

## CES Change Request Form

The CES Faculty Advisory Committee, which reports to Senate, has recommended that in very unusual circumstances exceptions may be made to when or if the CES may be completed by students. These exceptions are for the following special instances.

- During the Summer Session when the final exam is administered BEFORE THE LAST DAY OF CLASS AS LISTED IN BANNER
- When student access to the CES is difficult and therefore the survey dates should be adjusted to enable completion of the survey
- Courses are required but do not have credits associated with them in Banner and are lacking components usually associated with the CES

Due to resource constraints, such manual changes to CES dates will be accommodated only for scenarios meeting the requirements above. Please do not request changes for personal reasons. Instructors who wish to have precise timing for a CES should place the activity in their syllabus and provide in-class time to complete the survey.

Each request will be reviewed, accepted/denied, and a record retained. All other senate-mandated rules remain (e.g., students cannot complete the form after they have their final grades, results may not be submitted to the instructor before grades are in, etc). You will be notified once a decision has been made.

If you need to make a change to your course CES, please complete the following:

1. Provide course code, CRN, instructor name and email

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2. Provide reason for change request

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3. Requested start and end dates (if applicable) \_\_\_\_\_

4. Signature of the Chair or Director or Dean (**required**) \_\_\_\_\_

Once completed, please send as soon as possible as an email attachment with an appropriate subject heading to [ceshelp@uvic.ca](mailto:ceshelp@uvic.ca) (late requests may not be accommodated).

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