

**Graduate Administrators' Council Minutes**  
**Thursday, December 13, 2018**  
**Burgess Room, Batten Arts & Letters Building**

Attendees: Robert Wojtowicz, Chair; Bryan Porter, Dale Miller, Regina Karp, Paul Currant, Tisha Paredes, Karen Eck, Claire Dorsey, Wie Yusuf, David Cook, Holly Gaff, Craig Bayse, Gail Dickinson, Richardean Benjamin, Caroline Neal, Jane Dane, Missy Barber, and Courtney Nishnick

**Approval of Minutes from November 1, 2018**

Minutes approved as submitted.

**Announcements/Updates**

**Advanced Degree Luncheon:** Thursday, December 13, 2018 in the Big Blue Room

**3MT Competition:** Friday, January 18, 2019 at 5:00 pm in the University Theatre

**CourseLeaf:** Friday, February 15, 2019 is the deadline for catalog content to be submitted through workflow.

- **Catalog Training:** All trainings will be in BAL 1013C. RSVP via [www.odu.edu/acadaffairs/courseleaf](http://www.odu.edu/acadaffairs/courseleaf).

- Students must be full-time to receive assistantships. Six credits can be considered full-time for graduate assistants due to post federal guidelines.
- Language should be changed to include “usually” in exceptions of credit courses. Language should also be added to mention sponsor money and three-fourth time enrollment.

**D9 – Advancement to Candidacy:** A fourth line should be added regarding ABD status. This form should only be completed once and saved in the student file by the Graduate Program Director.

**D4 – Doctoral Candidate 1 Hour Full-Time Notification:** This form should be completed only one time for Financial Aid purposes.

**D8 – Exception of Time Limits allowed to Complete Doctoral Degree:** There was a motion to rid of this form. It is often used in the wrong way and not enforceable. Language is vague, and the form overall is not needed.

**G8 – Notice of Student Separation or Dismissal from Program:** If the program decided to dismiss a student, and the student wins the appeal, the registrar will need to reactivate the account. The Graduate School only needs a copy of this form electronically. The program should keep the original copy and file it after the appeal process is complete.

#### **Research Foundation Regarding Tuition Waivers**

If money is not used, it is lost. Tuition money designated in grants is disbursed mid-year.

Motion to adjourn.