



Registrar

### \*WN Grade Reversal Form

This form is to be used to amend the Commencement of Attendance Roster submitted to Jay Express. The form is to be completed and signed by the **Instructor** and the **Department Chairperson**. Please return to Jay Express as soon as possible.

#### Complete all Fields Below

**Instructor's Name:** \_\_\_\_\_  
(PLEASE PRINT) Last Name First Name

**Department:** \_\_\_\_\_

**Semester:** \_\_\_ Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer **Year:** \_\_\_\_\_

**Subject & Course #:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Registration Code:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_  
(PLEASE PRINT) Last Name First Name

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

Check one:

- Attendance recording error made by instructor (explain below)
- Section enrollment error
- Other (explain below)

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Instructor's Signature Date

\_\_\_\_\_  
Department Chairperson's Signature Date

\_\_\_\_\_  
Dean's Signature (Required after the Last Day of the Term) Date

**Note: Completion of this form allows for the removal of the \*WN grade inadvertently posted on the above student's record. Commencement of Attendance information will be updated accordingly**