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

CUNY PROFICIENCY EXAM (CPE) APPEAL FORM

Date: ______________________________________ I.D. #: ____

Name: _____________________________________ _____________________________________ __________ ___
(Last) (First) (M.I.)

E-mail Address: Replies will ONLY be sent to your Q.C. Account .

Tel. No: ______________________

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I am requesting permission to (check all that apply):

_____ Take the CPE before I attempt my 45th credit.
_____ Postpone my scheduled date to take the CPE.
_____ Appeal a forfeiture (I missed a scheduled CPE) (semester _______________/year____________)
_____ Take the CPE a 4th time due to my dismissal.
_____ Take the CPE as a non-degree student.
_____ Other: ______________________________.

Your appeal statement must be typed. Handwritten statements will not be accepted. Your statement must include the reason(s) why you are requesting this appeal and be submitted with officially dated supporting documentation that is not returnable, but will be held in strict confidence. (The USSC may accept as documentation, 3rd party notarized verification of the event when official documentation may not be available.) NO EXCEPTIONS! Appeals will not be considered without documentation.

The USSC will inform you of their decision by e-mail, usually within 21 business days after the receipt of your completed appeal, directly to your Queens College email address. If you do not yet have a Queens College email address, go to https://cams.qc.cuny.edu/.

I have read and understand the above information:

Signature: ____ Date: ___________________________

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FOR USSC USE ONLY

CPE Results: Absent _____ Fail _____ Total _____ Degree or Non-Degree Student (Circle One)

Probation Code: ____________ Stop Code(s): ___________ Cum. GPA: __________ Credits: _____________

CPE Appeal Request: Approved _______ Denied _______ Date: __________ E-mail/Letter Sent: ________

Next scheduled CPE (Month/Year): __________________________

USSC Comments: ____