

**Office of the Registrar  
CUNY  
WN Grade Reversal Form**

This form is to be used to amend the Certification 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 **on or before the last day of the class.**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**THIS FORM WILL NOT BE ACCEPTED AFTER THE LAST DAY OF THE CLASS.  
A CHANGE OF GRADE WILL HAVE TO BE SUBMITTED THROUGH THE  
DEPARTMENT.**

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

For office use:

- CUNY > CAMPUS SOLUTIONS > COA ROSTER
- UPDATE ROSTER
- Remove WN grade from student record.