

QUEENSBOROUGH COMMUNITY COLLEGE
Committee on Course & Standing

Minutes for the meeting held on Friday, November 10th, 2017

The Committee on Course and Standing met on Friday November 10th, 2017 at 10:00 a.m. in Room # A-104.

Those in attendance were as follows:

Dr. George Fragopoulos, Chair -English Department

Dr. Rose-Marie Aikas, Social Science, Dr. Susan McLaughlin, Biology Department, Ms. Desruisseaux Katwicia, Prof. Susan Riekert, Nursing, Dr. Jun Shin, Chemistry, Dr. Fei Ye, Math and Computer Science.

Excused:

Dr. Daniel Armstrong, Health Physical Education & Dance, Prof. Gina Capozzoli, Counseling, and Prof. Lorraine Cupelli, Nursing Department, Liaison to CCS.

Administration Representatives:

Registrar Pat Canale

Meera Chowdhry, Committee Secretary.

Discussion:

The Committee met to review the Retroactive withdrawal appeal for the students.

The Registrar, Ms. Pat Canale had some concerns about the review of documents pertaining to health/mental health appeals. Handling of documents improperly could be a FERPA violation. Therefore, it was suggested that all medical documents may be stored either with the Health Services or the Counselling Office, where mental health appeals are being reviewed. The Registrar Office should only be notified the courses/semesters for grade changes. This could be finalized in a meeting with the concerned parties.

However, the students occasionally do give out information on the appeal forms which could be deemed confidential. Therefore, it was suggested by the Committee Members to add the following text, decided upon by the Registrar, to the appeal form:

“I understand that this form along with any supporting documentation will be reviewed by all necessary parties including but not limited to The Committee on Course & Standing (CCS)”

The question regarding health documents for the family members was raised too.

	<i>Total Appeals</i>	<i>Approved</i>	<i>Denied</i>	<i>Conditional Approval</i>	<i>No Jurisdiction</i>
<i>Retroactive Withdrawals</i>	<i>51</i>	<i>24</i>	<i>24</i>	<i>1</i>	<i>2</i>

The next meeting is scheduled for Friday, December 8th, 2017 @ 10:00 a.m. to review the Retroactive/Late withdrawal student appeals.