



Faculty/Approver: Grade Change & WN Reversal Forms

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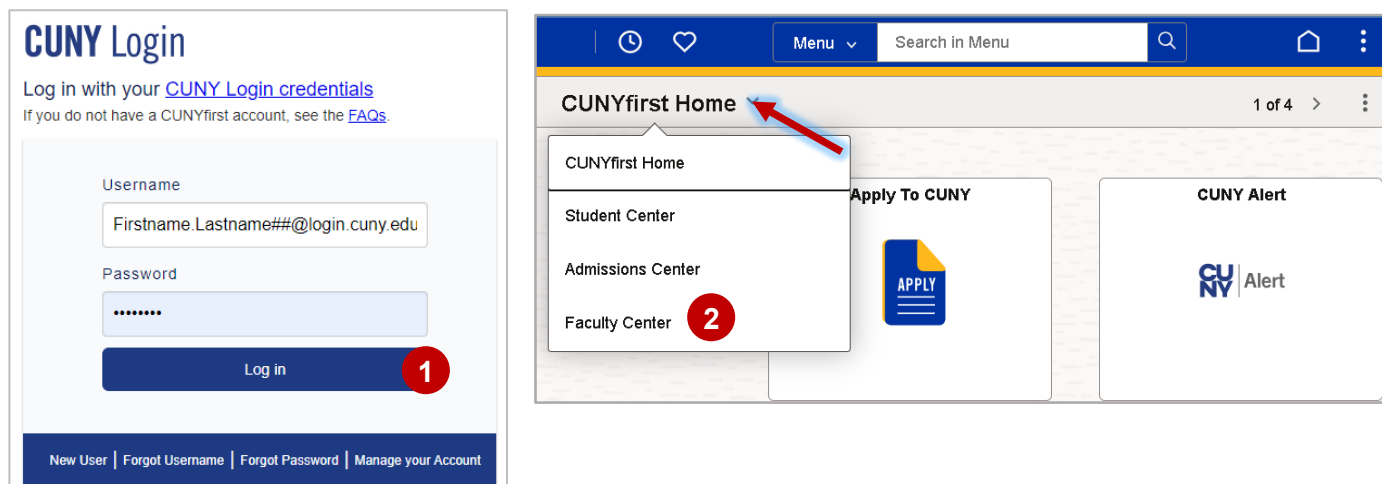
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Grade Change & WN Reversal

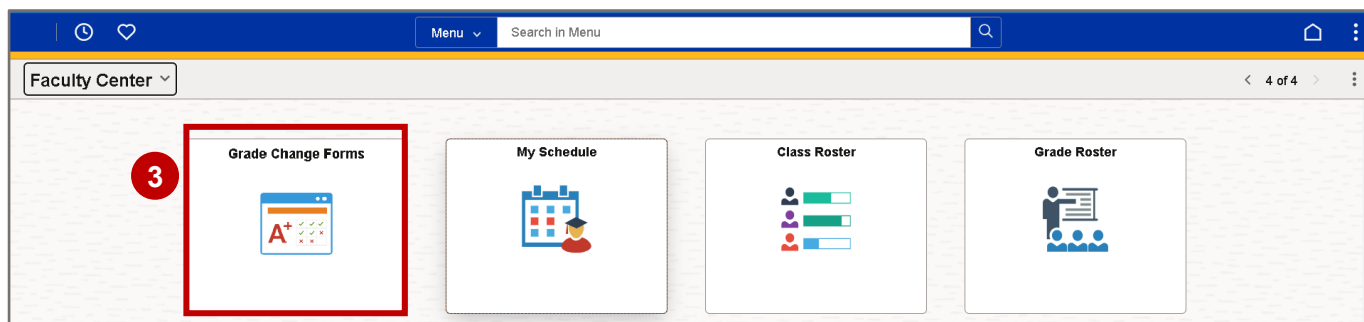
The online Grade Change Form process is designed to streamline and enhance the efficiency of handling Grade Change and Withdrawal Non-Attendance (WN) Reversal requests. This guide serves as a comprehensive resource for understanding and navigating both processes.

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 **Faculty Center** option.



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



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.

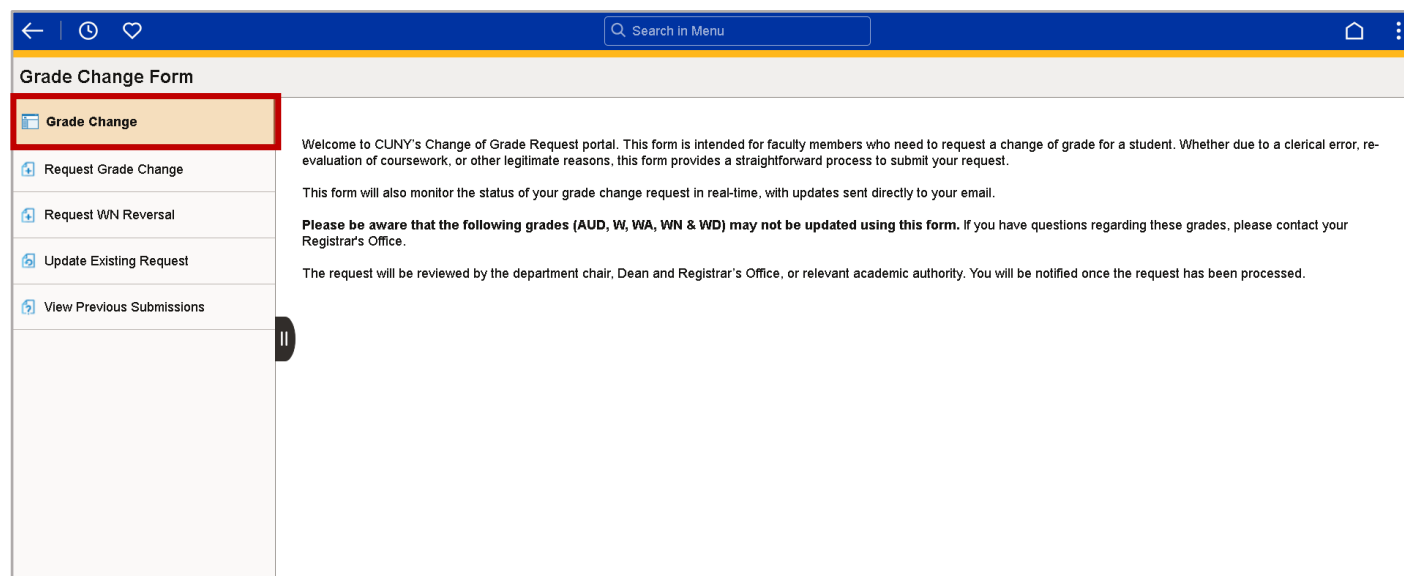
The submitted request goes through an approval workflow, which includes department chairs, designees, and the registrar. Each approver reviews the request and can select Approve, Deny or Return Request (request for additional information) as a decision on the reason for the change. During the workflow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

Faculty members can track the real-time status of their requests, see the approval route and any comments made by approvers using the **Grade Change Form** 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.

Grade Change

The **Grade Change** page serves as the main landing page, providing welcome text and general information about grade change 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).

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

- Request Grade Change
- Request WN Reversal
- 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.

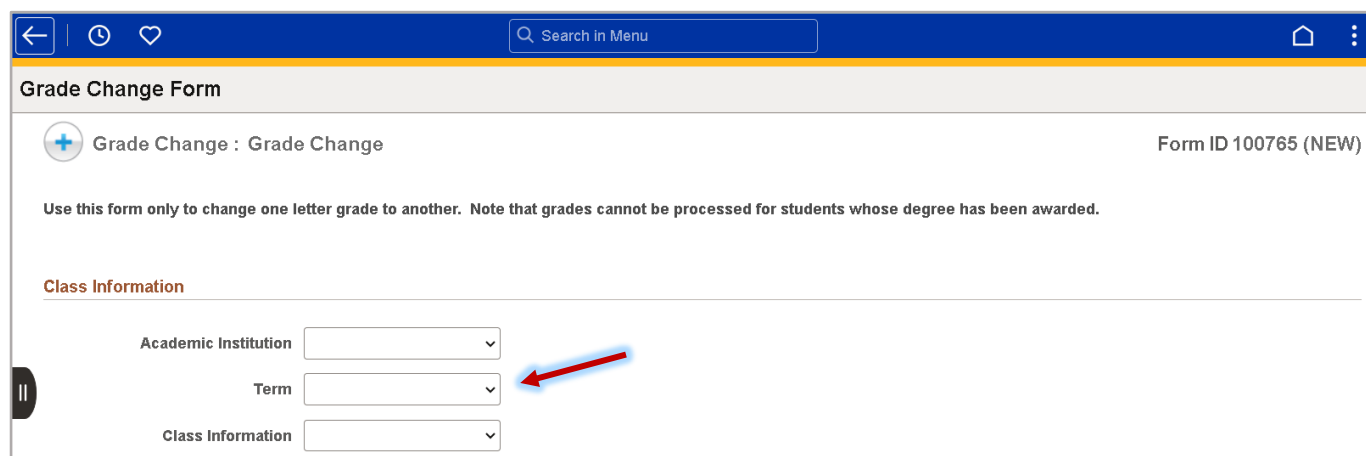
The request will be reviewed by the department chair, Dean and Registrar's Office, or relevant academic authority. You will be notified once the request has been processed.

To submit a grade change request, select the **Request Grade Change** option. The form requires the following information:

- **Course & Student Information:** Course details and student ID.
- **Requested Grade Change:** The new grade being requested.
- **Reason for Grade Change:** A detailed explanation of the reason for the grade change.
- **Acknowledgement:** Complete the attestation.

Request Grade Change Form

1. Select the institution where the class is taught.
2. Select the term and class for which the grade change is being requested. Once a class is selected, the associated subject details display for the class. **Note:** A grade change request may be submitted for terms up to one year after the final grades have been posted.



Grade Change Form

Grade Change : Grade Change Form ID 100765 (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

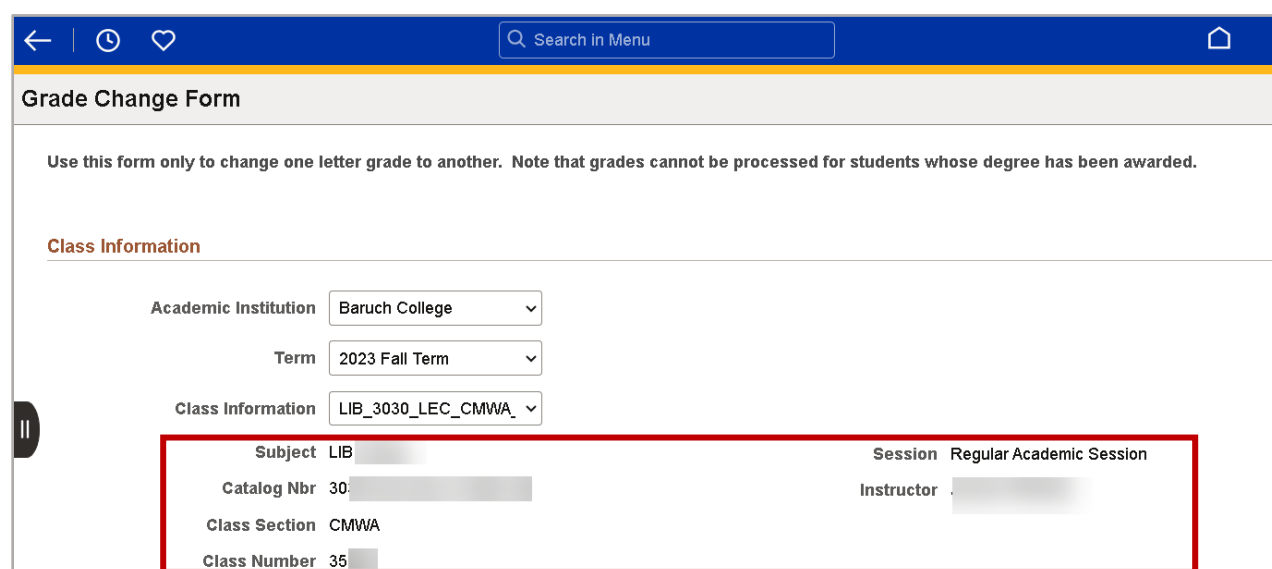
Academic Institution

Term

Class Information

Class Information

Once a class is selected, the subject details display.



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

Term

Class Information

Subject LIB

Catalog Nbr 30

Class Section CMWA

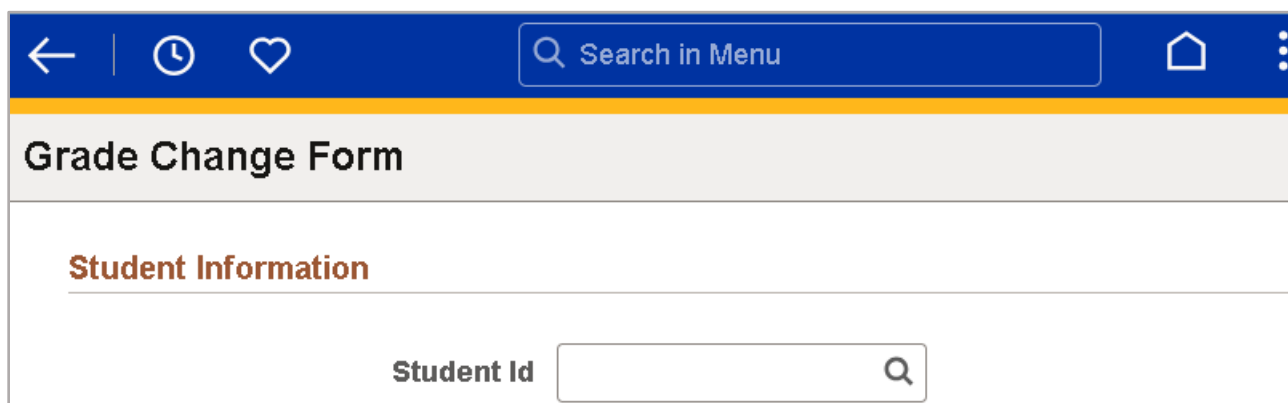
Class Number 35

Session Regular Academic Session

Instructor

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.



When a student is selected with the program status of Completed Program, the following message displays:

“Grade change is not applicable for students with a degree awarded status.”

Lookup			
Search for: Student Id			
▼ Search Results			
18 rows			
Empl ID ↑↓	Name ↑↓	Official Grade ↑↓	Academic Program Status ↑↓
1		WU	Discontinued
2		A-	Completed Program
2		B-	Completed Program
2		B+	Active in Program

If there is a pending grade change request for the selected student for this class, the following message displays:

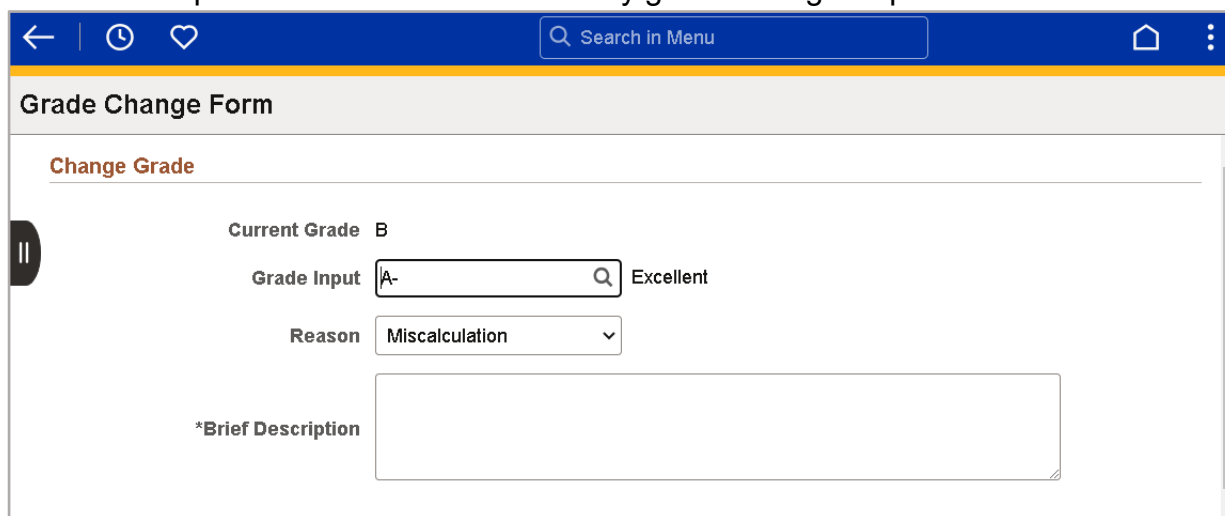
“There is a pending grade change request this student for this class. Either cancel or withdraw the previous request to submit a new one.”

Change Grade

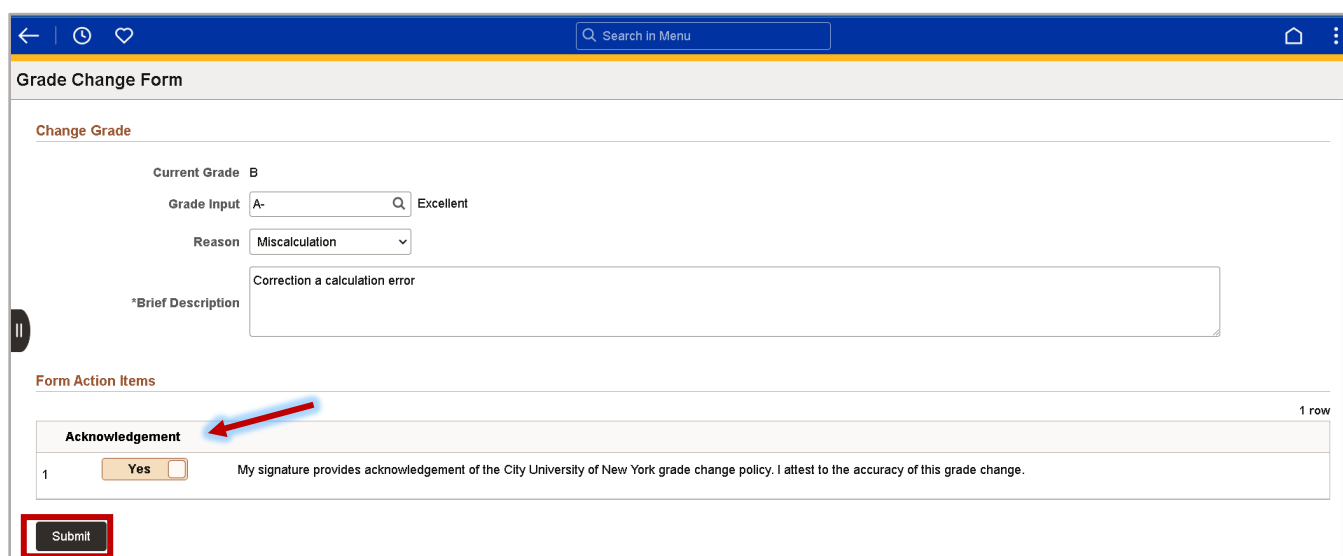
The **Current Grade** field displays the posted grade. Enter the new grade in the **Grade Input** field. Select the reason for the grade change. The available reasons include:

- Clerical error
- Committee Action
- Military Active Duty
- Miscalculation
- Other (a brief description is required)

A brief description must be entered for every grade change request.



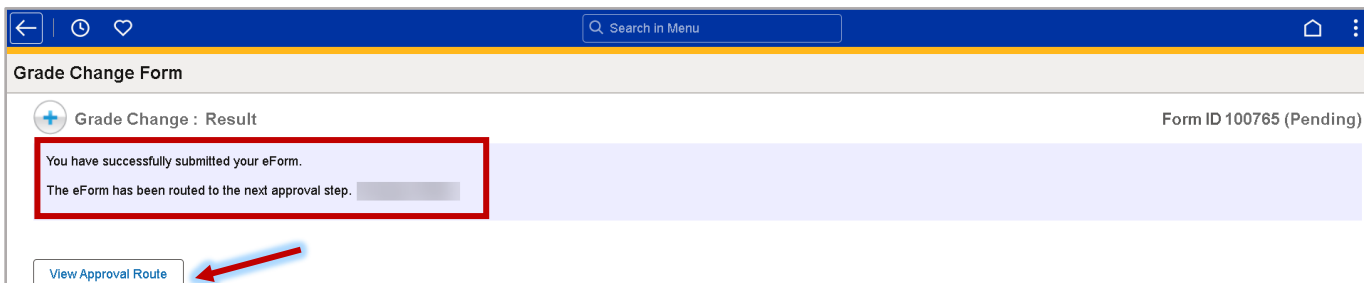
The requester must acknowledge the understanding of the grade change policy and attest to the accuracy of the grade change. Click the **No** toggle button to update the response to **Yes** for the acknowledgement. Click **Submit** to complete the process.



Form Action Items		1 row
Acknowledgement		
1	☒ Yes	My signature provides acknowledgement of the City University of New York grade change policy. I attest to the accuracy of this grade change.

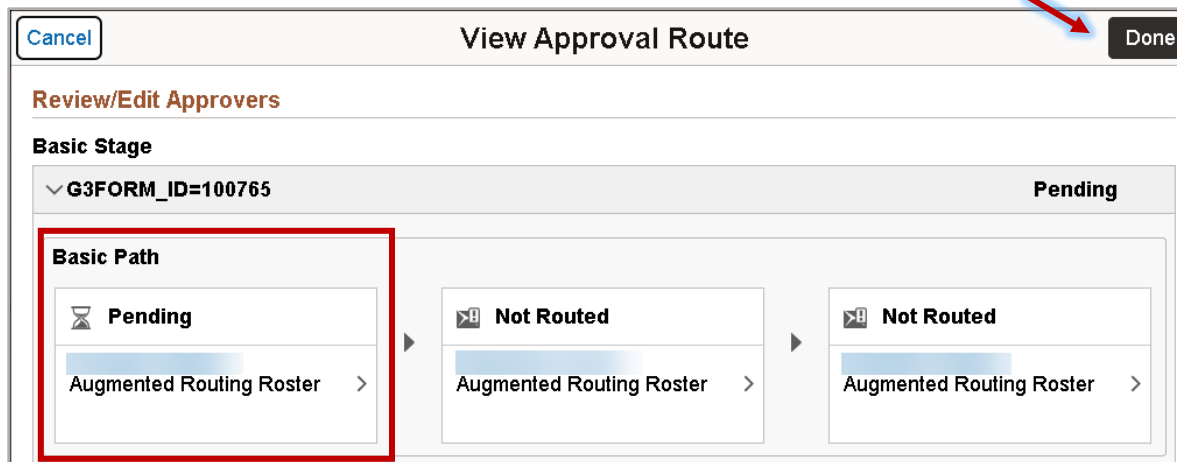
Grade Change Results

The **Grade Change Results** page displays upon submitting a 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 all approvers able to review and provide a decision on the request.



The screenshot shows the 'Grade Change Form' page. At the top, there is a navigation bar with a search icon and a 'Search in Menu' input. Below the navigation bar, the page title 'Grade Change Form' is displayed. A confirmation message states: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step.' Below this message, there is a 'View Approval Route' button, which is highlighted with a red arrow.

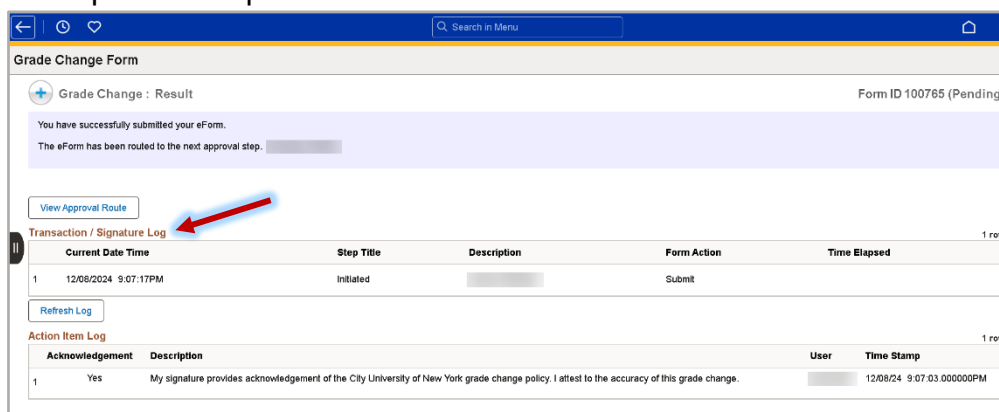
Click the **View Approval Route** button. A pop-up window displays the approvers for the process. Click **Done** to exit the window and return to the **Grade Change Results** page.



The screenshot shows the 'View Approval Route' pop-up window. It has a 'Cancel' button on the top left and a 'Done' button on the top right. The main content area is titled 'Review/Edit Approvers' and shows a 'Basic Stage' for 'G3FORM_ID=100765' with a status of 'Pending'. Below this, there is a 'Basic Path' section with a flow diagram. The flow starts with a 'Pending' status, followed by three 'Not Routed' steps, each with an 'Augmented Routing Roster' link. The first 'Pending' step is highlighted with a red box.

Submission Logs

The **Transaction/Signature** and **Action Item Log**, located at the bottom of the **Grade Change 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.



The screenshot shows the 'Grade Change Form' page with the 'Transaction / Signature Log' and 'Action Item Log' sections. The 'Transaction / Signature Log' section has a 'Refresh Log' button and a table with the following data:

Current Date Time	Step Title	Description	Form Action	Time Elapsed
12/08/2024 9:07:17PM	Initiated		Submit	

The 'Action Item Log' section has a table with the following data:

Acknowledgement	Description	User	Time Stamp
Yes	My signature provides acknowledgement of the City University of New York grade change policy. I attest to the accuracy of this grade change.		12/08/24 9:07:03.000000PM

Notifications

During the workflow process, a notification is sent to all stakeholders involved in the action. Upon submission of a grade change request, the requester, approver, and student are notified about the request by e-mail. **Note:** Notifications will be sent to the preferred e-mail address in CUNYfirst. Please verify your e-mail to ensure the correct address is displayed. See **Appendix A** for instructions on how to review/update your preferred e-mail address.

Requester & Student Notification

The requester and student will receive a confirmation e-mail of the grade change request. The do-not-reply e-mail contains the following language.

Grade Change Request has been SUBMITTED for [REDACTED]

CUNY-DO-Not-Reply@cuny.edu
To [REDACTED]

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.[REDACTED]
- **Student Name:** Ve [REDACTED]
- **Graduation Status:** N/A
- **Institution:** Baruch College
- **Term:** 2023 Fall Term
- **Class:** LIB 30 [REDACTED]
- **Instructor:** Je [REDACTED]

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

Grade Change Reason: Miscalculation

Correction a calculation error

- Submitted by: J [REDACTED]
- Submission Date: 2024-12-[REDACTED]

Approver Notification

The approver receives an e-mail containing a link that directs them to the CUNYfirst approval page. Log-in is required to access the approval page. **Note:** A subsequent reminder email will be sent to the approver to complete the review and provide a decision. The first reminder is sent three days after the submission of the request and each subsequent reminder is sent every two days until the task is completed.

Decision Pending for Grade Change Request 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.

Your decision is required on a pending Grade Change Request. Please follow the link below to review the request and submit a decision. Please note that your decision is required within 3 business days from the date of this email.

- Form Id: 100765
- Student CUNYfirst id: 2
- Student Name: V
- Graduation Status: N/A
- Institution: Baruch College
- Term: 2023 Fall Term
- Class: LJB 30
- Instructor: J

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

Grade Change Reason: Miscalculation

Correction a calculation error

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

Link to Evaluate: [Click Here](#)

Prior Approver(s): N/A

Please contact your campus registrar's office if you believe that you are not the appropriate approver for this request.

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.

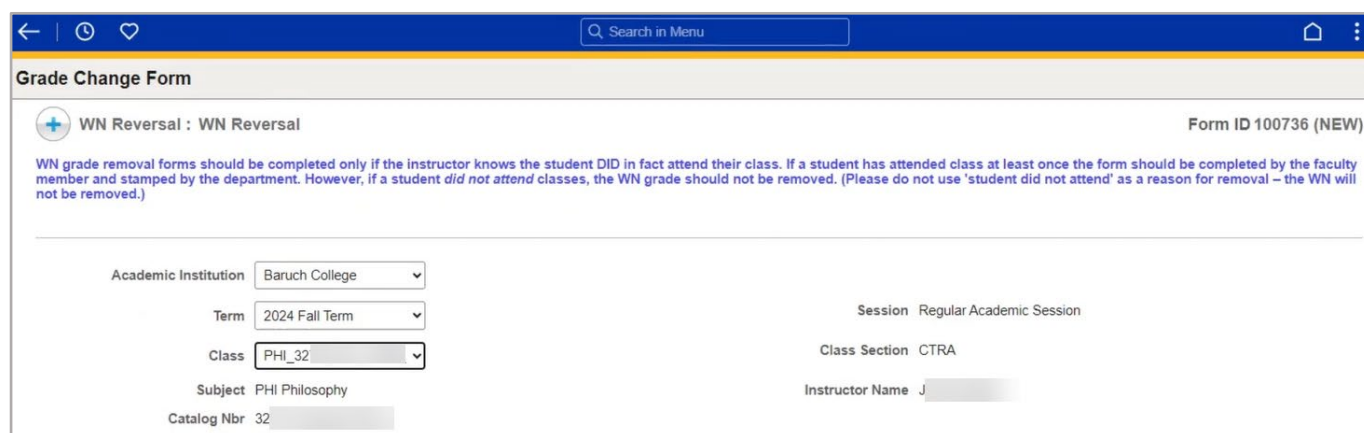
To submit a WN reversal request, select the **Request WN Reversal** option. The form requires the following information:

- **Course & Student Information:** Course details and student ID.
- **Reason for WN Reversal:** A detailed explanation of the reason for the WN reversal.
- **Acknowledgement:** Complete the attestation.

Request WN Reversal Form

1. Select the institution where the class is taught.
2. Select the current term. **Note:** A WN reversal request may only be submitted for the current term.
3. Select the class. Once a class is selected, the associated subject details display for the class.

Note: 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 records.”



The screenshot shows a web browser window with a blue header bar containing navigation icons and a search bar. The page title is "Grade Change Form". Below the header, there is a section for "WN Reversal : WN Reversal" with a form ID "100736 (NEW)". A blue informational message states: "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.)". The form contains several fields: "Academic Institution" (Baruch College), "Term" (2024 Fall Term), "Class" (PHI_32), "Session" (Regular Academic Session), "Class Section" (CTRA), "Subject" (PHI Philosophy), and "Instructor Name" (J). The "Catalog Nbr" is partially visible as "32".

Student Information

In the **Student ID** field, click the magnifying glass to display the class roster of students assigned a WN grade. Select a row from the roster to populate the **Student ID** field.

Select the reason for the WN reversal. The available reasons include:

- Clerical error
- Other (a brief description is required)
- Section Enrollment Error

Cancel

Lookup

Search for: Student Id

3 rows

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

A brief description must be entered for every WN reversal request.

←

🕒

❤️

🔍 Search in Menu

🏠

⋮

Grade Change Form

Student Information

Student Id

24

🔍

*Reason

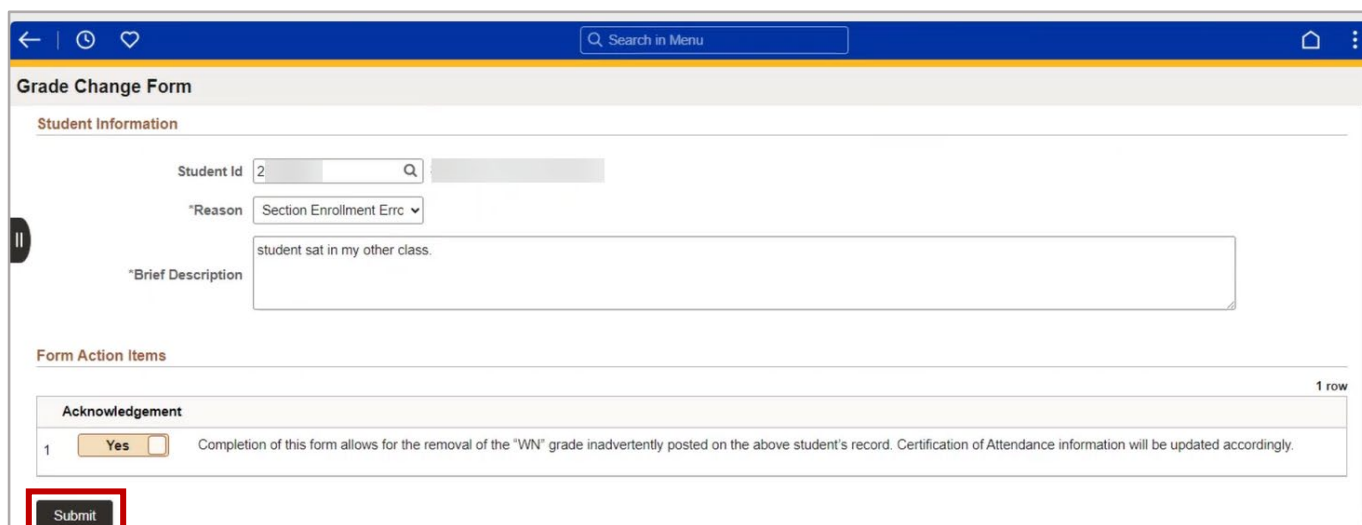
Section Enrollment Errc

▼

*Brief Description

student sat in my other class.

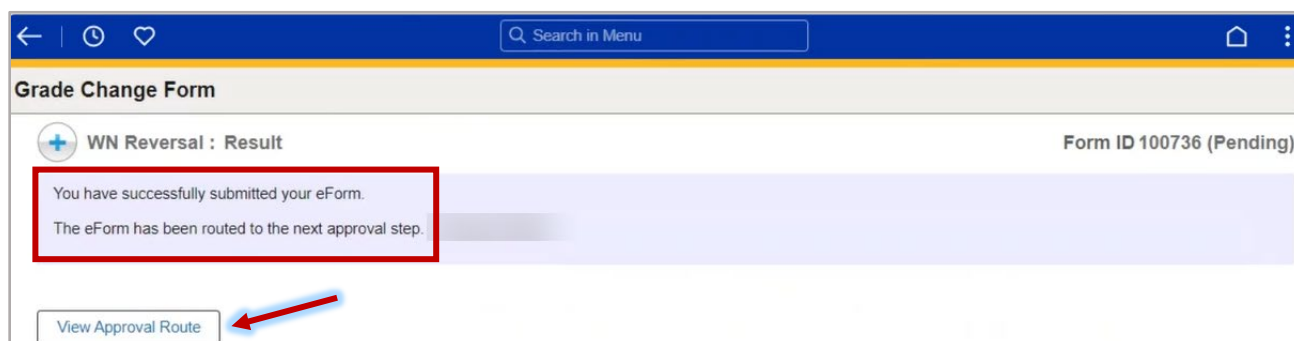
The requester must acknowledge the request for the removal of the WN grade. Click the **No** toggle button to update the response to **Yes** for the attestation. Click **Submit** to complete the process.



The screenshot shows the 'Grade Change Form' interface. Under the 'Student Information' section, the 'Student Id' is partially filled with '2', the 'Reason' is 'Section Enrollment Errc', and the 'Brief Description' is 'student sat in my other class.'. In the 'Form Action Items' section, there is an 'Acknowledgement' row with a 'Yes' toggle button. A red box highlights the 'Submit' button at the bottom left.

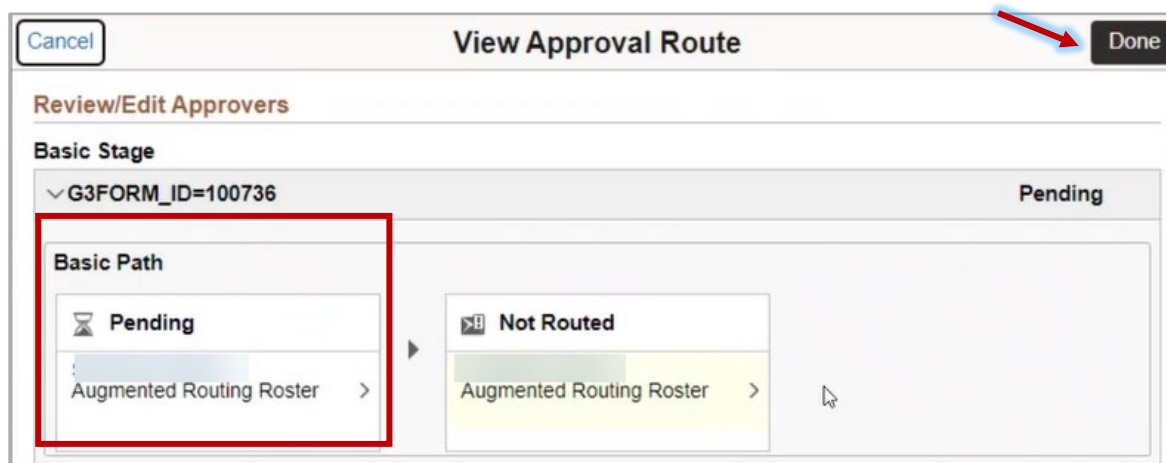
WN Reversal Results

The **WN Reversal Results** page displays upon submitting a 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.



The screenshot shows the 'WN Reversal : Result' page. A confirmation message states: 'You have successfully submitted your eForm. The eForm has been routed to the next approval step.' A red box highlights this message. Below it, a 'View Approval Route' button is shown with a red arrow pointing to it. The top right corner indicates 'Form ID 100736 (Pending)'.

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 **WN Reversal Results** page.



The screenshot shows the 'View Approval Route' pop-up window. It has 'Cancel' and 'Done' buttons at the top. The main content is titled 'Review/Edit Approvers' and shows a 'Basic Stage' for 'G3FORM_ID=100736' with a status of 'Pending'. A red box highlights the 'Basic Path' section, which shows a flow from 'Pending' to 'Not Routed', both with 'Augmented Routing Roster' as the approver. A red arrow points to the 'Done' button.

Notifications

During the workflow process, a notification is sent to all stakeholders involved in the request. Upon submission of a WN reversal request, the requester, approver, and student are notified about the request by e-mail. **Note:** Notifications will be sent to the preferred e-mail address in CUNYfirst. Please verify your e-mail to ensure the correct address is displayed. See Appendix A for instructions on how to review your preferred e-mail address.

Requester & Student Notification

The requester and student will receive a confirmation e-mail of the WN reversal request. The do-not-reply e-mail contains the following language.

WN Reversal Request has been SUBMITTED for

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

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/11/2024
This item will expire in 1 days. To keep this item longer apply a different Retention Policy.

WN grade reversal 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: 100773
- Student CUNYfirst id:
- Student Name:
- Institution: Baruch College
- Term: 2024 Fall Term
- Class: CIS 3270 Computer Ethics CTRA (26153)
- Instructor:

WN grade reversal Reason: Section Enrollment Error

Sat in another section

- Submitted by:
- Submission Date: 2024-12-09

Approver Notification

The approver receives an e-mail containing a link that directs them to the CUNYfirst approval page. **Note:** Log-in is required to access the approval page.

Decision Pending for WN Reversal Request for

CUNY-DO-Not-Reply@cuny.edu

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/12/2024
This item will expire in 1 days. To keep this item longer apply a different Retention Policy.

Your decision is required on a pending WN Reversal Request. Please follow the link below to review the request and submit a decision.

Please note that your decision is required within 3 business days from the date of this email.

- Form Id: 100011
- Student CUNYfirst id:
- Student Name:
- Institution: Baruch College
- Term: 2024 Fall Term
- Class: CIS 3270 Computer Ethics CTRA (26153)
- Instructor:

WN Grade Reversal Reason: Clerical Error

test after submit_dt

- Submitted by:
- Submission Date: 2024-12-10

Link To Evaluate: [Click Here](#)

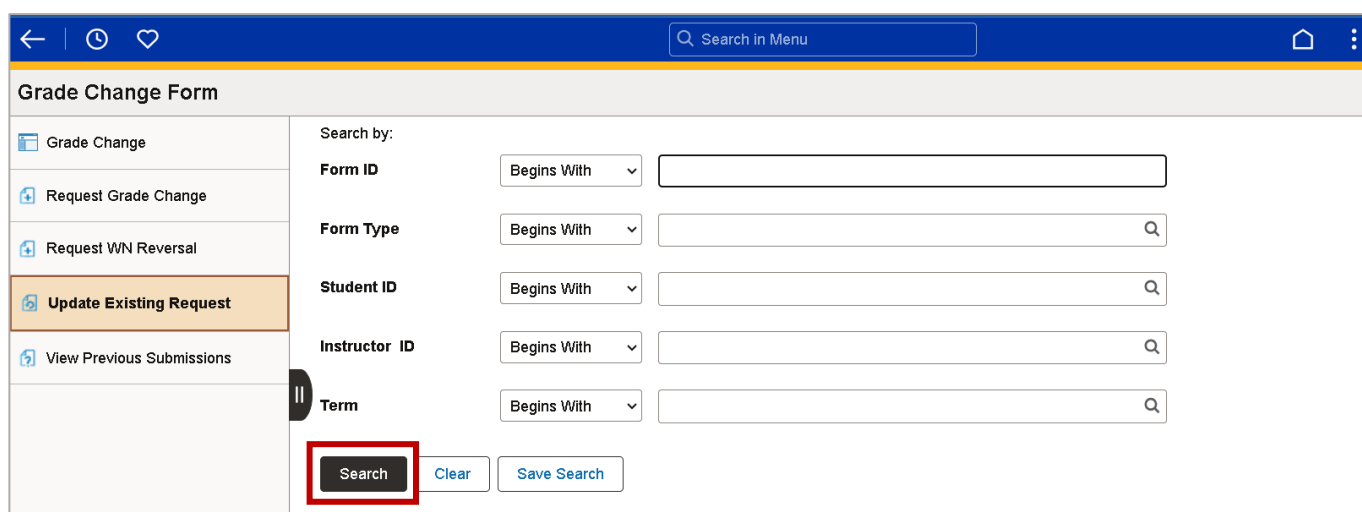
Please contact your campus registrar's office if you believe that you are not the appropriate approver for this request.

Update Existing Request (Pending & Recycled/Return Request)

The **Update Existing Request** functionality provides for reviewing grade change and WN reversal requests that are pending or require additional information for approval. Requests that are returned and require additional information display with the **Recycled** form status. Use the **Update Existing Request** option to provide additional information and resubmit the request.

All other requests remain in **Pending** status until a final decision is entered. **Note:** A request in **Pending** or **Recycled (i.e., Return Request)** status can be withdrawn if it is considered unnecessary. To begin, select the **Update Existing Request** option.

Click on the **Search** button to quickly return the results of all requests in the pending or recycled status. 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 Form

Search by:

Form ID Begins With

Form Type Begins With

Student ID Begins With

Instructor ID Begins With

Term Begins With

Search Clear Save Search

Viewing Results

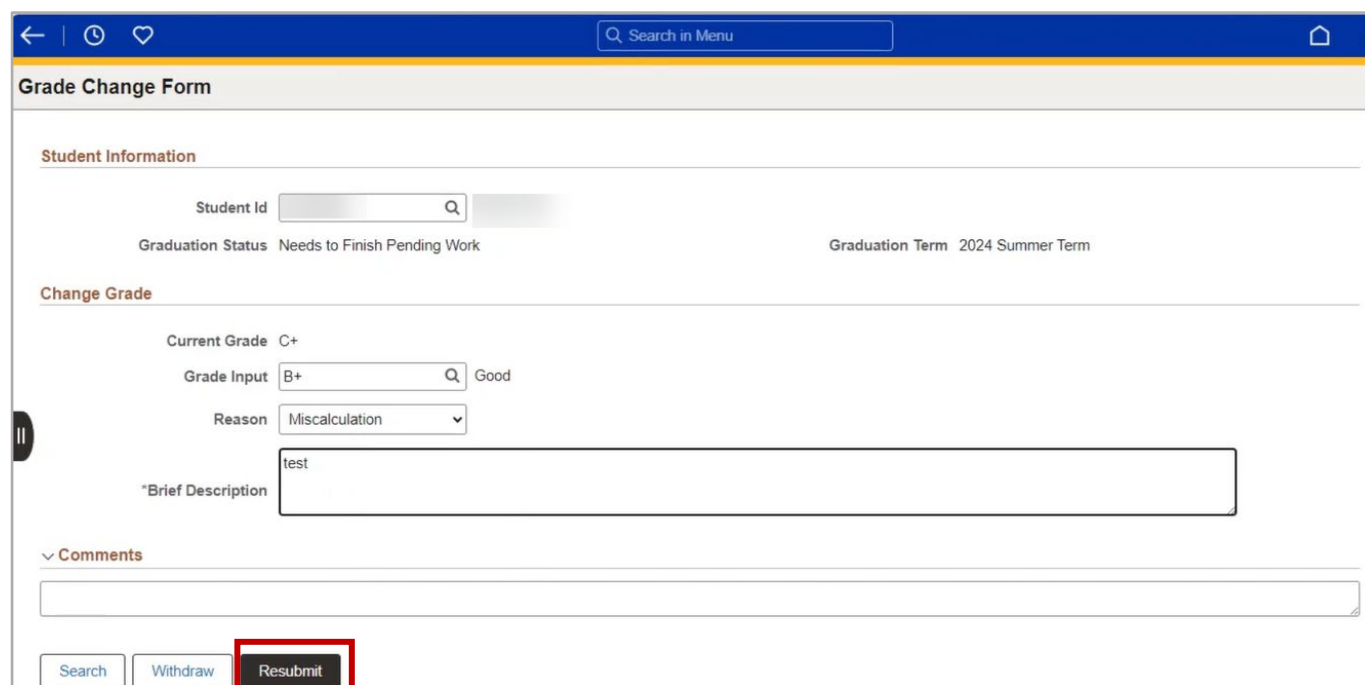
After searching, a list of requests that match the search criteria displays. The results will include details such as the request type, status of the request, institution, and student's name.

	Form ID	Form Type	Form Status	Institution	Term	Student Id	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1	100552	CU_E1454	Recycled	Baruch College	2024 Spring Term			Needs to Finish Pending Work		2024-10-31	
2	100429	CU_E1454	Recycled	Baruch College	2023 Fall Term			(blank)		2024-10-17	

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. - Grade Change (CU_E1454) - WN Reversal (CU_E1454W)
Form Status	Pending - the form is submitted and proceeds through the workflow. Recycled (Return Request) - the request was sent back for additional information. The requestor may resubmit the request. Note: A request with the Pending or Recycled status can be withdrawn if it is considered unnecessary, by selecting the Withdraw Request button.
Institution	Campus
Term	Term the class was taught
Student ID/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 top of the page is read-only. The **Change Grade** section is modifiable, allowing additional information to be provided about the request. Additionally, comments may be entered to support the request. Click the **Resubmit** to button complete the process.



Grade Change Form

Student Information

Student Id

Graduation Status Needs to Finish Pending Work

Graduation Term 2024 Summer Term

Change Grade

Current Grade C+

Grade Input Good

Reason

*Brief Description

Comments

Viewing Previous Submissions

The **View Previous Submission** functionality allows faculty members to search for and review submitted grade change and WN reversal requests. 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 Form

Search by:

Form ID Begins With

Form Type Begins With

Form Status Begins With

Student ID Begins With

Instructor ID Begins With

Academic Institution Begins With

Term Begins With

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.

3 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)		2024-12-08	
2	100187	CU_E1454	Withdrawn	Baruch College	2023 Fall Term			(blank)		2024-09-12	
3	100179	CU_E1454	Executed	Baruch College	2023 Fall Term			(blank)		2024-09-12	

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. • Grade Change (CU_E1454) • WN Reversal (CU_E1454W)
Form Status	• 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 Note: The On Hold, Saved and Signed statuses are not in use for this process.
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.

Search in Menu

Grade Change Form

Previous Submissions : Grade Change

Form ID 100765 (Pending)

Class Information

Academic Institution Baruch College

Term 2023 Fall Term

Class Information LIB_3030_LEC_CMWA_35997

Subject LIB Library

Catalog Nbr 3030 Archv,Doc & Hddn His

Class Section CMWA

Class Number 35997

Session Regular Academic Session

Instructor [REDACTED]

Submission By [REDACTED]

Submission Date 12/08/2024

Student Information

Student Id 2402 [REDACTED]

Change Grade

Current Grade B

Grade Input A- Excellent

Reason Miscalculation

Brief Description Correction a calculation error

Comments

Search

Next

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

Review Grade Change Request (Approver)

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.

Decision Pending for WN Reversal Request for

CUNY-DO-Not-Reply@sunysb.edu

Retention Policy 2 Days Empty CUNYFirstTesting Mailbox (2 days) Expires 12/12/2024

This item will expire in 1 days. To keep this item longer apply a different Retention Policy.

Your decision is required on a pending WN Reversal Request. Please follow the link below to review the request and submit a decision.

Please note that your decision is required within 3 business days from the date of this email.

- Form Id: 100011
- Student CUNYfirst id: [REDACTED]
- Student Name: [REDACTED]
- Institution: Baruch College
- Term: 2024 Fall Term
- Class: CIS 3270 Computer Ethics CTRA (26153)
- Instructor: [REDACTED]

WN Grade Reversal Reason: Clerical Error

test after submit_dt

- Submitted by: [REDACTED]
- Submission Date: 2024-12-10

Link To Evaluate: [Click Here](#)

Please contact your campus registrar's office if you believe that you are not the appropriate approver for this request.

Additionally, the approval page can be accessed by selecting the **Review Grade Change Request** option. **Note:** This option is displayed based on your security settings.

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🔍 Search in Menu

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Grade Change Forms

Landing Page

Request Grade Change

Request WN Reversal

Review Grade Change Request

Update Existing Request

View Previous Submissions

Search by:

Form Type

Begins With

🔍

Form ID

Begins With

🔍

Student ID

Begins With

🔍

Instructor ID

Begins With

🔍

Academic Institution

Begins With

🔍

Search

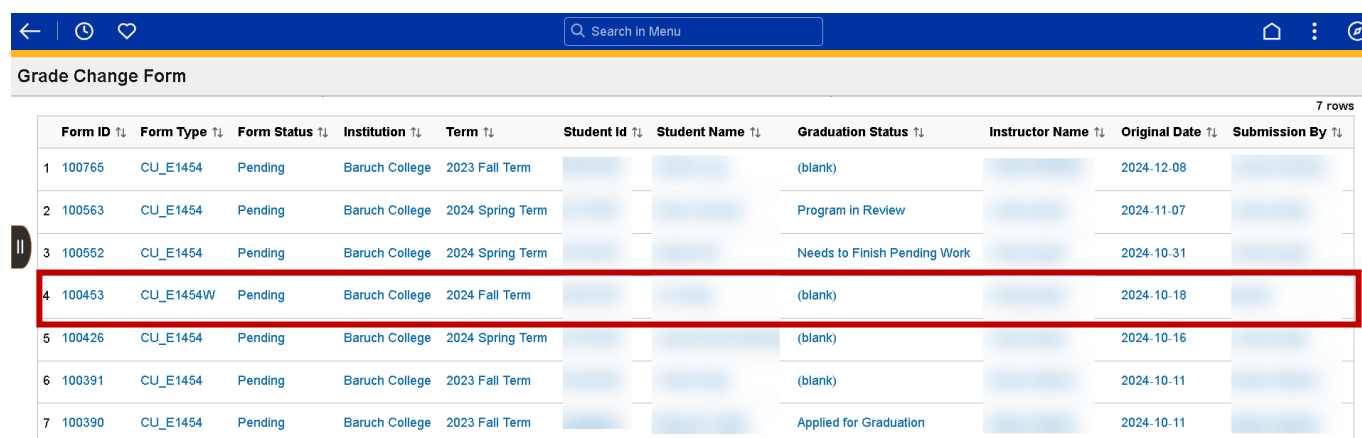
Clear

Save Search

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.

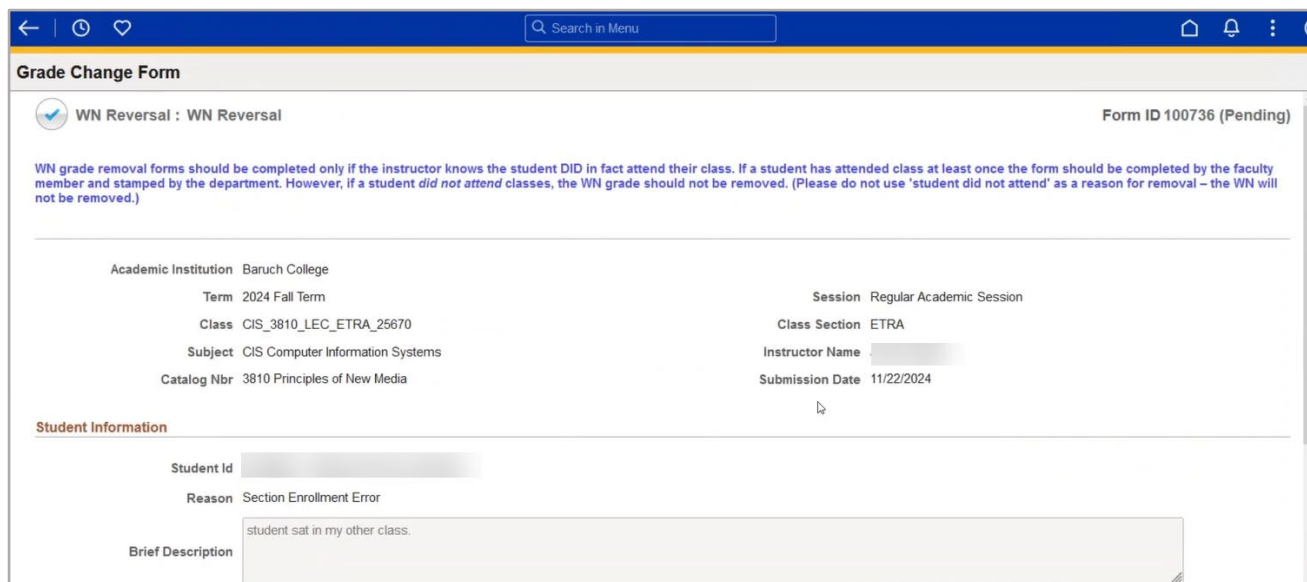


Form ID	Form Type	Form Status	Institution	Term	Student ID	Student Name	Graduation Status	Instructor Name	Original Date	Submission By
1 100765	CU_E1454	Pending	Baruch College	2023 Fall Term			(blank)		2024-12-08	
2 100563	CU_E1454	Pending	Baruch College	2024 Spring Term			Program in Review		2024-11-07	
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. - Grade Change (CU_E1454) - WN Reversal (CU_E1454W)
Form Status	Pending - the form is submitted and proceeds through the workflow. Note: A request with the Pending status can be withdrawn if it is considered unnecessary, by selecting the Withdraw Request button.
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	Session	Regular Academic Session
Term	2024 Fall Term	Class Section	ETRA
Class	CIS_3810_LEC_ETRA_25670	Instructor Name	[Redacted]
Subject	CIS Computer Information Systems	Submission Date	11/22/2024
Catalog Nbr	3810 Principles of New Media		

Student Information

Student Id [Redacted]

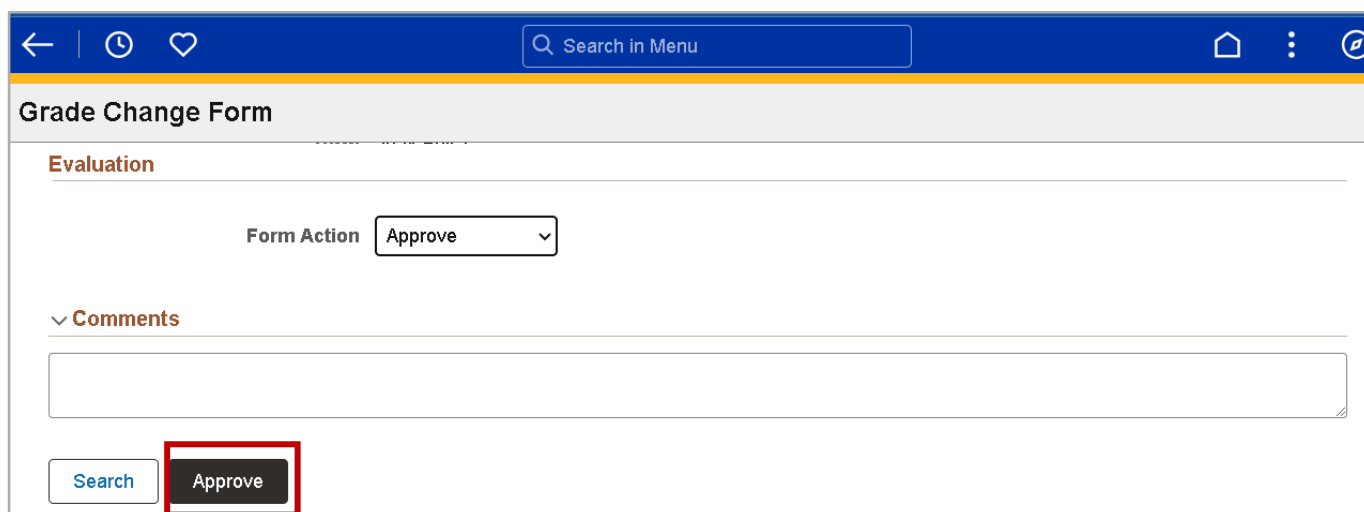
Reason Section Enrollment Error

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. Upon selecting the **Approve** button, the request is saved and the status remains **Pending**. The status is updated to **Executed** after final approval and completion of the CUNYfirst processing of the record.



Grade Change Form

Evaluation

Form Action Approve

Comments

[Text Area]

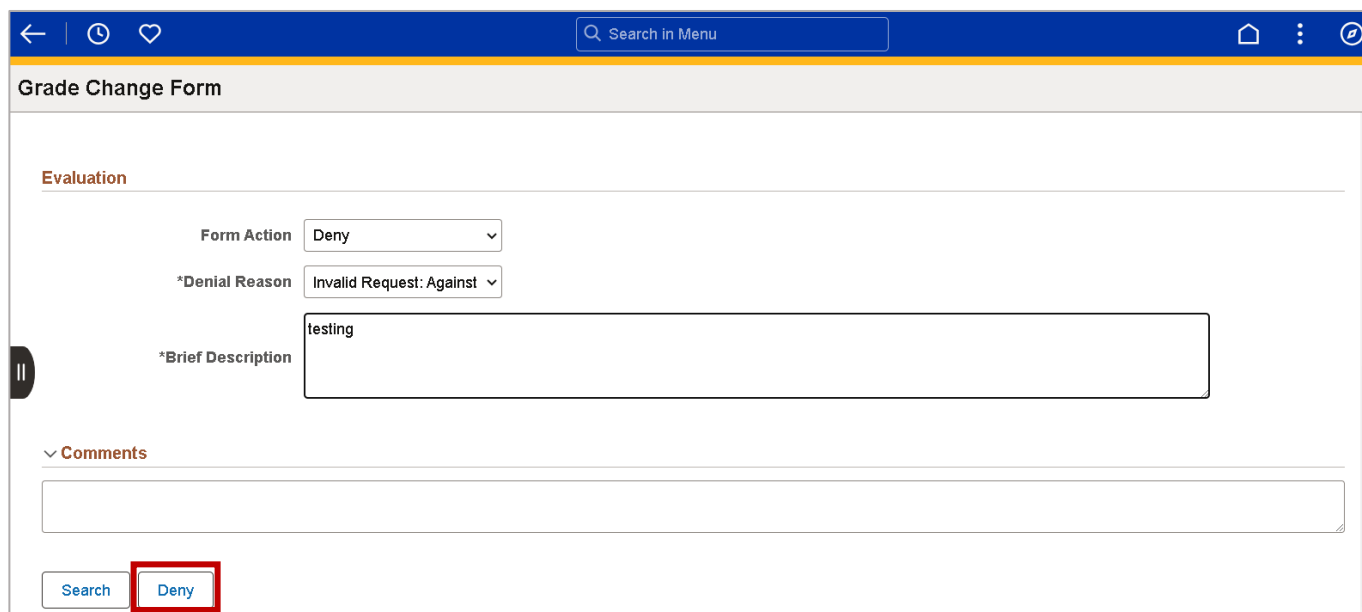
Search Approve

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:

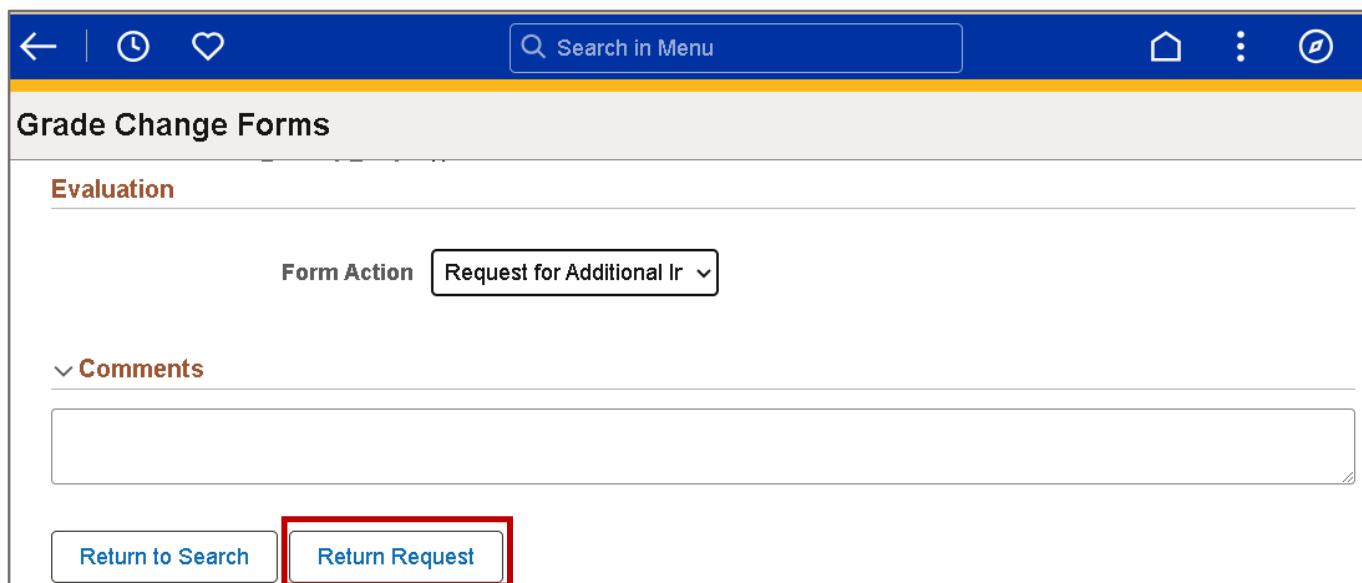
- Invalid Request Against Campus Policy
- Student Graduated After the Submission

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 'Grade Change Form' interface. At the top, there is a navigation bar with a search bar labeled 'Search in Menu'. Below the navigation bar, the form title 'Grade Change Form' is displayed. The 'Evaluation' section contains three fields: 'Form Action' with a dropdown menu set to 'Deny', '*Denial Reason' with a dropdown menu set to 'Invalid Request: Against', and '*Brief Description' with a text input field containing the word 'testing'. Below the 'Evaluation' section is a '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.

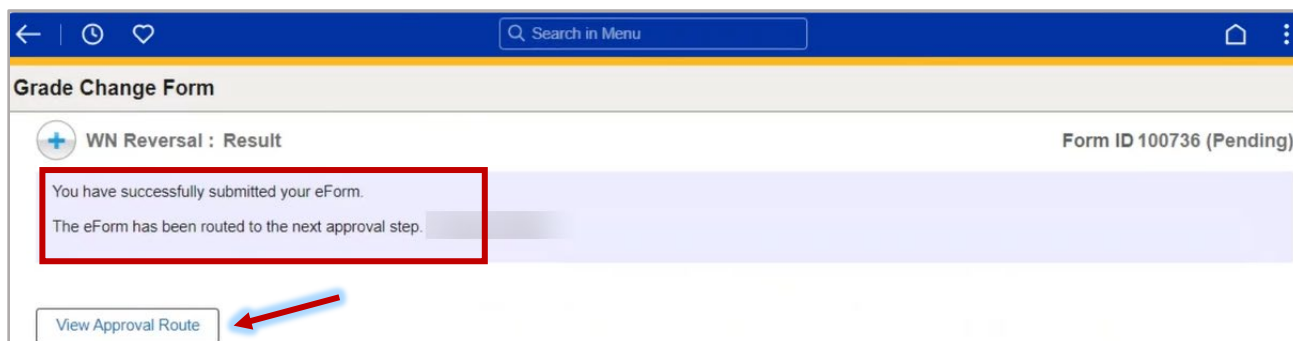
Request for Additional Information - The **Return Request** button displays. Use the comments field to provide specific details regarding the information being requested. Clicking the **Return Request** button saves the request and the status is updated to **Recycled**. The requester may resubmit the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



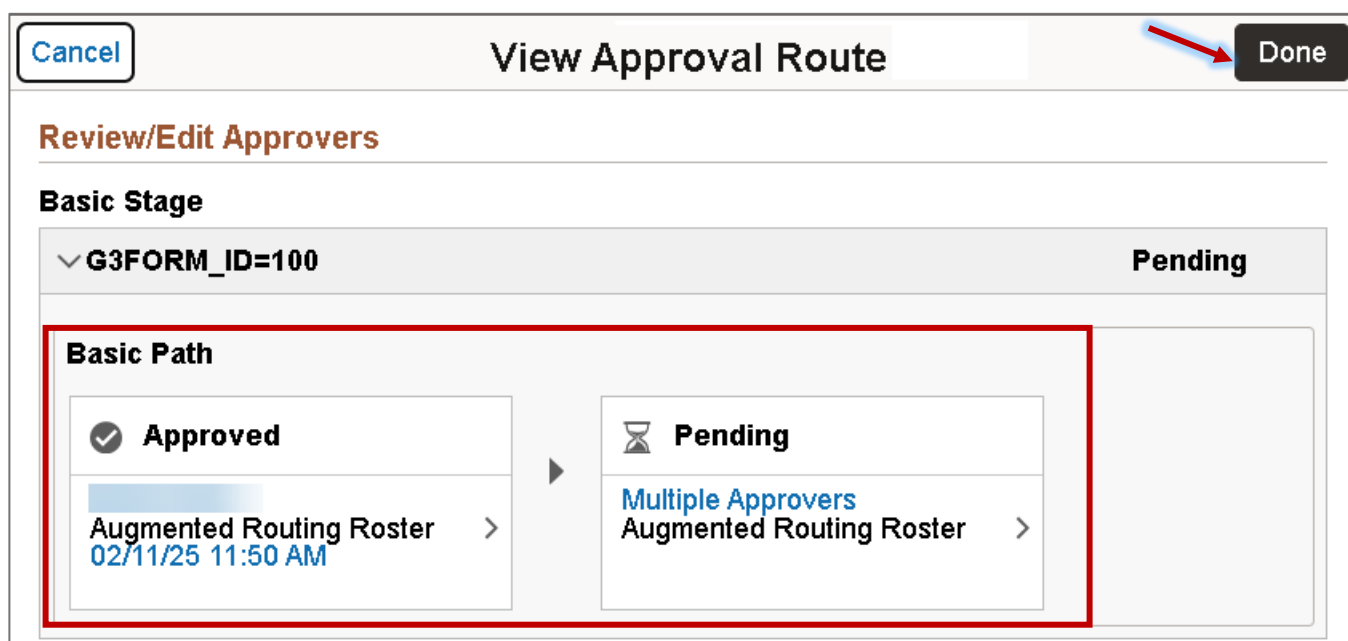
The screenshot shows the 'Grade Change Forms' interface. At the top, there is a navigation bar with a search bar labeled 'Search in Menu'. Below the navigation bar, the form title 'Grade Change Forms' is displayed. The 'Evaluation' section contains one field: 'Form Action' with a dropdown menu set to 'Request for Additional Ir'. Below the 'Evaluation' section is a 'Comments' section with a text input field. At the bottom of the form, there are two buttons: 'Return to Search' and 'Return Request'. The 'Return Request' button is highlighted with a red rectangular box.

Results (Grade Change & WN Reversal Request)

The **Grade Change or WN Reversal Results** page 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 required to review the request.



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.



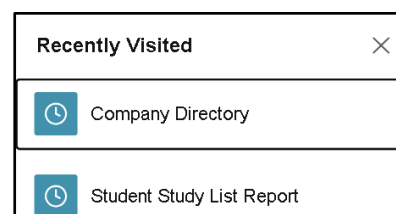
Note: When the final approver (i.e., Registrar's office) selects the **Approve** button, the request status is updated to **Authorized**. The request status is updated to **Executed** once CUNYfirst processes the record.

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.

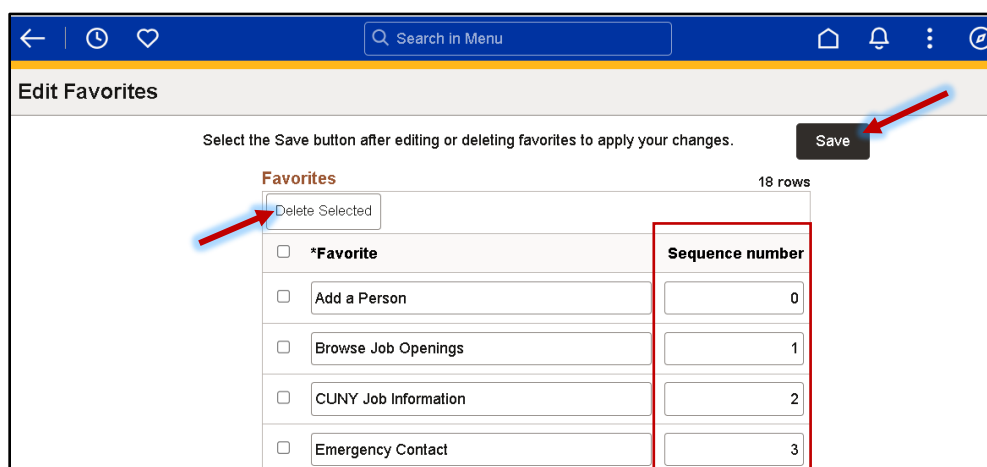


The **Favorites** icon displays all component pages added to your favorites. Additionally, you can manage and customize your favorites by selecting the **Pencil** icon.



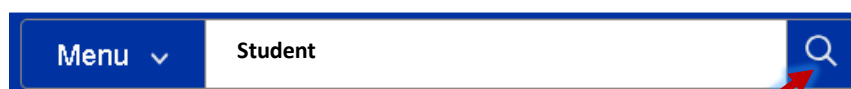
Edit Favorites

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.

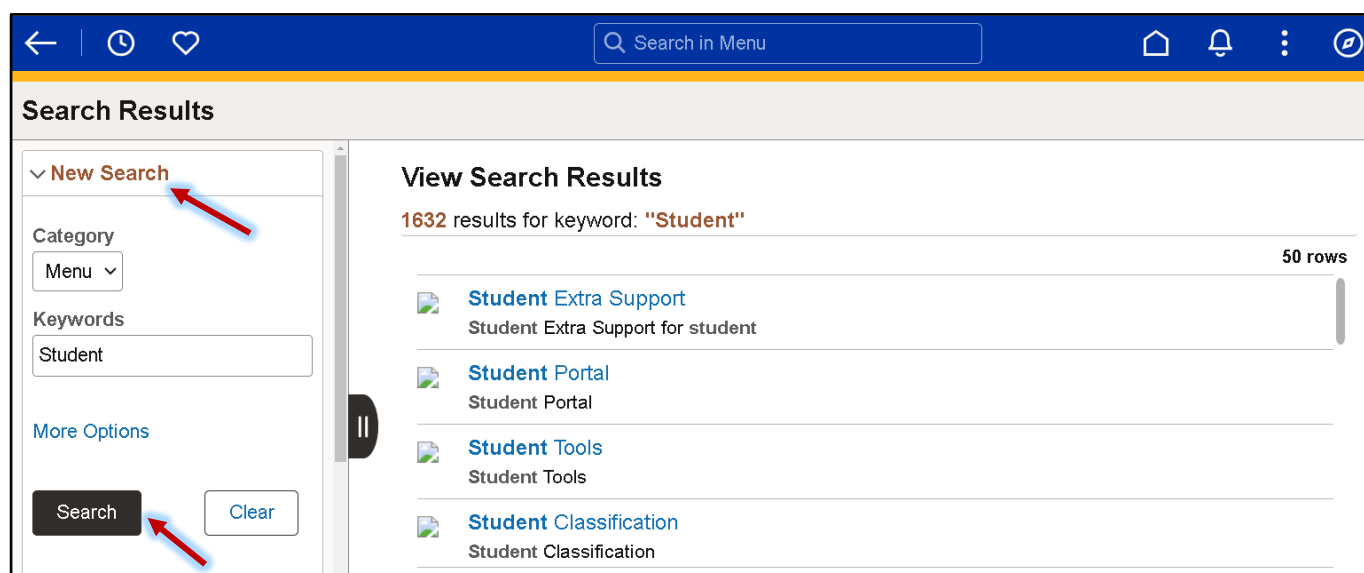


Search

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.



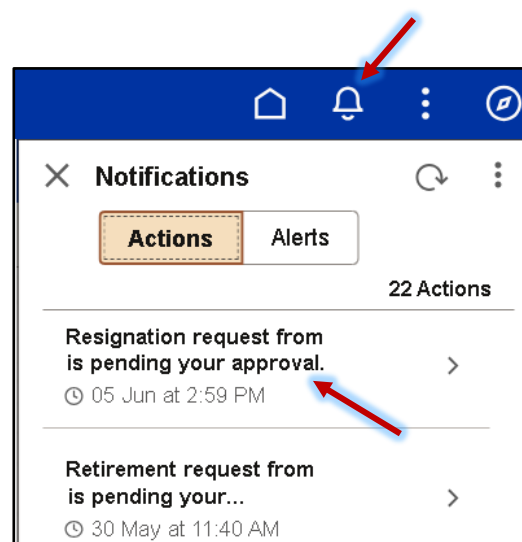
Home



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

Notifications

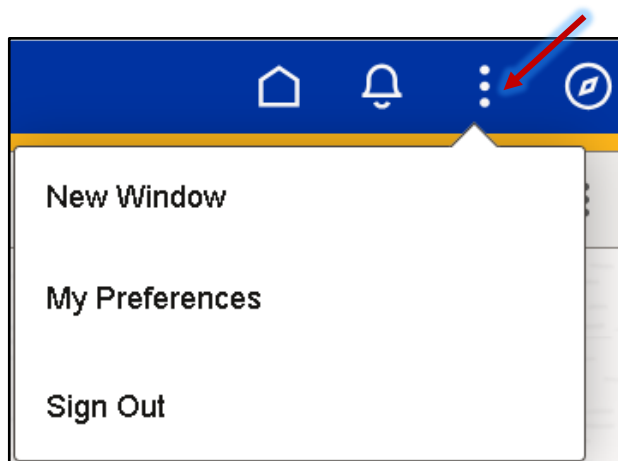
The **Notifications** icon displays a number count on the bell icon in the banner which notifies the user of any new actions or alerts. Unread actions or alerts are bolded. Notifications include the date/time of the transaction and a link to navigate directly to the item that needs attention. Notifications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

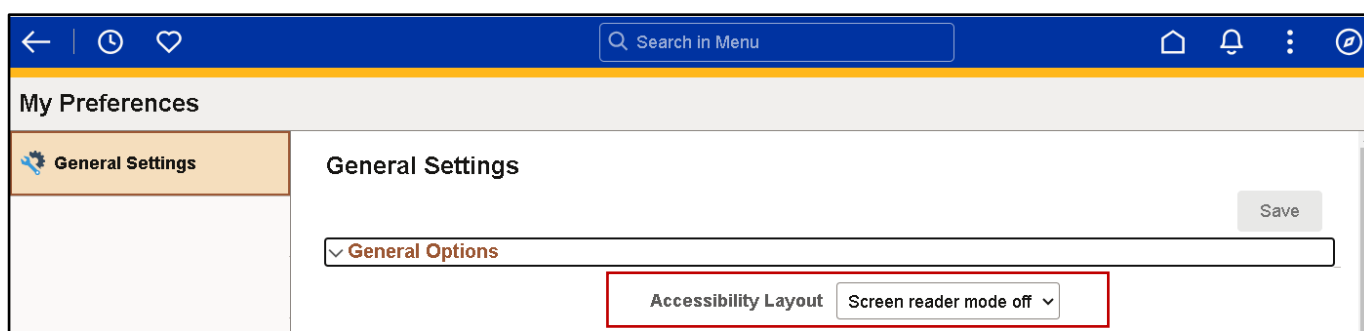
Clicking the **New Window** option opens a new browser window and displays the search page for the current page. Now, you can seamlessly navigate anywhere in CUNYfirst without disrupting the original page on which you were working.

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.



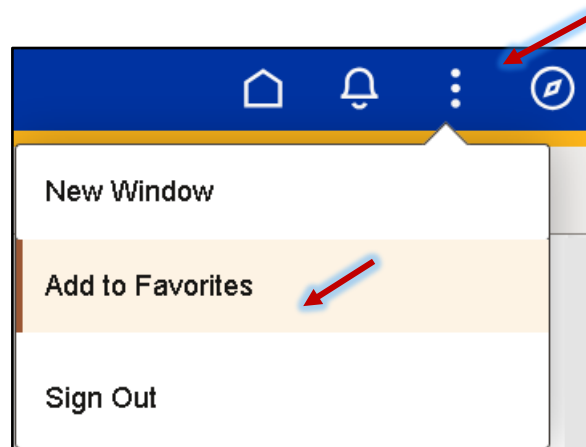
Add to Favorites

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 ×

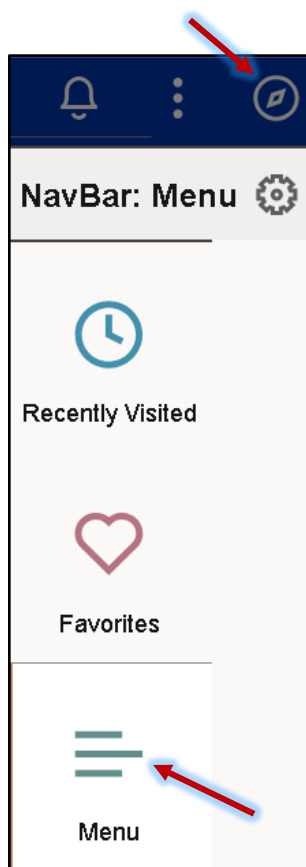
***Favorite Label**

CS Add/Update a Person

Add

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

NavBar

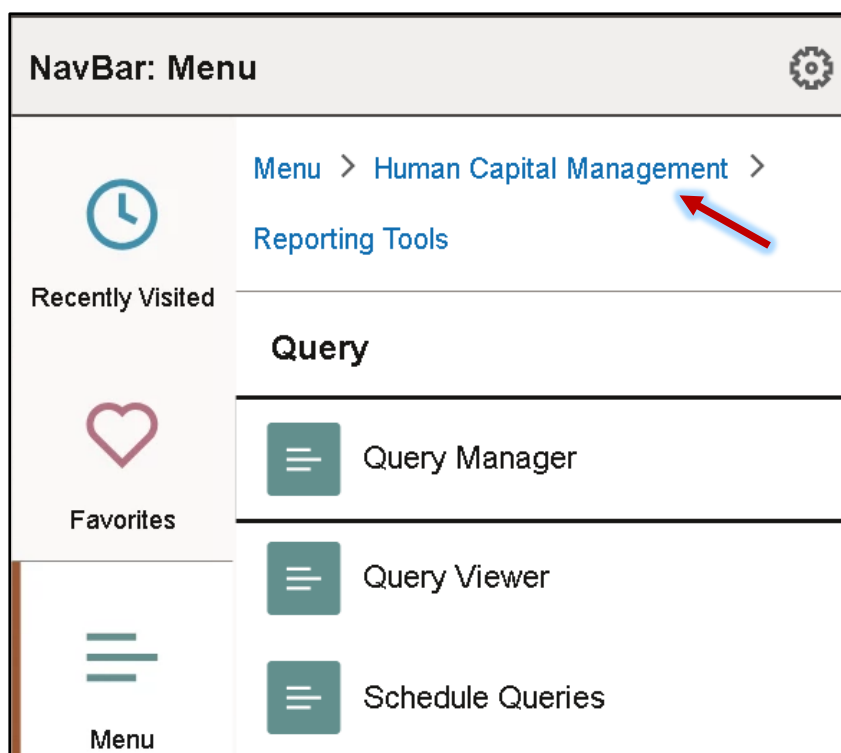


The **NavBar** provides for accessing all component pages within CUNYfirst. It contains several default tiles, as well as the **Personalize NavBar** icon that allows you to personalize the tiles that appear within your NavBar in addition to the default tiles.

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.

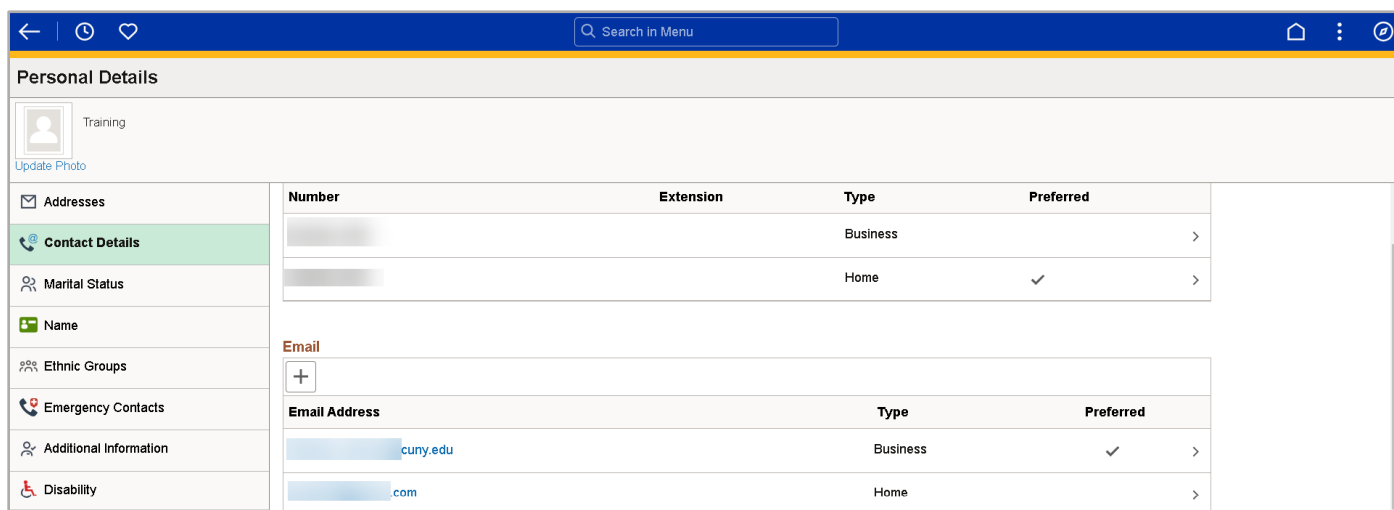


Appendix A: Review of Personal Details in Employee Self Service

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.



The screenshot shows the 'Personal Details' page in CUNYfirst. On the left is a sidebar with navigation links: Training, Update Photo, Addresses, Contact Details (highlighted), Marital Status, Name, Ethnic Groups, Emergency Contacts, Additional Information, and Disability. The main content area shows the 'Email' section with a table of existing email addresses and a plus sign to add a new one.

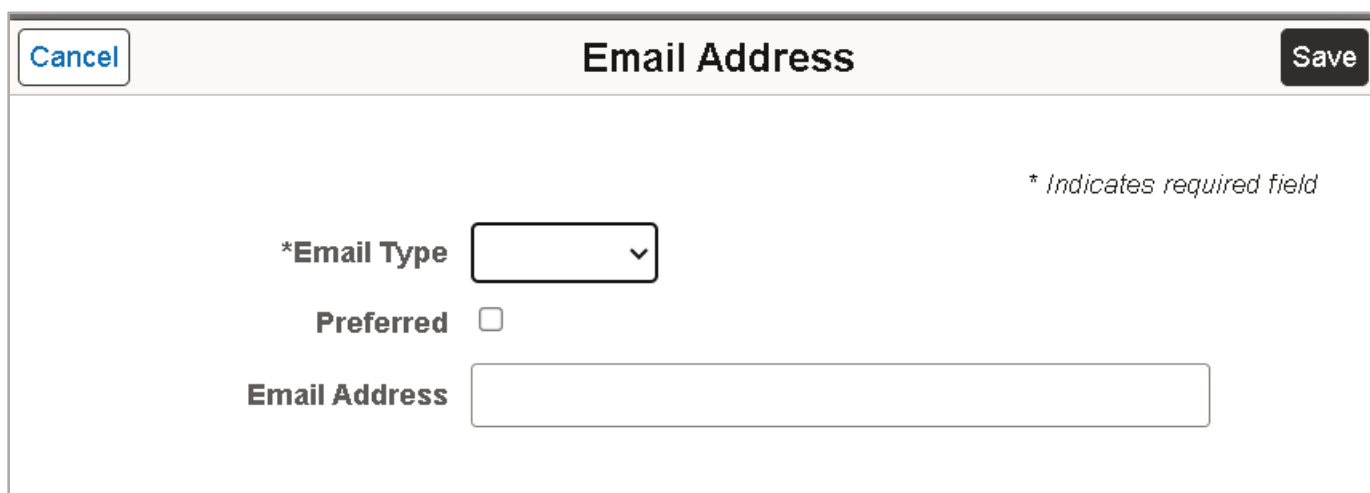
Number	Extension	Type	Preferred
[Redacted]		Business	
[Redacted]		Home	✓

Below the table is a section to add a new email address with a plus sign icon. Below that is another table showing existing email addresses:

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.



The screenshot shows the 'Email Address' form. It has a 'Cancel' button on the top left and a 'Save' button on the top right. The form contains the following fields:

- *Email Type**: A dropdown menu with a downward arrow.
- Preferred**: A checkbox.
- Email Address**: A text input field.

A note on the right side of the form states: ** Indicates required field*.