Grade-appeal and deferred-exam petition checklist

A checklist to gather the policy, deadline, grounds, evidence and submissions for a grade appeal or a deferred-exam petition, using your own faculty's rules.

NAME _____ DATE _____

THIS REQUEST

SCHOOL AND FACULTY _____ WHAT I AM ASKING FOR (APPEAL, DEFERRAL, LATE DROP, OTHER) _____

OFFICIAL DEADLINE I COPIED _____ OFFICE OR PORTAL TO SUBMIT TO _____

BEFORE I SEND IT

- [ ] I found the current faculty petitions or appeals page and saved a copy
- [ ] I copied the deadline and the required form name from that page
- [ ] I read what kinds of grounds the faculty accepts, in its words
- [ ] I listed every piece of evidence and where the original is kept
- [ ] I asked an advisor, registrar or students' union advocacy office (optional, if I want help)
- [ ] The form is complete and matches the evidence list
- [ ] I kept a copy of everything I submitted and the confirmation number or email

EVIDENCE

Evidence (syllabus, grade, medical note, email, screenshot)	Date	Original kept where	Attached?

SUBMISSIONS

Sent to	Date sent	Confirmation or reference	Reply or next step

Each faculty sets its own grounds, forms and deadlines. This sheet does not tell you whether a petition will be accepted. If the official page disagrees with a note you wrote, follow the official page.