

## Request for Time Extension for Completion of Term Work

This form is to be used for term work to be completed subsequent to the end of a course. This form is **not** to be used to request an alternate final examination. Complete the first section and submit this form to your instructor.

### Maximum Extension Deadlines

Time extension for completion of term work is normally for two weeks after the last class. Requests for periods of longer than two weeks should be discussed with the Program Administrator prior to approval being granted.

### THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Last Name: \_\_\_\_\_

First (Given) Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_

Section Number: \_\_\_\_\_ CRN: \_\_\_\_\_

Course taken in:  Fall 20\_\_\_\_  Winter 20\_\_\_\_  Summer 20\_\_\_\_

Aboriginal Focus Program  Continuing Education  English Language Studies and International Programs  Summer Session (Non-Degree)

Instructor Name: \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_

Date completed work due: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of processing your request for a time extension. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

### THIS SECTION TO BE COMPLETED BY THE PROGRAM INSTRUCTOR

Time extension has been:  Approved  Denied

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIS SECTION TO BE COMPLETED AND THE STUDENT'S RECORD UPDATED BY STUDENT AND INSTRUCTOR SERVICES

Comments: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_