



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>

COURSE WITHDRAWAL EVALUATION FORM
(ONE FORM MUST BE COMPLETED FOR EACH COURSE REQUESTED)

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

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

Mailing Address: _____

Queens College Office 365 Email Address: _____

Home Tel. # _____ Cell Phone # _____

Course & Number: _____ Course Code: _____ Semester: _____

This Area to Be Completed By The Instructor (Only under extenuating circumstances should the chairperson sign in lieu of the instructor. The chairperson must indicate the extenuating circumstances in the comments area below.)

Did this student attend at least one class meeting? (Please check one) Yes _____ No _____

If you answered YES above, please enter the student's last date of attendance to the best of your knowledge:

Month: _____ Date: _____ Year: _____

The student's performance at the last date of attendance was: (Please check one)

1. Passing _____ 2. Failing _____ 3. No basis on which to evaluate _____

Comments: _____

If the USSC approves this request for a course withdrawal and you have indicated the student's performance at their last date of attendance as numbers 1 or 3 above, a W grade (withdrawal, passing) will be assigned. The W grade does not calculate in a student's GPA. If number 2 is indicated, a WF (withdrawal, failing) grade will be assigned. The WF grade calculates as a failure in a student's GPA.

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

Instructor's/Chairperson's Signature _____ Date Signed _____