



**THE UNDERGRADUATE  
SCHOLASTIC STANDARDS COMMITTEE (USSC)  
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FLUSHING, NY 11367  
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EMAIL: QC\_USSC@QC.CUNY.EDU**

<https://myqc.qc.cuny.edu/StudentLife/USSC/default.aspx>

**APPEAL FOR A LATE WITHDRAWAL FROM CURRENT SEMESTER COURSE(S)**

Date Submitted to USSC: \_\_\_\_\_ CUNYFirst ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Mailing Address: \_\_\_\_\_

Queens College Office 365 Email Address: \_\_\_\_\_

Home Tel. # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

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As per Academic Senate policy, beginning with the end of the unevaluated course withdrawal period, up to and including the last day of regularly scheduled classroom instruction, a student may be able to withdraw from a course only after requesting permission for withdrawal from The Undergraduate Scholastic Standards Committee. Such permission shall be granted only for the most pressing and urgent reasons. Such withdrawals shall require documentation and verification of the extenuating circumstances that prevented the student from completing the course(s) AND from withdrawing during the appropriate time limits during the semester in question.

Email your appeal packet for a late withdrawal to the USSC, no later than 4pm on the last day of classes. (Please note that the last day of classes IS NOT the last day of final exams!) An appeal packet includes: this completed appeal form, a typed/labeled appeal statement, semester-specific supporting documentation and a completed Course Withdrawal Evaluation Form from each instructor you are requesting a late withdrawal. Partial appeals will be denied. (Faxed, scanned, or mailed appeals are not accepted.)

The USSC will inform you of their decision by email which will be sent to your Queens College Office 365 Email ONLY. Decisions are usually emailed within 7-14 business days after the receipt of your completed appeal. Please be sure to claim your Office 365 Email account <https://www.qc.cuny.edu/its/accounts-access/> if you have not already done so.

While awaiting the USSC decision for a late withdrawal, you are strongly advised to continue attending your course(s) since a denial of your appeal is possible. If your appeal is denied, you should continue to attend the course(s), completing the course(s) and all assignments, including the final exam(s). If your appeal is approved, you are no longer required to attend the course(s) and are not required to take the final exam(s).

The approval of an appeal for a late withdrawal does not remove financial liability associated with the course(s). Financial issues should be addressed to the Bursar's Office and/or the Financial Aid Office.

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**USSC USE ONLY:** Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_ Email Sent: \_\_\_\_\_

## INSTRUCTIONS TO APPEAL FOR A LATE WITHDRAWAL FROM CURRENT SEMESTER COURSES

1. Indicate the course(s) you are requesting consideration for a late withdrawal.

<u>Course and Number</u>	<u>Course Code</u>	<u>Semester and Year</u>	<u>Instructor's Name</u>	<u>Grade Rec'd</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. You must submit a typed appeal statement with responses to the following questions. Your responses must be labeled as A, B, C and D. Appeal statements not typed or labeled will be returned.

A. What are the extenuating circumstances preventing you from completing the course?

B. Why did you not withdraw from the course by the published withdrawal deadline date?

The reason(s) given in your responses above must be supported with official, semester-specific, dated documentation that is not returnable, but will be held in strict confidence. (The USSC may accept as documentation, third party notarized verification of the events only when official documentation may not be possible.) Failure to submit documentation may result in the denial of this appeal. All documentation is kept confidential, however, be aware that any documentation submitted to the USSC is subject to verification at the USSC's discretion. If falsified documentation is submitted, you will be referred to the Office of the Vice President of Student Affairs for disciplinary action. Be sure to retain a copy of all documentation submitted with your appeal for your records since the USSC will not furnish any copies in the future.

C. Are you registered for other courses besides the course(s) that you are requesting a late withdrawal?  
(If your answer is "yes", you must respond to the question below.)

How are the extenuating circumstances, which you indicated in A above, not affecting the other course(s)?

D. Have you discussed the possibility of receiving an INC grade in the course(s) with your instructor(s)?  
(If your answer is "yes", you must explain the result of the discussion.)  
(If your answer is "no", you must explain why not.)

Please refer to page 34 of the Queens College Undergraduate Catalog for information about INC grades.  
<http://qc.cuny.edu/?id=8NYV>.

4. Have your instructor complete their portion of the Course Withdrawal Evaluation Form. You must submit one Course Withdrawal Evaluation Form for each course that you are requesting consideration for a late withdrawal. If the USSC approves your appeal for a late withdrawal and your instructor indicated your performance as numbers 1 or 3 on the Course Withdrawal Evaluation Form, a W grade (withdrawal, passing) will be assigned. The W grade does not calculate in your GPA. If number 2 is indicated (Failing) the appeal will be denied.

**Financial Aid Recipients:** It is your responsibility to speak with your financial aid advisor BEFORE submitting your Appeal for a Late Withdrawal. If your appeal is approved, you may be financially liable if you received financial aid for the course(s) in question. In addition, it may also affect future financial aid liability.

I have read and understand the information and instructions to appeal for a retroactive withdrawal from prior semester course(s):

Student Signature: \_\_\_\_\_ Date Submitted to USSC: : \_\_\_\_\_