# Graduate School Student Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
<th>Contact Regarding:</th>
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<tbody>
<tr>
<td><strong>Director</strong></td>
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</table>
| Jesse Keppley | jkeppley@uab.edu 996-5696 | • Academic Common Market  
• Academic Standing  
• Assistantship/Fellowships for Residency  
• Banner Coding  
• Graduate Catalog/Graduate School Policies  
• INTO  
• Program Dismissal  
• Questions/Concerns about Graduate Student Services  
• Withdrawal from the Graduate School |
| **Coordinator of Student Admissions, Records, and Reporting** | | |
| Juanitra Moore | juanitra@uab.edu 934-0656 | • Accessing applications or application reviews in TargetX  
• Admissions Application Requirements  
• Admission Contingencies  
• Application Processing/Status  
• Deferral Requests  
• International Admission Materials  
• Non-degree Admissions  
• Readmission  
• Residency Reclassification for Graduate Students  
• Test Scores and Test Score Waivers  
• Transcripts  
• Incompletes  
• Leave of Absence  
• Undergraduate Registration in Graduate Courses |
| **Coordinator of Student Admissions and Records** | | |
| Caitlin Woodruff | Cwoodruff@uab.edu 934-8396 | |
| **Educational Services Coordinator** | loriedwards@uab.edu 934-9751 | • Application for Degree or Certificate (Graduation)  
• Academic Appeals  
• Conversion of GN to GR Credit  
• Change of Programs  
• Degree Audits  
• Diploma Orders  
• Grade Replacement  
• Graduate Faculty Status  
• Graduation Planning System (GPS)  
• Transfer of Graduate Credit |
| **Plan I Student Coordinator** | dminyard@uab.edu 996-4061 | • Approval Forms  
• Auditing Graduate Courses  
• Candidacy  
• Dissertations/Theses  
• Graduate Committees  
• Graduate Faculty Status |
| **Program Coordinator** | 975-2297 | • General Applicant/Student Questions  
• gradschool@uab.edu email management  
• Office support  
• Indexing Graduate School documents |
| **ALO Advisor and Coordinator of Admissions** | MellissaTaylor@uab.edu | • Early Acceptance Students  
• Fast-Track Programs  
• Accelerated Bachelors/Masters Program  
• ALO Program Requirements  
• Fast-Track/ABM/EA Applications |
Admissions Questions *(In alphabetical order)*

- ABM, Fast-Track, of Early Acceptance Students – Mellissa Taylor ([MellissaTaylor@uab.edu](mailto:MellissaTaylor@uab.edu))
- Application Requirements – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Application Status — Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- INTO – Jesse Keppley ([jkeppley@uab.edu](mailto:jkeppley@uab.edu))
- Is a school regionally accredited? – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Non-degree Admissions – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Processing applications in TargetX — Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Setting up application requirements in TargetX – Jesse Keppley ([jkeppley@uab.edu](mailto:jkeppley@uab.edu))
- Student has applied and wants to change the program they are applying to (prior to a decision being processed) – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Student was admitted and wants to **defer** to a later semester – – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Student was admitted and wants to start in an **earlier** semester – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Transcripts – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Test Scores or Test Score Waivers – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))

Newly Admitted Students *(In alphabetical order)*

- Residency Reclassification Application – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- Academic Common Market – Jesse Keppley ([jkeppley@uab.edu](mailto:jkeppley@uab.edu))
- Residency based on qualifying assistantships/fellowships – Jesse Keppley ([jkeppley@uab.edu](mailto:jkeppley@uab.edu))
- Immunizations – Contact Student Health & Wellness ([studenthealth@uab.edu](mailto:studenthealth@uab.edu))
- When will a student be eligible to register? – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))
- What is a Registration Access Code (RAC)? – Juanitra Moore ([juanitra@uab.edu](mailto:juanitra@uab.edu)) or Caitlin Woodruff ([Cwoodruff@uab.edu](mailto:Cwoodruff@uab.edu))

Dissertations/Theses *(In alphabetical order)*

- Approval Forms – Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))
- Candidacy – Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))
- Committees – Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))
- Dissertations - Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))
- Graduate Faculty – Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))
- Theses – Danielle Minyard ([dminyard@uab.edu](mailto:dminyard@uab.edu))

Degree Completion *(In alphabetical order)*

- Application for Certificate – Lori Edwards ([LoriEdwards@uab.edu](mailto:LoriEdwards@uab.edu))
- Application for Degree - Lori Edwards ([LoriEdwards@uab.edu](mailto:LoriEdwards@uab.edu))
• Degree Audits – Lori Edwards (LoriEdwards@uab.edu)
• Diplomas – Lori Edwards (LoriEdwards@uab.edu)
• Commencement Book – Danielle Minyard (dminyard@uab.edu)

Academic Progress/Policies (In alphabetical order)

• Academic Appeals – Lori Edwards (LoriEdwards@uab.edu)
• Academic Standing – Jesse Keppley (jkeppley@uab.edu)
• Conversion of GN to GR Credit – Lori Edwards (LoriEdwards@uab.edu)
• Curriculum Requirements – Jesse Keppley (jkeppley@uab.edu)
• Grade Replacement – Lori Edwards (LoriEdwards@uab.edu)
• Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Incompletes – Caitlin Woodruff (Cwoodruff@uab.edu)
• Leave of Absence – Caitlin Woodruff (Cwoodruff@uab.edu)
• Program Dismissal – Jesse Keppley (jkeppley@uab.edu)
• Student issues – Jesse Keppley (jkeppley@uab.edu)
• Transfer of Graduate Credit – Lori Edwards (LoriEdwards@uab.edu)
• Withdrawal from Graduate School – Jesse Keppley (jkeppley@uab.edu)

Graduate School Forms (In alphabetical order)

• Academic Appeal Form – Jesse Keppley (jkeppley@uab.edu)
• Admission to Candidacy – Danielle Minyard (dminyard@uab.edu)
• Application for a Hearing before the Graduate School Appeals Board – Jesse Keppley (jkeppley@uab.edu)
• Change of Diploma Mailing Address – Lori Edwards (LoriEdwards@uab.edu)
• Change of Graduate Program – Lori Edwards (LoriEdwards@uab.edu)
• Change of Graduate Study Committee – Danielle Minyard (dminyard@uab.edu)
• Change of Residency Form – Jesse Keppley (jkeppley@uab.edu)
• Completion Plans – Lori Edwards (LoriEdwards@uab.edu)
• Diploma Replacement Form – Lori Edwards (LoriEdwards@uab.edu)
• Grade Replacement Request – Lori Edwards (LoriEdwards@uab.edu)
• Graduate Faculty Appointment Form – Danielle Minyard (dminyard@uab.edu)
• Graduate Study Committee Letter – Danielle Minyard (dminyard@uab.edu)
• Leave of Absence – Caitlin Woodruff (Cwoodruff@uab.edu)
• Permission to Audit Graduate Level Coursework – Caitlin Woodruff (Cwoodruff@uab.edu)
• Request to Change Non-Degree Seeking Credit to Degree-Seeking Credit – Lori Edwards (LoriEdwards@uab.edu)
• Request to Defer Admission – Caitlin Woodruff (Cwoodruff@uab.edu)
• Request for Undergraduate Student Enrollment in Graduate Level Coursework – Caitlin Woodruff (Cwoodruff@uab.edu)