

**Minutes for the meeting of the Academic Standards Committee held in B502 on Monday, March 26, 2018 from 3:30-4:15pm with Prof. Clarence H. Robertson as chair and recording secretary.**

**Present**

* Michael Cisco, English
* Michelle Castro, Student Life
* Edward King, Allied Health Sciences
* Andrew Hubner, English
* Inzamamdeen Kassim, Student Government Association
* Anna Manukyan, Natural Sciences
* Cynthia Morales-Delbrun, Office of the Registrar
* Clara Nieto-Wire, Mathematics
* Zvi Ostrin, Natural Sciences
* Salem Rayman, Allied Health Sciences
* Clarence Robertson, English

**Regrets**

* Celestina Cayetano, Student Government Association

**The committee:**

* Approved the minutes from Monday, February 26, 2018.
* Reviewed the protocol for a student appearing in person to address the Academic Standards Committee, and charged the chair to draft a set of procedures to be voted on at the next meeting of the committee regarding students desiring to address the ASC in person.
* Was set to be addressed by the student concerned in Case: Sp2018-2.

**Grade appeals and complaints**

* **Case: Sp2018-2 (Student requested to address the Committee in Person)**

**The determination of the Academic Standards Committee made on March 26, 2018.**

The request to address the committee directly was made on March 9, 2018. The original determination of the Academic Standards Committee was made on February 26, 2018. This determination was read to the committee:

The Academic Standards Committee determined that the students appeal for a grade change be denied. The attendance policy used by the faculty member is stated in the syllabus and is in accord with the policy of Hostos Community College which states “The maximum number of absences is limited to 15% of the number of scheduled class hours per semester, and a student absent more than the indicated 15% is deemed excessively absent. Attendance is monitored from the first official day of classes. In the case of excessive absences or lateness, the instructor has the right to lower the grade, assign a failing grade, or assign additional written work or readings.” The student was found to have exceeded the number of absences allowed for the successful completion of the course. This decision was unanimous.

An email to the student stating “This letter is to inform you that you will be permitted to address the Academic Standards Committee in person on March 26, 2018. This will take place in room B-522. Your presence is requested at 3:30pm. Please confirm your ability to attend. Thank you for your patience” was also read to the committee as was the student’s response: “Confirmed.” This email was sent to the student on March 12, 2018; however, the student did not show up for the scheduled meeting. As a result, the Academic Standards Committee determined that there was no need for further action regarding this case.