



Office of the Registrar

Incomplete (INC) Grade Report Form

Borough of Manhattan Community College 199 Chambers Street, S315
The City University of New York New York, NY 10007-1097
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Instructions for faculty:

1. Fill out the form clearly and completely **for each student** you reported as having an INC grade.
2. Submit this form to your department immediately after grade submission.
3. If the student stop attending at any time prior to the final exam week without consulting with you, the grade must be a WU.
4. If you have consulted with the student regarding how to complete missing course requirements a grade of INC can be given if there is reasonable expectation that the student can receive a passing grade.

8-digit Student ID (can be found on your class/grade roster): _____

_____ Last Name

_____ First Name

Course Subject: _____ Catalog Number: _____ Section: _____

Missing Course Component (example: Final Exam)	% towards the final grade (example: 10%)

Student's grade before the above missing component(s): _____

Instructor's Name, Signature and date: _____