



### 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

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**Student Information**

CUNYfirst ID

Student First Name  Student Last Name

Student Email

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

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

Grade Change

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**Student Information**

CUNYfirst ID

Student First Name  Student Last Name

Student Email

**Course Information**

Select	Employee ID	Session Code	Subject	Catalog NBR	Class Section	Course Title	Grade	Semester	Term Year
Select									

Year  Semester  Session Code

Discipline  CRS Number  CRS Section

- 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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### Grade Change

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#### Student Information

CUNYfirst ID

Student First Name  Student Last Name

Student Email

#### Course Information

Select	Employee ID	Session Code	Subject	Catalog NBR	Class Section	Course Title	Grade	Semester	Term Year
<a href="#">Add</a>									

Year: 2013 Semester: FALL Session Code: 1  
 Discipline: HED CRS Number: 100 CRS Section: 079

#### Grade Information

Grade From: D+ Grade To: **--SELECT--**  
 Reason: **--SELECT--** Date Requested: 10/5/2015  
 Other Reason Comment:

- 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.

### Grade Change

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#### Student Information

CUNYfirst ID

Student First Name  Student Last Name

Student Email

#### Course Information

Select	Employee ID	Session Code	Subject	Catalog NBR	Class Section	Course Title	Grade	Semester	Term Year
<a href="#">Add</a>									

Year: 2013 Semester: FALL Session Code: 1  
 Discipline: HED CRS Number: 100 CRS Section: 079

#### Grade Information

Grade From: D+ Grade To: A  
 Reason: **--SELECT--** Date Requested: 10/5/2015  
 Other Reason Comment:

**Instructor**

- 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.

## Student Search

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**Search Student**

Status:  Last Name:  Student CUNY ID:  [Search](#) [Clear](#)

**Search Result**

View	Student Name	Student CUNY ID	Discipline	CRS Num	CRS Sec	Term	Year	Grade From	Grade To	Date	Status
<a href="#">View</a>	██████████	██████████	EMC	235	909	FALL	2013	INC	A-	06-15-2015	Declined