GRADE CHANGE/APPEAL
APPROVAL OR REMOVAL
OF “I”, “N”, “M”, “Q” GRADES

Grades can be changed on SU-
Online within the deadlines.

**Deadline for an instructor error or appeal**
Six months after grades are due for that quarter.

**Deadline to remove a “Q” grade**
Six years after grades are due for that quarter.

**Deadlines to remove an “I” grade**
4th week into the next term with Spring, summer, and intersession due in the Fall. Check the academic calendars for dates.

**Deadlines to remove an “N” grade**
- Received Fall quarter: Nov 15th of following calendar year.
- Received Winter quarter: March 1st of following calendar year.
- Received Spring quarter: May 1st of following calendar year.
- Received Summer: Aug. 1st of following calendar year.

**INSTRUCTIONS:**

- Grade changes are made only for an instructor error; removal of “I”, “N”, “Q”, or “M” grades; or an approved appeal by the student.
- Print in Ink.
- Use one form for each course/section grade change. The original form is required (no photocopies).
- Submit to the Office of the Registrar. Students are not permitted to deliver this form.
- To request an extension of the above deadlines, submit a Petition for Exception to Policy to your Associate Dean.

Student ID Number ___________________________

Student Legal Name _____________________________________________________________________________________________________

Last                                                                                                 First                                                                                                                 Middle

School or College of course being changed (check one): □ ASC □ BUE □ EDU □ MRC □ NCS □ NUR □ SCE □ STM

<table>
<thead>
<tr>
<th>Course and Section (e.g., UCOR 1100-01)</th>
<th>Quarter/Year Taken</th>
<th>Original Grade</th>
<th>New Grade</th>
</tr>
</thead>
</table>

Grade change (check one):

- □ “I” Removal (RMGCI_C)
- □ “M” Removal (RMGCM_C)
- □ Instructor Error (RMGCE_C)
- □ “N” Removal (RMGCN_C)
- □ “Q” Removal (RMGCQEC)

If instructor error, explain the circumstances *(required)*

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□ Formal Grade Grievance Appeal (RMGCAP_C)

□ Academic Integrity Violation (RMGCIF_C)  ► Associate Dean Signature ___________________________ Date __________

(REQUIRED FOR FORMAL APPEAL & INTEGRITY VIOLATION)

► Instructor Signature ___________________________ Date __________

REGISTRAR’S OFFICE USE ONLY
Processed by: ___________________________
Date: ___________________________