

Academic Standing Committee Meeting Minutes

June 01, 2026

In Attendance: Maribel Arias (Business & Technology), Cynthia Vazquez (Community Health and Wellness), Vera Albrecht (Academic Affairs), Erika Correa (ACE), Caterina Almendral (ELA, Academic Standing Committee Co-Chair), Lilla Toke (English, Academic Standing Committee Co-Chair), Sandra Ribeiro (Health Sciences), Andrew McFarland (Humanities), Alexandra Rojas (Library), Sung Lee (Natural Sciences), Abdul Hashim (Registrar)

Guest: Dr. Tameka Battle, Chief Academic Integrity Officer

Excused: Renee Daniels (Admission Services), Omar Ait Hellal (MEC), Kyle Hollar-Gregory (Social Sciences), Garrett Morgan Jr. (SGA)

The meeting commenced at 2:30 PM.

Key Outcomes

The committee unanimously approved meeting minutes and postponed the academic probation policy discussion to the fall semester to allow time for departmental feedback and stakeholder review. The FAQ document for academic policies was refined with terminology updates and clarifications about incomplete grades, WN grades, and PEN grades. Dr. Tameka Battle presented updated academic integrity procedures, clarifying that PEN grades are exclusively for unresolved academic integrity cases and must be accompanied by completed complaint forms.

Decisions Made

- **Academic probation policy postponed** to first meeting in September 2026 to gather department chair and program director feedback
- **Terminology standardization:** Replace "semester" with "term" throughout FAQ document; specify "session one and two" where needed to reflect LaGuardia's non-traditional academic calendar
- **WN grade appeal section removed** from FAQ because WN grades are not appealable unless issued in error; students should contact instructor immediately if they participated but received WN
- **"Not next session" language removed** from incomplete grade policy to reduce confusion about Fall 2 and Spring 2 sessions
- **PEN grade resolution timeline highlighted** for clarification with Academic Integrity Officer due to variability in case resolution timeframes

Policy Clarifications Documented

Incomplete Grades:

- Students may receive incomplete only if missing no more than two major assignments
- All missing work must be completed by end of next term (session one and two)

Grade Definitions:

- **F grade:** Student completed coursework and took final exam/assignment but did not meet course standards
- **WU grade:** Student participated at least once but stopped before final exam/project without officially withdrawing; does not affect GPA but impacts financial aid
- **WN grade:** Student never attended; not appealable except for clerical errors

PEN Grade Usage:

- Used exclusively for unresolved academic integrity cases as temporary placeholder
- Requires completed and signed academic integrity complaint form with supporting documentation
- Applied when student challenges allegation/sanction, case is under review, or student is non-responsive to outreach
- Should not be used when student accepts allegation and sanction (case fully resolved)
- Students with PEN grades may be limited in course enrollment and unable to apply for graduation until resolved

Appeals Process:

- Most common appeal: extenuating circumstances requiring grade changes to W (all-or-nothing unless exceptions apply, such as medical issues affecting only in-person classes)
- Grade dispute appeals: Contact instructor first, then department chair, then Appeals Committee if unresolved
- Financial aid (SAP) appeals: Work directly with advisor; no step-by-step process needed

Pending Confirmation

- Exact timeline for when catalog changes become effective with new online system (Vera confirmed changes can go into effect immediately after Senate approval unless CUNY approval required)
- PEN grade resolution deadline language—whether "by end of next term" should remain in FAQ given variable case timelines
- Negative Service Indicator (NSI) implementation for students with unresolved academic integrity cases to block registration

System & Process Updates

- **Catalog flexibility:** Online catalog allows rapid policy implementation; changes effective immediately after Senate approval (no CUNY approval needed)
- **CUNYfirst terminology:** System uses "fall term" and "spring term" rather than "semester"
- **Academic integrity workflow:** NSI application in final stages to block registration for students with unresolved cases or who transfer to another CUNY with pending LaGuardia cases
- **Faculty grading authority retained:** After Academic Integrity Committee review, faculty maintain grading authority unless committee recommends sanction adjustment

Action Items

- Review entire FAQ document to replace "semester" with "term" consistently
- Add form links throughout FAQ document where applicable
- Clarify F grade definition using catalog language about "learning experience of the course"
- Add exception language to academic appeals section noting circumstances where not all grades changed to W (e.g., broken leg affecting only in-person class)
- Ask Dr. Tameka Battle about PEN grade resolution timeline for FAQ accuracy
- Review FAQ document over summer if time permits; will be first agenda item in fall
- Investigate policy implementation timeline with new online catalog system

Academic Integrity Faculty Responsibilities

- Document all student outreach attempts via email
- Complete academic integrity complaint form with supporting documentation
- Submit complaint form to department chair for review and signature
- Enter PEN grade in CUNYfirst only for unresolved cases
- Forward case to Chief Academic Integrity Officer after chair review
- Do not use PEN if student accepts allegation and sanction, if no complaint form submitted, or mid-semester

Next Meeting

Academic probation policy discussion scheduled as first agenda item for September 2026 meeting; goal to complete review by end of fall semester for potential catalog inclusion in 2026-27 academic year.

The meeting adjourned at 4:30 pm.