

**APPLICATION FOR "F" POLICY FORM  
FOR UNDERGRADUATE STUDENTS ONLY**

**Name:** \_\_\_\_\_  
LAST NAME FIRST NAME

**Student ID # :** \_\_\_\_\_

**PLEASE NOTE:** Courses must be passed with grades of A+, A, A-,B+,B-, C+ or C ONLY to use the "F" Policy. Grades of C- ,D, FPN or P are not applicable. You may use the "F" policy for up to 16 credits. Courses taken prior to 1990 or at another private or CUNY college are not applicable.

Please allow 2-3 working days for processing. When done, you will see a number sign (#) next to the failing grade and your cumulative GPA will reflect this. Remember that using the "F" policy does not change the term GPA on your record. It only changes the cumulative GPA.

DEPT	COURSE #	TERM FAILED	TERM PASSED

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_