This guide will assist the users in creating a new eGrade Correction request, track the status of a submitted request, review submitted requests, process approved requests and answer frequently asked questions users may ask during the workflow process.
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Disclaimer: Recommended browsers for this application: Google Chrome or Moxilla Firefox. Users may experience some formatting issues in Internet Explorer.
FOR INSTRUCTORS AND CHAIRPERSONS:

HOW TO SUBMIT AN eGRADE CORRECTION REQUEST

Go to http://forms.lehman.edu and logon using your Lehman email’s username (e.g., firstname.lastname) and password as shown in the screen below.

You also may access eGrade Correction via Lehman Connect (https://connect.lehman.edu). After a successful login:

- Click on “My Lehman Connect” tab,
- Under “My Applications”, click on “Lehman College Automated Forms” link.

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
To initiate a case:

1. Click on **New Case** (screen below)
2. Double click on “eGrade Correction” and click “Start Case”

![Image of eGrade Correction interface](image.png)

1. 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.
2. Click “SELECT” for course you want to change the student’s grade.

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

For “INCs”: Click the checkbox, enter the date the student’s work was completed and enter the appropriate reason.

A. Click the **INC-Work Completed** checkbox
B. Enter the date that INC work was completed
C. Click appropriate reason(s) for change
4. 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.

5. The request is complete. Click “CONTINUE” to submit the request to the next user in the workflow. End of task.
HOW TO TRACK A SUBMITTED eGRADE CORRECTION

Go to http://forms.lehman.edu and log on using your Lehman email’s username (e.g., firstname.lastname) and password as shown in the screen below.

1. Click on “DOCUMENTS” below the Lehman College logo and select “eGrade Correction” from the drop down bar.
2. The initiator will see the screen below. In the “STATUS” field, click on the current status of the case.

3. This will open a workflow map showing where the eGrade Correction request is and who is assigned to.
If you hover or click over the current location of the request, it will show the user’s information and when the case was approved or denied and the duration. End of task.
FOR DEPARTMENT CHAIRPERSONS:

HOW TO REVIEW/APPROVE AN eGRADE CORRECTION REQUEST

Go to http://forms.lehman.edu and logon using your Lehman email’s username (e.g., firstname.lastname) and password as shown in the screen below.

You also may access eGrade Correction via Lehman Connect (https://connect.lehman.edu). After a successful login:

- Click on “My Lehman Connect” tab,
- Under “My Web Applications”, click on “Lehman College Automated Forms” link.

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.

To review a case:

1. Click on “Inbox” to see new cases. Double click on the case to review
2. Department chair will see the screen below. Review the case as deemed appropriate and if applicable, approve.
3. Under Department Chairperson’s Approval, select APPROVE or DON’T APPROVE and click SUBMIT for submission. *Approved cases will move to the 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.

4. 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).
FOR ADMINISTRATIVE OFFICES:

HOW TO REVIEW/ APPROVE AN eGRADE CORRECTION REQUEST

Go to http://forms.lehman.edu and logon using your Lehman email’s username (e.g., firstname.lastname) and password as shown in the screen below.

You also may access eGrade Correction via Lehman Connect (https://connect.lehman.edu). After a successful login:

- Click on “My Lehman Connect” tab,
- Under “My Web Applications”, click on “Lehman College Automated Forms” link.

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
To review a case:

1. Click “Unassigned” to see new cases. Double click on the case to review.

2. User will see the screen below. To claim the case, click CLAIM THIS CASE.
3. Review the case as deemed appropriate. Under your respective office Approval section, select **APPROVE** or **DON'T APPROVE** and click **SUBMIT**.

*For requests that will not be approved, a comment is required to state why the request was not approved.*
4. 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).
FOR REGISTRAR STAFF:

HOW TO PROCESS AN APPROVED eGRADE CORRECTION

Go to [http://forms.lehman.edu](http://forms.lehman.edu) and logon using your Lehman email’s *username* (e.g., firstname.lastname) and *password* as shown in the screen below.

You also may access *eGrade Correction* via Lehman Connect ([https://connect.lehman.edu](https://connect.lehman.edu)). After a successful login:

- Click on “*My Lehman Connect*” tab,
- Under “*My Web Applications*”, click on “*Lehman College Automated Forms*” link.

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
To review a case:

1. Click “Unassigned” to see new cases. Double click on the case to review

2. Registrar user will see the screen below. To claim the case, click CLAIM THIS CASE.
3. Review and approve the case as deemed appropriate. Process the grade change in CUNYfirst. After processing the grade change in CUNYfirst, in the Registrar’s Office Approval section, select APPROVES or REJECTS and click SUBMIT.

4. The request is complete. Click “CONTINUE” to notify all parties involved (including the student) that the eGrade Correction has been processed in CUNYfirst.

*For requests that will be rejected, a comment is required to state why the request was rejected.

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*** THIS IS AN AUTOMATED RESPONSE PLEASE DO NOT REPLY ***

Dear Lehman Student:

Your eGrade Correction form for course ENG 210-01 for Fall 2014 semester has been completed and posted on your academic record. To view the grade change, login to your CUNYfirst account.

For any questions, contact the Office of Records and Transcripts at records.transcripts@lehman.cuny.edu

Sincerely,

Office Of The Registrar-Records & Transcripts
250 Bedford Park Boulevard West
Staten Hall, Room 106
Bronx, New York 10468
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).
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.
### ALLOWEDGRADES TO ENTER IN eGRADE CORRECTION 
**BASEDONTGRADING BASIS**

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

### GRADE DESCRIPTION

<table>
<thead>
<tr>
<th>GRADE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>B+, B, B-</td>
<td>GOOD</td>
</tr>
<tr>
<td>C+, C-</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>D, D+</td>
<td>PASSING</td>
</tr>
<tr>
<td>F</td>
<td>FAILURE</td>
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<tr>
<td>INC</td>
<td>INCOMPLETE</td>
</tr>
<tr>
<td>NC</td>
<td>NO CREDIT</td>
</tr>
<tr>
<td>NP</td>
<td>NO PASS</td>
</tr>
<tr>
<td>P</td>
<td>PASS</td>
</tr>
<tr>
<td>SP</td>
<td>SATISFACTORY PROGRESS</td>
</tr>
<tr>
<td>WU</td>
<td>WITHDREW UNOFFICIALLY</td>
</tr>
</tbody>
</table>

*SUBJECT TO CHANGE*