The Committee on Course and Standing met on December 2\textsuperscript{nd}, 2011 at 10:30 a.m. in President’s Conference Room A 502D.

Those in attendance were as follows:

**Ms. Gina Capozzoli - Counseling Centre, Chair.**

Prof. John Buoncora, ECET, Dr. Steven Dahlke, Music, Prof. Emily Gordon, Basic Skills, Prof. Barbara Saur, Nursing

**Excused:**

Dr. John Gordon, Math & Computer Science, Prof. Christina Manzo, Business, Dr. Lisa Mertz, Health Science, Prof. Valerie Small, Speech Prof. James Timbilla, Biology Department.

**Administration Representatives:**

Ms. Florence Farrat, Associate Registrar
Ms. Meera Chowdhry Committee Secretary

**Discussion:**

The students have been claiming to have their professor’s approval in withdrawing from their course(s) after the withdrawal period has ended. However, in the absence of any formal letter/recommendation from professors, it is difficult to determine if the professor is actually supporting the withdrawal. The Committee, therefore, recommended sending an e-mail to all faculty members to write a formal letter on the letter-head, in case they chose to support the students’ withdrawal.

A recommendation from the professors would definitely help in the decision-making. However, other aspect would be considered to reach a final approval.

The future dismissal procedures were also discussed. Keeping in view the number of enrolment for the spring 2012 semester, there would be stricter policy for retaining students for the Spring 2012 semester. Students with a GPA of more than 1.8 would get a preference to continue.

The following appeals were reviewed:

<table>
<thead>
<tr>
<th>Withdrawal Type</th>
<th>Total Appeals</th>
<th>Approved</th>
<th>Denied</th>
<th>No Jurisdiction/Conditional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Withdrawals</td>
<td>65</td>
<td>48</td>
<td>5</td>
<td>12 Con.</td>
</tr>
<tr>
<td>Retroactive Withdrawals</td>
<td>35</td>
<td>20</td>
<td>9</td>
<td>5 Con 1 No Jur.</td>
</tr>
</tbody>
</table>

The Committee is scheduled to meet again on January 11\textsuperscript{th}, 2012 at 10:30 a.m. to review the dismissal appeals.