



GRADUATE STUDIES GRADE APPEAL FORM

Please use one form for each assignment that you wish to appeal

SECTION A: STUDENT INFORMATION

Last Name

First Name

Carleton Email Address

Carleton Student ID

SECTION B: COURSE INFORMATION

Course Title

Course Code

Term

SECTION C: INSTRUCTOR INFORMATION

Last Name

First Name

Carleton Email Address

Department/School/Institute

SECTION D: APPEAL INFORMATION

Please list the assignment that you are appealing and the document(s) you would like reviewed, below:

When was the grade released?

Month

Day

Year

What grade did you receive? _____

SECTION E: CHECKLIST (all of these items must be included)

☐ Statement outlining the rationale and internal review results

☐ Breakdown of all grades received in the course

☐ Original assignment with any feedback given

☐ An unmarked copy of the original assignment

☐ Assignment directions and grading scheme

☐ Course Outline

☐ Other relevant material (as listed in Section D, above)

SECTION F: DECLARATION AND SIGNATURE

By signing below, I certify that the information provided on this form as well as the supporting documents are correct and complete.

Student's Signature:

Date:

Month

Day

Year

**Please send the completed form along with supporting documents to the
Dean of the Faculty offering the course.**