

QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

Committee on Course & Standing

Minutes for the meeting held on November 22nd 2013

The Committee on Course and Standing met on November 22nd 2013 at 9:30 a.m. in Room # A 104

Those in attendance were as follows: **Dr. Steven Dahlke, Chair.**

Prof. Georgina Colalillo – Nursing Department, Dr. Jannette Urciuoli - Counseling, Dr. Andrew Nguyen - Biology, Dr. Kathy Wentrack - Art and Photography.

Excused:

Dr. Rose-Marie Aikas, Social Science, Dr. Nina Sarkar, Business, Dr. Haishen Yao, Mathematic & Computer Science Dr. Jilani Warsi, Basic Skills.

Administration Representatives:

Ms. Meera Chowdhry, Committee Secretary

Discussion:

The Committee met to review the Late/Retroactive Withdrawals.

Since this was the first time, the students were withdrawing from their courses, online, there were certain concerns about the difficulties faced by the students. The Committee Members thus considered the situation concerning the online withdrawals at the time of approving the late withdrawals.

It was once again reiterated by the Committee Members that there should be an emphasis on the official documents from the professors who chose to support students' withdrawals. It is very difficult to ascertain the authenticity of the letters/notes from the professors if they are either not through direct e-mail to the Committee secretary or on an official letterhead of the department.

The attendance of the Committee Members was a concern for the Chair of the Committee, Dr. Steven Dahlke. The amount of work load for this particular Committee is high and time consuming. It is therefore, very crucial for the Committee members to make themselves available for the meetings which are only once a month. It is not fair to the members who attend to stay longer and finish the work also for the members who are excused.

Total Appeals	Approved	Denied	Conditional Approval	No Jurisdiction
Retroactive/W	30	33	5	0
Late/W	11	17	5	2

The Committee is scheduled to meet again on December 20th, 2013 at 9: 30 a.m. to review Retroactive/Late withdrawals.