

To: All Faculty
From: Yvette Rosario, Senior Registrar
Date: May 16, 2025
Re: CUNYfirst FINAL GRADE SUBMISSION – SPRING 2025

FINAL GRADE SUBMISSION FOR SPRING 2025 TERM (01/25 – 05/22)

CUNYfirst grades will open **Friday, May 16** and all grade rosters are due on **Wednesday, May 28**.
CUNYfirst may be accessed at <https://home.cunyfirst.cuny.edu>. Instructions on how to submit your Final Grade Roster with CUNYfirst may be [found here](#).

GRADE INFORMATION

WN Grades – A grade of **WN** denotes that the student “Never Participated in an Academically Related Activity.” The grade of **WN** was issued as per “VOE” (Verification of Enrollment Roster) submitted by the faculty after the end of the third week of classes. This grade is **NOT** available via the grade roster.

WU Grades -A grade of "**WU**" is assigned to students who **participated in an academically related activity at least once, completely stopped participating in academically related activities any time before the culminating academic experience of the course**, and did not officially withdraw.

F Grades - A grade of **F**, is a failure grade given to a student who completed the class and failed. This grade is assigned for work that in the judgment of the instructor the student did not earn a passing grade.

INC Grades- The grade of "**INC**" (Incomplete) should **only** be given by the instructor in consultation with the student, following the below guidelines:

- a. There is a reasonable expectation that a student can **successfully complete** the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session. **Upon timely completion of said incomplete work, the student would earn the appropriate academic grade.**
- b. A student is absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session.

The grade of "**INC**" lapses to a "**FIN**" grade, as per an established deadline by the University Registrar but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Session.

For information regarding grades, please contact Rachel Negrón-Feliciano or Denetra Christian-Aponte. They may be reached via email at Rachel.Negron@Lehman.Cuny.Edu and Denetra.Christian@Lehman.Cuny.Edu respectively.

The explanation of Current Grades may be found online under [CUNY's Uniform Grade Glossary, Policies, and Guidelines](#).