

TO: All Faculty  
FROM: Zakaria Rhfiri, Assistant Registrar  
DATE: December 12, 2019  
RE: Fall 2019 Web Grading Submission Information

---

- The web grading system will be available via [CUNYfirst](#) Faculty Center:

**From Friday, December 13 through Friday, December 27.**

**Final grades are due no later than 48 hours after the date of the final examination for the course.**

Log into CUNYfirst <https://home.cunyfirst.cuny.edu>. If you do not remember your password you can click the 'New User' link or 'Forgot Password' to reset your account.

Go to *HR/Campus Solutions* → *Self Service* → *Faculty Center* → *My Teaching Schedule* → *Grade Roster Icon* 

Please Note: If grades are not submitted by Friday, December 27, it must be submitted via [Late Grade Submission Form](#).  
([www.bmcc.cuny.edu/LateGradeSubmissionForm](http://www.bmcc.cuny.edu/LateGradeSubmissionForm))

- Grades turned in late may affect a student's academic standing (probation/dismissal), Dean's list, registration (pre/co-requisites), eligibility for financial aid, or ability to graduate.
- A grade of INC may be given if there is reasonable expectation that the student can receive a passing grade, AND if you have consulted with the student regarding how to complete missing course requirements by the deadline.
- **If the student participated at least once in an academically related activity, and then completely STOPPED participating at any time prior to the culminating experience for the course without officially withdrawing, the grade must be a WU.** In the cases where students have only F and WU grades combination for the term without any passing grade, faculty will be requested to confirm that F is indeed earned by the student by completing **all** course assignments and it is not a WU.
- Instructors must have already claimed their CUNYfirst accounts before submitting their grades. If you need assistance with claiming your CUNYfirst account or having problems logging in, you can contact the following:
  - Staff/Faculty Help Desk in Room S-141, via email at [servicedesk@bmcc.cuny.edu](mailto:servicedesk@bmcc.cuny.edu) or phone at 212-220-8379.
  - Your Department Secretary.

**Once you have entered, reviewed, and saved your grade roster, you must then click on submit grades to the Registrar which will prompt the "POST" button; You must click on "POST" in order for your final grades to be officially posted. Once your grades have been posted, the students will be able to view them instantaneously via CUNYfirst Student Self-Service.**

**Important Links:**

[Web Grading Instructions.](http://www.bmcc.cuny.edu/Web-Grading-Submission-Instructions) ([www.bmcc.cuny.edu/Web-Grading-Submission-Instructions](http://www.bmcc.cuny.edu/Web-Grading-Submission-Instructions))

[How to Submit a Grade Change.](http://www.bmcc.cuny.edu/HowToSubmitAGradeChange) ([www.bmcc.cuny.edu/HowToSubmitAGradeChange](http://www.bmcc.cuny.edu/HowToSubmitAGradeChange))

[How to submit INC Grade Form.](http://www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm) ([www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm](http://www.bmcc.cuny.edu/HowToSubmitIncompleteINCGradeForm))

- Everyone's cooperation will be greatly appreciated.

Questions? Contact us via email at [registrar@bmcc.cuny.edu](mailto:registrar@bmcc.cuny.edu)

Antonette McKain, Dir. Evening/Weekend Programs in Room S715A | 212-220-8325 | [amckain@bmcc.cuny.edu](mailto:amckain@bmcc.cuny.edu)