



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>

SPECIAL REQUEST APPEAL

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

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

Mailing Address: _____

Queens College Office 365 Email Address: _____

Home Tel. # _____ Cell Phone # _____

 The Special Request Appeal Form is to be used when a student's appeal request is not covered by a specific Undergraduate Scholastic Standards Committee Appeal (USSC) Form.

INSTRUCTIONS TO SUBMIT A SPECIAL REQUEST APPEAL:

1. You must complete this Special Request Appeal Form.
2. You must specifically state your special request here: _____

3. You must submit a typed statement detailing the compelling and extenuating reasons of your special request. Please be sure to include course numbers and semesters, if applicable. The reason(s) given in your statement 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 supporting 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.

Special Request Appeals may require investigation by the USSC for review and consideration, therefore, it may take as long as two months, or possibly longer, for a decision to be rendered.

The USSC will inform you of their decision by email which will be sent to your Queens College Office 365 Email ONLY. 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 to submit a Special Request Appeal:

Student Signature: _____ Date Submitted to the USSC: _____

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