EMPOWER ME
FACULTY MANUAL

www.mercycollege.edu/empower

WHAT IS EMPOWER ME

Empower Me is the primary way that faculty and students interface with student academic records and the Empower Student Information System at Mercy College of Ohio. This system stores all student records including but not limited to, academic transcripts, course grades, enrollments, student contact information, student financial aid, student billing information and much more.

Faculty will primarily utilize Empower Me to submit classroom attendance, mid-term grades, and final grades. There are many other helpful tools and links within Empower Me. This training guide will cover these links and tools. The intent of the system is that while within Empower Me you will be able to quickly access all needed forms and documents easily.

Empower Me and Empower are managed by the Empower Workgroup. This workgroup consists of representatives from all key users or the Empower Student Information System: Admissions, Bursars Office, Financial Aid, Student Records, Student Success, Alumni Relations, and Information Technology.

If you have any questions or have an idea that will improve Empower Me please feel free to send this request to the Office of Student Records at registrar@mercycollege.edu and we will be happy to review and see what can be done to make the system better able to serve you.

Contents

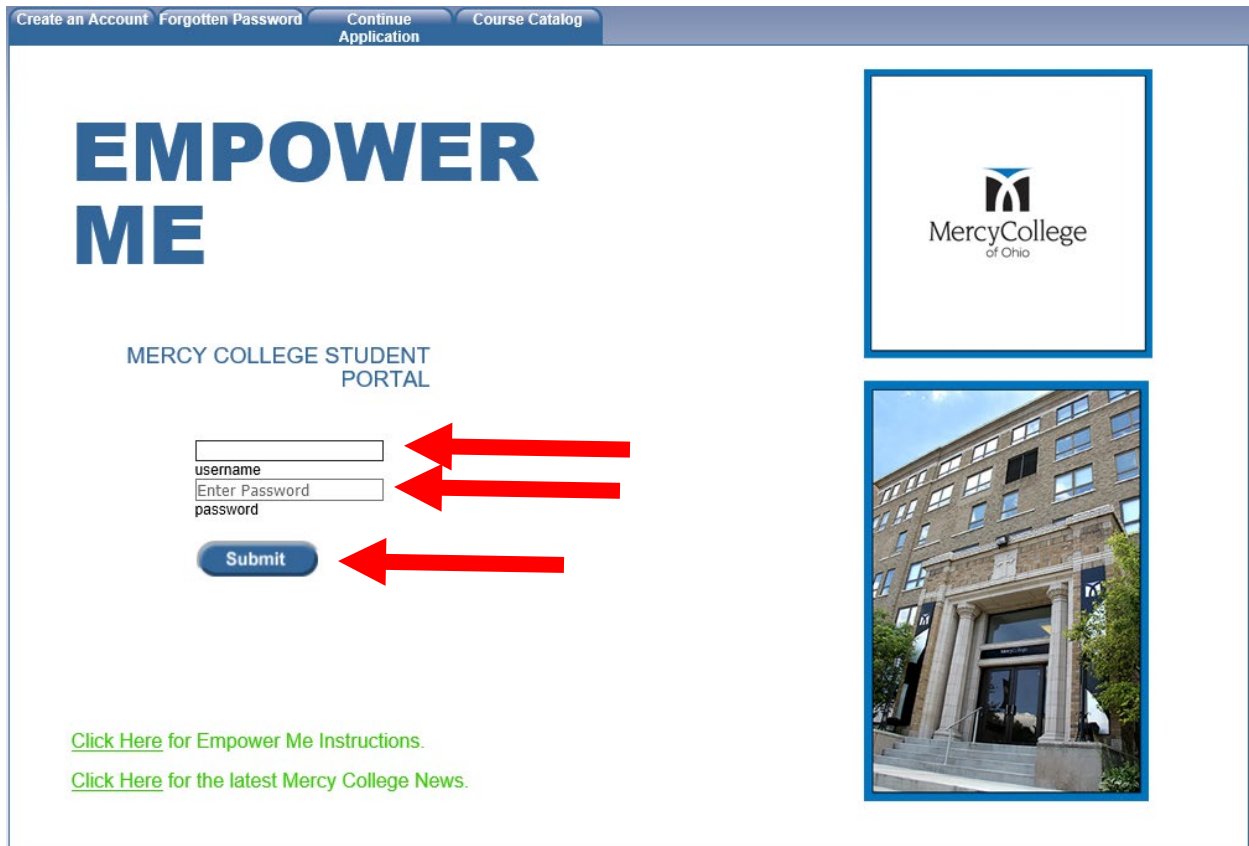## ACCESSING EMPOWER ME

Log into Empower Me Instructions

1. Go To www.mercycollege.edu/empower
2. Enter your username and password
3. Click on the **Submit** button

Empower Me Home Page

Once you Log into Empower Me you will see the Empower Home page.

There are a few key items in the home screen:

Tabs:

Tabs are the main way to navigate to different web pages within Empower Me. Most faculty will only have the **Instructor** tab within Empower Me. All students, faculty, and staff will have the **Help** and **Account Settings** tabs

If you select any tab a menu of items will appear that can open pages within Empower Me or pages on the Mercy College website.
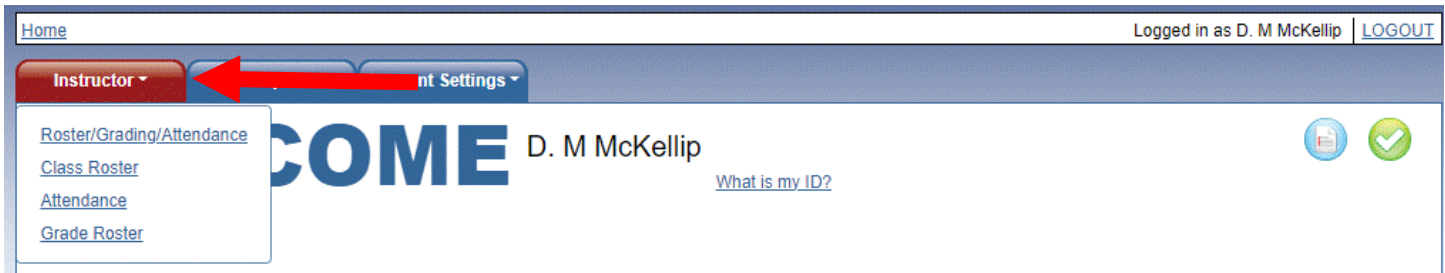
Name:

When you log into Empower Me, your name should appear in the center of the screen


What is my ID? link:

To find your Empower ID you can select this link and your Unique Empower ID number will appear next to your name. It is important to keep this information private and not provide it to others as it is the only way we can identify you over the phone.

If you are a current or former student, your Empower ID is the same as your student ID number.
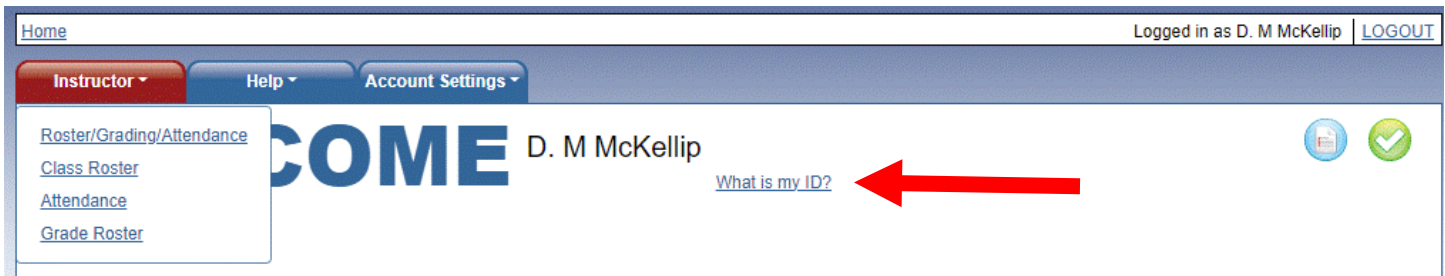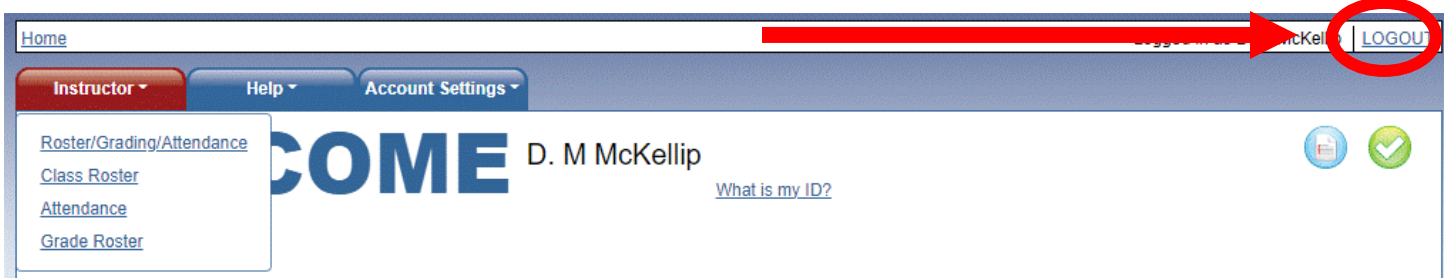
Widgets:

You can use widgets to personalize your Empower Me home page. For students we have some widgets automatically populate their home page. As faculty you have access to these widgets by selecting the widget icon.
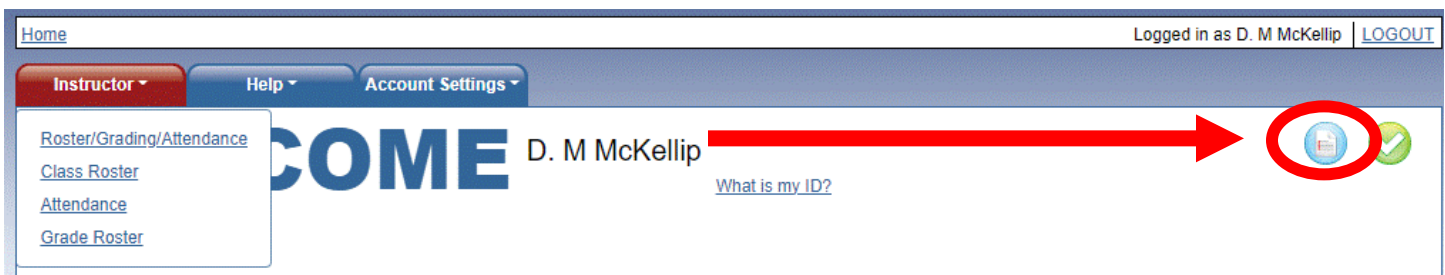
Log Out of Empower Me Instructions

From any screen in Empower Me the LOGOUT link is in the upper right-hand corner of the screen.
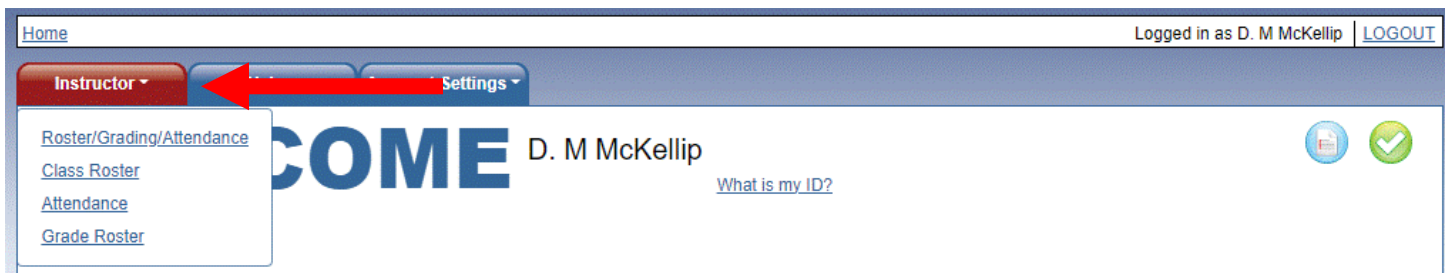
ROSTER/GRADING/ATTENDANCE

For most faculty, there is one page in Empower Me that is necessary to perform essential functions, the Roster/Grading/Attendance screen. From this page you can access your class rosters, submit mid-term and final grades, and submit your attendance.

To access this page perform the following:

1. Log into Empower Me

2. From the Empower Home Screen select the **Instructor** tab
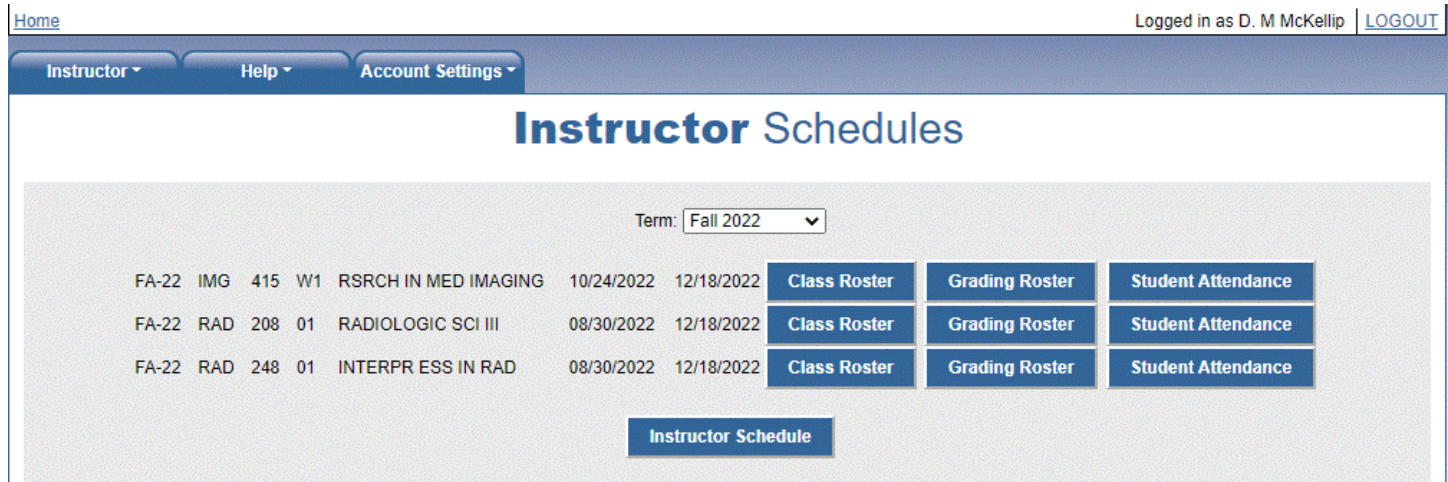
3. Select the Roster/Grading/Attendance menu item. Once you select this link you will then be taken to the Roster/Grading/Attendance screen.
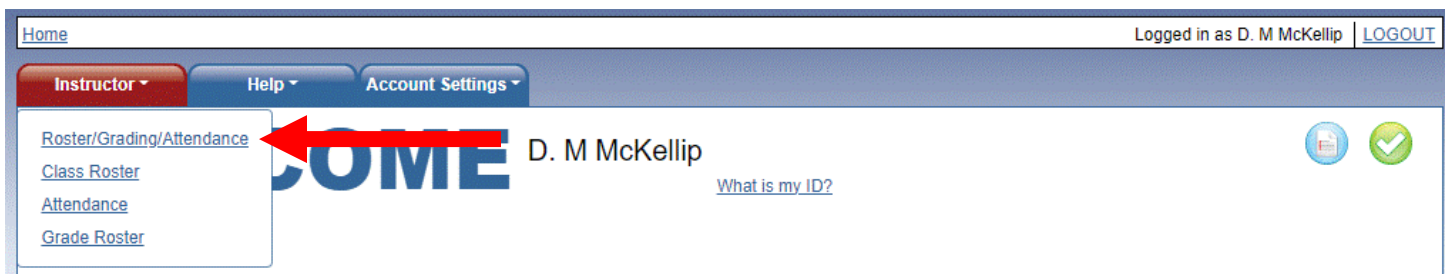
4. Select the term for the courses that you wish to review
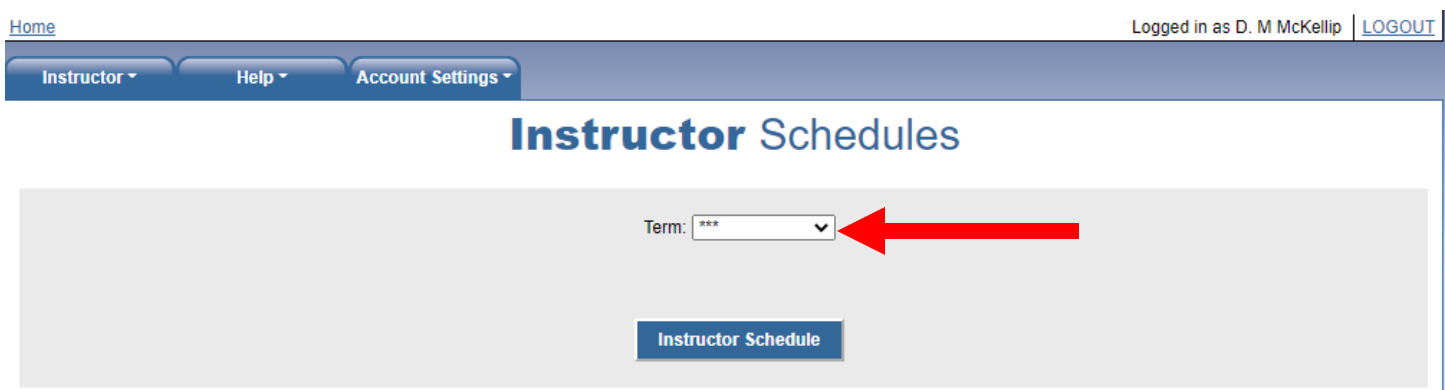
5. One the term is selected a listing of courses will appear.
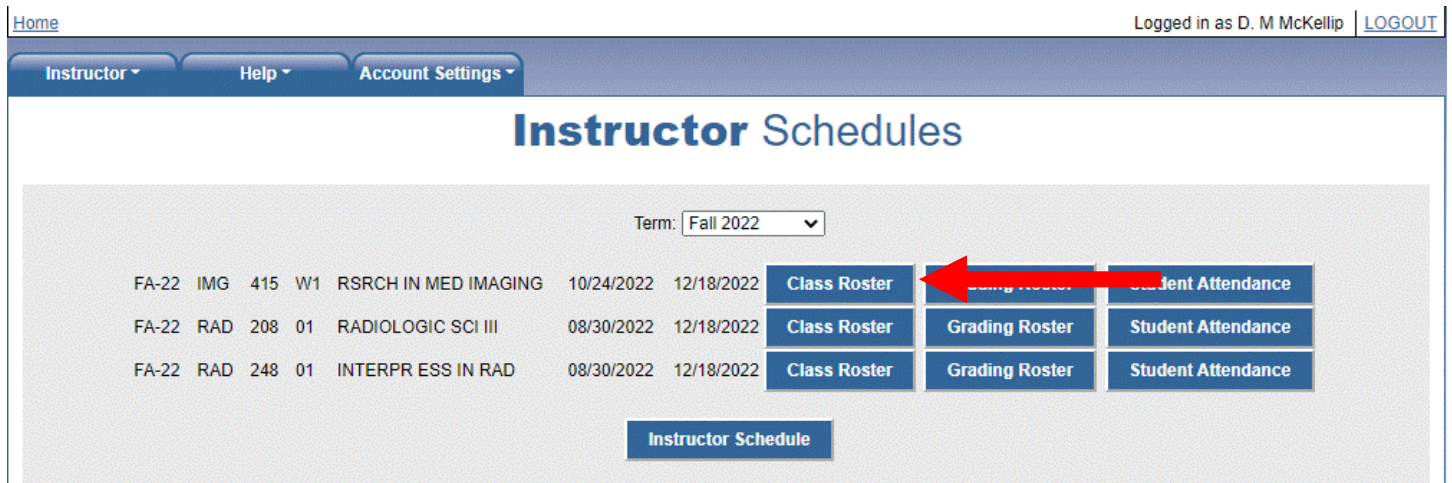
6. For most faculty, only the courses where they are identified as an instructor within Empower Me will appear. If you do not have access to a course that you need to submit attendance or grade contact your Program Director for assistance.

View and Print Class Roster

From the Roster/Grading/Attendance page you can view and print a class roster. To do so you simply select the Class Roster button next to the class you wish to see the roster.

The Class Roster within Empower Me includes student ID numbers, names, phone numbers, final grades, degree, expected graduation dates, pictures and emails for all students within the class.

The green arrows next to the items can be used to sort students by name, student ID, etc.

You can use the Export to Excel link to create an Excel Spreadsheet of the roster:

You can use the Printable Version link to format the roster for printing:

Emailing a Class or Individual Student

You may have a need to email the class or a single student from within Empower Me. Note that emails sent this way are stored within the Empower student information system and are accessible by others who have access to the system. You should use this feature only if you want to record that an email was sent to a specified student or entire roster.

To send an email follow the steps below from the Class Roster:

1. Review the class roster and select the checkbox(es) next to the emails for the student with whom you wish to email. If a check is in the checkbox you are indicating that you intend to send them an email.

a. You can uncheck or check the entire roster of students by selecting the checkbox directly under the E-mail header

2. Once you have identified who you wish to send an email to, scroll to the bottom of the screen and select the <u>Send Out Selected Email</u> button.

- * Indicates the students included from cross referenced courses
- Click Student's Name to display the student's data book
- Distribute No Directory Info is on if you could not access student's data book

This site was designed and tested to run correctly when viewed through Internet Explorer - version 10 or later, Mozilla Firefox - version 25 or later, and Google Chrome, version 30 or later. Javascript must be enabled on your browser. If you are viewing this website through a different browser, or, if you have Javascript support disabled, some portions of the site may not display correctly and functionality might be impaired.

a. If you would like to email just one student you can select the email link on the row identifying the student. (The link identifies the specific email. This has been redacted for student privacy.)

3. A new page will appear that shows your email in the From: and all student emails identified as Bcc: (You can select or unselect students to receive the email here.)

4. You can include other emails in the Cc: line

5. Type the subject of the email in the subject line

| Instructor ▾ | Help ▾ | Account Settings ▾ |

Class Roster

From: D. McKellip <Mark.McKellip1@mercycollege.edu> ▾
Bcc: ☑   ☑
       ☑   ☑
       ☑   ☑
       ☑   ☑
       ☑

Cc: [   ]
*Subject: [   ] ⟵

Message:
File   Edit   View   Insert   Format   Tools   Table

✂ ⧉ 📋   A ⌄ ✎ ⌄ System Font ⌄ 12pt ⌄   B I U   ≡ ≡ ≡ ≡   ☰ ⌄ ☰ ⌄ ⬅ ➡
🔗 🖼 Ω

6. Type the message of the email in the message box

| Instructor ▾ | Help ▾ | Account Settings ▾ |

Class Roster

From: D. McKellip <Mark.McKellip1@mercycollege.edu> ▾
Bcc: ☑   ☑
       ☑   ☑
       ☑   ☑
       ☑   ☑
       ☑

Cc: [   ]
*Subject: [   ]

Message:
File   Edit   View   Insert   Format   Tools   Table

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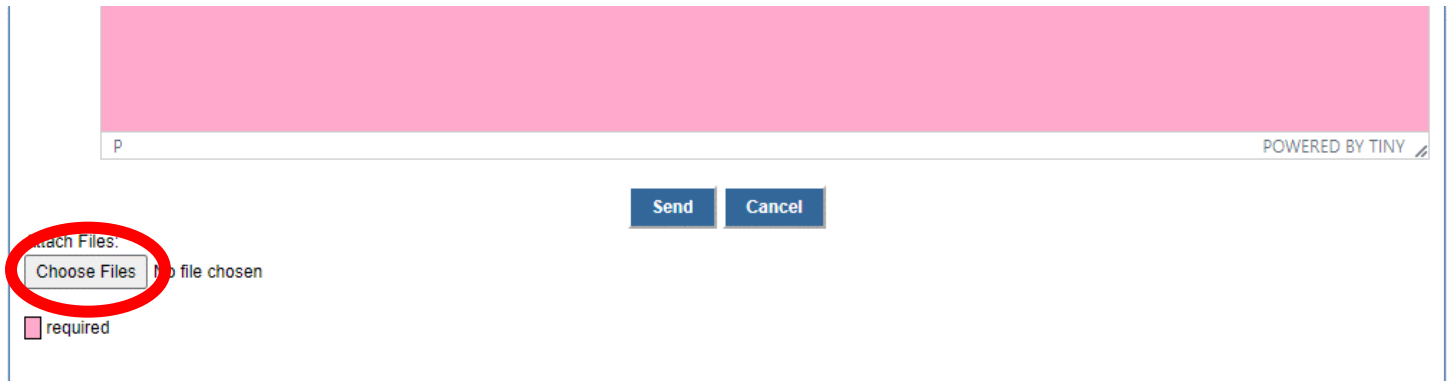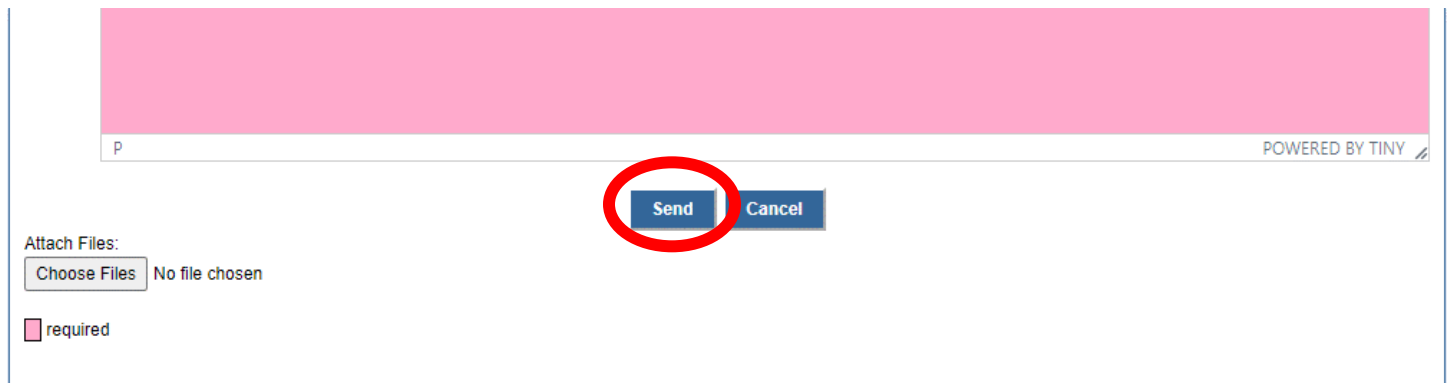
7. You can attach files using the attach files feature.

8. When you are complete select the Send button.

RECORDING ATTENDANCE

Attendance is required to taken for the first two weeks of each course and submitted at the beginning of the second week and beginning of the third week of each session. Notifications will be sent each semester to faculty that specify the dates and times attendance is due.

For online learners, attendance is always recorded on Monday for the week of the course.

Attendance is determined based on academic activity. Examples of Mercy College of Ohio academic related activities include, but are not limited to, physically attending a class where there is an opportunity for direct interaction between the instructor and students.

- Proof of participation:
- Exams or quizzes
- Tutorials
- Computer-assisted instruction
- Completion of an academic assignment, paper or project
- Participating in online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject in the course

Documentation not acceptable as proof of participation:

- Student's self-certification of attendance that is not supported by school documentation
- Living in Hillcrest Apartments as a Mercy College of Ohio student
- Participating in academic counseling or advising

To record attendance, perform the following steps:
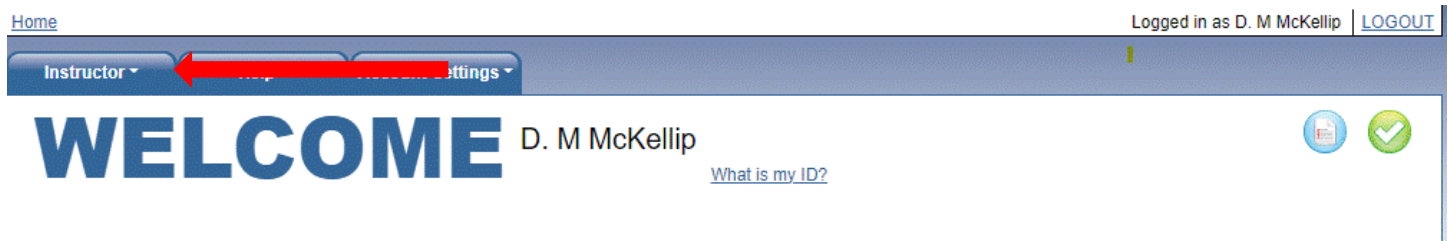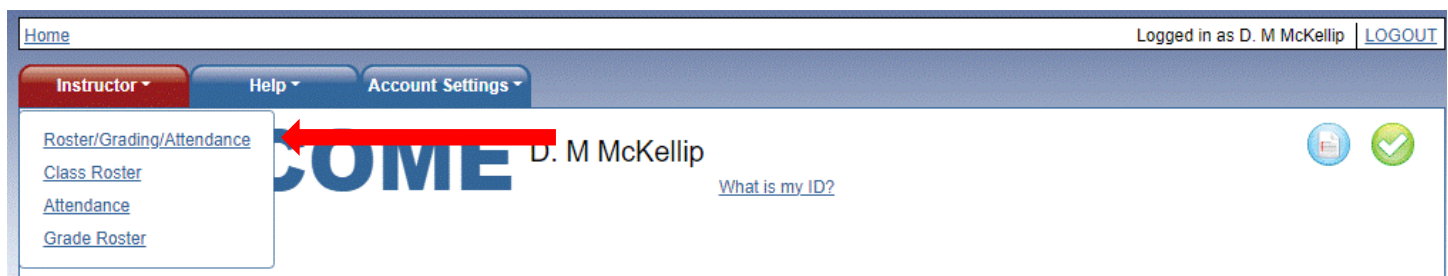
1) Select **Instructor** tab.

2) Select Roster/Grading/Attendance.

3) This will send you to the Instructor schedule menu. Select the specific term you would like to view.

4) Select the **Student Attendance** button next to the course that you wish to enter attendance for.

5) This will open the Student Attendance Entry form for the specified course. In the drop-down menu next to the Date field select the date of attendance with which you wish to enter attendance.

6) Next to the student using the drop-down menu, select the appropriate attendance code.

v

- A:Absent – If the student did not attend the course
- E:Absence-Excused – If the student did not attend but contacted you indicating that they wished to remain in the course and you approve to excuse their absence.
- H:Holiday – If the date of the course is a college holiday
- P:Present – If the student is present for the course.

You may use the Default Attendance Code drop down menu to default all of the codes to one Attendance code, typically 'P:Present', and then only update those differ.

MercyCollege
of Ohio

Home

Logged in as D. M McKellip | LOGOUT

Instructor ▾   Help ▾   Account Settings ▾

Attendance

Change Current filter settings: **Person:** D. M McKellip **Term:** FA-22: Fall 2022 **Dept:** IMG **Crse:** 415 **Sect:** W1 **App. Year:** 2022

← **Faculty Class List**

Recording Scheduled Attendance   ⟳ Record Non Scheduled Attendance

Instructor: Mckellip, D. M. ▾

Date: 10/24/2022 ▾

Course Meet: M 12:00--12:01 ▾

Default Attendance Code: *** ▾

                        📋 Default Attendance code

                                                                    💾 Save

		Total (9 records found)		
ID ⇕	Name ⇕		# of Absences ⇕	Attendance Code
				Select One ▾
				Select One ▾
				Select One ▾
				Select One ▾
				Select One ▾
				Select One ▾
				Select One ▾

7) When complete, select the **Save** button

GRADE ENTRY

Final grades are due by noon the Monday immediately after the end of each session. Emails will be sent toward the end of each session identifying specific dates grades are due. These dates are also always identified in the Academic Calendar located at https://mercycollege.edu/academics/academic-calendar.

For dates mid-term grades are due consult with your program director.

To submit grades perform the following steps:
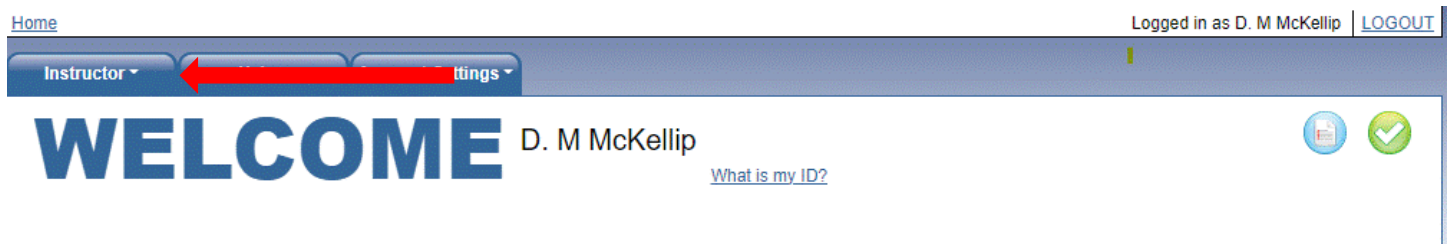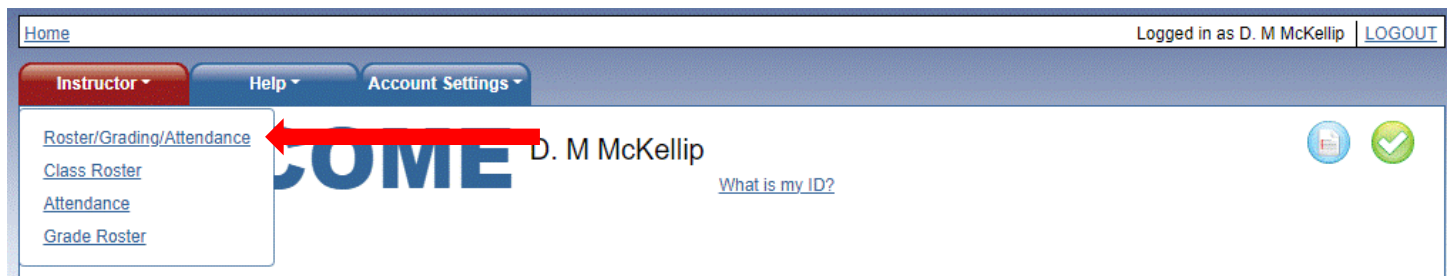
1) Select **Instructor** tab.

2) Select Roster/Grading/Attendance.

3) This will send you to the Instructor schedule menu. Select the specific term you would like to view.
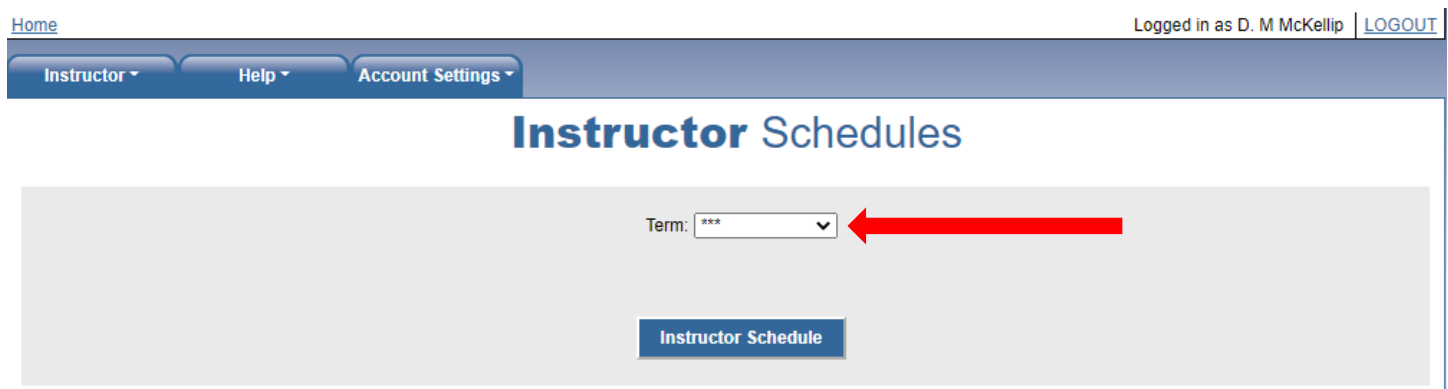
4) Select the **Grading Roster** button next to the course that you wish to enter attendance for.

5) Click on Select Interim/Final drop-down menu and select:

    a. 'Interm' for mid-term grade submission

    b. 'Final' for final grade submission

6) Use the drop-down menu next to each student's name and select their grade.

7) When complete you can select the Submit Grades button at the top or bottom of the grade roster

8) If a student received a failing grade, you will need to enter in a last date of attendance within Empower. The following screen will appear. Select the "Click here to continue" button to advance to the next screen.

9) For each student listed, select:

   a. In the 'Attendance Code' field, select the '(P) Present' attendance code.

b. In the 'Date' field use the drop-down menu to select the last date in which the student attended the course. (This will hopefully be the last date of the course.) If you have questions about what is the last date of attendance, please confer with your program director or the instructions above.

10) Select the 'Save' button to save the data.

11) Once saved select the 'Click here to continue' button

12) Once finished, if you wish to keep a copy of the grades for your record you can create a .pdf of the grades by selecting the PDF button.

INCOMPLETE GRADE PROCEDURE

When assigning a grade, it may be necessary to assign a grade of Incomplete for a student. When an incomplete grade is assigned there is additional steps that will happen once the grade is assigned and processed.   Please refer to the current Mercy College catalog with regards to specific policies for assigning a grade of incomplete.

Please note that the process outlined in the 2020-2021 college catalog is out of date and will be updated in the next college catalog.

Ideally, students will request an incomplete grade prior to the end of the term. And the instructor and student will agree on a deadline when the incomplete will be due.

Even though the policy is not specific, it is generally expected that incomplete grades will be complete by the end of the term immediately following the term in which the course was offered. Additional time can be granted but confer with your program director or college dean before doing this.

To record an incomplete grade, perform the following steps:
1. Assign a grade of "I" in Empower. (See above)
2. In their Mercy College Email, the course instructor will receive a "Request for Incomplete Grade" via DocuSign to complete.
   a. This form will be sent from Student Records to the instructor and will automatically reroute to the student for completion. Student Records will enter the following information into the form:
      i. Student Name
      ii. Student ID#
      iii. Course Number
      iv. Course Title
      v. Semester and year
      vi. Date of Request
      vii. Course Instructor

STUDENT INFORMATION

Student Name: _____ Student ID#: _____

REQUEST FOR GRADE OF INCOMPLETE
1. An Incomplete must be requested prior to the last day of the term as listed on the Academic Calendar.
2. This form can be found on the Mercy College website (https://mercycollege.edu/academics/student-records/student-records-forms).
3. The student must complete 75% of the course assignments/available points to be eligible for an Incomplete.
4. Documentation outlining the extenuating circumstances must be submitted to the course faculty member.
5. The instructor recommends to the Dean the limit for the length of time to complete the Incomplete. If the student does not complete the required work in the agreed upon timeframe, the grade will revert to an "F."

COURSE INFORMATION
Course Number: _____ Course Title: _____

Semester and Year: _____ Date of Request: _____

Course Instructor: _____

b. The instructor will complete the section on the form indicated after "To be completed by the instructor" which includes the following:
   i. Justification for requesting Incomplete grade
   ii. Due date for submission of work
   iii. Instructor Signature
   iv. Date

To be completed by the course instructor

JUSTIFICATION FOR REQUESTING INCOMPLETE GRADE
(attach documentation and/or additional information if necessary)

☐ Absent, Final exam   ☐ Emergency (illness, family emergencies)

☐ Extended Absence due to illness or family emergency

☐ Other (please explain): _____

Due Date for Submission of Work: _____

Instructor Signature: _____ Date:_____

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c. Once complete the form will route to the student who will review and sign the form.
d. Once the student completes the form it will again route back to the instructor. The instructor can then keep this form on file until they are ready to issue a grade.
3. Once the coursework is complete Faculty are able to submit their change of grade back to student records using this form once the course is complete.
   a. If the faculty loses this form they can contact registrar@mercycollege.edu to submit a Change of Grade form.
   b. This initial form will expire in 6 months and a Change of Grade form will be required. (Please see below.)
      i. Date Awarded **_must_** identify the date the student submitted final coursework.

To be completed by the course instructor after all coursework is submitted or time expired

☐ Final Grade:_____   Date Awarded: _____   Faculty Initials: _____

☐ Coursework NOT Completed and Final Grade Converted to "F."   Date: _____

Office: Office of the Vice President of Academic Affairs

If you have any issues or questions about this process, please do contact regsitrar@mercycollege.edu for more information.

CHANGE OF GRADE

It may be necessary for faculty to change a previously assigned grade within Empower. This is often due to a error in calculation, mistyped grade when assigning grades, or finalizing an incomplete grade.

To change a previously assigned grade, perform the following steps:

1. Send a request from your Mercy College email to registrar@mercycollege.edu

    a. Student Records will review the request and then through DocuSign will send a Change of Grade form to the instructor's Mercy College email address.

2. Once received the instructor will submit the following information on the DocuSign form:
    a. Student Name
    b. Student ID
    c. Semester/Term
    d. Course Prefix & Number
    e. Course Section Number
    f. Previous grade
    g. Revised Grade
    h. Reason for Change of Grade
    i. Instructor Signature
    j. The Date (Signature date ***should*** identify the date the student submitted final coursework.)

STUDENT INFORMATION

Student Name: _____ Student ID#: _____

COURSE INFORMATION

Semester/Term: _____ Course Prefix & Number: _____ Course Section Number: _____

Previous Grade: _____ Revised Grade: _____

Reason for Change of Grade:

INSTRUCTOR INFORMATION AND SIGNATURE

Instructor's Signature _____ Date _____

Instructor's Printed Name: _____

Any questions about this process should be directed to registrar@mercycollege.edu.

CHANGE PASSWORD

To change your Empower Me password perform the following:

1. Select the **Account Settings** tab
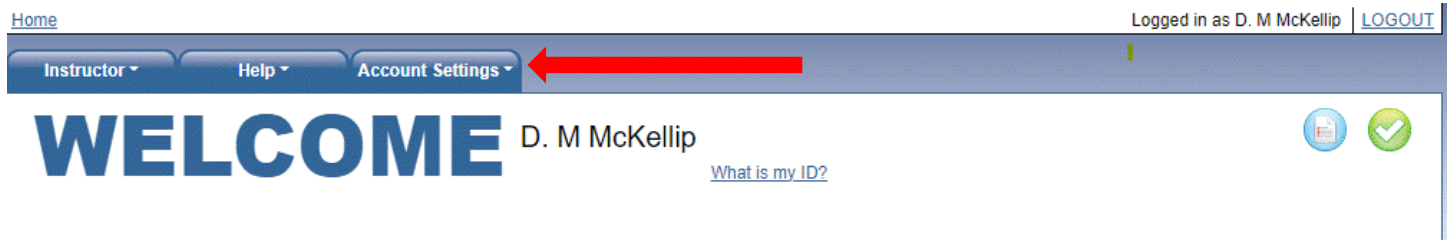
2. Select the Change Password menu item

3. This should open the Change Password page. On this page enter your current password in the *Current Password* field

4. Enter your new password in the *New Password* and *Confirm New Password* field.

5. Select the **Submit** button.

Logged in as D. M McKellip | LOGOUT

| Instructor ▾ | Help ▾ | Account Settings ▾ |

Change Password

Your password must be at least 8 characters.
Your password must be included at least 1 uppercase letter(s).
Your password must be included at least 1 lowercase letter(s).
Your password must be included at least 1 number(s).

Username: MCKETST
Current Password:
New Password:
Confirm New Password:

Submit

APPENDIX A - REQUESTING A COURSE SCHEDULE OR ROOM CHANGE

To provide direction for program directors, deans and faculty as to how to request a change to the course schedule.

Course Schedule Change Requests (After Registration Begins)

To make a change to the course schedule change after registration begins the Program Director must send an email to the Registrar at registrar@mercycollege.edu and College Dean. Course changes will not occur without approval from the Program Director. Individual faculty will be directed to consult with their program director before a change will occur.

The email should indicate the following:
1. Course Prefix
2. Course Number
3. Course Section Number
4. Item to be updated

The Registrar or designee will work with the Program Director to determine the best possible method for updating your course. This may include:
1. Update/Change Days and Times
   a. To update days and times after registration will most likely require that Student Records cancels the current section and add a new section of the course. When the section is cancelled an automated email will be sent to all students with information about the revised section encouraging them to enroll.
2. Update/Change Course Section Instructors
   a. The email should indicate all current instructors of the section and the percentage of the course the instructor will be responsible for.
      i. If there is one instructor, Student Records will assume that the percentage will be 100%.
      ii. If the instructor is team teaching the section or observing the course a percentage of less than 100% may be appropriate.
      iii. Please note that for certain sections, 100% may not be the maximum percentage. Many clinical sections will have multiple instructors each taking 100% of load for the course.
   If the section has multiple instructors. It is best to indicate <u>all</u> instructors for the section and include <u>all</u> percentages for each instructor.
3. Course Reservations
   a. Approval from the Dean and Assistant Dean of Student Success will be required before <u>adding</u> a course reservation in Empower.
   b. Approval from the Program Director is required to <u>remove</u> a course reservation.
4. Room Changes
   a. Faculty requesting an alternate room may consult with Student Records prior to a room change to determine availability but only the Program Director can submit a request for a room change.
   b. Please consider the following when requesting a room change:
      i. Is there a legitimate education purpose for the room change?
      ii. Will the change in room assignment facilitate better instruction for the course?

        iii.   Faculty preference can fit into this but should not be the primary consideration.

5. Final Schedule Change
    a. Once the Final Schedule is set by the Office of Student Records, faculty may request a change to their finals course. To do so, they must receive approval from the Program Director, Dean, and Registrar.
    b. The Registrar will then work with the faculty person to determine an alternate date and time for the final.
    c. After receiving this approval from the Program Director, Dean, and Registrar. The faculty person will then need to poll their students to ensure that there are no other final conflicts. If no student in the course has a final conflict with the new date, the instructor must then inform the Registrar of the change.
    d. The Registrar will confirm the change has occurred and move the final in Outlook.

Please note for all changes, communication will be sent to the Assistant Dean of Student Success, Program Director, and College Dean.

APPENDIX B - PROGRAM DIRECTOR ACCESS INFORMATION

Program Directors have access to a number of features not regularly available for faculty. All regular faculty information can be found on the Instructor Dashboard. For more information please refer to your supervisor or contact registrar@mercycollege.edu.

The following are additional Dashboards and items that Program Directors have access to:

1. Admissions - Prospect Information Status – Prospect Status Query

    a. A way to look at students and prospects general information

2. Academic Advising Dashboard – These items are all items that are available to Academic Advisors

    a. Student Search Portal – The primary search tool to identify a group of students.

    b. Student Schedule Detail – An individual student's schedule

    c. Unofficial Transcript – An unofficial transcript for an individual student

    d. Degree Audit – A record of coursework required for degree completion

    e. Student Plan of Study – The plan a student uses to identify how they are going to finish the courses for degree completion

    f. Plan of Study by Advisor – A way to search for and identify multiple students plans of study

    g. Transfer Credit Detail – Transfer credit for a single student

    h. Student Record (Radix) – Documents available in the student file

3. Schedule Information – The college's class schedule and enrollment information

    a. Course Schedule – The college's schedule of classes by term

    b. Enrollment/Waitlist query – A way to view course enrollment for courses.

    c. Add/Drop Query- Another way to identify student enrollment for courses.

4. Advising Management

    a. Degree Audit Request – A method to request an updated degree audit for a student.

    b. Plan of Study Template – A form used to develop a plan of study template within Empower or to review current templates within Empower

    c. Plan of Study Forecast – A form used to view courses needed for various terms that have bene assigned to a Plan of Study

5. Financial Tab

    a. Student Billing – Billing Detail Summary – A method for looking at a specific student's bill.

APPENDIX C - TRANSFER EVALUATION SYSTEM (TES) DOCUMENTATION – FACULTY COURSE EVALUATIONS

The Transfer Equivalent System (TES) is designed to track transfer course equivalency approvals. The process below explains the procedure for faculty to review and approve or deny course equivalencies.

Procedure
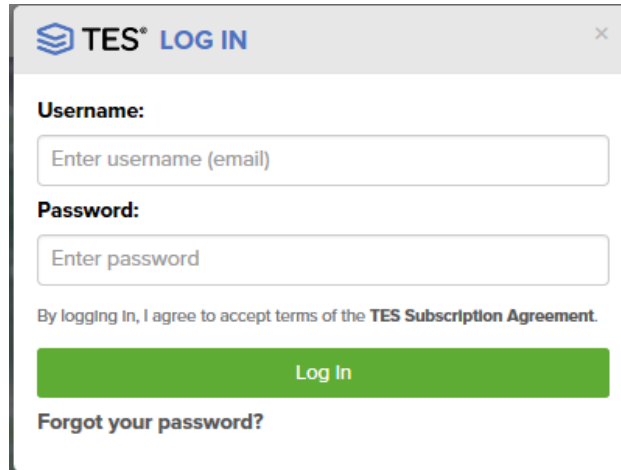
1. Receive Email that a course Evaluation task has been assigned to your queue.
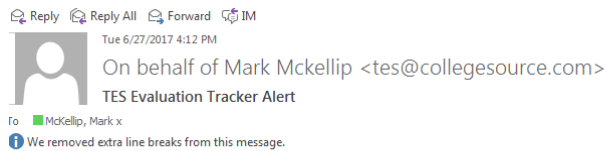
2. Select Link in email http://tes.collegesource.com
3. In upper right hand corner select Log In
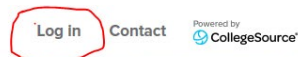
4. Enter your Mercy College email address and password:

5. Select "Track"

6. In the Track menu you will find all of the articulation requests that have been assigned specifically to you.
   a. Below you can see that there are 15 courses from Wayne State University and 22 courses from Youngstown State University to review.

b. To begin review select the chevron next to the college/university you wish to review the courses.
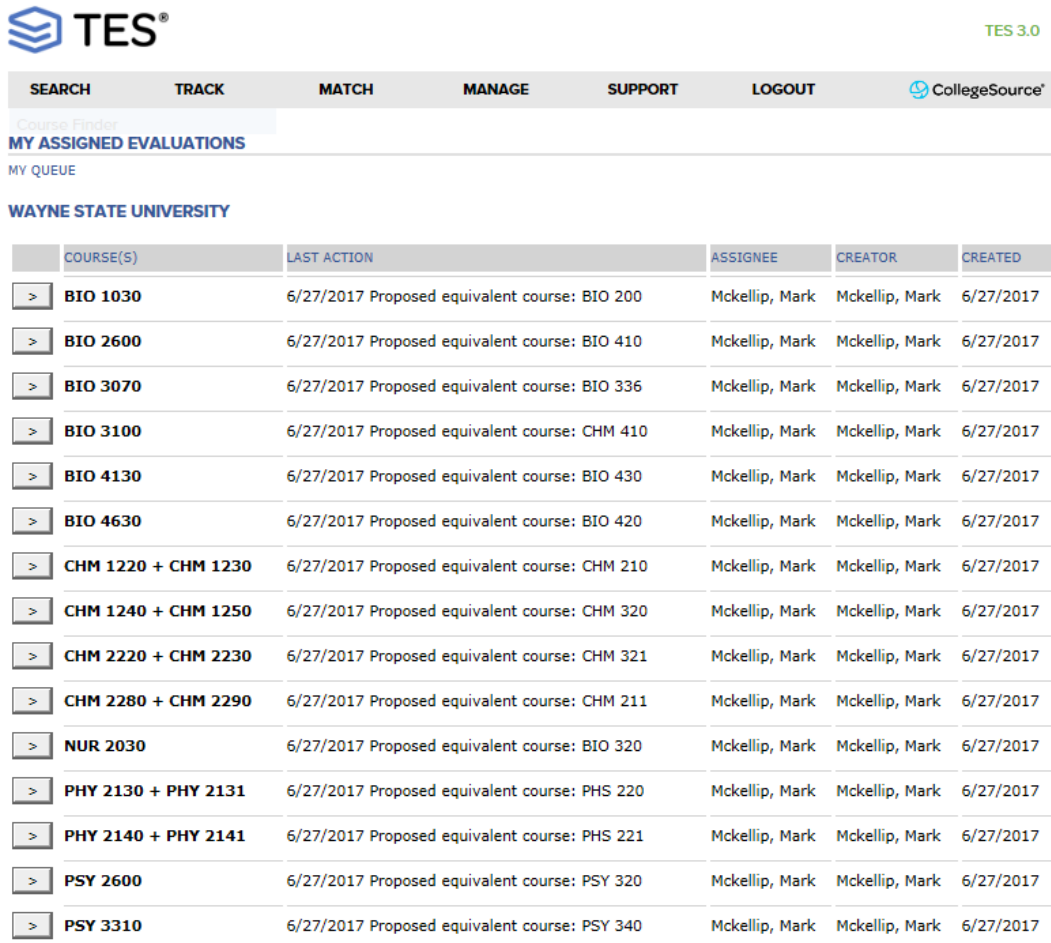
c. Below you can see the courses and what the Student Records Office is suggesting the equivalent for the course might be.

7. To review the proposal, course descriptions, and articulate a course select the chevron next to the course you wish to review.

MY ASSIGNED EVALUATIONS

MY QUEUE

WAYNE STATE UNIVERSITY

	COURSE(S)	LAST ACTION	ASSIGNEE	CREATOR	CREATED
>	BIO 1030	6/27/2017 Proposed equivalent course: BIO 200	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	BIO 2600	6/27/2017 Proposed equivalent course: BIO 410	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	BIO 3070	6/27/2017 Proposed equivalent course: BIO 336	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	BIO 3100	6/27/2017 Proposed equivalent course: CHM 410	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	BIO 4130	6/27/2017 Proposed equivalent course: BIO 430	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	BIO 4630	6/27/2017 Proposed equivalent course: BIO 420	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	CHM 1220 + CHM 1230	6/27/2017 Proposed equivalent course: CHM 210	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	CHM 1240 + CHM 1250	6/27/2017 Proposed equivalent course: CHM 320	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	CHM 2220 + CHM 2230	6/27/2017 Proposed equivalent course: CHM 321	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	CHM 2280 + CHM 2290	6/27/2017 Proposed equivalent course: CHM 211	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	NUR 2030	6/27/2017 Proposed equivalent course: BIO 320	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	PHY 2130 + PHY 2131	6/27/2017 Proposed equivalent course: PHS 220	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	PHY 2140 + PHY 2141	6/27/2017 Proposed equivalent course: PHS 221	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	PSY 2600	6/27/2017 Proposed equivalent course: PSY 320	Mckellip, Mark	Mckellip, Mark	6/27/2017
>	PSY 3310	6/27/2017 Proposed equivalent course: PSY 340	Mckellip, Mark	Mckellip, Mark	6/27/2017

a. Once you select the course, the course description of the transfer course suggested equivalent will appear.

i. TES can allow for one to one, one to many, or many to one course articulations. If you see more than one course on either side that indicates that the proposal is suggesting a one to many or many to one relationship.

ii. Most requests will come with a proposal. Proposals are suggestions from the Student Records Office. You are the only and final authority in course articulation review. Do not hesitate to reject a proposal or offer another suggestion. If Student Records questions the review it is only so that they can better understand your reasoning so that future proposals will take the information in mind.

b. After reviewing the course(s) you can use the "Select an Action" drop down menu to continue. The following are the options available:
    i. **Approve** – You approve the proposed articulation request.

EVALUATION TRACKER 1

MY QUEUE → YOUNGSTOWN STATE UNIVERSITY

SELECT AN ACTION: Approve ▾

APPROVE selected, add note below (optional) and confirm.

[   ]   CONFIRM

    1. If you wish to add comments in the comment box you may do so.
    2. Once you have chosen 'approve' in the drop down menu select the 'confirm' button.
    ii. **Deny** – You deny the proposed articulation request.
        1. When you deny a proposal you must indicate a reason for the denial.

EVALUATION TRACKER 1

MY QUEUE → YOUNGSTOWN STATE UNIVERSITY

SELECT AN ACTION: Deny ▾

DENY selected, please indicate reason below (required) and confirm.

[   ]   CONFIRM

        2. In the Deny option there are a few categories available to choose. You are not required to use these options. However, if you use the Level, Lab, or Sequence option then you are not required to record a reason:
            a. **Subject** – Do not use
            b. **Level** – Select this option if the transfer course is taught at a significantly different division/level then what is taught at Mercy.
            c. **Lab** – Select this option if the transfer course needs to include a lab.
            d. **Sequence** – Select this option if the transfer course is taught in a sequence incompatible with Mercy.
            e. **Other** – Do not use.
        3. Once you have chosen 'deny' in the drop down menu and entered your reasoning in the comment box select the 'confirm' button.
    iii. **Need More Information** – You are requesting that Student Records provides more information such as a course syllabus.

1. When you request more information, you must indicate what information is needed.

2. Once you have chosen 'Need More Information' in the drop down menu and entered what information is needed in the comment box select the 'confirm' button.

iv. **Add/Edit Equivalent Course(s)** – You wish to change the proposal by indicating a better course for the proposal. This will open a screen that will allow you to modify the Mercy College Courses in the proposal

1. To modify the course you can:

a. select the 'x' button next to the currently proposed course to remove the course being proposed

b. select the '+' button next to a course to add the course to a proposal.

c. Use the drop down menu to switch the course prefix that shows what courses are available to add to the proposal.

2. Once you have finished modifying the proposal select the 'DONE' button

3. In the 'Select an Action' drop down menu select 'approve'

4. If you wish to add comments in the comment box you may do so.

5. Select the 'confirm' button.

8. After confirming your approval/denial or requesting more information you will need to 'Re-Assign' the request to the Student Records Office.

a. To 'Re-assign' a request to the Student Records Office' in the 'Select an Action' drop down menu select 'Re-Assign'

b. Once you have either approved or denied the proposal in the "Select and Action" drop down menu you will need to select the "Re-Assign" action so that Student Records can create the equivalency and close out the request.

i. In the 'Re-Assign To' drop down menu, select 'Cline, Keri"
ii. If you wish to add comments in the comment box you may do so.
iii. Select the 'Confirm' button.

APPENDIX D – FERPA GUIDE

WHAT IS FERPA?

- The Family Educational Rights and Privacy Act of 1974 is a Federal Law designed to:
  - Protect the privacy of education records,
  - Establish the right of students to inspect and review their education records, and
  - Provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

WHAT RECORDS ARE PROTECTED UNDER FERPA?

- Educational Records that are maintained by an institution that contains <u>personally identifiable</u> information that is not in an excluded category
  - An educational record is any record maintained by an institution that is directly related to a student or students.
  - Personally identifiable information refers to data within a record that would make a student's identity knows with a reasonable certainty.
  - Some excluded categories are: sole possession notes, law enforcement records, employment records, medical and treatment records, alumni records.
    - These records can contain items that are protected by FERPA such as a transcript or other educational records.
    - Sole Possession notes are records created by one person as an individual observation or recollection. These records are kept in the possession of the maker and may only be shared with a temporary substitute. E-Mail is never considered a sole possession note.

WHAT DO WE NEED TO DO TO BE IN COMPLIANCE?

- Provide annual notification to students of their FERPA Rights.
- Provide students access to their education records .
- Allow students to request amendment to their education records.
- Allow students to request that the institution not disclose directory information about them.
- Notify students regarding who is a school official and what constitutes a legitimate educational interest.

WHAT IS DIRECTORY INFORMATION?

- Directory information is information that if provided is not normally considered a violation of person's privacy.
- Students must be informed of the items that are considered directory information. At Mercy College these items are:
  - student's name,
  - address,
  - telephone listing,
  - electronic mail address,
  - photograph,
  - date and place of birth,
  - major field of study,
  - dates of attendance,
  - grade level,
  - enrollment status (e.g. undergraduate or graduate, full-time or part-time),

- o degrees, honors and awards received,
- o participation in officially recognized activities, and
- o the most recent educational agency or institution attendedStudents must be notified of the items of directory information
- Students must be given the opportunity to request that directory information not be released. This right of nondisclosure applies to directory information only.
- If a data element isn't defined as directory information *it isn't* directory information and can only be released if the student's written permission is obtained or the release meets the requirements under one of the exceptions to student's written permission found in FERPA.

WHO IS CONSIDERED A SCHOOL OFFICIAL?

- A school official is a person employed by the College in an:
  - o administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff);
  - o a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent);
  - o a person serving on the Board of Trustees; or
  - o a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official within the institution with a legitimate educational interest may obtain information from education records without obtaining prior written consent.

WHAT CONSTITUTES A LEGITIMATE EDUCATIONAL INTEREST?

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

WHEN CAN INFORMATION FROM EDUCATIONAL RECORDS BE DISCLOSED?

- Institutions must disclose educational records to students who request to see information from their own records.
- To disclose information from educational records Mercy College can obtain a written consent from the student. This written consent is a part of the educational record and must be maintained as long as the educational records to which they refer are maintained by the institution. This consent must:
- o Specify the records to be released,
- o State the purpose of the disclosure,
- o Identify the party or parties to whom the disclosure may be made, and
- o Be signed and dated by the student.
- Some exceptions that allow institutions may disclose educational records with written consent are as follows:
  - o Directory information provided that a current student has not requested that directory information not be released,
  - o Officials of other institutions in which the student seeks to enroll, on condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure,
  - o Persons or organizations providing to the student financial aid, or determining financial aid decisions
  - o Organizations conducting studies to develop validate, and administer predictive tests, to administer student aid programs, or to improve instruction,
  - o Persons in compliance with a judicial order or a lawfully issued subpoena, provided that the institution first make a reasonable attempt to notify the student, or

- o Persons in an emergency, if it is determined that there is a rational basis to believe there is a significant threat to a student or other persons

WHEN CAN EDUCATIONAL RECORDS BE RELEASED TO A PARENT?

- Information from educational records may be released to a parent in the following circumstances:
  - o The parent obtains the student's written consent,
  - o The parent establishes the student's dependency as defined by Internal Revenue Code,
  - o The parent may exercise the disclosure option on a student under age 21 regarding a violation of an institutional rule or federal, state, or local law regarding the use of alcohol or controlled substance as long as state law permits, or
  - o In a health or safety emergency.

WHERE CAN I GET MORE INFORMATION REGARDING FERPA?

Mercy College Office of Student Records, or visit the US Department of Education Family Compliance Office at

http://www2.ed.gov/policy/gen/guid/fpco/index.html