

**EXCEPTION GRADE REVISION FORM**

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

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

Please complete form by downloading and using an Adobe product, such as Reader or Acrobat. Digital signatures are required for accessibility.

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

TMU Student Number

Ontario Education Number (OEN) (Optional)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name(s)

**Career**

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Continuing Education	<input type="checkbox"/> Graduate	<input type="checkbox"/> Law
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**Term**

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring/Summer	<input type="checkbox"/> Year	<input type="text"/>
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**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)**

\_\_\_\_\_  
\_\_\_\_\_

**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.**

**Instructor (REQUIRED)**

_____ Print Name	_____ Signature	_____ Date
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**Chair/Director's Approval (REQUIRED)**

_____ Print Name	_____ Signature	_____ Date
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**Dean's Approval (RULE 1)**

_____ Print Name	_____ Signature	_____ Date
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**Registrar's Approval (RULE 2)**

_____ Print Name	_____ Signature	_____ Date
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