

Agenda
Associate/Assistant Deans Meeting
26 January 2016 – 2:00-3:15pm
SRC Conference Room, MSC

Call to order: 2:00 pm

Updates

1. **Midterm grade entry deadline moved a week earlier** – Faculty Senate approved, President signed, effective Fall 2016: Thur of Week 7
2. **2nd 8-weeks course offerings in COLA**—Cheryl Brown
3. **Academic Calendar is now online**
4. **Banner Users Group STUDENT**—Elizabeth Hanrahan
5. **SSC Campus**
 - Chris Atkins and Lisa Williamson are the Campus Application Administrators
 - February 24-25: 90-min F2F training sessions for all professional and faculty advisors and tutoring staff
 - Go live: mid-March (in time for students to use in scheduling Fall registration advising appointments)
6. **SSC Guide** (mobile app)
 - Summer pilot: 600 students (recruited during three separate Orientation dates)
7. **MyMU Portal/MUmobile**—Edward Aractingi

Discussion

1. **Total Medical Withdrawal policy** – Matt James
2. **Concerns about section enrollments**
3. **Student Service concerns (i.e., when offices are open during winter break)**—Kathy Bialk
4. **Process for approval and entry of exceptions in DW**
 - The Dean of the college offering the degree program approves course substitutions and exceptions for coursework related to major- or college-level requirements.
 - The Dean of Undergraduate Studies approves course substitutions and exceptions for general education requirements (FYS, CT, Core II, WI, MC/I)
5. **New policy on students pursuing a second baccalaureate**
6. **Online Graduation Application**—Roberta Ferguson
7. **University excused absence policy**—Gary McIlvain
8. **Internal probation/suspension policies and practices (esp. for FTF)**
9. **AD Shadowing Tour**

Points of information, dates, events, etc.

1. **INTO Marshall students changing course registrations**—internal discussion/planning is underway to prevent this and keep a student's Pathway aligned with their intent and their registration

Other business

Adjournment

Professional Development Series

5 sessions per year: September, Nov, Jan, March, May

Professional development model (Habley 1987; McClellan 2007):

- Informational (laws, policies, procedures, resources)
- Technological (DW, SSC Campus, SSC Guide, BERT)
- Conceptual: concepts and theories (role clarity; institutional mission/initiatives; student development theories; MU student demographics)
- Relational (advising versus counseling, problem solving, rapport)
- Personal (morale, professional development, certification, travel, self-reflection)

Medical Withdrawal Policy

Voluntary Medical Withdrawal

When students withdraw from the university for medical reasons, their request for withdrawal must be supported by certification from the attending physician. In order to be readmitted after this withdrawal, the student must provide a letter and supporting documentation from the attending physician that indicates that the student is able to return. Confidentiality will be maintained at all times except on a need-to-know basis. Requests for medical withdrawals from the university or from an individual class will be handled on a case by case basis through the Associate Dean of Student Affairs, Prichard Hall 155.

Mandatory Medical Withdrawal

A student will be subject to a mandatory medical withdrawal if the Dean of Student Affairs and/or designee determines that the student is endangering himself or herself or other members of the university community by continuation as a student at Marshall. Through an approved designee, the Dean of Student Affairs reserves the right to request a complete mental or physical evaluation if it is reasonably believed that the student's behavior or health habits warrant it. The student will be referred to the appropriate health professional and a written document of evaluation and recommendations will be forwarded to the university designee. The university will then determine the student's status. If evaluation supports or indicates a recommendation for a medical withdrawal from the university, the appropriate Student Affairs office will facilitate the withdrawal. Students will be accorded an informal hearing before the Dean of Student Affairs or a designee to obtain an understanding of the evaluation and rationale for the required withdrawal. If the student declines the opportunity for an evaluation, the Registrar will withdraw the student for medical reasons.

Withdrawal for medical reasons will be done without academic penalty to the student. Fees will be refunded in accordance with university policy.

A decision to withdraw may be appealed to the Student Conduct and Welfare Committee or a special subcommittee thereof appointed by the chairperson.

*Adopted by Student Conduct and Welfare Committee, December 7, 1984;
approved by the President, January 22, 1985.*

