



THE UNIVERSITY OF BRITISH COLUMBIA, Okanagan Campus
 Enrolment Services
 UNC 322, 3272 University Way
 Kelowna, BC V1V 1V7

Application for Review of Assigned Standing

- Before completing this form, please read carefully the statement on the reverse.
- An application fee of \$56.20 must accompany this form. This fee will be refunded only if the mark is raised.
- A separate form must be submitted for each course.
- A written "statement of case", all assignments, essays, papers, etc. to be reviewed must be submitted with this application.
- Allow at least four weeks for a reply.

Part A – Complete this section in full

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UBC Student Number

Last or Family Name

Given Name(s)

Session

Term

Winter

1

Summer

2

Student Degree Program or Category

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Course Code

Course No.

Section No.

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Date of Examination

Percentage Grade Obtained

Name of Professor

Address to which results should be mailed:

Apt. Number/Number/Street

City

Province

Postal Code

Signature: _____

Date: _____

Part B – For Faculty use only.

Please indicate the results of the review below and return this form to Enrolment Services promptly.

Grade Unchanged

Grade changed from _____ to _____

Signature _____

Name (please print) _____

Date _____

Phone _____

Part C – For Enrolment Services

Date Received _____

\$55.10 Application Fee Paid? Yes No

Initials _____

Assignments Received _____

Assignments Returned _____

Review sent to Department, Attention: _____

Date _____ Initials _____

Reply sent to Student

Date _____ Initials _____

Grade change entered

Date _____ Initials _____

Refund of fee

Date _____ Initials _____

Review of Assigned Standing

Reviews of assigned standing are governed by the following regulations:

1. Any request for the review of an assigned grade must reach Enrolment Services not later than July 15th for the Winter Session, and not later than October 15th for the Sumer Session, and must be accompanied by the necessary fees for each course concerned, which will be refunded only if the mark is raised.
2. Each applicant for a review must state clearly, in a written statement of case, why he or she believes the course deserves a grade higher than that received; pleas on compassionate grounds should not form part of this statement. Prospective applicants should remember that under Senate regulations instructors must re-examine all failing grades and indicate in their records that this has been done.