



**Administrative Staff: Grade Change & Add WN Grade/WN
Reversal Forms**

Table of Contents

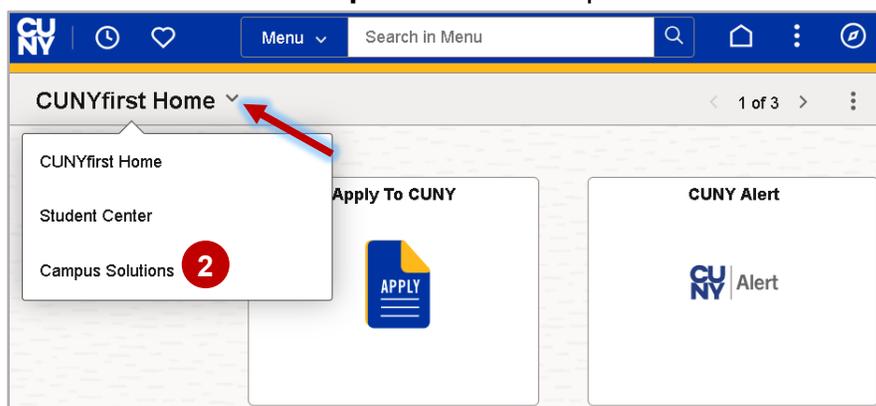
Grade Change & Add WN Grade/WN Reversal	3
Grade Change.....	4
Add Withdrawal Non-Attendance (WN) Grade Request	5
Review Grade Change Request.....	6
Viewing Previous Submissions	13
Navigating the CUNYfirst Homepage	16
Search.....	17
Home	17
Notifications.....	17
Actions List	18
New Window	18
My Preferences	18
Add to Favorites	19
Appendix A: Review of Personal Details in Employee Self Service	21

Grade Change & Add WN Grade/WN Reversal

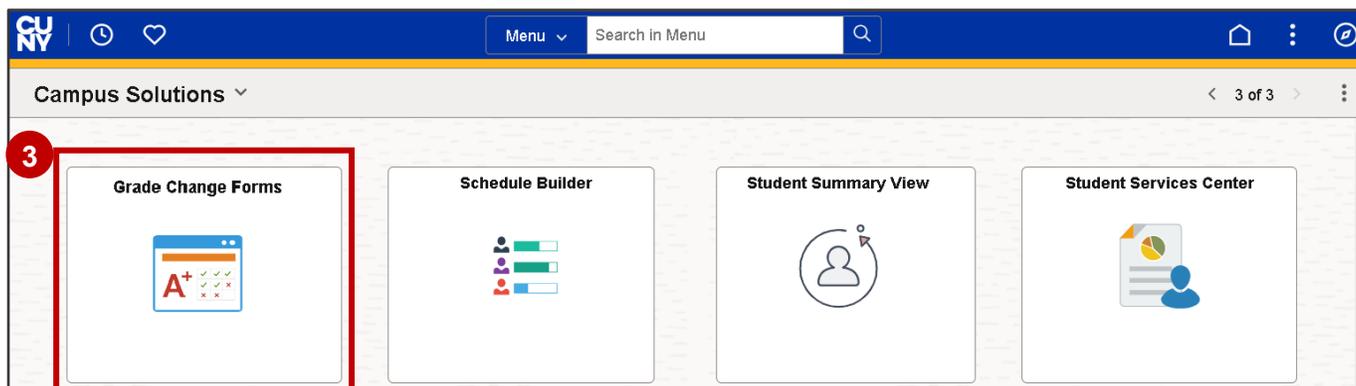
The online Grade Change Form process is designed to streamline and enhance the efficiency of handling grade change, add Withdrawal Non-Attendance (WN) grade, and WN reversal requests. This guide serves as a resource for reviewing, approving, and navigating both processes.

To get started, log into CUNYfirst and access the **Grade Change** component page.

1. Log into CUNYfirst.
2. Click the homepage drop-down arrow and select the **Campus Solutions** option.



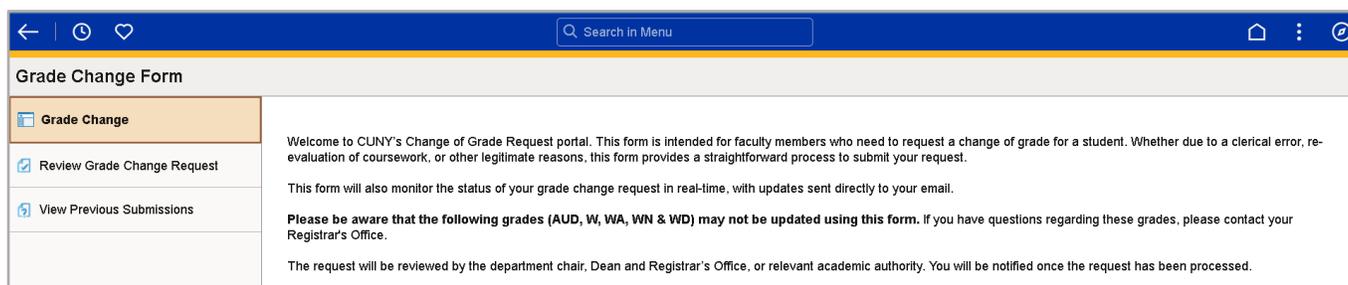
3. Select the **Grade Change Forms** tile.



Grade Change

The **Grade Change** page serves as the main landing page, providing welcome text and general information about grade change add WN grade, and WN reversal requests. Faculty can only submit grade changes for courses they have taught, and the **Grade Change Request Form** remains available for one year per term (i.e., Fall, Spring, or Summer). As an administrator/approver you will review and provide a decision on pending requests.

To submit a grade change through this form, the grade roster must be posted, and the student must be actively enrolled in the program. Requests that do not meet these conditions cannot be processed through the system.)



Grade Change Form

Grade Change	<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>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.</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>
Review Grade Change Request	
View Previous Submissions	

Grade Change Request

The grade change process involves several key steps, from the initial submission of a grade change request to the final approval and notification. An online grade change request may be submitted by a faculty member or on behalf of the faculty member (i.e., department chair or department chair's designee). The form requires details such as the student's information, the class, and the requested grade change.

The submitted request goes through an approval workflow, which includes department chairs, designees, and the registrar. Each approver reviews the request and can select Approve, Deny or Return Request (request for additional information) as a decision on the reason for the change. During the workflow process, e-mail notifications are sent to the submitter, the student, and the approver. This ensures stakeholders are informed of the request's status.

Stakeholders can track the real-time status of requests, see the approval route and any comments made by approvers using the **View Previous Submission** component page. Once the request is fully approved, the final grade change is recorded in CUNYfirst, and notifications are sent to the student and the faculty member.

Withdrawal Non-Attendance (WN) Reversal Request

The WN Reversal process follows a similar workflow to the grade change process. It involves the submission of a WN reversal form, approval by department chairs or designees, and the registrar. Lastly, an e-mail notification is sent to inform stakeholders of the status of the request. This process ensures that WN reversals are handled efficiently and transparently.

The WN Reversal Form is available only for the current term, opening the day after the Verification of Enrollment (VOE) deadline for faculty and closing before the end of the term. For example, in the fall 2024 term, the WN reversal period begins 9/18/2024 (after the drop/add period) and ends on 12/15/2024 (before the end of the term). Your registrar will communicate milestones dates associated to each term for this process.

Add Withdrawal Non-Attendance (WN) Grade Request

The Add WN Grade process allows faculty to update student's grade to WN (Withdrawal Non-Attendance) indicating the student never participated in an academic related activity for the current term.

Faculty may submit a request to add the WN grade after Verification of Enrollment (VOE) deadline for faculty. Your registrar will communicate milestones dates associated to each term for this process.

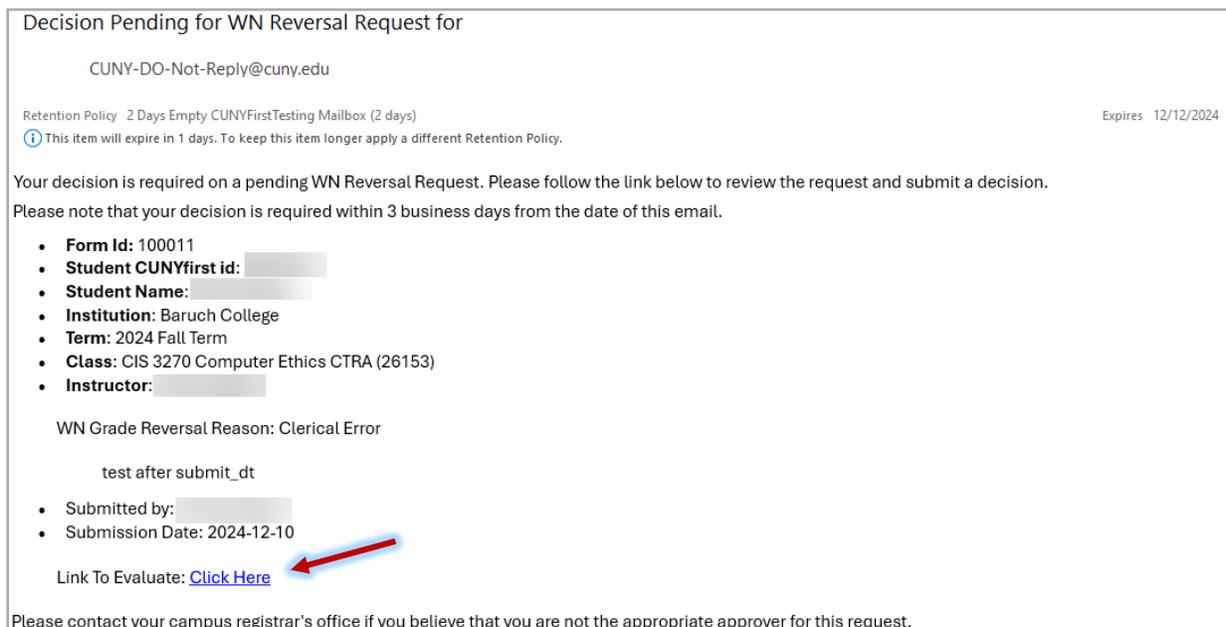
The add WN grade process follows a similar workflow to the WN Reversal process. It involves the submission of the **Add WN Grade** form, approval by department chairs or designees, and the registrar. An e-mail notification is sent to inform stakeholders of the status of the request. Lastly, the VOE roster is updated upon final approval.

A grade change, add WN grade, and WN reversal request requires the following information for submission:

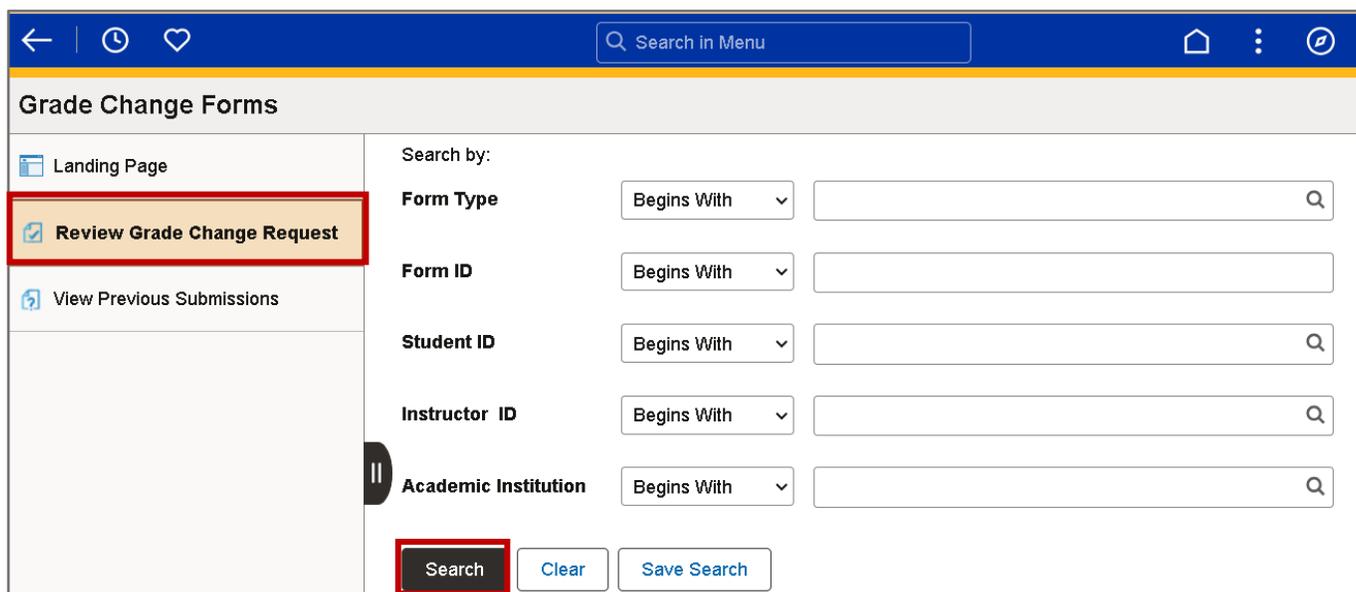
- **Course & Student Information:** Course details and student ID.
- **Requested Grade Change:** The new grade being requested. This information is required only for the grade change process.
- **Reason for Grade Change, Add WN Grade and WN Reversal:** A detailed explanation of the reason for the grade change.
- **Acknowledgement:** Complete the attestation.

Review Grade Change Request

The **Review Grade Change Request** process allows for administrative evaluation and entering a decision for the grade change and WN reversal request. As an approver, you will receive an email notification alerting you of the approval task. Notifications will be sent to the preferred e-mail address in CUNYfirst. Use the link within the email to navigate directly to the approval page.



Additionally, the approval page can be accessed by selecting the **Review Grade Change Request** option.



Click on the **Search** button to quickly return the results of requests submitted by you or on your behalf. Utilize the search parameters to refine results. You can filter the results by various criteria such as student ID, first name, or last name. Using more specific criteria will yield fewer and more relevant results.

Viewing Results

After searching, a list of pending grade change and WN reversal requests that match the search criteria displays. The results will include details such as the request type, status of the request, institution, and student's name.

Form ID	Form Type	Form Status	Institution	Term	Student Id	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1	100765	CU_E1454	Pending	Baruch College	2023 Fall Term		(blank)		2024-12-08	
2	100563	CU_E1454	Pending	Baruch College	2024 Spring Term		Program in Review		2024-11-07	
3	100552	CU_E1454	Pending	Baruch College	2024 Spring Term		Needs to Finish Pending Work		2024-10-31	
4	100453	CU_E1454W	Pending	Baruch College	2024 Fall Term		(blank)		2024-10-18	
5	100426	CU_E1454	Pending	Baruch College	2024 Spring Term		(blank)		2024-10-16	
6	100391	CU_E1454	Pending	Baruch College	2023 Fall Term		(blank)		2024-10-11	
7	100390	CU_E1454	Pending	Baruch College	2023 Fall Term		Applied for Graduation		2024-10-11	

The **Search Results** table displays the following:

Field Name	Description
Form ID	The identification number of the form. This number is auto generated.
Form Type	Displays the form name code indicating the type of submission. <ul style="list-style-type: none"> Grade Change (CU_E1454) WN Reversal (CU_E1454W) Add WN Grade (CU_E1454A)
Form Status	<ul style="list-style-type: none"> Pending - the form is submitted and proceeds through the workflow. Note: The submitter can withdraw a request in Pending status if it is considered unnecessary.
Institution	Campus
Term	Term the class was taught
Student ID/Student Name	Empl ID and Student Name
Graduation Status	Student's graduation status
Instructor Name	Name of instructor
Original date	Date of request submission
Submission By	Name of the requester

To review the details of a specific request, select a result from the list. The pending request displays and is read-only.

Grade Change Form

WN Reversal : WN Reversal Form ID 100736 (Pending)

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 Baruch College
Term 2024 Fall Term
Class CIS_3810_LEC_ETRA_25670
Subject CIS Computer Information Systems
Catalog Nbr 3810 Principles of New Media

Session Regular Academic Session
Class Section ETRA
Instructor Name [Redacted]
Submission Date 11/22/2024

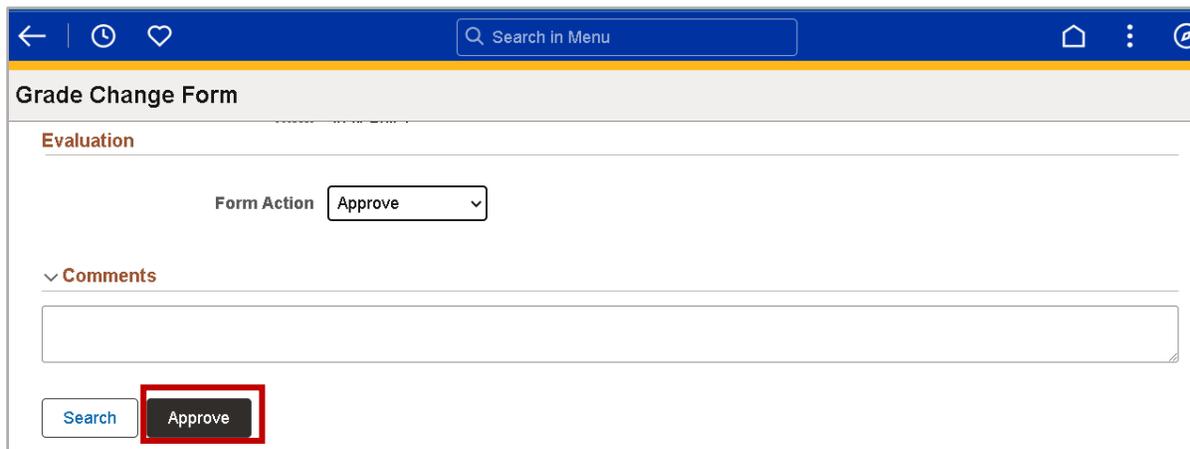
Student Information

Student Id [Redacted]
Reason Section Enrollment Error
Brief Description student sat in my other class.

After reviewing the request, locate the **Evaluation** section. This section provides for entering a decision about the request. This page is dynamic and the decision button displayed corresponds to the option selected in the **Form Action** field.

Form Action

Approve - The **Approve** button displays. When the final approver (i.e., Registrar's office) selects the **Approve** button, the request status is updated to **Authorized**.



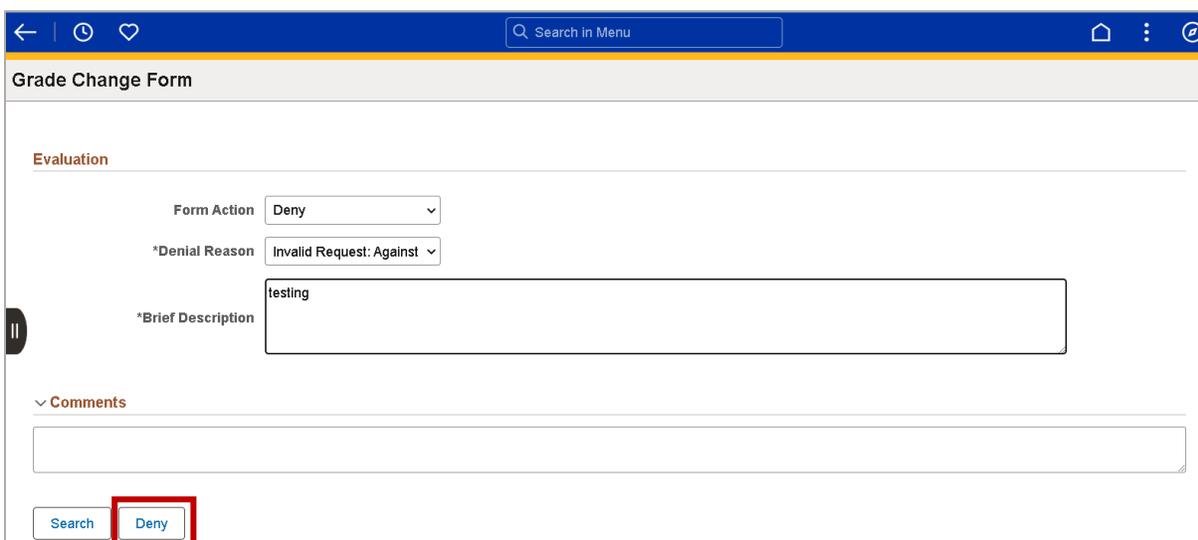
The screenshot shows a mobile application interface for a 'Grade Change Form'. At the top, there is a navigation bar with a search bar labeled 'Search in Menu'. Below the navigation bar, the title 'Grade Change Form' is displayed. The main content area is divided into sections. The 'Evaluation' section contains a 'Form Action' dropdown menu currently set to 'Approve'. Below this is a 'Comments' section with a text input field. At the bottom of the form, there are two buttons: 'Search' and 'Approve'. The 'Approve' button is highlighted with a red rectangular box.

Note: When approving a WN Reversal request, the WN grade is removed from the grade roster and the Verification of Enrollment roster is updated to **Yes** to reflect the student attended class.

Deny – The **Deny** button displays. When deny is selected, the **Denial Reason** and **Brief Description** fields are required to be completed. The available denial reasons include:

- Invalid Request Against Campus Policy
- Student Graduated After the Submission

A brief description must be entered for every denial. Additionally, add any comments which support the decision. Clicking the **Deny** button saves the request and the status is updated to Denied.



The screenshot shows the same 'Grade Change Form' interface, but with the 'Form Action' dropdown menu set to 'Deny'. Below the 'Form Action' dropdown, there are two additional dropdown menus: '*Denial Reason' (set to 'Invalid Request: Against') and '*Brief Description' (with the text 'testing' entered). Below these is the 'Comments' section with a text input field. At the bottom of the form, there are two buttons: 'Search' and 'Deny'. The 'Deny' button is highlighted with a red rectangular box.

Request for Additional Information - The **Return Request** button displays. Use the comments field to provide specific details regarding the information requested. Clicking the **Return Request** button saves the request and the status is updated to **Recycled**. The requester may resubmit the request once additional information is provided.

Grade Change Forms

Evaluation

Form Action: Request for Additional Information

Comments

Return to Search | **Return Request**

Results

The **Results** page (Grade Change or WN Reversal Results) displays upon submitting the request. A confirmation message displays and provides the name of the next approver reviewing the form. Additionally, the approval route may be viewed to identify approvers able to review the request.

Grade Change Form

WN Reversal : Result Form ID 100736 (Pending)

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.

View Approval Route

Click the **View Approval Route** button. A pop-up window displays the approvers for the process. Click **Done** to exit the window and return to the **Results** page.

View Approval Route

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=100736 **Approved**

Basic Path

- Approved**
 Augmented Routing Roster >
 11/22/24 10:28 AM
- Approved**
 Augmented Routing Roster >
 11/22/24 10:29 AM

When the final approver (i.e., Registrar’s office) selects the **Approve** button, the request status is updated to **Authorized**. The request status is updated to **Executed** once CUNYfirst processes the record. **Note:** If an **Error** status displays after the final approval this indicates a technical/system issue has occurred with executing the request. Contact your administrator or the Office of the University Registrar (OUR) for assistance.

Submission Logs

The **Transaction/Signature** and **Action Item Log**, located at the bottom of the **Results** page, provides a summary of the completed request actions and acknowledgment information. The **Transaction Log** includes the date and time, and the status of the request. This log provides real-time updates for the request and may be updated by selecting the **Refresh Log** button. The **Action Item Log** displays the acknowledgment response, requester details, and time stamp of the request.

←
🏠

Search in Menu

Grade Change Form
Form ID 100736

🔍 WN Reversal : Previous Submission
View Approval Route

Transaction / Signature Log 4 rows

Current Date Time	Step Title	Description	Form Action	Time Elapsed
1 11/22/2024 10:18:57AM	Initiated		Submit	
2 11/22/2024 10:28:16AM	Augmented Routing Roster		Approve	9 minutes
3 11/22/2024 10:29:34AM	Augmented Routing Roster		Authorize	1 minute
4 11/22/2024 10:30:08AM	System		Execute	< 1 minute

Refresh Log

Action Item Log 1 row

Acknowledgement	Description	User	Time Stamp
1 Yes	Completion of this form allows for the removal of the "WN" grade inadvertently posted on the above student's record. The Verification of Enrollment information will be updated accordingly.		11/22/24 10:18:53.000000AM

Search Previous

Viewing Previous Submissions

The **View Previous Submission** functionality allows staff to search for and review submitted grade change and WN reversal requests in any status. To begin, select the **View Previous Submission** option.

Click on the **Search** button to quickly return the results of requests submitted by you or on your behalf. Utilize the search parameters to refine results. You can filter the results by various criteria such as student ID, first name, or last name. Using more specific criteria will yield fewer and more relevant results.

Grade Change Forms

Search by:

Form ID: Begins With []

Form Type: Begins With []

Form Status: is Equal To []

Student ID: Begins With []

Instructor ID: Begins With []

Academic Institution: Begins With []

Term: Begins With []

Search Clear Save Search

Viewing Results

After searching, a list of grade change and WN reversal requests that match the search criteria displays. The results will include details such as the request type, status of the request, institution, and student's name.

Grade Change Form

89 rows

	Form ID	Form Type	Form Status	Institution	Term	Student ID	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1	100765	CU_E1454	Pending	Baruch College	2023 Fall Term			(blank)	ir	2024-12-08	er
2	100764	CU_E1454W	Executed	Baruch College	2024 Fall Term			(blank)		2024-12-05	
3	100761	CU_E1454W	Withdrawn	Baruch College	2024 Fall Term			(blank)		2024-12-05	
4	100736	CU_E1454W	Executed	Baruch College	2024 Fall Term			(blank)		2024-11-22	
5	100735	CU_E1454	Denied	Baruch College	2024 Spring Term			(blank)		2024-11-22	
6	100728	CU_E1454	Recycled	Baruch College	2024 Spring Term			(blank)		2024-11-21	

The **Search Results** table displays the following:

Field Name	Description
Form ID	The identification number of the form. This number is auto generated.
Form Type	Displays the form name code indicating the type of submission. <ul style="list-style-type: none"> • Grade Change (CU_E1454) • WN Reversal (CU_E1454W) • Add WN Grade (CU_E1454A)
Form Status	<ul style="list-style-type: none"> • Pending - the form is submitted and proceeds through the workflow. • Withdrawn - the requester withdrew the request. • Recycled (Return Request) - the request was sent back for additional information. The requestor may resubmit the request. • In Error – a technical/system issue has occurred with executing the request in generating an error to be review by administrators. • Executed – the request has been approved and the changes have been updated to CUNYfirst. • Authorized – the final approver has been approved the request. • Denied – the request has been denied. To resubmit a denied request <p>Note: The On Hold, Saved and Signed statuses are not in use for this process.</p>
Institution	Campus
Term	Term the class was taught
Student ID/Student Name	Empl ID and Student Name
Graduation Status	Student's graduation status
Instructor Name	Name of instructor
Original date	Date of request submission
Submission By	Name of the requester

To review the details of a specific request, select a result from the list. The page is read-only.

Grade Change Form

Previous Submissions : Grade Change Form ID 100765 (Pending)

Class Information

Academic Institution	Baruch College	Session	Regular Academic Session
Term	2023 Fall Term	Instructor	[Redacted]
Class Information	LIB [Redacted]	Submission By	[Redacted]
Subject	LIB Library	Submission Date	12/08/2024
Catalog Nbr	3030 Archv,Doc & Hddn His		
Class Section	CMWA		
Class Number	35997		

Student Information

Student Id 2 [Redacted]

Change Grade

Current Grade B
Grade Input A- Excellent
Reason Miscalculation

Brief Description

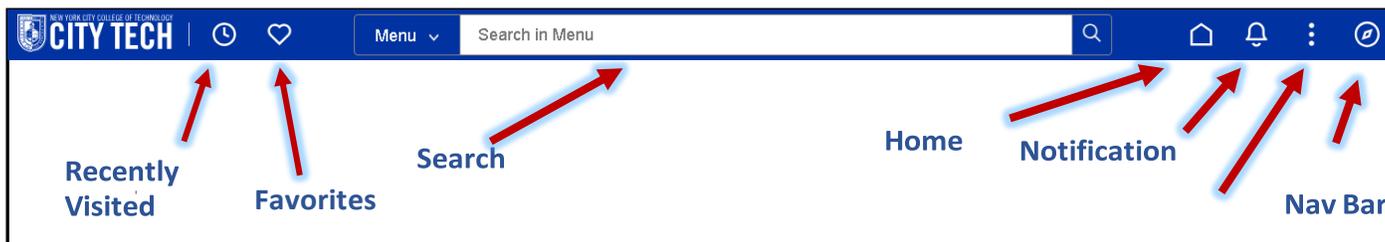
Comments

Search **Next**

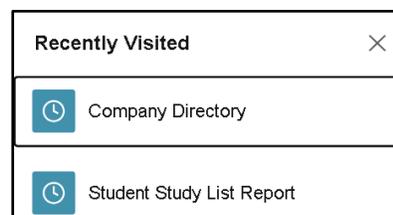
Click the **Next** button to view submission log information. This page contains real-time status updates for the request.

Navigating the CUNYfirst Homepage

The banner at the top of the screen, referred to as the **Quick Access** toolbar, contains essential elements used for system navigation. The toolbar now includes the **Recently Visited** and **Favorites** icons and **Open** search field. These additions enhance the user's experience and make navigation more convenient. The icon menu contains four icons located in the top right corner of the bar: Home, Notifications, Actions List and NavBar.



The **Recently Visited** icon provides quick access to the last ten component pages visited. This icon displays in two places, on the **Quick Access** toolbar and within the **NavBar**. Once selected, use the link to navigate to a component page.

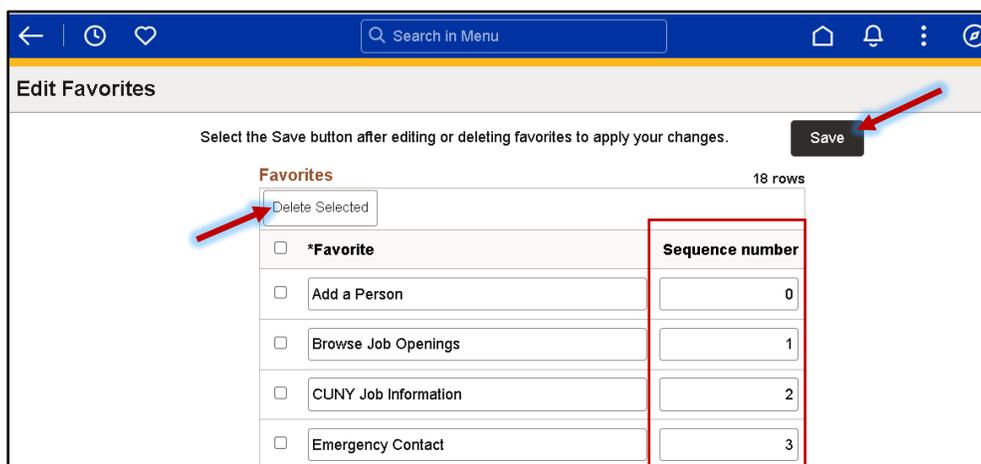


The **Favorites** icon displays all component pages added to your favorites. Additionally, you can manage and customize your favorites by selecting the **Pencil** icon.



Edit Favorites

Use the **Edit Favorites** option located on the **Quick Access** toolbar or within the **NavBar** to manage the favorites list and display. By default, favorites display in alphabetical order. The **Edit Favorites** page provides for deleting a favorite by selecting the checkbox beside the favorite name and clicking the **Delete Selected** button. Additionally, use the **Sequence Number** field to reorder the list of favorites. Click the **Save** button to complete the process.

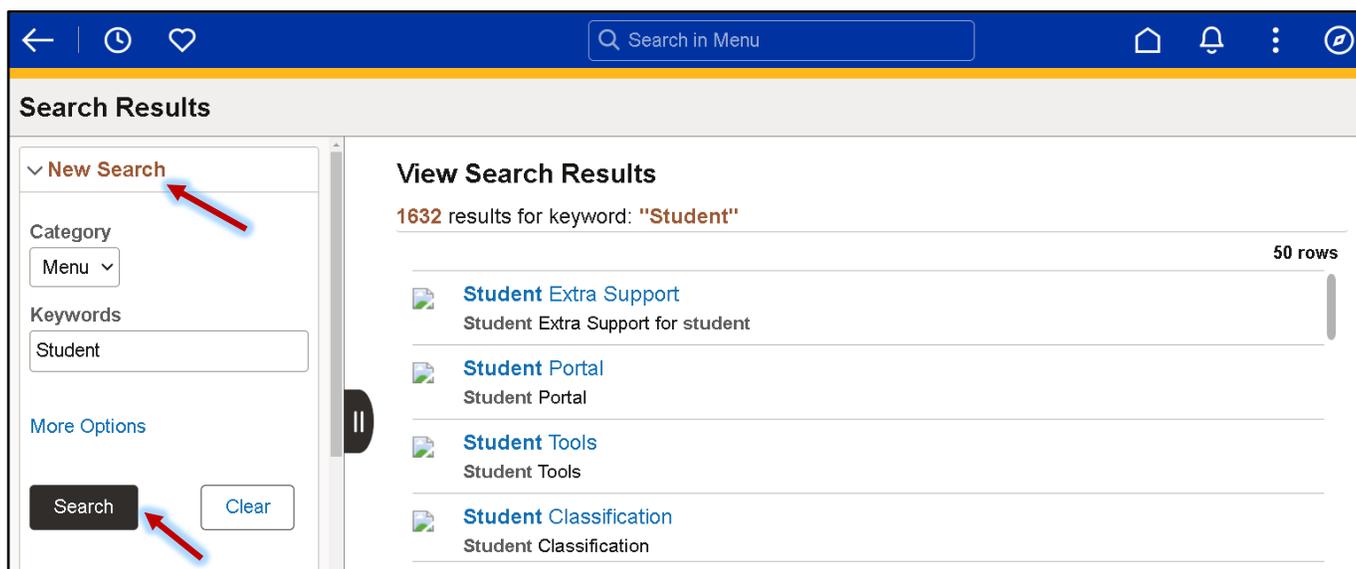


Search

The **Open Search** option allows you to search the entire system for keywords related to a function or task. Results display as soon as you begin typing and refine as additional search information is entered.



The search results are displayed in a two-panel window. To modify the search, expand the arrow next to **New Search** and the search window displays without navigating back to the prior page.



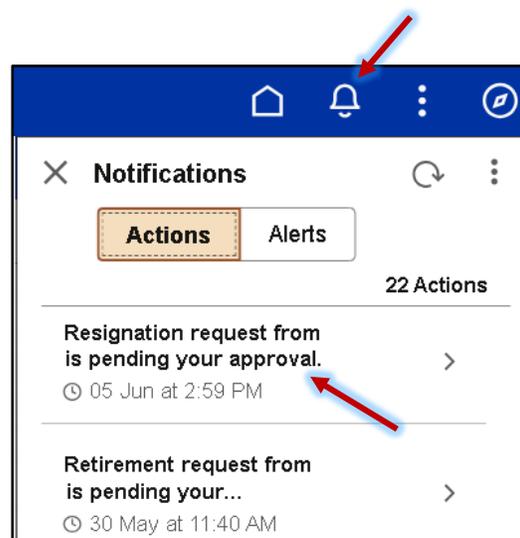
Home



The **Home** icon navigates to the default homepage (e.g., CUNYfirst Home), no matter where you are in the system.

Notifications

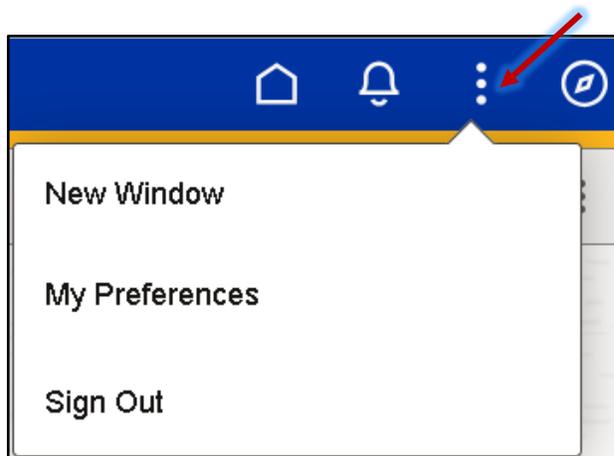
The **Notifications** icon displays a number count on the bell icon in the banner which notifies the user of any new actions or alerts. Unread actions or alerts are bolded. Notifications include the date/time of the transaction and a link to navigate directly to the item that needs attention. Notifications primarily provide information regarding human resources and finance transactions.



Actions List

Use the **Actions List** to perform certain actions while on the homepage, such as opening a new CUNYfirst window or changing your preferences, and additional actions when on a transaction page within CUNYfirst, such as adding the transaction page to Favorites.

You can sign out of CUNYfirst at any time by going to the **Actions List** icon and clicking **Sign Out**.



New Window

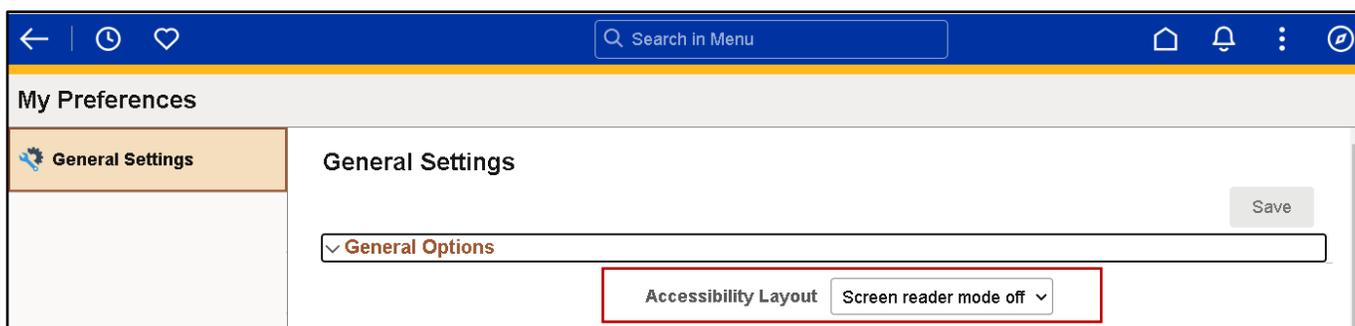
Clicking the **New Window** option opens a new browser window and displays the search page for the current page. Now, you can seamlessly navigate anywhere in CUNYfirst without disrupting the original page on which you were working.

My Preferences

The **My Preferences** page contains accessibility settings within CUNYfirst.

Enable Screen Reader Mode

To enable the screen reader option, select the drop-down arrow for the **Accessibility Layout** field and select the **Screen Reader Mode On** option. Click the **Save** button to proceed.



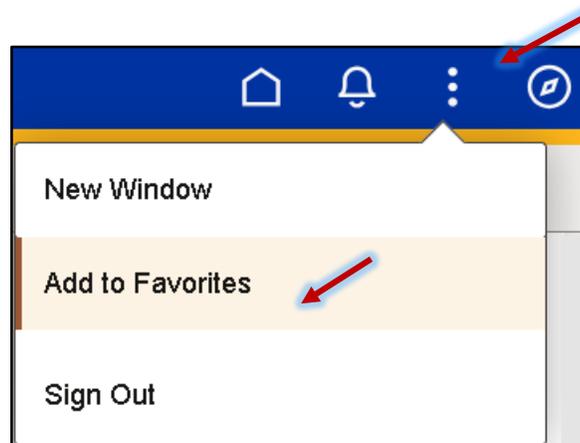
Add to Favorites

Component pages may be saved as favorites for quick access to frequently used pages. To begin, navigate to the component page you would like to save as a favorite. Click the **Actions** icon and select the **Add to Favorites** option.

Enter the **Favorite Label** description.

Note: The Favorite Label description should contain the pillar abbreviation (e.g., CS, HCM, FS) prior to the component name to prevent saving component pages with the same name.

Click **Add** to save your changes.



Add To Favorites
×

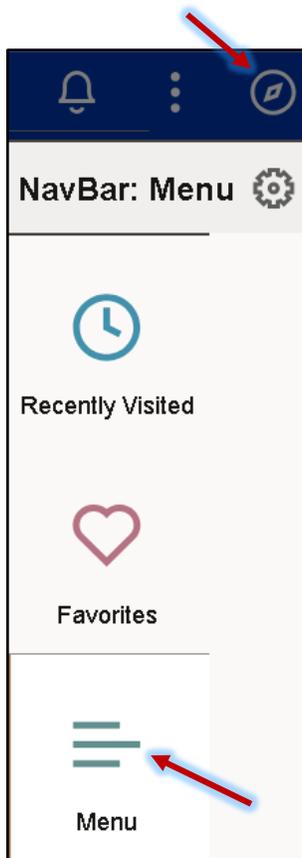
***Favorite Label**

CS Add/Update a Person

Add

Click the **OK** button to acknowledge the confirmation window.

NavBar

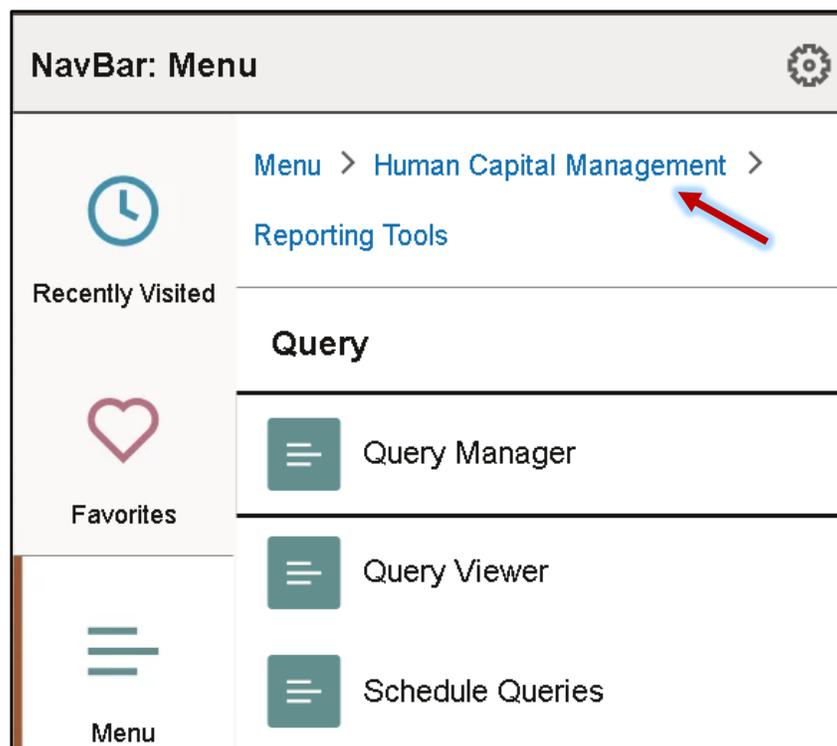


The **NavBar** provides for accessing all component pages within CUNYfirst. It contains several default tiles, as well as the **Personalize NavBar** icon that allows you to personalize the tiles that appear within your NavBar in addition to the default tiles.

The default tiles include:

- **Recent Visited** – This icon provides quick access to the last ten pages visited.
- **Favorites** – This icon displays all CUNYfirst pages added to your favorites. Additionally, you can manage and customize the order of favorite pages, as well as delete favorites by clicking the **Edit Favorites** option.
- **Menu** – provides access to classic navigation to component pages for which the user has security access. Selecting an option displays **Breadcrumbs** which provides for navigating to the next or previous item.

Note: The NavBar options listed within the Menu provide identical access and are equivalent to your current security in CUNYfirst.



Appendix A: Review of Personal Details in Employee Self Service

All employees may access personal information (e.g., biographical, contact and training information) using the **Employee Self-service** component in CUNYfirst.

Navigation: **Employees Self-service > Personal Details > Contacts**

To verify or update your preferred e-mail, navigate to the Contacts page. Locate the e-mail section and review the existing information. Select the **Plus Sign (+)** to add a new e-mail.

Number	Extension	Type	Preferred
[Redacted]		Business	>
[Redacted]		Home	✓ >

Email Address	Type	Preferred
[Redacted]@cuny.edu	Business	✓ >
[Redacted].com	Home	>

Add an E-mail Address

1. Select the e-mail type from the drop-down menu.
2. Click the checkbox to select this e-mail as your preferred e-mail address. **Note:** All CUNYfirst communications will be sent to the preferred elected e-mail address.
3. Enter the e-mail address.
4. Click **Save** to complete the process.

Cancel

Email Address

Save

* Indicates required field

***Email Type**

Preferred

Email Address