

Office Use Only	
Processed by	Date
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IMPORTANT

This form must be submitted to the ServiceHub (POD150) no later than the final date to add a course for the term in which the GPA Adjustment applies. Forms received after this date will not be processed. **Deadlines are published online in the [current undergraduate calendar](#).**

Student and Program Information

Ryerson Student Number	Ontario Education Number (OEN) (Optional)
Last Name (PRINT)	
First Name(s) (PRINT)	
Program	Major/Plan
Email Address	
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Continuing Education <input type="checkbox"/> Graduate	Expected Graduation Term _____ Year _____

Please see reverse of form for instructions and procedures.

Course Replacement

1.A. Course to be Excluded from GPA	2.A. Course to be Excluded from GPA	3.A. Course to be Excluded from GPA
Course _____	Course _____	Course _____
Table _____	Table _____	Table _____
Course completed in:	Course completed in:	Course completed in:
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer
Year _____	Year _____	Year _____
1.B. Course to be Included in GPA	2.B. Course to be Included in GPA	3.B. Course to be Included in GPA
Course _____	Course _____	Course _____
Table _____	Table _____	Table _____
Course completed in (current term only):	Course completed in (current term only):	Course completed in (current term only):
Current Term _____	Current Term _____	Current Term _____
Year _____	Year _____	Year _____
APPROVED / DENIED	APPROVED / DENIED	APPROVED / DENIED

Course Exclusion (Current term only)

A. Course to be Excluded from GPA	B. Course to be Excluded from GPA
Course _____	Course _____
Course completed in (current term only):	
Current Term _____	Current Term _____
Year _____	Year _____

Student Authorization

- I acknowledge that:**
- Questions regarding this form should be directed at gpa@ryerson.ca and should include my name and Ryerson Student Number.
 - Approved GPA adjustments will be visible on my unofficial transcript, available online through RAMSS, within 30 days of the official grade release date for the term.
 - I will be notified through my Ryerson email account in the event that my request is denied.

Signature

Date

GPA ADJUSTMENT REQUEST FORM INSTRUCTIONS

Purpose

A GPA Adjustment Request Form allows you to request a course replacement or course exclusion in order to improve your cumulative grade point average in your current program. An adjustment to your grade point average is subject to [Senate Policy #46](#) on grading. Your program's curriculum determines required courses which cannot be excluded or used in a GPA adjustment. It also identifies Professional, Professionally Related and Liberal Studies courses (for undergraduate students) and electives (for certificate students).

Before filling out a GPA Adjustment Request Form:

1. You must currently be in an undergraduate, graduate or certificate program.
2. **Undergraduate programs:** View your advising report in RAMSS to determine if the courses you want to use are from the same group of electives, Professional, Professionally Related or Liberal Studies groups.
3. Contact your program department if you have questions regarding program requirements, course selections and the impact of the adjustment on your academic record.
4. Ensure that you are submitting the form before the published deadline in the [current calendar](#).
5. A Curriculum Substitution Form must be submitted with the GPA Adjustment Form, when you wish to replace a previously graded course with a course not included in your program of study.

Procedures:

1. Provide all student, program, and course information. Incomplete forms will be denied.
2. **Course Replacement**
 - a. Course to be excluded from your program GPA must be a course from a previous term.
 - b. Course to be included in your program GPA must be a course in the current term.
 - c. **Undergraduate programs:** you must include the table from which you are selecting the course.
3. **Course Exclusion**
 - a. Must be requested for the current term (not a previous term).
 - b. Must be either:
 - a general interest course that is not applicable to your program of study.
 - an extra course that you **are taking after already completing your program's requirements**.
4. **Chang School Certificate Programs:** you can request a GPA adjustment for elective courses only.
5. **Graduate Studies Programs:** your GPA Adjustment Request Form must be signed by your program Chair/Director before it is submitted to Student Records.
6. Completed forms must be submitted in-person to Student Records, c/o the ServiceHub (POD150).
7. Courses completed prior to admission to a program will not be included in your program GPA.
8. You will be contacted at your Ryerson email address if your GPA Adjustment Request Form has been denied.
9. Approved GPA Adjustment Request Forms will be processed within 30 days after the official grade release date for the term.

Your GPA Adjustment Request Form will not be processed if:

- It was submitted after the published deadline for GPA adjustments for the term of the currently-enrolled course you listed on your form;
- The courses on your Course Replacement request are not part of the same group/table/career;
- You have requested a GPA adjustment for a Required course (a course that is part of your program's requirements);
- You have requested to replace a current course with a course taken prior to the current term;
- You dropped the course(s) you had requested to be considered for a GPA adjustment;
- You have already graduated.

Questions?

If you have a question about the GPA Adjustment Request Form you submitted, please contact gpa@ryerson.ca. Include your first and last name and Ryerson Student Number.

Graduate Program Director Signature

Date