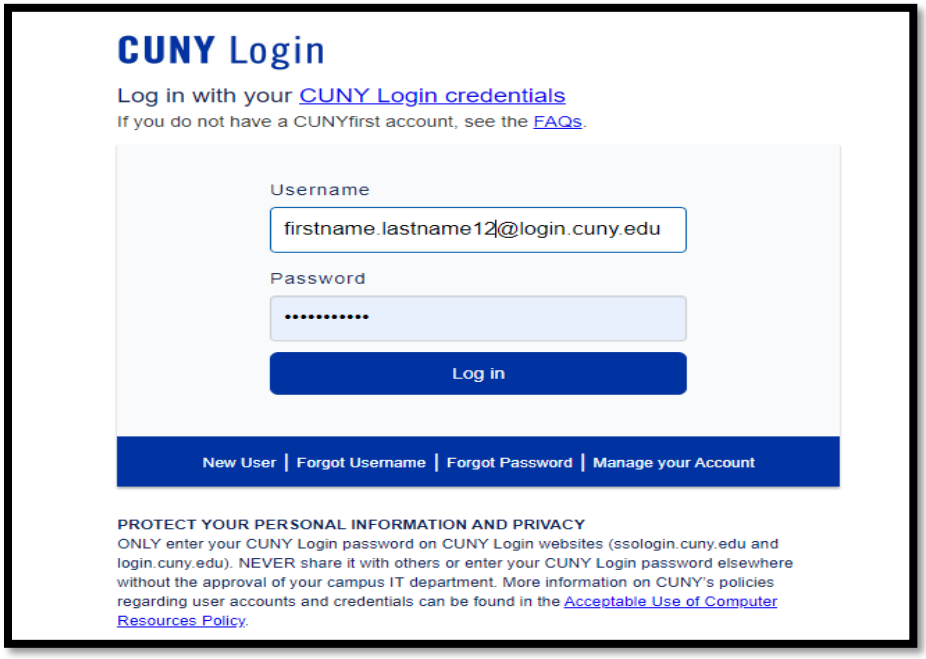
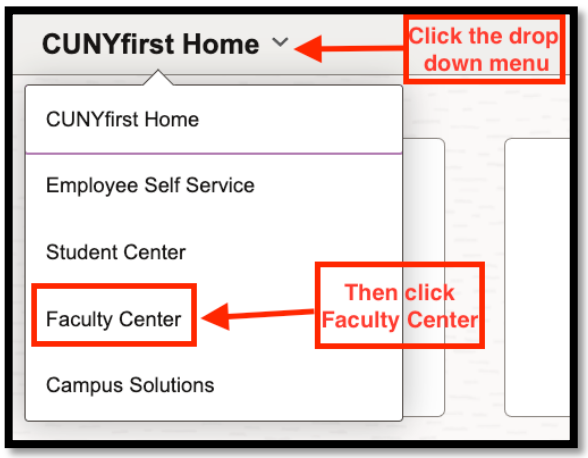
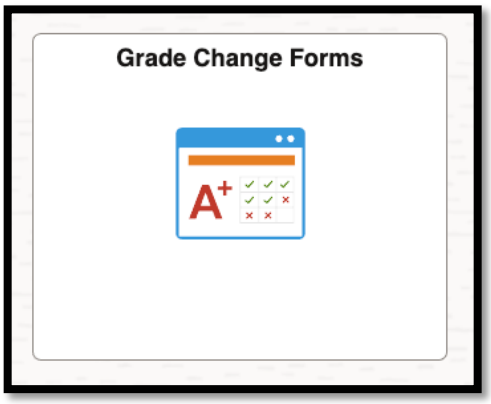
How to Submit a WN Grade Reversal on CUNYfirst

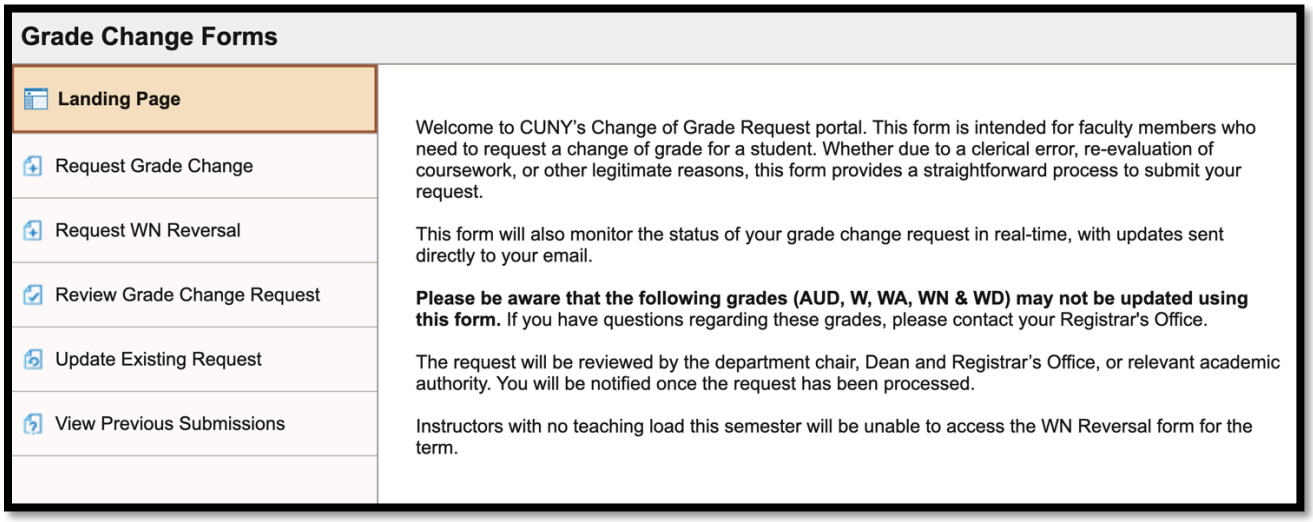
1. Log into CUNYfirst → **Faculty Center → Grade Change Forms Tile.**



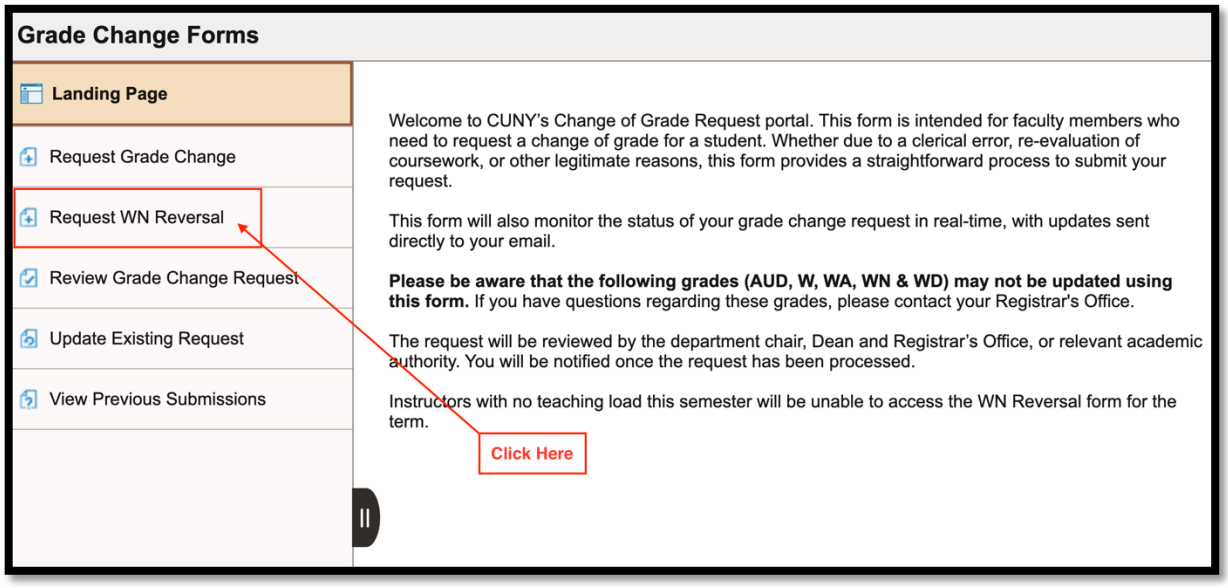




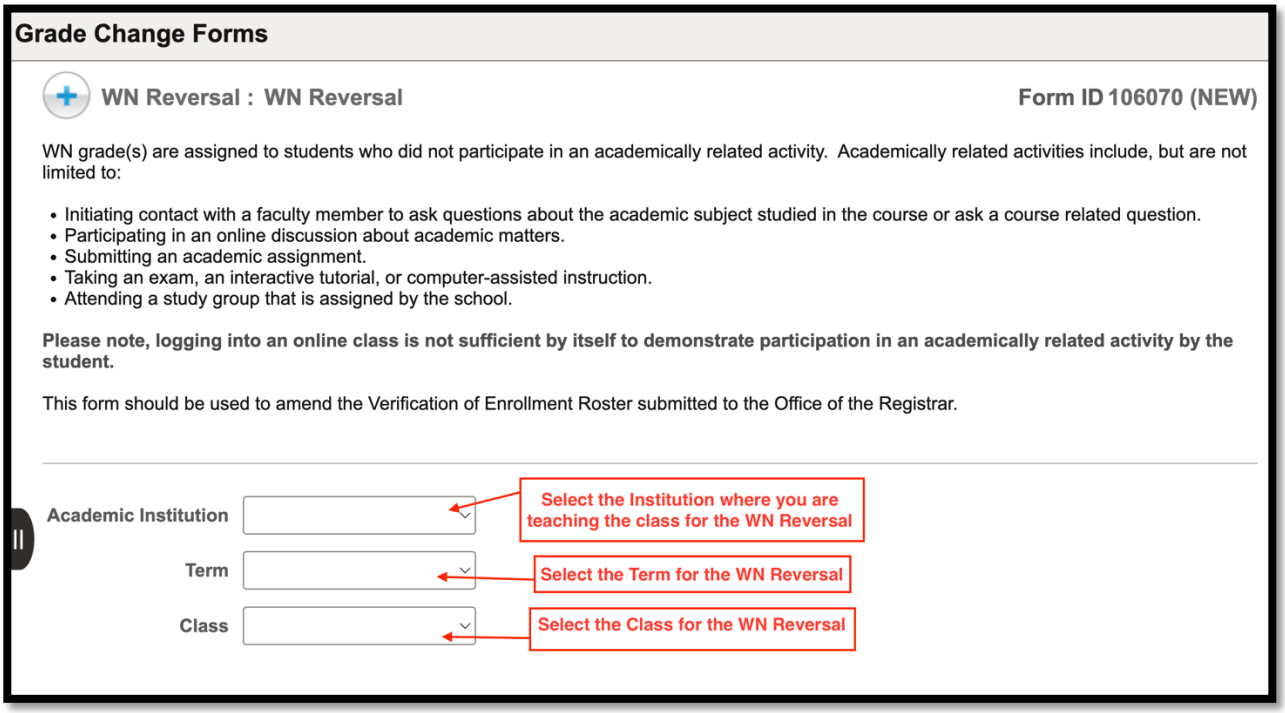
2. The Landing page displays general information about grade changes and WN reversal requests submitted on the CUNYfirst platform. Faculty may only submit a WN grade reversal for the current semester. *This option will only be available when VOE opens for the current semester and close when grading opens for the current semester. You can only submit a WN reversal on this system if you have submitted your VOE. (If you did not submit your VOE, please refer to the last page)



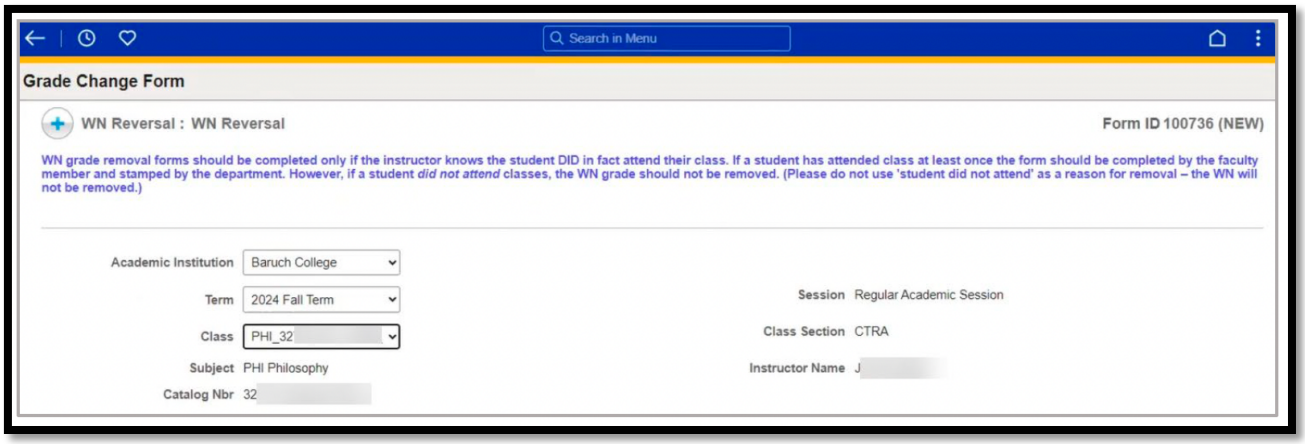
3. Click Request WN Reversal



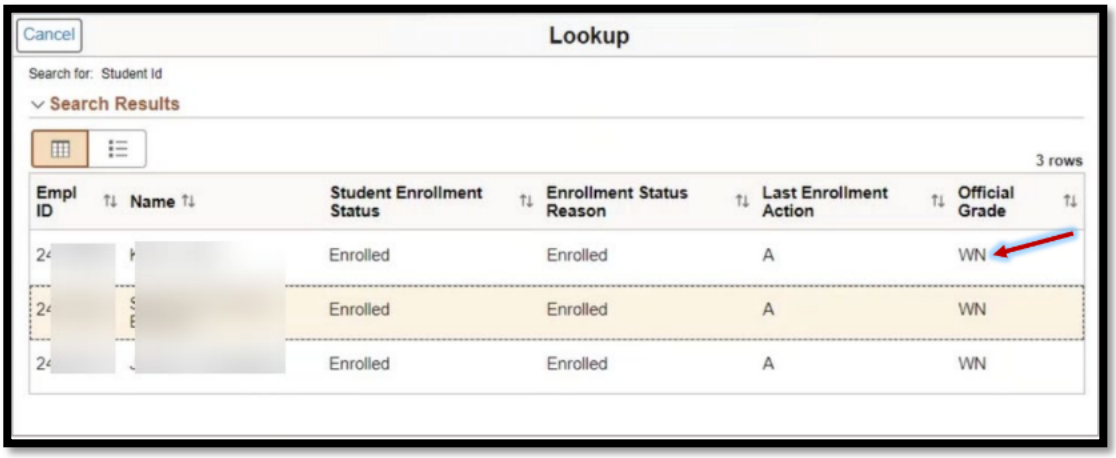
4. Select the **Institution → Term → Class**



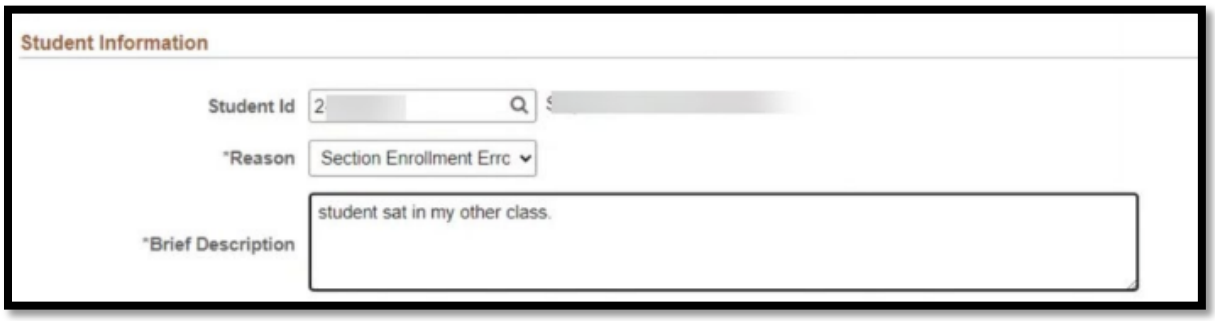
5. **Class Information:** Once the class is selected, the subject details will show for the class. ***The following message displays when no student has a WN grade for the class "This class has no students with WN grade posted on their record."**



6. **Student Information:** In the student ID field, click the magnifying glass to display the class roster. Select the student you want to change the WN grade for.

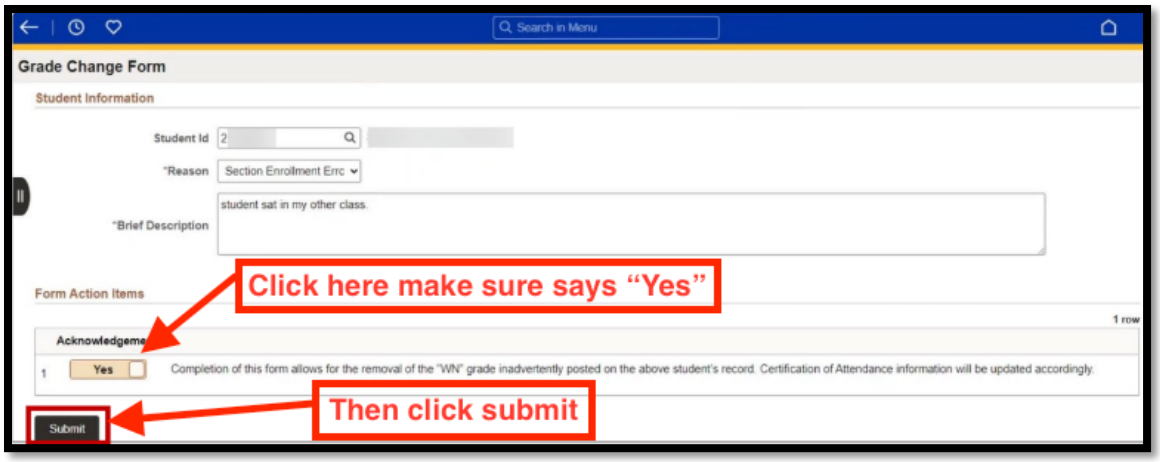


7. Select the reason for the WN reversal. A brief description must be entered for every WN reversal Request.



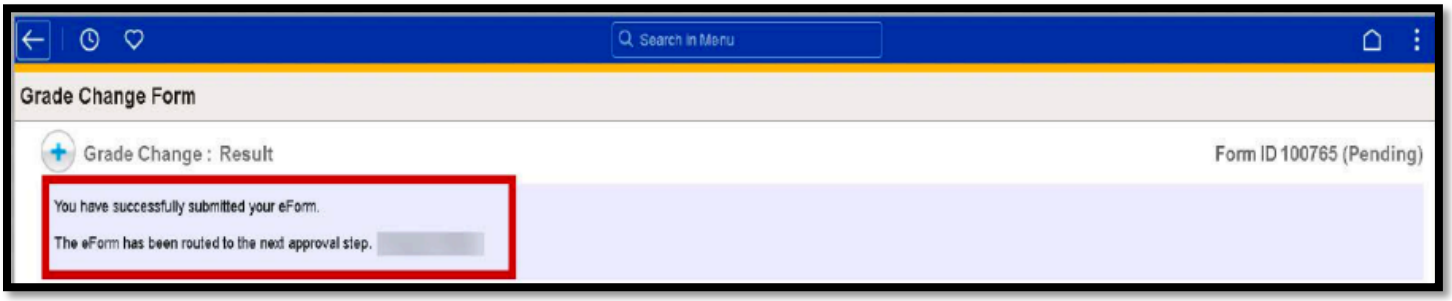
8. After you have provided the necessary information for the WN Grade Reversal, you will need to check your acknowledgment. This is an electronic approval that you agree with everything you provided on this page. ***Then and only then can you submit.**

   Once you have acknowledged, click submit.



9. Once you submit the WN Grade Reversal, the screen will show you that **"You have successfully submitted your eForm and where it will go next.**

***You and the student will receive a notification email to your and their preferred email on CUNYfirst, confirming the submission and the FORM ID for the request. You will also receive an email notification when the WN Grade Reversap is executed by the Registrar's office.**



Sample Email Received

Grade Change Request has been SUBMITTED for

CUNY-DO-Not-Reply@cuny.edu
To

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/10/2024
This item will expire in 2 days. To keep this item longer apply a different Retention Policy.

Grade Change Request has been submitted for the following student. This request is routed for review and approval. You will receive email confirmation when the review has been completed.

- **Form Id:** 100765
- **Student CUNYfirst id:** 2
- **Student Name:** Va
- **Graduation Status: N/A**
- **Institution:** Baruch College
- **Term:** 2023 Fall Term
- **Class:** LIB 30
- **Instructor:** Je

Grade change request is from **B** to **A-** (Excellent)

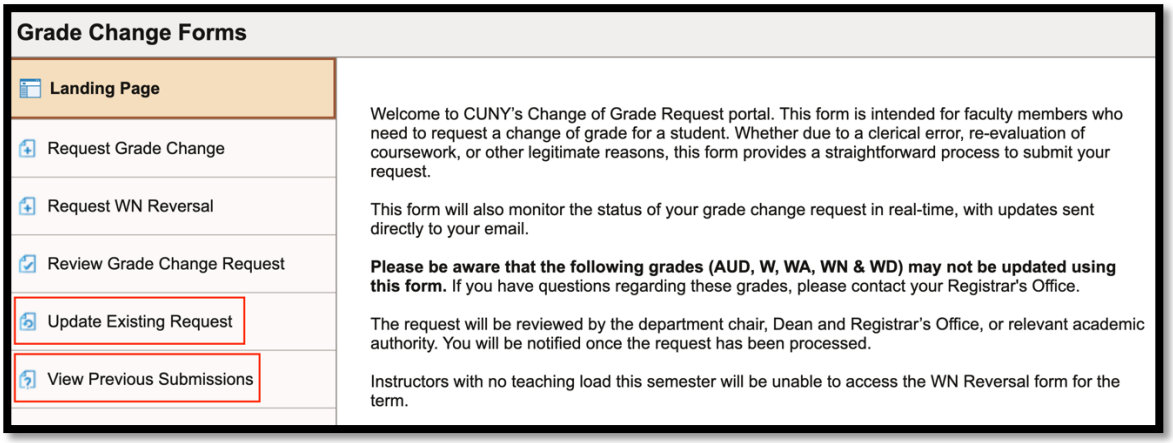
Grade Change Reason: Miscalculation

Correction a calculation error

- Submitted by: J
- Submission Date: 2024-12-

To review your WN Grade Reversal requests, you can always go back to the Grade Change Form Landing Page.

Here you can see previous request you have submitted and update a current request if needed.



Grade Change Forms

- **Landing Page**
- Request Grade Change
- Request WN Reversal
- Review Grade Change Request
- Update Existing Request
- View Previous Submissions

Welcome to CUNY's Change of Grade Request portal. This form is intended for faculty members who need to request a change of grade for a student. Whether due to a clerical error, re-evaluation of coursework, or other legitimate reasons, this form provides a straightforward process to submit your request.

This form will also monitor the status of your grade change request in real-time, with updates sent directly to your email.

Please be aware that the following grades (AUD, W, WA, WN & WD) may not be updated using this form. If you have questions regarding these grades, please contact your Registrar's Office.

The request will be reviewed by the department chair, Dean and Registrar's Office, or relevant academic authority. You will be notified once the request has been processed.

Instructors with no teaching load this semester will be unable to access the WN Reversal form for the term.

Important Things to Note

- **All WN reversal request will go directly to the Registrar's office for processing. *There is no need for the request to have the Chair's approval.**

- **You can only submit a WN reversal for the current term you are teaching.**

- **All email notifications from this system will go to your CUNYfirst PERFERRED EMAIL.**

- **If you have any questions or concerns about the grade change process, please send inquiries to Records@Hunter.cuny.edu**

*Please be patient with the new system as it can be slow and take time to load

**Information and Grade Change processing procedures subject to change.

CH. 04/22/2025