

# PROGRAM DIRECTORS RETREAT

Updates From The Student Services Team

September 7, 2018

# STAFFING CHANGES



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Lister Hill Library G03

# STUDENT SERVICES GOALS

- Integrate new staff
- Develop communication and training
- Continue meeting with schools/programs
- Enhance functionality within Target X

# TARGET X: WHERE WE ARE

- Purchased: early 2016
- Went Live: April 2017
- 147 unique program applications
- 108 Graduate application reviewers

# YOUR HARD WORK IN ACTION

## Admits

|                                 | Total 2017<br>Admitted | Total 2018<br>Admitted | % Change |
|---------------------------------|------------------------|------------------------|----------|
| College of Arts and Sciences_AS | 503                    | 476                    | -5.37%   |
| Business_BU                     | 554                    | 580                    | 4.69%    |
| Dentistry_DN                    | 17                     | 15                     | -11.76%  |
| Education_ED                    | 497                    | 460                    | -7.44%   |
| Engineering_EG                  | 457                    | 480                    | 5.03%    |
| Graduate School_GR              | 13                     | 13                     | 0.00%    |
| Health Professions_HP           | 705                    | 810                    | 14.89%   |
| Joint Health Sciences_JH        | 58                     | 120                    | 106.90%  |
| Nursing_NU                      | 786                    | 908                    | 15.52%   |
| Optometry_OP                    | 7                      | 8                      | 14.29%   |
| Public Health_PH                | 396                    | 259                    | -34.60%  |
| Total                           | 3993                   | 4129                   | 3.41%    |

## Enrolled

|                                 | Total 2017<br>Enrolled | Total 2018<br>Enrolled | % Change |
|---------------------------------|------------------------|------------------------|----------|
| College of Arts and Sciences_AS | 361                    | 346                    | -4.16%   |
| Business_BU                     | 459                    | 483                    | 5.23%    |
| Dentistry_DN                    | 17                     | 13                     | -23.53%  |
| Education_ED                    | 448                    | 415                    | -7.37%   |
| Engineering_EG                  | 292                    | 356                    | 21.92%   |
| Graduate School_GR              | 10                     | 9                      | -10.00%  |
| Health Professions_HP           | 628                    | 730                    | 16.24%   |
| Joint Health Sciences_JH        | 53                     | 79                     | 49.06%   |
| Nursing_NU                      | 780                    | 779                    | -0.13%   |
| Optometry_OP                    | 7                      | 8                      | 14.29%   |
| Public Health_PH                | 221                    | 220                    | -0.45%   |
| Total                           | 3276                   | 3438                   | 4.95%    |

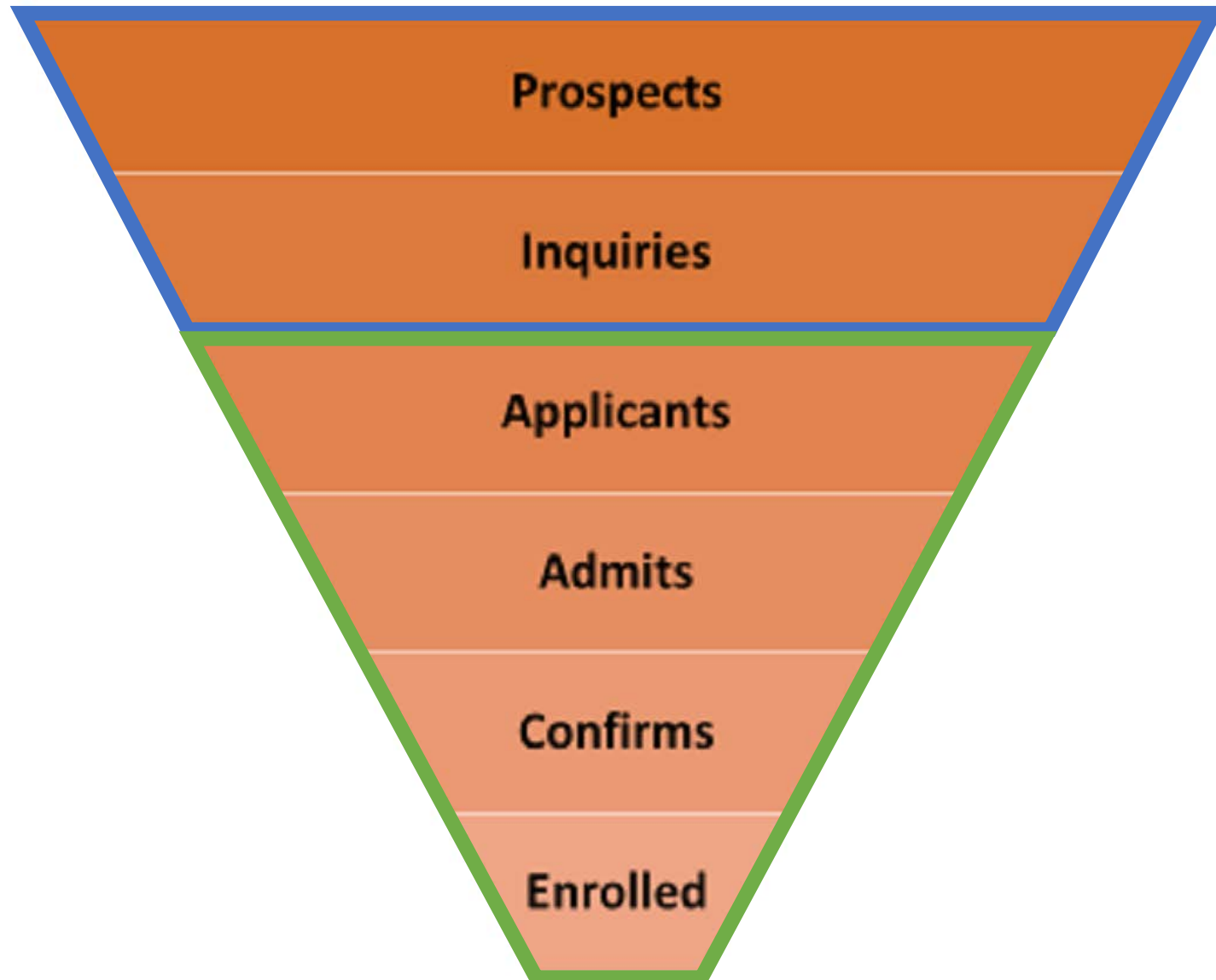
# TARGET X: WHERE WE ARE GOING



## Goals:

- Give you the tools you need
- Develop usable reports
- Expand the recruiting funnel

# LEAD MANAGEMENT



[Worksheets](#)
[Plans](#)
[Notes](#)
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[GPA Calc](#)
[Admin](#)

Worksheets 



 Include in-progress classes
  Include preregistered classes
 [Class History](#)
[Fact Sheet](#)

History

What If  Save this audit with this new description and freeze status

| Student View AD59Qw3B as of 09/22/2017 at 11:42 |                       |
|---|-----------------------|
| Student   | Dragonaire, Blaze     |
| ID  | B01266270             |
| Blazer ID                                       | BLAZED3               |
| Advisor   | Manning, Christy J    |
| Overall GPA                                     | 0.00                  |
| UAB GPA   |                       |
| Transfer GPA                                    |                       |
| Academic Standing                               |                       |
| Level   | Graduate              |
| Classification                                  | Graduate              |
| Degree  | Master of Accounting  |
| College   | Business              |
| Major   | Masters in Accounting |
| Minor   |                       |
| Concentration                                   |                       |
| Catalog Year:                                   | 2016-2017             |

**Master of Accounting (MAc)**

Time Limitation: All Degree Requirements must be met within five years of matriculation.

**Accounting**

Unmet conditions for this set of requirements: Semester Hours Required: You currently have 0, you still need a minimum of 30 more semester hours.

|  |  |
|--|--|
| <b>GPA Requirement</b>                               | Still Needed: Your GPA in courses applied to the program is 0.00                             |
| MBA 601, 608, 637 will not apply to the M.Ac. Degree |  |
| <b>Business Law for Accountants</b>                  | Still Needed: 1 Class in LS 557  |
| <b>Governmental &amp; Not-for-Profit Accounting</b>  | Still Needed: 1 Class in AC 514  |
| <b>Advanced Financial Accounting</b>                 | Still Needed: 1 Class in AC 580  |
| <b>Current Topics in Financial Accounting</b>        | Still Needed: 1 Class in AC 600  |
| <b>Advanced Auditing &amp; Attestation</b>           | Still Needed: 1 Class in AC 606  |
| <b>Tax Entities</b>                                  | Still Needed: 1 Class in AC 620  |
| <b>Corporate Governance</b>                          | Still Needed: 1 Class in AC 612  |
| <b>Accounting Electives</b>                          | Still Needed: 3 Classes in AC 513 or 523 or 530 or 540* or 541* or LS 500:699 or MBA 500:699 |



# GPS, CONT.

[Worksheets](#)
[Plans](#)
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[Petitions](#)
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[Admin](#)

Worksheets   
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  Include preregistered classes
 [Class History](#)
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| History              | Core Requirements for College of Arts & Sciences   |  |   |                  |                       |   |
|----------------------|--|--|---|------------------|-----------------------|---|
| What If              | Unmet conditions for this set of requirements: 41 semester hours are required. You currently have 39, you still need 2 more semester hours.  |  |   |                  |                       |   |
| Look Ahead           | <input checked="" type="checkbox"/> Area I: English Composition  |  |   |                  |                       |   |
| Financial Aid        | <input checked="" type="checkbox"/> English Composition I and II   |  |   |                  |                       |   |
| Aid History          | <input checked="" type="checkbox"/> Area II: Literature  |  |   |                  |                       |   |
| Athletic Eligibility | <input checked="" type="checkbox"/> Area II: Fine Arts   |  |   |                  |                       |   |
| Athletic History     | <input checked="" type="checkbox"/> Area II: Fine Arts/Humanities  |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> Area III: Mathematics<br><input checked="" type="checkbox"/> AREA III:NATURAL SCIENCES<br><input checked="" type="checkbox"/> General Chemistry I & Lab<br><input checked="" type="checkbox"/> General Chemistry II & Lab    | MA 126<br>CH 115<br>CH 116<br>CH 117<br>CH 118 | Calculus II<br>Gen Chem I<br>Gen Chem I Lab<br>Gen Chem II<br>Gen Chem II Lab | B<br>A<br>B<br>A | 4<br>3<br>1<br>3<br>1 | Spring 2005<br>Fall 2004<br>Fall 2004<br>Fall 2005<br>Spring 2005 |
|                      | <input checked="" type="checkbox"/> Area IV: History   |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> Area IV: Social & Behavioral Sciences(Non-History)   |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> Area IV: Social & Behavioral Sciences  |  |   |                  |                       |   |
|                      | A TWO COURSE SEQUENCE IS REQUIRED. EH 212 + EH 213; EH 217 + EH 218; EH 221 + EH 222; EH 223 + EH 224; HY 101 + HY 102; HY 104 + HY 105; HY 106 + HY 107; HY 120 + HY 121 EC 210 + 211 WILL SATISFY THIS REQUIREMENT AS WELL AS AREA II OR AREA IV REQUIREMENTS. |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> COMPLETE AN AREA II or AREA IV SEQUENCE  |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> Major in Art - BA  |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> A concentration is required  |  |   |                  |                       |   |
|                      | <input checked="" type="checkbox"/> Major in Anthropology  |  |   |                  |                       |   |
|                      | Unmet conditions for this set of requirements: Minimum GPA unsatisfied<br>Semester Hours Required: You currently have 0, you still need a minimum of 36 more   |  |   |                  |                       |   |

# RESIDENCY

- Three ways students can be reclassified as a resident for tuition purposes
  - Residency reclassification application
    - Completely reclassifies student during the rest of their time at UAB
    - Moved online (BlazerNET) April 2017
  - Qualifying graduate appointment
    - Only impacts residency during the period of time the student is appointed
    - Based on ACT document as of June 2017
  - Academic Common Market
    - Reminder to notify students if you know they may qualify
    - Must be received prior to matriculation

# APPEALS

- 3 Categories:
  - Changes to Academic Record
  - Student Complaints
  - Academic Dishonesty

# CHANGES TO ACADEMIC RECORD

## Types:

- Academic Withdrawal
- Administrative Withdrawal
- Administrative Drop
- Correcting Registration
- Late Course Add
- Medical Withdrawal
- Military Withdrawal



Knowledge that will change your world

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### Graduate Appeal Information

Please review the appeal types to see which is most appropriate based on your circumstances. All appeal requests are subject to the required documentation and any additional supporting documentation requested by the Graduate School. Appeal requests are not an absolute. Please allow five to seven business days for processing.

| Type of Appeal  | Documentation Required  | Appeal Outcome  |
|---|---|---|
| <b>Academic Withdrawal</b><br>Request to withdraw from coursework based on an extenuating circumstance (employment, miscommunication with advisor/instructor regarding withdrawal, etc.) past the last day to withdraw. | Written explanation of circumstances which prevented attendance or timely withdrawal on the appeal request form<br><br>Documentation confirming the extenuating circumstances (e.g. letter from employer or advisor)  | You will receive a W on your transcript for the course(s). W's have no impact on your GPA.<br><br>You will still be responsible for tuition and fees associated with the course(s).<br><br>If you have federal financial aid, it may be impacted. |
| <b>Administrative Withdrawal</b><br>Request to withdraw from coursework due to an administrative error by the University (misadvising, computer error, etc.).   | Written explanation of the circumstances on the appeal form<br><br>Documentation from your advisor/program director describing the nature of the error  | You will receive a W on your transcript for the course(s). W's have no impact on your GPA.<br><br>Tuition and fees associated with the course(s) will be removed from your account.<br><br>If you have federal financial aid, it may be impacted. |
| <b>Administrative Drop</b><br>Request to remove a course from your transcript based on never attending.   | Email confirmation or letter from the instructor that you never attended the course. Attendance for online courses includes any participation in the course via Canvas.   | The course(s) will be permanently removed from your transcript.<br><br>Tuition and fees associated with the course(s) will be removed from your account.<br><br>If you have federal financial aid, it may be impacted.                            |
| <b>Correcting Registration</b><br>Request to remove an incorrect course from your record and add the appropriate course.  | Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to <a href="mailto:ikeppley@uab.edu">ikeppley@uab.edu</a> .   | The incorrect course(s) will be removed from your transcript and you will be added to the correct course(s).<br><br>Your student account will be adjusted if there is a difference in credit hours between the courses.                           |
| <b>Late Course Add</b><br>Request to add a course.  | Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to <a href="mailto:ikeppley@uab.edu">ikeppley@uab.edu</a> .   | You will be registered for the course(s) for the specified term.<br><br>You will owe associated tuition and fees for the course(s), which will be due immediately.  |
| <b>Medical Withdrawal</b><br>Request to withdraw from coursework due to a personal medical condition or a medical condition of someone you are the primary caregiver for.   | Written explanation of medical issue on the appeal request form<br><br>An official memo on letterhead from a hospital or doctor confirming the medical scenario which prevented attendance<br><br>Documentation that you are the primary caregiver of the individual who experienced a medical condition which prevented course attendance, if applicable.<br><br>Last date you attended the course(s) from which you are requesting a withdrawal | You will receive a W on your transcript for the course(s). W's have no impact on your GPA.<br><br>Tuition and fees associated with the course(s) will be removed from your account.<br><br>If you have federal financial aid, it may be impacted. |
| <b>Military Withdrawal</b><br>Request to withdraw from coursework due to military orders.   | A copy of your orders requiring you to miss classes because of military service   | You will receive a W on your transcript for the course(s). W's have no impact on your GPA.<br><br>Tuition and fees associated with the course(s) will be removed from your account.<br><br>If you have federal financial aid, it may be impacted. |

# STUDENT COMPLAINTS

- Academic Matters
  - Typically grade complaints
- Non-Academic Matters
  - Concerns over facilities, student resources, etc
- Appeals Process outlined in Graduate Catalog under Academic Progress
  - <http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext>

# ACADEMIC DISHONESTY

- Includes cheating, plagiarism, fabrication, misrepresentation, or abetting
- Range of penalties
  - If F grade is assigned, Registrar must be notified
  - Two F grades due to misconduct results in expulsion
- Schools may have additional rules
- Appeals Process outlined in Graduate Catalog under Academic Progress

# MEDICAL WITHDRAWAL PROPOSAL

## Problem #1

- Medical Withdrawals are currently being used by students with no set university-wide policy in place to govern them.
  - Inconsistent documentation
  - Grad School unqualified to evaluate
  - Students “cherry-pick” courses in which they perform poorly
  - No time limit
  - Tuition is refunded retroactively

# MEDICAL WITHDRAWAL CONT.

## Problem #2

- Students are limited in when they can make enrollment changes
  - Add/Drop: 10<sup>th</sup> day of class
  - Course withdrawal: October 15<sup>th</sup>
- Students are forced into appeal process when something happens after this date



# MEDICAL WITHDRAWAL CONT.

- **Recommendation**

- New Policy Implementation*

To alleviate the misuse of Medical Withdrawals while offering students access to **semester/term withdrawals**, a Task Force was implemented to develop a plan of action to benefit students and the university.

**Recommendation: 2-Phase Policy Implementation**

# MEDICAL WITHDRAWAL CONT.

- **Recommendation**

*Phase I*

- Develop a **full semester withdrawal date** up to the last day of the semester.
  - Students could withdraw from **all** courses up to the last day of the semester and receive “w”
  - This withdrawal would be for **all** coursework, not individual courses

# MEDICAL WITHDRAWAL CONT.

- **Recommendation**

*Phase II*

- Implement a Medical Withdrawal Policy to address **medical** and **post-term** withdrawal requests that can't be accommodated by extending the semester withdrawal date.
  - 60 day post semester limit.
- Eliminate refunds to students except in unusual/exceptional circumstances
  - Goal is to provide **academic** relief, not financial relief

THANK YOU! WE WELCOME  
YOUR FEEDBACK.