

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

TO: Dr. Joel Kuszai, Chair, Academic Senate Steering Committee
Dr. John Talbird, Secretary, Academic Steering Committee
Dr. Emily Tai, Vice-Chair, Academic Steering Committee

FROM: Dr. George Fragopoulos, Chair - Committee on Course & Standing.

SUBJECT: Annual Report for Committee on Course & Standing for 2016-2017

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|---|---------------------------|
| · Dr. George Fragopoulos | English Department |
| · Dr. Hayes Mauro, Secretary | Art & Design |
| · Dr. Rose-Marie Aikas | Social Science |
| · Dr. Daniel Armstrong | Health Phys. Ed. & Dance |
| · Gina Capozzoli | Counseling |
| · Prof Katwicia Desruisseaux | Library |
| · Dr. Hayes Mauro | Art & Design |
| · Dr. Nina Sarkar | Business Department |
| · Dr. Jun H. Shin | Chemistry |
| · Dr. Jilani Warsi | Academic Literacy |
| · Prof. Lorraine Cupelli Liaison To CCS | Nursing Department |

During the year 2016-2017 the Committee met on: September 23, 2016; November 18, 2016; December 16, 2016; January 13, 2016; March 3, 2017; April 21st, 2017; May 19, 2017; and June 14, 2017 (tentative)

The Committee typically meets once a month, however, the intervals between meetings are sometimes extended to accommodate the students. The students are given enough time to submit their appeals after the withdrawal deadline and after the dismissal letters are mailed. During the Fall and Spring semesters, the meetings are scheduled on Fridays at 10 am. During the summer, meeting dates are chosen to accommodate the needs of the students.

The Committee will be meeting on June 14th to review all the academic dismissals for the Spring 2017 semester. The Chair of the committee will also continue to review retroactive withdrawal appeals along with the assistance of other committee members as needed.

The Committee on Course & Standing meets to review student appeals for changing their 'WU' grades which are calculated as 'F' grades in their GPA. The appeals are approved or denied based upon the reasons provided by students who are unable to withdraw within the deadline.

The Committee takes a holistic view of the student's record, reviews student patterns of withdrawing from classes, their transcripts and, perhaps most importantly, supporting documents to reach a decision.

The Committee also reviews 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 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. Committee members Dr. George Fragopoulos and Gina Capozzoli are also members of the Retention Management Committee of the College, and therefore have added insights into how to evaluate future student success.

The Committee on Course & Standing and the Admissions Committee work closely 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 Committees worked together to create a joint appeal form in order to provide students a one-stop appeal.

There was one policy decision reached during the academic year 2016-2017.

The decision was with regard to medical/mental health appeals. In the past, the students were encouraged to appeal the whole semester. However, Associate Director of Counseling Gina Capozzoli explained that students who are dealing with mental health issues may be able to finish some courses while not being able to complete certain difficult courses. It was therefore decided that the mental health appeals could be selective for certain courses only. This was also based on the fact that some professors are willing to work with the students and assign them 'INC' grades that give them a chance to complete the course work at a later date.

Dr. Fragopoulos and the Associate Registrar Florence Farrat created a new Committee on Course & Standing petition form, which was finalized by all the Committee Members. The new form is designed to help students navigate the appeals process in a more focused manner. In particular, the form is meant to encourage students to develop a clearer narrative about where they stand in terms of their academic careers, and to better explain why they could not succeed in the past and what they plan on doing to succeed as students in the future. The form is also online and can be printed out and complete by students at home.

Anecdotal evidence from counselors in counseling and admissions has already suggested that the new form is working rather well and students are having an easier time with developing a rationale behind their appeals. The members for the Committee on Course and Standing also find working with the new form easy and convenient for the way it aggregates information.

For the year 2016-2017, all the old members continued on the Committee on Course & Standing. The Chair, Dr. George Fragopoulos, was unanimously re-elected for another term, this one from 2017-2018. Professor Susan Riekert was elected as the faculty secretary of the committee, replacing Dr. Hayes Mauro in the role. Dr. Fragopoulos will continue to work over the summer as needed to ensure that any retroactive withdrawals are attended to.

The Chair extends a special thank you to the Registrar's office for their service to the Committee on Course and Standing. Ann Tullio and Florence Farrat continue to be a tremendous source of support and help to the committee. A special thanks, again, to Associate Registrar Florence Farrat for her work on the new appeals form. The work of Associate Director of the Counseling Center Gina Capozzoli need also be mentioned for her help on the new appeals form.

The Chair, with approval from the Committee, continues to review appeals independently, during the semester as well as in the summer between Committee meetings. Dr. Hayes Mauro has been assisting the Chair to review student appeals independently. Dr. Fragopoulos wishes to thank Dr. Mauro for his dedication and for his support as Secretary.

Reviewing appeals independently puts a substantial demand on time, especially because of deadlines. The input of the faculty Secretary of the committee is exceedingly helpful. The Chair of CS receives a 3hr release time for serving in the committee.

New Chair and Secretary for the upcoming year, 2017-2018:

Dr. George Fragopoulos, English Department and Prof Susan Riekert, Nursing Department, respectively.

New Members:

The committee would like to welcome new members, Prof .Susan Riekert, Nursing Department, Dr. Susan McLaughlin, Biology Department, and Dr. Fei Ye, Math and Computer Science.

Outgoing Members:

The committee would like to recognize the work and dedication of its three outgoing members: Dr. Hayes Mauro, Dr. Nina Sarkar, and Dr. Jilani Warsi.

Finally, Dr. Fragopoulos would like to personally thank all of the members of the committee for their hard work and dedication during the previous year. The Committee on Course and Standing is one that is truly run on the principles of cooperation and communication between members. We would not be able to do the important work that we do for the college and for our students were it not for our respect and admiration for one another. Dr. Fragopoulos would also like to commend Meera Chowdhry for her excellent and tireless work on the behalf of the committee and the college's students; the committee could not do its work without her.

George Fragopoulos

SEPTEMBER 2016- AUGUST 2017

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2016	180	91	89	0	0
Sept. 2016	42	17	24	0	1
Oct. 2016	0	0	0	0	0
Nov. 2016	99	55	44	0	0
Dec. 2016	130	47	81	1	0
Jan. 2017	70	35	35	0	0
Mar-17	53	23	30	0	1
Apr-17	53	23	30	0	0
May-17	130	48	82	0	0
Total Appeals Reviewed	757	339	415	1	2

Jan 13th 2017 Dismissals 613 Granted probation 60 Dismissed 553

*** Including Retroactive/Late withdrawals**

Total Dismissals

Total Appeals Reviewed Incl.

withdrawals/dismissals/deletions/medical:

915(85 dismissal)

COMMITTEE ON COURSE & STANDING ACTIONS
SEPTEMBER 2015 - AUGUST 2016

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2015	125	86	39	0	0
Sept. 2015	104	51	51	2	0
Oct. 2015	43	20	21	2	0
Nov. 2015	108	40	64	2	2
Dec. 2015	113	50	56	5	1
Jan. 2016	80	48	28	3	1
16-Mar	174	87	83	4	1
16-Apr	74	36	37	0	1
16-May	111	66	45	0	0
15-Jun	82	18	64	0	0
Total Appeals Reviewed	1014	502	488	18	6

Jan 13th 2016 Dismissals 608 Granted probation 68 Dismissed 540

June 4, 2016 Dismissals 900 Granted probation 117 dismissed 783

*** Including Retroactive/Late withdrawals**

Total Dismissals

1323

Total Appeals Reviewed Incl.

1288 (202 dismissal)

Withdrawals/denials/deletions/medical:

Medical Withdrawals			
Month	Total Appeals	August 2016 - July 2017	
		Approved	Denied
Aug-16	9	9	0
Sep-16	0	0	0
Oct-16	2	2	0
Nov-16	5	5	0
Dec-16	7	7	0
Jan-17	10	10	0
Feb-17	0	0	0
Mar-17	4	4	0
Apr-17	2	2	0
May-17	23	23	0
Jun-17	5	5	0
Jul-17	6	6	0
Total	73	73	0

Medical Withdrawals			
Month	Total Appeals	August 2015 - July 2016	
		Approved	Denied
Aug-14	7	7	0
Sep-14	4	4	0
Oct-14	4	4	0
Nov-14	1	1	0
Dec-14	9	9	0
Jan-15	10	10	0
Feb-15	0	0	0
Mar-15	4	4	0
Apr-15	2	2	0
May-15	9	9	0
Jun-15	5	5	0
Jul-15	6	6	0
Total	61	61	0

	2015-16	2016-2017
Total Appeals		
(Retroactive/Late/Medical Withdrawals)	1086	915
Total approved	574 (52.85%)	399 (43.6%)
Dismissal Appeals	202	85
Dismissal Appeals approved	125 (61.88%)	60 (70.58%)
Medical Appeals	61	73
Medical appeals approved.	100%	100%

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