



**FACULTY OF GRADUATE AND POSTDOCTORAL AFFAIRS
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

Statement outlining the rationale and internal review results	Breakdown of all grades received in the course
Original assignment	Two unmarked copies 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 Associate Dean (Student and Postdoctoral Affairs).