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Administrative Staff

Shannon Kreiner
  Administrative Assistant I (x4-5044)
  • Textbook/Desk Copy Orders
  • Faculty/Student Travel
  • Calendar/Room Scheduling
  • Testing Center
  • Office Supply Needs
  • Change of Grade Forms
  • Class Permissions/Transfer Petitions
  • Final Exam Schedule
  • Visitor Parking Codes
  • UPE applications/Scholarships

Marcy Krawczyk
  Administrative Assistant II (x4-3788)
  • Telephones/Department Keys
  • Hiring of student employees
  • Processing Expense Vouchers
  • Grants (paperwork, awards)
  • Faculty Records/PTRM
  • Adjunct Contracts
  • Commencement
  • Dept. Budget/Financial Records
  • Information Desk/Department Tours
  • Directory
  • Catering/Events

Tim Schneider
  Degree Advising Specialist (x4-4918)
  • Transfer Student Advisor
  • Transfer Advising Program
  • TUNE Student Advising
  • TUNE and Community College Outreach
  • Transfer Course Evaluations and Equivalencies
  • Articulation/(2+2) Agreements
  • Prospective Transfer Students

Heather Bohle
  Student Services Coordinator (x4-2757)
  • Second Tier Advising
  • Undergraduate Scheduling
  • Change of Major/Advisor Questions
  • Academic Integrity Violations
  • PERC Rosters
  • Curriculum Sheets/Catalog/ARR
  • Departmental Data/Queries
  • Course Exceptions
  • Graduation Clearances
  • Marketing/Social Media

Andrea Chenowith
  Program Coordinator (x4-4309)
  • Graduate Program Admissions
  • Prospective Graduate Student Inquiries
  • Current Graduate Student Inquiries/First Tier Advising
  • Change of Graduate Program Track
  • Graduate/Doctoral Course Scheduling
  • Graduate/Doctoral Course Permissions
  • AIT Case Study/COSC 880 Proposal & Registration Coordination
  • Graduate/Doctoral Contracts
  • Graduate Program Data

Sam Houston
  Computing Resources Director (x4-3177)
  • Classroom technology support (CIS-TechHub@towson.edu)
  • Technical assistance
  • Teaching lab administration
  • Research project support
  • Instructional software installation
  • Platform/IDE/applications technical support
  • VMs, accounts, and documentation
  • Networked printer maintenance
  • Magnetic-Card Access (Sam)
  • Department website (Kyle)
  • System and network security
  • Software license maintenance and distribution
  • New computer, peripheral, supplies
  • FCSM IITC/CTC/OTS support contact (Sam)
  • Tutors and Lab admins (Kyle)

Greg Nikol
  IT Lab Coordinator (x4-3502)
  Primary contact for Math Department

Kyle Cummings
  Lab Systems Administrator (x4-2424)
Department Information

Keys
Please see Marcy Krawczyk to obtain an office key and mailroom key.

Magnetic Swipe Card Access
Please contact Sam Houston to obtain mag card access to the department entry hallways on the fourth floor of 7800 York Road and to your particular classroom areas.

Schedule of Office Hours
You were sent an office hours’ template via email. Please post this with your available hours on the bulletin board located outside your office door.

Office Cleaning/Repairs
Housekeeping does not have key access to your office. Please leave trash cans outside your office at the end of the day for housekeeping to empty in the evening. Should your office require cleaning, please contact Shannon Kreiner (skreiner@towson.edu) in the front office.

Copier Access/Printing Services
The copier is located in YR460. Please limit copying on this machine to 15 copies. If you have larger printing jobs that need to be done (tests, exams, etc.) please use the Quick Copy Forms located next to the copier or the Printing Services website.

Please see Shannon or Marcy for the budget code.

Office Supply Needs
Please see Shannon if you need office supplies (pens, pencils, markers, chalk, folders, etc.)

Mailbox
Faculty: Your mailbox is located in YR 406D by Last Name.
Adjuncts: Your mailbox is located in the copier room by Last Name (YR 460).

Quick Reference Numbers
Admissions 4-2113
OTS (help desk) 4-5151
Registrar 4-2096
Registration 4-2701
Work Control 4-2481
Housekeeping 4-2610
Andrea (AIT) 4-4309
Denise McGill 4-3027
Dept. fax 4-4581
Faculty fax 4-3868
Lab rm. 309 4-4784
Lab Admins 4-4918
TU Police 4-4444

Copier Codes
Full Time Faculty 04020
Part Time Faculty 04015

7800 YR Classrooms and Labs
**Teachers console and student PCs:**

Instructions for operating the projection system are posted in 7800 YR classrooms and teaching labs. Please feel free to see Sam Houston if you would like instruction or a demo of those systems.

If you have any classroom technology problems, please contact the full-time technical staff.

**Closing:**

1. Ask students to log-off their PCs, straighten their chairs and work areas, and take their trash and personal belongings with them when they leave.
2. ***Erase Front Boards.***
3. Logoff and press “Finish” on the console to power down the Projection system.
4. Turn off lights and close lab or classroom doors.

**Food and Drinks:**

*Drinks in screw-top bottles or hard-plastic spill-proof containers only.*

*No pizza, food or easily spilled drink containers, please use hallway area for food and drinks.*

Only the CIS Conference room and Atrium are available for events providing pizza.

Please help enforce this policy with your students throughout the semester.

**If you’re teaching in YR-124, YR-125, or YR-128** there are two PCs for Mathematics and Computer Science. To switch between the two systems:

Press the button on the Gefen switch inside the cabinet (to the right of the blue light).

**Fire Drill Procedure**

In the event of a fire drill, or any such occurrence necessitating evacuation of the classrooms or computer labs, please follow this procedure:

Exit the building via the nearest stairway, turn out room lights and close any doors behind you.

If you’re teaching in any of the classrooms or labs, please calmly inform all students that they must:

- Exit the labs, classrooms and the building quickly and quietly via the nearest stairwell; and
- Take their personal belongings with them

**Tech Resources**
CIS-TechHub

SharePoint site: https://www.towson.edu/cistechhub

This site provides HOWTO documents, IDE packages, and VMs for your course work at home. The VMs are on the order of 8-10GB and may take additional time to download. Contained with each VM is a pdf file with OS and installed package information along with user and admin access credentials.

Site also provides information on accessing drop-in tutoring from TLC COSC Online Tutoring Community on BlackBoard.

Email for faculty and staff: cis-techhub@towson.edu

FACET Workshops

These workshops will provide you with the skills to design an online course and the resources needed to provide quality online instruction. FACET recommends “alternative” and “authentic” assessment options, and modifying the weights of exams, assignments.

FACET workshops on course design

Remote Teaching Guidelines

Remote Teaching FAQ's

Email: FACET@towson.edu

Telephone: 410-704-2005

Webex Meetings

Webex Meetings is a web-based, collaborative technology that allows users to share resources (documents, desktops, web-browsers, etc.) remotely and communicate with each other using voice, video and chat.

Quick Reference Guide

Webex Meetings login

Faculty Lecture Capture Guidelines

BlackBoard Collaborate Ultra

Blackboard Collaborate Ultra allows faculty and students to meet online. This real-time video conferencing system allows you to add files, share applications and use a virtual whiteboard to interact. These sessions must be set by the professor, but students can join.
Zoom

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing and other collaborative capabilities.

Zoom is available to TU students, faculty and staff.

Zoom Login: zoom.towson.edu

Getting Started

TU Virtual Backgrounds

Spring 2021 - COVID-19 Resources and Information

Towson University continues to monitor the coronavirus pandemic and take informed action to ensure the health and safety of our community. We will provide regular updates here for TU students, parents, faculty and staff.
“Scan. Test. Report.” Policy
All TU students, faculty and staff who will be on campus this spring must present evidence of a negative COVID-19 PCR test within 14 days of the start of the spring 2021 semester on Jan. 25.

**Scan** — Complete a self-screening every day

**Test** — Get tested when requested

**Report** — Disclose a COVID-19 diagnosis or exposure

*These requirements are in addition to already established health and safety protocols for proper mask wearing and physical distancing.*

Academic Calendar

- The first two weeks of classes of the spring term (Jan. 25 to Feb. 7) will be conducted via remote instruction, with exceptions made for laboratories, clinical experiences, internships and experiential courses. After those first two weeks, face-to-face and hybrid instruction will begin Feb. 8. No additional changes are planned for the academic calendar.

- Approximately 85 percent of classes during the spring term will be offered remotely, while face-to-face and hybrid course delivery will be conducted at previously determined, reduced densities in accordance with federal, state and local health and safety guidance.

Recommended Syllabus Statement on Copyright (for recordings and preventing posting on Chegg etc.)

*My lectures and course materials, including, but not limited to power point presentations, tests, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. You may take notes and make copies of course materials for your own use, however, you may not, nor may you allow others to, reproduce or distribute lecture notes and course materials publicly. This includes posting assignment questions on Chegg and other help sites – this would be a copyright violation and the appropriate consequences will be enforced.*

**Comment on CourseHero and Chegg and the like:**

Many of those kinds of sites have some sort of a filter set up whereby if you write as a footer “This content is protected and may not be shared, uploaded or distributed” your materials/document would be flagged by the site and taken down. **I suggest adding this to your assignments.**
If you or others find out about things being distributed on either of these sites, know that only the copyright holder/faculty member can issue a takedown notice, but they have made it relatively easy: for CourseHero it is https://www.coursehero.com/copyright-infringement/#/ or for Chegg available through this page.)

Attendance policy

Some language to add to your attendance policy. Remember, your attendance is decided by you and enforced by you so student learning happens.

Online attendance, like in-person attendance, is more than just logging into the course or being physically present. Attendance is measured by your intellectual and active engagement with the course content, course tools, course instructor, and with other students in the course. Attendance will be taken through the video conferencing software, and we ask that cameras be turned on unless that poses a particular challenge (in which case, please let me know in advance).

Reasons for excused absences at Towson:

- illness or injury when the student is unable to attend class
- death of a family member (see the Student Bereavement Procedure on the website)
- religious observance where the nature of the observance prevents the student from attending class
- participation in university activities at the request of university authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.)
- compelling verifiable circumstances beyond the control of the student

The exceptional circumstances presented by the COVID pandemic create the potential for additional flexibility in qualifying absences as excused. Such extenuations might include: absences related to extended illness, quarantine, caring for family members, childcare (and support of children’s online learning) due to school closures, or urgent job concerns related to financial need, emergency situations, or food insecurity.

Recommended Statement regarding Virtual Attendance and Webcam Requirements

Microphones and cameras are required to participate in this class unless there is an extenuating circumstance. Please inform me if you are unable to attend the class with a camera/mic. If you cannot access these technologies because of equipment needs, inform your instructor and send an email to equipmentrequests@towson.edu and copy your instructor.

Video recording

Video recordings (zoom, ponapto, collaborate etc.): Faculty may record classes for the purposes of accommodating a disability, for students who cannot attend or so students who wish to review may have access to the full class content. All recordings are for the sole use of the class and may not be reproduced by students for any other purpose. Faculty will not reproduce students’ voices or images from the class for any other purpose other than teaching without additional student consent. Students may mute their microphone or turn off their camera if they do not consent to be recorded, but this may mean they need to find additional ways to
participate in the class discussion. Please inform me in advance if you cannot participate with your camera and microphone for multiple classes in the semester.

Academic Integrity Statement

All students are required to honor Towson University’s Academic Integrity Policy which includes Plagiarism, Fabrication and Falsification, Cheating, Complicity in Academic Dishonesty, Abuse of Academic Materials, & Multiple Submissions. Failure to do so will result in an official notification to the Office of Student Conduct & Civility Education and will result in at least a zero on the assignment with the possibility of course failure depending on the severity. Discussions among students fosters learning however, work must be individually prepared unless otherwise specified. All assignments must be turned in electronic format, so that papers can be assessed for academic integrity.

Honor Code: “I pledge on my honor as a student, that I have not received or provided any unauthorized help on this assignment.”

Suggest adding this code as the first question to your assignments and exams.

Technical Requirements for this course

There are minimum technology requirements you need to meet to participate in this course.

https://www.towson.edu/technology/studentservices/resources/resources-remote-learning.html

If you do not have access to the required devices or network connectivity, please send an email to equipmentrequests@towson.edu and copy the instructor. Towson University’s student affairs may be able to help if you are facing financial difficulties in obtaining the equipment - https://www.towson.edu/studentaffairs/

Final Exam Schedule

The final examination period begins Wednesday, May 12, and ends Tuesday, May 18. Due to the hybrid and remote instruction and learning environment this semester, please note the following three options available to faculty for administering examinations online. Faculty may choose asynchronous or synchronous exams at their discretion, but should communicate any changes in advance to students. Special permission from the Registrar’s Office is required in advance to issue Common Exams.
• **Asynchronous Exams** Faculty may hold asynchronous exams during finals week but must make the exam available for at least 72 hours. Asynchronous exams indicate that all students are not expected to take the exam at the same time.
• **Synchronous Exams** Faculty who prefer to have students take the exam together in a synchronous manner must give examinations according to the Exam Schedule for their specific class to best ensure no student has an overlapping exam. Synchronous is the method exams are traditionally administered at TU.
• **Saturday, May 15 will be used for Common Exams.**

The [Final Exam Schedule](#) for CIS Department courses can be found on Sharepoint. This schedule should be used for synchronous exams. Please email skreiner@towson.edu with any questions about the exam schedule.

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**BlackBoard**

Blackboard is TU's method of delivering Fully Online, Hybrid and Web Supported Classes. Instructors can use a few or as many of the tools available within the Blackboard environment as needed.

The TU Blackboard team provides Towson University-specific documentation for using Blackboard. All TU courses that exist in PeopleSoft can be moved to an online format through Blackboard. Use these [resources](#) to get started.

[Making Your Course Available for Students](#)
Online Discussions
Creating Tests
Grading
Copying a Course
Create Online Lectures (Panapto)

Phone Support:
Speak with a TU Blackboard team member during hours of operation:
  • Faculty/Staff call 410-704-5151, option 2, then 4

Panapto

Panopto is the instructional recording capture tool offered by Towson University. Video capture allows anyone to record a presentation, lecture, audio clip, or screen recording and make it available for future playback.

Quick Reference Guide

Panopto Support
  • Create a case about your issue or start an online chat at https://support.panopto.com/
  • Email Panopto at support@panopto.com

Grading

In your Faculty Center – in My Schedule – select the tab for grade roster.
If the correct term is not showing Click “change term.”
If the correct class is not showing Click “change class.”

Grade Rosters are created a week or two before Final Exams begin. The Registrar’s Office will send a reminder to departments. You have 72 hours after the last Final Exam to post grades.

If your class ends before the regular term ends and you need your Grade Roster created in advance, please contact the Registrar’s Office at 410-704-2097.
(Note: If you post grades in your Blackboard site, this does not mean your grades are officially posted. Grades must be posted via your account in Online Services.)

Click this icon to access your grade roster.

The icon will be activated only after Grade Rosters have been officially generated.

Inputting Grades

Type the grade in the Grade Input column or use the lookup glass to see grades that are valid for the course. For example:

<table>
<thead>
<tr>
<th>Grade Input</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>A-</td>
<td>SUPERIOR</td>
</tr>
<tr>
<td>B+</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>B-</td>
<td>ABOVE AVERAGE</td>
</tr>
<tr>
<td>C+</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>C</td>
<td>AVERAGE</td>
</tr>
<tr>
<td>D+</td>
<td>BELOW AVERAGE</td>
</tr>
</tbody>
</table>
D  BELOW AVERAGE
F  FAILURE
I  INCOMPLETE.

Incompletes are not encouraged but can be issued for verifiable medical reasons or documented circumstances beyond the student’s control. After 180 days the I grade will change to an F.
Let the student know s/he does not need to register for the class again.
FX  FAILURE NON-ATTENDANCE
[Click the link to “FX Notes” to add the last date of attendance or to note that a student never attended.]

Mainly for graduate classes:
S  SATISFACTORY
U  UNSATISFACTORY
IP  INPROGRESS

Grading Used for Developmental Courses:
SX  SATISFACTORY
   [units do not count towards degree and are not calculated into the GPA]
UX  UNSATISFACTORY
   [not calculated into the GPA]

W  This grade is issued when a student drops after Change of Schedule.

Audit Option  (AUD)
- The audit option must be approved by instructor before the end of the Withdrawal period.
- If student successfully completes the audit, AU grade is posted.
- If the student does not successfully complete the audit, AUX grade posted.
Pass Grading Option (P/NP)

- You must assign an actual grade. The PeopleSoft system will change the grade you assigned on the student's record.
- If the student earns “C” or above a PS will show on their record and it will not be calculated into their GPA.
- If the student earns “D+” or below, the actual earned grade will be on the transcript and will be calculated in their GPA.

When the grades are completed on the grade roster:
- Click “Save” at the bottom of the screen.
- Click the Dropdown menu for Approval Status. Change to Approved.
- Click “Post.” [The Post box will appear after the grade roster is Approved.]
Changing Grades

PeopleSoft Grade Change

The instructor can change a grade for an individual student until the end of the 72 hours. Once your grades are posted, you can see the button named “Request Grade Change” pop up. Click REQUEST GRADE CHANGE.

Change grade and click “Submit.”

If you need to change a grade after it has been posted, the new grade will show in the Official Grade column. The original grade will remain on the grade roster in the Grade Input column.

After the grading period, a Change of Grade form must be submitted to the Registrar.
Initiating a Change of Grade Request

Instructors must initiate any change of grade by sending the student name, email, and TU ID number to skreiner@towson.edu. Shannon will initiate a form which you will then be prompted to complete via DocuSign for each grade change request and include an explanation. The approval and notification process will be handled electronically.

The details of this process can be found in the following steps:

1. **Instructors**
   Request change of grade form from Shannon. **Provide student’s name, email and TU ID number. Students should never request these forms from admins directly. No forms can be processed until I receive all three pieces of information.**

2. **Administrative Assistants**
   Generate the change of grade form for each faculty request by initiating the Change of Grade DocuSign form. Submit initial forms to faculty requestors for further details and explanation. **Admins only fill out the information for instructor, chair, and student contacts, so I do not need the course number, term, new grade, etc.**

3. **Instructors**
   Notified by email that DocuSign form has been created. You will be prompted to click a link in the email to proceed online.
   - Add term/year, Subject/Catalog #/Section, Units, current grade and new grade requested.
   - Add explanation as justification for grade change
   - Sign form using electronic signature and select **Finish** to submit to the Chairperson for approval

4. **Chairs**
   Render approval on appropriate forms and forward to Records and Registration.

5. **Registrar’s Record Office**
   Process and approve requests.
   - **Final copies of this form are automatically forwarded to the administrative assistant, instructor, chairperson and the student accordingly.**
   - **Note: If the grade change request is past one full year, it will be sent to the Academic Standards Committee for further review**
Academic Integrity Violations

If a faculty has evidence that a student's class-related behavior constitutes a violation of the Academic Integrity Policy, the faculty member may determine the course-related sanction to be imposed against the student, up to and including failure for the course. A letter must be sent to the student stating the imposed sanction and informing the student of his/her right to appeal. A copy must be sent to the Office of Student Conduct & Civility Education. A student who is found responsible for two or more violations of the academic integrity policy is subject to suspension from the university.

If you have additional questions or need more information, contact the Office of Student Conduct and Civility Education, Administration Building, Suite 236, or call 410-704-2057.

Steps to submit an Academic Integrity Violation to the CIS Department:

1. Inform the Student

Dear <student name><student ID>:

I have found that your <assignment 3> was plagiarized from the web (or copied from another student). As required in the instructions, this was an individual assignment/exam and outside sources were not allowed.

Per the syllabus, I am assigning a zero in <Assignment 3>. If you have an explanation for this violation, please reply back. If I do not find your explanation appropriate, then I will report this violation as outlined here: http://bit.ly/TUIntegrity

Regards,
Faculty

2. Wait for student to respond for at least 72 hours.

3. Forward the email chain to Heather.
   - Send an email to Heather (hbohle@towson.edu) and copy Sidd (skaza@towson.edu)
   - Make sure the student's name and id number are there.
   - Make sure the reason for the violation (cheating, plagiarism, etc.) is there.
   - Make sure the consequence of the violation (grade of F on exam, 0 for assignment, etc.)

Heather will compose a letter and send an email to the following:
Student, Student Conduct, Professor (You, will be BCC), Dr. Sidd Kaza

Student Conduct adds it to the student's file.

Faculty is done at this point. If student reaches out to you, send to chair.
**Student Resources**

There are many resources available for students currently at Towson University and for prospective students who are considering enrolling at Towson. Please direct students to the appropriate person or department below.

**FCSM Advisor**
Students should be referred to Denise McGill if they are struggling academically, have repeatedly missed advising sessions, or need additional academic resources.

**Denise McGill**  
FCSM Academic Advisor  
dmcgill@towson.edu  
410-704-3027

**Academic Advising**
Students who have questions about changing majors or have an Academic Warning Hold on their account should be referred to Academic Advising.

advising@towson.edu  
410-704-2472

**Tutoring**
The Department of Computer and Information Sciences provides peer tutoring support for students taking courses in our department free of charge on a walk-in basis for approximately twenty hours per week during the fall and spring academic semesters in the TechHub. Tutoring services are also available on an appointment basis during the summer and winter sessions.

**Located across from YR401 in the TechHub**  
410-704-4918

We currently provide tutoring support for the following 100, 200 and 300 level courses:

- COSC 109 (Flash / Web Pages)
- COSC 111 MS-Office (Applications)
- COSC 175 General Computer Science
- COSC 236 Computer Science I
- COSC 237 Computer Science II
- CIS 334 Data Organization
- COSC 336 Data and File Structures
- ITEC 231 Fund Web Tech
Career Center
The Career Center at Towson University offers students one-on-one career counseling, self-assessment tests and online resources, help mastering the art of the interview, creating an impressive resume, and developing a professional image to give students a competitive edge.

The Career Center also works to build relationships with employers and help them connect to Towson’s 22,000-plus talented and motivated students.

FCSM Career Center Staff

Matthew Smith
FCSM Career Coach
mpsmith@towson.edu
410-704-4107

Manette Zinkard
Associate Director - External Relations
mzinkard@towson.edu
410-704-4839

Handshake
Career Network for students to connect with employers
Towson.joinhandshake.com

Writing Center
The Writing Center provides individual writing support to all members of the Towson community, including undergraduate and graduate students as well as faculty and staff members. They work with writers at any stage of the writing process from brainstorming to polishing a final draft.

Writing assistants work with writers to develop and organize their thoughts, sharpen their focus, and communicate their ideas more clearly and precisely. They support writers with any type of writing project, whether a PowerPoint presentation for a sociology class, a lab report for biology, or a resume for a summer internship.

To Meet with a Writing Assistant
Call the Writing Center at 410-704-3426 or stop the Writing Center in LA 5330.

Public Communication Center
The Public Communication Center supports student-centered learning by improving communication skills with an emphasis on public speaking and advocacy. The center empowers students to find and use their voices, both inside and outside the classroom.

Counseling Center
The Counseling Center offers personal counseling and a variety of other services to students, faculty, and staff. In addition, the center is a resource for parents of TU students. There is no fee for most services at the Counseling Center.

Appointments can be scheduled by calling: **(410) 704-2512**

**Assisting Students in Distress**
A faculty or staff member is often the first person to recognize when a student is in distress. Here are some tips on how to reach out to that person:

- You are not expected to provide personal counseling to students
- Encourage the students to use campus resources
- Facilitate a referral to the Counseling Center, Health Center, and Disability Support Services

**Accessibility and Disability Services**
Accessibility and Disability Services (ADS) is part of the Towson University commitment to promoting a diverse and inclusive campus that is welcoming to all. ADS collaborates with students, faculty and staff to ensure equal opportunity and create an accessible educational experience for students with disabilities.

**Testing Services**
The Testing Services Center, located in the Administration Building, Room 228, provides testing accommodations for students registered with Accessibility and Disability Services. The center offers extended time, reduced distraction testing spaces, computers and other assistive technology, as well as readers and scribes, as appropriate. All tests are proctored to ensure academic honesty.

**Faculty Testing Responsibilities**
Before accepting any test accommodation request, each term instructors should have in their possession the DSS memo authorizing test accommodations for the student. At least five (5) business days before the test date, the instructor should expect the student to make the request. DSS informs students that they must make their request for test accommodations in a timely manner or they may not have the opportunity to be accommodated.

Instructors should check their e-mail daily from adstesting@towson.edu. Upon receipt of the e-mail, the instructor should review the request, approve it (if appropriate) and submit the form electronically. A message will be sent automatically to the student and the Testing Center to schedule the test.

Instructors should send tests to the Testing Center at least **1 business day** in advance of test date. During finals, we ask that instructors send tests **3 business days** in advance of the test date due to the high volume of tests.

Tests can be submitted by fax (410-704-4699), e-mail (adstesting@towson.edu) or delivered to the Testing Center (Administration Building, Room 228).
Completed tests are returned by Testing Center courier to the designated department in a sealed envelope (or, if instructors prefer, they can indicate on the form that they will pick up the test). Delivery will be confirmed by the signature of a department representative who ensures the instructor will receive it.

The Testing Services Center is committed to providing a secure testing environment. All tests are proctored. Tests are secured in a locked office. All students are required to adhere to the Towson University Student Academic Integrity Policy.

**New Recommended Disability Syllabus Statement**

If you are a student with a disability and believe you may need accommodations for this course, please notify me with a memo from Accessibility & Disability Services (ADS). Since accommodations are not retroactive, it is strongly recommended that you provide me with notification as early as possible in the term. To register with ADS, or if you have questions about disability accommodations, contact Accessibility & Disability Services at 410-704-2638, or visit the ADS office in the Administration Building, Room 232.

**ISSO**

Towson University is home to nearly 500 international students from over 80 countries and to 30 foreign faculty, exchange scholars, and visiting faculty each year. The International Student and Scholar Office (ISSO) provides documents, services, and programs essential to a culturally diverse academic environment that enhances international learning opportunities for students, faculty, and staff.

issso@towson.edu
410-704-2421

**FERPA**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
• Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  o School officials with legitimate educational interest;
  o Other schools to which a student is transferring;
  o Specified officials for audit or evaluation purposes;
  o Appropriate parties in connection with financial aid to a student;
  o Organizations conducting certain studies for or on behalf of the school;
  o Accrediting organizations;
  o To comply with a judicial order or lawfully issued subpoena;
  o Appropriate officials in cases of health and safety emergencies; and
  o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.
Department of Computer and Information Sciences

Permission to Review Student Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) limits disclosure to others of personally identifiable information from educational records without student prior written consent.

By filling out and signing this document, you, the student, are giving your permission for the person(s) named below to view or otherwise obtain information from your educational records.

Person Who May Review Records __________________________
Phone Number __________________________________________
Email Address __________________________________________

Person Who May Review Records __________________________
Phone Number __________________________________________
Email Address __________________________________________

________________________________
Student Name

________________________________
Student Signature

________________________________
Date