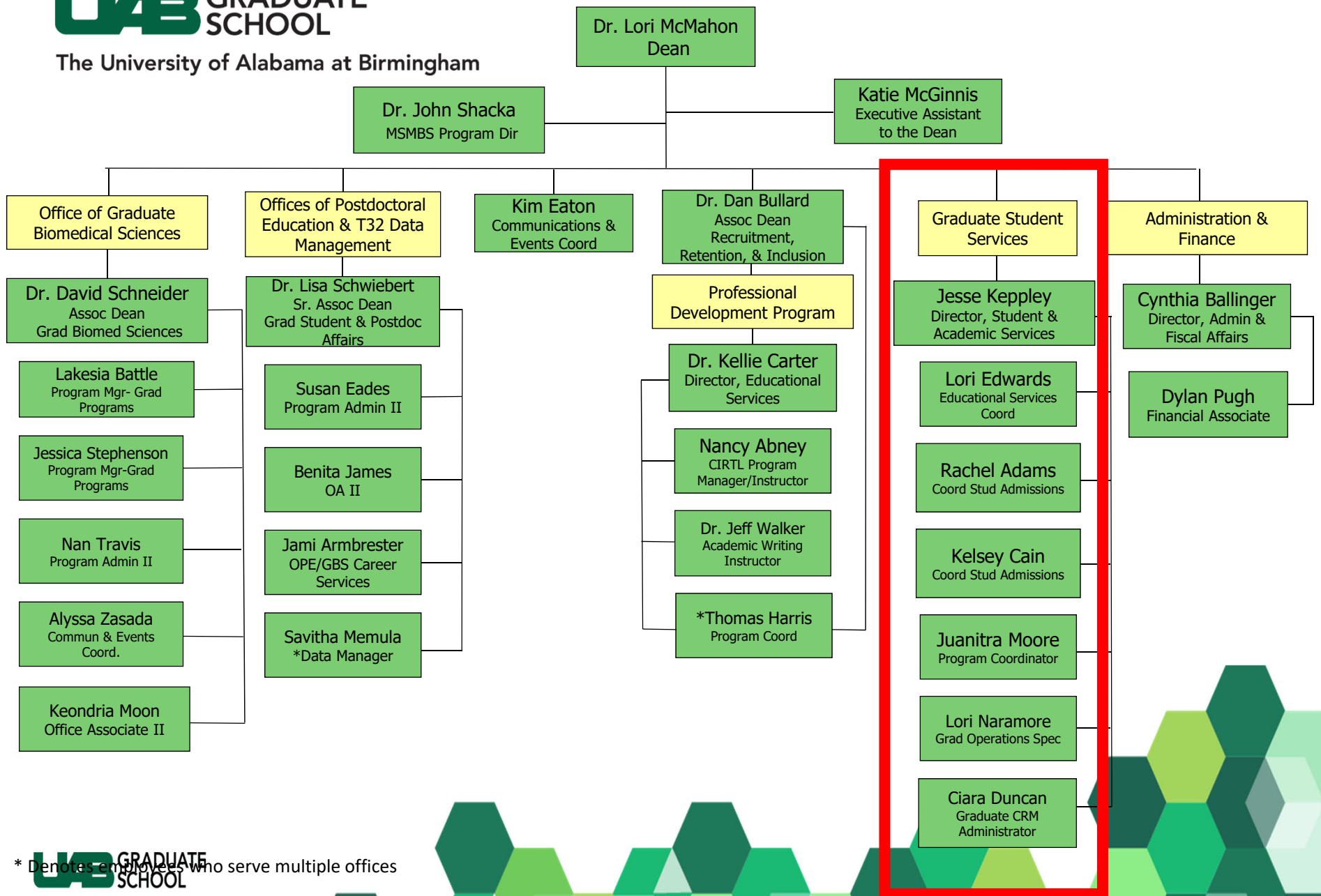




Graduate Program Director/Staff Training

Graduate School Student Services



* Denotes employees who serve multiple offices

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

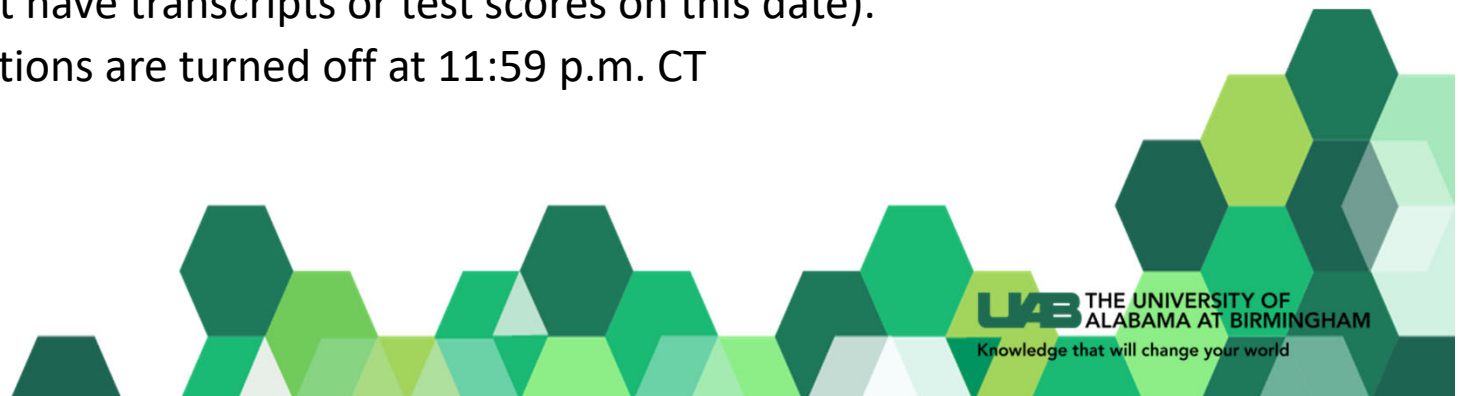
Admission Deferral Process

- **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.





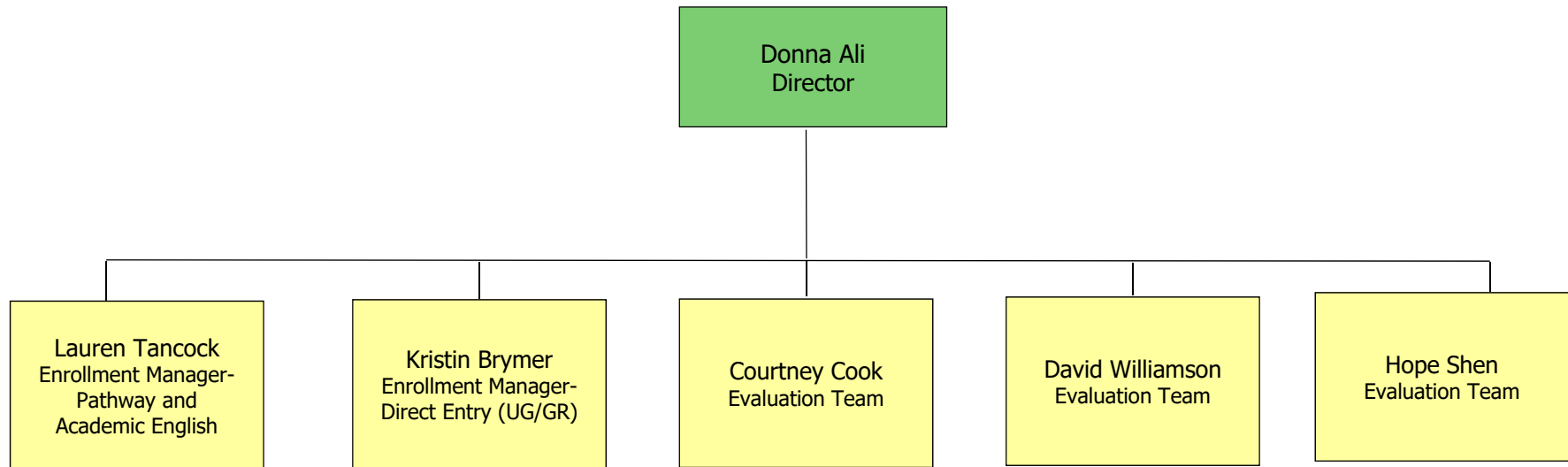
International Admissions

Kristin Brymer



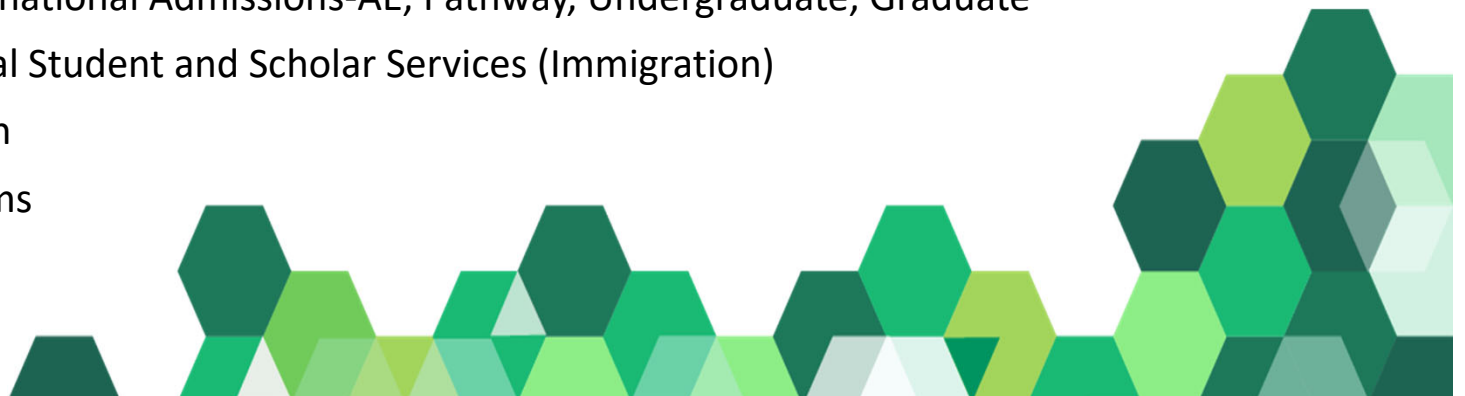
International Admissions Office

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

Pathway Programs

MS in Data Science	MS in Multidisciplinary Biomedical Sciences
MS in Computer Science	MS in Civil Engineering
MS in Cyber Security	MS in Electrical and Computer Engineering
MA in Early Childhood Education	MS in Materials Engineering
MA in Special Education	MS in Mechanical Engineering
MA in TESOL	MS in Biotechnology
Public Administration	Public Health
MBA	MBA/MPH Dual Program

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

Direct Entry Majors

MS in Data Science	MS in Multidisciplinary Biomedical Sciences
MS in Computer Science	MS in Civil Engineering
MS in Cyber Security	MS in Electrical and Computer Engineering
MS in Biotechnology	MS in Materials Engineering
MBA	MS in Mechanical Engineering
Public Health	

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





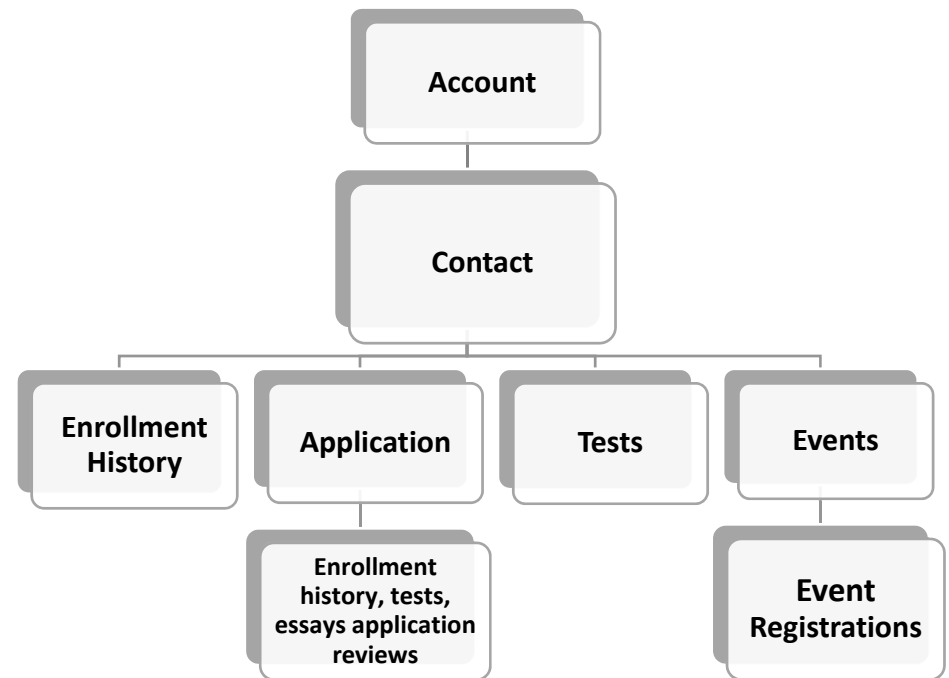
Salesforce/TargetX 101

Graduate School Student Services



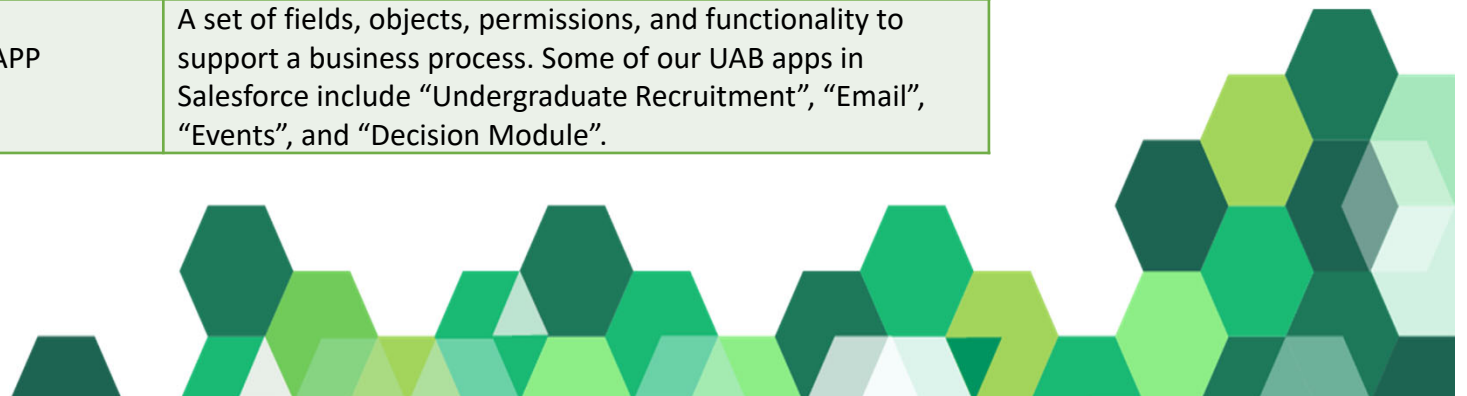
About Salesforce and TargetX

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



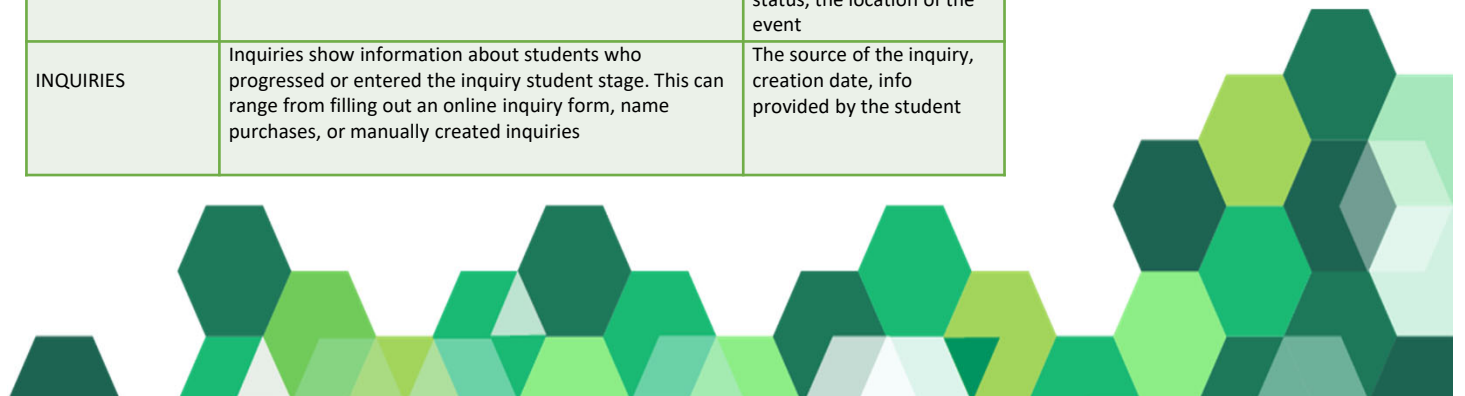
Terminology


WHEN WE SAY	WE MEAN THIS
RECORD	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.
FIELD	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.
OBJECT	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.
CONTACT	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.
ORG	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".
APP	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".



Salesforce Objects

OBJECT	DEFINITION	EXAMPLE FIELDS*
ACCOUNT	Accounts are the previous institutions a student attended, usually high schools or other universities. The primary account type for Graduate students is "Community User Account" because most of them come through our community portal, or online application. All contact records must have an account.	The institution's address, GPA scale, and yield history
CONTACT	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.	Biographical information, phone, email, date of birth
APPLICATIONS	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.	Program/Concentration, start term and year, responses to individual application questions.
TESTS	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.	Test name, date, and scores earned
ENROLLMENT HISTORY	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.	Information about official and unofficial transcripts, attendance dates, and official GPA if a degree has been earned.
EVENT HISTORY	Event history includes any events a student signed up for with UAB that is logged in Salesforce.	The date of the event, the student's registration status, the location of the event
INQUIRIES	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	The source of the inquiry, creation date, info provided by the student





Salesforce Navigation, Accessing Students, Applications, and Admissions Decisions



Reporting

Report Types

Report Type	Data you will be able to report on
Students with Applications Custom	Contact (Student) Object and Application Object
Students with Applications and Essays Custom	Contact (Student) Object, Application Object, Essay Object
Contacts with Applications and Application Reviews	Contact (Student) Object, Application Object, Application Review Object
Students with Inquiries Custom	Contact (Student) Object, Inquiry Object
Students with Enrollment History and Application	Contact (Student) Object, Enrollment History Object, Application Object
Applications with Recommendations	Application Object and Recommendation Object
Applications with Tests Custom	Application Object and Test Object



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!

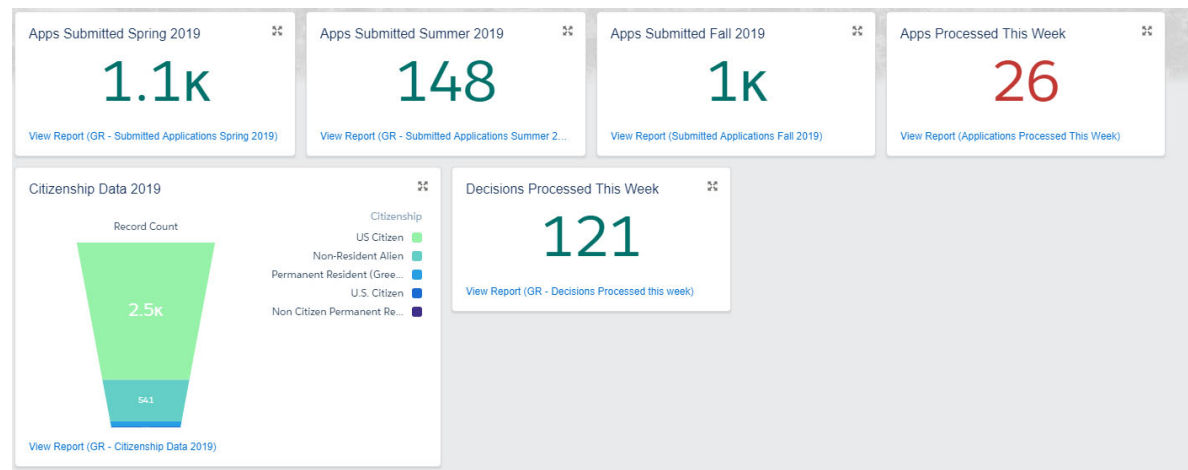




Upcoming Projects and New Features


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

 UNIVERSITY OF ALABAMA AT BIRMINGHAM
Events

Interest Session

Lead by a member of the UAB Collat School of Business, special interest sessions are an opportunity for all prospective students to learn more about us, as well a chance to get an overview of the academic programs and all available extracurricular opportunities.


 **WHEN**
Friday, December 28, 2018 2:00 AM - 2:00 AM CST

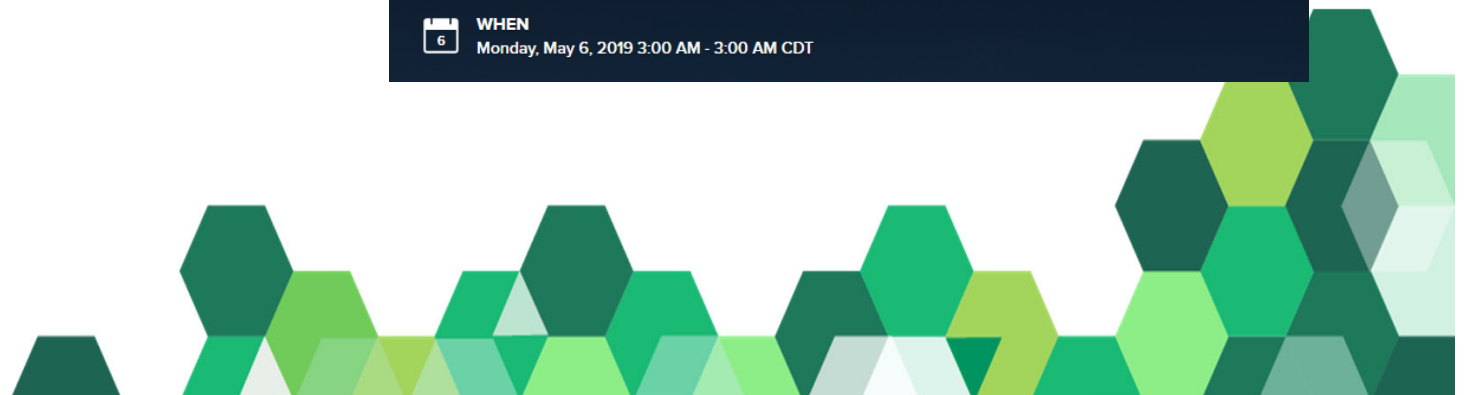
 UNIVERSITY OF ALABAMA AT BIRMINGHAM
Events

Gold Visit

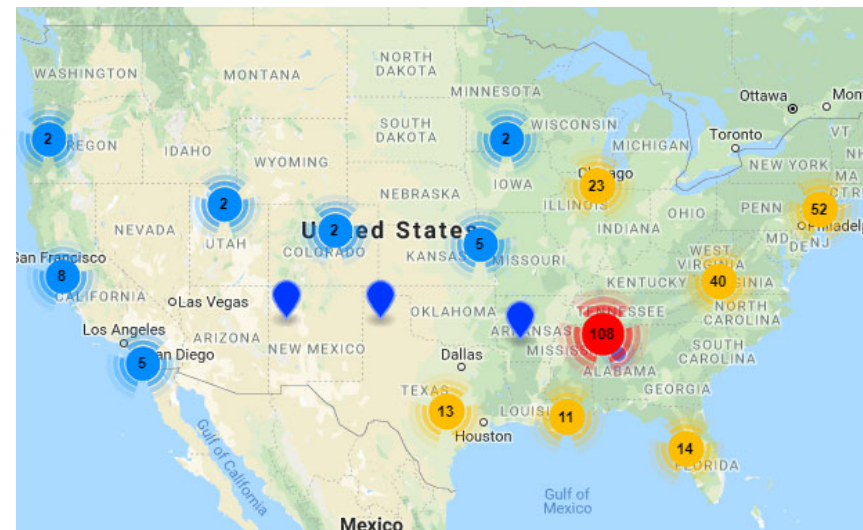
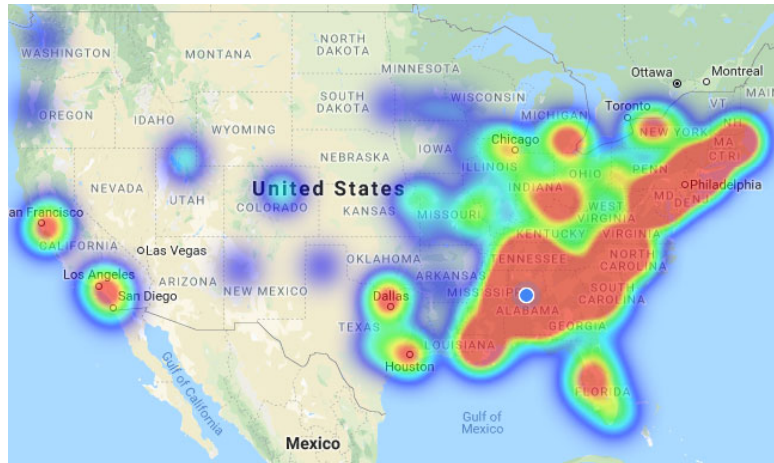
The UAB Honors College provides innovative courses and endless experiential learning opportunities to enrich your college experience. Attend a special info session with one of our honors advisors to learn more about our honors curriculum, service and research opportunities, residence life communities, and all the other perks of honors life. We'll also fill you in on all the details about our admission process.

Questions about honors education at UAB? Email us at honorscollege@uab.edu.

 **WHEN**
Monday, May 6, 2019 3:00 AM - 3:00 AM CDT



Geopointe



CRM Requests

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

Request Type

- ☐ Request Access/Reset Password
- ☐ Updates to Application
- ☐ Communications/Email Setup
- ☐ Duplicate Resolution
- ☐ Event Registration Setup
- ☐ Technical Support
- ☐ General Question

Please describe your request, being as specific as possible.

When do you need your request completed? (mm/dd/yyyy)

Please note: Requests may take up to 2 weeks, depending on the nature of the request as well as the volume of outstanding requests. If this is a technical or account access issue, please enter today's date.

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



**PhD in Psychology
Lifespan Developmental
Psychology Program**
(205) 934-7861
dstavrin@uab.edu
www.uab.edu/cas/psychology



Knowledge that will change your world



Facebook



Twitter



YouTube



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.

Request More Information

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Current/Most recently attended college *

I am inquiring about: *

Type "Unknown School" if you are unable to find your institution.

I am interested in the following theme:

<input type="radio"/> Biochemistry, Structural, and Stem Cell Biology	<input type="radio"/> Immunology
<input type="radio"/> Cancer Biology	<input type="radio"/> Microbiology
<input type="radio"/> Cell, Molecular, and Developmental Biology	<input type="radio"/> Neuroscience
<input type="radio"/> Genetics, Genomics, and Bioinformatics	<input type="radio"/> Pathobiology and Molecular Medicine

Please share any additional questions or comments here:

*Limit your response to 500 characters



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



[Personal Information](#) [Alumni and Friends](#) [Student](#) [My Fin](#)

Search

[SITE MAP](#) | [HELP](#) | [EXIT](#)

Graduate Apply for Degree/Certificate Workflow

Student ID:

Degree Term: Status: School Program: Conc: Attribute:

Menu

Degree Reports

Submitted/1st Review

Student	BannerID	BlazerID	Degree Term	Activity Date	Status	Program	Degree	Major	Conc 1	Conc 2	Conc 3	Applied Attribute	Plan of Study	Approver Count
Yakubu-Tanko, Maud Amina	B01407543	MAUYET16	Spring 2019	03/15/2018	Submitted/1st Review	ACCOUNT_MAC	MAC	MAC					Plan 2 (non-thesis)	2
Chandler, Kristen P.	B01200496	KRISCHAN	Spring 2019	10/18/2018	Submitted/1st Review	ACCOUNT_MAC	MAC	MAC					Plan 2 (non-thesis)	2

Graduate School Review

Student	BannerID	BlazerID	Degree Term	Activity Date	Status	Program	Degree	Major	Conc 1	Conc 2	Conc 3	Applied Attribute	Plan of Study	Approver Count
Martinez, Emily S.	B01339466	SCHUY16	Spring 2019	11/08/2018	Graduate School Review	ACCOUNT_MAC	MAC	MAC					Plan 2 (non-thesis)	2
Bullock, David A.	B01244334	DB35124	Spring 2019	11/08/2018	Graduate School Review	ACCOUNT_MAC	MAC	MAC					Plan 2 (non-thesis)	2
Gore, Brandon J.	B01268059	BJGORE	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MAC					Plan 2 (non-thesis)	2
Etby, Alan J.	B01212200	ALAN8ER	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MAC	FTAC				Plan 2 (non-thesis)	2
Burkett, Kimberly J.	B01420822	CAPP	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MACQ					Plan 2 (non-thesis)	2
Long, Xiaoshi	B01435038	LONG1993	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MACQ					Plan 2 (non-thesis)	2
Spengos, Michael J.	B01433110	SPEN2017	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MACQ					Plan 2 (non-thesis)	2
Clemmons, Matthew	B01426529	CLEMON33	Spring 2019	01/05/2019	Graduate School Review	ACCOUNT_MAC	MAC	MACQ					Plan 2 (non-thesis)	2



Knowledge that will change your world



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

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

UAB Students

Graduation Planning System

Student ID: B01266270 Name: Dragonaire, Blaze Degree: MAC Major: Masters in Accounting Level: GR Classification: Graduate Last Audit: 09/27/2018 Last Refresh: 01/15/2019 at 4:57 am

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes Class History Fact Sheet

History (not frozen)

Save Save this audit with this new description and freeze status

Student View AD59bgTA as of 09/27/2018 at 12:27	
Student	Dragonaire, Blaze
ID	B01266270
Blazer ID	BLAZED3
Advisor	Manning, Christy J
Overall GPA	3.50
UAB GPA	3.50
Transfer GPA	
Academic Standing	
Level	Graduate
Classification	Graduate
Degree	Master of Accounting
College	Business
Major	Masters in Accounting
Minor	
Concentration	
Catalog Year:	2016-2017

- Overall GPA
- Degree/Major/Concentration
- Catalog Term

GPS – Degree and Major Blocks

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 3, you still need a minimum of 27 more semester hours.				
<div><div></div><div>GPA Requirement</div><div>MBA 601, 608, 637 will not apply to the M.Ac. Degree</div><div>Your GPA in courses applied to the program is 4.00</div></div>						
Business Law for Accountants		Still Needed: 1 Class in LS 557				
Governmental & Not-for-Profit Accounting		Still Needed: 1 Class in AC 514				
Advanced Financial Accounting		Still Needed: 1 Class in AC 580				
Current Topics in Financial Accounting		Still Needed: 1 Class in AC 600				
Advanced Auditing & Attestation		Still Needed: 1 Class in AC 606				
Tax Entities		Still Needed: 1 Class in AC 620				
Corporate Governance		AC 612	Corporate Governance	A	3	Spring 2017
Accounting Electives		Still Needed: 3 Classes in AC 500:697 or LS 500:697 or MBA 613 or 614 or 617 or IS 607 or 613 or 621				

- 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:GPS-sample-colors

- 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.

■	Computer Methods in Engineering
■	Engineering Graphics
■	Intro to Thermal Sciences
■	Introduction to Engineering
■	MATHEMATICS
■	Math for Egr Prob Solving & Applied Numerical Mth

GPS – General Electives

General Electives				
ELI 044	Academic Writing IV	A	0	Spring 2018
MBA 683	Leading Innovation	A	3	Summer 2018
MBA 690	Social Media in Marketing	IP	(3)	Spring 2019
In-progress				
MBA 634	Business Strategy: CEO Seminar	IP	3	Spring 2019
MBA 653	MK Analysis / Decision Making	IP	3	Spring 2019
MBA 690	Social Media in Marketing	IP	3	Spring 2019

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

Not Counted Toward Degree; Counted in GPA					
EC 211	Principles of Macroeconomics	Max of zero classes/Semester Hours exceeded	B	3	Fall 2009
EDR 551	Reading in Content Areas	Max of zero classes/Semester Hours exceeded	W	0	Fall 2009
EDT 300	Teaching and Technology	Max of zero classes/Semester Hours exceeded	A	3	Spring 2009
EDU 500	EDU As A Profession	Max of zero classes/Semester Hours exceeded	A	1	Spring 2009
EHS 401	Sec Educ Curric and Methods I	Max of zero classes/Semester Hours exceeded	W	0	Spring 2009
EHS 402	Practicum I	Max of zero classes/Semester Hours exceeded	W	0	Spring 2009
EHS 600	Sec Educ Curric and Methods I	Max of zero classes/Semester Hours exceeded	C	3	Fall 2009
GEO 221	Geography of North American	Max of zero classes/Semester Hours exceeded	A	3	Spring 2009
MBA 609	Financial Acc for Managers	Max of zero classes/Semester Hours exceeded	B	3	Spring 2010
MBA 610	Strategic Cost Management	Max of zero classes/Semester Hours exceeded	B	3	Spring 2011
MBA 611	Management Information Systems	Max of zero classes/Semester Hours exceeded	A	3	Spring 2010
MBA 612	Corporate Governance	Max of zero classes/Semester Hours exceeded	A	3	Fall 2010
MBA 620	Corporate Finance	Max of zero classes/Semester Hours exceeded	W	0	Spring 2011
MBA 630	Social/Ethic and Legal Environ	Max of zero classes/Semester Hours exceeded	A	3	Spring 2011
MBA 632	Managerial Process/Behavior	Max of zero classes/Semester Hours exceeded	A	3	Spring 2010
MBA 633	Operations Management	Max of zero classes/Semester Hours exceeded	B	3	Fall 2010
MBA 635	International Business Policy	Max of zero classes/Semester Hours exceeded	A	3	Fall 2010
MBA 650	Modern Marketing Concepts	Max of zero classes/Semester Hours exceeded	B	3	Fall 2010
MBA 651	Marketing Policy Seminar	Max of zero classes/Semester Hours exceeded	B	3	Spring 2011
MBA 661	Decision Science	Max of zero classes/Semester Hours exceeded	A	3	Spring 2010
MBA 698	Intro to Systems Security	Max of zero classes/Semester Hours exceeded	W	0	Spring 2011

Can this credit be applied?

✗ Applied to a previous degree

✗ Grade = F, N, I, W

? Expired credit - Complete Expired Course Validation Form

GPS - Attributes

Master of Arts	
Time Limitation: All Degree Requirements must be met within five years of matriculation.	
Anthropology of Peace/Human Rights	
Unmet conditions for this set of requirements:	Semester Hours Required: You currently have 0, you still need a minimum of 36 more semester hours.
Program GPA	Still Needed: Minimum GPA unsatisfied
Your GPA in courses applied to the program is .00	
Must indicate Plan I or Plan II option	

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



Search

Personal It

SITE MA

Maintain Attribute

Name : Dragonaire, Blaze

Banner ID : B01266270

Who Am I : Edwards, Lori M.

TERM CODE : *

ATTS CODE : *


RELEASE: UAB 1.0

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GPS – Accessing Multiple Student Audits

**Find Students**

Student ID

First Name

Last Name

Degree

All Degree Codes

Level

All Level Codes

Classification

All Classification Codes

Catalog Year

All Catalog Year values

Major

All Major Codes

Minor

All Minor Codes

College

All College Codes

Concentration

All Concentration Codes

Student Type

All Student Type Codes

Sport

No Sport selected

Academic Standing

All Academic Standings

Student Attribute

No Attribute selected

Advisor

No Advisor selected

Chosen Repeatable Search Criteria

Remove

Search

Clear

BlazerID

BlazerID Search

Students Found: 1

ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/> B01190664	Dragonette, Blaze Test_Student2	BS	Management	UG	Senior

OK

Cancel

Check All

Uncheck All

GPS – Behind the Scenes

The screenshot displays a web-based interface for setting program exceptions. It features a sidebar with navigation links: 'GLOBAL EXCEPTION - applies to all requirements', 'Master of Accounting (MAc)', and 'Accounting'. The 'Master of Accounting (MAc)' section is active, showing a list of 'Block Qualifiers' with radio button selection options. The 'Accounting' section is also visible, showing its own set of 'Block Qualifiers'.

GLOBAL EXCEPTION - applies to all requirements

Master of Accounting (MAc)

Block Qualifiers:

- ☐ MAXTRANSFER 12 Semester Hours
- ☐ MaxCredits 0 in @ @ (With DWAGE > 5)
- ☐ MaxClasses 0 in @ @ (With DWSCHOOL = UG)

Accounting

GPA Requirement

Block Qualifiers:

- ☐ 30 Semester Hours
- ☐ MaxCredits 0 in @ @ (With DWAGE > 5)
- ☐ MINGPA 3
- ☐ MINGRADE 2.0
- ☐ MaxClasses 0 in MBA 601, 608, 637


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



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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

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

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?

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

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.



Current Medical Appeal Refunds	\$1,395,666
Potential Graduated Refund Schedule	\$1,017,800
Savings to the Institution	\$377,866

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)



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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).



UAB GRADUATE SCHOOL
The University of Alabama at Birmingham

UAB Graduate School
LHL G03; 1720 2nd Ave S
Birmingham, AL
35294-0013
gradschool@uab.edu

Accelerated Bachelors / Masters Degree Program Application

Student Information

Student ID Number _____ Last Name _____

First Name _____ Middle Name _____

Email Address _____ Telephone Number _____

Cumulative Undergraduate Credits: _____ (Minimum: 60, At least 36 at UAB)

Overall GPA: _____ (Minimum 3.5)

Honors College: ☐ yes ☐ no

Undergraduate Program

Major _____

College _____

Degree _____ Expected Completion Date _____

Graduate Program

Major _____

College _____

Degree _____ Expected Completion Date _____

Course Registration Number	Graduate Course (prefix & number)	Graduate Course Title	Hrs.	Term & Year	In Lieu of Which Undergraduate Course (prefix, number, & brief title)

By signing below I acknowledge that I have reviewed all relevant ABM policies, including how Financial Aid may be impacted.

Approvals

Student (signature): _____ Date: _____

Undergraduate Advisor (signature): _____ Date: _____

Undergraduate Advisor (print): _____

Graduate Coordinator (signature): _____ Date: _____

Graduate Coordinator (print): _____

Graduate School: _____ Date: _____

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)

First Semester of Candidacy

Spring 2019

Summer 2019 (14 week)

Summer 2019 (10 week)

Fall 2019

Deadline Date

Jan. 4, 2019

May 3, 2019

May 31, 2019

August 23, 2019

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):

<u>Semester</u>	<u>Diploma Date</u>	<u>Deadline for Applications for Degree & Cert.</u>	<u>Last Day for Final Defense</u>	<u>Deadline for Document Submission</u>
Spring 2019	April 27, 2019	Jan. 18, 2019	Mar. 29, 2019	No later than
Sum 2019	Aug. 10, 2019	May 17, 2019	July 12, 2019	10 bus. days after
Fall 2019	Dec. 14, 2019	Sept. 6, 2019	Nov. 15, 2019	after public defense

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 Policies

Jesse Keppley



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



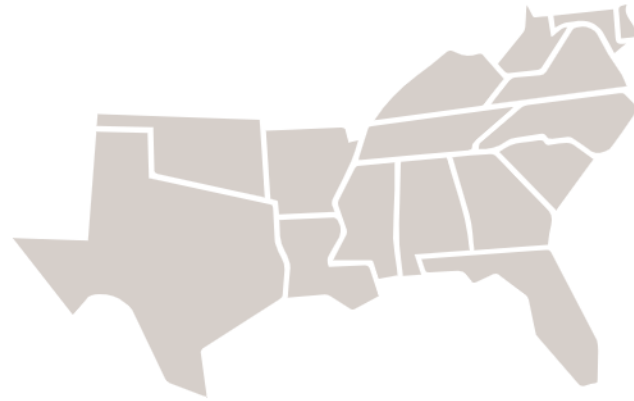
Academic Appeals

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

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
Academic Withdrawal 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 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. You will still be responsible for tuition and fees associated with the course(s). If you have federal financial aid, it may be impacted.
Administrative Withdrawal 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 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. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Administrative Drop 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. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Correcting Registration 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 jheppley@uab.edu .	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.
Late Course Add 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 jheppley@uab.edu .	You will be registered for the course(s) for the specified term. You will owe associated tuition and fees for the course(s), which will be due immediately.
Medical Withdrawal 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 An official memo on letterhead from a hospital or doctor confirming the medical scenario which prevented attendance Documentation that you are the primary caregiver of the individual who experienced a medical condition which prevented course attendance, if applicable. 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. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.
Military Withdrawal 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. Tuition and fees associated with the course(s) will be removed from your account. If you have federal financial aid, it may be impacted.

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