Robin Panneton, Chair, called the meeting to order at 3:04 PM.

I. **Old Business:** Started with introductions and reviewing the charge from Rick Sparks with guests. No one had any changes to the February 20th meeting minutes.

II. **New Business:** Schiffert Health Center current practices/primary concerns
   a. Schiffert pulls transcripts and grades as well as all documentation, review it all.
   b. Sends recommendation to AD for final approval

III. Discussed problems with students requesting incompletes (Would be helpful to see data on how many students actually complete incomplete work and get a grade instead of the incomplete turning into an F). Students have an unlimited number of incompletes to use. Perhaps we need a different policy for incompletes.

IV. Schiffert does not give excuse letters but they do give 3-5 day letters; We need more education so faculty/staff/students better understand the process and how things work.

V. General discussion of the withdrawal policy at VT
   a. Should we consider granting withdrawals retroactively?
   b. Should we consider something akin to Freshman Rule?

VI. Discussed the usefulness of a central academic relief repository where all requests are logged and we know where the paperwork is in the process.