



Office of the Registrar

eGrade Correction

User Guide

Updated Fall 2020

This guide will assist users in creating a new eGrade Correction or WN grade Correction request, review and process approved requests and answer frequently asked questions users may ask pertaining to grade changes or posting/ removal of WN grades.cess.

TABLE OF CONTENTS

FOR INSTRUCTORS AND DEPARTMENT CHAIRPERSONS:

LOGIN INSTRUCTIONS	3-5
HOW TO SUBMIT A CHANGE OF GRADE REQUEST	6-9
HOW TO SUBMIT A WN GRADE CORRECTION REQUEST	10-11

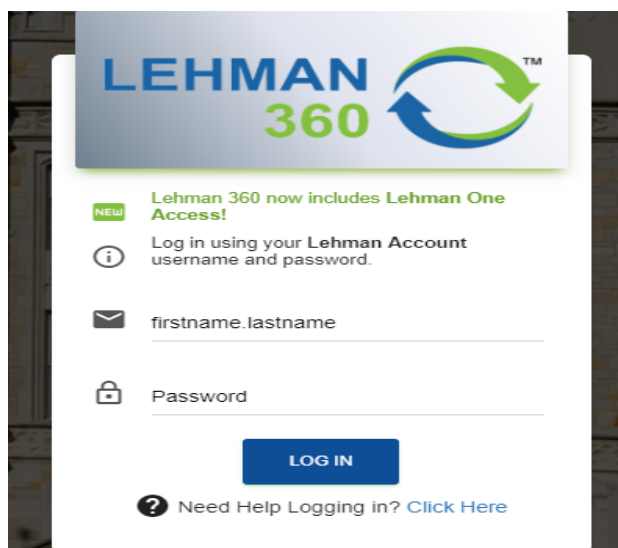
FOR DEPARTMENT CHAIRPERSONS:

HOW TO REVIEW/APPROVE AN eGRADE CORRECTION REQUEST	12-13
--	-------

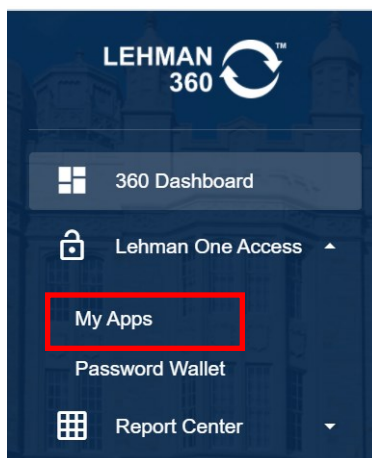
FREQUENTLY ASKED QUESTIONS: ALL USERS

ALLOWED GRADES TO ENTER IN eGRADE CORRECTION (BASED ON GRADING BASIS)	16
--	----

2. Login using your Lehman email *username* (e.g., *firstname.lastname*) and *password* as shown in the screen below.



3. From the 360 Dashboard, click on "Lehman One Access" and select "My Apps".



4. In the Lehman Apps section, click on “Lehman College Automated Forms”.

The screenshot shows a grid of application tiles under the heading "Lehman Apps". The heading is highlighted with a red rectangular box. The tiles are arranged in two columns. The rightmost tile in the second column, "Lehman College Automated Forms", is also highlighted with a red rectangular box. The tiles include:

- Lehman One Access Information**: Lehman One Access information website and user documentation.
- Lehman Connect/Student Connect Portal**: One stop for all Lehman Information. Find your schedule, grades and more.
- Lehman Website**: Click "Information for..." and "Current Students" to stay informed.
- Lehman Media Library**: Lehman Media Library, your source for on-demand multimedia.
- Student Printing / Mobile Printing**: Make campus printing eco-friendly, secure, and convenient. Launch print jobs from on and off campus.
- RStudio**
- Lightning Bolt Ideas**: Lehman is piloting a new crowdsourcing platform to advance our mission & inform our work. Share your insights here.
- Lehman Password Manager**: Register your Lehman account now so that you can easily reset your password or recover an expired/forgotten PW.
- Digital Measures/Activity Insight**: Lehman's online repository of faculty teaching, scholarship/research, creative and service activities.
- Lehman Dollars**: Blackboard eAccounts linked to your Lehman ID Card: Dining Dollars Bonus, Dining Dollars, Lehman Cash & Tech Fee Alloc.
- Campus Link**: CampusLink is your guide to club activities and student organizations at Lehman College.
- Lehman College Automated Forms**: Including ePAF, Electronic Course Scheduling System(eCSP), FT Faculty Multiple Position Form, CUNYfirst Security Access.

5. From the 360 Dashboard, click on “Lehman One Access” and select “My Apps”. You will be redirected to the page below. If you don't see the navigation on the left-hand side of the screen (as shown below), click on the arrow, to the left of the screen, and unhide.

6. To initiate a case:

- a. Click on **New Case** (screen below)
- b. Double click on "eGrade Correction"
- c. Click "Start Case"

1

7. The initiator will see two options to select either to do a change of grade or WN Grade correction. Select the appropriate request type and click "Next".

- a. To submit a **Change of Grade– Follow Steps 8-11**
- b. To submit a **WN Grade Correction– Skip to Steps 12-15**

Request Type

Please select one of the following options.

Change of Grade Form
This form is used to amend the official grade reported in CUNYfirst. This option is available after grades have been officially posted in CUNYfirst. WN grades for previous terms can be changed using this option

WN Grade Correction Form
This form is be used to amend your Verification of Enrollment Roster (VOE) in CUNYfirst. This option will be available until the grade rosters are opened. Once the rosters are opened, you must submit an eGrade Correction request.

* Required Field

HOW TO SUBMIT A CHANGE OF GRADE REQUEST

8. The initiator will see the screen below. Enter student's EMPLID, semester and year and click **SEARCH**. Green check marks will appear to validate required fields.

Case #: 19481 Title: (EMPL:)

Change of Grade Form

This is an application to request a change of a student's grade in a course.

* Student EMPLID

* Semester

* Year

* Required Field

Case #: 19481 Title: (EMPL:)

Change of Grade Form

This is an application to request a change of a student's grade in a course.

* Student EMPLID ✓

* Semester ✓

* Year ✓

* Required Field

9. Click **"SELECT"** for course you want to change the student's grade.

Student Name and Courses

First Name M.I. Last Name

Select the course you want to change the student's grade.

Class Nbr.	Class	Career	Description	Instructor	
73546	AAS 232-C301 (LEC)	UGRD	AFRICAN CIVILIZATIONS	NGO-NGIJOL BANOUUM, BERTRADE B	select
75025	ART 107-01LC (LEC)	UGRD	CERAMICS I	SKOLNIK, JANET	select
71585	LPR 212-Q01 (LEC)	UGRD	HISTORY OF PUERTO RICO	BERGAD, LAIRD	select
72742	MAT 104-ZF81 (LEC)	UGRD	COLLEGE ALGEBRA	VELOZ, JOHNNY	select

9. The Initiator will see the screen below. Select the appropriate reason for the grade change.


Case #: 19488 Title: MARCINE FRANCIS (EMPL:13091757)

Change of Grade Form
This is an application to request a change of a student's grade in a course.

Student Information

First Name: MARCINE M.I.: A Last Name: FRANCIS

EMPLID: 13091757

Define Reason for Change 

* Reason: (please specify)

- Miscalculation
- Submission of late material
- Grade Appeal
- Final Makeup
- Technical error
- Clerical/Instructor error
- Other

Course Information

Semester: FALL Year: 2014 Career: UGRD

Subject: AAS Course No.: 238 Section: K301


* Grade Change: From C+ To Instructor's Name: WATSONTURNER,SUSAN

* Required Field

Define Reason for Change

* Reason: (please specify)

- Miscalculation
- Submission of late material
- Grade Appeal
- Final Makeup
- Technical error
- Clerical/Instructor error
- Other




9a . (For “INCs” grades only): Click the **INC-Work Completed** checkbox and enter the date that INC work was completed. Then select the appropriate reason(s) for change.

Define Reason for Change

INC-Work Completed on January / 01 / 2015

* Reason: (please specify)

- Miscalculation
- Submission of late material
- Grade Appeal
- Final Makeup
- Technical error
- Clerical/Instructor error
- Other



10. Enter the grade you wish to change in the “TO” field and click “**SUBMIT**” (see Q &A for acceptable grades to enter). Green check marks will appear to validate required fields.

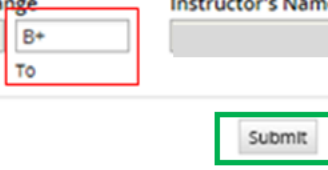
Course Information

Semester	Year	Career
FALL	2014	UGRD
Subject	Course No.	Section
AAS	232	C301

* Grade Change

From	To	Instructor's Name
C	B+	

* Required Field



11. The request is complete. Click "CONTINUE" to submit the request to the next user in the workflow. End of task.

Previous Step

Assign Task

Next Task: Chairperson's Approval

Employee: CHRISTIAN, MARK

Continue



HOME DOCUMENTS

Open Actions Read Unread All Category All Categories Process All Processes Search ...

#	Case	Process	Task	Sent by	Due Date	Last Modify
No records found						

Cases

- New case
- Inbox (0)
- Draft (9)
- Participated (16)
- Unassigned (0)
- Paused (0)

HOW TO SUBMIT A WN GRADE CORRECTION REQUEST

12. Follow steps 1-7. The initiator will see the screen below. Enter student's EMPLID and semester and click **SEARCH**. Green check marks will appear to validate required fields and show the student's schedule for the term.

[Previous Step](#)

WN Grade Correction Form (Delete or Add)

This form is to be used to amend your Verification of Enrollment Roster (VOE) on CUNYfirst.

* Student EMPLID

* Semester

* Required Field

13. If you are adding a WN grade, click **"Add WN grade"**. If you are removing a WN grade, click **"Delete WN grade"** for the course.

Student Name and Courses

First Name M.I. Last Name

Select the course you want to correct student's WN grade.

Class Nbr.	Class	Career	Description	Instructor	
57306	AAS 166-A1FY (LEC)	UGRD	African & African American Stu	Glover,Barbara	Add WN grade
57984	ENG 111-ARFY (LEC)	UGRD	English Composition I	Schulte,Brit	
57938	LAC 143-A1FY (LEC)	UGRD	Intro His Lat Am Art	Levy,Teresita	
58074	LEH 100-AAFY (LEC)	UGRD	Freshman Seminar	Dubois-Mwake,Amanda	
56874	MAT 132-A6FY (LEC)	UGRD	Introduction to Statistics	Johnson,Kevin	

Student Name and Courses

First Name M.I. Last Name

Select the course you want to correct student's WN grade.

Class Nbr.	Class	Career	Description	Instructor	
57306	AAS 166-A1FY (LEC)	UGRD	African & African American Stu	Glover,Barbara	Delete WN grade
57984	ENG 111-ARFY (LEC)	UGRD	English Composition I	Schulte,Brit	
57938	LAC 143-A1FY (LEC)	UGRD	Intro His Lat Am Art	Levy,Teresita	
58074	LEH 100-AAFY (LEC)	UGRD	Freshman Seminar	Dubois-Mwake,Amanda	
56874	MAT 132-A6FY (LEC)	UGRD	Introduction to Statistics	Johnson,Kevin	

14. Indicate the reason for the selected action. If you select "other" as the reason, you must provide a justification (free format text). Once a reason is entered, click "Submit".

WN Grade Correction Form (Delete or Add)
This form is to be used to amend your Verification of Enrollment Roster (VOE) on CUNYfirst.

Student Information

First Name: STUDENT M.I.: Last Name: TEST
EMPLID: 23958558

Course Information

Semester: FALL 2020 Career: UGRD
Subject: AAS Course No.: 166 Section: A1FY
Current Grade: Instructor's Name: GLOVER, BARBARA

Action

Delete WN Grade
 Add WN Grade (Indicating student has not participated in an academic related activity)

* Reason: (please specify)

Enrollment recording error made by instructor
 Other

* Required Field

WN Grade Correction Form (Delete or Add)
This form is to be used to amend your Verification of Enrollment Roster (VOE) on CUNYfirst.

Student Information

First Name: ASHANTEE M.I.: Last Name: MITCHELL
EMPLID: 23958558

Course Information

Semester: FALL 2020 Career: UGRD
Subject: AAS Course No.: 166 Section: A1FY
Current Grade: Instructor's Name: GLOVER, BARBARA

Action

Delete WN Grade
 Add WN Grade (Indicating student has not participated in an academic related activity)

* Reason: (please specify)

Enrollment recording error made by instructor * kindly explain below
 Other * kindly explain below

* Justification required:
safsfdsd

* Required Field

15. The request is complete. Click "CONTINUE" to submit the request to the next user in the workflow. End of task.

Previous Step


Assign Task

Next Task: Chairperson's Approval
Employee: CHRISTIAN, MARK

FOR DEPARTMENT CHAIRPERSONS: HOW TO REVIEW/APPROVE AN eGRADE CORRECTION REQUEST

16. Follow Steps 1-7 to login to Lehman 360.

17. Click the "Unassigned" queue to see new cases. Double click to open and view the case details.



User One (user1) | [Logout](#)
Using workspace [workflow](#)
April 29, 2015

HOME
DOCUMENTS

Open
Actions
Read
Unread
All
Category
All Categories
Process
eGrade Change
Search ...

#	Case	Process	Task	Sent by	Due Date	Last Modify
19509	HERMAN TODMANN (EMPL:16058587)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 11:15:...	2015-04-29 12:33:...
19508	JASON JAKIMER (EMPL:13027130)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 11:13:...	2015-04-29 11:13:...
19507	FAN LIN (EMPL:10842520)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 11:22:...	2015-04-29 11:23:...
19506	MICHELE MIRAGLIA (EMPL:23347793)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 11:40:...	2015-04-29 11:40:...
19505	JENNIFER LUNA (EMPL:23062898)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 12:28:...	2015-04-29 12:28:...
19502	KEILA MENA (EMPL:13017775)	eGrade Change	Chairperson's Approval	One, User (user1)	2015-04-30 11:40:...	2015-04-29 11:41:...

Cases

- + New case
- Inbox (8)
- Draft (1)
- Participated (58)
- Unassigned (1)
- Paused (0)

WN Grade Correction Form (Delete or Add)

This form is to be used to amend Verification of Enrollment Roster (VOE) on CUNYfirst.

Student Information

First Name	M.I.	Last Name
ASHANTEE'		MITCHELL
EMPLID		
23958558		

Course Information

Semester	Career	
FALL 2020	UGRD	
Subject	Course No.	Section
AAS	166	A1FY
Class No.		
57306		
Current Grade	Instructor's Name	
WD	GLOVER, BARBARA	

Action

Delete WN Grade
 Add WN Grade (indicating student has not participated in an academic related activity)

Reason: (please specify)

Enrollment recording error made by instructor
 Other

Justification required:

hello there

18. Under Department Chairperson's Approval, select **APPROVE** or **DON'T APPROVE** and click "SUBMIT" for submission. Approved cases will move to the next user in the approval process. For requests that will not be approved, a comment is required to state why the eGrade Correction request was not approved.

Department Chairperson's Approval

I, User One, * **APPROVE** this change of grade form.
DON'T APPROVE

Comments

Submit

* Required Field

19. The request is complete. User will see one of the messages below. Click "CONTINUE" to submit the request to the next user in the workflow (or to end the process).

Previous Step
Assign Task

Next Task: Registrar's Office
Employee: Unassigned

Continue

Previous Step
Assign Task

Next Task: End of process

Continue

FREQUENTLY ASKED QUESTIONS: ALL USERS

Q: I am an instructor and I submitted my eGrade correction request. What is the next step?

The request will be forwarded to the Chairperson of the respective department the course resides in. Once the Chairperson approves the request, the request will be forwarded to the Office of the Registrar or the Office of Academic Standards and Evaluation (Undergraduate) or Office of Graduate Studies (Graduate), depending on the reason why the grade change is being initiated. Once received by Registrar's staff, the request is approved or rejected and all parties (including the student) are notified upon completion.

Q: What grades can be entered for approval?

This will depend on the course allowed grades. However, if you do not know the allowed grades of the course, contact the Department chair or refer to "Allowed grade to enter in eGrade Correction" section of this guide. Lehman College does not assign grades of **A+** or **D-**

Q: How can I track the progress of an eGrade correction request?

See the "How to track a submitted eGrade Correction" section of this guide.

Q: I teach other courses outside my department. Can I submit an eGrade correction?

Yes, as long as you are listed as the instructor of the course in CUNYfirst. You cannot submit a grade change for another course that you were not listed as the instructor.

Q: If I gave an INC grade to a student and the grade lapses into a FIN grade, can I still make a grade change in eGrade correction?

Yes, you can submit an eGrade correction for a FIN grade. **However, if you are submitting a grade change request for a student that is a candidate for graduation, the eGrade request must be submitted prior to the date of conferral for the term. Otherwise, the student's candidacy for graduation can be jeopardized.**

Q: How do know when my eGrade correction request has been processed?

You will receive an auto-generated email stating the eGrade correction for the course and term in question has been completed. The student will also receive an email communication stating the eGrade correction has been completed and to check their CUNYfirst account to view the grade change.

Q: I received notice that my eGrade correction request was rejected? What do I do now?

If you receive an auto-message stating your eGrade correction request was rejected, the comments will state why the case was rejected. A new request will need to be initiated.

Q: I am a chairperson of a department. Can I make an eGrade correction request?

Yes, as long as you are listed as the instructor of record. However, there are circumstances where an eGrade correction request may need to be initiated by you (see next question).

FREQUENTLY ASKED QUESTIONS: ALL USERS (con't).

Q: I am a chairperson of a department. An instructor in my department is no longer an employer of Lehman College; can I submit an eGrade correction request?

After several unsuccessful attempts of contacting the instructor of record, yes, you can submit an eGrade Correction request.

Q: Can I submit multiple eGrade requests for a student?

You can only submit one grade change request per case, per student at a time. If multiple grade changes are required for one student, multiple cases must be submitted.

Q: I am a Graduate Teaching Fellow (GTF) at Lehman College. Can I submit an eGrade request?

Graduate Teaching Fellows are considered persons of interest (POI) in CUNYfirst and therefore, GTFs will not have access to submit an eGrade Correction request. As persons of interest in CUNYfirst, Human Resources do not assign a Lehman email account. When a user signs in to eGrade Correction via Lehman Connect, they are being authenticated by entering the Lehman email account login and the system matches them to their CUNYfirst EMPLIDs. eGrade Correction uses that information to then locate the courses the instructors taught during a given semester. The best approach is to speak with the department chair or program coordinator to initiate the request on the GTF's behalf.

ALLOWED GRADES TO ENTER IN eGRADE CORRECTION (BASED ON GRADING BASIS)

GRADING BASIS	FORMAL DESCRIPTION	CAREER APPLIED		ALLOWED GRADES TO ASSIGN
		UGRD	GRAD	
ANC	PPF Courses Graded	X		A, A-, B+, B, B-, C+, C, INC, NC, WU
GRD	Undergraduate Letter Grades	X		A, A-, B+, B, B-, C+, C, C- D+, D, F, INC, WU
GRD	Graduate Letter Grades		X	A, A-, B+, B, B-, C+, C, F, INC, WU
LAN	Language Grades	X		A, A-, B+, B, B-, C+, C, C-, INC, NC, WU
P/F	Pass/ Fail Grades	X	X	F, INC, P, WU
PNP	Pass/Not Pass Grades	X		P, NP, INC, WU
PNP	Pass/Not Pass Grades		X	P, NP, INC, WU <i>*[Assigned grades of A, A-, B+, B, B-, C+ and C will convert into a P grade]</i>
SUS	Graduate Letter Grades (Including SP)		X	A, A-, B+, B, B-, C+, C, F, INC, SP, WU

GRADE	DESCRIPTION
A, A-	EXCELLENT
B+, B, B-	GOOD
C+, C, C-	SATISFACTORY
D, D+	PASSING
F	FAILURE
INC	INCOMPLETE
NC	NO CREDIT
NP	NO PASS
P	PASS
SP	SATISFACTORY PROGRESS
WU	WITHDREW UNOFFICIALLY

***SUBJECT TO CHANGE**