

Dear Student,

Asper has a time limit to complete all degree requirements. Your time limit expires/expired in September xxxx.

Any student appealing for more time to complete their requirements must provide a formal written letter of appeal. The Letter of Appeal must be sent to Wensi Heran, the Undergraduate Program Manager at [Wensi.Heran@umanitoba.ca](mailto:Wensi.Heran@umanitoba.ca). The appeal may or may not have to be forwarded to the Undergraduate Program Committee for consideration. After your appeal letter is received you will either be notified of the decision or if your appeal will be forwarded to the committee for review and when the next meeting will occur.

Each appeal must clearly indicate and/or include:

- Why you are requesting more time to complete your degree requirements
- A term by term plan (including all course name and numbers eg. Managerial Accounting ACC 1110) of how you expect to complete all remaining requirements including the new end date (eg. September 2018)
- Supporting documentation if your appeal is for medical or compassionate reasons. Examples of supporting documents include:
  - Funeral program and/or obituary
  - Letter from a physician (general practitioner, specialist or surgeon)
  - Letter from a counsellor, psychologist or other mental health professional
  - Police report or auto accident report
  - Travel receipts (airline, rail etc.)
- A letter of the terms of your employment if it is for employment reasons
- If employment is the reason also include in your request if you have asked for alternative work arrangements (for example, time off or a leave of absence) so you can attend the classes on campus
- If your reasons are other than those stated above then other documentation may be required (this is done on a case by case basis)
- If you would like to attend the meeting to speak to your appeal
- If you will be working with a student advocate on your appeal (optional service)
- Your complete contact information

**Be careful when submitting your appeal that you have included all relevant facts and documentation as you will not be reminded of missing information and a decision will be made based on submitted information only.**

The appeal should be submitted in plenty of time to meet all registration deadlines. In addition, failure to provide complete documentation may result in your request/appeal being denied; you will not be contacted asking you to provide missing documentation.

The Office of Student Advocacy, 519 University Centre (474-7423) is available to assist you if needed. Information on the Office of Student Advocacy and on academic honesty is available at:

<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>

Asper School of Business  
Time Extension Appeal Information\_Template

**IMPORTANT:** Please be reminded, you must send all emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence. The UofM is adopting a policy effective September 2013 where we are to communicate with student solely with their UofM email account.

Sincerely,