PROGRAM DIRECTORS RETREAT

Updates From The Student Services Team

September 7, 2018
STAFFING CHANGES

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Kelsey Cain
Program Coordinator I
(Start Date: 9/10)

Lori Edwards
Educational Services Coordinator
(Start Date: 9/24)
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
## Admits

<table>
<thead>
<tr>
<th>College</th>
<th>Total 2017 Admitted</th>
<th>Total 2018 Admitted</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>503</td>
<td>476</td>
<td>-5.37%</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>554</td>
<td>580</td>
<td>4.69%</td>
</tr>
<tr>
<td>Dentistry DN</td>
<td>17</td>
<td>15</td>
<td>-11.76%</td>
</tr>
<tr>
<td>Education ED</td>
<td>497</td>
<td>460</td>
<td>-7.44%</td>
</tr>
<tr>
<td>Engineering EG</td>
<td>457</td>
<td>480</td>
<td>5.03%</td>
</tr>
<tr>
<td>Graduate School GR</td>
<td>13</td>
<td>13</td>
<td>0.00%</td>
</tr>
<tr>
<td>Health Professions HP</td>
<td>705</td>
<td>810</td>
<td>14.89%</td>
</tr>
<tr>
<td>Joint Health Sciences JH</td>
<td>58</td>
<td>120</td>
<td>106.90%</td>
</tr>
<tr>
<td>Nursing NU</td>
<td>786</td>
<td>908</td>
<td>15.52%</td>
</tr>
<tr>
<td>Optometry_OP</td>
<td>7</td>
<td>8</td>
<td>14.29%</td>
</tr>
<tr>
<td>Public Health PH</td>
<td>396</td>
<td>259</td>
<td>-34.60%</td>
</tr>
<tr>
<td>Total</td>
<td>3993</td>
<td>4129</td>
<td>3.41%</td>
</tr>
</tbody>
</table>

## Enrolled

<table>
<thead>
<tr>
<th>College</th>
<th>Total 2017 Enrolled</th>
<th>Total 2018 Enrolled</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences</td>
<td>361</td>
<td>346</td>
<td>-4.16%</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>459</td>
<td>483</td>
<td>5.23%</td>
</tr>
<tr>
<td>Dentistry DN</td>
<td>17</td>
<td>13</td>
<td>-23.53%</td>
</tr>
<tr>
<td>Education ED</td>
<td>448</td>
<td>415</td>
<td>-7.37%</td>
</tr>
<tr>
<td>Engineering EG</td>
<td>292</td>
<td>356</td>
<td>21.92%</td>
</tr>
<tr>
<td>Graduate School GR</td>
<td>13</td>
<td>9</td>
<td>-10.00%</td>
</tr>
<tr>
<td>Health Professions HP</td>
<td>628</td>
<td>730</td>
<td>16.24%</td>
</tr>
<tr>
<td>Joint Health Sciences JH</td>
<td>53</td>
<td>79</td>
<td>49.06%</td>
</tr>
<tr>
<td>Nursing NU</td>
<td>780</td>
<td>779</td>
<td>-0.13%</td>
</tr>
<tr>
<td>Optometry_OP</td>
<td>7</td>
<td>8</td>
<td>14.29%</td>
</tr>
<tr>
<td>Public Health PH</td>
<td>221</td>
<td>220</td>
<td>-0.45%</td>
</tr>
<tr>
<td>Total</td>
<td>3276</td>
<td>3438</td>
<td>4.95%</td>
</tr>
</tbody>
</table>
Goals:

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

- Prospects
- Inquiries
- Applicants
- Admits
- Confirms
- Enrolled

Phase I: Prospects, Inquiries, Applicants
Phase II: Admits, Confirms, Enrolled
### 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 Insult Required: You currently have 0, you still need a minimum of 30 more semester hours.
  - Your GPA in courses applied to the program is 0.00

1. **GPA Requirement**
   - MBA 901, 908, 997 will not apply to the MAc Degree

2. **Business Law for Accountants**

3. **Governmental & Not-for-Profit Accounting**

4. **Advanced Financial Accounting**

5. **Current Topics in Financial Accounting**

6. **Advance Auditing & Attestation**

7. **Tax Entities**

8. **Corporate Governance**

9. **Accounting Electives**

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**Academic Standing**

- Level: Graduate
- Classification: Graduate
- Degree: Master of Accounting
- College: Business
- Major: Masters in Accounting
- Minor: N/A
- Concentration: N/A
- Cutting Year: 2016-2017

**Student View**

- Student: Dominiare, Blake
- ID: 0064279
- Roster ID: R0AZ3
- Advisor: Nanning, Chris J
- Overall GPA: 0.00
- UB GPA: N/A
- Transfer GPA: N/A

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**Current Audit**

- Last Audit: 09/20/2017
- Last Refresh: 01/10/2018 at 3:20 am

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**Save this audit with this new description and freeze status**

- Description: [enter description here]
### Core Requirements for College of Arts & Sciences

Unmet conditions for this set of requirements:

- 41 semester hours are required. You currently have 38, still need 3 more semester hours.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I: English-Composition</td>
<td>ENGL 101 - English Composition</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Area II: Literature</td>
<td>ENGL 101 - English Composition I</td>
<td>3</td>
<td>Spring 2010</td>
</tr>
<tr>
<td>Area III: Fine Arts</td>
<td>ENGL 216 - Introduction to Literature</td>
<td>3</td>
<td>Spring 2008</td>
</tr>
<tr>
<td>Area IV: Fine Arts/Humansities</td>
<td>Art 101 - The Art Experience</td>
<td>3</td>
<td>Spring 2006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area VI: Mathematics</td>
<td>MA 120 - Calculus II</td>
<td>4</td>
<td>Spring 2005</td>
</tr>
<tr>
<td>Area VII: Natural Sciences</td>
<td>CHEM 115 - General Chemistry I</td>
<td>3</td>
<td>Fall 2004</td>
</tr>
<tr>
<td>Area VIII: Chemistry &amp; Lab</td>
<td>CHEM 116 - General Chemistry II</td>
<td>3</td>
<td>Fall 2004</td>
</tr>
<tr>
<td>Area IX: History</td>
<td>CHEM 117 - General Chemistry III</td>
<td>3</td>
<td>Fall 2005</td>
</tr>
<tr>
<td>Area X: History</td>
<td>CHEM 118 - General Chemistry IV</td>
<td>3</td>
<td>Spring 2005</td>
</tr>
<tr>
<td>Area XI: The United States &amp; History</td>
<td>HIS 120 - United States to 1777</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Area XII: Social &amp; Behavioral Sciences</td>
<td>PSY 191 - General Psychology</td>
<td>3</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>Area XIII: Developmental Psych</td>
<td>PSY 212 - Developmental Psych</td>
<td>3</td>
<td>Spring 2011</td>
</tr>
</tbody>
</table>

A two course sequence is required: ENGL 212 - ENGL 213, ENGL 217, ENGL 218, ENGL 221, ENGL 222, ENGL 224, HIS 101 - HIS 102, HIS 104 - HIS 105, HIS 106 - HIS 107, HIS 120 - HIS 121, EC 213 - 211. Will satisfy this requirement as well as Area VI or Area VIII requirements.

### Complete an Area III or Area IV Sequence

Unmet conditions for this set of requirements:

- Semester Hours Required: You currently have 0, you will need a minimum of 36 more.
• 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

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.

<table>
<thead>
<tr>
<th>Type of Appeal</th>
<th>Documentation Required</th>
<th>Appeal Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Withdrawal</td>
<td>Written explanation of circumstances which prevented attendance or timely withdrawal on the appeal request form</td>
<td>You will receive a W on your transcript for the course(s). W has no impact on your GPA. You will be responsible for tuition and fees associated with the course(s).</td>
</tr>
<tr>
<td>Administrative Withdrawal</td>
<td>Written explanation of the circumstances on the appeal form</td>
<td>You will receive a W on your transcript for the course(s). W has no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account.</td>
</tr>
<tr>
<td>Administrative Drop</td>
<td>Email confirmation of letter from the instructor that you never attended the course. Attendance for online courses includes any participation in the course via Canvas.</td>
<td>The course(s) will be permanently removed from your transcript. Tuition and fees associated with the course(s) will be removed from your account.</td>
</tr>
<tr>
<td>Correcting Registration</td>
<td>Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to <a href="mailto:gradreg@uky.edu">gradreg@uky.edu</a></td>
<td>The incorrect course(s) will be removed from your transcript and you will be added to the correct course(s). Your student account will be adjusted if there is a difference in credit hours between the courses.</td>
</tr>
<tr>
<td>Late Course Add</td>
<td>Permission from the instructor of the course you are adding. This can be a letter or an email sent directly to <a href="mailto:gradreg@uky.edu">gradreg@uky.edu</a></td>
<td>You will be registered for the course(s) for the specified hours. You will owe associated tuition and fees for the course(s), which will be due immediately.</td>
</tr>
<tr>
<td>Medical Withdrawal</td>
<td>Written explanation of medical issue on the appeal request form</td>
<td>You will receive a W on your transcript for the course(s). W has no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account.</td>
</tr>
<tr>
<td>Military Withdrawal</td>
<td>A copy of your orders requiring you to miss classes because of military service</td>
<td>You will receive a W on your transcript for the course(s). W has no impact on your GPA. Tuition and fees associated with the course(s) will be removed from your account.</td>
</tr>
</tbody>
</table>

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
  • [Link](http://catalog.uab.edu/graduate/academicprogress/#academicethicsan
dmisconducttext)
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
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
Problem #2

- Students are limited in when they can make enrollment changes
  - Add/Drop: 10th day of class
  - Course withdrawal: October 15th

- Students are forced into appeal process when something happens after this date
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
• 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
• **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.