

Student Working Group

High Level Requirements and Possible Solutions

June 2010

A. Electronic Student File

A.1 Requirement: The system must **display detailed UW transcript and current registration** data for each student. Detail will include quarterly GPA, total credits, names of courses and field of study.

Solution: The transcript section of MGP will be enhanced to include this information. It will use the student web service to retrieve these data from the SDB in real-time.

A.2 Requirement: The **student electronic file must include admissions materials**.

Solution: Create a link in MGP to the admissions records for the current program. Display only the most recent application for that program. Applications to other programs will not be displayed.

A.3 Requirement: **Combine student and admission transactions** so that all are visible from the student view.

Solution: Display only transactions from the most recent program application (see above).

A.4 Requirement: Provide **space to enter student's advisor** with date of advisor entry. Provide reports of students by advisor for GPA and advisor.

Solution: Enable support in MGP committee section to enter/maintain master's committees and to enter the master's or doctoral advisor separately (and potentially before) the committee is constituted.

A.5 Requirement: Provide capability to add **student notes** that have an associated date (perhaps also an academic quarter/year), who made the note, and tagging to categories managed by the department and the Graduate School (see A.7). Notes can be searched by student, date/quarter/year, who made the note, advisor, and tag fields (such as type of action/event/milestone, academic grouping, document type, or other topic). Only GPAs (or MGP authorized student file managers) can enter, change, or remove notes. The GPA must be able to designate who can see the note (no one else, faculty advisors, students). GPAs must be able to paste text into the note field from an email or other source. Notes are retained using the existing UW student records retention schedule.

Solution: Add a rich-text note field in MGP that has note originator, date, quarter/year, and allows the note to be tagged with system and user defined tags. Provide searching over a collection of notes by free-text within the note.

A.6 Requirement: Allow academic programs **to upload documents into the student file**. Documents can be scanned to PDF or converted from other formats by the person uploading. The uploaded document is associated with a type category, date of upload, person uploading, and tags assigned by the person uploading.

Solution: Provide a way for authorized users of MGP to upload documents into the electronic student file. When documents are uploaded, a type category and any tags are assigned. Uploading only as PDF will facilitate long-term access to the electronic documents.

A.7 Requirement: Provide a way for academic programs to **create their own labels (or tags)** that can then be associated with items in the student file, such as documents, notes, and progress milestones.

Solution: Create a page in the unit profile section of MGP for authorized users to create and manage a set of

labels or tags that can subsequently be associated with students (and potentially applicants). Investigate whether there is a need for a parent/child relationship of tags. An example may be “low GPA” as the child tag which is grouped into the parent category of “Academic Progress Actions”. Doing so would allow searching by the “low GPA” tag, but also for all “Academic Progress Actions” which may include other child tags in addition to “low GPA”. Any item (e.g. note, document) may have multiple tags.

B. Student Milestone and Progress Tracking

B.1 Requirement: Provide for academic programs to **enter and manage student academic plan templates** that include university and program-specific courses, concentrations, milestones, certifications, and status fields. In addition to graduation requirements, templates would designate academic milestones, timing for completion and whether timing is a hard or soft deadline. These templates could be automatically assigned as default academic plans to students based on degree/major/pathway, cohort, or other attributes (need to identify attributes). Academic plan can be modified for each student. Program-specific student status types can also be represented, such as “must maintain full-time status each academic quarter”.

Solution: Create section of MGP unit profile to create, manage and archive student academic plan templates which are automatically assigned as defaults for incoming cohort or students in a particular track. Those creating templates can choose specific courses, cumulative course requirements, and academic milestones and timing. Courses can be grouped into concentrations. Concentrations can also be created where students indicate in the plan which courses will be taken in the concentration.

B.2 Requirement: Provide for manual and system updates to academic plans based on achievement of courses, concentrations, milestones, and status fields. For manual updates, allow authorized MGP user and, in some cases, student (see B.4) to update plan. The System and authorized user also update status fields such as compliance with full-time registration requirement.

Solution: Create a quarterly progress update in which the system will review and flag any information designated in the academic plan that can be system-reviewed. These reviews can include compliance and status fields designated in the academic plan as well as completion of specific courses, concentrations, or cumulative credit requirements identified in the plan. Completion of Graduate School designated milestones, such as appointment of doctoral committee, completion of General Exam, etc. can also be flagged by the system on a quarterly basis. MGP will provide a means for authorized users to certify that doctoral students have been granted 30 credits for a previous master’s degree.

B.3 Requirement: Allow students and faculty advisors to view the academic plan. Allow GPA or authorized MGP student plan manager to authorize faculty to view the plan.

Solution: Create sections in the Student and Faculty View of MyGrad for this purpose. Whether the student is “on track” will be clearly highlighted together with which specific progress milestones, or status fields have not been met.

B.4 Requirement: Allow students, advisors, and GPA to enter student notes and tie them to specific milestones, requirements, or status in the academic plan.

Solution: Link student file note capability as outlined in Section A above.

B.5 Requirement: Allow student to enter their own academic goals and progress towards those goals. Also allow students to enter sequencing of elective courses. Student can authorize others to view this information.

Solution: Allow students to designate elective courses by selecting from the UW curriculum, indicating when these courses will be taken, and to what course concentration (if any) they apply. Students may also be able to enter other goals that are not part of the program template and maintain notes about these goals.

B.6 Requirement: Create a set of reports on student progress that can be configured easily for each program.

Solution: Allow the student list in MGP to be filtered and sorted on specific milestones, requirements, or status field. Authorized MGP users can save “templates” of these report queries for reuse. Reports can easily be printed or exported to departmental databases.

B.7. Requirement: Provide for a graduation degree audit that incorporates both Graduate School and program-specific requirements. Allow student, advisor to view at any time.

Solution: Enhance the existing MGP master’s and doctoral audit to include program-specific graduation requirements. Use a “dashboard” style view that makes it easy to see where requirements have and have not been satisfied.

B.8 Requirement: The system must support timely communication of academic progress to students and advisors.

Solution: Provide for the management of emails in MGP tied to specific milestone or status fields. Emails can be sent automatically by the system, or manually by the authorized MGP user.

B.9 Requirement: The system must allow for GPAs or authorized MGP users to verify and manage cohort information.

Solution: Display the Graduate School entry quarter/year and make this the default program entry quarter/year. Make doctoral program entry explicit for programs that have master’s and doctoral degrees. Allow programs to designate entry and expected graduation cohorts and to modify this information on a per student basis. Cohort designations can be incorporated in reports (see B.6).