**Agenda**

**Associate/Assistant Deans Council**

**Monday, February 8, 2021**

**CONTINUED/DEFERRED AGENDA ITEMS**

**NOTES**

* Our meeting agendas have been added to the advising website at [www.marshall.edu/advising](http://www.marshall.edu/advising). Select the “Advisor Portal” on the menu bar and select “Associate Dean’s Meeting.”

**Dean’s/Associate Dean’s Permission for 2nd 8 Weeks Course Additions**

Sherri Stepp

Sonja Cantrell-Johnson

Based on a discussion at our January 11 meeting, the Registrar’s Office will be accepting advisor approvals for 2nd 8 weeks course additions. Dean/AD permission will still be required if the course section is full, if the additional hours exceeds 18 credit hours, and if the request is after the first day of class.

* *Effective with the spring 2021 term, after the term begins, students who wish to add a 2nd 8 weeks course will be allowed to do so with advisor permission.  The student will no longer need to obtain the associate dean’s permission.  Any hold, exceed max hours, closed section, etc., will still need to be resolved prior to registration.  After the 2nd 8 weeks begins, dean or associate dean’s permission will still be required.  Before registering the student, please verify that the course is indeed a second 8 weeks course.*

**Work Integrated Education and Work Integrated Learning Matrix**

Cristina McDavid

**NEW AGENDA ITEMS**

**BERT Report Update**

Brian Morgan

* Majors reports in BERT now contain grad students within your college (Summary by Majors, Current Majors).  Anywhere else this type of data is needed?

**Total Withdrawal Counseling – Update**

Kateryna Schray

**Reminders about Medical Withdrawals**

Sherri Stepp on Behalf of Michelle Biggs

* From the Catalog: *If the withdrawal is granted, the student will be unable to register for classes until he or she provides the Office of Student Affairs with a letter from their health care provider(s) (in the case of a medical withdrawal) releasing the student to return to the university and outlining the student’s sufficient ability to manage coursework at Marshall. In the case of a catastrophic event, the student must provide a written statement that outlines the satisfactory resolution of the negative impact of the event.*

