Graduate Program Director/Staff Training

Graduate School Student Services
Graduate Student Services Team

- Jesse Keppley, Director
- Graduate Admissions
  - Rachel Adams
  - Kelsey Cain
- Student Records
  - Lori Edwards
  - Lori Naramore
- TargetX/Recruitment CRM
  - Ciara Duncan
- Office Support
  - Juanitra Moore
- Updated contact sheets are published on the website
Admissions

Rachel Adams and Kelsey Cain
Application Process

1. Applicant completes the online application and submits the application fee.

2. Application received/processed at the Graduate School
   a) Application is processed. We check for transcripts or test scores that may have already been sent
   b) Status is updated to either “Incomplete – Checklist Items Outstanding” or “Complete – Pending Departmental Review”
   c) As the applicant submits required documents, we continue to add to their application until it is complete and ready to be sent to the program.

3. Program review and admissions recommendation

4. Final Graduate School review

5. Official decision rendered
Graduate School Requirements

- Application
- Fee
- All Official Transcripts Received
- English Proficiency Scores
  - TOEFL = 80
  - IELTS = 6.5
  - PTEA = 53

Program Specific Requirements

- Essay
  - General Essay
  - Program Specific Essay
- CV/Resume
- Test Scores
- Recommendation Letters
- Misc. Supplemental Documentation
Transcript Requirements

• Official transcripts are required from every higher education institution where college credit was earned
  • Cannot be waived
  • Study abroad transcripts are not required

• Unofficial documents are accepted for review process

• Domestic students must have a bachelor’s degree (or higher) from a regionally accredited school

• International applicants must have the equivalent of a 4 year bachelor’s degree

• Official Transcripts:
  • Issued via electronic transfer directly from the institution
  • Mailed transcripts must be in a sealed envelope
  • Applicant can bring their sealed transcript to the Graduate School

• Unofficial Transcript:
  • Fax
  • Email
  • Unsealed envelope
Application for Readmission

• Students are eligible for readmission, if the following criteria are met:

  • Admitted to a UAB Graduate degree-seeking program within 5 years.
  • Has not registered for courses for one academic year (3 semesters)
  • Has successfully passed at least 1 graduate course at UAB after having been admitted to a Graduate degree-seeking program
  • Has not attended any other university or college in the interim.
  • Requires the approval of the program

• Readmission applications are completed in TargetX and require a $30 application fee
Non-Degree Policies

• Enrollment as a non-degree student
• Registration
• Transcript requirements
• Credit limits
  • No limit to credit earned
  • Only 12 hours can be counted toward a degree
  • Conversion of credit to graduate level
• No Financial aid
Admission Deferral Process

• Deferrals
  • Admitted students are eligible for **one** deferral request within a **one** year period from the original date of admission.
  
  • Submit deferral forms to **gradschool@uab.edu**
  
  • Once department approves the deferral, a new decision letter is generated for the student with the updated term.
  
  • Students can defer to **any** term, even if your program does not admit students for that particular term.
  
  • If a student has matriculated they are not eligible for a deferral.
Deadlines

• The Graduate School deadlines are as follows:
  • Fall – August 1
  • Spring – December 1
  • Summer – May 1

• Program deadlines can be earlier than the graduate school deadlines, but no later than the above deadlines.

• Deadline = the day the application is shut off and applicants can no longer submit.
  • This is **NOT** the day that application checklists must be completed (i.e. we may not have transcripts or test scores on this date).
  • Applications are turned off at 11:59 p.m. CT
Residency

- Residency for tuition purposes is assigned at the time of admission
- Must demonstrate that they are in AL for reasons other than obtaining an education to be considered in-state for tuition purposes
- 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
  - Qualifying graduate appointment
    - Only impacts residency during the period of time the student is appointed
  - Academic Common Market
    - Reminder to notify students if you know they may qualify
Frequently Asked Questions

• I missed the deadline, can I still submit my application?
  ➢ We do not allow submission of late applications past the Graduate School’s application deadline

• Can my application be moved to the next available term?
  ➢ Yes! We allow applicants to move their application to a future term.

• Can I admit a student to a term that my program does not typically admit for?
  ➢ Absolutely! Under certain circumstances, some programs who only admit students in the Fall and Spring would like to admit a student in the summer instead. As long as the program communicates with us that they would like to do this, we are happy to make the change if the applicant has submitted their application before that particular term’s deadline.
International Admissions

Kristin Brymer
International Admissions Office
Mervyn Sterne Library-917 13th Street South, Floor 2

INTO UAB Center:
- Centralized International Admissions-AE, Pathway, Undergraduate, Graduate
- ISSS-International Student and Scholar Services (Immigration)
- Academic English
- Pathway Programs
Transcript Requirements

• 7-10 days to process submitted applications

• Applicants must have the equivalent of a 4 year bachelor’s degree
  • Check all transcripts for equivalency
  • Ensure that all documents are included (proof of degree, individual and consolidated mark sheets)

• Three Year Degrees
  • Some are equivalent to a 4 year U.S. Bachelor’s degree
  • “A” Rating-NAAC Accreditation
  • Graduate in the First Division

• Credential Evaluations
  • NACES accredited
  • Still need transcripts and proof of degree

• Country Specific Info Pages
English Proficiency Exams

• Requirements
  • TOEFL – 80
  • IELTS – 6.5
  • PTEA – 53
  • Duolingo-70
  • IELA-176

• Waivers
  • The applicant has earned a bachelor's, graduate, or professional degree in the United States with a GPA of 3.00 or higher.
  • The applicant is a citizen of or received a degree from one of the approved English speaking countries (list available on the Graduate School website)
  • Proof of completion of Level 5 in UAB’s Academic English (ESL) program

Additional Info:
• Cannot accept other institution’s ESL programs
• Applicants will receive notification that they are ineligible for admissions based on English proficiency
• Ineligible applicants will be advised on options for a pathway program (if applicable) or Academic English.
Cascades and Pathway Programs

- Ineligible English Proficiency
  - Academic English
    - PhD
    - Most Master’s programs
  - Pathway
    - Specific Master’s programs

- Ineligible Academics
  - 2.5 GPA

- Department Cascades

<table>
<thead>
<tr>
<th>Pathway Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Data Science</td>
</tr>
<tr>
<td>MS in Multidisciplinary Biomedical Sciences</td>
</tr>
<tr>
<td>MS in Computer Science</td>
</tr>
<tr>
<td>MS in Civil Engineering</td>
</tr>
<tr>
<td>MS in Cyber Security</td>
</tr>
<tr>
<td>MS in Electrical and Computer Engineering</td>
</tr>
<tr>
<td>MA in Early Childhood Education</td>
</tr>
<tr>
<td>MS in Materials Engineering</td>
</tr>
<tr>
<td>MA in Special Education</td>
</tr>
<tr>
<td>MS in Mechanical Engineering</td>
</tr>
<tr>
<td>MA in TESOL</td>
</tr>
<tr>
<td>MS in Biotechnology</td>
</tr>
<tr>
<td>Public Administration</td>
</tr>
<tr>
<td>Public Health</td>
</tr>
<tr>
<td>MBA</td>
</tr>
<tr>
<td>MBA/MPH Dual Program</td>
</tr>
</tbody>
</table>
Global Application-Direct Entry

• Requirements
  • Must have 3.0 and meet English proficiency requirements

• Two application platforms:
  • TargetX
  • Global Application

• Benefits
  • Actively recruit for these programs
  • Quicker turnaround for completed applications (48 hours SLA)
  • Quicker decision to student (5 day SLA)
  • Credential Evaluation
  • Smoother cascading process
  • Work with every student from INQUIRY to ENROLLMENT

<table>
<thead>
<tr>
<th>Direct Entry Majors</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS in Data Science</td>
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<tr>
<td>MS in Multidisciplinary Biomedical Sciences</td>
</tr>
<tr>
<td>MS in Computer Science</td>
</tr>
<tr>
<td>MS in Civil Engineering</td>
</tr>
<tr>
<td>MS in Cyber Security</td>
</tr>
<tr>
<td>MS in Electrical and Computer Engineering</td>
</tr>
<tr>
<td>MS in Biotechnology</td>
</tr>
<tr>
<td>MS in Materials Engineering</td>
</tr>
<tr>
<td>MBA</td>
</tr>
<tr>
<td>MS in Mechanical Engineering</td>
</tr>
<tr>
<td>Public Health</td>
</tr>
</tbody>
</table>
Specific to International Students

F-1 Student Visa and J-1 Student Visa

• Cannot enroll as non-degree seeking
• Must register for minimum 9 credit hours (unless final semester)
  • At least 6 of those hours must be on-campus
• No Financial Aid
  • Can receive scholarships
  • Can work on campus (up to 20 hours per week)
• FERPA still applies
• Holds-Immigration Registration Restrictions
• INTO is not a student type

Disclaimer: Not all international students have these requirements. It all depends on visa type or immigration status.
Contact Information

• Email
  • kbrymer@uab.edu

• Phone Number
  • 934-7956
Salesforce/TargetX 101

Graduate School Student Services
About Salesforce and TargetX

- Salesforce – CRM used for data management and communications for student recruitment
- TargetX – vendor through which we use Salesforce
  - Online Application
  - Email Tool
  - Events
## Terminology

<table>
<thead>
<tr>
<th>WHEN WE SAY</th>
<th>WE MEAN THIS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECORD</strong></td>
<td>An item you are tracking. It can be anything from an individual student to a particular application. If our data is like a spreadsheet, then a record is a row on the spreadsheet.</td>
</tr>
<tr>
<td><strong>FIELD</strong></td>
<td>A place where you store a value, like a name or address. Continuing the spreadsheet example, a field would be a column on a spreadsheet.</td>
</tr>
<tr>
<td><strong>OBJECT</strong></td>
<td>A table in the database. Example objects are the application, test or enrollment history. An object can be thought of as a tab on a spreadsheet.</td>
</tr>
<tr>
<td><strong>CONTACT</strong></td>
<td>This is another term for a student. This is where basic information is housed such as date of birth, address, demographics, etc. In UAB’s Salesforce org, all other objects are attached to this particular object.</td>
</tr>
<tr>
<td><strong>ORG</strong></td>
<td>Short for “organization”, the place where all our data, configuration, and customizations lives. It’s the place you log in to access this information. You might also hear this called our “instance of Salesforce”.</td>
</tr>
<tr>
<td><strong>APP</strong></td>
<td>A set of fields, objects, permissions, and functionality to support a business process. Some of our UAB apps in Salesforce include “Undergraduate Recruitment”, “Email”, “Events”, and “Decision Module”.</td>
</tr>
</tbody>
</table>
# Salesforce Objects

<table>
<thead>
<tr>
<th>OBJECT</th>
<th>DEFINITION</th>
<th>EXAMPLE FIELDS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNT</td>
<td>Accounts are the previous institutions a student attended, usually high schools or other universities. The primary account type for Graduate students is &quot;Community User Account&quot; because most of them come through our community portal, or online application. All contact records must have an account.</td>
<td>The institution’s address, GPA scale, and yield history</td>
</tr>
<tr>
<td>CONTACT</td>
<td>Contacts are the people in accounts. The most common kind of contact is a student. But contacts can also be school liaisons or a UAB employee.</td>
<td>Biographical information, phone, email, date of birth</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Applications are individual program applications submitted by a student through our online application portal. They are instantly attached to the Contact object upon creation. Honors College, EMSAP, and Graduate School applications are hosted in Salesforce and managed by the CRM team.</td>
<td>Program/Concentration, start term and year, responses to individual application questions.</td>
</tr>
<tr>
<td>TESTS</td>
<td>Tests are the objects where students' standardized test scores that are sent to UAB as part of an application or bought by the university exist.</td>
<td>Test name, date, and scores earned</td>
</tr>
<tr>
<td>ENROLLMENT HISTORY</td>
<td>Enrollment history is the object where previous/current colleges attended can be found. As the Graduate admissions staff finds transfer enrollment histories not listed by an applicant, they add it to the object so that the student knows to request it.</td>
<td>Information about official and unofficial transcripts, attendance dates, and official GPA if a degree has been earned.</td>
</tr>
<tr>
<td>EVENT HISTORY</td>
<td>Event history includes any events a student signed up for with UAB that is logged in Salesforce.</td>
<td>The date of the event, the student's registration status, the location of the event</td>
</tr>
<tr>
<td>INQUIRIES</td>
<td>Inquiries show information about students who progressed or entered the inquiry student stage. This can range from filling out an online inquiry form, name purchases, or manually created inquiries</td>
<td>The source of the inquiry, creation date, info provided by the student</td>
</tr>
</tbody>
</table>
Salesforce Navigation, Accessing Students, Applications, and Admissions Decisions
Reporting
## Report Types

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Data you will be able to report on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students with Applications Custom</td>
<td>Contact (Student) Object and Application Object</td>
</tr>
<tr>
<td>Students with Applications and Essays Custom</td>
<td>Contact (Student) Object, Application Object, Essay Object</td>
</tr>
<tr>
<td>Contacts with Applications and Application Reviews</td>
<td>Contact (Student) Object, Application Object, Application Review Object</td>
</tr>
<tr>
<td>Students with Inquiries Custom</td>
<td>Contact (Student) Object, Inquiry Object</td>
</tr>
<tr>
<td>Students with Enrollment History and Application</td>
<td>Contact (Student) Object, Enrollment History Object, Application Object</td>
</tr>
<tr>
<td>Applications with Recommendations</td>
<td>Application Object and Recommendation Object</td>
</tr>
<tr>
<td>Applications with Tests Custom</td>
<td>Application Object and Test Object</td>
</tr>
</tbody>
</table>
Tips/Helpful Hints for Report Building

• Create a template for each report type that you may run.
• Open a record for the object you are reporting on to easily locate the field and correct name.
• Run a report at any time without saving to see what it looks like.
• Don’t forget to save your report or you will need to start from scratch!
• If you need help, don’t hesitate to contact your CRM Administrator!
Upcoming Projects and New Features
Salesforce Lightning

- Drastically changes the look and feel of Salesforce, but does not change any processes.

- Advantages
  - Easily create tasks, log calls, and send emails to enhance efficiency.
  - Bookmark your most used pages.
  - Updated Dashboards and images to quickly capture important data.
Events

• Manage and track recruitment events directly from the CRM
  • One-time, recurring, overlapping, and multi-day events
  • Schedule appointments and interviews
CRM Requests

- New form used to submit any CRM request, including updates in the application to emails and access.
Email Communications

Hello %%%First Name%%%,

On behalf of the University of Alabama at Birmingham’s Lifespan Developmental Psychology PhD Program, thank you for taking the time to provide a recommendation for one or more past applicants to our program. Admission to our program is highly competitive, and recommendation letters are critical for helping us to identify whether a student would be a good fit for our program. Please encourage other promising students with an interest in developmental psychology to visit our website.

The deadline for applications is November 30. An online application is available on the UAB Graduate School website. Applicants are strongly encouraged to identify one or more faculty members with whom they share research interests. We have 31 full-time faculty in our department, training students to discover basic principles of psychological development and to apply them in interdisciplinary, applied contexts. View our program brochure for more information.

Kindest regards,

Despina Stavrinos, PhD | Associate Professor
Program Director | PhD in Lifespan Developmental Psychology
Lead Management

• Personalized inquiry form on your website to capture inquiries in the CRM
• Learn to track communications in Salesforce by logging calls, emails, and creating tasks for yourself to follow-up with leads, inquiries, and applicants.
Degree Completion

Lori Edwards
Online Application for Degree/Certificate

• Accessible through [BlazerNET](#)
• Must be submitted by student to notify program and Graduate School of intent to graduate ([Deadline](#)) even if not planning to attend commencement ceremony
• Student receives confirmation email upon submission
• Program approvers receive notification about need to review
  • GPS should be consulted to verify completion of degree/certificate requirements and concerns addressed ahead of time
  • Please approve applications early! The Graduate School performs a final audit before degrees are awarded – we will contact you if there are outstanding issues.
Online Application for Degree/Certificate

UAB Menu > Your UAB List > Your Utilities > GR Apply for Degree Workflow
Graduation Planning System (GPS)

- Programmed through the catalog editing process
- Accessible through BlazerNET
- Allows students and programs to monitor progress through a personalized audit showing all courses required to earn degree/certificate
- Should be reviewed each semester to track progress and help determine registration plans
- Not intended to replace relationship with academic advisor
- Exceptions: course substitutions/waivers
- Attributes: PL1/PL2, PM (Prior Masters)
GPS Best Practice

Update every audit every time for the most current information

Banner Refresh

Use Banner Refresh to capture updates made to the student record. Student records are updated automatically through an overnight system refresh. Banner Refresh forces the update as needed.

Process New

Use Process New to apply exceptions to an audit or pull in changes made to the GPS scribe. The overnight system refresh will not have an impact on scribe changes, so “Process New” is the only way to update the student’s audit.
GPS – General Student Information

- Overall GPA
- Degree/Major/Concentration
- Catalog Term
GPS – Degree and Major Blocks

- Degree Block: Time Limitation (Masters – 5 years PhD – 7 years)
- Major/Concentration Blocks: Course Requirements
GPS – Degree Requirements

A student's GPS consists of a series of sections, which are called “blocks.” These blocks are programmed to check the degree requirements for each school. The blocks contain an easy-to-use color code:

- A green box indicates that a requirement has been completed.
- A blue box indicates that a requirement is in the process of being completed. Most often this means that a student is currently enrolled in a course that will satisfy the requirement.
- A red box indicates that a requirement still needs to be completed.
- A yellow box indicates that a student should talk with an advisor about that requirement. Students will rarely see a yellow box, as it is reserved for particularly complex situations that require a conversation with an advisor.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Methods in Engineering</td>
<td>Engineering</td>
</tr>
<tr>
<td>Engineering Graphics</td>
<td></td>
</tr>
<tr>
<td>Intro to Thermal Sciences</td>
<td></td>
</tr>
<tr>
<td>Introduction to Engineering</td>
<td></td>
</tr>
<tr>
<td>MATHMATICS</td>
<td></td>
</tr>
<tr>
<td>Math for Egr Prob Solving &amp; Applied Numerical Meth</td>
<td></td>
</tr>
</tbody>
</table>
GPS – General Electives

General Electives can be applied to the audit using Exceptions

Also Allow – Expand the list of allowable courses
Apply Here – Course meets a specific requirement
Substitute – Exchange one course for another
Remove Course/Change Limit – Typically used to change course credit hour requirement
Force Complete – Graduate School use only
GPS – Not Counted Toward Degree

Can this credit be applied?

- X Applied to a previous degree
- X Grade = F, N, I, W
- ? Expired credit - Complete Expired Course Validation Form
### Master of Arts
**Time Limitation:** All Degree Requirements must be met within five years of matriculation.

### Anthropology of Peace/Human Rights

<table>
<thead>
<tr>
<th>Unmet conditions for this set of requirements:</th>
<th>Semester Hours Required: You currently have 0, you still need a minimum of 36 more semester hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program GPA</strong></td>
<td><strong>Still Needed:</strong> Minimum GPA unsatisfied</td>
</tr>
<tr>
<td>Your GPA in courses applied to the program is .00</td>
<td></td>
</tr>
<tr>
<td><strong>Must indicate Plan I or Plan II option</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

**UAB Menu > Your UAB List > Your Utilities > Attribute Maintenance**

---

**BlazerNET**

**Search:**

**Maintain Attribute**

- **Name:** Dragonea, Blaze
- **Banner ID:** 001266270
- **Who Am I:** Edwards, Lori M.

**TERM CODE:** *

**ATTS CODE:** *

**RELEASE:** UAB 1.0
GPS – Accessing Multiple Student Audits

![GPS Interface for Accessing Multiple Student Audits]

### Find Students

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Degree Codes</td>
<td>All Major Codes</td>
<td>No Sport selected</td>
</tr>
<tr>
<td>Level</td>
<td>Minor</td>
<td>Academic Standing</td>
</tr>
<tr>
<td>All Level Codes</td>
<td>All Minor Codes</td>
<td>All Academic Standings</td>
</tr>
<tr>
<td>Classification</td>
<td>College</td>
<td>Student Attribute</td>
</tr>
<tr>
<td>All Classification Codes</td>
<td>All College Codes</td>
<td>No Attribute selected</td>
</tr>
<tr>
<td>Catalog Year</td>
<td>Concentration</td>
<td>Advisor</td>
</tr>
<tr>
<td>All Catalog Year values</td>
<td>All Concentration Codes</td>
<td>No Advisor selected</td>
</tr>
<tr>
<td></td>
<td>Student Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All Student Type Codes</td>
<td></td>
</tr>
</tbody>
</table>

#### Chosen Repeatable Search Criteria

- [Search](#)
- [Clear](#)

### BlazerID

- [BlazerID Search](#)

### Students Found: 1

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
<th>Level</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>B61190664</td>
<td>Dragonette, Blaze Test Student2</td>
<td>BS</td>
<td>Management</td>
<td>UG</td>
<td>Senior</td>
</tr>
</tbody>
</table>

- [OK](#)
- [Cancel](#)
- [Check All](#)
- [Uncheck All](#)
GPS – Behind the Scenes

Check the Exceptions screen for program rules.

Some Examples:
- Minimum GPA
- Minimum Grade
- Maximum credit hours
Expectations of a Program Director

Friday, February 8, 2019
Thank you for your service, dedication, time, energy, compassion, and enthusiasm.
Things you wish you had known you would need to do.....

• Be a Therapist or Counselor
• Sometimes function as a parent and provide “tough love”
• Serve as a Confidant
• Serve as a Cheer-leader
• Serve as a Mediator
• Always have a box of Kleenex
The Tale of X’s and O's

https://m.youtube.com/watch?v=p56b6nzslaU
Recruitment and Retention

- Engage in recruitment activities within and outside of UAB
- Monitor applications:
  - Is your pool large and diverse enough?
  - Does your pool have qualified applicants?
  - Should the application deadline be adjusted for competitiveness?
  - Are there year to year trends that you should be paying attention to?
  - Use Target X dashboard feature to monitor
- Don’t let applications sit in your queue
- Make timely admission (or rejection) decisions
- Timely communication with applicants, particularly during recruitment season
- Develop content specific emails to launch via the Target X
- Know who your competitors are
- What are your matriculation rates? Retention rates?
  - Know why students do or don’t choose your program
- Monitor student progress and intervene sooner rather than later
For Students

• Monitor student progress
• Monitoring student evaluations
• Maintain records for graduate students
• Attend thesis and dissertation defenses
• Advise on best practices of mentees—Best Practices
• Advise on assembly of thesis/dissertation committees
• Ensure due process and fairness
• Nominate students for awards
• Know the curriculum
• Know Graduate School Policies and Deadlines
• Be a student advocate and advisor
• Inform students of your advocacy status
• Meet with students as a group each semester at minimum
• Understand why students are stressed
For Program Faculty

- Provide leadership-Vision and Mission
- Meet with program faculty to ensure that program policies, procedures, curriculum, and other program requirements are appropriate
- Keep faculty working together, resolve policy-level problems, etc.
- Monitor of courses and course evaluations
- Monitor and update curriculum
- Advisor to faculty
- Implement Mentor-Mentee Best Practices
Other Responsibilities

• Maintenance of accreditation where appropriate
• Data analyst for reporting purposes
• Budget analyst where appropriate
• Report systemic problems to Graduate School
• Catalog updates
• Keep up with emerging trends in graduate education
• Communicate with the Graduate School
Updating the Withdrawal Process at UAB

Note: This is a proposed policy change and has not been adopted by the University at the time of this presentation.
Withdrawal Task Force Members

Baggott, Jacob M., Assistant VP for Student Health & Wellbeing
Bansal, Ankit, Undergraduate Student Government Association
Barnes, Bradley, Vice Provost, Enrollment Management
Bullard, Daniel C., Associate Dean for Recruitment, Retention, and Diversity, Graduate School
Dupont, Audrey, University Council
Robert Hannah, Law Fellow
Faircloth, Michael B., Director, Student Health Service
Griggs, Carol, Student Health Services, Division of Student Affairs
Gupta, Nirzari Alokumar, President, Graduate Student Government
Janowski, Gregg M., Professor & Associate Provost for Assessment and Accreditation
Jones, John R, III, Vice President for Student Affairs
Keppley, Jesse M., Director, Student & Academic Services
McFadden, Regina H., Academic Policy Coordinator
McIntyre, Helen M., Director, Student Financial Aid
McMahon, Lori L., Dean, Graduate School
Robinson, Kasey Maria, Title IX Coordinator, Division of Student Affairs
Strother, Veronica R., Office of Student Accounting Services
Srikakolapu, Siddharth, President, Undergraduate Student Government Association
Terry, Cynthia, University Registrar
Wyss, J Michael, Director, Center for Community Outreach Development
Overview

• Terminology
• Introduction: Problem
• Current Process
• Recommendations
• Questions
## Terminology

<table>
<thead>
<tr>
<th>Current Policy</th>
<th>Course Withdrawal</th>
<th>Potential Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drop</strong></td>
<td><strong>Course Withdrawal</strong></td>
<td><strong>Full Term Withdrawal</strong></td>
</tr>
<tr>
<td>Prior to add/drop deadline</td>
<td>After add/drop</td>
<td>After add/drop</td>
</tr>
<tr>
<td>No W on record</td>
<td>W on record</td>
<td>W on record</td>
</tr>
<tr>
<td>Tuition Refunded</td>
<td>No Refund</td>
<td>Graduated Refund</td>
</tr>
<tr>
<td>May or may not be still enrolled for term</td>
<td>May or may not be still enrolled for term</td>
<td>No longer enrolled for term</td>
</tr>
<tr>
<td>6 days into the semester</td>
<td>About 60% into semester (Fall 2018 = October 19)</td>
<td>Last day of classes</td>
</tr>
</tbody>
</table>
Introduction

Problem

UAB not in line with peer and near peer institutions when it comes to withdrawal process.

Medical Withdrawals are currently being used by students with no set university-wide policy in place to govern them.
## What are other institutions doing?

<table>
<thead>
<tr>
<th>INSTITUTIONS</th>
<th>Medical Withdrawals</th>
<th>Medical Withdrawals</th>
<th>Regular withdrawal</th>
<th>Tuition Reimbursement</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Alabama at Tuscaloosa</td>
<td>Y</td>
<td>Last Day Excluding Final</td>
<td>Schedule</td>
<td>75%, 50%, 0% (first four weeks)</td>
<td></td>
</tr>
<tr>
<td>The University of Alabama at Huntsville</td>
<td>Y</td>
<td>Retroactive - 2 years</td>
<td>Schedule</td>
<td>Full Reimbursement prior to Add/Drop</td>
<td></td>
</tr>
<tr>
<td>Alabama A&amp;M</td>
<td>N</td>
<td>Mid-Semester</td>
<td>Schedule</td>
<td>90%, 80%, 70%, 60%, 0% after 30th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Auburn</td>
<td>Y</td>
<td>Retroactive with Documentation</td>
<td>Schedule</td>
<td>Prorated Reduction</td>
<td></td>
</tr>
<tr>
<td>University of Cincinnati</td>
<td>N</td>
<td>Last Day of Class</td>
<td>100% before 16th Calendar Date / 0% after</td>
<td>100% before 16th Calendar Date / 0% After</td>
<td></td>
</tr>
<tr>
<td>University of California - Irvine</td>
<td>N</td>
<td>Last Day of Class</td>
<td>Schedule</td>
<td>100%, 90%, 50%, 25%, 0%</td>
<td></td>
</tr>
<tr>
<td>SUNY Buffalo</td>
<td>N</td>
<td>Last Day of 11th Week</td>
<td>Schedule</td>
<td>100%, 70%, 50%, 30%</td>
<td></td>
</tr>
<tr>
<td>SUNY Stony Brook</td>
<td>N (Leave)</td>
<td>Last Day of Class</td>
<td>Schedule</td>
<td>100%, 70%, 50%, 30%</td>
<td></td>
</tr>
<tr>
<td>University of Illinois</td>
<td>Y</td>
<td>Last Day of Class</td>
<td>Schedule</td>
<td>90%, 80%, 70%, 60%, 50%, 40%</td>
<td></td>
</tr>
<tr>
<td>University of California - San Diego</td>
<td>N (Leave)</td>
<td>Last Day of 10th Week</td>
<td>Schedule (100%, 50%)</td>
<td>100%, 50%</td>
<td></td>
</tr>
<tr>
<td>University of South Florida</td>
<td>Y</td>
<td>Up to 6 months after semester</td>
<td>Fee Adjustment Form Required</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>IUPUI</td>
<td>N</td>
<td>Mid Semester</td>
<td>Schedule</td>
<td>100%, 75%, 50%, 25%, 0%</td>
<td></td>
</tr>
<tr>
<td>University of Pittsburgh</td>
<td>Y</td>
<td>Last Day of 2nd Week</td>
<td>No refund at 60% completion</td>
<td>No refunds after 60% of semester is complete</td>
<td></td>
</tr>
<tr>
<td>Virginia Commonwealth</td>
<td>Y</td>
<td>Last Day of 4th Week</td>
<td>Schedule</td>
<td>100%, 80%, 60%, 40% and 0% after fourth week of class</td>
<td></td>
</tr>
</tbody>
</table>
Recommendation
New Policy Implementation

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

Recommendation: 3 Part Policy Implementation
Recommendation
Part I

Develop a **full term withdrawal date** up to the last day of classes.

- Students could withdraw from **all** courses up to the last day of class and receive “w”
- This withdrawal would be for all coursework, not individual courses
Recommendation

Part II

Implement a Medical Withdrawal Policy to address medical and post-term withdrawal requests.

Must be submitted 60 calendar days from last day of classes.
Recommendation
Part III: Tuition Reimbursement

Implement a graduated refund policy that governs all withdrawals.

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Medical Appeal Refunds</td>
<td>$1,395,666</td>
</tr>
<tr>
<td>Potential Graduated Refund Schedule</td>
<td>$1,017,800</td>
</tr>
<tr>
<td>Savings to the Institution</td>
<td>$377,866</td>
</tr>
</tbody>
</table>
Recommendation

Policy Change Goal

Projected Outcome of Policy Change

- Centralize University Wide Medical Withdrawal Policy
- Offer students opportunity to fully withdraw at any time with “w” prior to the last day of classes
- Place time limitation of Medical Withdrawal Submissions
- Eliminate ability to medically withdraw from single course (outside of clinical coursework)
- Become more aligned with peer and near-peer institutions (graduated refund process)
Questions?
Accelerated Learning Opportunities (ALO)
3 Options for Students

• Accelerated Bachelors/Masters Program
• Fast-Track/5th-Year Masters
• Early Acceptance Programs
  • Graduate Track
  • Professional Track
• Now housed under one site:
  • https://www.uab.edu/graduate/programs/accelerated-learning-opportunities
Accelerated Bachelors/Masters Program (ABM)

- Up to 12 hours can be shared between undergraduate and graduate degree
  - Minimum 138 hours (108 UG hours + 30 GR hours)
- Minimum of 60 hours to start, 36 of which must be earned at UAB
- UAB undergraduate GPA of at least 3.5
- Must maintain 3.0 GPA
ABM – How to Apply

• Meet with Undergraduate Advisor and the relevant Graduate Program Director(s) to discuss program requirements.

• Complete the ABM program Application Form (including all approvals) and return it to the Graduate School.

• Submit departmental application materials (as required by program).
ABM Programs

• Master of Science in Multidisciplinary Biomedical Science
• Master of Science in Computer Science
• Master of Science in Biology
• Others being developed
  • MPH
Fast-Track Masters Programs

- No more “5th-year” wording
- Minimum of 60 hours to start
- UAB Undergraduate GPA of at least 3.0
- NO SHARED CREDIT – Minimum 150 hours (120 UG + 30 GR)
Fast-Track Programs

- MS in Biology
- MAc in Accounting
- MS in Mathematics
- MPH in Public Health
- MS in Occupational Therapy
- MS in Computer Sciences
- MSBME in Biomedical Engineering
- MSCE in Civil Engineering
- MSEE in Electrical Engineering
- MSMte in Materials Engineering
- MSME in Mechanical Engineering
- MS in Biotechnology
- MS in Health Informatics
- MBA in Business Administration
- MS in Clinical Laboratory Sciences
- MS in Nuclear Medicine Technology
- MS in Healthcare Quality & Safety
Early Acceptance Programs

• Early acceptance for high-ability high school students

• Two tracks:
  • Professional
    • EMSAP, DPTEAP
  • Graduate
    • 9 programs currently

• Eligibility requirements mirror Presidential Scholar pool
Early Acceptance, Continued

Process
- Physical letter to 1,864 eligible applicants
- Email for acceptance/programs of interest
- Program-specific content emails and student engagement
- Students may do ABM/Fast-Track, but don’t have to
- Once student is eligible they are “automatically” accepted into graduate program if they meet requirements

Benefits
- Increased attractiveness of UAB to high school students
- Natural pipeline to high ability students for participating graduate programs
- Guaranteed admission for HS student
- Pay UG rates
- Use unspent scholarship dollars
- No Grad School application fee, entrance exams, etc
Plan I Requirements

Committees
Candidacies
Approval Forms
Thesis/Dissertations
Committee Forms

• Graduate School website under Online Forms
• Committee forms must be completed before Candidacy paperwork can be processed
  • Can be submitted as early as student’s first semester in the program or up until Candidacy forms are submitted
• Turnaround time:
  • Forms are processed within 2-3 business days and normally emailed back to student and department within 1-2 weeks
Committee Forms (continued)

• All committee members’ names should be checked against the Graduate Faculty List *before* submission to the Graduate School
  • Full and (some) adjunct appointments show up on the Grad Faculty List. Adhoc appointments are on an internal list – contact Lori Naramore

• Graduate School website
  • Faculty & Staff → Graduate Faculty section
    • Category definitions, Appointment Form and Graduate Faculty List, which includes instructions
Candidacy Application

• Graduate School website under Online Forms
• Candidacy forms are signed at the student’s proposal
• Candidacy forms must be processed before students can register for 699/799 research hours
• IRB/IACUC approval for research involving human or animal subjects
• Turnaround time:
  • Forms are processed within 2-3 business days and normally emailed back to student and department within 1-2 weeks.
Candidacy – IRB and IACUC

- IRB (human subjects)
  - must have current approval form that shows student’s name and protocol number

- IACUC (animal subjects)
  - must have either a current approval that shows student’s name and protocol number OR if name does not appear on approval, student can take the Research Compliance Verification (RCV) Form to the IACUC office for signature showing verification of approval
Candidacy Deadlines

- Deadline dates on Grad School website
  - Master’s students are required to have 1 semester of candidacy (6 credit hours of 699)
  - Doctoral students are required to have 2 semesters of candidacy (12 credit hours of 799)

<table>
<thead>
<tr>
<th>First Semester of Candidacy</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>Jan. 4, 2019</td>
</tr>
<tr>
<td>Summer 2019 (14 week)</td>
<td>May 3, 2019</td>
</tr>
<tr>
<td>Summer 2019 (10 week)</td>
<td>May 31, 2019</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>August 23, 2019</td>
</tr>
</tbody>
</table>
Approval Forms

- Graduate School website under Online Forms
- Approval forms are signed at the student’s final defense
- Turnaround time:
  - Students are to request Approval Forms 2 weeks before final defense
  - Students pick up Approval Forms in the Graduate School office and return one signed form to us
  - Common causes for delays: committee errors, no Application for Degree on file, and Holds
Final Defense Deadline Dates

- Students schedule final defense according to the following posted deadline dates (found on Grad School website):

<table>
<thead>
<tr>
<th>Semester</th>
<th>Diploma Date</th>
<th>Deadline for Applications for Degree &amp; Cert.</th>
<th>Last Day for Final Defense</th>
<th>Deadline for Document Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019</td>
<td>April 27, 2019</td>
<td>Jan. 18, 2019</td>
<td>Mar. 29, 2019</td>
<td>No later than 10 bus. days after after public defense</td>
</tr>
<tr>
<td>Sum 2019</td>
<td>Aug. 10, 2019</td>
<td>May 17, 2019</td>
<td>July 12, 2019</td>
<td></td>
</tr>
<tr>
<td>Fall 2019</td>
<td>Dec. 14, 2019</td>
<td>Sept. 6, 2019</td>
<td>Nov. 15, 2019</td>
<td></td>
</tr>
</tbody>
</table>
Thesis/Dissertation Submission and Review

• Within 10 days following public defense, submit PDF of document to ProQuest.

• Graduate School looks for formatting issues that do not align with the UAB Format Manual
  • Page margins, order/margins of preliminary pages, correctness of Table of Contents, List of Tables, List of Figures.

• Turnaround time is 5-7 days (for the 1st review)
Academic Standing

• Academic Standing
  • Minimum Requirements: 3.0 GR-level GPA
  • Academic Probation: 2 semesters of probation
    • Fall 2018 = P1, Spring 2019 = P2, Summer 2019 = AD → Dismissed after Summer 2019
  • Academic Dismissal
    • Student cannot register. Needs an approved extension plan from program. This is “contract” between student and UAB
  • Probation Extensions

• Program Dismissal
  • Some schools/programs have more stringent requirements. Be sure to know your handbook!

• Tools to return to good standing:
  • Grade replacement
  • UAB GPA Calculator: https://www.uab.edu/students/academics/gpa-calculator
Academic Standing vs. Satisfactory Academic Progress (SAP)

Academic Standing
- Graduate School Requirement
- 3.0 GPA
- 2 terms of probation
- Ends in academic dismissal
- Extension approved by Graduate School

Satisfactory Academic Progress
- Department of Education Requirement
- 3.0 GPA
- Completion of 2/3 of attempted coursework
- 1 term of probation
- Failing SAP = Loss of Financial Aid
- Does not affect continuation in program
- Appeal approved by Financial Aid
Academic Appeals

- Paper form and documentation
  - Goal to move online
- Late Course Add
- Correcting Registration
- Late Withdrawal
  - Academic Withdrawal
  - Administrative Withdrawal
  - Medical Withdrawal
- Administrative Drop
Academic Common Market

- Cooperative agreement between states
- Allows students to pay in-state tuition if their home state does not offer the same program
- Must be received prior to the first term of matriculation
- 1:1 relationship between each state coordinator and UAB
  - (We CANNOT work directly with student)
Graduation Standards - Masters

• 3.0 graduate-level GPA
• 3.0 program GPA
• No Undergraduate credit may be used
• Plan I: Completion of at least 24 semester hours of appropriate graduate work
  • Max of: 9 hours of non-thesis research (i.e. 698) can be applied, and 6 semester hours of thesis research (i.e. 699) over a minimum of one semester in candidacy
• Plan II: Completion of at least 30 semester hours of appropriate graduate coursework directly related to the discipline
  • Max of: 9 hours of non-thesis research
• Admission to candidacy and defense of thesis (Plan I students only)
Graduation Standards – Doctoral (Entering with Bachelors Degree)

• 3.0 graduate-level GPA
• 3.0 program GPA
• No undergraduate credit may be used
• Minimum 72 credit hours
  • 48 hours of coursework prior to candidacy
    • 22 hours of core coursework directly related to the discipline
    • Max of 17 hours non-dissertation research
    • Max of 10 hours of labs/seminars/GRD/CIRTL courses
• 24 hours of research-based work (minimum 2 semesters in candidacy)
  • 24 hours 799 dissertation research OR
  • 12 hours 799 dissertation research AND 12 hours of other appropriate research-based coursework which has been approved by student’s program
Graduation Standards – Doctoral
(Entering with Masters Degree)

- 3.0 graduate-level GPA
- 3.0 program GPA
- No undergraduate credit may be used
- Minimum 51 credit hours
  - 27 hours of coursework prior to candidacy
    - 15 hours of core coursework directly related to discipline
    - Max of 6 hours of non-dissertation research
    - Max of 6 hours of labs/seminars/GRD/CIRTL courses
  - 24 hours of research-based work (minimum 2 semesters in candidacy)
    - 24 hours 799 dissertation research OR
    - 12 hours 799 dissertation research AND 12 hours of other appropriate research-based coursework which has been approved by student’s program