REQUEST TO ATTEMPT A COURSE FOR THE THIRD TIME

Request must be submitted by 4:15PM on the third business day prior to the “Last Day for 100% reduction of tuition fees”. **No late requests will be considered.**

**Academic Advisors:**
- Mechanical, Software – contact Belinda de Jong, engradv1@uvic.ca, EOW 207
- Biomedical, Civil, Computer, Electrical – contact Alejandra Montenegro, engradv2@uvic.ca, EOW 217
- First year students, Undeclared students – contact LeAnne Golinsky, engradv@uvic.ca, EOW 211

Student Name: __________________________
Student Number: V0_____________________
Email address: __________________________

I request permission for an additional attempt at (course): __________________________

I have previously attempted the course ____ times in the following terms:
____________________________________________________________________________________________

Additional Comments:
____________________________________________________________________________________________
____________________________________________________________________________________________
*(please use this space to explain what you will be doing to improve your chances of success this term)*

Student Signature: __________________________ Date: __________________________

______________________________

**Departmental use only**

Academic Advisor notes: ☐ Recommended ☐ Not Recommended
____________________________________________________________________________________________
____________________________________________________________________________________________

Associate Dean: ☐ Approved ☐ Not Approved

Associate Dean Signature: __________________________

☐ Updated in Student Records: Initials ________ Date: __________________________