Queensborough Community College

Of the City University of New York

*The Committee on Course and Standing*

The Committee on Course and Standing met Remotely on Teams, December 17, 2021, at 10:00am

Committee Members in Attendance:

Gina Capozzoli, Counseling Center

Carolina Chaves, Foreign Language and Literature

Arthur Abramov, Academic Advisement

Patricia Kinneary, Nursing

Matthew Konkel, Accelerated Study in Associate Programs

Committee Members Absent:

Vartan Messier, English

Wendy Ford, Business

Steven Cheng, Mathematics and Computer Science

Neera Mohess, Library

Others in Attendance:

Lisandra Rodriguez, CUNY Office Assistant (Registrar)

Dr. Sandra Palmer, Office of Academic Affairs

Emiko Sanchez, Registrar's Office, President's Liaison

Business:

The Committee on Course and Standing met to review appeals.

Topics discussed:

1. WU grades will no longer hold negative impact on GPA starting Fall 2021; impact will remain the same for financial aid purposes.
2. Summer and Winter Sessions; students will be able to withdraw until the last day of course; discussed how would this impact late withdrawal appeals during these sessions.
3. CCS voted yes to students submitting appeals as late withdrawals during the end of term; does not guarantee they will be reviewed before grades are submitted/before set meeting.
4. New verbiage for Mental Health appeals (voted yes by CCS members)

Mental Health Appeal: Documentation required:

* + Obtain written documentation (i.e., a letter) to support your mental health appeal from your licensed mental health provider (therapist/counselor, psychiatrist, spiritual leader, psychologist, or primary care physician, etc.) that is in NY. The letter must be on official letterhead, including the provider's license number if applicable, signature and should state the following:
    - Time period during which you, the student, were treated.
    - Frequency of treatment (i.e., appointments took place once a week, once a month, in-person, or virtually)
    - Diagnosis or presenting problem
    - Explanation as to how the diagnosis/presenting problem impacted the student’s ability to attend class or successfully complete course(s) for the semester(s) appealed. If the student is appealing only some courses within the same semester, the letter should explain how/why their mental health condition impacted their performance in some courses and not others.
  + If student was admitted to a hospital where treatment was received, then student should provide a copy of the hospital record showing dates of admission and a letter mentioning the above information.

1. Sandra Palmer joined meeting
2. Enrollment concerns: numbers are down due to pandemic.
3. Additional online courses will not be added to following semester. 30% online and 70% in person instruction.
4. Change is Bursar hold policy. Students with a set number or less owed will not be impacted negatively by the hold.
5. Dismissal meeting pending end of term processing; date tba.

Additional Matters:

1. Late withdrawals appeals were reviewed.
2. Retroactive appeals were reviewed. (Due to time only 4 were reviewed remainder will be carried over to next meeting.)

**The Committee on Course and Standing reviewed 21 appeals in total.**

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|  | **TOTAL APPEALS** | **APPROVED** | **DENIED** | **CONDITIONAL**  **APPROVAL** | **NO**  **JURISDICTION**  **(Not counted in totals)** |
| **LATE**  **WITHDRAWALS** | **17** | **4** | **13** | **0** | **3** |
| **RETROACTIVE**  **WITHDRAWALS** | **4** | **2** | **2** | **0** | **0** |
| **OAA-R/W**  **Fwd. to OAA** | **1** | **0** | **0** | **1** | **0** |

**Adjournment: Meeting was adjourned at 1:30 pm by Arthur Abramov. The next CCS meeting will be held tentatively (TBA), Remotely on Teams.**