



Office of the Registrar

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

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WN Grade Reversal Form

This university form is to be used to amend the Commencement of Attendance Roster submitted to the Office of the Registrar. The form is to be completed and signed by the **Instructor** and the **Department Chairperson**. Please return to the Registrar's Office as soon as possible.

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

Department: _____

Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer I ☐ Summer II **Year:** _____

Discipline & 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

Department Chairperson's Signature

Date

Note: Completion of this form allows for the removal of the *WN grade inadvertently posted on the above student's record.