

Dear Lehman Faculty,

CUNYfirst grade rosters for Fall 2018 are now available in Faculty Self-Service. Upon posting your grades, you will receive a grade post confirmation from the system. Click on the link below for instructions on how to complete grade rosters in CUNYfirst.

<http://www.lehman.edu/registrar/documents/How%20To%20Enter%20Grades%20Using%20Grade%20Roster.pdf>

We attached the non-passing grade road map for guidance when processing your final grades. For further information on grading policies and University memos, kindly visit

<http://www.lehman.edu/registrar/information-for-faculty.php>

All grade rosters must be submitted no later than **Friday, December 28, 2018 at 11:59PM.**

Due to processes we run in CUNYfirst such as conducting graduation audits, repeats, F grade policy, probation, PERC (post enrollment requisite checking) etc., it is important you submit your grades by the deadline!

Inaccurate or late submission of grade rosters may result in loss or incorrect financial aid awarding for all students for academic year 2017-18. In the event of a federal or state audit, erroneous financial aid awards could subject the college to significant monetary fines.

For information regarding grades, please contact John Lucente or Miguel Barragan. Their offices are located in Shuster Hall Rm 105 and 102 respectively; they can be reached via email or telephone for John, John.Lucente@Lehman.Cuny.Edu EXT. 5183 and for Miguel, Miguel.Barragan@Lehman.Cuny.Edu EXT. 8724. Our office hours for Shuster room 102 are Monday – Friday from 9am to 5pm and Tuesdays and Wednesdays 9am to 6:30pm when classes are in session.