

# **QUEENSBOROUGH COMMUNITY COLLEGE**

THE CITY UNIVERSITY OF NEW YORK  
Committee on Course & Standing

Minutes for the meeting held on November 13<sup>th</sup>, 2009

The Committee on Course and Standing met on November 13<sup>th</sup>, 2009 at 9:30 a.m. in the President's Conference Room # A 502 D.

Those in attendance were as follows:

## **Prof Glen Burdi, Chairperson**

Dr. Belle Birchfield, Elect & Comp. Engineering and Dr Jilani Warsi, Basic Skills  
Dr. Lisa Mertz Health Science, and Dr. Todd Holden, Physics Department

Administration Representatives: Ms. Florence Farrat

Committee Secretary: Ms. Meera Chowdhry

## **Excused:**

Prof Maryann Magaldi, Nursing Department, and Dr. E. Raya, Foreign Language,  
Dr. Jannette Urciuoli, Counseling Department, Dr. Bryn Mader, Biology Department

## **Discussion:**

The dictation of federal regulations and guidelines from the university require that QCC must complete withdrawal requests within 30 days of receipt. Recalculation of federal aid to students filing for late withdrawals must be completed within this time frame. Therefore, the committee members unanimously authorized the Chair of CCS to review and decide on an outcome for those appeals that need to be acted upon within 30 days if the Committee is not scheduled to meet..

According to the new grading policy, students with no attendance are assigned \*WN grades which are not being calculated in their GPA. However, before Fall 2009, WN grades were assigned which were considered failing grades. The Committee members unanimously agreed that all WN grades would automatically be granted official withdrawals, if appealed to adhere to the new grading policy so students are not adversely effected.

Another policy decision was unanimously reached at by the Committee Members; that only students' appeals whose job situation changed during the course of the semester may potentially be approved. If students were aware of their job situation at the time of registration, they should have withdrawn within the withdrawal period, if required.

Following appeals were reviewed:

|         | <b>Total Appeals</b> | <b>Approved</b> | <b>Denied</b> | <b>Conditional Approval</b> | <b>No Jurisdiction</b> |
|---------|----------------------|-----------------|---------------|-----------------------------|------------------------|
| Late/w  | 28                   | 25              | 3             | 0                           | 0                      |
| Retro/w | 40                   | 25              | 14            | 1                           |                        |

The next meeting date would be decided with the consent of the entire members, at an early date.