

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

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TO: P. Bales, Chair - Academic Senate Steering Committee
J. Kuszai, Secretary, Academic Steering Committee
E. Tai, Vice Chair, Academic Steering Committee

FROM: Dr. Nina Sarkar, Chair - Committee on Course & Standing.

SUBJECT: Annual Report for Committee on Course & Standing for 2015/2016

DATE:

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| • Dr. Nina Sarkar, Chair | Business Department |
| • Dr. Dr. Jilani Warsi, Secretary | Academic Literacy |
| • Dr. Rose-Marie Aikas | Social Science |
| • Dr. Daniel Armstrong | Health Phys. Ed. & Dance |
| • Ms. Gina Capozzoli | Counseling |
| • Dr. George Fragopoulos | English |
| • Dr. Andrew Nguyen | Biological Sciences & Geology |
| • Dr. Hayes Mauro | Art & Design |
| • Dr. Jun H. Shin | Chemistry |

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. 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 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 rejected based upon the reasons provided by students who are unable to withdraw within the deadline. The Committee takes a holistic view of the student, reviews student patterns of withdrawing from classes, their transcripts and supporting documents to reach a decision.

The Committee also reviews the 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, other factors considered, 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. The Chair, Dr. Nina Sarkar is also a member of the Retention Management Committee of the College therefore, her contribution is crucial as also beneficial.

The number of dismissed students after the end of Spring 2016 semester was unexpectedly large. A total of number of 900 students were on the dismissal list. After consultation with Provost Marchese, it was agreed that the cut-off GPA for placing students on probation would be 1.8 instead of 2.0. This decision was taken to reduce the number of dismissals and was done only once at the end of the Spring 2016 semester. This decision affected 60 of the 900 students who were on the dismissal list.

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. Since the Committee on Course & Standing requires more specific documents concerning the semester, it is still maintaining a separate form.

There was one policy decision reached during the academic year 2015-2016.

The decision was with regard to a grade change policy in the Nursing Department.

Existing policy:

College Policy (QCC College Catalog 2015-2016 page 48)

If a student earns either a failing grade (F or its equivalent) or a D grade in a course and then repeats the course and earns a grade of C or better, the initial F or D will not be counted in the student's GPA, even though the initial grade will continue to appear on the student's transcript. Only the new grade will be counted in the student's GPA.

Proposed:

The first C – or lower grade (not including a WU) that a student receives in any one nursing course will be changed to a NC (no credit) and will not be included in the calculation of the grade point average (GPA).

If the student repeats the course, only the repeated grade will be computed into the grade-point average (GPA), however, the NC grade will remain on the transcript.

Note: Students should remember that repeating a course may limit their ability to meet the satisfactory academic progress requirements, for receipt of federal financial aid.

Rationale:

This policy is requested because Nursing courses have higher credit hours than most other departments. If a student receives anything lower than a C and repeats the course, it lowers their GPA. This makes our students less competitive when applying to a bachelor's degree completion program. At this time, students need a bachelor's degree in Nursing to gain employment in many of our local healthcare facilities.

For the year 2015-2016, all the old members have continued on the Committee on Course & Standing. The Chair, Dr. Nina Sarkar who was also the chair for 2014-2015 was re-elected unanimously by the members. After two years of service as chair of CCS, Dr. Sarkar will step down as chair but continue to remain a member of the committee. Dr. George Fragopoulos was unanimously elected to serve as the new chair of CCS for 2016-2017 academic year. Dr. Hayes Mauro was elected as the faculty secretary of the committee. Dr. Sarkar, Dr. Fragopoulos and Dr. Hayes are working in the summer to ensure a smooth transition of responsibilities to Dr. Fragopoulos.

The Chair extends a special thanks to the Registrar's office for their service to the Committee on Course and Standing. Ms. Ann Tullio, and Ms. Florence Farrat continue to be a tremendous source of support. The committee is very appreciative and thankful for Meera Chowdhury's endless support, dedication and the highest level of professionalism to both students as well as to the Committee. She is invaluable to the committee.

The Chair, with approval from the Committee, continues to review appeals independently, during the semester as well as in summer, in between Committee meetings. Dr. Jilani Warsi has been assisting the Chair to review student appeals independently. Dr. Sarkar wishes to thank Dr. Warsi for his dedication and for his generosity with his time.

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. The Chair humbly requests that the Steering Committee look into offering release time for the Secretary of CCS, if possible.

Finally, Dr. Sarkar wishes to thank each and every member of the Committee for their hard work and dedication. Members of the Committee are professionals and the Chair has often drawn on their judgement to sometimes adjudicate difficult decisions. It has been an inspiring experience and has been Dr. Sarkar's privilege to be a part of this caring and dedicated group.

Nina Sarkar

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
Mar-16	174	87	83	4	1
Apr-16	74	36	37	0	1
May-16	111	66	45	0	0
Jun-15	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.

withdrawals/denials/deletions/medical:

1288 (202 dismissal)

Academic Senate Agenda—September 13, 2016—Attachment .1
Medical Withdrawals

Month	Total Appeals	August 2014 - July 2015	
		Approved	Denied
Aug-14	1	1	0
Sep-14	4	4	0
Oct-14	7	7	0
Nov-14	3	3	0
Dec-14	11	11	0
Jan-15	7	7	0
Feb-15	1	1	0
Mar-15	3	3	0
Apr-15	7	7	0
May-15	17	17	0
Jun-15	5	5	0
Jul-15	6	6	0
Total	72	72	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			0
Jul-15			0
Total	50	50	0

Summary Table:

	2014-2015	2015-2016
Total Appeals (retroactive/late/medical withdrawals)	1513	1086
Total Approved	589 (38.92%)	574 (52.85%)
Dismissal Appeals	151	202
Dismissal Appeals Approved	57 (37.75%)	125 (61.88%)

COMMITTEE ON COURSE & STANDING ACTIONS

SEPTEMBER 2014 - AUGUST 2015

Meeting Dates	Total Appeals*	Approved	Denied	Cond. Approvals	No Jurisdiction
July/Aug. 2014	139	72	67	0	0
Sept. 2014	49	25	21	2	0
Oct. 2014	0	0	0	0	0
Nov. 2014	118	51	62	1	4
Dec. 2014	75	30	44	1	0
Jan.2015	63	31	31	0	1
Feb-15	72	28	41	2	1
Apr-15	86	55	30	2	0
May-15	149	76	73	0	0
Jun-15					
Total Appeals Reviewed	751	368	369	8	6

Jan 17th 2015 Dismissals 477 Granted probation 57 Dismissed 420

June 4, 2014 Dismissals 545 Granted probation 36 dismissed 509

*** Including Retroactive/Late withdrawals**

Total Dismissals Reviewed 1674

**Total Appeals Reviewed Incl.
withdrawals/dismissals/deletions/medical: 2,595**

Medical Appeals	72	61
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Medical Appeals Approved	100%	100%
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The Medical appeals are being forwarded to the 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 the mental health issues are being forwarded to Counseling Office for their involvement in evaluating and helping the students.