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.

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<th>DEPT</th>
<th>COURSE #</th>
<th>TERM FAILED</th>
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SIGNED: _______________________________   DATE: _________________