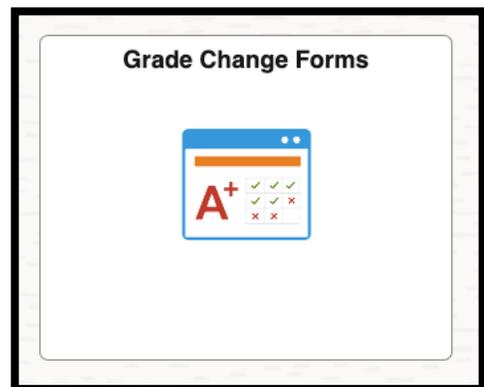
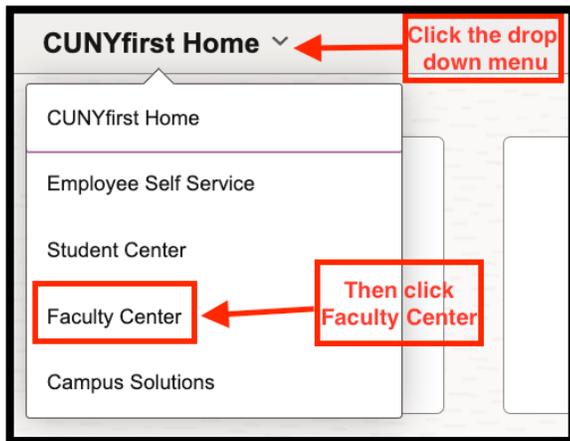
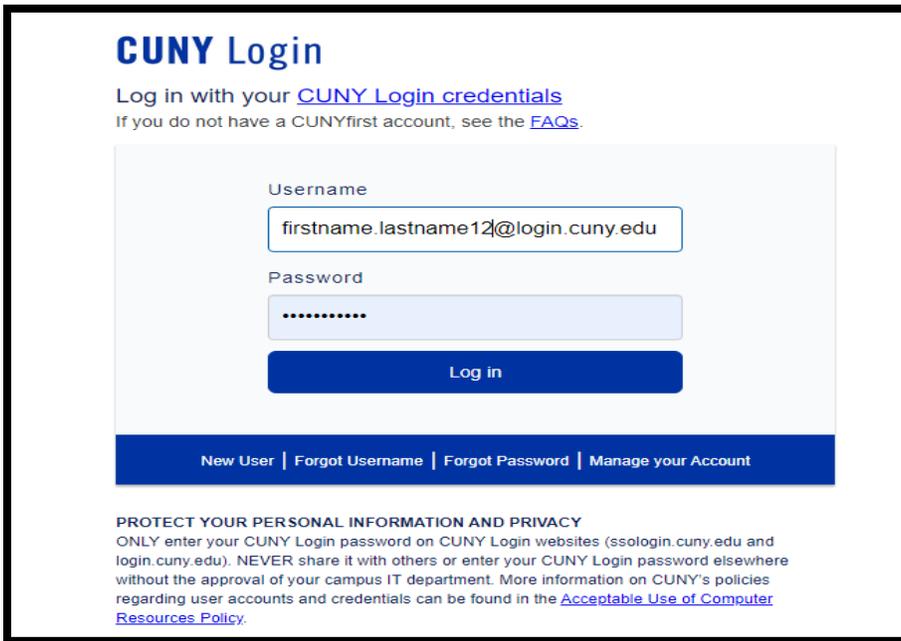


## How to Submit a Grade Change on CUNYfirst

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



2. The Grade Change page serves as the landing page with general information about grade changes and WN reversal requests submitted on the CUNYfirst platform. Faculty may only submit a grade change going back one year (i.e. If we are in Spring 2025, you will only have access to submit a grade change on CUNYfirst going as far back as 2024 Winter.) **\*If you need to submit a grade change prior to one year, please fill out the PDF Grade Change form and submit it to Records@Hunter.cuny.edu for processing.**

Grade Change Forms	
📄 Landing Page	<p>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.</p> <p>This form will also monitor the status of your grade change request in real-time, with updates sent directly to your email.</p> <p><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.</p> <p>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.</p> <p>Instructors with no teaching load this semester will be unable to access the WN Reversal form for the term.</p>
➕ Request Grade Change	
➕ Request WN Reversal	
☑ Review Grade Change Request	
🔄 Update Existing Request	
📄 View Previous Submissions	

### 3. Click Request Grade Change

Grade Change Forms	
📄 Landing Page	<p>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. <span style="border: 1px solid red; padding: 2px;">Click Here</span></p> <p>This form will also monitor the status of your grade change request in real-time, with updates sent directly to your email.</p> <p><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.</p> <p>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.</p> <p>Instructors with no teaching load this semester will be unable to access the WN Reversal form for the term.</p>
➕ Request Grade Change	
➕ Request WN Reversal	
☑ Review Grade Change Request	
🔄 Update Existing Request	
📄 View Previous Submissions	

4. Select an option in each **Institution** → **Term** → **Class**

**Grade Change Forms**

**Grade Change : Grade Change** Form ID 105841 (NEW)

Use this form only to change one letter grade to another. Note that grades cannot be processed for students whose degree has been awarded.

**Class Information**

Academic Institution	<input type="text"/>	↓	Select the Institution where you are teaching the class for the grade change.
Term	<input type="text"/>	↓	Select the term for the grade change.
Class Information	<input type="text"/>	↓	Select the class for the grade change.

5. **Class Information:** Once the class is selected, the subject details will show for the class.

← | 🕒 | ❤️ | 🔍 Search in Menu | 🏠 | ⋮

**Grade Change Form**

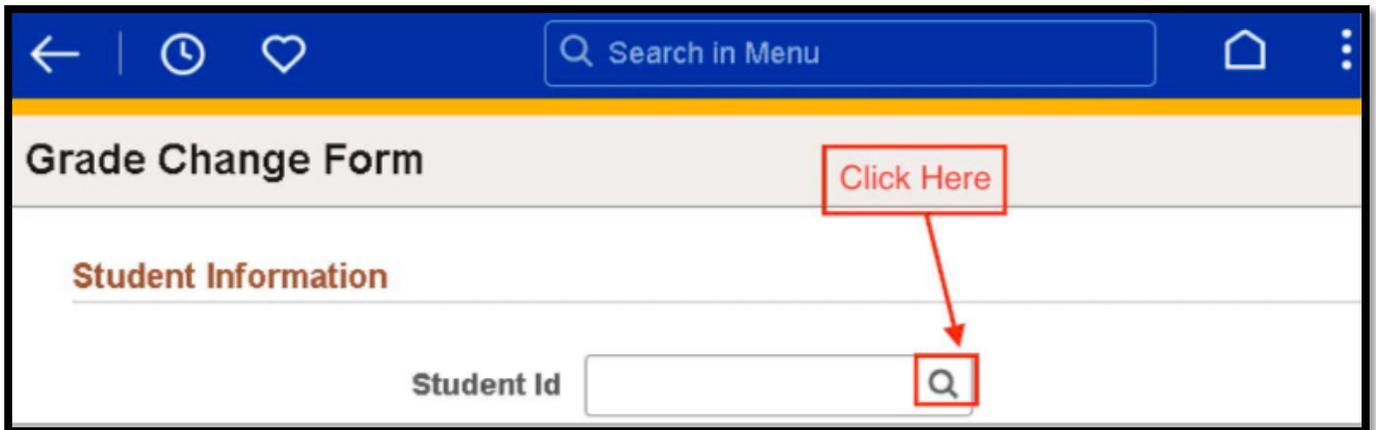
Use this form only to change one letter grade to another. Note that grades cannot be processed for students whose degree has been awarded.

**Class Information**

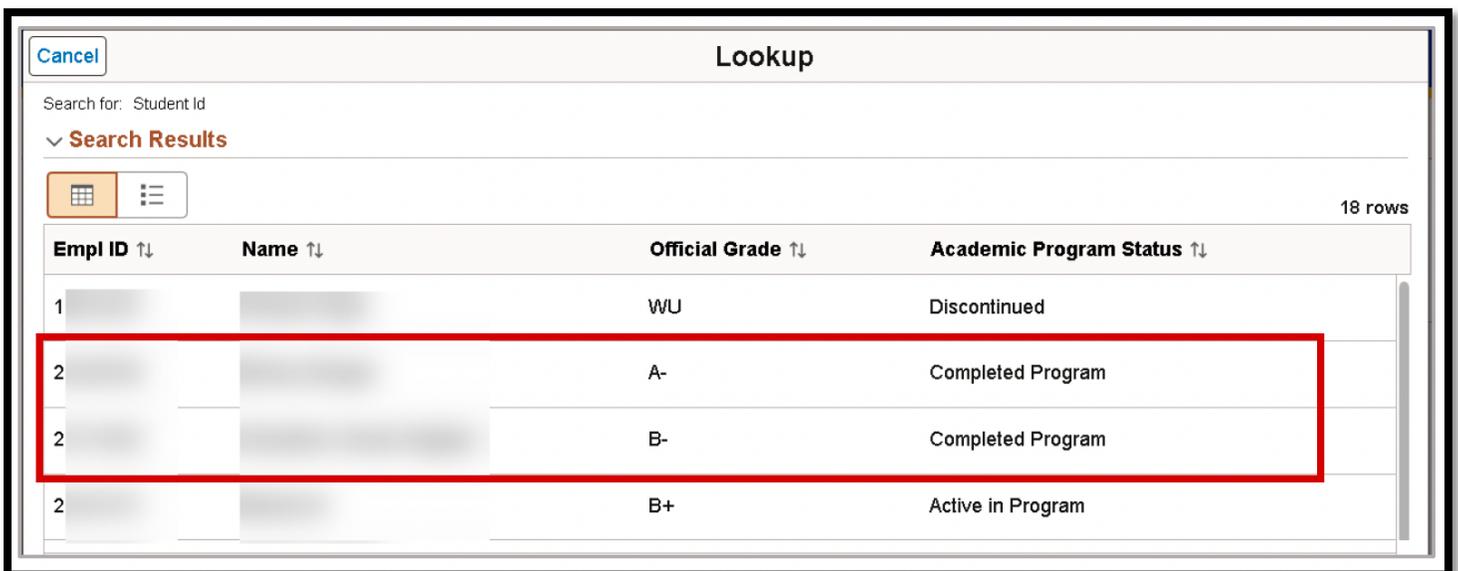
Academic Institution	Baruch College	↓
Term	2023 Fall Term	↓
Class Information	LIB_3030_LEC_CMWA_	↓

Subject	LIB	Session	Regular Academic Session
Catalog Nbr	30	Instructor	
Class Section	CMWA		
Class Number	35		

6. **Student Information:** In the student ID field, click the magnifying glass to display the class roster. Select a row from the roster to populate the student ID field.



7. **Choose the student you want to change the grade for.**



8. The current grade will display. Then you must Add the new grade in **Grade Input** → **Choose the reason** (Clerical Error, Committee Action, Military Active Duty, Miscalculation, → **Brief Description** **\*If you do not add a brief description, you will not be able to submit the grade change request.**

The screenshot shows the 'Grade Change Form' interface. At the top, there is a navigation bar with a search box labeled 'Search in Menu'. Below the title 'Grade Change Form', there is a section titled 'Change Grade'. The form contains the following fields: 'Current Grade' with the value 'B', 'Grade Input' with a dropdown menu showing 'A-' and a search icon, and 'Reason' with a dropdown menu showing 'Miscalculation'. Below these fields is a large text area for '\*Brief Description', which is currently empty.

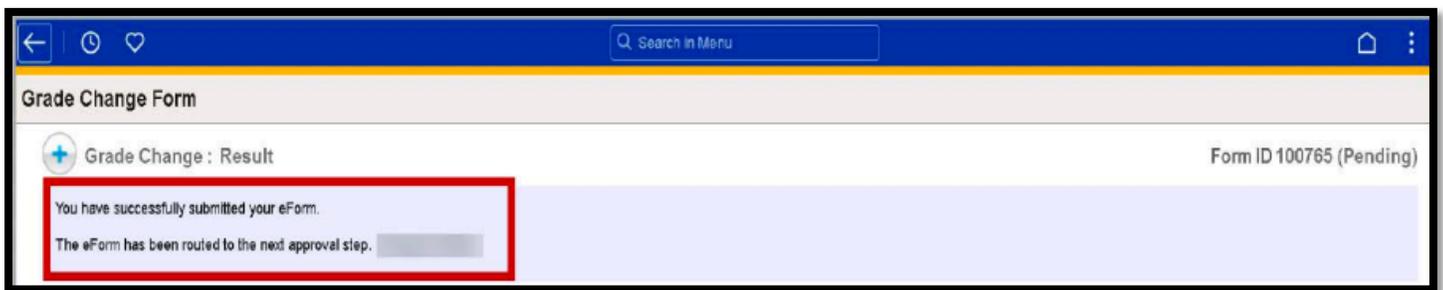
9. After you have provided the necessary information for the grade change, you will need to check your acknowledgment. This is an electronic approval that you agree with everything you provided on this page. **\*Then and only then can you submit.**

**Once you have acknowledged, click submit.**

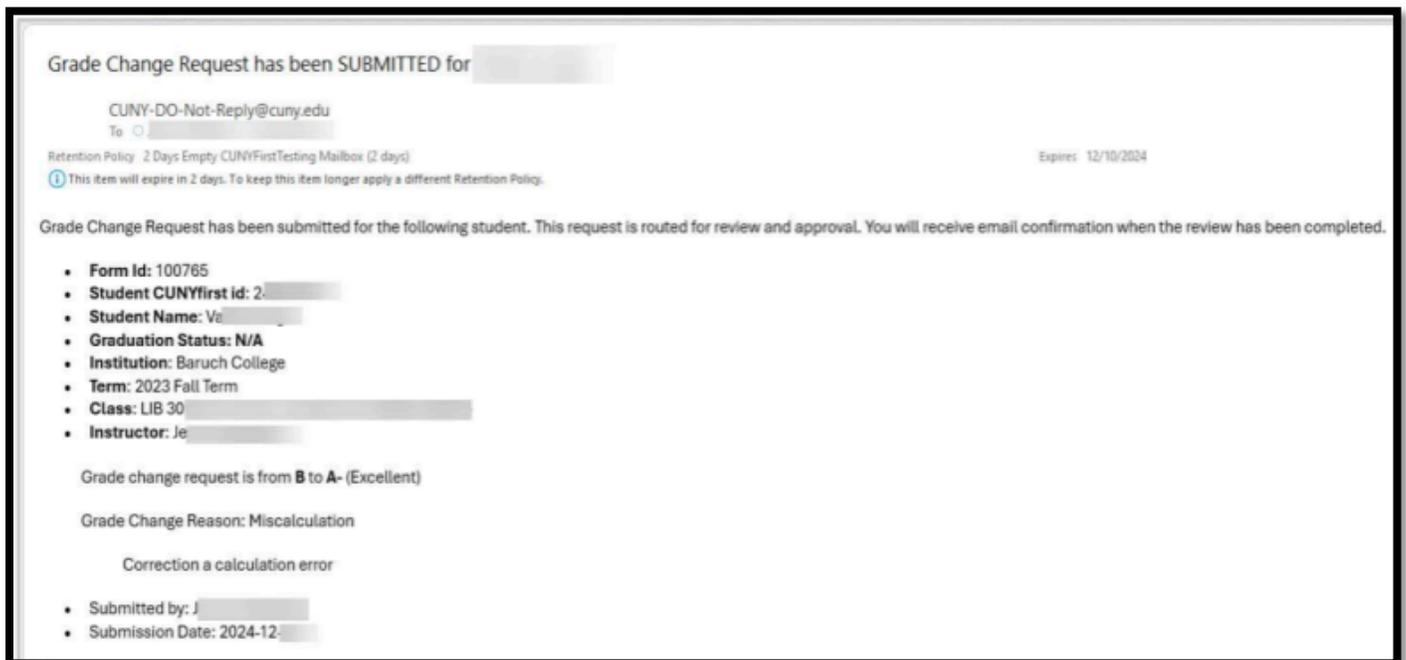
This screenshot shows the 'Form Action Items' section of the 'Grade Change Form'. The 'Acknowledgement' checkbox is checked, and a red arrow points to it. Below the checkbox, there is a text field containing the text: 'My signature provides acknowledgement of the City University of New York grade change policy. I attest to the accuracy of this grade change.' At the bottom of the form, the 'Submit' button is highlighted with a red box.

10. Once you submit the grade change, 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 grade change is approved by the chair and executed by the Registrar's office.**



### Sample Email Received



To review your grade change 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	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**

- You can only submit a grade change request on CUNYfirst up to one year prior to the current semester. **\*If you need to submit a grade change prior to a year, please fill out the previous PDF Grade Change Request form and submit, with the proper approvals to [Records@Hunter.cuny.edu](mailto:Records@Hunter.cuny.edu) for processing.\***
- Grade changes for the current semester submitted through CUNYfirst will go straight for processing to the Registrar's office. **\*They do not need the Chair's approval.\***
- Grade changes for semesters prior to the current semester will need the Chair's approval and past one year may need the Dean's approval.
- All email notifications from this system will go to your **PERFERRED EMAIL IN YOUR CUNYFIRST PROFILE.**
- 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