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

SPECIAL REQUEST 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.)

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

Briefly and **specifically** state your special request in the space below. Please be sure to indicate course numbers, sections and semesters, if applicable

Please scroll down and use the next page of this form to fully explain your request. (You may use additional paper if needed.) 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.

The USSC will inform you of their decision by e-mail, usually within 7-14 business days after the receipt of your completed appeal. Some appeals may take longer pending the investigative role of the USSC.

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I have read and understand the instructions for the Special Request Form:

Student Signature: ____ Date: _______________________

- **FOR USSC USE ONLY***-

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

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Date: _____ I.D. #: _____

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

USE THIS SPACE FOR YOUR STATEMENT