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.