

## QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

### *Committee on Course & Standing* *Annual Report 2011– 2012*

**TO:** Dr. Emily Tai,, Secretary Academic Senate  
**FROM:** Ms. Gina Capozzoli - Chair Committee on Course & Standing  
**DATE:** September 4, 2012  
**RE:** Annual Report of the CCS for Academic Year 2011-2012.

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#### **Members of the Committee:**

**Ms Gina Capozzoli**  
**(Chair of the Committee)**

**Counseling Department**

Dr. John Buoncora

Elec. Tech. Department

Prof. Steven Dahlke

Music Department

Dr. Emily Gordon

Basic Skills

Dr. John Gordon

Computer and Mathematics

Dr. Lisa Mertz

Health Phys. Ed. & Dance

Prof. Christina Manzo

Business Department

Prof. James Timbilla

Biology Department

Prof. Barbara Saur

Nursing Department

#### **Administrative Liaison:**

Ms. Ann Tullio

Registrar

The following tables reflect the yearly comparison of the different duties performed by the Committee:

<b>COMMITTEE ON COURSE &amp; STANDING ACTIONS</b>					
<b>SEPTEMBER 2010 - AUGUST 2011</b>					
<b>Meeting Dates</b>	<b>Total Appeals*</b>	<b>Approved</b>	<b>Denied</b>	<b>Cond. Approvals</b>	<b>No Jurisdiction</b>
27th Aug. 2010	162	94	60	9	8
1st Oct. 2010	49	30	16	1	1
19th Nov. 2010	57	32	22	3	0
17th Dec. 2010	101	55	43	2	1
25th Feb 2011	125	75	48	0	2
18th March 2011	21	13	6	1	1
29th April 2011	125	81	43	1	0
27th May 2011	103	44	56	2	1
<b>Total Appeals Reviewed</b>	<b>743</b>	<b>424</b>	<b>294</b>	<b>19</b>	<b>14</b>
<b>Jan 8 2011 Dismissals 640 Granted probation 69 dismissed 571</b>					
<b>July 18, 2011 Dismissals 632 Granted probation 281 dismissed 351</b>					
<b>* Including Retroactive/Late withdrawals</b>					
<b>Total Dismissals Reviewed</b>				<b>1,272</b>	
<b>Total Appeals Reviewed Including withdrawals/deletions/medical:</b>				<b>2,081</b>	

<b>COMMITTEE ON COURSE &amp; STANDING ACTIONS</b>					
<b>SEPTEMBER 2011 - AUGUST 2012</b>					
<b>Meeting Dates</b>	<b>Total Appeals*</b>	<b>Approved</b>	<b>Denied</b>	<b>Cond. Approvals</b>	<b>No Jurisdiction</b>
31st Aug. 2011	61	38	23	0	0
16th Sept. 2011	91	53	35	0	3
28th Oct. 2011	35	24	11	1	0
2nd Dec. 2011	100	68	14	17	1
17th Feb 2012	69	40	24	2	3
27th April 2012	98	72	23	2	1
11th May 2012	101	43	55	2	1
1-Jun-12	105	27	78	0	0
<b>Total Appeals Reviewed</b>	<b>660</b>	<b>365</b>	<b>263</b>	<b>24</b>	<b>9</b>
<b>Jan 17th 2012 Dismissals 508 Granted probation 191 Dismissed 317</b>					
<b>July 10, 2012 Dismissals 685 Granted probation 160 dismissed 525</b>					
<b>* Including Retroactive/Late withdrawals</b>					
<b>Total Dismissals Reviewed</b>				<b>1853</b>	

**Total Appeals Reviewed Incl. withdrawals/dismissals/deletions/medical: 3,250**

**Comparison deletion charts Academic year 2010 – 2011 and 2011 – 2012 :**

Month	Total Appeals	DELETIONS			Sent to Dean Faulkner
		AUGUST 2010 - June 2011			
		Approved	Denied		
Aug-10	15	15	0		
Sep-10	24	24	0		
Oct-10	45	45	0		
Nov-10	9	9	0		
Dec-10	9	9	0		
Jan-11	9	9	0		
Feb-11	12	12	0		
Mar-11	16	16	0		
Apr-11	10	10	0		
May-11	26	17	3		6
Jun-11	13	6	0		7
Total	188	172	3		13

Month	Total Appeals	DELETIONS			Sent to Dean Faulkner
		AUGUST 2011 - June 2012			
		Approved	Denied		
Aug-11	61	33	11		17
Sep-11	83	38	29		16
Oct-11	49	23	14		12
Nov-11	116	40	49		27
Dec-11	54	15	12		27
Jan-12	63	35	16		12
Feb-12	44	11	15		18
Mar-12	15	4	6		5
Apr-12	68	5	5		58
May-12	39	4	3		32
Jun/July12	75	34	0		41
Total	667	242	160		265

**Medical Withdrawals :**

Medical withdrawals			
AUGUST 2010 - June 2011			
Month	Total Appeals	Approved	Denied
Aug-10	2	2	0
Sep-10	9	9	0
Oct-10	10	10	0
Nov-10	16	16	0
Dec-10	19	19	0
Jan-11	5	5	0
Feb-11	8	8	0
Mar-11	5	5	0
Apr-11	9	9	0
May-11	7	7	0
Jun-11	7	5	No jurisdiction
Total	97	95	

Medical withdrawals			
AUGUST 2011 - June 2012			
Month	Total Appeals	Approved	Denied
Aug-11	6	6	0
Sep-11	10	10	0
Oct- 11	4	4	0
Nov-11	4	4	0
Dec-11	15	15	0
Jan-12	9	9	0
Feb-12	3	3	0
Mar-12	1	1	0
Apr-12	9	9	0
May-12	5	5	0
Jun/July-12	4	4	0
Total	70	70	0

**Analysis:**

**During the years 2010 - 2011, out of a total number of 1,028 (retroactive/late/medical withdrawals/deletions) 691 appeals were approved which is 67.21%.**

**During the year 2011-2012, out of a total number of 1,397 (retroactive/late/medical withdrawals/deletions) 677 appeals were approved which is 48.46%.**

**Out of a total number of 1,272 dismissals 350 were retained during the academic year 2010-2011 this is 27.51%.**

**During the academic year 2011-2012 351 (18.94%) of the 1853 dismissal appeals were approved**

**During the academic year 2010-2011 a total # of 188 deletion appeals were reviewed and 172 were approved which is 91.48%.**

**During the academic year 2011-2012 a total # of 667 deletion appeals were reviewed and 242 were approved which is 36.28%.**

**The total # of Medical Appeals during 2011-2012 was 70 out of which 70 were approved.**

**Committee on Course and Standing**

Faculties at QCC are provided with a wealth of information from various sources that supports their knowledge of the academic standards and policies that govern our system.

The Office of the Registrar continues to generate and update information for faculty on our grading system, rosters, graduation requirements, and probationary limits. They update and educate faculty about this information via email and outreach to Department Chairs, adjuncts, and faculty every semester. Information for faculty is readily available and updated on the QCC website from the Registrar's and Faculty/Staff home pages. The new design of the website provides a clearer, concise format for viewing.

The Registrar's home page also provides students with accessible information on graduation requirements and application, registration procedures, grading policies and printable forms for withdrawals and appeals.

The Office of Academic Affairs home page provides easy access to assessments, the Strategic Plan, Fact Book, and other pertinent information reporting on retention rates, academic probation, dismissals, probation limits, academic standing and integrity, and grades. The Counseling Center and Office of Academic Advisement also support much of the above noted information from their home pages.

When reviewing appeals, the Chair of Course and Standing intervenes through direct contact with professors in the event letters of support are generated where upon CCS has no grading jurisdiction. The Chair welcomes clarifying the Committee's role as well as grading information to faculty when needed. The Committee secretary, through the Office of the Registrar, also reaches out via email and phone to students, faculty and staff with comments, concerns or necessary follow up based on the submitted appeals.

When providing support for appeals, faculty and staff are encouraged to do so via their QCC email account directly to the Committee's secretary, or on QCC letterhead. Getting this goal accomplished has proven a challenge for the Committee. The Committee will continue to work on this through continued outreach to Department Chairs and faculty throughout the semester, pinpointing key times such as the onset of and immediately following the close of the withdrawal period.

With all first time-full time freshmen enrolled in ST 100, the support of the Freshman Academies as well as the new Early Alert system (*introduced January 2011*) students are provided continuous support and information concerning withdrawing. This includes information on how to withdraw, deadlines, and even communicating with their professors concerning intent to withdraw. Withdrawal forms are brought to ST classes for students as well for easy access. With all this in place, the Committee has still been challenged with handling appeals with statements that students are unaware of the withdrawal process.

As a result, CCS has implemented the following:

- Effective fall 2011, a statement about withdrawing was put on all correspondence to students who filed an appeal, regardless of the appeal results. The statement informed students where to find the withdrawal dates every semester, the need to withdraw to avoid a "WU" grade, and where to bring the withdrawal form.
- Effective spring 2012, an email was sent to all QCC students about the withdrawal process. This included the specific dates, step by step instructions including where to get and drop off the withdrawal form and key offices to speak to.
- Effective spring 2012, all faculty and staff were sent an email reminding them about the withdrawal period, encouraging them to inform their students of the dates and to check their tiger-mail for information concerning the withdrawal process.

Moving forward, the above will now take place every semester. By taking the following actions, all students are adequately informed about the withdrawal process, including transfer students, part time students and older-returning students. The Registrar reported since implementing the tiger-mail to all QCC students about the withdrawal process, they have seen 1/3 more withdrawal forms presented to them during the spring semester.

CUNYfirst continued to present a challenge to the Committee in reviewing dismissals generated in the Fall 2011 semester. Technical challenges within CUNYfirst delayed the grading system from reporting those coded on probation and dismissed. Once the system was able to generate accurate information, the Committee met and students were notified of their status. The time frame however was not significant in between their being notified and the start date of the spring semester. As a result, the Chair, with approval from the Committee, continued to review appeals independently throughout the first week of classes so as to give students a fair opportunity to return. Once again there was a delay with the spring 2012 report of dismissals due to the same technical issues, however, this delay was not as extensive. However, to afford students the most

time to appeal and receive a decision and register, the Chair will once again review appeals independently and continuously during the summer, through the end of registration. Professor Emily Gordon, Secretary for Fall 2012, will assist as needed.

Reviewing appeals independently is always a great demand during the short time span in January. As a result, it is very important that the committee meets regularly, even during leave in the summer months. One meeting in the summer to decide the dismissal status is necessary due to the large amount of students up for review.

It should also be noted with appreciation that this spring semester, Professor Lisa Mertz stepped forward to accept the role as Secretary, and Professor Emily Gordon moved from Steering Committee Designee to a full voting member. Professor Gordon will also serve as Secretary beginning summer 2012.

The staff of the Registrar's Office; Ms. Ann Tullio, Ms Florence Farrat, Meera Chowdhry and June Greco continue to be a tremendous source of support and dedication in their efforts to provide the highest level of professional service to the Course and Standing Committee.

It has been the Chair's privilege to serve with the Course and Standing Committee. The members of this committee are a dedicated group of professionals. This committee has utilized their best judgment to follow committee guidelines to adjudicate compelling and at times, difficult decisions. It is inspiring to be a part of this dedicated and caring committee.

Ms. Gina Capozzoli is the presiding chair of the CCS for the year 2012-2013

*Updated July 2012 gc*