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| UVic logo_bk | **Office of the Registrar**Division of Student AffairsUniversity of VictoriaPO Box 3025 STN CSCVictoria BC V8W 3P2T 250-721-8121studentsupport@uvic.ca | **Supplemental Exam Approval Form** |
| * To be completed when a student has been identified as eligible for a Supplemental Exam
* Instructors will not be able to assign E grades in FAST; instructors must notify department for further processing and approval of Supplemental Exam
 |
| **Student Information** |
| STUDENT NUMBER«STUDENT\_NO.» | FIRST NAME«FIRST\_NAME» | LAST NAME«LAST\_NAME» |
| EMAIL ADDRESS«EMAIL» | TERM:«TERM» |
| **Course and Grade Information** |
| COURSE ABBREVIATIONEXAMPLE: ANTH 100 | COURSE SECTIONEXAMPLE: A02 | COURSE CRNEXAMPLE: 12345 | GRADE% |
| «COURSE\_\_ABRREVIATION» | «COURSE\_\_SECTION» | «COURSE\_CRN» | «GRADE» |
| For Office of the Registrar use only  | SHATCKN UPDATED: □  | DATE: |
|  | FORWARDED TO EXAM CLERK: □  | DATE: |
| **Department Review/Approval** |
| SUPPLEMENTAL EXAM WILL BE ADMINISTERED BY: | «SUPPLEMENTAL\_EXAM\_HANDLED\_BY» |
| Please note the Office of the Registrar administers Supplemental Exams for Winter Session 2nd Term courses only. The submission deadline is May 30. |
| INSTRUCTOR NAME:«INSTRUCTOR\_NAME» | CHAIR OR DIRECTOR NAME:«CHAIRDIRECTOR\_NAME» |
| Please send the completed form to the Associate Dean or Designate of the faculty offering the course for consideration. |
| **Approval of Associate Dean or Designate** |
| DECISION:  | «ASSOC\_DEAN\_DECISION\_APPROVEDNOT\_APPROV» |
| COMMENTS FOR NON APPROVAL: «COMMENTS\_FOR\_NOT\_APPROVED\_DECISION» |
| ASSOCIATE DEAN/DESIGNATE SIGNATURE:«ASSOC\_DEAN\_DESIGNATE\_NAME» | DATE:«DATE» |
| **Electronic submissions in this format (without original signatures) will only be accepted from designated staff.****Please forward completed forms to Student Support Services, Office of the Registrar (studentsupport@uvic.ca).****The submission deadline for Winter Session 2nd Term courses is May 30.** |
| For Office of the Registrar Use only  | STUDENT INFORMED: □ | SGASTDN UPDATED : □ | DATE: |