

# Academic Affairs and Reporting Requirements

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# The Registrar's Office

- ▶ Records
- ▶ Registration
- ▶ Scheduling
- ▶ Graduation
- ▶ Curriculum (undergraduate)
- ▶ DegreeWorks
- ▶ FERPA

# Reporting Requirements for Faculty

- ▶ Attendance reporting
  - ▶ First ~10 days of the full-term semester
  - ▶ Varies for smaller parts of term
- ▶ Mid-term grading
  - ▶ Required for all undergraduate courses
- ▶ Monitored reporting
  - ▶ Required for athletes, other student populations
- ▶ Final Grading
  - ▶ Deadlines are always at 11:59 PM Sunday night following final exams
  - ▶ Incomplete grades
- ▶ LDA Source Documentation
  - ▶ Federal requirement as an institution awarding Title IV aid

# Links and Tools and Stuff

- ▶ PipelineMT (the source for pretty much everything you need)
- ▶ Various forms for faculty and students:
  - ▶ <https://mtsu.edu/one-stop/forms.php>
- ▶ Term Due Dates:
  - ▶ <https://www.mtsu.edu/one-stop/docs/term-due-dates.pdf>
- ▶ Registration Guide and Final Exams:
  - ▶ <https://mtsu.edu/registration/registration-guide.php>
- ▶ Last Date of Attendance Information:
  - ▶ <https://mtsu.edu/one-stop/LDA.php>

# Student Conduct

- ▶ For issues in the classroom regarding student behavior, you may refer a situation to the Office of Student Conduct (MTSU Policy 540).
  - ▶ Outline expectations for conduct in the beginning of the semester
  - ▶ Document any disruptive behavior and address it with the student first
  - ▶ If necessary, make a referral to Student Conduct even if for informational purposes only and not for action (referral form on website)
  - ▶ May only remove a student permanently from a class through Student Conduct
- ▶ For academic matters such as plagiarism, cheating, or fabrication, you would refer a situation to the Director of Academic Integrity in the Provost's Office.
  - ▶ They also have a referral form on their website along with resources
  - ▶ <https://www.mtsu.edu/provost/academic-integrity.php>
  - ▶ MTSU Policy 312

# FERPA and Student Privacy

- ▶ MTSU Policy 500
- ▶ Family Educational Rights and Privacy Act (FERPA) affords students certain right with respect to their education records.
  - ▶ Records, files, documents kept by the university.
  - ▶ Accessible only by the student (or Partners in Education through the MT One Stop)
- ▶ Directory information includes:
  - ▶ Student name
  - ▶ Birth year (not date)
  - ▶ Major
  - ▶ Enrollment Status (full-time/part-time)
  - ▶ Classification
- ▶ Directory information that can only be provided for a legitimate educational purpose or activity includes email address and M#.

# Thank You!

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