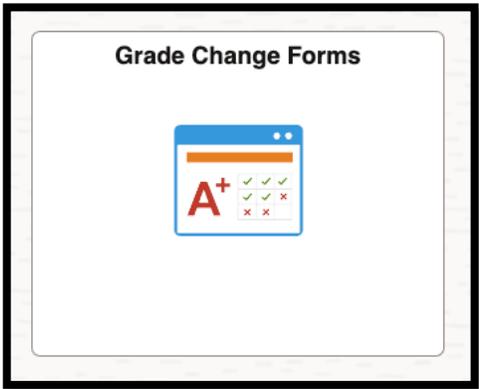
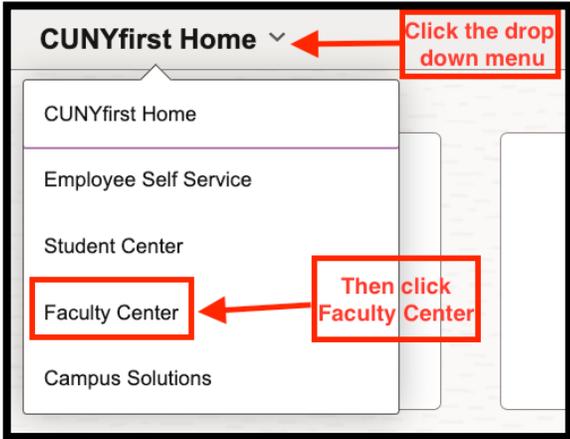
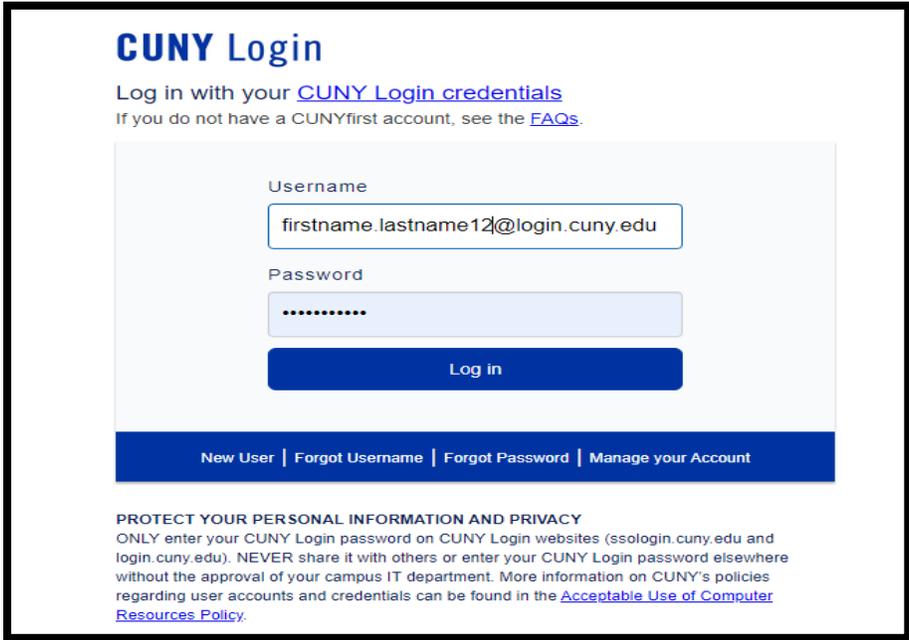


**How to Submit a WN Grade Reversal on CUNYfirst**

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)**

**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.

### 3. Click Request WN Reversal

**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.

[Click Here](#)

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

**Grade Change Forms**

+ **WN Reversal : WN Reversal** Form ID 106070 (NEW)

WN grade(s) are assigned to students who did not participate in an academically related activity. Academically related activities include, but are not limited to:

- Initiating contact with a faculty member to ask questions about the academic subject studied in the course or ask a course related question.
- Participating in an online discussion about academic matters.
- Submitting an academic assignment.
- Taking an exam, an interactive tutorial, or computer-assisted instruction.
- Attending a study group that is assigned by the school.

**Please note, logging into an online class is not sufficient by itself to demonstrate participation in an academically related activity by the student.**

This form should be used to amend the Verification of Enrollment Roster submitted to the Office of the Registrar.

---

Academic Institution

Term

Class

Select the Institution where you are teaching the class for the WN Reversal

Select the Term for the WN Reversal

Select the Class for the WN Reversal

**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.”**

← | 🕒 | ❤️
🔍 Search in Menu
🏠 | ⋮

**Grade Change Form**

+ **WN Reversal : WN Reversal** Form ID 100736 (NEW)

WN grade removal forms should be completed only if the instructor knows the student DID in fact attend their class. If a student has attended class at least once the form should be completed by the faculty member and stamped by the department. However, if a student *did not attend* classes, the WN grade should not be removed. (Please do not use 'student did not attend' as a reason for removal – the WN will not be removed.)

---

Academic Institution

Term

Class

Session Regular Academic Session

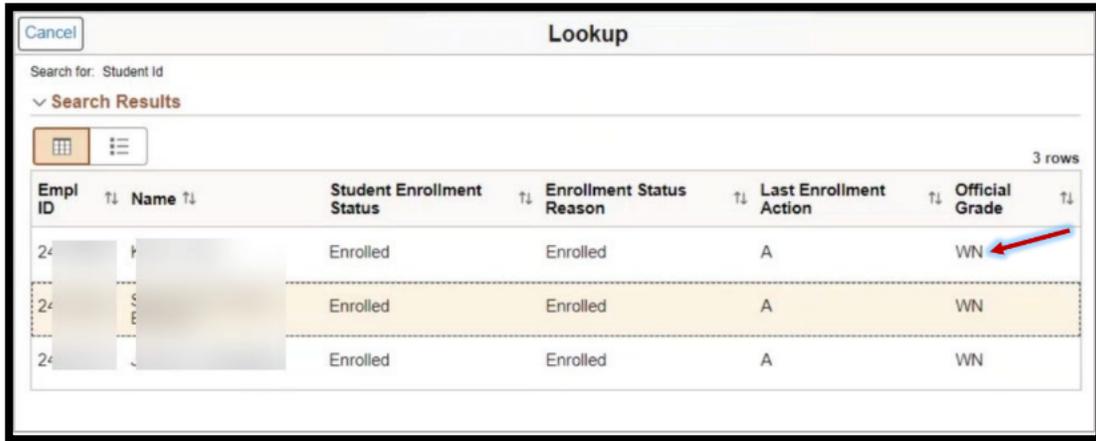
Class Section CTRA

Subject PHI Philosophy

Instructor Name J. [REDACTED]

Catalog Nbr 32 [REDACTED]

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.



Cancel Lookup

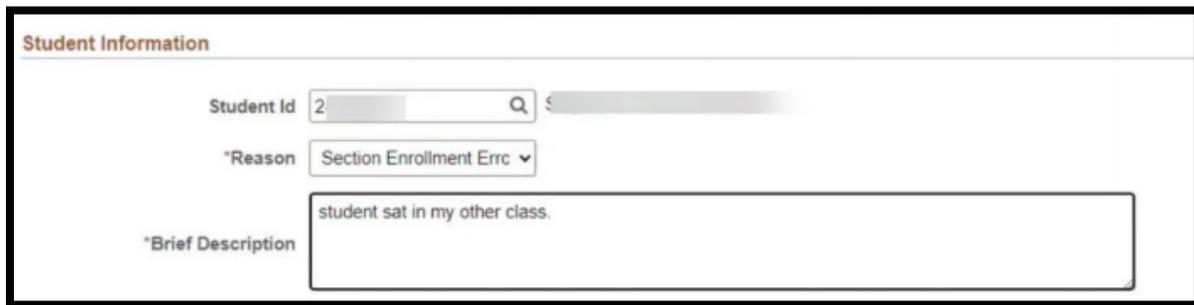
Search for: Student Id

Search Results

3 rows

Empl ID	Name	Student Enrollment Status	Enrollment Status Reason	Last Enrollment Action	Official Grade
24	[Redacted]	Enrolled	Enrolled	A	WN
24	[Redacted]	Enrolled	Enrolled	A	WN
24	[Redacted]	Enrolled	Enrolled	A	WN

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



**Student Information**

Student Id: 2

\*Reason: Section Enrollment Errc

\*Brief Description: student sat in my other class.

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.**

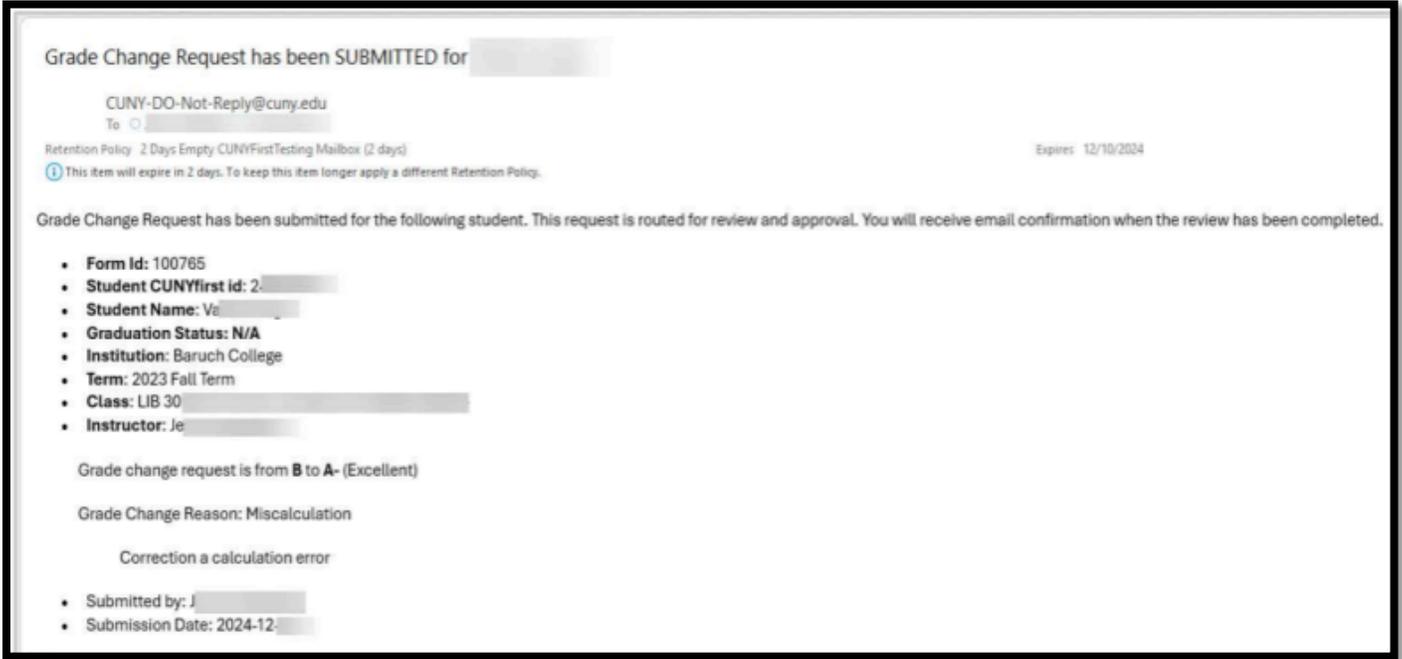
The screenshot shows the 'Grade Change Form' interface. Under the 'Student Information' section, the 'Student Id' is partially filled, the 'Reason' is 'Section Enrollment Error', and the 'Brief Description' is 'student sat in my other class.' Below this is the 'Form Action Items' section, which contains an 'Acknowledgements' table with one row. The 'Yes' radio button is selected. A red box highlights the 'Submit' button at the bottom left. Two red arrows point from text boxes to the 'Yes' radio button and the 'Submit' button. The text boxes contain the instructions: 'Click here make sure says "Yes"' and 'Then 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 Reversal is executed by the Registrar's office.**

The screenshot shows the 'Grade Change Form' interface after submission. The 'Grade Change : Result' section is highlighted with a red box. It contains the following text: 'You have successfully submitted your eForm.' and 'The eForm has been routed to the next approval step.' The 'Form ID 100765 (Pending)' is displayed in the top right corner.

**Sample Email Received**



**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	
<b>Landing Page</b>	
Request Grade Change	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.
Request WN Reversal	This form will also monitor the status of your grade change request in real-time, with updates sent directly to your email.
Review Grade Change Request	<b>Please be aware that the following grades (AUD, W, WA, WN &amp; WD) may not be updated using this form.</b> If you have questions regarding these grades, please contact your Registrar's Office.
Update Existing Request	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.
View Previous Submissions	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](mailto: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