Q QUEENS COLLEGE

**THE UNDERGRADUATE
SCHOLASTIC STANDARDS COMMITTEE (USSC)
65-30 KISSENA BLVD., FRESE HALL – ROOM 201
FLUSHING, NY 11367
TELEPHONE: (718) 997-4486
EMAIL: QC_ USSC@QC.CUNY.EDU
https://myqc.qc.cuny.edu/StudentLife/USSC/default.aspx**

CUNY ACT READING, WRITING AND MATHEMATICS APPEAL

Date: _____   CUNYFirst ID #: _____

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

Mailing Address:_____

Queens College Webmail Address: _____ @ qc.cuny.edu
                                  (First initial, Last name, Number)

Home Tel. # _____   Cell Phone # _____

****

I have not passed the following test(s) for: Reading _____   Writing _____   Math _____

****

INSTRUCTIONS TO FILE A CUNY ACT READING, WRITING AND MATHEMATICS APPEAL

1. You must complete this CUNY ACT Reading, Writing and Mathematics Appeal Form.

2. You must submit a typed statement. Handwritten statements will not be accepted. Your statement must include answers to the following. Appeal statements that are not labeled will be returned.

What are the compelling and extenuating reasons that prevented you from successfully completing the test(s)?
The reasons given in your statement must be supported with official, semester specific, dated documentation that is not returnable. (The USSC may accept as documentation, 3rd party notarized verification of the events only when submitting official documentation may not be possible.) NO EXCEPTIONS! 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 is subject to verification at the USSC's discretion. If falsified documentation is submitted, the student 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 to the student in the future.

I have read and understand the instructions of the CUNY ACT Reading, Writing and Mathematics Appeal:

Student Signature: _____   Date: _____

****

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