



THE UNDERGRADUATE
 SCHOLASTIC STANDARDS COMMITTEE (USSC)
 65-30 KISSENA BLVD., FRESE HALL – ROOM 201
 FLUSHING, NY 11367

TELEPHONE: (718) 997-4486

EMAIL: QC_USSC@QC.CUNY.EDU

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

APPEAL TO POST EARNED LETTER GRADE IN PLACE OF PASS/NO CREDIT OPTION
(FOR MAJOR/MINOR GRADUATION PURPOSES ONLY)

Date Submitted to the USSC: _____ CUNYFirst ID #: _____

Name: _____
 (Last) (First) (Middle Initial)

Mailing Address: _____

Queens College Office 365 Email Address: _____

Home Tel. # _____ Cell Phone # _____

 Students who selected the Pass/No Credit Option and received a P grade in a course that later becomes part of their major or minor, may appeal to have the P grade replaced by the earned grade assigned by the instructor.

A student may file this appeal form only when they are in their final semester and once they have filed for graduation on CUNYFirst.

This completed appeal form should be submitted to the USSC office in Frese Hall – Room 201.

If the appeal request is approved by the USSC, it may not be reversed in the future.

The determination of courses constituting the major/minor for purposes of the Pass/No Credit Option will be made by the student's major/minor concentration advisor or departmental chairperson.

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 3 business days after the receipt of your completed appeal. Please be sure to claim your Office 365 Email account at <http://www.qc.cuny.edu/Computing/Pages/Office365.aspx> if you have not already done so.

I have read and understand the instructions for appealing to post an earned letter grade in place of the Pass/No Credit Option:

Student Signature: _____ Date Submitted to the USSC: _____

USSC USE ONLY: Approved: _____ Denied: _____ Date: _____ Email Sent: _____

To Be Completed By Major/Minor Concentration Advisor or Departmental Chairperson:

The course listed below is required to satisfy the student's major/minor concentration and the academic department requires that an earned grade appear on the student's official transcript:

(Circle One): Major or Minor Major/Minor Concentration: _____

Course: _____ Course Code: _____ Semester: _____

The earned grade assigned by the instructor was: _____

Major/Minor Advisor's Name (Print): _____

Major/Minor Advisor's Signature: _____ Date Signed: _____