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Scholastic Committee

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University of Minnesota, Morris

August 2008

Report of Scholastic Committee Activity for 2007-2008 Membership

The 2006-2007 Scholastic Committee membership included: S. Boyd, J. Deane (spring 08 only), D. De Jager (Ex. Assistant & USA E.O.), K. Gonier-Klopfliesch, S. Haugen (Commission on Women Rep.), L. Hedquist (student, fall 07 only), B. Janzen (student), J. Jost (student), A. McChesney (student, spring 08 only), D. Magner, B. McQuarrie (Chair), L. Meek (Secretary), J. Pelletier (fall 07 only), J. Schryver, T. Soderberg, T. Sommers, C. Strand (Registrar). De Jager, Haugen, Meek and Strand are ex-officio.

Powers

The Scholastic Committee develops, reviews, and recommends policies affecting the quality of education. It is concerned with such matters as admissions, academic progress, course-related behavior, scholarship, and graduation. It has the power to grant exceptions to academic regulations when such regulations have been satisfied by meeting the spirit of the requirement, or when hardship or institutional responsibility exist. The committee oversees policies related to the admission of students and evaluation of transfer credit in accordance with standards established by the Campus Assembly.

Summary Overview of 2007-2008 Business

During 2007-2008, the Scholastic Committee met 12 times. In addition it engaged in the following activities:

Petitions:

- Processed 14 student petitions via the committee or by administrative action.

New Policies:

- Recommended a maximum credit limit policy to Assembly.
- Recommended a residency requirement to Assembly.
- Recommended revised academic integrity policy to Assembly.
- Discussed mandatory use of Academic Alert for freshmen.

Oversight:

- Appointed an Academic Integrity Subcommittee.
- Reviewed and discussed reports: 06-07 Scholastic Committee Annual Report; Academic Alert semester and annual reports; data on freshmen academic success, multiyear suspension and probation reports and the First Year Experience Report.
- Administered probations and suspensions following fall and spring semesters.
- Transfer credits and advanced placement scores.
- Functions and Awards Committee and discussed Scholar of the College nomination procedures.
- Granted the Scholastic Committee Secretary the power to waive the ArtP general education requirement for public performances of American Indian singing/dancing/drumming.

Collaborations:

- Collaborated with the Registrar and Division Chairs to revise and publicize a new deferred course completion form.
- Collaborated with Continuing Education and Registrar to put in place processes and procedures to prevent students from 1) being erroneously registered for study abroad classes and being charged tuition for a class they did not take or 2) being allowed to take a study abroad class without being registered.
- Collaborated with Humanities Division and Music discipline to end late registrations for music classes.
- Collaborated with Admissions on procedures for handling international transcripts.

Petition Details

The Scholastic Committee reviewed 14 petitions, 9 to waive a general education requirement (# 1176, 1177, 1179, 1180, 1181, 1184, 1185, 1186, 1187) and 5 to waive policies (# 1174, 1175, 1178, 1182, 1183). Petitions are screened so that only those with a chance of approval reach the committee, unless the student insists. Students are informed that they may petition even if the chance of approval is judged to be small by the Secretary or the Executive Assistant.

Petitions to waive a General Education requirement or a policy are based on: 1) hardship; 2) institutional responsibility and 3) whether or not an alternative meets the spirit of the requirement.

Of the 9 petitions to waive a general education requirement, 8 were approved, since they met the spirit of the requirement with a course that contained all elements of the general education requirement or were approved on the basis of hardship or institutional responsibility. One was denied on the basis that the work submitted did not qualify for an exemption as judged by the College Writing Coordinator.

Of the 5 petitions to waive a policy, 4 were approved: two students were allowed to waive the 48 credit maximum in a discipline, one was allowed to transfer military education credits, and one was allowed to waive the 15 credit campus residency requirement. The Committee denied the petition to waive the 2.0 cumulative GPA requirement for graduation. The committee never approves this request because it protects the integrity of the UMM degree. The student was informed that his petition would not be successful, but was allowed to submit the request to the whole committee for consideration.

Two petitions were administratively approved (#1176 and 1181); the circumstances and decisions were reported to the whole committee.

2007-2008 Business Details

New Policies

1. Maximum credit limit:

The practice in the Registrar's office has been to limit students to a maximum of 20 credits (including on-line registration) and to discuss with students the ramifications of taking more than 20 credits: 1) taking up space in courses that other students may wish to take, 2) the workload may be too much for students and 3) before the tuition plateau of 13 credits was put in place, any credits over 20 would have cost extra tuition. Currently, the Registrar's office cannot deny students the chance to register for more than 20 credits, they can only counsel students as to the feasibility of doing so.

The Registrar asked the committee for two decisions:

- 1) Whether UMM needs an official policy for maximum credits (all other U of M campuses have an enforceable maximum).
- 2) Determine the process whereby students receive permission to register for more than the maximum.

Policy Proposed to Assembly

To adopt the same enrollment limit that is in effect at the University of Minnesota, Twin Cities

University of Minnesota, Twin Cities

Statement of Standard Undergraduate Academic Policies and Practices

(effective Fall Semester, 1999)

The maximum number of credits per semester for which a student will be allowed to enroll without approval is 20. Scholastic Committee approval is required for a student to enroll for 21 or more credits in a semester.

Rationale: Current UMM practice is max 20, but there is no policy. The tuition band (15-20 credits for the same tuition amount) has changed to an all-University policy of a single tuition rate for 13 or more credits, but there is no enrollment ceiling as yet.

Adopting the same policy would provide consistency for multi-University student enrollments.

Students are expected to invest 3 hours per week for each credit: 20 credits x 3 hours = 60 hours. This rule of thumb is for an average student to earn a C in each class.

This is an academic progress issue. Some students may be able to successfully complete more than 20 credits. Most, however, would find it difficult to commit more than 60 hours to attending classes and doing homework.

A 20 credit maximum was approved by the committee, with the Scholastic Committee as the oversight body. The committee granted the Registrar permission to deny or approve such requests, however if a student is denied, they may appeal the decision via petition to the Scholastic Committee.

Policy Approved by Assembly March 25, 2008: *The maximum number of credits per semester for which a student will be allowed to enroll without approval is 20. The Registrar's approval is required for a student to enroll for more than 20 credits in a semester. If the Registrar denies the request, the student may appeal to the Scholastic Committee.*

2. Residency Requirement:

SCEP and the University Senate passed the following all-University residency requirement 9/29/05:

(1) *To be eligible for a University of Minnesota undergraduate degree, a student must present at least 30 semester credits awarded by the University of Minnesota campus from which he or she is seeking to graduate.*

(2) *Students must complete at least half of upper division major work on the campus from which they are seeking to graduate.*

(3) *At least 15 credits of the last 30 credits earned prior to the awarding of a University degree must be awarded by the University of Minnesota campus from which a student is seeking to graduate.*

(4) *For students who seek an academic minor, to be eligible for record of a minor on the University of Minnesota transcript, students must take at least three upper division credits in the minor field at the campus from which they will receive their degree.*

A student's college or campus may, under extraordinary circumstances, waive the requirements in sections 2, 3, and 4, above, but not section 1.

All credit awarded by the University, regardless of the type of instruction, shall count toward the credit requirements for the degree.

Interpretation by the Senate Committee on Educational Policy: This policy, revised in the spring of 2005, will apply to incoming students beginning in the fall of 2005.

As of fall 07, UMM was implementing items one, three and four, but not two. The discussion centered on the problem of students coming to UMM with most of a major completed, and whether or not policy should be in place to prevent those students from claiming a UMM degree in that major.

The committee approved enforcing all four criteria with the three provisions below:

- 1) The faculty in the majors define “upper division major work.”
- 2) Exceptions will be granted by the majors for experiences such as National Student Exchange, etc.
- 3) This policy will apply to incoming students beginning in the fall of 2009.

The policy will be presented to Campus Assembly for approval in Fall 2008.

3. Academic Integrity:

The committee reviewed the insertion of the following sentence into section 2.1 of the Academic Integrity code: “If the student(s) accept the penalty of an “F” grade in the course, the student(s) may not withdraw from the course.”

This change was made in response to the request of a faculty member who had failed two students for plagiarism during fall semester. Both students used their one-time late withdrawal W to remove themselves from the class and thus avoid the penalty. The committee discussed the feasibility of reinstating the registration of a student who withdraws from a class once the penalty of an F has been imposed and whether or not that student would then retain the use of their one time W. It was determined that reinstating the registration was not problematic and that the W would still be available for use. It was noted that the UMTC is considering making this an ‘immutable F’, that is, one that cannot be replaced by retaking the class. For the moment, UMM will allow students to retake the class and remove the F. Should the UMTC move to a more restrictive policy, we will reconsider the issue.

Section 2.1 now reads:

2.1. Questions of academic dishonesty should be settled directly by the instructor and student(s) involved. The instructor should meet with the student(s) involved and, after informing the student(s) of the allegation and supporting evidence, attempt, in a timely manner, to reach agreement regarding the veracity of the charges and whether a penalty is to be levied. If a decision is reached by the instructor that academic dishonesty occurred, the instructor should prepare and submit a written report to the Vice Chancellor for Student Affairs within two weeks of becoming aware of the offense. Reports should include the date of the violation, the class in which the alleged violation occurred, the nature of the alleged violation, evidence to support the violation, the name(s) of student(s), instructor(s), and proctor(s) involved and the penalties imposed. If the student(s) accept the penalty of an “F” grade in the course, the student(s) may not withdraw from the course. The Vice Chancellor will provide the student with a copy of the report. The student is considered guilty if he/she does not contest the instructor’s accusations. These reports will be maintained in a confidential University file. Through this process, repeat offenders will be identified. The student may, if they wish, submit a written statement regarding their position on the matter. The statement does not have bearing on the finding but provides a means for students to document their perspective. This statement will be maintained in the confidential file with the report.

Approved by Assembly April 29, 2008

4. Mandatory use of Academic Alert for freshmen:

Appendix 1 below contains information related to the retention of freshmen. Currently, freshmen are the class from which we lose the most students, and these students are frequently in academic difficulty. The committee discussed whether or not it was feasible to ask Assembly to require the use of Academic Alert for freshmen. Current All-U Policy states that midterm alerts are required for students in 1xxx level courses who appear to be in danger of receiving a grade of D, F or N. Current UMM policy states that instructors are encouraged to alert all students in all classes who are earning a C- or less. The committee was not in favor of putting such a policy forward, but did work to refine the data on freshmen that was submitted to Assembly for information and felt that such information should be given to Assembly for information annually.

Oversight

1. Reviewed and discussed reports related to student academic success:

A. 06-07 Scholastic Annual Report. This report can be found at:
<http://www.morris.umn.edu/Scholastic/> under "REPORTS".

B. Academic Alert multiyear report. This report can be found at:
<http://www.morris.umn.edu/Scholastic/> under "REPORTS".

C. Multiyear Suspension Report. This report can be found at:
<http://www.morris.umn.edu/Scholastic/> under "REPORTS".

D. Multiyear Probation Report. This report can be found at:
<http://www.morris.umn.edu/Scholastic/> under "REPORTS".

2. Administered probations and suspensions following fall and spring semesters.

Probation:

Students are placed on academic probation if either their term or cumulative GPA falls below 2.0. During the 2007-2008 academic year, 156 students were placed on probation following fall 07 and 106 were placed on probation following spring 08. See multiyear probation study at:
<http://www.morris.umn.edu/Scholastic/>

Suspension:

Students whose term GPA is less than 2.0 for their last two consecutive semesters and whose cumulative GPA is less than 2.0 are suspended. Suspension is mandatory for one academic year, but can be shortened to one semester with an appeal. During the 2007-2008 academic year 20 students were suspended in January 2008 and 38 were suspended in May 2008.

Suspension Appeals:

2007 Appeals: One student appeal was approved in summer 2007. Three appeals were denied. The one student who registered following the approved appeal did not meet conditions and was suspended again following spring 2008.

2008 Appeals: A sub-committee reviewed 12 suspension appeals in July 08. Committee membership included D. DeJager (S.C. Ex. Asst.), J. Goodnough (Academic Alert Chair), M. Fohl (WSS faculty), J. Morales (Associate V-C for Enrollment), Barry McQuarrie (Chair and Science and Math faculty) and L. Meek (S.C. Secretary and Social Sciences faculty). Nine appeals were approved and three denied.

3. Transfer and Advanced Placement Scores:

Advanced Placement transcripts arrive in early July, and most of them are for new incoming students the following fall semester. Of the new students entering fall 2007 who submitted transcripts:

113 received credit for at least one exam

295 exams qualified for credit awards

56 students were exempt from Engl 1011 based on the AP English course

34 students received credit for Survey of Calc or Calc I and/or II

The number of AP/IB/CLEP transcripts received in addition to the bulk delivery in July has increased greatly. For accuracy, the figures for the entering class of Fall 2008 follow. The annual reports will continue to report AP/I B/CLEP as of the beginning of the academic year, rather than at the end. The figures include reports received from September 2007 through August 10, 2008, and apply to students entering UMM in Fall 2008.

202 transcripts received

158 students received credit on at least one exam

44 students did not receive credit

509 exams were taken

348 exams qualified for credit

153 exams had scores lower than 3

80 students qualified for the English exemption

44 students received credit for Survey of Calc, Calc I and/or Calc II

4. Administrative powers for Secretary:

Some petitions are very common and are always granted by the committee. In these cases, the committee can grant the Secretary the power to waive the requirements without taking the petitions to the whole committee. The committee granted the Secretary the authority to waive the ArtP general education requirement for public performances of American Indian singing/dancing/drumming.

Collaborations

1. New Deferred Course Completion Form:

The registrar's office created a new form to be used by all divisions when an incomplete (I) grade is granted for a course. The old form had not been revised since before semesters were instituted. Use of the old form has been inconsistent, and it is hoped that by introducing a new form that can be downloaded from the web, it will become more consistently used. Additionally, since Division chairs will be able to determine from management reporting who is giving incompletes, they can monitor use of the form and frequency of use of the I grade. Division chairs will receive a hard copy of the form after it is imaged at the Registrar's office. Division chairs have been consulted twice on the form and have approved its use beginning in March 2008. The form can be found at:

<http://www.morris.umn.edu/services/registrar/Forms/incomplete.pdf>.

This form will be presented to the Assembly in fall 2008.

2. Study Abroad late registrations and erroneous registrations:

The committee has been asked frequently over the last few years to register people for study abroad classes after the trip has occurred, in some cases weeks or months after the deadline for registration has passed. In addition, the Committee has been made aware that some students are registered for these classes and charged tuition, although they did not attend the class portion of the trip, and the committee has then had to retroactively change their academic record, including grades, so that it is accurate. Senior Vice President for Academic Affairs and Provost Sullivan has made it clear that students attending a class must be registered for it. There is no exception to policy that allows us to register students for classes after the deadline. Furthermore, students who are charged tuition and receive an erroneous grade (invariably an F or N or I) are not being well served by the University. The committee collaborated with the Registrar's office and Continuing Education/Study Abroad to put in place processes and procedures to prevent these situations.

3. Collaborated with Humanities Division and Music discipline to end late registrations for music lessons.

Students were asking to register for music lessons weeks after the deadline for registration had passed. This situation arose partly from long custom, and partly because music instructors are often part-time and are not very accessible to students, so students were not receiving their permission numbers in a timely manner. Senior Vice President for Academic Affairs and Provost Sullivan has made it clear that students attending a class must be registered for it. During fall semester 2007, we informed the music faculty via their Division Chair that beginning spring 2008, music lessons must be added during the first two weeks of the semester. The Scholastic Committee will no longer give permission for late registration. In addition, music needs to make sure that part time instructors are available via email to students during the time when permission numbers are needed.

4. Collaborated with admissions on procedures for evaluating foreign transcripts.

Clarified with Admissions that international students should not be admitted without having a transcript that is 1) translated into English and 2) has been evaluated by Dorothy DeJager.

Looking Ahead New Business for Academic Year 2008 – 2009

Housekeeping:

1. Orientation for new members on history, function and culture of the committee.
2. Continue to explore web options for maintaining Scholastic reports/records/data.
2. Review Scholastic Committee Annual Report from 2007-2008.
3. Appoint Academic Integrity Subcommittee for 2008-09 (two faculty, two students and the Secretary).
4. Review reports: multi-year suspension and probation reports; Academic Alert (and associated reports on conditional admits, transfer students and international students); Functions and Awards.

Action:

1. Continue our discussion with Admissions about the quality and diversity of our incoming freshmen and how we can best identify who will succeed at UMM. Scholastic is collaborating with Admissions on a study that will investigate the relationship of many different variables on student success at UMM in an effort to more clearly identify students who will succeed at UMM (see Appendix 2). This study will be done during the 08-09 academic year. In addition, Scholastic is looking at all new high school admits and transfers and determining quantitatively how they well they fit UMM. They will discuss this data with Admissions and discuss the kinds of qualitative input that aids in each admission decision and will ask Admissions to justify those decisions that are not clear. Finally, last year we asked Admissions to have

input from those of us who work with struggling students via Academic Alert and Scholastic on difficult admission decisions. We were asked to give input into only one decision. Thus, we are going to ask again that there be faculty input on the difficult decisions, since that perspective is missing from the decision process.

2. Continue our discussion with Study Abroad about late registrations and erroneous registrations.

Although the frequency of such events has decreased dramatically since we put procedures in place last year, some problems continue to occur.

3. Discuss with the Registrar the feasibility of K grades lapsing to another grade after one year has passed.

4. The committee will revisit the awarding of credit for AP scores of 3, since the Twin Cities campus is discussing not awarding credits for a score of 3.

Appendix 1
Document on Freshmen Academic Difficulty:

To:	Executive Committee and Assembly
Re:	Agenda item for the first Assembly, for information only, no policy to be voted on: Discussion of data related to freshmen retention
From:	Scholastic Committee

Retention of our students is of vital importance to the success of UMM. This issue has most recently been addressed by the Retention Work Group, working in conjunction with the Scholastic Committee, the First Year Experience Subcommittee and programs such as Admissions, Advising, Academic Assistance and Disability Services.

Why target retention?

1. It costs several thousand dollars to attract each new student to UMM. Keeping those same students is a much more cost-effective way to maintain our enrollments.
 2. The entire University system has made graduation rates a focus of the strategic positioning process. UMM's success is judged by the larger university based on graduation rates of new high school students, and this success is directly tied to retention of our incoming freshmen.
- This year, the Scholastic Committee is committed to raising awareness about the retention of freshmen.

Why focus on freshmen?

We lose roughly 20% of our new high school students (NHS) between their freshmen and sophomore years.

Sp 03 22.7%

Sp 04 16.3%

Sp 05 18.8%

Sp 06 20.5%

4 year average of above = 19.58

Why are we losing freshmen?

1. Percentage of total alerts going to Freshmen, Sophomores, Juniors and Seniors:

Ac. Year	Fall 04	Sp 05	Fall 05	Sp 06	Fall 06	Sp 07
Freshmen	43%	35%	38%	35%	47%	48%
Sophomore	19%	27%	26%	26%	26%	24%
Juniors	25%	19%	18%	20%	17%	15%
Seniors	13%	19%	18%	19%	10%	13%

***Academic year determined by credit**

*The preponderance of alerts go to freshmen, which may indicate that freshmen are experiencing more academic distress than more advanced students.

2. Who receives the most F grades? Table below shows the percentage of the total number F grades received by Freshmen, Sophomores, Juniors and Seniors.

	F 06	Sp 07
Freshmen	43%	38%
Sophomores	18%	19%
Juniors	18%	21%
Seniors	16%	19%
Non-degree	5%	3%
Total # Fs	187	181

***For Sp 07 only 43% of the Fs that freshmen received resulted in a midterm or academic alert.**

- For Fall 06 only 29% of the Fs that freshmen received resulted in a midterm or academic alert.

3. Who is most likely to be placed on probation? The table below shows the percentage of all students on probation who were freshmen, sophomores, juniors and seniors.

	F 06	Sp 07
Freshmen	47%	37%
Sophomores	24%	19%
Juniors	16%	15%
Seniors	13%	29%
	n=143	n=114

4. Retention of students who went on probation after their first semester at UMM:

Term Entered	# on Probation	Avg GPA 1 st Term at UMM	Avg. GPA Last Term at UMM	Retention as of Sp 07
Fall 04	57	1.071	1.625	28%
Spring 05	16	0.77	1.24	25%
Fall 05	70	1.2	1.52	27%
Sp 06	8	1.12	1.31	25%
Fall 06	63	1.3	1.64	36%
Sp 07	5	0.971	1.79	20%

- While average GPA improves from the first to their last term, in all cases, the average is below the 2.0 that is needed to be academically successful at UMM. Academic intervention during the first half of their first term might reverse this trend.

5. Who is likely to be suspended? Table below shows the percentage of the total number of students who were suspended who were freshmen, sophomores, juniors and seniors.

	F 06	Sp 07
Freshmen	27%	79%
Sophomores	45%	13%
Juniors	18%	4%
Seniors	10%	4%
	n=11	n=23

***note Fall 06 was the first time suspensions after fall occurred.**

*spring freshmen suspension is much higher than fall since that is the first time that NHS entering fall 06 could be suspended.

*placement is determined by credits, so freshmen suspended in Fall 06 would have entered UMM during the previous academic year (05-06).

6. Does Academic Alert help?

- A. Grades following alerts (for those classes for which grades could be determined at the time of the alert).

	F 06	Sp 07
Higher grade	45%	33%
Same grade	19%	30%
Lower grade	7%	5%
I,W,K,X	29%	32%

- B. Probation: The percentage of the total student population on probation has declined since Academic Alert began in Fall 04. The following tables compares F 02 – Sp 04 data to those collected from F 04 – Sp 07. These dates were chosen since probation rules were the same during these times.

F 02	12.70%
Sp 03	11.40%
F 03	11.80%
Sp 04	8.50%
F 04	9.70%
Sp 05	7.30%
F 05	11.10%
Sp 06	9.20%
F 06	8.60%
Sp 07	7.30%

Average F 02 – Sp 04 = 11.1%; Average F 04 – Sp 07 = 8.8%

- C. The average percentage of the total number of freshmen on probation is higher than the average for other students.

Time Period	Average % of all Soph, Jr, Sr on probation	Average % of all freshmen on probation
F 02-Sp 04	2.26%	14.30%
F 04-Sp 07	1.78%	12.40%

D. Suspension: It is more difficult to determine what has happened with suspension rates, since we instituted fall suspensions in Fall 06. If the rates for Fall 06 and Sp 07 are added together, we get a rate of 2.1% for 06 – 07. Thus, from 03 – 04, the average suspension rate was 2.5%, and from 05 – 07 the average is 2.46%, essentially the same.

Sp 03	2.40%
Sp 04	2.60%
Sp 05	2.90%
Sp 06	2.40%
F 06	0.60%
Sp 07	1.50%

- E. However, the percentage of all freshmen on suspension remains higher than the average for all other students.

Time Period	Average % of all Soph, Jr & Sr on Suspension	Average % of all freshmen on Suspension
Sp 03-Sp 04	.38%	5.30%
Sp 05 - Sp 07	.25%	4%

Conclusion:

Freshmen are most at risk for getting Fs, are more likely to go on probation and be suspended and students who are on probation their first semester have a low retention rate. A comprehensive effort to target freshmen at the first sign of academic distress may serve to increase our retention rates between freshman and sophomore years and allow more students to succeed academically at UMM.

**Appendix 2:
Variables Affecting Student Success at UMM**

Look at full time NHS entering since semesters began

Independent variables:

Dependent variables:

Gender	Length of stay at UMM (in time and credits)
Ethnicity	Graduated within 6 years
Athlete	Probation
Out of State/In State	Suspension
International	
Conditional Admit	
HS attended	
HS classes taken	
HSR	
HS GPA	
HS Math prep	
HS activities	
AP/PSEO classes/IB/college prep	
ACT composite	
ACT Eng score 18 or under	
Declared major/undecided (also compare major by major)	
<u>Grades in classes (Math 1011, Chem 1101, Engl 1011, Psy 1051, IS 1061, Engl 1001, Math 901, FYS)</u>	
On probation after first semester	
C,D,F,N,W,I grades	
GPA after first semester	
Advisor	
Achieved 30 cr after first year	
# credits taken first semester	
Involvement in campus activities (first semester/first year)	
Lives on campus	
UMM first choice	
Mental health concerns	
Physical health concerns	
City/rural	
HS activities	
Family income	
Scholarships	
Working and if so, how many hours	
Has children	