



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

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

APPEAL TO REGISTER FOR ADDITIONAL EQUATED CREDITS/HOURS

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

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

Mailing Address: _____

Queens College Office 365 Email Address: _____

Home Tel. # _____ Cell Phone # _____

Indicate the semester in which you are requesting permission to register for additional equated credits:

Fall _____ Spring _____ Year _____

Indicate the total number of equated credits/hours you would like to register for in the above-mentioned semester: _____

Indicate your cumulative GPA: _____

Please read the information on the reverse of this appeal form BEFORE proceeding with this appeal. Then use the space below to fully explain the reason(s) why you are requesting this appeal.

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

INFORMATION REGARDING THE APPEAL TO REGISTER FOR ADDITIONAL EQUATED CREDITS

Matriculated students, who are in good academic standing, may register for the following maximum of equated credits/hours:

Fall and Spring semesters – 18 equated credits/hours

Summer sessions short – 6 equated credits/hours total *

Summer sessions long – 9 equated credits/hours total *

Winter session – 4 equated credits/hours **

* The total maximum equated credit/hour load for combined summer sessions (short & long) is 15 credits/hours.

** The maximum equated credit/hour load for the winter session is 4 credits/hours.

NO EXCEPTIONS!

For the fall and spring semesters, sophomores, juniors, and seniors who have a cumulative grade point average of 3.00 or higher, and no temporary grades of INC or PEN, can automatically register for a maximum of 21 equated credits/hours.

Matriculated students, who are in good standing and who do not meet the requirements above, but have compelling reasons for requesting additional equated credits, may submit an appeal to the USSC. Appeals may be submitted for fall and spring only.

All students requesting additional equated credits/hours should submit their appeal to the USSC as early as possible during the registration period since it may take up to 7 business days to review your appeal.

Before you register for additional equated credits/hours, you should determine if you might have a potential conflict in your final examination schedule.

Please consult the Bursar's Office website for current tuition and fee information.

First-semester freshman students are advised to register for no more than 15 equated credits/hours during their first semester, but may register for a maximum of 18 equated credits/hours. Additional equated credits/hours will not be granted to first-semester freshmen.

First semester transfer students must submit a copy of their most recent transcript with their appeal.

Academic Probationary students may register for a maximum of 13 equated credits/hours for fall and spring semesters. Additional equated credits/hours will not be granted to students on academic probation.

Non-degree students may register for a maximum of 11 equated credits/hours for fall and spring semesters.

Visiting students are subject to the College's credit load limitations.

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 business days after the receipt of your completed appeal. Please be sure to claim your Office 365 Email account at <https://www.qc.cuny.edu/its/accounts-access/> if you have not already done so.

I have read and understand the instructions for appealing to register for additional equated credits:

Student Signature: _____ Date Submitted to the USSC: _____