

GRADE REVIEW PROCEDURE

Students who feel they have received an unfair mark are entitled to apply for a grade review after consulting their transcript via the SYMBIOSE portal, but they must do so within ten (10) working days from the date of the email notifying them that a change has been made to their file. This deadline, however, only applies to courses where the results appear for the first time.

There is a \$50 fee for every application for grade review; the fee is reimbursed to the applicant if she or he is successful.

The student must complete the appropriate form and send it directly to the Office of the Registrar. The form is then forwarded to the director of the department in question, who will submit it to the teacher concerned. The latter must examine the application and provide an answer within seven (7) working days. The teacher may maintain, lower or raise the student's mark.

If unable to obtain an advice from the teacher, the director of the department must refer the application to a review committee. This committee must study the application and provide an answer within ten (10) working days from the date on which the application was submitted to it.

IMPORTANT

Once the teacher renders his or her decision, the Office of the Registrar must send a reply to the student in writing.

APPEAL COMMITTEE

If the student is dissatisfied with the decision rendered, he or she can file an appeal within five (5) working days by completing an Appeal to the Grade Review Committee form and send it to the Office of the Registrar together with a \$75 deposit. This amount will be refunded if the appeal is deemed justified. The department must then create a review committee. This committee must study the application and provide an answer within fifteen (15) working days from the date on which the application was submitted to it. Its decision is final and without appeal.

This is an English version of the official document adopted by the governing bodies of the Université du Québec en Abitibi-Témiscamingue. In case of inconsistency between the two texts or litigation, the original French text shall be used for interpretation purposes and shall be the sole official version considered.

1. STUDENT IDENTIFICATION

2. COURSE

Last Name (at birth)	First name	<p style="text-align: center;">PAYMENT MODE To be completed by the student</p> <p>Amount paid : _____</p> <p>Payment method used :</p> <p>Check (name of UQAT) : <input type="checkbox"/> Student account : <input type="checkbox"/></p>
Complete address and postal code		
Date of birth or permanent code: _____		
Phone	- residence: _____ - work: _____	
Program title		

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Detail : Year: _____ **Session:** winter summer fall

Grade received	Course professor
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I am hereby requesting a review of the grade obtained for the course mentioned above.

Date	Student signature
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NOTE: THE COURSE PROFESSOR CAN MAINTAIN, LOWER OR RAISE THE GRADE.

3. RESPONSE FROM THE COURSE PROFESSOR

<input type="checkbox"/> Grade maintained	<input type="checkbox"/> The reviewed grade is: _____
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Date	Professor's signature
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Date	Department Director's signature
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