

## \*WN Grade Reversal Form

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

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

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

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

**Discipline & Course #:** \_\_\_\_\_ **Section:** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Note: Completion of this form allows for the removal of the \*WN grade inadvertently posted on the above student's record.**