

**QUEENSBOROUGH COMMUNITY COLLEGE**  
THE CITY UNIVERSITY OF NEW YORK  
Committee on Course & Standing

Minutes for the meeting held on February 17<sup>th</sup> 2012

The Committee on Course and Standing met on February 17<sup>th</sup> 2012 at 10:30 a.m. in President's Conference Room A 502D.

Those in attendance were as follows:

**Ms. Gina Capozzoli - Counseling Centre, Chair.**

Prof. John Buoncora, ECET, Dr. Steven Dahlke, Music, Prof. Christina Manzo, Business, Prof. Barbara Saur, Nursing Department, Dr. John Gordon, Math & Computer Science, Dr. Lisa Mertz, Health Science.

**Excused:**

Prof. Emily Gordon, Basic Skills and Dr. James Timbilla, Biology Department

**Administration Representatives:**

Ms. Florence Farrat, Associate Registrar.  
Ms. Meera Chowdhry, Committee Secretary

**Discussion:**

The Committee met to review the retroactive withdrawal for the students.

In the past there has been a Secretary to the Chairperson of the Committee who could take over as the Chair, in case the Chairperson is not available. Ms. Capozzoli nominated Dr. Lisa Mertz for the position which was seconded by Prof. John Buoncora and then she was unanimously elected.

The policy changes made during the CCS meeting of January 17<sup>th</sup> were reintroduced to members who were not present at the meeting. The 'WU' grades would no longer be granted 'W' automatically for students' first semester.

Ms. Capozzoli reiterated to all the Committee members, the Committee meets on Fridays, once a month and it is important that all members on the Committee must keep themselves available all day that Friday.

The Committee also agreed on sending e-mail to the Faculty Members to inform them the last date of withdrawal so that they could inform their students accordingly. Also an e-mail would be sent to the students on their tiger mail account to this effect every semester near the withdrawal date.

The following appeals were reviewed:

<b>Withdrawal Type</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Conditional Approval</b>	<b>No Jurisdiction</b>
Retro/w	69	40	24	2	3
Medical/w	9	9	0	0	0

The Committee is scheduled to meet again on March 16<sup>th</sup>, 2012 at 10:30 a.m. to review the Retroactive withdrawal appeals.