

How to Submit a CUNYfirst WN Reversal

This guide shows how an instructor submits a WN reversal through the CUNYfirst Grade Change Process.

1 Log in to CUNYfirst

Go to home.cunyfirst.cuny.edu and sign in.

Note If you don't remember your password, use the **New User** or **Forgot Password** link to reset your account.

2 Open Faculty Center

Click the **Faculty Center** icon.

Faculty Center



3 Open Grade Change Forms

Click the **Grade Change Forms** tile.

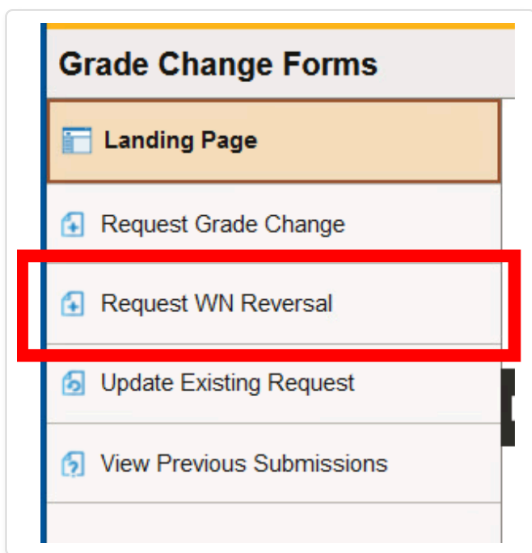
Grade Change Forms



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Select Request WN Reversal

From the menu, click **Request WN Reversal**.

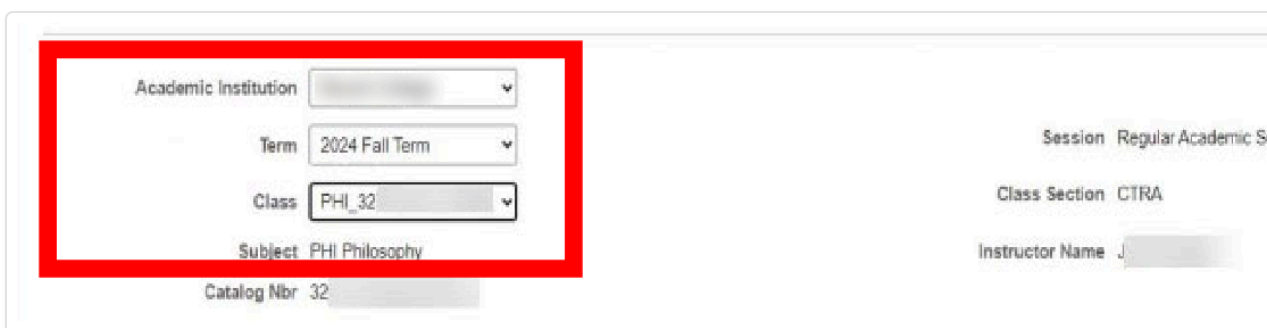


The screenshot shows a sidebar menu titled "Grade Change Forms". The menu items are: "Landing Page", "Request Grade Change", "Request WN Reversal", "Update Existing Request", and "View Previous Submissions". The "Request WN Reversal" item is highlighted with a red rectangular box.

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Choose the course details

Select the academic institution, term, and class.



The screenshot shows a form for selecting course details. The form includes dropdown menus for "Academic Institution", "Term", and "Class". The "Term" dropdown is set to "2024 Fall Term" and the "Class" dropdown is set to "PHI_32". The "Academic Institution" dropdown is also highlighted with a red rectangular box. To the right of the form, there are labels for "Session" (Regular Academic S), "Class Section" (CTRA), and "Instructor Name" (J. [redacted]). Below the form, there are labels for "Subject" (PHI Philosophy) and "Catalog Nbr" (32).

Note A WN reversal request can only be submitted for the **current term**.

Note If no student in the class has a WN grade, this message appears: *"This class has no students with WN grade posted on their records."*

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Select the student

Once the course is chosen, click the magnifying glass (spyglass) to search for the student.

Student Information

Student Id



In the search results, click the row of the student whose WN you want to reverse.

Search Results

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

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Enter a reason and submit

Select a **Reason** and enter a **Brief Description**. Both are required.

Grade Change Forms

Student Information

Student ID

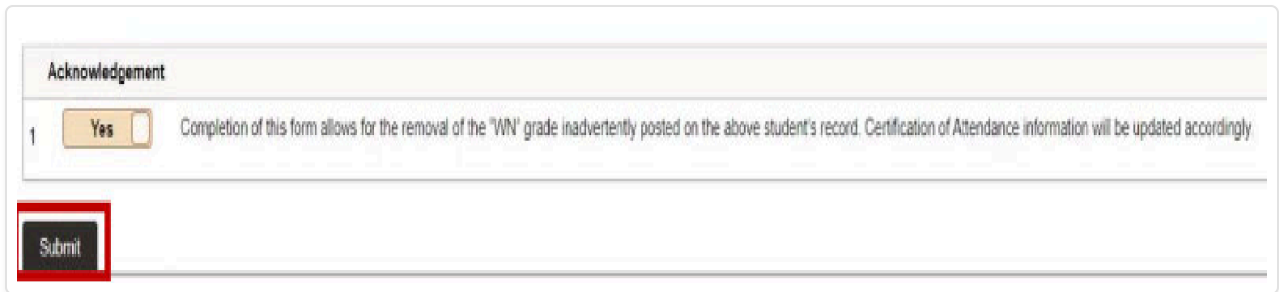
*Reason

Clerical Error

*Brief Description

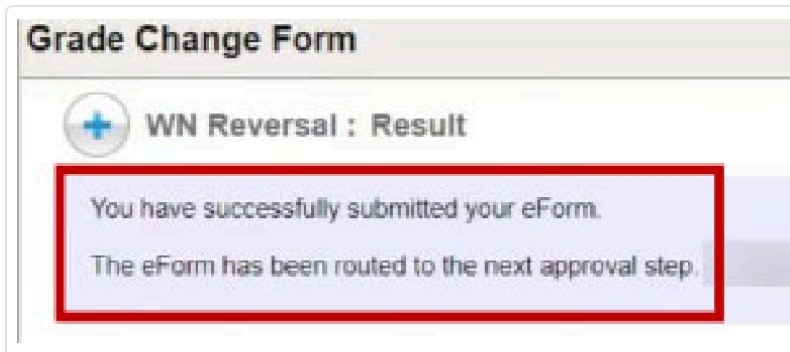
Instructor error

Set **Acknowledgement** to **Yes**, then click **Submit**.



The screenshot shows a form section titled "Acknowledgement". It contains a single question with a radio button labeled "Yes" selected. To the right of the radio button is the text: "Completion of this form allows for the removal of the 'WN' grade inadvertently posted on the above student's record. Certification of Attendance information will be updated accordingly". Below this section is a "Submit" button, which is highlighted with a red rectangular border.

A confirmation message appears when the request has been submitted successfully.



The screenshot shows a "Grade Change Form" with a section titled "WN Reversal : Result" preceded by a blue plus icon. Below this title is a light blue message box with a red border containing the text: "You have successfully submitted your eForm." and "The eForm has been routed to the next approval step."