



Stevens Institute of Technology
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Office of the Registrar
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Office of the Registrar WN Reversal Form

This form is to be used to amend the Attendance Verification Roster submitted. The form is to be completed and signed by the **Instructor**. Please return to the Office of the Registrar **immediately** but no later than the last day of classes.

Instructor's Name: _____
(PLEASE PRINT) Last Name First Name

Department: _____

Semester: Fall Winter Spring Summer **Year:** _____

Subject & 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

Instructor's School/College 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. Attendance verification information will be updated accordingly.

For office use:

- Clear Attendance Verification roster
- Remove WN grade