
OFFICE OF THE REGISTRAR

NEWS & UPDATES

September 2009

PASSHE Policies

The academic policy changes that were implemented by the Pennsylvania State System of Higher Education for the Fall 2009 semester are now posted on the Registrars Website at <http://www.clarion.edu/116312/>.

The 5 PASSHE Commonality Policies are:

1. Drop/Add Dates
2. Course Repeat Policy
3. Withdrawal End Dates
4. Graduation Residency Requirement
5. Simultaneous Degree Completion

QPA Calculator

The QPA calculator can be a helpful tool for your advisees to use when they are trying to calculate their current QPA or need to know what they need to achieve a specified QPA. This tool can be found on the Registrar's Website under 'Student Resources.' Please note the calculator does NOT take repeated courses into account.

PA TRAC Website

The Pennsylvania Transfer and Articulation Center's website has changed its web address to <http://www.pacollege-transfer.com>.

Final Exam Schedule

The standard Final Exam Schedule is available on our website at <http://www.clarion.edu/41327.pdf>.

Winter Intersession 2009

The 2009 Winter Intersession Schedule of Classes is now available on the website at <http://www.clarion.edu/6868/>.

FERPA Tips

A letter of recommendation is considered an education record and subject to FERPA if the letter includes non-directory information (ex. Grades, GPA, class rank etc.) about the student. If non-directory information is included in a letter of recommendation, the person writing the letter of recommendation is required to obtain a signed release from the student. This release should contain the records that may be disclosed, the purpose of the disclosure, and to whom the disclosure can be made.

Excuse Requests

As stated in the University Catalog, in the event a student has an **unexpected absence** such as a serious illness, death of a family member or Military deployment, the Registrar's Office will provide information to the instructor as a courtesy. This does not constitute a valid excuse for the student's absence from the class. A valid excuse will be granted following the instructor's receipt of a medical excuse from the student's physician or copy of the military orders from the student's commanding officer.

It is understood that absence does not excuse the student from course work and it is the student's responsibility to complete any missed assignments.

The Registrar's Office does not send excuse requests in the event there is an **expected absence**. If a student knows in advance that they will miss classes for reasons such as surgery, military obligations, etc. it is up to the student to notify their professors and discuss course work at that time.

Academic Calendar 2010-2011

The 2010-2011 Academic Calendar has been approved and is now available online on the Registrar's web page under Calendars: <http://www.clarion.edu/4930/>.

DATES TO REMEMBER

<i>Oct 2</i>	No Classes
<i>Oct 5</i>	Graduation Applications due in Registrar's Office for Fall and Winter Intersession
<i>Oct 5</i>	Credit/No Record Ends
<i>Oct 19</i>	Registration for Winter Intersession 2009 & Spring 2010 Begins
<i>Nov 6</i>	Class Withdrawals End