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

REQUEST FOR A RETROACTIVE WITHDRAWAL FROM COURSE(S) APPEAL FORM

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.)

INSTRUCTIONS TO REQUEST A RETROACTIVE WITHDRAWAL FROM COURSE(S).

1. You must complete the Request For A Retroactive Withdrawal From Course(s) Appeal Form. Your appeal statement on the second page of this form must include your response to the following questions and label your responses A, B and C:
A. What are the compelling and extenuating reason(s) that you were unable to complete the course(s)?
B. If you received a WU, why did you not request a late course withdrawal during the semester(s) in question?
C. If you received an ABS, INC, PEN or Z grade, why you did not or will not attempt to complete the course work?
D. Why you feel the USSC should grant this request.

2. The reasons given in your statement must be supported with official dated documentation that is not returnable, but will be held in strict confidence. (The USSC may accept as documentation, 3rd party notarized verification of the events when official documentation may not be available.) NO EXCEPTIONS! Failure to submit documentation may result in the denial of this appeal.
3. Have your instructor complete their portion of the Course Withdrawal Evaluation Form You must submit one form for **each** retroactive course withdrawal that you are requesting. 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.
4. Once items 1 through 3 are completed, you must submit all the above to the Undergraduate Scholastic Standards Committee (USSC) for review. The USSC will inform you and the instructor of their decision, by e-mail, usually within 14 – 21 business days after the receipt of your completed appeal.

Financial Aid Recipients: Please be aware that if your request for a retroactive withdrawal is approved, you may be financially liable if you received Financial Aid for the course(s) in question.

I have read and understand the Instructions to Request a Retroactive Withdrawal from Course:

Student Signature: ____ Date: ____________________

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FOR USSC USE ONLY

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

Page 2 REQUEST FOR A RETROACTIVE WITHDRAWAL FROM COURSE(S) APPEAL FORM

Date: _____ I.D. #: _____

Name: _____ _____ _____
(Last) (First) (M.I.)

I am requesting permission to retroactively withdraw from a course or courses:

Course & Number	Course Code	Section	Semester & Year	Instructor's Name	Grade on Record

USE THE SPACE BELOW FOR YOUR STATEMENT
(You may use additional paper if needed.)