



University of Victoria

Office of the Registrar
Division of Student Affairs
University of Victoria
PO Box 3025 STN CSC
Victoria BC V8W 3P2
T 250-721-8121
studentsupport@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 (please print)

STUDENT NUMBER	FIRST NAME	LAST NAME
EMAIL ADDRESS		TERM:

Course and Grade Information

COURSE ABBREVIATION EXAMPLE: ANTH 100	COURSE SECTION EXAMPLE: A02	COURSE CRN EXAMPLE: 12345	GRADE %

For Office of the Registrar use only	SHATCKN UPDATED: <input type="checkbox"/>	DATE:
	FORWARDED TO EXAM CLERK: <input type="checkbox"/>	DATE:

Department Review/Approval

SUPPLEMENTAL EXAM WILL BE ADMINISTERED BY:

Department Office of the Registrar
 Winter Session 2nd Term courses only
 Submission deadline May 30

INSTRUCTOR NAME:	INSTRUCTOR SIGNATURE:	DATE:
CHAIR OR DIRECTOR NAME:	CHAIR OR DIRECTOR SIGNATURE:	DATE:

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: Approved Not approved

COMMENTS FOR NON APPROVAL:

ASSOCIATE DEAN/DESIGNATE NAME:	ASSOCIATE DEAN/DESIGNATE SIGNATURE:	DATE:
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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: <input type="checkbox"/>	SGASTDN UPDATED : <input type="checkbox"/>	DATE:
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