

| Office Use Only      |                      |
|----------------------|----------------------|
| Processed by         | Date                 |
| <input type="text"/> | <input type="text"/> |

Please note: Most grade revisions can be processed on RAMSS through your Grade Roster. Details available at <https://www.ryerson.ca/registrar/faculty/automated-grade-revision/>. Incomplete or incorrect forms will be returned.

**Student Information - (Please print clearly). This form is to be used for exceptions ONLY.**

|  |   |
|--|---|
| <input type="text"/>                   | <input type="text"/>                          |
| Ryerson Student Number                 | Ontario Education Number (OEN) (Optional)     |
| <hr/>                                  |   |
| Last Name                              |   |
| <hr/>                                  |   |
| First Name(s)                          |   |
| <hr/>                                  |   |
| <b>Career</b>                          |   |
| <input type="checkbox"/> Undergraduate | <input type="checkbox"/> Continuing Education |
| <input type="checkbox"/> Graduate      |   |
| <b>Term</b>                            |   |
| <input type="checkbox"/> Fall          | <input type="checkbox"/> Winter               |
| <input type="checkbox"/> Spring/Summer | Year <input type="text"/>                     |

**Exception Grade Revision**

**Course Information**

Subject:  Catalog Number:  Class Section:

**Grade Information (Letter Grades)**

Original Grade:  Revised Grade:

**Reason (REQUIRED)**

Grade Miscalculation     Missing from class list     Review and regrading of exam/assignment(s)     Other (explanation required below)

**Explanation (Limit of 300 characters)**

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**Authorization**

**Note: Instructor and Chair/Director signatures required for all grade revisions.**  
**RULE 1: Required for revisions after 1 year.**  
**RULE 2: Required for revisions after 2 years.**

|   |            |           |       |
|---|------------|-----------|-------|
| <b>Instructor (REQUIRED)</b>                | <hr/>      | <hr/>     | <hr/> |
|   | Print Name | Signature | Date  |
| <b>Chair/Director's Approval (REQUIRED)</b> | <hr/>      | <hr/>     | <hr/> |
|   | Print Name | Signature | Date  |
| <b>Dean's Approval (RULE 1)</b>             | <hr/>      | <hr/>     | <hr/> |
|   | Print Name | Signature | Date  |
| <b>Registrar's Approval (RULE 2)</b>        | <hr/>      | <hr/>     | <hr/> |
|   | Print Name | Signature | Date  |