

Academic Advising Proxy



University
of Victoria

Academic Advising
for Humanities, Science
& Social Sciences

PLEASE NOTE: STUDENT PHOTO IDENTIFICATION (PHOTOCOPY ACCEPTABLE) **MUST** BE PRESENTED UPON SUBMITTING THIS FORM.

Instructions

An **Academic Advising Proxy** is issued when a student is unable to act on her or his own behalf. Reasons may include hospitalization, illness, mental health issues, and language barriers. By completing and signing this form, a student is giving permission for another individual to act on their behalf as it pertains to their advising record in the Academic Advising Centre. The Academic Advising Centre recommends students provide proxy for the minimum amount of time necessary. Consent may be given for a maximum of **12 months** and then renewed as needed. Students should indicate which areas of their academic advising record they are releasing for the proxy.

1. Student information

Student name: _____ Student number: _____
Address: _____ Phone number: _____
Birth date: _____
MONTH DAY YEAR

2. Assigned proxy (someone to act on your behalf)

The following individual has my permission to act as my proxy on matters relating to my academic advising record at the University of Victoria:

Name: _____
Proxy effective: _____
Proxy expires: _____

NOT TO EXCEED ONE YEAR FROM THE DATE THE PROXY GOES IN TO EFFECT

My assigned proxy may conduct business on my behalf relating to:

- Letter(s) of permission
- Request(s) for academic concession
- All** academic advising records

3. Student authorization

I hereby give authorization as identified above:

Student signature: _____ Date: _____
Proxy signature: _____ Date: _____

The University of Victoria collects, uses, discloses and retains personal information only in compliance with the University Act and the British Columbia Freedom of Information and Protection of Privacy Act. The University of Victoria collects the personal information on this form pursuant to section 26(a) and (c) of the Freedom of Information and Protection of Privacy Act. The information provided will be used only for the purposes of determining approved proxy status for matters relating to a student's academic advising record. For a detailed listing of the types of Personal Information the University collects and the purposes for such collection see Schedule A, Procedures for the Management of Personal Information. Should you have any questions concerning your personal information, please contact the University Secretary's office at foipp@uvic.ca or (250) 472-4914.

