The Committee on Course and Standing met on October 28th, 2011 at 10:00 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, Dr. John Gordon, Math & Computer Science, Prof. Christina Manzo, Business, Dr. Lisa Mertz, Health Science, Prof. Valerie Small, Speech Prof. James Timbilla, Biology Department.

**Excused:**
Prof. Barbara Saur, Nursing.

**Administration Representatives:**
Ms. Florence Farrat, Associate Registrar
Ms. Meera Chowdhry Committee Secretary

**Discussion:**

The Committee on Course & Standing met on the 28th of October to review the retroactive withdrawal appeals from the students.

Since most of the students who appealed claimed that they were unaware of the withdrawal policy, Ms. Capozzoli suggested that as a policy while replying to the students all correspondence should consist of the explanation of the withdrawal policy.

<table>
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<th>Withdrawal Type</th>
<th>Total Appeals</th>
<th>Approved</th>
<th>Denied</th>
<th>Conditional Approval</th>
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<td>24</td>
<td>11</td>
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The Committee is scheduled to meet again on December 2nd at 10:30 a.m. to review the retroactive /Late withdrawals appeals.