University of Victoria
Office of the Registrar,
Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2
Fax: 250-721-6225

OFFICE STAMP

FEE: $25.^{00} PER COURSE

(Refundable ONLY if review is successful.)

REQUEST FOR A REVIEW OF AN ASSIGNED GRADE

Mathematical marking errors will be rectified without recourse to the review procedures.

SURNAME GIVEN NAME(S) UVIC STUDENT NUMBER

V 0 0

COURSE: _____ SECTION: _____ SESSION: _____ INSTRUCTOR: _____

GRADE: _____ CRN: _____

NOTE: Prior to application, a student considering a request for a formal review of a final grade ought to make every reasonable effort to **discuss the assigned grade with the instructor as refunds will not be granted if Review of an Assigned Grade is denied.**

STUDENT SIGNATURE: _____ DATE: _____

1. Prospective applicants are advised that examination papers assigned E or F grades (and D grades in some faculties) are automatically read at least a second time before the grades is recorded.
2. The grade determined by means of a review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade.
3. **Each applicant must state clearly in writing the grounds for believing that the grade awarded should be raised.**
4. Students should retain all written work returned to them by the instructor during the term and make such work available where the grade to be reviewed has involved such term work.
5. The student will be notified by mail from Undergraduate Records of the Department/School's response.

REASON FOR REVIEW:

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Please use back of form if necessary

Office Use Only: SGASTDN updated.