



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, engradav@uvic.ca, EOW 211

Student Name: _____

Student Number: VO _____

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: _____