



THE UNDERGRADUATE
 SCHOLASTIC STANDARDS COMMITTEE (USSC)
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 FLUSHING, NY 11367
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<https://myqc.qc.cuny.edu/StudentLife/USSC/default.aspx>

APPEAL TO EXTEND AN INC GRADE OR TO REOPEN AN FIN GRADE

Date: _____ CUNYFirst ID #: _____

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

Mailing Address: _____

Queens College Webmail Address: _____ @ qc.cuny.edu
 (First initial, Last name, Number)

Home Tel. # _____ Cell Phone # _____

I am requesting: (Please check one) An extension of an INC grade _____ ~OR~ To reopen an FIN grade _____

Course and Number: _____ 4-digit Course Code: _____ Semester: _____

It is the student's responsibility to be aware of the Academic Senate policies regarding temporary grades, resolution of temporary grades, temporary grades converted to F, and extensions of temporary grades on pages 50 and 51 of the Queens College Bulletin before submitting this appeal to the USSC. The Queens College Bulletin may be viewed at http://www.qc.cuny.edu/Academics/Documents/Undergrad_Bulletin_07_09.pdf

This completed appeal, typed appeal statement, supporting documentation and completed portion by the instructor/departmental chairperson must be submitted to the USSC, in its entirety. Partial appeals will be returned.

The USSC will inform you of their decision by QC Webmail, usually within 7-14 business days after the receipt of your completed appeal.

If your appeal is approved, you must contact the instructor directly and at your earliest convenience to make arrangements for the receipt and evaluation of the outstanding course requirements. Please note that if you fail to complete the outstanding course requirements by the agreed-upon date, an additional USSC extension may not be considered.

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

INSTRUCTIONS TO APPEAL FOR AN EXTENSION OF AN INC GRADE OR TO REOPEN AN FIN GRADE

1. You must complete this Appeal to Extend an INC Grade or to Reopen an FIN Grade Form.
2. You must submit a typed statement. Handwritten statements will not be accepted. Your statement must include answers to the following. Label your responses A, and B. Appeal statements that are not labeled will be returned.

A. What are the compelling and extenuating reasons that prevented you from completing the outstanding course requirements by the end of the semester immediately following the semester in which you received the INC grade?

The reasons given in your statement must be supported with official, semester specific, dated documentation that is not returnable. (The USSC may accept as documentation, 3rd party notarized verification of the events only when submitting official documentation may not be possible.) **NO EXCEPTIONS!** Failure to submit documentation may result in the denial of this appeal. All documentation is kept confidential, however, be aware that any supporting documentation submitted is subject to verification at the USSC's discretion. If falsified documentation is submitted, the student 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 to the student in the future.

B. How did the compelling and extenuating reasons directly impact your ability to complete the outstanding course requirements by the end of the semester immediately following the semester in which you received the INC grade? If you are requesting to extend an INC grade or reopen an FIN grade and were registered for courses within the semester that you were required to submit the outstanding course requirements, you must indicate how/why the reasons did not affect the other courses.

3. If the instructor/departmental chairperson is willing to accept the outstanding course requirements, you must have them complete the portion of the appeal form below.

I have read and understand the Academic Senate policies regarding temporary grades, resolution of temporary grades, temporary grades converted to F, and extensions of temporary grades on pages 50 and 51 of the Queens College Bulletin, and the information and instructions to appeal for an extension of an INC grade or to reopen an FIN grade.

Student Signature: _____ Date: _____

To Be Completed By The Instructor or Departmental Chairperson:

The department and student have agreed that the student will submit the outstanding course requirements for

_____, _____ by the following date: _____.
(Course and Number) (4-digit Course Code)

The student's grade in the course up to their last date of attendance was: _____.

Instructor's/Chairperson's Name (Print) _____ Title _____

Instructor's/Chairperson's Signature _____ Date _____

Instructor's/Chairperson's QC Webmail Address: _____
(This is required in order to notify the instructor/departmental chairperson of the USSC's decision.)