

# QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

## ***Committee on Course & Standing Annual Report 2012–2013***

**TO:** *Dr. Philip Pecorino, Chair  
Dr. Emily Tai, Vice Chair  
Dr. Joel Kuszai, Secretary*

**FROM:** *Ms. Gina Capozzoli - Chair Committee on Course & Standing*

**DATE:** ***July 29<sup>th</sup> 2013***

**RE:** *Annual Report of the CCS for Academic Year 2012-2013.*

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### **Members of the Committee:**

**Ms Gina Capozzoli  
(Chair of the Committee)**

**Counseling Department**

Dr. Rose-Marie Aikas

Social Science

Prof. Georgina Colalillo

Nursing

Prof. Steven Dahlke

Music

Prof. Emily Gordon

Academic Literacy

Dr. Todd Holden

Physics

Prof. Christina Manzo

Business Department

Dr. Laura Sabani

Foreign Language

Dr. James Timbilla

Biology Department

### **Administrative Liaison:**

Ms. Ann Tullio

Registrar

The following tables reflect the yearly comparison of the different duties performed by the Committee:

**COMMITTEE ON COURSE & STANDING ACTIONS**

**SEPTEMBER 2012- AUGUST 2013**

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
12-Aug	132	76	56	0	0
21-Sep-12	42	18	24	0	0
26-Oct-12	40	15	24	0	1
30-Nov-12	35	24	11	1	0
22-Feb-13	73	26	45	1	1
22-Mar-13	35	7	26	0	2
26-Apr-13	116	53	62	1	0
24-May-13	117	45	67	1	4
1-Jun-13	73	16	57	0	0
7/1/2013 (Tentative)	75				
<b>Total Appeals Reviewed</b>	<b>738</b>	<b>280</b>	<b>446</b>	<b>4</b>	<b>8</b>
<b>Jan 16th 2013 Dismissals 563 Granted probation 150 Dismissed 413</b>					
<b>July 10, 2013 Dismissals 618 Granted probation 183 dismissed 435</b>					
<b>* Including Retroactive/Late withdrawals</b>					
<b>Total Dismissals Reviewed</b>				<b>1181</b>	
<b>Total Appeals Reviewed Incl. withdrawals/dismissals/deletions/medical:</b>				<b>2,667</b>	

**COMMITTEE ON COURSE & STANDING ACTIONS**

**SEPTEMBER 2011 - AUGUST 2012**

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
31st Aug. 2011	61	38	23	0	0
16th Sept. 2011	91	53	35	0	3
28th Oct. 2011	35	24	11	1	0
2nd Dec. 2011	100	68	14	17	1
17th Feb 2012	69	40	24	2	3
27th April 2012	98	72	23	2	1
11th May 2012	101	43	55	2	1
1-Jun-12	105	27	78	0	0
<b>Total Appeals Reviewed</b>	<b>660</b>	<b>365</b>	<b>263</b>	<b>24</b>	<b>9</b>
<b>Jan 17th 2012 Dismissals 508 Granted probation 191 Dismissed 317</b>					
<b>July 10, 2012 Dismissals 685 Granted probation 160 dismissed 525</b>					
<b>* Including Retroactive/Late withdrawals</b>					
<b>Total Dismissals Reviewed</b>				<b>1193</b>	
<b>Total Appeals Reviewed Incl. withdrawals/dismissals/deletions/medical:</b>				<b>2,590</b>	

**Comparison deletion charts Academic year 2011 – 2012 and 2012 – 2013 :**

<b>DELETIONS</b>				
<b>AUGUST 2012 - June 2013</b>				
<b>Month</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Sent to Dean Faulkner</b>
12-Aug	64	6	4	54
Sep-12	49	4	0	44
Oct-12	45	2	24	19
Nov-12	52	3	32	17
Dec-12	45	4	8	23
Jan-13	75	14	25	36
Feb-13	42	18	12	12
Mar-13	59	13	8	38
Apr-13	50	16	12	22
May-13	45	14	19	12
Jun-13	72	27	18	27
7/13/2013	75	0	0	0
<b>Total</b>	<b>673</b>	<b>121</b>	<b>162</b>	<b>390</b>

<b>DELETIONS</b>				
<b>AUGUST 2011 - June 2012</b>				
<b>Month</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Sent to Dean Faulkner</b>
11-Aug	61	33	11	17
11-Sep	83	38	29	16
11-Oct	49	23	14	12
11-Nov	116	40	49	27
11-Dec	54	15	12	27
12-Jan	63	35	16	12
12-Feb	44	11	15	18
12-Mar	15	4	6	5
12-Apr	68	5	5	58
12-May	39	4	3	32
Jun/July12	75	34	0	41
<b>Total</b>	<b>667</b>	<b>242</b>	<b>160</b>	<b>265</b>

**Medical Withdrawals :**

<b>Medical Withdrawals</b>			
<b>August 2012 - July 2013</b>			
<b>Month</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>
Aug-12	10	9	1
Sep-12	2	2	
Oct-12	11	11	
Nov-12	5	5	
Dec-12	8	8	
Jan-13	5	5	
Feb-13	2	2	
Mar-13	3	3	
Apr-13	8	8	
May-13	5	5	
Jun-13	6	6	
7/13/2013	10	10	
<b>Total</b>	<b>75</b>	<b>74</b>	

<b>Medical withdrawals</b>			
<b>AUGUST 2011 - June 2012</b>			
<b>Month</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>
11-Aug	6	6	0
11-Sep	10	10	0
11-Oct	4	4	0
11-Nov	4	4	0
11-Dec	15	15	0
12-Jan	9	9	0
12-Feb	3	3	0
12-Mar	1	1	0
12-Apr	9	9	0
12-May	5	5	0
Jun/July-12	4	4	0
<b>Total</b>	<b>70</b>	<b>70</b>	<b>0</b>

Analysis:

During the year **2012-2013**, out of a total number of 1,486 (retroactive/late/medical withdrawals/deletions) appeals, 475 appeals were approved which is 31.96%.

During the years **2011-2012**, out of a total number of 1,397 (retroactive/late/medical withdrawals/deletions) appeals, 677 appeals were approved which is 48.46%.

During the academic year **2012-2013** of the 1181 dismissal 333 were approved (18.38%).

Out of a total number of 1193 dismissals 351 were retained during the academic year **2011-2012** this is 29.42%.

During the academic year **2012-2013** a total # of 673 deletion appeals were reviewed and 121 were approved which is 17.97%.

During the academic year **2011-2012** a total # of 667 deletion appeals were reviewed and 242 were approved which is 36.28%.

The total # of Medical Appeals during **2012-2013** was 75 out of which 74 were approved. The total # of Medical Appeals during **2011-2012** was 70 out of which 70 were approved.

**Committee on Course and Standing**

The Office of the Registrar continues to generate and update information for faculty on our grading system, rosters, graduation requirements, and probationary limits. They update and educate faculty about this information via email and outreach to Department Chairs, adjuncts, HEOs and faculty every semester. Information for faculty is readily available and updated on the QCC website from the Registrar's and Faculty/Staff home pages.

The Registrar's home page also provides students with accessible information on graduation requirements, registration procedures, grading policies and printable forms for withdrawals and appeals. Direct email links to the Registrar offers students a convenient opportunity to inquire into specific needs or provide feedback in areas of degree works, registration issues, graduation, transcripts, readmission information and more.

The Office of Academic Affairs home page provides easy access to assessments, the Strategic Plan, Fact Book, and other pertinent information reporting on retention rates, academic probation, dismissals, probation limits, academic standing and integrity, and grades. The Counseling Center and Office of Academic Advisement also support much of the above noted information from their home pages.

The CCS Chair continues to support student appeals and update faculty/staff on policies through direct contact with professors in the event letters of support are generated where upon CCS has no grading jurisdiction. The Chair welcomes clarifying the Committee's role as well as grading information to faculty when needed. The Committee secretary, through the Office of the

Registrar, also reaches out via email and phone to students, faculty and staff with comments, concerns or necessary follow up based on the submitted appeals.

When providing support for appeals, faculty and staff are encouraged to do so via their QCC email account directly to the Committee's secretary, or on QCC letterhead. Getting this goal accomplished has continued to be a challenge for the Committee. The Committee continues to work on this through outreach to Department Chairs and faculty throughout the semester, pinpointing key times such as the onset of and immediately following the close of the withdrawal period.

In an effort to communicate to all students about the withdrawal process, withdrawal forms, academic probation and dismissal are all introduced in ST 100 by the Counseling Center. Videos about WU grades are offered within the ST 100 PNET Blackboard course. For all other students, the Committee continues to send an email out to all QCC students every semester concerning withdrawal information, instructions and procedures.

CUNYFirst continued to present a challenge to the Committee in reviewing dismissals generated in the fall 2012 and spring 2013 semesters. Technical challenges within CUNYFirst delayed the grading system from reporting those coded on probation and dismissed. Once the system was able to generate the information, the Committee met and students were notified of their status. The time frame however was not significant in between their being notified and the start date of the following semesters. As a result, the Chair, with approval from the Committee, continues to review appeals independently throughout the first week of classes so as to give students a fair opportunity to return. Also, upon review of the spring transcripts for dismissals, CUNYFirst failed at times to forgive some repeated courses. When noticed this was rectified by the Registrar's office, and the Chair alerted offices of Advisement, Counseling and CD via email to be aware of this when reviewing transcripts, including the procedures to follow if there was a question or concern.

One follow up recommendation is processing and handling appeals supported by the Office of Services for Students with Disabilities the same way as medical and mental health appeals are. This is due to the sensitive nature of the documentation the students have to submit as well as the connections the office has with their students. This was raised to Dr. Jean Pierre who was supportive of the modification and will be looking into this. The 2012-2013 Committee was supportive of this as well. The new on coming Chair was appraised of this.

Reviewing appeals independently is always a great demand during the short time span in January. As a result, it is very important that the Committee meets regularly, even during leave in the summer months. One meeting in the summer to decide the dismissal status is necessary due to the large amount of students up for review. The Committee agreed to have the Chair review the appeals independently throughout January and the summer months, with the new Chair for the fall 2013 academic year, Steven Dahlke, assisting in late August to get a better understanding of the process.

It should also be noted with appreciation that Professor Emily Gordon stepped forward to accept the role as Secretary, and Professor Rose-Marie Aikas moved from Steering Committee Designee to a full voting member effective fall 2012. Professor Steven Dahlke has been elected as Chair for the fall 2013 academic year.

The staff of the Registrar's Office; Ms. Ann Tullio, Ms. Florence Farrat, Meera Chowdhry and June Greco continue to be a tremendous source of support and dedication in their efforts to provide the highest level of professional service to the Course and Standing Committee.

It has been the Chair's privilege to serve with the Course and Standing Committee. The Members of this Committee are a dedicated group of professionals. This Committee has utilized their best judgment to follow Committee guidelines to adjudicate compelling and at times, difficult decisions. It is inspiring to be a part of this dedicated and caring committee.

*gc, 2013*