

RETURNING STUDENTS – GETTING THEM DEGREED

presenters

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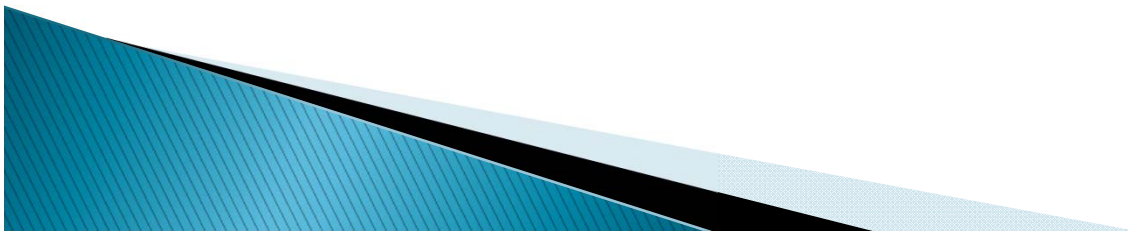
TOPICS

- ▶ **Definition of Student**
 - Withdrawals and Leave of Absence
 - Reinstatement and Re-admission
- ▶ **Recruiting non-completers**
- ▶ **Degree completion**
- ▶ **Title IV, Census Date and Enrollment**





Definition of Student



WITHDRAWALS/LEAVE OF ABSENCE

▶ Types of withdrawal codes (*before*)

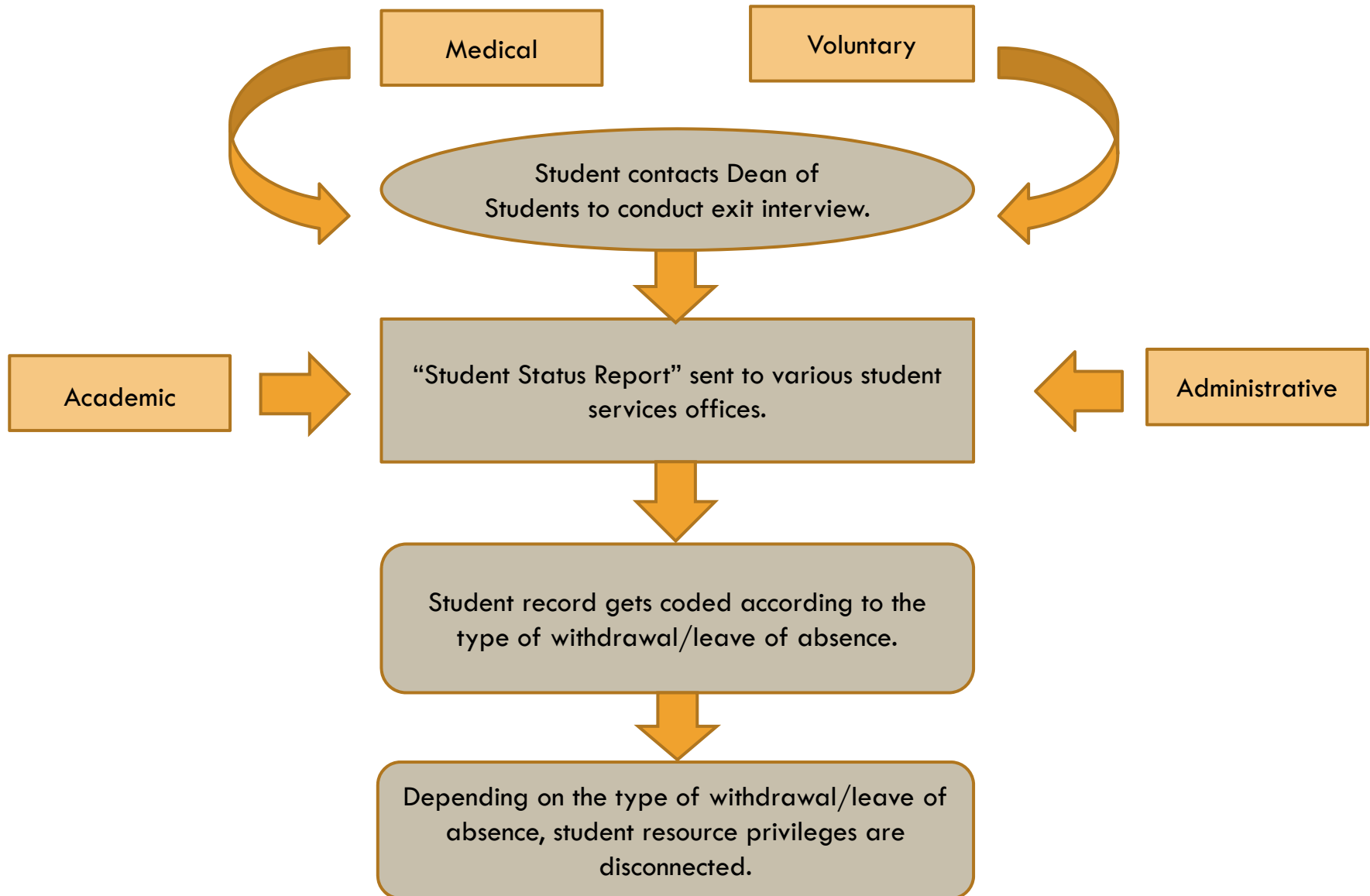
- W1–Never matriculated
- WA–Administrative withdrawal
- WD–Withdraw general (between semesters)
- WE–Entered DU 1st time
- WL–Academic Enrichment Leave
- WM–Medical Leave
- WN–Nontraditional student withdrawal
- WR–Regular withdrawal
- WS–Academic suspension
- XX–Expulsion

▶ Types of withdrawal codes (*after*)

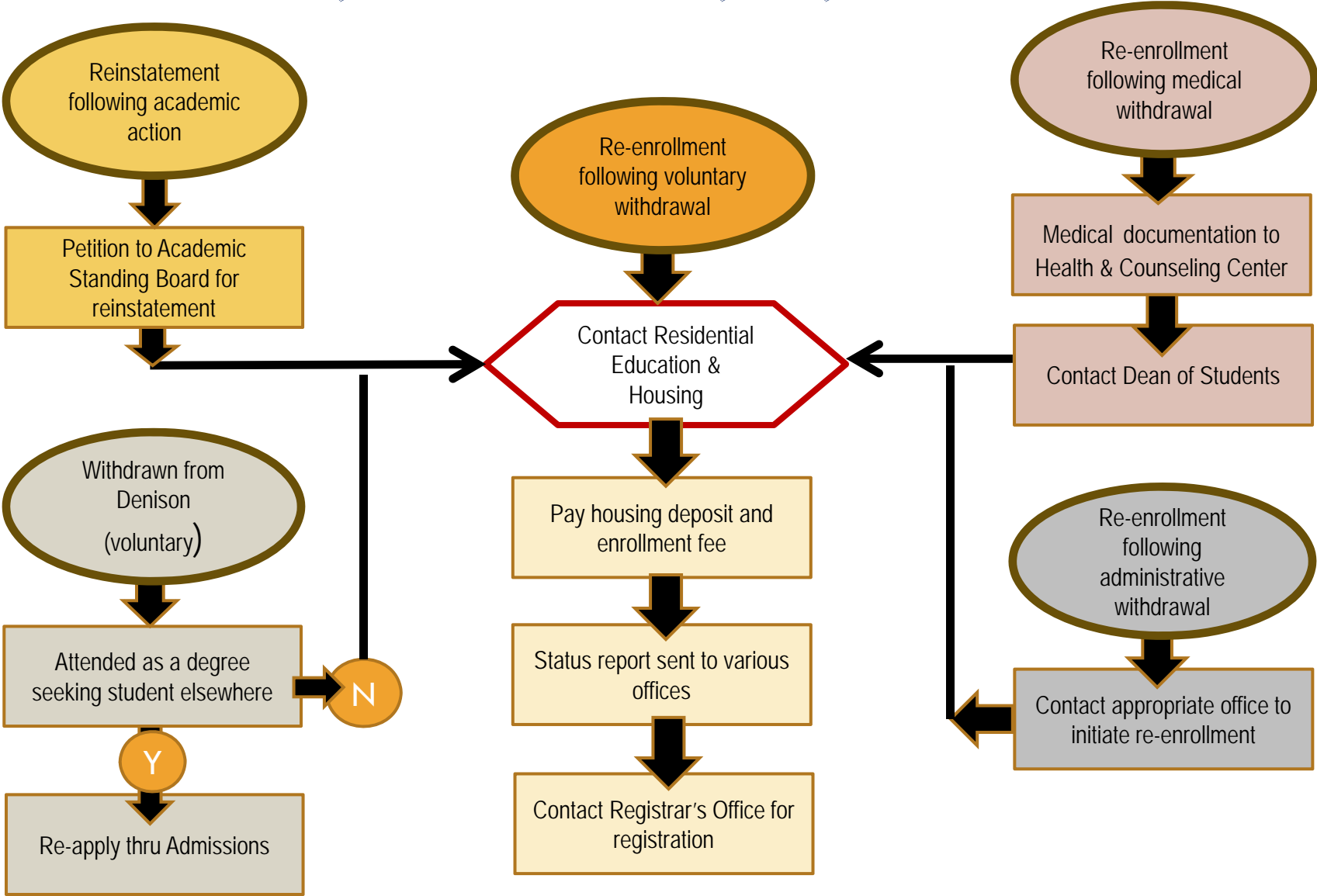
- WA–Administrative withdrawal
- WD–Withdraw general (between semesters)
- WL–Academic Enrichment Leave
- WM–Medical Leave
- WR–Regular withdrawal (during semester)
- WS–Academic suspension



WITHDRAWAL/LEAVE OF ABSENCE PROCESS



REINSTATEMENT AND RE-ENROLLMENT

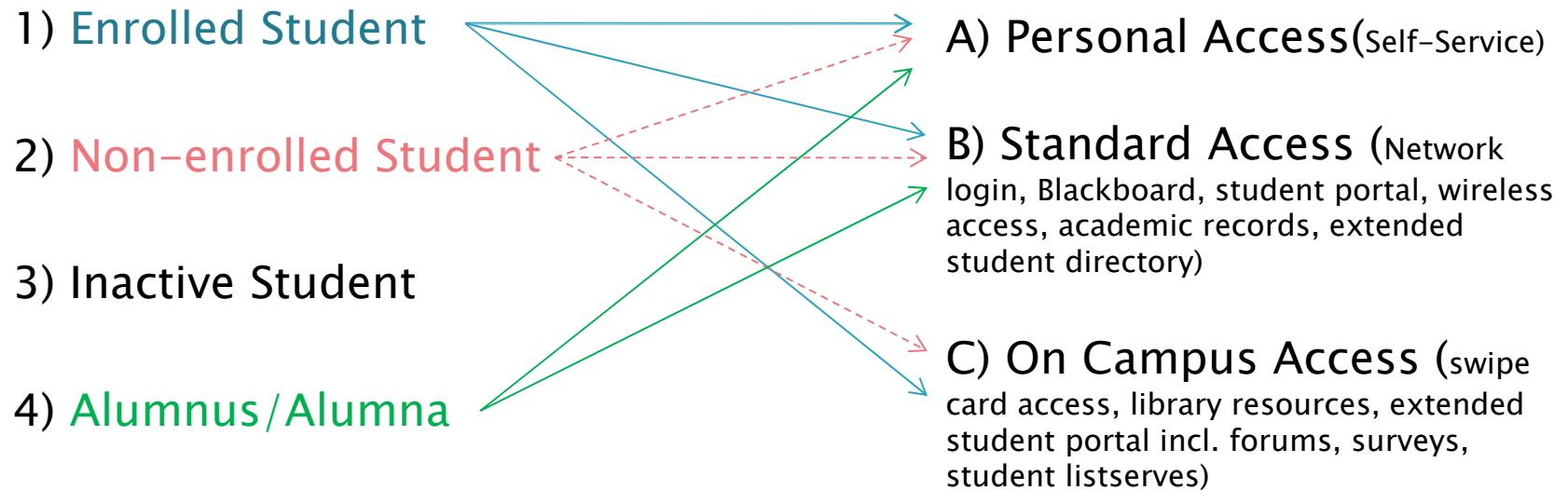


DEFINITION OF STUDENT

- ▶ **Enrolled Student** – One who has matriculated and is currently moving towards a Denison degree; i.e. newly admitted students, currently part or full-time enrolled students, students studying in an approved off-campus program;
- ▶ **Non-Enrolled Student** – One who has matriculated and intends to continue progress towards graduation but must take one or more semesters off; i.e. leave of absences (medical, personal, or educational), and students who have been temporarily suspended (academic, judicial, administrative, etc.)
- ▶ **Inactive Student** – A student who is no longer moving toward graduation, including a formerly enrolled student who has indicated permanent separation from school and/or a student who has been a non-enrolled student for a period of time (two-three semesters or longer).
- ▶ **Alumnus/Alumna** – One who has completed his/her degree and has received a diploma

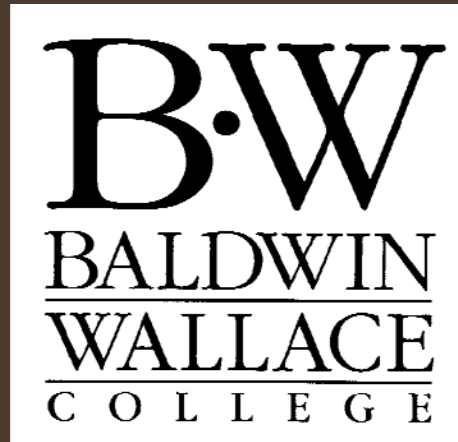


ELECTRONIC/TECHNOLOGY ACCESS



Types of Student

Types of Access



PROJECT GRADUATE



Target



- Former B-W Students who have “stopped out” short of degree completion
- Criteria
 - T.H.E. must be 110 credits or more
 - Assumes PT attendance taking 6-9 credits per term
 - Must be in good academic and financial standing
 - College catalog 2005 or later

Objectives based on Strategic Plan



- ❑ To obtain information on the reasons seniors “stopped out”
- ❑ To increase the colleges graduation rate
- ❑ To increase revenue from tuition and fees
- ❑ To create a larger network of B-W alumni who participate in their communities
- ❑ To support the college mission by shaping contributing, compassionate citizens through a supportive environment

Action Steps



- Step 1: Data Analysis to determine who we contact; create list of former students based on established criteria-Registration and Records
- Step 2: Validate contact information of targeted former students; conduct initial mailing-Adult & Cont Ed
- Step 3: Initial response to A & CE/follows up with R& R to determine if readmit or reapply
- Step 4: A & CE assists student with readmit or reapply
- Step 5: A & CE to enroll student/regular follow up to ensure success/degree completion

Responsibility Chart

Registration & Records

Determines students to contact
Transfer Evaluations
Student Records
Graduation Applications

Coordinated by A & CE

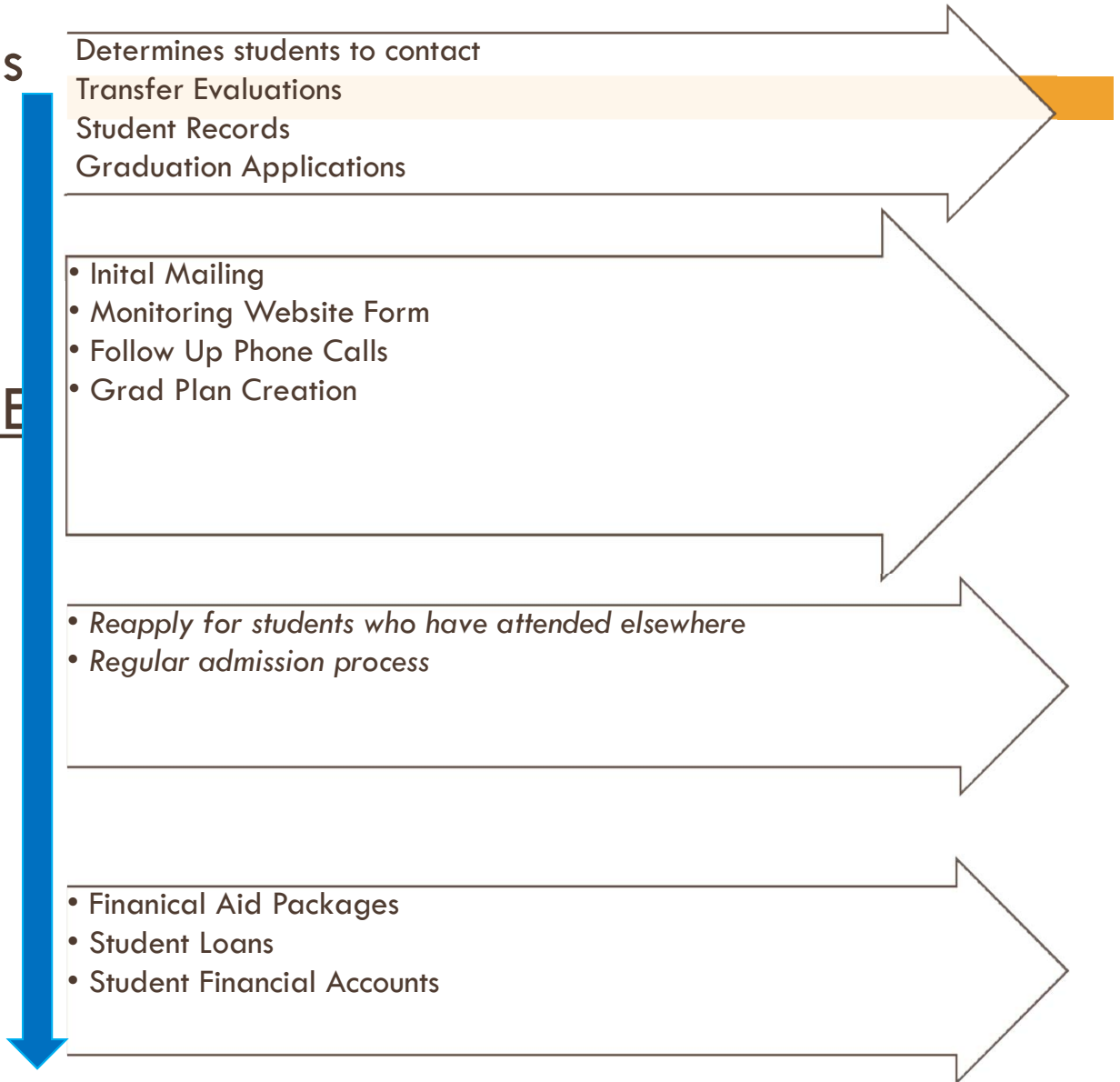
- Initial Mailing
- Monitoring Website Form
- Follow Up Phone Calls
- Grad Plan Creation

Admissions

- *Reapply for students who have attended elsewhere*
- *Regular admission process*

Financial Aid/Bursar

- Financial Aid Packages
- Student Loans
- Student Financial Accounts



Intended outcomes



- Register students for Academic Year 11-12
- Increase graduation rate
- Build alumni base
- Potential for additional revenue
 - 10 students taking 2 courses for 1 semester (6 credit hours) = \$35,820
 - **Each year with 20 students taking 6 credits = \$71,640**

Preliminary Results & Next Steps



- 25 letters sent, 3 students responded
- 2 registered for Fall Semester (one out-of-state)
- Plan to follow-up with those that didn't respond to letter
- Hoping to register more students for Spring Semester 2012

Re-Admit Policy



- ❑ If student has attended another institution since leaving B-W, they must go through Admissions and provide updated college transcripts
- ❑ If student has not taken any classes, only re-admit form is required
- ❑ Must petition Registrar to remain on catalog used when last attended
- ❑ If student only needs one course, new core requirements are waived.

Returning Senior Policy



- Students who have earned 91 hours or more after an absence of more than 3 years are subject to the institutional and departmental programs in effect at the time of their readmission.
- Students who have earned less than 91 hours after an absence of more than 12 months are also subject to the institutional and departmental programs in effect at the time of their readmission.
- Veterans who leave B-W for active duty may reenter within 1 year of discharge under the requirements in effect at the time of their departure.

Degree Audit



- Evaluation is done on all previous work and quarter courses converted to semester hours
- Waivers and substitutions applied, if approved
- Students who already walked in Commencement are not permitted to walk again
- Diploma awarded and dated when work is completed and final grades recorded

Grade Forgiveness Policy



- Returning B-W students can request Grade Forgiveness where a GPA does not include prior grades
- Must have been separated from B-W min. 5 years
- Must have either demonstrated academic improvement at another accredited school 2.75GPA for minimum of 12 credit hours OR
- Earned a GPA of 2.75 upon completion of 12 credits at B-W

Grade Forgiveness (cont'd)



- After re-admission, student must earn minimum number of credits required for residency
- All grades previously earned at B-W will remain on student's transcript, whether passing or failing, but will be marked with a "forgiveness" code and not calculated in GPA
- Only those courses in which the student earned non-failing grade will be counted toward graduation



Title IV and Census Date

**Heather Hoppe,
Director of Institutional Research and
Registrar**

Title IV

Federal law requires us to identify our students who register but do not actually return to campus.

- This impacts whether we are required to return all federal aid or complete a Return to Title IV calculation.
- This also impacts enrollment reporting to lending institutions, who determine when a student needs to begin student loan repayment.

Mercy College
of Northwest Ohio

Census Date

At Mercy College, we operate under the below Census Date Attendance Procedures:

- **Rosters are distributed to all faculty with the Census Date Attendance Letter the 2nd Monday after the semester has begun.**
- **An email is sent to faculty reminding them that their rosters are in their mailboxes and are to be completed and returned to the Student Records Office.**
- **Faculty are to mark whether the student was in attendance (with a check mark) or not in attendance (with NO SHOW) within the first 14 days of the semester, and then sign the roster and return it to the Student Records Office the 3rd week of classes.**

Census Date (cont.)

- **Faculty have one week to return their rosters. If they fail to do so, they will be reported to the appropriate Associate Dean or Program Chair.**
- **Students who have been noted as NO SHOW in the system will NOT be permitted to re-enroll in the course once the roster has been returned to the Student Records Office for that semester. Faculty can send students who were reported as NO SHOW to the Student Records Office with questions.**

Census Date (cont.)

- **Student Records Office will:**
 - **Record the grade of IW for NO SHOW students.**
 - **Contact the NO SHOW students to inform them that they have been given an IW, and to verify whether they plan on continuing their enrollment.**
 - **Note of NO SHOW student contact will be logged into SIS.**
 - **Student Records Office will email the NO SHOW student's advisor, and Financial Aid of the student's status.**
 - **A list of NO SHOWS will be sent to Financial Aid for Title IV refunding purposes.**

Census Date (cont.)

NOTE: Students who have been given an IW grade can appeal to the Student Records office for consideration to be dropped or withdrawn from the course.

Students who wish to have their IW grades reversed, must fill out the IW Reversal Request form and provide documentation as to why they were not in attendance the first two weeks of the semester. The form is then reviewed by the Vice President of Academic Affairs for a decision.

To: Fall 2011 Faculty
From: Heather M. Hoppe, Registrar
Date: August 26, 2011
RE: Census Date Attendance

Attached is a copy of your class roster(s) for the Fall 2011 Semester. Please review the roster(s) carefully, and mark whether the student was in attendance (with a check mark) or not in attendance (with NO SHOW) under the Final Grade column. The attendance is based on the first two weeks of the semester. Sign the roster(s) and return them to the Student Records Office no later than Tuesday 6, 2011.

To obtain accurate attendance, I ask that you either issue a “roll call” at the beginning of the class for the first two weeks, or have the students sign in or initial in when they come to class. Do NOT pass around a roster and have students mark their attendance, because we have had students mark present for students who are missing.

Remember, you should only mark NO SHOW if they have never attended your course. If the student attended once and did not return, please mark the last date of attendance. Students who have been noted as NO SHOW in the system will not be permitted to reenroll in the course once the roster has been returned to the Student Records Office for that semester. Please send all students in question to the Student Records Office.

This information is very important and is needed for government funding and internal reporting.

Thank you for your cooperation and your immediate response to the due date of Tuesday, September 6, 2011.



COMMENTS...

QUESTIONS ???