

# QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

## ***Committee on Course & Standing Annual Report 2013– 2014***

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

**FROM:** *Dr. Steven Dahlke - Chair Committee on Course & Standing*

**DATE:** ***July 27<sup>th</sup> 2014***

**RE:** *Annual Report of the CCS for Academic Year 2013-2014.*

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

**Dr. Steven Dahlke  
(Chair of the Committee)**

**Music Department**

Dr. Rose-Marie Aikas

Social Science

Prof. Georgina Colalillo

Nursing

Dr. Jilani Warsi

Academic Literacy

Dr. Andrew Nguyen

Biological Sciences & Geology

Dr. Nina Sarkar

Business Department

Dr. Jannette Urciuoli

Counseling

Dr. Kathleen Wentrack

Art & Design Department

Dr. Haishen Yao

Mathematics Department

### **Administrative Liaison:**

Ms. Ann Tullio

President's Designee

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

**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

*Academic Senate Agenda—September 9, 2014—Attachment M*

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
Total	667	242	160	265

**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	
Total	75	74	

**Medical withdrawals**

**AUGUST 2011 - June 2012**

<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) 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) 677 appeals were approved which is 48.46%.

During the academic year **2012-2013** of the 1181 dismissal 183 appeals were approved.

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.

Beginning in Academic Year 2013-2014, students have been able to self-withdraw through CUNYFirst. They no longer had to get approval from their professors and bring the paper forms to the Administrative Offices. This was very convenient to the students. This resulted in the Committee having fewer late withdrawal appeals to review. During past semesters, the withdrawal deadlines were also extended by the university, enabling students to have a clear understanding of their academic progress, in case they wished to withdraw. Also, upon the committee's approval of a withdrawal, the Committee Secretary is no longer required to seek approval from the faculty member considering the change in the withdrawal process.

From Fall semester 2013, appeals from students seeking to reverse an entire semester of WUs due to medical reasons are now sent by CCS directly to the Office of Health Services for their review.

In Fall 2013 during a joint meeting of Dr. Jean-Pierre, Associate Dean for Students Affairs/Director Counseling Center, Mr. Ben-Ami Freier, Director of Services for Students with Disabilities and Dr. Steven Dahlke, Chair Committee on Course & Standing, it was discussed and decided that all the appeals for students with any kind of learning disability would be forwarded to Mr. Freier for review. This would help students get help and get registered with Office of Students with Disability.

In order that students are able to graduate successfully, strict measures were taken during the year 2013-14. The Committee no longer reviewed the transcripts of all students who were dismissed. Any student placed on dismissal was dismissed, and given the opportunity to appeal for continued probation. Students who were dismissed and had a GPA of 1.8 or above were automatically granted continued probation in the past; however, this practice has been discontinued since Fall 2013.

A meeting was convened in January 2014 to discuss the future policies for students either being dismissed from the College and /or trying to re-admit after staying out a semester on dismissal. In addition to Provost Reiner, VP Karen Steele and VP Hartigan, the meeting was attended by the members of the Admissions Committee and the Committee on Course & Standing, as well as the Admissions and Registrar's Office staff. The greatest concern for all present was the need for the two committees to work together for the good of the student and the institution. Therefore, members of both the Committee on Course & Standing and Admissions Committee were asked to use discretion while approving the appeals based on student patterns and their past academic records, and the possibility of them achieving the 2.0 required for graduation.

College Registrar Ms. Ann Tullio was able to generate the academic standing reports in a very timely manner. Actually the reports were run on June 4, 2014 and by the 6<sup>th</sup> of June all students were notified through e-mail. The Dismissed students were also notified through United Postal Services. The Committee Appeal form was included in the inserts to enable students to appeal, if they had legitimate reason for their substandard academic performance.

It has been proven in the past that placing students on Academic Alert was not effective 90% of the time. Students on Academic Alert continued to deteriorate in their academic performance. On the contrary, placing students directly on Academic Probation would be a bit harsher reality

and could prove an early warning for their dismissal from the College. Therefore, starting form Fall 2014, the code, ‘Academic Alert’ would be discontinued.

The Chair for the Committee, Dr. Steven Dahlke was unanimously authorized by the Committee members to review the appeals during the intervals between Committee Meetings. He reviewed the appeals regularly and where needed met with any appropriate students to help them and guide them to meet with their counselor, if required.

In January, 2014 the Retention Management Team led by Dr. Karen Steele revised letters that are sent to students notifying them of their being placed on Academic Alert, Continued Probation, or Dismissal. The letters were revised following research by the team regarding language that would most effectively reach students. These letters are attached (attachment 1).

In Spring 2014, the Committee on Course and Standing and the Admissions Committee began discussions regarding how to improve communication between the committees regarding students appealing dismissal. There is concern that lack of communication creates occasional need for students to file multiple appeals for one dismissal, and may prolong the committees’ decision process. As decisions from CCS regarding a student’s WUs may have an effect on an AC decision on that student’s reinstatement, CCS secretary Ms. Meera Chowdhry and Registrar Ms. Ann Tullio have requested that forms be created with specific language informing students that they must submit legitimate documentation that refers to the specific semester for which WUs are being appealed. A suggestion was raised by the Registrar and AC that one form be created for dismissal appeals to be shared by both committees. This suggestion was approved by CCS.

In Spring 2014 a member of CCS was present at each meeting of the Retention Management Team. CCS chair Dr. Steven Dahlke and CCS member Dr. Kathleen Wentrack had classes during the RMT meeting times and were unable to attend. However, Drs. Rose-Marie Aikas, Andrew Nguyen, Nina Sarkar, Jannette Urciuoli, Jilani Warsi, Haishen Yao and Professor Georgina Colalillo were able to attend one meeting each and submitted reports to CCS on RMT discussions. Dr. Steven Dahlke wishes to thank each of these CCS members for their extra service to the committee and to the college.

Dr. Steven Dahlke, having served three years on CCS and one year as chair, will in 2014-2015 serve on the Admissions Committee. To replace him as chair, Dr. Nina Sarkar was unanimously elected. Dr. Steven Dahlke wishes to thank Dr. Sarkar for her outstanding service to CCS and for her willingness to serve as chair.

Finally, Dr. Steven Dahlke wishes to thank CCS secretary Ms. Meera Chowdhry for her excellent service to him personally during his chairmanship, and to the committee as a whole.