



SEATTLE UNIVERSITY

OFFICE OF THE REGISTRAR
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 Seattle, WA 98122-1090
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 E-mail: registrar@seattleu.edu

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

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

<p><u>Deadline for an instructor error or appeal</u> Six months after grades are due for that quarter</p>	<p><u>Deadline to remove a "Q" grade</u> Six years after grades are due for that quarter.</p>
<p><u>Deadlines to remove an "I" grade</u> 4th week into the next term with Spring, summer, and intersession due in the Fall. Check the academic calendars for dates.</p>	<p><u>Deadlines to remove an "N" grade</u> 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.</p>

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

Course and Section (e.g., UCOR 1100-01)	Quarter/Year Taken	Original Grade	New Grade

Grade change (check one):

- "I" Removal (RMGCI_C)
 "M" Removal (RMGCM_C)
 Instructor Error (RMGCE_C)
 "N" Removal (RMGCN_C)
 "Q" Removal (RMGCOEC)

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

<input type="checkbox"/> Formal Grade Grievance Appeal (RMGCAP_C) <input type="checkbox"/> Academic Integrity Violation (RMGCF_C)	▶ Associate Dean Signature _____ Date _____ (REQUIRED FOR FORMAL APPEAL & INTEGRITY VIOLATION)
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▶ Instructor Signature _____ Date _____

REGISTRAR'S OFFICE USE ONLY Processed by: _____ Date: _____
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