

Student ID \_\_\_\_\_



# Request to Waive an "F" Grade

Please complete and return to:

Email: registrar@northshore.edu

Mailing Address: North Shore Community College  
Office of the Registrar  
1 Ferncroft Road • Danvers, MA 01923

**Policy:** An "F" grade which is earned within the first 30 attempted credits at NSCC may be waived any time before graduation upon written application to the Enrollment Center. A maximum of THREE "F" grades may be waived. It is required that you discuss fully the option to waive "F" grade with your faculty advisor or a counselor in the Student Support and Advising Center. When an "F" grade is waived, it will NOT be calculated into the cumulative GPA.

**Please Note:** For the purpose of determining honors eligibility, "FN" grade WILL be calculated into the cumulative GPA as zero quality points.

After you have graduated, you may not request to waive an "F" grade which would affect any semester before graduation.

<b>Date of Request</b> _____	<b>Date of Birth</b> _____
<b>First Name</b> _____	<b>M.I.</b> _____ <b>Home Phone</b> _____
<b>Last Name</b> _____	<b>Cell Phone</b> _____
<b>Mailing Address</b> _____	
Street Address	City, State and Zip

Course Number	Course Title	Semester "F" Received
		<input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ Year
		<input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ Year
		<input type="checkbox"/> Fall <input type="checkbox"/> Spring _____ <input type="checkbox"/> Summer _____ Year

\_\_\_\_\_  
**Student Signature.** By typing your name, you are verifying this as your signature. Date

\_\_\_\_\_  
**Advisor Signature.** By typing your name, you are verifying this as your signature. Date

\_\_\_\_\_  
**Registrar Signature** Date