

General Studies
Extended Education

Request for Authorized Withdrawal

Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

Your personal information and personal health 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 deferred exam(s), coordinating your deferred exam with a department, SAS and for communication. Your personal information and personal health information will not be used or disclosed for other purposes, unless permitted by *The Personal Health Information Act* (PHIA) or *The Freedom of Information and Protection of Privacy Act* (FIPPA). If you have any questions about the collection of your personal information or personal health information, contact the Access & Privacy Office (Tel: 204.474.9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Name _____ Student Number _____

Phone Number(s) Home _____ Work/Cell _____

UM Student Email: _____

Please list the course(s) you are requesting the Authorized Withdrawal(s) (AW's) from:

CRN	Department (i.e. PSYC)	Course Number (i.e. 1200)	Lecture Sec (i.e. A01)	Session (Year) Courses Were Registered In (i.e. Fall/Winter/Summer)

Based on:

Medical ☐ (must be accompanied by medical documentation indicating period of illness or disability)

Other ☐ (must be accompanied by appropriate documentation)

Did you attend any classes? (BE SPECIFIC TO EACH COURSE) Yes ☐ No ☐

Did you write the final examination(s)? BE SPECIFIC TO EACH COURSE Yes ☐ No ☐

Please provide **detailed** information regarding why you are requesting the AW(s).

(Use the reverse side of this form if more space is required or, preferably, include a letter explain why you are making the request).

Student's Signature _____ **Date** _____

Extended Education, General Studies, 185 Extended Ed Complex, ph: 204.474.8800, email: general.studies@umanitoba.ca

Revised November 2011 GS/Office Forms/Authorized Withdrawal Form