



Office of the Registrar
WN Grade Reversal

Verification of Enrollment Roster Update Form

mectranscripts@mec.cuny.edu

This form should be used to amend the Verification of Enrollment Roster submitted to the Office of the Registrar. The form must be completed and signed by the **Instructor** and the **Department Chairperson**. Please return to the Office of the Registrar at mectranscripts@mec.cuny.edu as soon as possible.

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

Department: _____

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

Subject & Course #: _____ **Section:** _____ **Class Number:** _____

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

CUNYfirst ID /Student ID #: _____

Check one:

- Enrollment Verification recording error made by instructor (explain below)
- Section enrollment error
- Other (explain below)

Explanation:

Instructor's Signature (Required)

Date

Department Chairperson's Signature (Required)

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. Verification of Enrollment Roster information will be updated accordingly.