

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

Minutes for the meeting held April 26<sup>th</sup>, 2013

The Committee on Course and Standing met on April 26<sup>th</sup>, 2013 at 9:30 a.m. in Registrar's Conference Room A 104.

Those in attendance were as follows:

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

Prof. Georgina Colalillo, Nursing Department, Dr. Steven Dahlke - Music, Prof. Emily Gordon - Basic Skills, Prof. Christina Manzo – Business Department, Dr. Todd Holden - Physics Department, .

**Excused:**

Dr. Rose-Marie Aikas - Social Science, Dr. James Timbilla – Biology Department, and Dr. Laura Sabani, Foreign Language

**Administration Representatives:**

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

**Discussion:**

The Committee met to review the student appeals for Late/Retroactive Withdrawals.

All the appeals that were submitted to the Registrar's Office for a late withdrawal, on the 15<sup>th</sup> and the 16<sup>th</sup> of April were automatically approved. This policy has been in effect arbitrarily to accommodate the students who are enrolled in weekend courses when the withdrawal deadline falls on a Friday.

The new members to the Committee for the next academic year would be invited to the next meeting. The new Chair to the Committee on Course & Standing would also be elected during the meeting.

The Chair also acknowledged the hard work of those from the Registrar's office, particularly Ms. Meera Chowdhry. Ms. Chowdhry was commended for her outstanding service to the Committee in all that she does, which includes preparing the appeals, completing timely minutes and updating the Committee website. She should especially be recognized for her continuous outreach and support to Committee members, faculty, and students.

Also discussed during the meeting were the submitted appeals that have supporting documents from QCC departments/Faculty Members. Sometimes, the supporting documentation provided is not enough and/or not sufficient, therefore the Committee Members are of the opinion that the Chairperson, Ms. Capozzoli, may reach out to the departments/faculty members to address the type of documentation they can submit that would support the appeal.

<b>Withdrawal Type</b>	<b>Total Appeals</b>	<b>Approved</b>	<b>Denied</b>	<b>Conditional Approval</b>	<b>No Jurisdiction</b>
Late/w	72	49	23	0	0
Retro/w	44	4	39	1	0

The Committee would meet on May 24<sup>th</sup>, 2013 to review the appeals for late/retroactive withdrawal.