



Office of the Registrar

WU GRADE REPLACEMENT REQUEST

The grade of WU is assigned by the instructor when a student has ceased attending class and has not submitted an Application for Resignation. The grade is computed as an F letter grade (0.0) in the overall grade point average.

A graduate student may replace up to 9 credits of WU grades by retaking the exact same course(s) in which the student has a WU, and earning a grade of B or better. WU grades replaced in this manner are not computed in the overall grade point average, but the original WU grades will remain on the student's official transcript.

Note: A student may not retake a particular WU course more than once.

Students who want to withdraw from a class are advised to submit an official Application for Resignation online via Jay Stop (<http://jstop.jjay.cuny.edu>) prior to the end of the tenth week of classes.

Student Name: _____ (Print) EMPLID#: _____

Graduate Program: _____

Phone Number: _____ Email: _____

WU Grades to be Replaced

Course # and Title	Semester with WU	Semester Retaken	Replacement Grade

Student Signature: _____ Date: _____

Note: A signature from Graduate Studies (Dean, Associate Dean, Program Director, etc...) is not required.