QUEENS COLLEGE UNDERGRADUATE SCHOLASTIC STANDARDS COMMITTEE (USSC)
65-30 KISSENA BLVD., FRESE HALL ROOM 201 FLUSHING, NEW YORK 11367
TELEPHONE: (718) 997-4488 / FAX: (718) 997-4895 / EMAIL: QC_USSC@QC.CUNY.EDU

COURSE WITHDRAWAL EVALUATION FORM

(YOU MUST SUBMIT ONE COMPLETED FORM FOR EACH COURSE)

Date: ___________________________________ I.D. #: ____

Name: ____________________________________ ____________________________________ _________

(Last) (First) (M.I.)

Mailing Address: ____

E-mail Address: ____ Tel. No: _________________________

(Please add **QC_USSC@QC.CUNY.EDU** to your e-mail address book to ensure receipt of your USSC response.)

*-

The information below is to be completely filled out by the Instructor or Departmental Chairperson BEFORE returning this form to the USSC Office.

Dept: ____________ __ Course #: ____________ Section: ____________ Semester: ____________________

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 as follows:

Month: ____________ Date: ____________ Year: ____________ (Please provide this information, if you can, as otherwise the student may lose financial aid eligibility and be personally responsible for all tuition fees for the semester in question.)

This student's performance to date is: (Please check one)

1. Passing ____ 2. Failing ____ 3. No basis on which to evaluate _____ 4. No record of student attending _____

Comments: ____

Instructor's Name (Print): _______________________________________ Title: ________________________

Instructor's Signature: ____ Date: _______________________

If the USSC approves this request for a course withdrawal and the numbers 1, 3 or 4 are indicated, a "W"or withdrawal without penalty will be assigned. If number 2 is indicated, a "WF" or withdrawal failing will be assigned. The "WF" counts as a failure in the GPA.

****

FOR USSC USE ONLY

Withdrawal Without Penalty ____________________ Withdrawal Failing ____________________

Approved ____________ Denied ____________ Date ____________ E-mail/Letter Sent ___________