DMSc initials after the student's name.

### **Acceptable Use of Electronic Materials**

Springfield College electronic materials are the sole property of the university and/or its faculty. Students should not share, duplicate, or distribute these materials to any persons that are not students, staff, or faculty of Springfield College. Students should not use any electronic materials for presentation or outside of Springfield College without the author's written permission.

PowerPoint presentations, written notes, and laboratory handouts, both whole and in part, cannot be reproduced and used at conferences or other meetings without the express permission of the author of these materials. Students violating this policy are subject to the procedures outlined under the Code of Conduct in the catalog. Graduates violating this policy will be reported to the respective licensing agency for theft and plagiarism.

### **Course Evaluations**

At the end of each course, students will be asked to complete an online course evaluation. This evaluation is anonymous. Please provide constructive feedback as this will be helpful in course revisions and assisting faculty to provide the best educational experience for you and future students. Links will be available through the D2L learning platform.

### **Springfield College Library**

The library is available to assist students with literature searches, obtaining articles, or utilizing interlibrary loans. A reference librarian is available to assist students with any questions. Further information can be found on the D2L course pages.

### **Program Director Information**

The program director is available to answer questions through either email or phone. Please get in touch with Josh Merson, DMSc, PA-C to discuss any issues, suggestions, or your studies. Open communication is promoted and welcomed. Dr. Merson will remain available during the week for virtual meetings. Please email Dr. Merson at [jmerson@springfieldcollege.edu](mailto:jmerson@springfieldcollege.edu) to schedule a mutually available time to meet.

## **STATEMENT ON SPECIAL NEEDS**

### **Academic Assistance**

A wide variety of academic assistance is offered through the [Academic Success Center](#) in the Learning Commons, Suite 300 (3rd floor). To contact the ASC, please call (413)748-3389 or email [asc@springfield.edu](mailto:asc@springfield.edu). During the fall and spring semesters, the ASC is open Monday-Thursday, 9 a.m.-9 p.m.; Friday, 9 a.m.-3 p.m.; and Sunday, 4-9 p.m.:

### **Tutorial Services**

- [Writing @ Springfield College](#) offers students help with all aspects of the writing and reading processes.
- [Math-Science Support Services](#) assists students taking courses in Mathematics, Physics, Computer Science, Biology, and Chemistry
- The [Content Tutorial Program](#) delivers support for coursework outside what is covered by Writing & Reading Support Services and Math-Science Support Services.
- The [Conversation Partners Program](#) supports non-native-speaking students wishing to improve their conversation and comprehension skills.

### **Disability & Accessibility Services**

[Disability & Accessibility Services](#) works with students with disabilities to provide appropriate accommodations, auxiliary aids, and services that facilitate equal access and meaningful participation in their educational experiences at Springfield College. To schedule an appointment or request accommodations, please get in touch with the ASC by calling (413)748-3389, emailing [asc@springfield.edu](mailto:asc@springfield.edu), or stopping by the ASC located in the Learning Commons, Suite 300 (on the 3rd floor).

### **Academic Coaching Program**

- The [Academic Coaching Program](#) is available to help students improve time management and learning strategies.
- The [Academic Progress Program](#) provides assistance and support for students in academic jeopardy to help improve their academic skills, performance, and standing.

### **MTEL Assistance Program**

The [MTEL Assistance Program](#) supports students preparing to take the Massachusetts Tests for Educator Licensure®.

### **Disability-Related Accommodations**

Springfield College is committed to an inclusive and accessible educational environment for students with disabilities. If you need academic accommodations due to a disability or disabling condition (including temporary disabilities), please get in touch with the Academic Success Center's [Disability & Accessibility Services](#). They will work with you individually, case-by-case basis, to determine eligibility and develop an appropriate accommodation plan. To schedule an appointment, please call (413)748-3389, email [asc@springfield.edu](mailto:asc@springfield.edu), or stop by the ASC located in the Learning Commons, Suite 300 (on the 3rd floor).

**Please Note:** It is your responsibility to follow the procedures outlined by Disability & Accessibility Services for determining eligibility and requesting accommodations **in advance** each semester and/or as needed. Accommodations cannot be provided retroactively.

This class may be recorded or transcribed if an enrolled student has been approved for this service as an academic accommodation by the Academic Success Center's Disability & Accessibility Services. Recordings are for the approved student's access only and are not to be shared, copied, or distributed to others. For questions or concerns about acceptable use, please contact the Academic Success Center: at (413)748-3389, [asc@springfield.edu](mailto:asc@springfield.edu), or stop by the ASC located in the Learning Commons, Suite 300 (on the 3rd floor).

### **Language Support**

The College offers a variety of supports to assist our international students as they transition into an English language academic environment and support native-born multilingual speakers. The Academic Success Center offers English language support through [Writing @ Springfield College](#), which offers students help with all aspects of the writing and reading processes. Another support is the [Conversation Partners Program](#), which supports non-native-speaking students wishing to improve their conversation and comprehension skills. Pending approval of the course instructor, the International Center offers students who are English Language Learners or multilingual speakers [ELL Test Proctoring](#) with extended time for course exams in an alternative location.

## **COLLEGE ACADEMIC HONESTY AND INTEGRITY**

- <https://catalog.springfield.edu/content.php?catoid=92&navoid=4131>