

 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 F:250-721-6225 E:studentsupport@uvic.ca	Request for a Review of a Final Assigned Grade	
		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 only be granted if the review of the assigned grade is successful.	
		Students have 21 days from the day their grade is released to submit a request for review.	
		(For Office Use Only) Date Paid	SGASTDN updated <input type="checkbox"/>

Student Information (please print)		
Last Name	Given Name(s)	Student Number
Date of Birth (if student number unknown)	Telephone	Email

Course Information		
COURSE: EXAMPLE ANTH 100	COURSE SECTION: A02	CRN: 12345
INSTRUCTOR:	ASSIGNED GRADE:	TERM: 201405

Notes
<ol style="list-style-type: none"> Students considering a review request should note that in some faculties examination papers assigned a failing grade or a percentage grade within the D grade range (50%-59%) are automatically read at least a second time before the grades are recorded. 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. If seeking a review of term work (rather than a review of a final exam) you must be able to present all written work returned to you by the instructor during the term. The student will be notified by email from the Office of the Registrar of the Department/School's response. Please note decisions under normal circumstances will be processed within 4 weeks.

Checklist
<input type="checkbox"/> Have attached a detailed supporting statement clearly outlining the grounds for the awarded grade to be raised.
<input type="checkbox"/> For reviews that include re-grading of term work , attach supporting documentation in the form of written work returned to you by the instructor during the term
<input type="checkbox"/> Make every reasonable effort to review grade with Instructor prior to submitting this request

Payment	
Payment is required with this form. In-person payments can be made via cash, debit, credit card, cheque or money order payable to the University of Victoria. Mailed in payments can be made via cheque or money order payable to the University of Victoria. Due to Payment Card Industry Security Standards, we regret that we cannot accept credit card payments by mail or fax. Please note this fee is non-refundable if the grade does not change or results in a lower grade than the original grade..	Total Amount Due \$25.00
Student's Signature	Date

The University of Victoria is committed to treating personal information in accordance with FIPPA and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *University Act*. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see [Schedule A, Procedures for the Management of Personal Information](#). Should you have any questions concerning your personal information please contact the access and privacy office at foipp@uvic.ca.