

- Request for a review
- Exceptional review

Please use block letter and black or blue ink only.

HEC Montréal file number

Given name → _____

Family name → _____

Address → _____ Apt. _____

City and province → _____

Postal code → _____

In order to be accepted, this request must be submitted in accordance with the published dates as stated in the academic calendar.

Once completed, this form can be:

- Handed in the the supervising clerk at the time of the revision of the result.
- Sent by email to reg.examen@hec.ca.
- Deposited in Registrar mailbox:
 - Facing Banque Nationale amphitheatre in the Côte-Sainte-Catherine building.
 - Near the Zone Info in the Decelles building.

If the new grade allows to complete the program, the student must contact the Administrative Office.

Term of examination: (✓) Fall _____ Winter _____ Summer _____

Catalog number	Section	Course title	Name of professor or part-time lecturer

Review: clearly explain the reasons for your request. If necessary, use another page and staple it to this form. Addition error

Exceptional review: clearly explain the reasons for your request. **Use another page and staple it to this form.**

Date _____ Student's signature _____ * Fees will be charged if the grade remains unchanged.

Reserved for internal use

Professor/Director _____
Family name _____ Given name _____

Results of review

Final examination mark **unchanged**.

↓
Reasons: _____

↓

Professor's signature _____ Date _____
or
Director's signature _____ Date _____

↓

Return this form to room RJ.310, Côte-Sainte-Catherine Building, before the specified deadline.

Complete both lines.

Final examination mark **changed** from _____ to _____

↓
bringing the total mark from _____ to _____
Reasons: _____

↓

Professor's signature _____ Date _____
↓
Send to the Academic Office for approval.
↓

Signature of the Academic Office Director _____ Date _____
↓

Eligibility of the exceptional review

- Yes The Director of the academic department will form an exceptional review committee made up of three appointed members. This committee may consult experts and must hear the student, instructor and department director, upon their request.
- No The committee must justify their decision in writing, and send the original document to the Registrar and a copy to the Director of the academic department. The committee's decision is final and cannot be appealed.

Reserved for the Registrar BD Record (grade) Record (fees) Email Initials : _____