

**Graduate Administrators' Council**  
**March 22, 2018**  
**Koch Hall Board Room**

Attendees:—~~Robert Wojcik, Greg Pate, Rhonda Smith, Karen Opat, Patricia H. Caske, Jennifer O'Neil, 2.054 0 Td (JEMC P KICID 5~~

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- Extended absence – Mental or physical issues or something to do with death of a family member. Office notifies faculty members of situation. Requires certain level of documentation. For example, illness would require a letter from a doctor.

- Administrative Withdrawal – Student was unable to be successful in the academic semester, so he or she can be retroactively withdrawn. Has one year to apply. Documentation is required. Death excuse would be immediate family member, i.e., parent, sibling, grandparent. Aunts, uncles, cousins are typically not approved. SOS notifies faculty about student's request and faculty can provide feedback regarding the administrative withdrawal. Faculty can disapprove student's request. Medical withdrawal is the same as an administrative withdrawal. Reasons for withdrawal are not placed on the transcript to protect the privacy of the student. Grades are updated to W.

When Administrative Withdrawals are approved, students are withdrawn from all classes. Students ave1-5.

Emily & Christine Marie Grant – Open to all students in good academic standing, but are having financial issues and not able to pay bills due to unforeseen circumstances. The grant does not pay students directly. They have to provide the circumstance that happened that caused financial difficulty. When the grant is awarded the bills are paid directly. There is no maximum amount that a student can apply for. It is based on the student's need. It is not a quick process to be approved. Since it is a grant, it may have an impact on the student's financial aid.

LaToya's role in SOS - LaToya is a Case Manager for SOS – She works directly with students that have severe mental health issues. She helps to manage and coordinate services that they need. Tries to work with students to make sure they are not alone.

The ODU Care Team is part of SOS. It is a group that meets once a week with representation from all of the major areas on campus. Sometimes students are popping up in different areas on campus with issues, those students are discussed. The benefit of the ODU Care Team is that everyone is aware of student issues and can share information regarding student behaviors.

Finding the SOS website is easy. Just type in SOS in the search engine. Forms are available on the website to report your concerns.

You can also contact them via email at [oducares@odu.edu](mailto:oducares@odu.edu).

The best way to learn about the services SOS provides is to go to their website.

What is the protocol for harassment? Should be reported. It should be reported regardless and the Title IX Group will determine if it is harassment.

It is Important to understand that Title IX is overseen by the Office of Institutional Equity and Diversity-4.5 (ann.3 (1)0.7v51 . t2fficrst)3 (e12 v )0.6 (u)0.2 5.3 as if (t2ffas)1.3 (4.3 S n o7 0 Td[flet t2ffical)2.3 (1)2.2 (t27

for possible distance students. President normally attends Dr. Miller advised that Arts & Letters may be doing their luncheon at the same t

the students in the program. The process for changing an advisor will be the same as it is for undergraduate students. The faculty member will need to have advisor access in Banner to be on the list of advisors to choose from.

### **Staff Changes in Graduate Admissions**

Bill Heffelfinger reported that Celine Grider is officially resigning effective May 1.

Meeting adjourned.