

**MSCHE Self-Study Interim Report #2**  
**Instructions for Working Groups**  
**March 19, 2020**

The purpose of Interim Report #2 is to address each of the following questions for each of Middle States' *Standards for Accreditation and Requirements for Affiliation*:

1. Do we have it?
2. Do we use it?
3. Does it work?

By answering these questions, we will gain a better understanding of what documentation we have and the extent to which it is used to inform decision making, as well as identify any gaps we may need to fill in our policies and practices.

Using the template on page 1 of the *MSCHE Self-Study Interim Report #2*, we will be able to identify any gaps we may need to fill in our policies and practices.



*communicating with traditional students and families what to expect on Orientation day.*

- **Does it work?** *While the document alone does not provide the criteria, the presentation itself does a thorough job of communicating information from Student Financial Services on all areas of this standard.*

**Standard:** *IV-1a*

**Evidence Name:** *2019-2020 Family Guide*

- **Do we have it?** *In the Family Guide on pages 32-38 is the complete Finances section which outlines and covers information regarding expenses, financial aid, scholarships, grants, loans, repayment, and refunds. This guide is updated annually once all information is finalized and produced each June to be distributed at summer orientations and during transfer orientation in January.*
- **Do we use it?** *This guide is distributed to each freshman and transfer student during*

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*probation are required to meet with an academic support counselor within the first two weeks of the new semester. During the initial meeting an individualized plan for academic success is established (Probation Plan of Action?). Once a plan is established the student and counselor will meet throughout the remainder of the semester to implement the success strategies identified in the plan.*

- **Does it work?** *Yes, we know that this enables Mercyhurst to track a student's progress while on probation and typically students come off of probation after one semester. This provides us with evidence that supports the criteria.*

**Standard:** *IV-1b*

**Evidence Name:** *Admissions Application\_Undergraduate*

- **Do we have it?** *Yes, we have an application. It is housed on the website and goes through our CRM, Slate Technolutions.*
- **Do we use it?** *It is used by every person who applies to Mercyhurst, approximately 4,000 prospective students use it annually.*
- **Does it work?** *It does work. We successfully enroll between 600 and 700 undergraduate students annually.*

**Standard:** *IV-1b*

**Evidence Name:** *Enrollment Reports (proprietary, available upon request)*

- **Do we have it?** *We have several types of enrollment reports. Some of these reports are started not submitted, submitted not complete, complete, accepted, confirmed, withdrawn.*
- **Do we use it?** *We access these reports regularly to see where prospective students are in the admissions funnel. Year to date comparisons by each territory help to assess trends in the marketplace.*
- **Does it work?** *Yes, these reports work. We use them to know where we need to focus our energy to ensure we bring in the right size class.*

**Standard:** *IV-1b*

**Evidence Name:** *TEAS Testing Reports*

- **Do we have it?** *The TEAS testing is managed by Mercyhurst Northeast Admissions They purchase the tests and administer the test as part of the admissions process. However, the ASN department oversees the scores, so all results are kept with the ASN department and not admissions.*
- **Do we use it?** *Mercyhurst Northeast Admissions uses the TEAS as an assessment indicator for a students' readiness to enter the ASN program.*
- **Does it work?** *The intention of the report does support this criteria and it is a process by which students who are not adequately prepared for study at the level for which they*



- **Do we have it?** *Mercyhurst has a thorough ADA Accommodations process, which is outlined and stated in several locations, including the Student Conduct Handbook and on*

**Evidence Name:** 2019-2020\_FamilyGuide

- **Do we have it?** *The Family Guide is a tool all traditional undergraduate student families receive at their Orientation. The guide is an overview of four areas including, Academics,*

- **Does it work?** *The graduate catalog is considered a contract between the student and the institution that outlines rights and responsibilities for earning a graduate degree. Questions regarding policies related to the awarding of credit are addressed and clearly defined in the graduate catalog.*

**Standard:** IV-2

**Evidence Name:** 2019-2020 Undergraduate Catalog

- **Do we have it?** The most recent version of the Undergraduate Catalog is housed both on the hub (





- **Do we have it?** *FERPA guidelines are available from the institution's student consumer information page or directly at <https://www.mercyhurst.edu/ferpa>. Additionally, an annual notification is sent via email to all students.*

**Standard:** IV-3

**Evidence Name:** *FORM – Important Information about your sanctions*

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**Evidence Name:** *Budget Process Review*

- **Do we have it?** *The Budget Process review document is housed in the Finance Office. It looks to be complete but was last updated in the Fall of 2018. The process appears to be tied to the Strategic initiatives and outlines the process, outcomes, and recommendations in the budget review process. The document also outlines who is responsible for overseeing the process.*
- **Do we use it?** *The Budget Process review does include the two parts of the budget; budget system and reporting tools and management and oversight. The budget software, as referred to in this document is what we use to universally throughout all areas and campuses.*
- **Does it work?** *This document adequately provides evidence that all activities are regulated by the same fiscal and administrative principles and procedures that govern all programs.*

**Standard:** *IV-4*

**Evidence Name:** *Student Athlete Handbook*

- **Do we have it?** *The Student Athlete Handbook is housed in the*

2. **Do we use it?** *Yes, 15 to Finish Initiative is a program that encourages students to enroll in 15 credits per semester to ensure that they graduate on time. The initiative is located on the Academic Support Hub page under [15 to Finish tab](#) and is also incorporated into most publications associated with academic support.*
3. **Does it work?** *We believe students have an increased awareness of the number of credits needed to graduate within four years.*

**Standard:** IV-6

**Evidence Name:** *Student Athlete Post Season Survey*

- **Do we have it?** *The Student Athlete Post Season Survey is conducted yearly with every student athlete; it is delivered electronically with the sport supervisor overseeing the process. The survey is reviewed annually by the Athletic Administration and is updated at that time.*
- **Do we use it?** *The Student Athlete Post Season Survey is used to by Athletic Administration to garner information about the student athlete experience and student athlete perspective. The survey results are discussed in end of season/end of year meetings between Athletic Administration and Head Coaches. The information is also used to gain information on perspective regarding athletic facilities, athletic training services, sports marketing and promotions, strength and conditioning programs and team travel. This information is discussed and utilized in athletic administration regarding policy and procedure changes.*
- **Does it work?** *The Student Athlete Post Season Survey provides direct information from the student athletes to athletic administration to be used as a direct tool for policies and procedures, gender equity discussions and facility upgrades.*

**Standard:** IV-6

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