

Confidentiality of Student Records

The University policy on student records is found in the Academic Information section of the various University catalogs. You are encouraged to review the materials carefully and to contact your Registrar's Office if you have any questions concerning your rights and/or responsibilities regarding the confidentiality of student records.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

- *permits students to inspect their education records,*
- *limits disclosure to others of personally identifiable information from education records without the student's prior written consent to such disclosure, and*
- *provides students the opportunity to seek correction of their education records where appropriate.*

According to FERPA, educational records are defined as those records directly related to a student and maintained by the institution or by a party acting for or authorized to keep records for the institution. They may be handwritten or in the form of print, magnetic tape, disks, film, on-line computer access files, or some other medium contained in records, files, documents, and all other data directly related to students.

All employees of Mercer University, to include administrators, faculty and staff, are *required* to abide by the policies governing the review and release of student educational records. **Access to the student record system (SIS) will be granted only to those University employees who have been determined by the nature of their job to have a "legitimate educational interest", which has sometimes been defined as a "need to know".**

If given access to SIS, as an employee it is your responsibility to **never** . . .

- disclose your personal password to another individual,
- sign onto a computer terminal and let another employee access data from it,
- leave screens (or reports) containing confidential student information in view of others who do not have a legitimate educational interest in the data,
- leave the computer terminal unattended. (*Always lock your session* whenever you are going to be away from your desk for short periods of time and sign off whenever you are going to be away for an extended period), or
- improperly store or dispose of printed student record reports.

In order to maintain a highest possible level of system security it is essential that . . .

- Supervisors notify the Registrar's Office of any changes in departmental personnel that would affect an employee's need to access the student record system (e.g., termination of employment, change of assignment).
- In some rare instances, under close supervision, it may be appropriate for student workers to view non-sensitive student data in order to conduct the normal business of the office. In such cases, student employees must be given their own access codes. However, they should never be allowed to access to any screens containing sensitive data (e.g, grades, gpas, test scores.)

The Release of Student Record Information

An employee of the University must **never** disclose confidential information (e.g., academic data such as grades, test scores, and class schedules) contained in a student's record to a **third party** without the **written consent of the student**.

By definition, a **“third party”** includes parent/s or guardian/s of the student, spouse, other students, agencies, organizations, the media, and all other individuals who are not part of the University. Likewise, sensitive student data should never be shared with another employee who does not have a legitimate educational **“need to know”** and is therefore not authorized to receive such information.

Mercer students may sign a form that authorizes University personnel to release and/or discuss with the student's parents or guardians information contained in the student's academic record. *Once signed, the authorization remains in effect until a request for a change is submitted in writing to the Office of the Registrar.* The forms are provided to all new students prior to summer orientation or may be obtained from the Registrar's Office.

The **Parental Access Flag** appears on the top right side of **screen 103** (Personal Data). A **“Y”** indicates that the student has *given permission* to release record data to the parents. Additional newer system codes may appear, as follows: **B-Both Parents, M-Mother, F-Father, G-Guardian, P-Spouse, R-Grandparent, S-Sibling, A blank indicates that permission has NOT been given and no information may be released.**

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103 Personal Data                                STUDENT, IMA
Screen:      SID: 11111111 Course:              Term:
Name: STUDENT, IMA
              Permanent
Street Line 1: 6272 CRAZY HORSE LANE
Street Line 2:
City State Zip: JONESBORO GA 30236-5224 770-477-9999 US
              Area-Phone Cntry Del
              Local
Street Line 1:
Street Line 2:
City State Zip:

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Birthdate Sex Ethnic Marital Handicap Rel.Alum Religion First Term
05-13-1980 F W S N NP 98F
Adm File Rcvd: Adm File Rcvd Date:
Citizen State County ---- VISA ---- -- VETERAN --
Country Origin Origin Type Exp.Date Code Benefit PIN
US GA 031 800513
Previous Name: Previous SID: 999-99-9999
    
```

Directory information

The *only exception* to the non-disclosure regulations pertaining to the release of student records is “**directory information**”, as defined and published by the University. *Directory information may be released at the discretion of the University without the written consent of the student.* However, Mercer does not generally release directory information.

Student name, address, telephone number, date and place of birth, academic program (field of study), dates of attendance, degrees and honors, awards received, most recent previous institution attended, photograph, participation in officially recognized activities and sports, and the height and weight of athletes are considered by Mercer as directory information

Currently enrolled students may, however, request that directory information concerning them *not be released*. A request for non-disclosure must be filed with the Registrar’s Office. Once submitted the non-disclosure will become part of the on-line student record system. Each time a user accesses the student’s file, a restriction screen will automatically appear. This screen will not prevent the user from viewing the student’s file. It merely provides a *visual warning* to alert the user that the student has requested that certain “directory information” should not be released. A “Y” (Yes) will appear in the appropriate restriction field/s on the screen for those items that may not be disclosed to a third party.

```
011 Information Release Restrictions          STUDENT, IMA
Screen:          SID: 11111111  Course:          Term:
                Information Restriction Categories  Deceased __
Invalid SID
Name                Dates of Attendance
Y Local Address     Major
Y Permanent Address Classification
Y Addresses for Mail Lists Degrees Awarded
Y Telephone Number Honors
Sex                Awards
Race              Y Class Standing
Nationality       Y Previous Institution attended
Y Date of Birth   Photograph
Y Place of Birth  Weight/Height of Athlete
Y Parents' Name   Sports Participation
Y Parents' Address Parking Permit Information
Y Class Schedule Judicial Information

The information categories marked with a 'Y' are restricted.
Such information may not be released outside the University.
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Scheduling Space Classrooms, Labs and Meeting Rooms

According to University policy, all Mercer facilities are owned and maintained by the University and may be assigned and reassigned in the best interest of the institution's overall priorities and needs.

Resource25 is a campus event and scheduling system that assists us in better administering our University facilities. The program is designed to help us consolidate and effectively manage all curricular and non-curricular events on campus through a single relational database. Resource25 allows us to generate lists of scheduled classes and meetings, locate rooms according to size and available equipment, and route messages to users about upcoming events. It is our goal to maximize the use of available space, while still being sensitive to the needs of academic departments.

- All **curricular events** are scheduled through the **Registrar's Office**. Call x5477 for information about Macon facilities and x6014 for the Atlanta campus. Specific requests for space should be sent in the form of an e-mail to **merc_es** in Macon and **elias_c** in Atlanta.

Resource25 is used to place classes into available classrooms, seminar rooms, and laboratories. In addition to scheduling space for class offerings, that are part of the term schedule, the Registrar's Office also handles requests for one-time extra class meetings.

- In Macon space for all **non-curricular events** is scheduled through **Office of Campus Reservations** (call x4200). Student club meetings, faculty meetings, special tests, fairs, conferences, and unique activities, like QuadWorks in Macon, are examples of non-curricular events. On the Atlanta campus, contact the **Registrar's Office at x6014** to schedule facilities for non-curricular events.

Classroom and laboratory space continues to be extremely tight, especially on the Macon campus. It is important that anyone needing space contact the appropriate Registrar's Office and/or the Office of Campus Reservations for assistance. As has been stressed in the past, ***please do not independently move a class from the officially assigned meeting place to another room or schedule a meeting or event in a room that may appear to be open. It is quite possible that a class or another approved activity has been assigned to that area.***

Whenever it is necessary to locate space that is accessible to the physically disabled, please do not hesitate to get in touch with the appropriate scheduling office.

The University Policy for Course Scheduling and Room Assignments may be accessed at <http://www.mercer.edu/registrar/roompolicy.pdf> on the Web. You may also click on this information directly from the Registrar's Office home page.

Securing Data . . . Reports . . . and Labels

The Office of Budgeting and Institutional Research (OBIR) and the Registrar Offices on the Macon and Atlanta campuses serve the University community in providing various types of enrollment information.

Enrollment Data and Analytical Resources

The **Office of Budgeting and Institutional Research (OBIR)** provides enrollment data and analytical resources at the OBIR web site (www.mercer.edu/pbir). The following is currently available:

- **Term Enrollment Profiles:** Student academic and demographic headcount and FTE statistics are provided for the past several academic years for the entire university, by college and by special combinations of programs. *The Term Enrollment Profiles do not require a password.*
- **New Freshman Profiles:** Student academic and demographic headcount and FTE term profiles for new freshmen in the Macon traditional programs are provided for the past several academic years. Graduation rates are also available. Access to the profiles is restricted to faculty and support staff. *A password may be obtained from OBIR.*
- **Degrees Awarded:** Statistics on degrees awarded for the past several academic years are provided for the entire university, by degree level and by college. *A password is not required to access this data.*
- **Mercer Academic Research (MARS):** MARS uses data-warehouse concepts to facilitate academic research and analysis of historic student and course databases for highly selective research. *Access to MARS must be approved by the appropriate dean or the Provost and will be assigned by OBIR.* Suggestions for new queries are welcomed by OBIR.
- **Common Data Set:** The Common Data Set is a standard response to college guides and other surveys requesting information about Mercer University. It provides a quick and easy way to find out basic information about Mercer. *A password is not required to access this data.*
- **Trend Data:** Charts and tables provide fall headcount and hour enrollment trends for a number of years by student level, college/school, location and registration type. *A password is not required to access this data.*

Requesting Information about Students

The Registrar's Office will assist faculty and staff with basic directory information requests made over the telephone. However, detailed or non-directory information pertaining to an advisee or one of the students in your class should be submitted in writing (e-mail preferred) to the appropriate Registrar's Office. This procedure complies with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Completing Surveys and Other Requests from Agencies

Assistance can be provided by the Registrar's Office and/or OBIR if data is needed to complete a survey or report for an outside agency or organization. Always send a copy of the report and any instructions you received with your written request. This practice will not only help us determine what data fields to access but insure that the information we furnish is accurate and calculated according to the requirements of the requesting organization.

Instructions will help us sort out things such as unique methods for determining full-time equivalent (FTE) enrollment for comparative analyses that differ from our formula. While some organization may ask for "total enrollment", they may really want only those students in Macon, or just undergraduates.

Class Projects

If you plan to assign class projects that will require students to obtain data from the Registrar's Office, it is important to remember that personally identifiable information, protected by the Family Educational Rights and Privacy Act (FERPA), cannot be released for this type of activity.

It may be best to plan class projects that utilize information that is part of the OBIR enrollment profiles outlined earlier.

Requesting Lists and Labels

In support of your academic responsibilities the Registrar's Office can provide you with lists and labels of students. *(If these materials are going to be used in the process of research, the request requires prior written approval of the Provost.)*

Requesting Reports and Labels

Should enrollment data be required in report format, before submitting requests, do not hesitate to contact the Registrar's Office first if you have questions. It is much better to really know what you are going to get in advance than to be surprised later when you get something you didn't really expect, want, or cannot use.

The following procedure should always be observed when requesting a report:

- Submit a written request (e-mail is preferred) to the Assistant Registrar responsible for data analysis on the Macon campus (**mercer_es**) and the Registrar on the Atlanta campus (**webb_kn**). Include the name and telephone number of a contact person.
- Outline the type of information that is required (e.g., student population, campus, college/school, major, specific mailing address, etc.)
- Detail how the data will be used.
- Provide a "need by" date. (Because of the volume of requests for data/reports/labels, especially at the beginning of a term, it is important that sufficient lead time is given.)
- If labels are needed be sure to let us know what type of format is required. Also, if a file is necessary for the mailing addressing machine, or any other special label requirement is essential, it is important that we are aware of your needs at the time the request is filed.

Advisement and Registration

On the Macon campus **priority registration** is scheduled during fall and spring semesters for currently enrolled students. This activity takes place following mid-term. The earliest a student may register is based on *total hours earned at the end of the preceding term*. In Atlanta and at the Regional Academic Centers students are also given the opportunity to register early for classes. The appropriate Registrar's Office provides specific instructions.

Shortly following the conclusion of priority registration, **open registration** begins. Readmitted and new students, along with non-registered currently enrolled students, are allowed to schedule their classes. Students who have already registered for classes are permitted to adjust their schedules during this time. Open registration ends when the next term begins.

A period of **late registration** and **drop/add** takes place on the Macon campus during the first five days of the fall and spring semesters. This is a two-day activity in the summer. A different schedule for late registration and drop/add is observed in Atlanta and at the Regional Academic Centers.

Advisor and Other Registration Approvals

- All Macon and Atlanta students are required to meet with their advisors prior to registration. The class schedules of students enrolling at the Regional Academic Centers will be audited by advisors after registration has been completed to assure appropriate classes have been scheduled.
- At Atlanta all schedule adjustments (drop/adds) after initial registration also require written advisor approval.

If a student is required to have an advisor's signature to register, the student must also obtain any signatures required for special circumstances, such as the associate dean for schedule overloads, and the instructor for independent study, internships and approval to register for a closed class section.

Registering on-line by using BearPort

All Mercer students are encouraged to register on-line via BearPort. Instructions for registering on the Web are provided by clicking onto the appropriate area on the Registrar's Office home page. On the Macon campus a Registration Access Code (RAC) is required for registration. Advisors are responsible for providing the RAC to their advisees. ***A RAC is not needed for Regional Academic Center students.***

Registering on-line through Advisors

Advisors who are knowledgeable in using the SIS registration screens may schedule their advisees on-line. The entire enrollment process can take place in the advisor's office.

Registering in Person

Students may schedule classes in person on both the Macon and Atlanta campuses at their respective Registrar's Offices on or after their assigned registration times and during regular office hours. ***A RAC is required for Macon students.***

Beginning of Term Routines

First Class Day Rolls

Preliminary class rolls are available on the first day classes meet for all terms. (On the Macon campus they are e-mailed to instructors prior to the start of classes.) Faculty are reminded that these rolls *may not reflect all "last minute" registration activity*.

During drop/add current class rolls may be checked on SIS on screen 107, wait lists on 108, and on Web for Faculty.

Administrative Drop

Students absent on the first class day, who have not made prior arrangements with the appropriate instructor, *may be removed* from the course to allow for the registration of students on wait lists. *Upon conclusion of the first class meeting, faculty should notify the Registrar's Office in writing or via email to drop students for non-attendance.*

Wait Lists

The names recorded on the wait lists are in the order of student requests for the class. Prior to the start of classes wait listed students are placed into courses as seats become available. The first student on the wait list is generally awarded the first available seat, although circumstances may arise which warrant exceptions to this practice (e.g., Senior Capstone).

Students registering through BearPort may wait list classes on-line as long as they do not have a day/time conflict or have registered already for a different section of the same course.

Once classes begin, the Registrar's Office does not move students from the wait list into open class seats. The normal drop/add policy is observed, as described in the section on "Beginning of Term Routines."

Drop / Add

During the drop/add period any class seats that are available are filled on a first-come first-serve basis. Instructors are strongly encouraged to fill vacancies during the drop/add period by directly enrolling students into their classes via SIS. Signing a drop/add form without consulting SIS for seat availability may run the risk of exceeding the enrollment cap placed on the course.

Roll Reconciliation – Faculty and Registrar Actions

Faculty will receive a set of class rolls, after the conclusion of the drop/add and late registration period. *These **reconciliation rolls** are extremely important in determining the true class enrollment for the term.* This information is used to identify enrollment problems of students who are "no-shows", students attending classes who are not officially registered, and students with schedule conflicts. Accurate enrollment data is vital to many aspects of University life such as financial aid, residential life, federal and local agency reporting requirements, athletic eligibility, veteran benefits, budgeting, and determining faculty load.

No student's registration will be changed solely on the information submitted by faculty on reconciliation rolls. The Registrar's Office contacts each student identified by faculty as a problem in the reconciliation process and advises them of the appropriate action required to resolve any discrepancies between their enrollment records and the records of the instructor.

It is recommended that roll reconciliation be completed by using the Web. However, faculty may still manually reconcile their rolls. Instructions for both procedures are provided below:

Reconciliation via the Web

Access https://survey.mercer.edu/reg/rollrecon_login.asp on the Web. Once the file is available, you will be asked to enter your Mercer ID and the same password that you use for Web for Faculty (usually your birth date, in the following format: YYYYMM.)

A list of the classes you are teaching for the semester will be available for you to reconcile according to the procedures provided below. *Be sure to complete a reconciliation for each class you are teaching.*

From the list of your classes, select the first one to be reconciled. This action will give you a listing of all students *officially* registered for the class.

- If a student never attended the class, click "never attended" next to the student's name.
- If a student quit attending, enter the date the student last attended next to the student's name.
- If a student is attending class, but not on the roll, please type the name and Mercer ID of that student on the bottom of the roll.
- If all data is correct, follow the steps below to complete the process.

When finished auditing the roll, click "Continue." ***Verify that the information is correct and print a copy of the roll for your records.***

If information is correct, click "Submit." You will be returned to the list of classes you are teaching so you may complete any other reconciliations.

Manual Reconciliation

You should audit student attendance on your class rolls against the printed reconciliation rolls that you have received from the Registrar's Office.

- If there are no corrections, please write "**accurate**" on the sheet. Just signing the roll does not assure us that all student information is correct.
- If a student never attended the class, write "never attended." *Do not strike through the student's name and student number.*
- If a student quit attending, enter the date the student last attended. *Do not strike through the student's name and student number.*
- If a student is attending class, but not on the roll, please write the name and Mercer ID of that student on the bottom of the roll.

Sign and **date** the rolls and return them the Registrar's Office in person or by fax (301-2455) by the announced deadline. A copy of each roll should be kept for your records.

Students must never be allowed to attend classes for which they are not officially registered.

If a student is not on your class roll the student must complete a drop/add form and have it signed by you and his/her dean's office. The form must then be submitted to the Registrar's Office to complete the registration process. To return to class, the student must present proof of registration, such as a printed class schedule.

Anytime you have a question concerning a student's enrollment in one of your classes, please contact the Registrar's Office for assistance.

End of Term Routines

Distribution of Grade Rosters

Approximately one week before final exams are scheduled, the Registrar's Office will prepare final grade rosters for all classes. Departments will be notified when they are ready to be picked up. **Rosters are distributed to the *department of record for each course*.** Faculty that teach in more than one department should check with each department if they do not get all their class rosters in one group.

Valid Grades

In addition to the traditional letter grades (i.e., A-F) and S and U, you need to be aware of some other grades and the policies for assigning them, as follows:

- Faculty should never enter a "W" grade for a student on a final grade roster. The grade of "W" is only valid when assigned by the Registrar's Office to indicate a student officially withdrew from a class or from the University. It will be printed on the roster.
- Faculty should enter FQ to indicate a student who quit attending classes or FN for a student who never attended.
- Faculty may only assign an "IC" (incomplete) if some small part of the work has not been completed and a student has a passing grade.
- The "ABX" grade may be given only if a student is excused from taking the final exam.
- An "IP" grade is only valid for specific courses that require work to extend beyond the end of the term. An "IP" cannot be given in place of an "IC". The dean's office for which the course is offered must pre-approve the course as qualifying for the "IP" grade.

Student Not on Your Roster

If a student attended your class the entire term and earned a grade, but does not appear on the final grade roster, write the student's full name, Mercer Identification Number, and the course grade on the roster. If it can be determined by the Registrar's Office that the student *officially registered and paid for the class*, we will then have the information needed to complete the grading process. Ideally, there should be no students in your class who have attended the entire term, but do not appear on your final roster. Non-registered students should have been identified during reconciliation.

Submitting Grades / Due Date

Faculty members are strongly encouraged to enter final course grades electronically into the student record system. On-line grading is an easy process. It can be completed from any personal computer or system based computer terminal that can access the University student record system. **Grades may be entered either through BearPort (Web for Faculty) or directly into SIS.** If grades are entered into SIS or through the Web the paper roster does not have to be returned to the Registrar. Instructions for electronic grade entry can be obtained from the Registrar's Office.

Final course grades must be submitted to the Registrar, or entered directly into the student record system, within 48 hours of the final exam in the course but no later than the announced deadline. Because of the narrow time frame needed to complete final grade processing and end of term routines, campus mail and/or the US mail should never be used to send paper

rosters to the Registrar. Rosters should always be delivered in person to the Registrar's Office.

Grades and the Grading System

Once students have registered for classes their academic records are maintained by the Registrar's Office. Grades assigned by faculty at the each of each term become part of the student's permanent academic record. During the term, should students elect to change their class schedules, withdraw from courses, or resign from the University (completely withdraw from school), they are required to follow the official policies and procedures stated in the *Catalog*.

The following are the approved **traditional Mercer grades** that are calculated in the student's gpa:

A (Excellent) 4.0, B+ (Good) 3.5, B (Good) 3.0, C+ (Average) 2.5, C (Average) 2.0, D (Poor) 1.0, F (Failure) 0.0

Approved **non-traditional grades** that are *not calculated* in the student's gpa include the following:

S (Satisfactory), U (Unsatisfactory), ABX (Excused absence from the final exam), IC (Incomplete in some course requirement other than final exam), IP (In Progress), AU (Audit), W (Withdrawal).

Specific restrictions apply to issuing non-traditional grades. An overview of some of the more common ones is provided in the "End of Term Routines" section. For more detailed information or if you have questions, consult the *Catalog*, the Office of the Registrar, and/or your dean's office.

Withdrawing from a Class

During fall and spring semesters, the last day a student may withdraw from a class and receive a grade of "W," for courses being taught the entire semester, is through the end of the ninth week of classes. Both the mid-term date and the withdrawal deadline for these classes are published in the *Catalog*, the *Schedule of Classes*, and the *Web*.

The appropriate Registrar's Office provides deadlines for eight-week classes, modules, and other non-traditional course arrangements.

To receive a grade of "W" a student must formally submit a class withdrawal in the appropriate Registrar's Office (or Mercer One on the Macon campus) by the published deadline. Withdrawing after the deadline should generally result in a grade of "F" in the course.

According to University policy a grade of "F" must be assigned to a student whose name appears on the final class roll, but did not attend the class, and did not officially withdraw from the class.

Absence from Final Exam (ABX) / Incomplete (IC)

Grades of **ABX** (absence from a final examination) and **IC** (incomplete) are temporary grades. They are recorded on the student's academic record, but are not calculated in the student's

grade point average. If the course requirements are not met by the established deadline, these grades will be converted to grades of F. Also, any grades of ABX and IC must be replaced with traditional grades before degrees will be awarded.

- **ABX (Absence-Final Exam)** denotes that the student was absent from the final examination because of illness or another valid and compelling reason satisfactory to the instructor. A special examination to substitute for the one missed must be completed no later than mid-term of the following term or the ABX will be changed to an F.
- The grade of **IC (Incomplete)** denotes that the student is passing the class but some relatively small part of the term's work remains incomplete because of illness or another valid and compelling reason satisfactory to the instructor. All course work in an undergraduate class must be completed no later than mid-term of the following term or the IC will be changed to an F.

An incomplete grade must never be assigned to students whose work is below passing and the incomplete may not be extended beyond the normal deadlines.

Instructors sometimes recommend or require students to attend another term of the course, or a portion thereof, in order to remove the incomplete. *At no time should a student re-enroll in the course.* Instead, students should make arrangements with the instructor to sit in on a class or the portion that is required in order to make up the incomplete work.

Grades in Progress (IP)

The **IP** (in progress) grade may only be given in courses pre-approved by the dean, where the assigned work in the class extends beyond the end of the term. *The IP grade must never be given in place of a grade of incomplete (IC).* Grades of **IP** will be converted to an **F** if the work is not completed within twelve months from the time the **IP** grade is assigned.

Grades for Students who Never Attend or Quit Attending Class

The University is required to identify students who do not officially withdraw, but never attend classes or quit attending them. A grade of **FN** should be assigned to a student who enrolls in a course, but *never* attends. An **FQ** grade should be assigned to a student who enrolls in a course, but *quits* attending. All **FN** and **FQ** grades are converted to grades of **F** on grade reports and transcripts and are calculated in the student's grade point average as grades of **F**.

Repeating a Course

You may have students in your class who have already earned credit in the course but are retaking it in order to improve their course grade or meet minimum GPA requirements. Others may be re-attempting the course because an earlier grade of "F" or "U" has been recorded.

The class roll and permanent student record will carry a notation that the course has been repeated.

Regardless of the number of times a course is repeated the grade recorded in the final attempt (providing the new grade is a traditional one) will prevail. This grade will be used in computing the cumulative grade point average. However, all attempts at the course and all grades received for each attempt remain as part of the permanent academic record of these students. Hours of credit for a course are granted once. Full policy details are provided in the *Catalog*.

Auditing

Students may audit, with approval of the instructor, any courses for which they are eligible. An auditor should never displace regular students in a class section.

See the *Catalog* for information on those courses that may not be taken as an audit.

Courses audited may not be established for credit-by-examination, nor may they be changed to credit after the last day of drop/add. Auditors submit no daily work, take no examinations, and receive no credit for courses audited. They may participate in the class with the permission of the instructor.

An official entry of audit (grade of AU) will be entered on the student's academic record only if 75 percent of the classes are attended.

Fees charged for auditing classes is note in the financial section of the *Catalog*.

Grade Changes and Appeals

On occasion a student may ask to have the final grade you assigned reviewed. If you agree that the grade is incorrect, you must authorize a change to the student's record. All grade changes, including removal of IC (incomplete), ABX (absent from final exam), and IP (in progress), must be submitted to the Registrar's Office on an official *Grade Change Form*.

University policy states that the student must initiate all grade appeals no later than 30 days from the completion of the term in which the course was offered. Appeals after that time should not be honored.

All grade changes for reasons other than removal of IC, ABX, and IP require the *approval of the Dean*. Also change of IC, ABX, and IP after the allowed time for removal (mid term of the next term or up to one year, depending on the type of grade) requires *dean's approval*.

Only instructors may submit grade change forms. ***The Registrar's Office will not accept grade change forms presented by students.***

Grade changes should be submitted as soon as all work is completed and a final grade can be determined. *Delays in the submission of grade change forms for removal of IC, ABX and IP grades may result in the automatic assignment of a grade of F in the course.*

Graduating from Mercer

The University awards degrees at the end of each academic term (fall, spring, and summer). Diplomas are released to students and transcripts annotated upon the recommendation that all degree requirements have been completed. Graduates are recognized at a May commencement ceremony.

See the *Catalog* for specific degree requirements, criteria for honors, participation in commencement, and other graduation details.

Degree Application

Students apply for graduation through an on-line application process available on the Web at <http://survey.mercer.edu>. Application deadlines are included on the respective campus calendars.

Degree Audit for May Graduation / Commencement

During the fall semester the Registrar's Office sends a letter to all students who are either seniors or rising seniors and encourage them to file an application for graduation.

From these applications the degree auditing process is initiated, which is a joint responsibility of the Registrar's Office and the academic colleges and schools. It is imperative that those responsible for any part of this process provide timely cooperation in completing forms and returning them to our office. **It is our goal to insure that students stay on track in their degree program and to identify potential problems at an early date so we can avoid any last minute surprises, which may delay a student's graduation.**

Degree audits are distributed to departments throughout the fall semester as forms are completed by the Registrar's Office. Departments are asked to review major requirements and return the completed audits to the Registrar's Office within two weeks after they are received. The returned audits should show remaining course requirements, any substitutions or exceptions allowed, completion or lack of completion of projects, comprehensives, recitals and any specific grade or GPA requirements for the major.

During advising and priority registration for the spring semester, advisors for degree candidates should be sure their students are registering for the proper courses so degree requirements can be met.

Final Check / Recommendation for May Graduation

As soon as fall grades are available in the student record system, advisors should check and see if candidates are still on track to graduate in May. *If a candidate is not going to meet requirements for May graduation, the Registrar's Office should be informed as soon as possible.*

The Registrar's Office will check grade point averages and notify candidates who have less than a 2.00 GPA, as well as those who are missing other degree requirements.

In anticipation of the May commencement, the Registrar's Office will send final checkout sheets to the departments for review no later than the first week of April. Departments are asked to return the sheets within 10 days. *Major degree requirements that still must be successfully satisfied should be clearly indicated on the forms.*

Once Spring grades are entered into the student record system, the Registrar's Office will audit degree requirements for candidates against the data supplied earlier by the departments, post degrees and prepare diplomas for commencement.

Participation in Commencement Ceremonies

Only those students who should complete all requirements for graduation by the end of spring semester may participate in the commencement ceremony. This requirement may include students to whom degrees have already been awarded during the current academic year (in the preceding Summer and Fall semesters).

In extraordinary situations a student who requires no more than 12 credit hours for graduation and plans to complete degree requirements during the summer session may petition the Registrar's Office for special consideration.

Degree Audit / Recommendation for Summer and Fall Graduates

The degree audit and recommendation process followed for summer and fall graduates is basically the same as what is observed in May. Specific instructions and deadlines are provided by the Registrar's Office.

Diplomas

Graduates attending the May commencement in Macon and Atlanta will receive their diplomas during the ceremony. Diplomas are mailed to fall and summer graduates, and those that do not attend the spring commencement ceremony.

Duplicate and Oversized Diplomas

Mercer graduates are eligible to order duplicate (8 ½ x 11 inch) and oversized (14 x 17 inch) diplomas. The cost, which includes shipping and handling, of a duplicate is \$40.00, while the oversized diploma is \$60.00. Requests for either of the two should be directed to the appropriate Registrar's Office.

Because both are special orders, students should allow a minimum of six weeks for delivery from the date the order is placed.

Student Record Screens

SIS is an integrated student record system that includes admissions, student records, financial aid, and billing and receivable modules. The guide below is designed to assist you in locating **student record information** on commonly used screens. Many other screens, in addition to these, are available to those who need further access in order to perform their jobs. The Registrar's Office should be contacted if you require additional information or have any question on any part of the student records portion of SIS.

Student Information Screens

Screen Description	Screen
Academic Statistics (Hours earned, gpa, transfer, etc. for term and career)	118
Addresses (all addresses, local, permanent, billing)	003, 004, 005, 006
Advisor Name	119
Biographic and Demographic Data	007, 008, 009
Certification (Enrollment summary)	114, 1E1
Electronic Access (E-Mail Address)	010
Holds and Comments	048
Name Search	002, 102
Parental Access	103
Personal Data	103
Program Maintenance	SP1
Registration (Registration and Conditional Drop/Add). <i>Use the correct data in the TERM field: 04F = Fall, 05S = Spring, and 05U = Summer.</i>	104, CDA
Student Schedule	109, 120
Term Information (Term attributes, matriculation record)	111, 110
Test Scores	221
Transfer Credit Awarded (Lists by transfer institutions, Mercer equivalents and credit hours accepted in transfer)	143
Transfer Credit Summary (Lists transfer institutions, credits accepted in transfer, and gpa)	144
Transcript Display (<i>Use level code U1 for undergraduates and G1 for graduate students</i>) DO NOT PRINT SCREEN and GIVE TO STUDENT	136

Other Student Record Screens

Screen Description	Screen
Calendar (Displays beginning/ending dates and other calendar information for all campuses of the University)	CAL
Class List (<i>Enter course prefix and number in COURSE field and specific term (e.g., 03F) in TERM field</i>)	107
Course Schedule Maintenance	129, 130, 131, 132
Course Section Scan (<i>Enter course prefix in COURSE field. Press return. System will begin scanning all departmental listings</i>)	105
Faculty Teaching Schedule	1F5
Faculty Grade Post (Direct entry screen for faculty to type end of term grades)	115
Grade Display (Provides student's courses, credit, grades and gpa statistics for a selected term)	GRD
Grade Roster Confirmation (Provides student names and final grades by term in a specific class section)	1G7
Wait List (<i>Enter course prefix and number in COURSE field and specific term in TERM field.</i>)	108

Transcripts

A transcript is a comprehensive record of a student's academic performance. At Mercer it includes all courses, grades, and the grade point average for classes taken at the University. Also, part of the academic record are any credits Mercer accepted in transfer from accredited colleges and universities (including the name of the institution/s where the classes were taken), special credit, credit by examination, degree/s and any honors received.

Official transcripts are printed on security paper and are embossed with the seal of Mercer University and signed by the Registrar. Mercer does not issue unofficial copies of a student's record.

Transcripts are issued only by the **Registrar's Office** on the Macon and Atlanta campuses*, upon the written request of

- the student,
- *appropriate University offices on a "need to know" basis, or*
- outside agencies and institutions authorized in writing only by the student or within the guidelines of the Family Educational Rights and Privacy Act (FERPA).

Other than copies issued internally, *transcripts are not released if a student has an outstanding financial obligation to the University resulting in a financial hold.*

There is **No Charge** for requested transcripts allowing at least two working days for processing and one week at the beginning and end of the term.

There is a \$10.00 fee for each transcript needed the same day it is requested. A fee of \$5.00, *in addition to the on demand transcript fee*, is charged for each request to have a transcript faxed.

Next day shipping service is available to students a charge of \$25.00 per address in addition to the regular transcript fee.

Transcripts provided to University offices will be stamped "**Advisor/Office Copy.**" ***These copies are for internal use only and should never be given to a student or released to an outside agency.*** There is no charge for this campus service.

For the purpose of academic planning and/or reviewing courses, course grades, test scores, transfer credits and any Mercer degrees awarded, students may access their Mercer academic record via BearPort. The information provided includes the same data that is printed on the transcript, but the format of the record is different than the official Mercer transcript. The BearPort record is also clearly labeled as an unofficial academic record, so it will not be confused with an official transcript, if printed and presented by the student to another party.

*Transcripts for Law and Medical students are issued by their respective schools.