

Borough of Manhattan Community College 199 Chambers Street, S315 The City University of New York www.bmcc.cuny.edu

New York, NY 10007-1097 tel. 212 220-1290 fax. 212 220-1254

<u>Home</u><u>Logou</u>

EXIL SYSTEM

How to Submit a Grade Change

- 1. Log on to BMCC Portal at https://mybmcc.bmcc.cuny.edu/ with Username and Password. Note: Username and password are the same as your BMCC email account/BMCC PC log in.
- 2. Click on the Grade Change tile Grade Change
- 3. To submit a new grade change request, click the Grade Change Form link.
- 4. Enter the student's CUNYfirst ID and click the Search Student button.

		Grade Change
	Back_	
	Student Inform	ation
C	CUNYfirst ID	Search Student
	Student First Name	Student Last Name
	Student Email	

Note: The form will automatically populate with the student's name and email address.

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Student	t Information								
CUNYfirst]	ID .				Search Stude	nt			
Student Fi	rst Name				Student Last N	ame			
Student Er	maii								
Course	Information								
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Year Discipline	2013 Semester HED CRS Num	r FALL ▼ nber 100			Sess CR5	ion Code 1 T Section 079			

5. Select the course that you wish to submit the change of grade request for.

6. The current grade on file will be populated in the **Grade From** field. Select the **Grade To** from the dropdown menu.

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Student Information									
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	100				CR3 Section	075			
Grade Information Grade From D+ T ReasonSELECT Other Reason Comment			▼ Gra	ade To te Requested	SELECT ▼ 10/5/2015				

7. Select the **Reason** for the grade change from the dropdown menu. Select **Other** to type in a reason that is not listed on the dropdown list.

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Student I	nformation									
CUNYfirst ID					Search	Student				
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Instructor	GRADE CALCULATI INCORRECTLY MAI OTHER (SPECIFY):	ION/DATA ENTRY ERROR RKED THE STUDENT AS P	RESENT							

8. Click the **Submit** button to submit the change of grade request to the department chair.

Once the request is submitted, you will be taken back to the Student Search page where you can check the status of all the requests that you have submitted.

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Status A	u	▼ Last Na	me		Student	CUNY ID			<u>Search</u> C	lear	
Search	Result										
	a. 1	Student CUNV ID	Discipline	CRS Num	CRS Sec	Term	Year	Grade From	Grade To	Date	Status
View	Student Name	Student CONT ID									