

Agenda
Associate/Assistant Deans Meeting
12 November 2015 – 12:30-1:45pm
John Spotts, MSC

Call to order: 12:30 pm

Updates

1. **Total Medical Withdrawal Policy** – Matt James will present ideas at next meeting
2. **New Website**—issues
3. **Midterm grade entry deadline** – BAPC proposal to move date up by one week
4. **Section enrollment minimums** – 12 for Spring 2016, 15 for Fall 2016 and beyond
5. **Banner Users Group STUDENT**—Elizabeth Hanrahan
6. **SSC Campus**
 - Dec: EAB visit to collect our interface preferences
 - Jan: Training in the “sandbox”
 - Late Jan/early Feb: Live
7. **SSC Guide**
 - Spring pilot: Current faculty, advisors, students: course To-Do’s, campus feeds
 - Summer pilot: Drive freshmen adoption through admissions and orientation
8. **Professional Development Series for Advisors**
 - CTL and AA are collaborating on a plan that will include both professional and faculty advisors

Discussion

9. **Demonstration of Net Price Calculator** — Kathy Bialk
10. **2016-17 and 2017-18 Academic Calendars**
11. **Freshmen Course Allocation Process**
12. **Reasons for Gen Ed exceptions re: graduation lists**
13. **Upcoming retention initiatives: Pre-majors**

Points of information, dates, events, etc.

??

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.*

