



ACADEMIC SERVICES REQUEST FOR A RE-EVALUATION

Student Information:

Name: _____ Student number: _____

Address: _____

Current email: _____

Course Information:

Semester: _____ Final grade obtained: _____

Title of course: _____ Course number: _____

Teacher: _____ Date: _____

6.1 APPEAL

An Appeal is defined as an application for the reconsideration of an academic judgment or decision made by a teacher or administrator.

Examples would include, but are not limited to, such things as:

- the grade on an assignment or other work;
- the final course grade;
- a decision regarding a request for a course equivalence; and
- a decision regarding an accusation of cheating or plagiarism.

6.2 ACADEMIC APPEALS

In keeping with the underlying principles of this policy, a final course grade is assigned to a student by teachers exercising their professional responsibilities and expertise in evaluating student achievement of course competencies. The appeals procedure of the final grade for a course is regulated by the Collective Agreements between the government of Québec and the unions representing teachers. The collective agreements stipulate the creation of a Mark Review Committee, consisting of three teachers from the department involved including the teacher of the course concerned, who reconsiders the students' final mark. The composition of the Committee may vary in the Continuing Education sector.

REQUEST FOR A RE-EVALUATION

REASONS for the request:

<p>Date: _____ Student's signature: _____</p>

This request for a re-evaluation will be transmitted to your teacher and to the Department Coordinator. Once the review committee meets, you will be informed of its decision by email.

REVIEW COMMITTEE:

<p>As per the Collective Agreement, the following three teachers made up the Review Committee:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Date of Meeting : _____</p>
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RE-EVALUATION VERDICT:

<p><input type="radio"/> The mark will remain the same: _____</p> <p><input type="radio"/> The mark granted will be changed to: _____%</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature of Department Coordinator