

QUEENSBOROUGH COMMUNITY COLLEGE
The City University of New York
ACADEMIC SENATE
COMMITTEE ON COURSE & STANDING

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TO: P. Bales, Chair, Academic Senate Steering Committee
J. Kuszai, Secretary, Academic Steering Committee
E. Tai, Vice Chair, Academic Steering Committee

FROM: Dr. Nina Sarkar, Chair, Committee on Course & Standing.

SUBJECT: Annual Report for Committee on Course & Standing for 2014/2015

DATE:

- | | |
|--------------------------|-------------------------------|
| · Dr. Nina Sarkar, Chair | Business Department |
| · Dr. Rose-Marie Aikas | Social Science |
| · Dr. Daniel Armstrong | Health Phys. Ed. & Dance |
| · Ms. Gina Capozzoli | Counseling |
| · Dr. George Fragopoulos | English |
| · Dr. Andrew Nguyen | Biological Sciences & Geology |
| · Dr. Hayes Mauro | Art & Design |
| · Dr. Jun H. Shin | Chemistry |
| · Dr. Dr. Jilani Warsi | Academic Literacy |

The Committee meets on a monthly basis; however, the intervals between meetings are sometimes extended to accommodate the students. The students are given enough time to submit their appeals typically after the withdrawal deadline. The meetings are generally scheduled on Fridays, however, some accommodation are made during summer meetings to review the dismissed student appeals.

The Committee on Course & Standing meets to review the student appeals for changing their 'WU' grades which are calculated as 'F' grades in their GPA. The appeals are approved based upon the reasons given by students who are unable to withdraw within the deadline. The Committee reviews student patterns, their transcripts and supporting documents to reach a decision.

The Committee also reviews the dismissal appeals. Most students who perform better during the semester, after they were placed on academic probation are permitted to continue on probation. Students who have been at QCC for few semesters and have been dismissed are given a chance to improve their performance, other factors considered, as against students who have attempted numerous credits and have not reached the required GPA for retention. Most decisions are made on the Committee's judgement of

the students’ ability to graduate. The Chair, Dr. Nina Sarkar, is also a member of the Retention Committee of the College therefore, her contribution is crucial as also beneficial.

Up until last semester, the students who attempted less than 13 credits/remedial courses (non-credit bearing) and did not meet the required GPA were placed on academic alert. However, last semester ‘Academic Alert’ was eliminated altogether and students were placed on Academic Probation directly. As a consequence, there will be a larger number of students on dismissal status at the end of Spring 2015. Therefore, the Committee decision would hold great importance in reviewing dismissal appeals.

The Committee on Course & Standing and the Admissions Committee work in close proximity with each other. Most students who are re-admitting or appealing their dismissal to the Admissions Committee invariably require appealing their ‘WU’ grades and are thus recommended to the Committee on Course & Standing. Both the Committee worked together to come up with a joint appeal form in order to provide students a one-stop convenience. Since the Committee on Course & Standing requires more specific documents concerning the semester, it is still maintaining a separate form.

COMMITTEE ON COURSE & STANDING ACTIONS
SEPTEMBER 2014 - AUGUST 2015

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2014	139	72	67	0	0
Sept. 2014	49	25	21	2	0
Oct. 2014	0	0	0	0	0
Nov. 2014	118	51	62	1	4
Dec. 2014	75	30	44	1	0
Jan.2015	63	31	31	0	1
Feb-15	72	28	41	2	1
Apr-15	86	55	30	2	0
May-15	149	76	73	0	0
Jun-15					
Total Appeals Reviewed	751	368	369	8	6

Jan 17th 2015 Dismissals 477 Granted probation 57 Dismissed 420

June 4, 2015 Dismissals 953 Granted probation? Dismissed?

*** Including Retroactive/Late withdrawals**

Total Dismissals Reviewed

72 (Fall 14)

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

**812 Deletion 701
forwarded to
Tuition appeals.**

COMMITTEE ON COURSE & STANDING ACTIONS
SEPTEMBER 2013 - AUGUST 2014

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2013	85	20	65	0	0
Sept. 2013	84	37	45	2	0
Oct. 2013	28	19	6	2	1
Nov. 2013	103	41	50	10	2
Dec. 2013	71	38	33	0	0
Feb-14	68	42	22	0	4
Apr-14	98	72	23	2	1
May-15	73	32	39	0	1
May-15	69	26	36	2	5
Total Appeals Reviewed	679	327	319	18	14

Jan 17th 2014 Dismissals 450 Granted probation 86 Dismissed 364

June 4, 2014 Dismissals 545 Granted probation 36 dismissed 509

* Including Retroactive/Late withdrawals

Total Dismissals Reviewed 1674

Total Appeals Reviewed Incl. 2,595
withdrawals/dismissals/deletions/medical:

DELETIONS
AUGUST 2014 - June 2015

Month	Total Appeals	Approved	Denied	No action
11-Aug	62	19	18	25
11-Sep	53	10	25	18
11-Oct	116	20	55	41
11-Nov	37	4	18	15
11-Dec	64	8	30	26
12-Jan	54	6	24	24
12-Feb	58	1	12	45
12-Mar	48	6	16	26
12-Apr	53	30	11	12
12-May	34	4	12	26
June	100	52	23	25
July	22			22
Total	701	160	244	305

DELETIONS
AUGUST 2013 - June 2014

Month	Total Appeals	Approved	Denied	No action
11-Aug	28	1	3	24
11-Sep	59	24	23	22
11-Oct	118	54	36	28
11-Nov	116	40	49	27
11-Dec	94	45	8	41
12-Jan	92	59	12	21
12-Feb	49	34	6	9
12-Mar	64	22	11	25
12-Apr	53	30	11	12
12-May	55	22	7	26
June	100	52	23	25
July	22			22
Total	850	383	189	282

Medical Withdrawals

August 2014 - July 2015

Month	Total Appeals	Approved	Denied
Aug-14	1	1	0
Sep-14	4	4	0
Oct-14	7	7	0
Nov-14	3	3	0
Dec-14	11	11	0
Jan-15	7	7	0
Feb-15	1	1	0
Mar-15	3	3	0
Apr-15	7	7	0
May-15	17	17	0
Jun-15			0
Jul-15			0
Total	61	61	0

Medical Withdrawals

August 2013 - July 2014

Month	Total Appeals	Approved	Denied
Aug-13	1	1	0
Sep-13	3	3	0
Oct-13	5	5	0
Nov-13	8	8	0
Dec-13	9	9	0
Jan-14	4	4	0
Feb-14	1	1	0
Mar-14	6	6	0
Apr-14	10	10	0
May-14	17	17	0
Jun-14	0	0	0

Jul-14	1	1	0
Total	65	65	0

Analysis:

During the year **2014-2015**, out of a total number of 1513 (retroactive/late/medical withdrawals/deletions) 589 appeals were approved which is 38.92%.

During the years **2013-2014**, out of a total number of 1,600 (retroactive/late/medical withdrawals/deletions) 781 appeals were approved which is 48.81%.

During the academic year **2014-2015** of the 1430 dismissal 57 appeals were approved. Still pending dismissal appeals for Spring 2015.

During the academic year **2013-2014** of the 995 dismissal 40 appeals were approved.

During the academic year **2014-2015** a total # of 701 deletion appeals were reviewed and 160 were approved which is 22.82%.

During the academic year **2013-2014** a total # of 850 deletion appeals were reviewed and 383 were approved which is 48.05%.

During the academic year **2014-2015** a total number of 61 Medical Appeals were reviewed and were all approved -100%.

The total # of Medical Appeals during **2013-2014** was 71 out of which 71 were approved.

The deletion appeals since the beginning of academic year 2014-2015 are being forwarded to the Tuition Appeals for their review. The Tuition Appeals Committee consists of members from Bursar Office. The Bursar Office has access to student financial records and different screens; therefore, they are in a better position to make a decision e.g. in some case where students have been over paid financial aid etc.

The Medical appeals are being forwarded to the Health Services. The Director of Health Services is approving the medical appeals since they are better equipped to evaluate the documents and medical issues of students.

All the appeals relating to the mental health issues are being forwarded to Counseling Office for their involvement in evaluating and helping the students.

The Committee on Course and Standing is a group of nine members. Historically the group has broken into three sub-groups of three members each in order to review appeals. This was done so as to have a third member act as a tie breaker in the event a unanimous decision cannot be reached, within the sub-group. Due to the volume of student appeals and in the event of a member being excused from attending a committee meeting, it was decided that the Committee members will break out into sub-groups with two members. If there was a case that required a tie breaker, the sub-group will reach out to any other member

of the Committee. This action was taken with the approval of the Steering Committee, and is recommended going forward.

After the Fall 2014 semester, the probation status, ‘Academic Alert’ was eliminated. This was in consideration of students getting an early warning so they are able to make serious changes to their study habits. Students are no longer placed on Academic alert and they are straight placed on Probation and then Continued probation if they show improvement in the semester GPA which in turn changes into academic dismissal, if the students do not meet the required retention GPA.

The Committee on Course and standing works closely with the admissions committee. Both Committees decided to have a joint appeal form so the students have a one-stop convenience to file for their academic dismissal and or retroactive withdrawals. The copies of appeals for the students who are required to appeal their grades are forwarded to the Committee on Course & Standing by the Admissions Committee. Since the Committee on Course & Standing appeals requires specific documents pertaining to the semesters appealed, the CCS is continuing to use their own appeal form which better explains the specifics of appealing grades. Besides, the CCS appeal form is also filled for fee waiver.

The Chair Dr. Sarkar is also a member of the Retention Committee, therefore the decision on the retroactive/late withdrawals and dismissal appeals is influenced by the policies of Retention Committee.

For the year 2015-2016, all the old members have continued on the Committee on Course & Standing. The Chair, Dr. Nina Sarkar who was also the chair for 2014-2015 was re-elected unanimously by the members. Dr. Sarkar is a faculty in the Business Department which is in the same building as the Registrar’s Office and she also has office hours throughout the summer, she is therefore, requested by the Committee members to review the appeals between meetings. It was agreed that Dr. Jillani Warsi will continue as the Secretary of the Committee.

The staff of the Registrar’s Office, Ms. Ann Tullio, and Ms. Florence Farrat continue to be a tremendous source of support. Meera Chowdhury’s endless support, dedication and the highest level of professionalism to both students as well as to the Committee are invaluable. The Chair extends a special thanks to the Registrar’s office and specially Meera for their service to the Committee on Course and Standing.

The Chair, with approval from the Committee, continues to review appeals independently, between Committee meetings. Reviewing appeals independently is always a great demand on time, specially because of deadlines. Dr. Jillani Warsi has been assisting the Chair to review student appeals independently. Dr. Sarkar wishes to thank Dr. Warsi for his dedication and for his generosity with his time.

Finally, Dr. Sarkar wishes to thank each and every member of the Committee for their hard work and dedication. Members of the Committee are professionals and the Chair has often drawn on their judgement to sometimes adjudicate difficult decisions. It has been an inspiring experience and has been Dr. Sarkar’s privilege to be a part of this caring and dedicated group.

Nina Sarkar