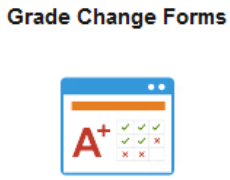
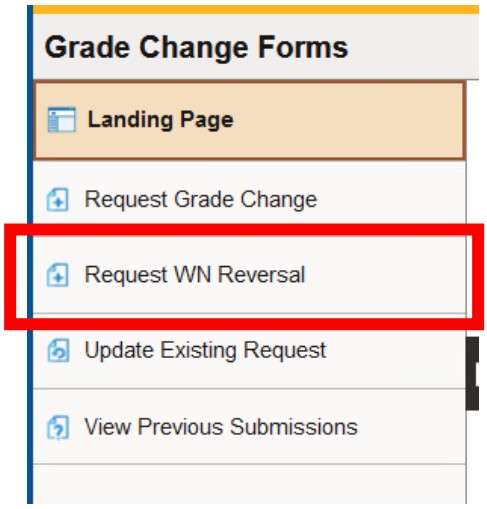
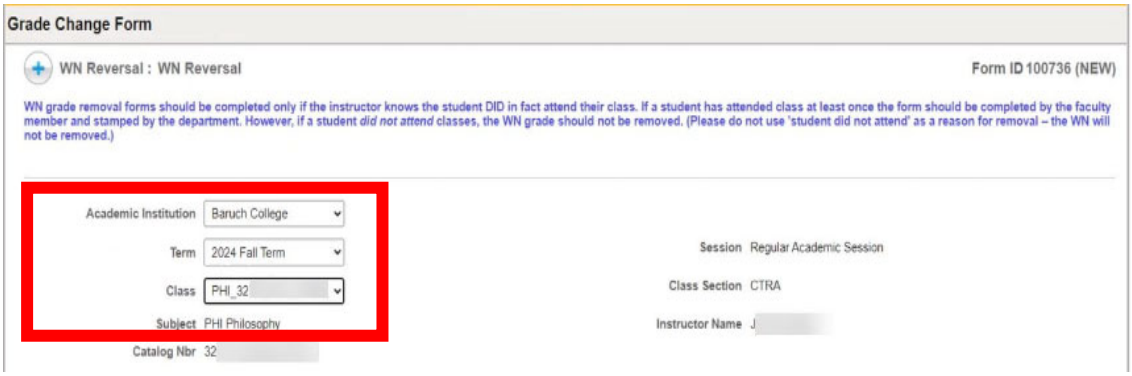
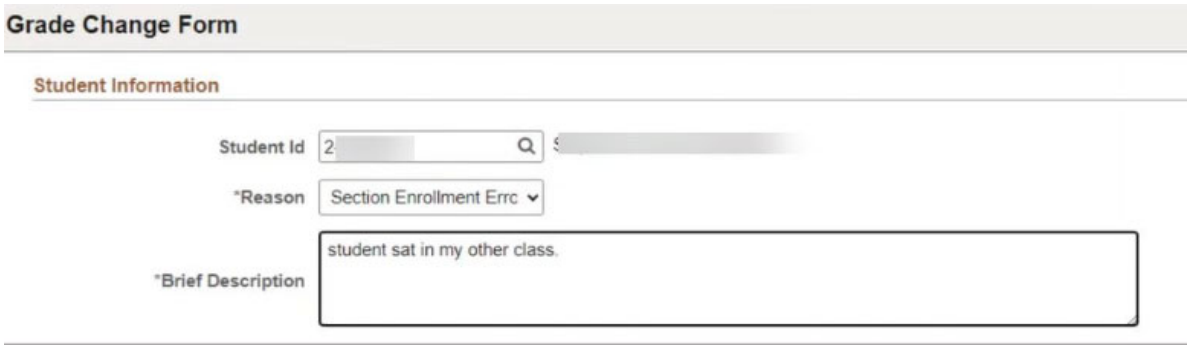
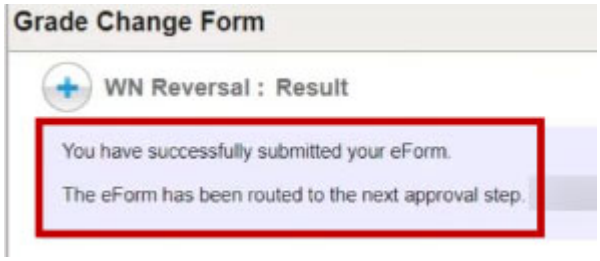
How to Submit a CUNYfirst WN Reversal —Instructor

This guide is designed to show the process for an instructor to submit a grade change through the CUNYfirst Grade Change Process.

Step	Action
1	Log into the CUNYfirst https://home.cunyfirst.cuny.edu *Note: If you do not remember your password you can click the 'New User' link or 'Forgot Password' to reset your account.*
2	**Faculty Center** Click on the Faculty Center Icon
3	**Grade Change Forms** Click on the Grade Change Tile 
4	Click on **Request WN Reversal** from Menu 

Step	Action
5	**<u>Course Details</u>** This page will allow the instructor to choose course details.  **Note:** A WN reversal request may only be submitted for the current term. **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."*
6	**<u>Student</u>** Once the course has been selected, the instructor may choose the student by clicking the magnifying glass (instead of entering the student ID). Select the student's row to reverse the WN.

Step	Action
7	**<u>Enter Reason</u>** The reason and a brief description must be entered.  Once grade is entered, instructor must toggle 'Acknowledgement' to 'Yes' and then 'Submit' A message will appear when this has been submitted successfully.