

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 Fmail 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 When was the grade released? would like reviewed, below: 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 ☐ Course Outline ☐ Assignment directions and grading scheme ☐ Other relevant material (as listed in Section D, above) **SECTION F: DECLARATION AND SIGNATURE**

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

Student's Signature:

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

Date:

Month

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated on this form unless the applicant provides written consent. Should you have any questions concerning your personal information, please contact the Carleton University Privacy Office, 607 Pigiarvik (ハイづらり by email at: university_privacy_office@carleton.ca or 613-520-2600 ext. 2047. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.