

B. INFORMATION FOR THE INSTRUCTOR TO USE IN FILLING OUT THE UNIVERSITY TIME EXTENSION FORM

1. If the instructor recommends that a Time Extension should be granted, he/she must complete a University Time Extension Form and submit it, along with the Student’s Application Form, to the Department Head – NO LATER THAN 2 WORKING DAYS AFTER THE DATE SPECIFIED IN THE ACADEMIC SCHEDULE FOR CLOSE OF LECTURES IN EACH TERM.

2. Please list the outstanding term work and its weight.

TESTS/ESSAY/ASSIGNMENTS	Weight of Test
1.eg. Test #2	20%
2. eg. 2 nd Essay	15%

3. In completing the University Time Extension Form, the instructor should ensure that:

- a) all requested information is recorded.
- b) the outstanding term work is clearly described, and
- c) the date outstanding work is due does not exceed the appropriate maximum deadline date.

ADDITIONAL COMMENTS

If any:

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University: 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 obtaining your justification for requesting extra time, to advise the instructor on procedures regarding the request for time extension, and for communication regarding your request. 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.

DATE _____ SIGNATURE OF INSTRUCTOR: _____