REGISTRAR’S REPORT:
To Faculty & Staff

SPRING SEMESTER CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu Jan 2</td>
<td>Scheduling begins for non-degree students</td>
</tr>
<tr>
<td>Thu Jan 2</td>
<td>Deadline to apply for May &amp; August graduation</td>
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<tr>
<td>Sun Jan 19</td>
<td>New student orientation</td>
</tr>
<tr>
<td>Mon Jan 20</td>
<td>MLK Day, University Closed</td>
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<tr>
<td>Tue Jan 21</td>
<td>Regular class schedule begins</td>
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<tr>
<td>Tue Jan 28</td>
<td>Drop and add period ends for POT 1</td>
</tr>
<tr>
<td>Tue Feb 4</td>
<td>Deadline for Satisfactory/Unsatisfactory option</td>
</tr>
<tr>
<td>Mon Feb 10</td>
<td>Deadline for major changes for high demand majors</td>
</tr>
<tr>
<td>Fri Mar 6</td>
<td>EWGs due by 4 p.m.</td>
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<tr>
<td>Fri Mar 6</td>
<td>Spring break begins at 4 p.m.</td>
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<tr>
<td>Mon Mar 16</td>
<td>Classes resume at 8 a.m.</td>
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<td></td>
<td>Scheduling dates are tentative</td>
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<tr>
<td>Mon Mar 16</td>
<td>G scheduling for summer/fall begins</td>
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<tr>
<td>Mon Mar 23</td>
<td>UG scheduling for summer/fall begins</td>
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<tr>
<td>Tue Mar 31</td>
<td>Last day to withdraw with &quot;W&quot; for full term (POT 1)</td>
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<tr>
<td>Fri May 1</td>
<td>Day and evening classes end</td>
</tr>
<tr>
<td>Mon-Fri May 4-8</td>
<td>Final exams</td>
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<tr>
<td>Fri May 8</td>
<td>Graduate Commencement</td>
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<tr>
<td>Sat May 9</td>
<td>Undergrad Commencement</td>
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<tr>
<td>Thu May 14</td>
<td>Grades due by 3 p.m.</td>
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</tbody>
</table>

Also visit the Registrar’s Office page at
http://www.ship.edu/registrar/semester_information/ for more information...
myShip PORTAL

The myShip portal provides access to a wide range of information and services. Services include course information and links, calendar links, and important messages. The portal may be reached at https://my.ship.edu.

Also visit the Registrar’s Office home page at www.ship.edu/registrar for more information on important dates and deadlines.

EARLY ALERT PROGRAM

Visit https://www.ship.edu/APS/Early_Alert/Early_Alert_Program/ for information on the Early Alert Program.

Information and the online referral form for faculty and staff is available in the myShip portal.

Follow these steps to make a referral:
- Log into the myShip Portal
- The Early Alert Program is accessible under two tabs:
  - Faculty tab: Tools
    - Click on SSC Navigate
  - Employee tab: Tools
    - Look for title: Other Support Tools
      - Click on SSC Navigate
- On the right side of the page, you should read the title Actions
- Under Actions, click Issue an Alert

DEPARTMENT/PROGRAM UPDATES

The following updates have been approved since the last Registrar’s Report was printed. Please reference the UCC proposal listed for specific details.

New Programs:
- 19-29 – Behavior Specialist Certificate
- 19-92 – Complex/Developmental Trauma Certificate

Program Revisions:
- 19-13 – BS in Physics and BSED in Physics
- 19-25 – BA in Human Communication Studies
- 19-27 – BSBA in Finance
- 19-28 – MS in Applied Psychology
- 19-74 – MA in Applied History
- 19-75 and 19-84 – BS in History & BSED in History Sec. Ed.
- 19-80 – Minor in Anthropology
- 19-85 – BS in Chemistry
- 19-86 – MS in Clinical Health Counseling, MED in Counseling K-12 Dual, MS in College Student Personnel

Moratorium:
- 19-28 – MA in Psychological Science

CLASS LISTS

Class lists are available through the myShip portal. Class lists should be accessed prior to the start of class. Class lists should be accessed again on January 29, which is after schedule adjustment. Please refer to the detailed instructions distributed via e-mail to faculty regarding the reporting of discrepancies. A final class list review must be done by February 5th, as outlined in the detailed instructions that were distributed.

SCHEDULE ADJUSTMENT PERIOD

The drop and add periods extend to the eighth calendar day, excluding holidays, to adjust schedules. The deadline to drop or add a class for the full term (POT 1) for spring is January 28th.

To view a complete listing of all drop and add deadlines for various spring parts of term, visit http://www.ship.edu/registrar/semester_information_spring2/.

FIRST DAY ATTENDANCE POLICY

The first day attendance policy allows faculty to remove students from a course if they do not attend the first class session and do not provide notice to the faculty or the department secretary. This also applies to the first class after a student adds a course during schedule adjustment. If students are dropped from a course this way, they may only reschedule it if it is open during schedule adjustment.

Even if students do not attend the first class, they are still responsible for officially dropping the class during schedule adjustment. Otherwise, they may remain scheduled for the class, which may result in fees being charged to them and a grade of “F” on their academic record.
SHIPPENSBURG UNIVERSITY REGISTRAR’S OFFICE · OLD MAIN, ROOM 111 · (717) 477-1381 · REGISTR@SHIP.EDU

If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

**EARLY WARNING GRADES**

Early warning grades are due no later than 4 PM, on March 6th. Advisors may review these grades through the myShip portal via Banner or the Student Success Collaborative platform. This information should be used to aid in the determination of measures that should be taken.

**REPEAT POLICY**

**Undergraduate Students:**

- Students may avail themselves of the repeat/grade replacement option a total of six times, with the most recent grade of the course being used in the QPA calculation, regardless of whether grade is higher or lower
- A single course repeat for grade improvement will be limited to two times. The six repeats may include repeating six courses one time each, repeating three single courses two times each, or any combination which adds up to six instances where a single course is not repeated more than two times.

**Graduate Students:**

- Permission from the academic department must be obtained before a course may be repeated.
- Graduate students are limited to a total of two repeats where the most recent grade of the course will be used in the QPA calculation, regardless of whether that grade is higher or lower.
  A single course repeat for grade improvement is limited to one time.

Prior to any student athlete or any student with financial aid utilizing the repeat option, the student should ensure it will not jeopardize their status as a student athlete or their ability to receive financial aid.

**SCHEDULING INFORMATION**

Summer and fall 2020 scheduling information will be available around the beginning of March via the myShip portal. This information is real time. It will immediately reflect changes that are continually being submitted (e.g. faculty changes, room changes, time/day changes, etc.).

**CHANGING/DECLARING A MAJOR**

All approved requests for changes in declarations of majors and minors will be processed throughout the semester. No approved requests will be held.

Students who wish to declare a major in a high demand program must submit their request during the first three weeks of the semester in order to be considered. The following programs are currently designated as high demand majors: Biology, Psychology and Communications/Journalism.

**FINAL GRADES**

Final grades are due no later than 3 PM, on May 14th. All grades should be submitted by this deadline. This will ensure students receive the appropriate correspondence regarding their academic standing (good standing, probationary status, or academic dismissal), financial aid eligibility is evaluated properly for applicable students, and review of our student athletes is complete and accurate.

If a student earned a grade of “F,” enter the grade of “FE.” NO “Last Attend Date” will be required. If a failing grade must be entered due to a student’s non-attendance in a class, faculty must use the “FA” grade and enter a last date of attendance in the appropriate field, as noted in the detailed instructions provided when final grading is enabled. This action is required for Shippensburg University to remain eligible for Title IV funds.

**TEMPORARY GRADES**

The grade of “I” (incomplete) is given if a student is unable to complete the requirements of a course due to serious illness, death in the family, or other personal emergency. An incomplete grade form must be
submitted when an “I” grade is awarded. The form is available online at [http://www.ship.edu/globalassets/provost/request-for-incomplete-grade-form-rev-5-2014.pdf](http://www.ship.edu/globalassets/provost/request-for-incomplete-grade-form-rev-5-2014.pdf). If the work is not completed by the last day of classes before final exam week of the next full semester, the student will receive a grade of “F” for that course.

With prior approval of the appropriate dean, the grade of “Q” (deferred grade) may be awarded for courses such as research, thesis, and internship, which are planned from the start to extend more than one grade period.

At the end of each semester, a listing of outstanding “I” or “Q” grades is sent to the faculty to correct. If the grade of “I” is not changed to a regular grade by the deadline listed on the attached memo, the grade will be changed to an “F” grade.

**CLASS WITHDRAWAL POLICY**

A student may withdraw from a class through the tenth week of the semester. After schedule adjustment, all students except first-semester undergraduate freshmen or students with holds that prevent registration updates may withdraw from classes with "W" grades via the myShip portal. Eligible students may withdraw from all but their final course via the myShip portal. All first-semester undergraduate freshmen, students with holds that prevent registration updates, or students who wish to withdraw from their final course will require additional assistance. Undergraduate students must personally visit their academic dean's office and graduate students must contact the Registrar's Office for this assistance.

The deadline to withdraw from a class or the university and receive a "W" grade for full term (POT 1) for spring is March 31. Visit [http://www.ship.edu/registrar/semester_information_spring2/](http://www.ship.edu/registrar/semester_information_spring2/) for a complete listing of withdrawal deadlines for all parts of term.

**DEGREE AUDIT EXCEPTION FORM**

A Degree Audit Exception Form has been placed on myShip. Advisors, department offices, and deans' offices may access this form by doing the following:

1. Log on to myShip.
2. Click on Faculty tab.
3. Click on Resources.
4. Click on Degree Audit Exception Form in the Advising Toolkit section.
5. Sign on to anchor.ship.edu.

The process for this form will be:

1. The request is initiated by the Advisor/Dept Chair/or Dean's office.
2. The form is then reviewed and approved/denied by the Advisor, then the Department Chair, and then Dean/Associate Dean.
3. The Dean's office will notify the student of the outcome.
4. The Dean's office will forward the original to the Registrar's office, and copies will be forwarded to the Department Chair/Advisor.
5. The Registrar's office will process the request in Degree Works degree audit system.

**FERPA**

*(FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT)*

Faculty has the educational right to access and view students' academic information. This access comes with responsibilities to protect this information.

Directory information may be released, as long as the student has not indicated they do not want this information released. For those students who have requested their directory information not be released, you will receive a warning message that information about student is confidential when attempting to access information on Banner forms. You will see a message “Confidential information for (Student Name)” when accessing information via myShip portal.

Directory information includes name, home and local addresses and phone numbers, enrollment status, e-mail address, major, degree and honors. Any information other than directory information may not be released to anyone.

Grades are private information, and only the student is able to view this information. It is Shippensburg's policy that we do not discuss a student's record with anyone over the phone, including parents. If a parent wants information concerning a student, please refer the parent to the office of the Registrar.

Social security numbers and student IDs are personally identifiable information. You may not use these numbers.
or a portion of these numbers to post grades in public view. Graded papers should be given to students in class or left with staff to keep in the building office for pick up. Do not leave papers outside your office for students to go through.

Advisors have access to students’ transcripts, transfer evaluations, and degree audits. These are to be kept private as well. Whether the files are in your administrative office or your own private office, please keep these files from view when you are not working with the student.

We would also like to remind faculty and offices e-mailing more than one student at a time to make sure addresses are placed in the “Blind Copy” area so students are unable to view others’ addresses. Many students have elected not to have their e-mail address shared.

Therefore, the best practice is to always put e-mail addresses in the “Blind Copy” area.

Be sure to look for the FERPA presentation available through the myShip portal. Once logged on, click on the Tools link from the Employee tab. The link to the presentation is part of the FERPA statement at the top of the page.