

This form is used to collect information about a student's coursework after a long delay between completing that work and completing their degree. It is used by FGPS to either confirm that a student's coursework remains current or to identify and assess where coursework has lapsed. Please be accurate and complete. Doing so will help FGPS ensure that the student's coursework is in good standing so that they can complete their coursework and graduate from their program in a timely and trouble free manner.

One form needs to be completed for each course being assessed for currency. Approved course currency forms are valid for one (1) year. After one (1) year an updated course currency form may be required. Please refer to the section in the Academic Guide on Lapse or Expiration of Credit of Courses.

Name (LAST, First) _____ Student Number _____

Course Number: _____

Date course was completed: _____

Part A:**To be completed by course instructor or Graduate Chair**

Please provide information on the course and material covered in the course:

Please indicate if course material has changed, if yes, please provide details:

Signature of Course Instructor*: _____

* If course instructor is no longer available, this can be completed by an instructor who currently teaches the course or the graduate chair if the course is no longer offered.

Part B:**To be completed by the Advisor**

Is the student current: ☐ Yes ☐ No

If current, please provide details indicating how the student has stayed current with the materials:
(Can be completed by the student's home unit/advisor)

If no, how will currency be addressed:

Student Signature _____ Date _____
(mm/dd/yyyy)

Advisor Signature _____ Date _____
(mm/dd/yyyy)

Co-Advisor Signature _____ Date _____
(mm/dd/yyyy)

Dept./Unit Signature _____ Date _____
(mm/dd/yyyy)

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 determining your eligibility for course currency (if approved), and for communication. 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.

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