

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE
COMMITTEE ON COURSE & STANDING

TO: Dr. Joel Kuszai, Chair, Academic Senate Steering Committee
Dr. John Talbird, Secretary, Academic Steering Committee
Dr. Emily Tai, Vice-Chair, Academic Steering Committee

FROM: Dr. George Fragopoulos, Chair - Committee on Course & Standing.

SUBJECT: Annual Report for Committee on Course & Standing for 2017-2018

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|---------------------------------|-------------------------------|
| • Dr. George Fragopoulos | English Department |
| • Prof. Susan Riekert | Nursing |
| • Dr. Rose-Marie Aikas | Social Science |
| • Dr. Daniel Armstrong | Health Phys. Ed. & Dance |
| • Gina Capozzoli | Counseling |
| • Prof Katwicia Desruisseaux | College Discovery |
| • Dr. Susan Mclaughlin | Biology Department |
| • Dr. Fei Ye | Mathematic & Computer Science |
| • Margaret Stroehlein | Nursing |

During the year 2017-2018 the Committee met on: October 6, 2017, November 10th, 2017, December 8th, 2017, January 10th 2018, February 9th, 2018, April 27, 2018

The Committee typically meets once a month, however, the intervals between meetings are sometimes extended to accommodate the students. The students are given enough time to submit their appeals after the withdrawal deadline and after the dismissal letters are mailed. During the Fall and Spring semesters, the meetings are scheduled on Fridays at 10 am. During the summer, meeting dates are chosen to accommodate the needs of the students.

The Committee will be meeting on June 8th to review all the academic dismissals for the Spring 2018 semester. The Chair of the committee will also continue to review retroactive withdrawal appeals along with the assistance of other committee members as needed.

The Committee on Course & Standing meets to review student appeals for changing their 'WU' grades which are calculated as 'F' grades in their GPA. The appeals are approved or denied based upon the reasons provided by students who are unable to withdraw within the deadline.

The Committee takes a holistic view of the student's record, reviews student patterns of withdrawing from classes, their transcripts and, perhaps most importantly, supporting documents to reach a decision.

The Committee also reviews dismissal appeals. Most students who perform better during the semester after they were placed on academic probation are permitted to continue on probation. Students who have been at QCC for few semesters and have been dismissed are given a chance to improve their performance as against students who have attempted numerous credits and have not reached the required GPA for retention. Most decisions are made on the committee's judgement of the students' ability to graduate. Committee members Dr. George Fragopoulos and Gina Capozzoli are also members of the Retention Management Committee of the College, and therefore have added insights into how to evaluate future student success.

The Committee on Course & Standing and the Admissions Committee work closely with each other. Most students who are re-admitting or appealing their dismissal to the Admissions Committee invariably require appealing their 'WU' grades and are thus recommended to the Committee on Course & Standing. Both the Committees worked together to create a joint appeal form in order to provide students a one-stop appeal.

There was one policy decision reached during the academic year 2017-2018

Considering HEPA/FERPA regulation, it was a great concern of the Registrar, Ms. Pat Canale that students' confidentiality is maintained and there are no violation. A policy to handle appeals in a manner that the regulations are met, was put in effect. Students are now required to hand in their appeal in a sealed envelope with selections made whether the appeal is medical/counseling or a regular. The envelope is then dropped in a box to maintain the privacy of students' records. The medical appeals are sent to Health Services and Counseling to the Counseling Office. Once the Health Services and Counseling Office has made their decision then a single form letter is forwarded to the Registrar's Office with the outcome of the appeal.

For the year 2017-2018, all the old members continued on the Committee on Course & Standing. The new Chair for 2018-2019 will be Dr. Daniel Armstrong. Dr. Susan McLaughlin will serve as the secretary for the committee.

The Chair extends a special thank you to the Registrar's office for their service to the Committee on Course and Standing. Pat Canale and Florence Farrat continue to be a tremendous source of support and help to the committee. Last but not least, the Chair would also like to thank Associate Director of the Counseling Center Gina Capozzoli.

The Chair, with approval from the Committee, continues to review appeals independently, during the semester as well as in the summer between Committee meetings.

Reviewing appeals independently puts a substantial demand on time, especially because of deadlines. The input of the faculty Secretary of the committee is exceedingly helpful. The Chair of CS receives a 3hr release time for serving in the committee.

New Chair and Secretary for the upcoming year, 2018-2019:

Dr. Daniel Armstrong, Health, Physical Education and Dance, and Dr. Susan McLaughlin, Nursing Department, respectively.

New Members:

The committee would like to welcome new members, Dr. Kathleen Wentrack, Art and Design, Dr. Paul Marchese, Physics and Margaret Stroehlein, Nursing. Dr. Fragopoulos will be leaving the committee after six years of service and two years of chairing the committee.

Final Notes:

Finally, Dr. Fragopoulos would like to personally thank all of the members of the committee for their hard work and dedication during the previous year. The Committee on Course and Standing is one that is truly run on the principles of cooperation and communication between members. The committee would not be able to do the important work it does for the college and for its students were it not for the committee members' respect and admiration for one another. Dr. Fragopoulos would also like to commend Meera Chowdhry for her excellent and tireless work on the behalf of the committee and the college's students; the committee could not have done its work without her. This was Meera's last year working on the committee and she will be greatly missed. Florence Farrat, the new secretary of the committee, will do a more than capable job of replacing Meera. Dr. Armstrong is the new chair of the committee, and his experience and dedication to the committee will serve the college well. The committee remains in excellent hands.

COMMITTEE ON COURSE & STANDING ACTIONS
SEPTEMBER 2017- AUGUST 2018

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
October-17	53	23	30	0	0
November-17	51	24	24	1	2
December-17	117	55	60	0	2
February-18	138	37	95	0	6
Mar. 2018	18	5	13	0	0
Apr.2018	70	24	46	0	0

Total Appeals Reviewed

Jan 13th 2018 Dismissals 767 Granted probation 202 Dismissed 565

*** Including Retroactive/Late withdrawals**

Total Dismissals

Total Appeals Reviewed Incl.

withdrawals/dismissals/deletions/medical:

915(85 dismissal)

COMMITTEE ON COURSE & STANDING ACTIONS**SEPTEMBER 2016- AUGUST 2017**

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2016	180	91	89	0	0
Sept. 2016	42	17	24	0	1
Oct. 2016	0	0	0	0	0
Nov. 2016	99	55	44	0	0
Dec. 2016	130	47	81	1	0
Jan.2017	70	35	35	0	0
Mar-17	53	23	30	0	1
Apr-17	53	23	30	0	0
May-17	130	48	82	0	0
Total Appeals Reviewed	757	339	415	1	2

Jan 13th 2017 Dismissals 613 Granted probation 60 Dismissed 553*** Including Retroactive/Late withdrawals****Total Dismissals****Total Appeals Reviewed Incl.****withdrawals/dismissals/deletions/medical:****915(85 dismissal)****August 2017 - July 2018****Medical**

Month	Total Appeals	Approved
August-17	4	4
September-17	1	1
October-17	6	6
November-17	1	1
January-18	9	9
April-18	8	8
May-18		
June-18		
July-18		
Total		

Medical Withdrawals

August 2016 - July 2017

Month	Total Appeals	Approved	Denied
Aug-16	9	9	0
Sep-16	0	0	0
Oct-16	2	2	0
Nov-16	5	5	0
Dec-16	7	7	0
Jan-17	10	10	0
Feb-17	0	0	0
Mar-17	4	4	0
Apr-17	2	2	0
May-17	23	23	0
Jun-17	5	5	0
Jul-17	6	6	0
Total	73	73	0

	2015-16	2016-2017
Total Appeals (Retroactive/Late/Medical Withdrawals)	1086	915
Total approved	574 (52.85%)	399 (43.6%)
Dismissal Appeals	202	85
Dismissal Appeals approved	125 (61.88%)	60 (70.58%)
Medical Appeals	61	73
Medical appeals approved.	100%	100%

The Medical appeals are being forwarded to Health Services. The Director of Health Services is approving the medical appeals since they are better equipped to evaluate the documents and medical issues of students.

All the appeals relating to mental health issues are being forwarded to Counseling Office for their involvement in evaluating and helping the students.

George Fragopoulos