



GRADUATE 'WU' GRADE REPLACEMENT REQUEST

A grade of 'WU' is assigned by the instructor when a student has ceased attending class and has not officially withdrawn via CUNYfirst before the deadline (*see the Academic Calendar for dates*). The grade is computed as an 'F' grade (0.0) in the student's overall grade point average (GPA).

A graduate student may replace a **maximum of three** WU grades by retaking the exact same course(s) in which the student received a WU, earning a grade of 'B' or better on the second attempt, and **submitting this form to Jay Express**. WU grades replaced in this manner will remain on the student's official transcript but are not computed into the student's overall GPA.

PART I: STUDENT INFORMATION

First Name: _____ Last Name: _____

EMPLID#: _____ Graduate Program: _____

Telephone: _____ Email: _____

PART II: WU GRADE(S) TO BE REPLACED

Course # and Title	Semester WU Received	Semester Retaken	Replacement Grade

Student Signature: _____ Date: _____

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

OFFICE USE ONLY

Date Submitted: _____ Submitted to: _____

Date Processed: _____ Processed by: _____