

# REGULATIONS & POLICIES

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- 1. Information and Advice**
- 2. Regulations Pertaining to Registration**
  - a. Period of Study for an Undergraduate degree
  - b. Definition of Full-time/Part-time students
  - c. Progress through Degree
  - d. Course Auditors
  - e. Maximum Course Load per Term
  - f. Requisites (Prerequisites & Corequisites)
  - g. Recommended Pre-Registration Advising
  - h. Major Declaration and Advising
  - i. Letters of Permission / Registration for Courses at Other Post-secondary Institutions for Transfer Credit
  - j. Holds
  - k. Student Health Plans
- 3. Classroom Regulations**
  - a. Attendance
  - b. Course Outlines
  - c. Completing Course Work
  - d. Course Withdrawal/Drop
  - e. Format of Submitted Work
  - f. Identification at Tests and Examinations
  - g. Posting of Grades
- 4. Grading**
  - a. Final Grades
  - b. Notification of Grades
  - c. Repeating Courses
  - d. Calculating the Grade Point Average (GPA)
  - e. Degree GPA (Graduation GPA)
  - f. Cumulative GPA
- 5. Transcript of Academic Record**
- 6. Recognition of Prior Learning**
- 7. Academic Standing and Status Evaluation**
  - a. Grade Point Requirements for Degrees
  - b. Awards, Bursaries and Scholarships, Prizes and Medals
- c. Minimum Performance Requirements to Remain in a Program
  - d. Probationary Status Students
  - e. Mature Status Students
  - f. Academic Suspension
  - g. Not Allowed to Continue Status
- 8. Student Discipline**
  - a. Academic Misconduct Policy/Procedures
  - b. Non-academic Misconduct
- 9. Senate Appeals**
  - a. Information and Advice
  - b. Admission
  - c. Credit and Audit Status in Courses
  - d. Deferred exams and Incomplete Term Work
  - e. Retroactive Withdrawal
  - f. Re-Admission
  - g. Waiver of Graduation Requirements
  - h. Further Appeal
- 10. Grade Appeals**
  - a. Grades on an Individual Item of Work
  - b. Final Grades
  - c. Further Appeal
- 11. University Policies And Codes**
  - a. Respectful Working and Learning Environment Policy and Procedures
  - b. Service Animals on Campus Policy and Procedures
  - c. Responsible Conduct in Research and Scholarship Policy
  - d. Policies on Research And Experimental Ethics
  - e. Library Policies
  - f. Acceptable Computer Use Policy
- 12. Graduation**
  - a. Application to Graduate
  - b. Academic Dress

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## 1. Information and Advice

As expressed in its guiding principles, The University of Winnipeg is committed to fostering an environment in which "a community of scholars - students and faculty - may have the freedom to examine ideas responsibly, and to participate in the academic operations of the institution through processes which reflect a balance between democracy, efficiency, innovation and accountability." To this end, the governing bodies of the University have developed various regulations, policies and procedures to guide the activities of this community. Many of these regulations and policies are described or cited in this section. Advice and further information can be obtained from an Academic Advisor. Each policy statement mentions an individual or department to contact for advice and further information.

Information on how to register for courses can be found in the "Registration" section of the website at [www.uwinnipeg.ca](http://www.uwinnipeg.ca)

## 2. Regulations Pertaining to Registration

### a. Period of Study for an Undergraduate Degree

While the University continues to offer students the conventional route of full-time study towards their degrees, students may choose to pursue the degree on a part-time basis or through some combination of full- and part-time studies. There is no limit to the time it takes to earn a degree.

### b. Definition of Full-time / Part-time Students

Students will be registered in one of the two following categories:

- Full-time - Registered for minimum 9 credit hours per term
- Part-time - Registered for fewer than 9 credit hours per term

**c. Progress through Degree**

Students are considered to have completed the individual years of their degree programs at the following points:

- First year - 30 credit hours completed;
- Second year - 60 credit hours completed;
- Third year - 90 credit hours completed;
- Fourth year - 120 credit hours completed;
- Fifth year - 150 credit hours completed.

**d. Course Auditors**

Auditing a course means taking the course without receiving academic credit towards a degree. Audited courses will be recorded on the student transcript as AU.

Current students may attend courses as an auditor provided they first request permission to audit the course from the instructor prior to their registration appointment date. If approved to audit the course, permission will be emailed to Registration.

Students wishing to change their registration from credit to audit, or audit to credit, may do so during the period for course and section changes. Any changes after this period must be appealed to the Senate Appeals Committee through Academic Advising.

For information on fees to audit a course, please see *Fees* on the University website.

For descriptions of all student categories, see the "Admissions" section of this Academic Calendar.

**e. Maximum Course Load per Term**

There is a limit to the number of credit hours a student may take per term.

Regular Status

The normal course load for Regular status is 15 credit hours per term.

- Students who have completed 30 credit hours or more, with a GPA of 2.5 (C+) or higher, may register for 18 credit hours per term without seeking written permission.
- All other Regular status students must seek the written permission of an Academic Advisor if they wish to register for more than the normal course load.

- **Probationary/Conditional Status Students**

Probationary and Conditional status students may register for a maximum of 9 credit hours per term. Students wishing to register for more than 9 credit hours per term, must seek written permission of an Academic Advisor before registration.

- **Mature Status Students**

Mature status students are limited to 12 credit hours per term unless written permission for an overload is obtained from an Academic Advisor.

- **Concurrent Status Students**

Concurrent students are allowed a maximum of 15 credit hours per term in courses taken at the Collegiate and the University (a full credit course in the Collegiate is equivalent to 6 credit hours).

**f. Requisites (Prerequisites & Corequisites)**

Requisites are requirements that must be met in order to take a course and receive credit for it. They may include prerequisites (courses that should be completed beforehand) and/or corequisites (courses to be taken concurrently, including labs).

A prerequisite is a course that must be successfully completed before a student can register for another course.

Many second, third and fourth year courses have prerequisites which are noted in the course descriptions. It is the student's responsibility to ensure that all requisites are met or a departmental waiver is obtained before registration.

Students who believe they have background comparable to the material in a prerequisite course may ask either the Department Chair or the course instructor for

permission to take a course without having taken the prerequisite course(s). Students must first obtain approval for the prerequisite waiver prior to being registered. If approved, either the instructor or the Department Chair (or designate) will email the permission to Student Central. Then you will be notified by Student Central when you can register for the course. If the course is full, you can place yourself on the course wait list. For more information, please go to the "Registration" section of the University's website, under "Requisite Waivers, Department Approvals and Granted Petitions."

Note: If you are on a Waitlist and a seat becomes available, an email will be sent to your UW Webmail account with instructions on how to claim your seat in the course. For more information, please go the "Registration" section of the University's website, under "Wait Lists."

**High School Prerequisites for First Year Courses**

The following departments and programs have Senior 4 (Grade 12) or equivalent prerequisites which must be met before students may take introductory courses in these departments.

In order to register for:		you must have standing in:
Applied Comp. Science	ACS 1903	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	ACS 1905	Minimum grade of 75 (or equivalent) in Computer Science 40S plus one of Pre-Calculus Math 40S or Applied Mathematics 40S
Biology	BIOL 1115	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	BIOL 1116	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Business & Economics	BUS 2002	Pre-Calculus Mathematics 40S or Applied Mathematics 40S *or MATH 0041 and MATH 0042 with a grade of at least C. See department listing for more details.
Chemistry	CHEM 1111	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	CHEM 1112	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Economics	ECON-1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Mathematics	MATH 1101	Pre-Calculus Mathematics 40S

	MATH 1102	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH 1103	Pre-Calculus Mathematics 40S
	MATH 1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH 1401	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Physics	PHYS 1101	Physics 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	PHYS 1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Statistics	STAT 1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	STAT 1501	Pre-Calculus Mathematics 40S or Applied Mathematics 40S

#### g. Recommended Pre-Registration Advising

Academic Advising is highly recommended for all newly accepted, first-year, continuing and transferring students. Academic Advisors can assist students with detailed information related to registration, programs, courses, procedures, student services and academic supports. This can be done prior to registration and at any point throughout their education.

First-year students can particularly benefit from information about the registration process. The University of Winnipeg also offers First Year Information (FYI) sessions during May, June and July. For details, please go to [uwinnipeg.ca/fyi](http://uwinnipeg.ca/fyi).

The feedback and guidance of an Academic Advisor is available for all students. Students also have access to a new online tool called "Student Planning."

Please be aware that Bachelor of Education students are required to meet with designated BED Advisors regarding course selection and planning.

Students with disabilities may benefit from contacting Accessibility Services prior to registering for courses.

Please contact Academic Advising at (204) 786-9257 or email [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca) to either set up an appointment (45 minutes), or come to a drop-in session (10 minutes), Monday to Friday, 8:30am – 4:00pm. The Academic Advising Office is located at 489 Portage Avenue, 1<sup>st</sup> Floor, Rice Building.

#### h. Major Declaration and Advising

Students are asked to declare a Major before registering for their 36<sup>th</sup> credit hour of course work and are **required** to declare the Major before registering for their 60<sup>th</sup> credit hour of course work.

The best way to choose a major is to become well informed! Knowledge about the wide range of options for majors - together with a good understanding of your interests, goals and preferences - will help you pick the best major for you. Academic Advisors are available to help. Call (204) 786-9257 to make an appointment with an Academic Advisor.

Students are normally required to consult with, and receive written permission from the Department Chair or Program Coordinator before declaring a Major. Major

Declaration forms are found online at "Forms" and at Student Central.

For further information on declaring a Major, please see *Degree and Major Requirements*.

#### i. Letters of Permission / Registration for Courses at Other Post-secondary Institutions for Transfer of Credit

University of Winnipeg students who want to take courses at other recognized universities or accredited colleges for transfer of credit to the Faculties of Arts, Science, Business and Economics, Kinesiology and Education, must apply for a **Letter of Permission (LOP)** by the deadline date for each Term. Letters of Permission must be obtained prior to a student's registering for courses at the host institution. [www.uwinnipeg.ca/index/services-letpermission](http://www.uwinnipeg.ca/index/services-letpermission)

- To be eligible for a Letter of Permission students must be on **Regular Status** and have successfully completed a minimum of 18 credit hours of University of Winnipeg course work with a minimum GPA of 2.0 (C). This requirement also applies to Transfer Students. (No Letters of Permission will be issued to students whose status is Mature, Conditional, Concurrent or Probation.)

- Students who have not registered in courses at The University of Winnipeg for one or more years must complete an **Application for Continuance** before the Letter of Permission will be processed.

- If there is a HOLD on a student's record, the HOLD must be cleared before the Letter of Permission will be processed.

- Each LOP application must be accompanied by the appropriate non-refundable fee.

- A separate application and fee is required for each term (i.e. Fall, Winter or Spring) and institution regardless of the number of courses being considered. The term is determined by the Start Date of the course(s).

- Eligible students must be pursuing a degree or pre-professional studies at The University of Winnipeg and be requesting permission to take courses acceptable for credit in their degree program.

- Written permission from the appropriate department chairperson is required for courses being used towards a major or honours program courses. (The department chairperson's signature must be on the LOP form or a signed official letter must accompany the LOP form.)

- The Letter of Permission or specific course(s) listed on the form will not be approved if the course(s) listed is offered at The University of Winnipeg. Students may be eligible to receive the Letter of Permission or register for the denied course(s) if they provide a valid written explanation as to why they would like to register for the course(s) at the host institution(s).

- A course description must be provided for each course requested for institutions inside Manitoba and detailed course outlines/syllabi must be submitted if courses are to be taken at institutions outside of Manitoba.

- Students may not exceed the maximum course load permitted per term as stated in the Calendar, in the Regulations and Policies section #2e. Written permission must be obtained from an Academic Advisor for a course overload.

- Students must apply to the host institution(s) as a Visiting Student. Upon approval of the Letter of Permission, one copy will be mailed to the student and the other mailed to the host institution.

- Students must notify the Student Records Office in writing by the beginning of the term if they did not register for the course(s) approved for transfer of credit. If the term has already started, students must provide the Student Records Office with either a Letter of Non-Enrolment or a transcript to prove non-enrolment or course withdrawal.

- It is the student's responsibility to ensure that an Official Transcript listing final grades is forwarded to the Student Records Office one month after completion of the course(s).

Failure to do so will result in an "F" grade(s).

- A maximum of 30 credit hours of course work may be taken on Letters of Permission for degree credit.

- Courses taken on a Letter of Permission cannot be used to fulfill The University of Winnipeg major or degree residence requirements. Students are cautioned to check the Calendar for the residence and degree requirements.

#### **j. Holds**

Any hold(s) such as a Library or Fee Hold on a student record must be cleared before a student may register. Suitable arrangements must be made with the department/area from which the hold originated to clear a record.

#### **k. Student Health Plans**

##### **• UWSA Student Extended Health, Dental and Vision Plan**

- The Student Health, Dental and Vision Plan is implemented by the University of Winnipeg Students' Association (UWSA) for those students who are not already covered under their own or their parents' benefits plans.

- Most full time students (except for Theology, Graduate, PACE, and undergraduate exchange students, who are not automatically enrolled but are able to opt in) and all international students, full and part time, are included in the UWSA Health, Dental and Vision Plan, and are automatically charged for this benefit as part of their registration.

- The Student Health, Dental and Vision Plan does NOT cover doctor visits, lab costs, or hospital costs. It is a supplemental plan that helps pay for situations not covered under Manitoba Health .i.e. prescription drugs, dental work, vision benefits and ambulance service.

- Full-time students (those taking 9 credit hours or more in any one term), excluding international students (who are required to be enrolled on the plan as part of their terms of study) may opt-out of the UWSA Health, Dental and Vision Plan, but they must provide proof of alternate coverage by completing the opt-out online process by the opt-out annual deadline.

- Part-time students (those taking less than 9 credit hours in any one term) may choose to join the plan by submitting an opt-change form to the Health Plan office by the opt-change deadline.

- All students can extend their UWSA health coverage to their spouse and/or dependents by submitting an opt-change form to the health plan office by the opt-change deadline.

**For details, see website:** <http://theuwsa.ca/healthplan/>

##### **• International Students: Manitoba Health (basic)**

International students are eligible for Manitoba Health coverage if they have a valid study permit issued by Citizenship and Immigration Canada (CIC) for a minimum of six months and also live in the province for a minimum of six months in a calendar year. Spouses and children of eligible students are also covered if they have visitor visas or are listed on the study permit and live in the province for a minimum of six months. Health coverage is only provided while the study permit is valid.

##### **- What is covered by Manitoba Health?**

Manitoba Health directly pays for medical care required, including visits to a health care provider, surgery and diagnostic tests. If a student is hospitalized, the province also covers:

- accommodation and meals at the standard level;
- nursing services;
- diagnostic and lab tests;
- medications given in the hospital;
- costs associated with surgery, including anaesthesia and surgical supplies;
- occupational, speech and physiotherapy; and
- dietary counselling.

##### **- How to get your Manitoba Health card?**

The University of Winnipeg requires international students to register with Manitoba Health as soon as they arrive in Manitoba. Registration forms can be printed from [www.manitoba.ca/health/mhsip](http://www.manitoba.ca/health/mhsip) and either submitted in person, by email or mail to Manitoba Health's Registration and Client Services at 300 Carlton Street, Winnipeg, Manitoba, R3B 3M9. Students must provide a photocopy of their Study Permit at the time of application. For more information about Manitoba Health coverage, visit [www.manitoba.ca/health/mhsip](http://www.manitoba.ca/health/mhsip) or call (204) 786-7101 or 1-800-392-1207 toll-free.

##### **International Students: Guard.me More health insurance plan (basic)**

International students not eligible for Manitoba Health are required to purchase basic health coverage through The University, offered by Guard.me More. This plan provides hospital, emergency, ambulance, and private nursing. For a full listing of coverage details, please contact International Student Services or visit the international section of The University website. This coverage is for students who are studying less than six months and who are not eligible for Manitoba Health coverage through the Manitoba Government.

##### **International Students: UWSA Green Shield health insurance plan (extended)**

All international students are required to purchase extended health coverage through The University of Winnipeg Student Association, offered by Green Shield. This plan covers prescription drugs, vision, dental, ambulance, and repatriation of the deceased. For a full listing of coverage details, please contact UWSA Health Plan Office or visit <http://theuwsa.ca/healthplan/>. This coverage is mandatory of all international students, regardless of whether they hold Manitoba Health or any other insurance coverage.

The University assumes no liability for any failure by the student to maintain adequate medical, hospital, vision or dental insurance, nor is the University responsible for any costs not covered by the student's personal insurance plan(s).

### **3. Classroom Regulations**

The following section describes the rights and responsibilities of students with regard to attending lectures and completing course work. For information about grading and minimum performance levels, see *Grading*.

#### **a. Attendance**

Students are expected to be regular in their attendance at lectures and in the completion of work required in each course. Absence may be excused by instructors on the grounds of illness, physical disability, or challenging personal circumstances which are beyond the student's control. The instructor may require a medical certificate or other evidence if many classes are missed. Poor attendance may result in loss of term marks.

#### **b. Course Outlines**

At the beginning of each course, students will receive a course outline. The outline, approved by the Department Review Committee or equivalent, should include, but not be limited to:

- An indication of the topics to be covered;
- An indication that all topics listed on the outline may not be covered;
- An indication of equipment authorized for use in exams (e.g. calculators);
- A list of all items of work on which the grade of the class is based and indication of the weight of each individual item of work;

- Clear assessment criteria if marks will be given for participation and/or attendance;
- A clear indication of when the items of work need to be administered and/or submitted, and specific penalties, if any, for late submission of work;
- Guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade;
- A note that final grades shall be approved by the Department Review Committee or equivalent and may be subject to change;
- The voluntary withdrawal date, without academic penalty;
- The date of the last test/examination or the last item of work such as an essay or project in the class;
- Reference to the appropriate items in sections of the Calendar dealing with Senate information on appeals, withdrawal dates, and academic misconduct such as plagiarism and cheating;
- A reading list or other indication of the amount of reading expected in the class;
- A statement indicating whether or not it is a requirement that work submitted for evaluation be either typed or text processed;
- A statement indicating whether or not students will be asked for photo-identification when writing a test or examination;
- Reference to the availability of Accessibility Services.

#### c. Completing Course Work

Students are expected to complete the work required in each course. Such work may include, but is not limited to, term papers, project reports, presentations, mid-term and other tests, and final examinations. In some situations, students who have not completed the required work by the end of the term may appeal for an extension or deferred exam. See *Senate Appeals*.

#### d. Course Withdrawal/Drop

A student may choose to drop, or withdraw voluntarily from any course, up to and including the designated voluntary withdrawal deadline for that course. (See "Course Drop Information" and "Course Withdrawal Schedule" on the website for details.) The University may withdraw a student involuntarily from a course due to unacceptable classroom behaviour or other issues. No credit is awarded for the course, and the student is not entitled to any evaluation of coursework that was not yet evaluated prior to the date of withdrawal.

#### e. Format of Submitted Work

Instructors may require that work submitted for evaluation be either typed or word-processed. This requirement must be stated in the course outline.

#### f. Identification at Tests and Examinations

Students must have ID available upon request when writing tests and examinations.

Students who are unable to present identification may complete the test or examination but must produce identification within one working day. The test or examination is not graded until identification is assured.

#### g. Posting of Grades

Instructors may choose to post grades for individual items of work outside their offices. When final grades are posted after the end of the course, students should be aware that such grades have not yet been approved by the department, and may be subject to change.

## 4. Grading

This section describes the grading system and the calculation of grade point averages (GPA). Grades obtained by students in their program of studies are governed by the following Senate regulations.

### a. Final Grades

Final grades are determined by a combination of:

- the weight or value of grades on work completed during the course, as prescribed in the course outline, including the final examination grade;
- evaluation of class participation, seminar presentation, and discussion.

To receive credit, students must obtain a grade of A+, A, A-, B+, B, C+, C, D, or S (Standing). **Note:** A grade of "Standing" indicates successful completion of a pass/fail course, or completion of courses taken at international universities or colleges. Total credit hours earned in "Standing" courses are counted towards the degree but are not included in the GPA calculation. Students receive no credit for a failing grade (F). This grading system applies to all Undergraduate and Graduate courses.

All final grades are issued by Student Records, upon approval by Departments and Programs, on behalf of The University of Winnipeg Senate.

### b. Notification of Grades

**During the term**, instructors must return or show evaluated term work to students with any comments and the assigned grade within a reasonable time period following the completion of an assignment.

**After the term is completed**, grades assigned to all term work must be available to students no later than 10 working days following the date designated for a final examination in a course. Students are responsible for getting the grades for individual assignments from the instructor or the Department when course work, including the final examination, is graded after the close of classes.

Instructors may return or keep final examinations for a period of one year. Students who have filed an appeal against the final grade have the right to see the final examination. Official final grades are made available to students through the Registrar.

### c. Repeating Courses

Unless otherwise noted in the course description, a given course may be used only once for credit toward major or degree requirements.

A course may be attempted a maximum of two times if passing grades are achieved in both attempts. This maximum may be waived by the department or program at their discretion. Students may repeat any course regardless of the previous grade. Students do not have to repeat courses in which they get a failing grade unless the course is required as part of their degree program. Repetition of a course does not result in removal of the previous attempt from the student's record, though the cumulative Grade Point Average calculation may be affected.

**Note:** A course title and/or description may be updated from one year to the next, but if the course number stays the same, this indicates that it is essentially the same course and cannot be repeated for additional credit, unless explicitly noted in the course description. When registering, please check course numbers carefully to avoid taking the same course twice.

### d. Calculating the Grade Point Average (GPA)

Final grades in each course are reported in letter grades to get the grade point average, or GPA. The following table indicates the relationship between letter grades and grade points.

### Grade Point System

Subjective evaluation	Letter grade	Grade points earned		Weighted grade points	
		6 credit hours	3 credit hours	6 credit hours	3 credit hours
Excellent	A+	4.5	2.25	27	13.5
	A	4.25	2.125	25.5	12.75
	A-	4	2	24	12
Superior	B+	3.5	1.75	21	10.5
	B	3	1.5	18	9
Slightly above average	C+	2.5	1.25	15	7.5
Average	C	2	1	12	6
Marginal	D	1	0.5	6	3
Failure	F	0	0	0	0

There are two types of grade point averages (GPA), degree GPA and cumulative GPA.

**Note:** The University of Winnipeg does not have a standardized numerical grade conversion scale for each letter grade it awards.

#### e. Degree GPA (Graduation GPA)

The degree GPA is calculated on credit hours used for a degree. It is calculated by dividing the weighted grade points by the number of credit hours passed. The number of credit hours in "Standing" courses are used towards a degree but are not included in the GPA calculation. If courses have been repeated, the higher of the two grades is used.

#### f. Cumulative GPA

The cumulative GPA is currently calculated on all credit hours attempted. It is calculated by dividing the weighted grade points by the total number of credit hours passed and credit hours failed. The number of hours in "Standing" courses is not included in this calculation. In the case of a repeated course with passing grades on both attempts, there was a change in policy in Spring 2009. If one or both attempts were prior to Spring 2009, both grades and the number of credit hours in both courses will be included in the calculation. If both attempts were in Spring 2009 or after, only the better grade will be included in the GPA calculation. This policy on repeat attempts does NOT apply if one of the attempts is an F. In that case, both the F and the passing grade are included in the cumulative GPA calculation. All course attempts appear on the transcript.

### 5. Transcript of Academic Record

A student's record is confidential and as such transcripts are issued only at the request of the student. Upon written request of the student, an official transcript of the student's academic record can be produced by Student Records. All transcript requests must be accompanied by payment and a Transcript Request Form (see *Transcripts* on the website or visit Student Central). Transcripts will normally be issued within five (5) working days after the written request has been received by Student Records. However, during peak periods this process could take seven to ten (7 - 10) working days. Transcripts showing Fall Term grades are available at the end of January, Fall/Winter and Winter Term grades at the end of May, Spring Term grades at the end of July, and Summer Session grades at the end of August.

Transcripts will not be issued until all financial obligations to the University and any "Holds" which have been placed on the student's record, including Library, Admissions, and Awards and Financial Aid, have been cleared.

Students who require proof of degree completion prior to convocation can request a letter from the Convocation/Academic Program Officer in Student Records.

### 6. Recognition of Prior Learning (RPL)

The University of Winnipeg has established two methods to recognize for credit the prior learning a student may have achieved beyond traditional university or college courses. These two methods involve (a) challenge for credit, and (b) military service.

#### RPL Policies:

- Recognition of Prior Learning (RPL) for credit is only available to students who have been admitted to The University of Winnipeg's Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, or Science.
- Credits gained through RPL cannot be used to fulfill The University of Winnipeg residence requirements.
- A maximum of 60 credit hours from the combination of RPL credits and transfer credits can be used toward a degree.
- Credits obtained through the RPL will be recorded on the student's official transcript as PLAR.

**Note:** Regulations and procedures for RPL in the Professional, Applied and Continuing Education (PACE) and Graduate Studies Programs may differ from those of the Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, and Science. Please check with PACE or Graduate Studies for information

#### a. Prior Learning Assessment and Recognition - Challenge for Credit

Prior Learning Assessment and Recognition (PLAR) at The University of Winnipeg is a method by which students may, with appropriate evidence and documentation, be able to obtain credit toward a degree based on an assessment of their informal and non-formal learning, including non-transferable formal learning.

#### Procedures:

- The student must apply to and be accepted by The University of Winnipeg.
- The student reviews PLAR instructions on the Adult Learner Services website and then consults with the Coordinator of RPL in Student Services and applies for Challenge for Credit.
- Included in the Challenge for Credit Application, the student must provide a summary of prior learning and receive permission to PLAR a course for credit from the Department Chair/Instructor offering the course.
- The student will complete appropriate advising and orientation as determined by the University and the department.
- The Department Chair/Instructor will determine the appropriate mode(s) of assessment for the course(s) (e.g., portfolio, examination, demonstration, interview, presentation).
- Once the student and Department Chair/Instructor agree to proceed with PLAR, the student must complete and sign an Assessment Agreement Form in consultation with the Department Chair/Instructor and return the form to the Coordinator of RPL.
- The fee (½ the regular course tuition/registration/student life fees) must accompany the Assessment Agreement Form.
- Within the set deadline the student completes the agreed upon assessment(s).
- If the student is not successful in challenging a course, a note to this effect will be placed in the student's file but will



not be entered on the student's WebAdvisor transcript or the official transcript.

- If a student is not successful in completing the assessment process, one further attempt can be made to challenge for credit after a minimum of six months, provided the student produces evidence of additional learning. The course instructor may inform the student of areas where learning is inadequate and may be able to recommend ways to acquire or demonstrate that learning.

**Regulations:**

- Academic credit should be awarded only for demonstrable learning, not for experience.
- The student may use a maximum of 30 credit hours of PLAR towards a degree.
- The student who is successful will receive a grade of S ("Standing") in the course rather than a letter grade.
- Credit will only be awarded for work meeting the standard expected of students who successfully complete the course with a grade of "C" or better.
- The student may only use PLAR for courses delivered by The University of Winnipeg (i.e., only courses which appear in the Course Descriptions section of this Calendar or in The University of Winnipeg Timetable).
- Students may not be considered for PLAR in a course if they have previously registered in that course or its equivalent at The University of Winnipeg or another university. Exceptions to this rule will be made for those students who have withdrawn within the first two weeks of a course.
- Challenge for Credit in the Faculty of Education: Students cannot request challenge for credit for Curriculum, Instruction and Assessment Courses or Practicum Blocks. However, students may request challenge for credit in other Education courses; please follow the previously outlined procedures and policies. For more details refer to Faculty of Education, General Information.
- Credits granted for prior learning at The University of Winnipeg may not always be transferable to or recognized by other post-secondary institutions. It is the responsibility of the learner to determine transferability or acceptance.

- For more information on PLAR, consult the website at [adultlearner.uwinnipeg.ca](http://adultlearner.uwinnipeg.ca)

**b. Recognition of Prior Learning for Military (RPLM) Training and Service**

The University of Winnipeg welcomes and serves the needs of Canadian Regular and Reserve Forces, retired members, and veterans as they complete their degrees. Through RPLM, The University recognizes Military Training and Service.

**Procedures:**

- The student must apply to and be accepted by The University of Winnipeg.
- The student must complete, date, sign and submit a University of Winnipeg Recognition of Prior Learning (RPL) Military Request Form, including a Member Personnel Record's Resume (MPRR) to the Coordinator of RPL.

**Regulations:**

- The student may use up to 24 credit hours for Military Training and up to 6 credit hours for Service/Rank for a maximum of 30 credit hours of RPLM towards a degree.
- Credits obtained through the RPLM will be recorded on the student's official transcript as RPLM-1001 and/or 2001 and/or 3001 Military PLAR as general electives, with a grade of "S" (Standing).
- Credits granted through RPLM at The University of Winnipeg may not always be transferable to or recognized by other post-secondary institutions. It is the responsibility of the learner to determine transferability or acceptance.
- If you haven't applied for admission and would like to discuss your prior learning and educational plan first, please call 204-786-9257 to schedule an appointment with an Adult Learner Services and RPL Advisor.
- For more information on RPLM, consult the website at [adultlearner.uwinnipeg.ca](http://adultlearner.uwinnipeg.ca)

**7. Academic Standing and Status Evaluation**

**a. Grade Point Requirements for Degrees granted by the University of Winnipeg**

Degree	Minimum weighted GP	Credit hrs	Minimum Cumulative GPA	Notes
BA, BBA, BPHE, or BSc 3-Year	180	90	2.0	Minimum 2.0 GPA -on U of W courses used for graduation -on Courses used for the major Only courses with D or better can be used for graduation. The 90 credit hours presented for graduation must meet all degree requirements. Students on probation may try a maximum of 120 credit hours to gain a degree. Students with Regular status and a cumulative GPA of 2.0 or better may exceed 120 credit hours in attempting to gain a degree.
BA Honours		120	3.0 2.5	Minimum 3.0 GPA -on honours subject courses, including course repeats and failures Minimum 2.5 GPA -on non-honours subject courses where Fs are not included and in the case of repeated courses, only the highest grade will be used
BSc Honours		120	3.0 2.75	Minimum 3.0 GPA -on honours subject courses, including course repeats and failures Minimum 2.75 GPA -on non-honours subject courses where Fs are not included and in the case of repeated courses, only the highest grade will be used
BA, BBA, BKin, or BSc 4-year	240	120	2.0	Minimum 2.0 GPA - on U of W courses used for graduation - on courses used for major Only courses with D or better can be used for graduation The 120 credit hours presented for graduation must meet all degree requirements.
Integrated BEd/BA or BSc	300	150	2.0	Minimum 2.0 GPA. The 150 credit hours presented for graduation must meet all degree requirements.
Second Bachelor's degree			2.0	Minimum 2.0 GPA in courses presented for graduation Requirements for the degree being sought must be met by courses presented for graduation and relevant courses credited in the earlier degree.

**b. Awards, Bursaries, Scholarships, Prizes and Medals**

The University of Winnipeg is committed to assisting students with their direct education costs and recognizing academic excellence. We offer diverse financial assistance opportunities for every student in our community, including awards for first generation students, Aboriginal students, students with disabilities, athletes and those enrolled in particular majors or year levels. All of the scholarship and financial assistance opportunities available at the University are listed online: [uwinnipeg.ca/awards](http://uwinnipeg.ca/awards)

Definitions:

- **Awards** are given to students based on financial need and academic achievement.
- **Bursaries** are awarded to students who demonstrate financial need.
- **Scholarships** are awarded for academic achievement.
- **Prizes and Medals** are awarded for academic achievement and are normally given at convocation, upon graduation.

Most awards must be applied for, but some are automatically offered to qualifying students. Below is information on one of our automatically offered undergraduate scholarships:

**Academic Proficiency Scholarship**

These scholarships are awarded to all currently registered students who have achieved a cumulative grade point average of 4.00 or higher on at least 12 credit hours completed in the previous Fall/Winter and Summer sessions combined. Students will be considered for this scholarship after the completion of 30 credit hours at The University of Winnipeg. Eligible students will be rank-ordered and awards will be offered to them, beginning with those at the top of the list, until all the money in the scholarship budget has been disbursed or until the last student on the list has received an offer, whichever comes first. Graduated students who are not currently enrolled who have met the criteria will receive a transcript notation only.

Sessional GPA	12-15 credit hours	18-21 credit hours	24-27 credit hours	30+ credit hours
4	\$100	\$150	\$200	\$250
4.1	\$150	\$200	\$250	\$300
4.2	\$200	\$250	\$300	\$350
4.3	\$250	\$300	\$350	\$400
4.4	\$300	\$350	\$400	\$450
4.5	\$350	\$400	\$450	\$500

For more information on our Entrance award programs, visit the *Entrance Awards (first-year students)* webpage on the awards website.

For more information on our award programs for current students, visit the *In-Course Awards (current students)* webpage on the awards website.

**Academic Accolades: Convocation Medals**

Medals are awarded at each Spring Convocation to students who achieve the highest standing in their degree program and major. To be eligible for consideration for one or more University medals at the Spring Convocation in any years,

students must have completed the work required for a University degree during the period which has elapsed since the previous Spring Convocation. Students who graduate in the Fall or Winter terms are considered for medals at the next Spring Convocation. No student may be awarded two medals in the same department or two medals for overall performance in an undergraduate degree, except for a student in the Integrated B.Ed. program who is receiving two degrees simultaneously. A cumulative grade point average of at least 3.75 (B+) is required to qualify for a medal.

**Deans' Honour List**

This academic distinction is awarded to currently registered students who have achieved a cumulative grade point average of 3.55 or higher on at least 18 credit hours completed in the previous Fall/Winter and Summer sessions combined. Students will be considered for this distinction after the completion of 30 credit hours at The University of Winnipeg. Students with a sessional grade point average of 3.55-3.99 are recognized as a "student of distinction." Students with a sessional grade point average of 4.00+ are recognized as a "student of highest distinction." For more information on our Convocation awards and Deans' Honour List, or for a details listing of our award programs, please see our Awards Handbook. The Awards Handbooks is available online and is located on the *Events and Resources* webpage on the awards website.

**c. Minimum Performance Requirements to Remain in a Program**

An evaluation of student performance is conducted at the *end of the term* in which students have completed their first 18 credit hours, and then at the end of each subsequent term to determine if students have a sufficient GPA to continue in their program.

- Students who achieve the minimum performance level are considered to be in good standing.
- Students who do not achieve the minimum performance level are placed on probation.
- Students who continue to perform unsatisfactorily are placed on academic suspension.
- To continue at the University on Regular status, students must meet the minimum grade point level shown in the Minimum Performance Table below.

**-Students who accumulate more than 30 credit hours of failing grades exceed the number of course attempts allowed to get a degree, and are not allowed to continue with their studies.**

**To calculate minimum performance** the student must have achieved a minimum GPA on the credit hours attempted according to the scale in the table below. If a grade is S (Standing), it is evaluated as a grade point of 2.0 for purposes of this calculation.

**Minimum Performance Table**

Credit hours attempted	Minimum GPA
18 – 30	1.4
30.01-60	1.5
60.01-90	1.6
90.1+	1.65



#### d. Probationary Status Students

Students are placed on probation when their end of term evaluation shows that their performance level has fallen below the minimum required. Probationary status is effective immediately.

When students are on probation, their performance level is re-evaluated after subsequent terms. At that time, to remain at the University, they must have achieved one of the following conditions:

- To regain Regular status, students must meet the performance level based on all courses attempted.
- To remain on Probationary status, students must obtain a minimum 2.0 GPA on courses attempted since the last assessment.

Failure to achieve either of these two conditions will result in academic suspension.

**Students on probation** cannot enrol at other universities to try to remove the probationary status, and should consult an Academic Advisor to discuss their course load, their course selection, and the effects of probation on their academic career.

**Students in the Integrated BEd/BA or BSc program who are placed on probation** are removed from the BEd portion of the program but can remain in the Arts or Science program. They can seek readmission to the BEd program as a Transfer or After-Degree applicant if they achieve Regular status and meet the admission requirements. Applicants to the BEd program must be on Regular or Mature status.

#### e. Mature Status Students

Mature status students are **admitted on probation**. After 24 credit hours, if they meet the minimum performance level indicated in the Minimum Performance Table, they are given Regular student status. They may be given Regular status if they meet the minimum performance level with fewer than 24 credit hours. If they do not meet the minimum performance level, they are **not allowed to continue** with their university studies. If a student is registered in the term during which notification of the impending status change is sent, the not allowed to continue status becomes effective at the end of that term, unless the student chooses to withdraw immediately.

Students on “not allowed to continue” status must re-apply for admission and must meet Regular status admission requirements. Degree credit is granted for courses previously completed at the University. In extraordinary circumstances, students may appeal for reinstatement. (See *Appeals*).

#### f. Academic Suspension

Probationary status students who continue to perform below the minimum performance level are placed on academic suspension. If a student is registered in the term during which notification of the impending status change is sent, the suspension or withdrawal becomes effective at the end of that term, unless the student chooses to withdraw immediately.

The first academic suspension is normally for one calendar year. A student on academic suspension cannot resume studies until the suspension period has expired. To seek reinstatement after a first suspension, the student must see an Academic Advisor after completing the Application for Continuance process.

Second and subsequent suspensions are for two years. To seek reinstatement after a second or subsequent suspension, the student must submit a request for reinstatement in writing to the Senate Appeals Committee. (See *Appeals*). Submission of an appeal does not assure reinstatement.

#### g. Not Allowed to Continue Status

Students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue their studies. They are expected to sit out for three years and forfeit credit if they wish to return. (See *Admission and Readmission*).

If a student is registered in the term during which notification of the status change is sent, the withdrawal from the university becomes effective at the end of that term, unless the student chooses to withdraw immediately.

In extraordinary circumstances, students may appeal in writing for reinstatement to the Senate Appeals Committee. (See *Appeals*).

### 8. Student Discipline

#### a. Academic Misconduct

##### POLICY

##### Purpose:

In order to promote academic integrity, fairness, and an atmosphere of collegiality at the University, this Policy sets out the principles and procedures governing academic misconduct committed by students. The intent of this Policy is to ensure that students do not commit acts of academic misconduct.

##### Scope:

This Policy applies to all students enrolled at the University, including, but not limited to those in undergraduate certificate, diploma and/or degree programs, graduate certificate, diploma and/or degree programs; and Professional Applied Continuing Education (PACE) certificate or diploma programs.

##### Responsibility:

The Vice President Academic, on behalf of The Senate of the University, is responsible for the development, administration and review of this policy.

##### Definitions:

##### i) Plagiarism

Plagiarism is a form of academic dishonesty in which students present published or unpublished work (written, digital, or other) of another person or persons, or one's own prior work, in its entirety or in part, as their own original work.

While scholarship quite properly rests upon examining and referring to the thoughts and writings of others, when excerpts are used in any work submitted for evaluation, the sources must be acknowledged, using an accepted format for the discipline.

Work of another person can include, but is not limited to, essays, literary compositions and phrasing, oral presentations, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports or software, and material derived from sources such as CD ROMS, DVDs, the Internet and/or other digital sources.

Acts of plagiarism may include, but are not limited to, one or more of the following:

- not giving recognition to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work, software or other digital sources, which can take the form of incomplete footnotes, endnotes, references and/or bibliographies; not using quotation marks or referencing appropriately when quoting directly; submitting in whole or in part, someone else's work as one's own;
- not referencing appropriately when quoting indirectly, to indicate the source of the ideas and work of another;

- submitting the same work for evaluation to more than one course without the consent of each instructor to do so;  
- two or more students submitting identical or virtually identical work for evaluation when the work was intended to be completed individually.

#### ii) Cheating

Cheating is an attempt to gain an improper advantage in an academic evaluation (e.g., examinations, tests, or assignments).

Acts of cheating may include, but are not limited to, one or more of the following:

- copying another person's answer;
- communicating with others at a test/exam with the purpose of obtaining, exchanging or imparting information being tested;
- consulting unauthorized sources to obtain assistance, including, but not limited to, written, digital and/or other aids not approved by the instructor;
- obtaining a copy of an examination or test, or examination or test questions before they are officially available;
- purchasing exams, essays or other assignments, in whole or in part, and submitting these works for evaluation as one's own.

#### iii) Improper Research/Academic Practices

Engaging in dishonest research practices is academic misconduct, including, but not limited to, one or more of the following:

- fabricating or falsifying investigative results and reporting those as valid;
- taking or using other people's research results without permission and/or acknowledgment;
- misrepresenting research results or methods through selective omission or manipulation of research design, data or citations;
- referring to resources known not to exist or the listing of others who have not contributed to the work;
- contravening the University's Policy and Procedures on Integrity in Research and Scholarship as that Policy relates to students.

#### iv) Obstruction of the Academic Activities of Another

It is academic misconduct to interfere with the scholarly/academic activities of another for malicious interference or in order to gain unfair academic advantage.

#### v) Impersonation

It is academic misconduct to impersonate someone or to allow oneself to be impersonated, in writing, digitally, or in person in class, in a test or examination, in connection with any type of course assignment or requirement, or in connection with any other University requirement. Both the impersonator and the person impersonated may be accused of academic misconduct.

#### vi) Falsification or Unauthorized Modification of an Academic Record

It is academic misconduct to falsify, fabricate, or in any other way modify an examination/test, transcript, grade, letter of recommendation, permission form, admission form, continuance form or other academic document, including, but not limited to, one or more of the following:

- making false claims or statements;
- submitting false information (e.g., false medical or other such certificate);
- altering official documents or records (e.g., transcripts);
- omitting information (e.g., failing to divulge facts about previous attendance at another postsecondary educational institution on an admissions application or continuance form).

#### vii) Aiding and Abetting Academic Misconduct

Knowingly aiding and abetting anyone in an act of academic misconduct shall itself be considered academic misconduct, including, but not limited to, one or more of the following:

- writing or providing an essay or other assignment in whole or in part for another student to submit as his/her own;
- offering for sale, or facilitating the sale of, exams, essays or other assignments, in whole or in part, with the awareness that these works would be submitted for evaluation;
- profiting or benefiting from the results of impersonation.

#### Principles:

The University has a responsibility to set standards of student conduct that promote and maintain an environment in which academic integrity is understood and valued, and serves as the basis for student learning.

The purpose of defining academic misconduct is not to be punitive but rather to encourage appropriate student conduct and, when necessary, to identify and regulate student academic misconduct that infringes on the culture of academic integrity upon which the University is built.

Students shall not commit acts of academic misconduct. Academic misconduct shall include any of the following:

- Plagiarism
- Cheating
- Improper Research/Academic Practices
- Obstruction of the Academic Activities of Another
- Impersonation
- Falsification or Unauthorized Modification of an Academic Record
- Aiding and Abetting Academic Misconduct

A student alleged to have committed an act of academic misconduct has a right to be accompanied by another person for any personal attendance before University officials and/or committees pursuant to this Policy.

Any student found to have committed an act of academic misconduct may be penalized.

The procedures for determining if a student has committed an act of academic misconduct shall be fair, and conducted in accordance with the rules of natural justice.

#### Review:

This policy shall be reviewed in conjunction with the Procedures review at least once every five years.

#### PROCEDURES:

##### Purpose:

To implement the Academic Misconduct Policy, the procedures outlined in this document shall be followed.

##### Responsibility:

The Vice President Academic, on behalf of The Senate of the University, is responsible for the development, administration and review of these procedures.

##### Definitions:

- "head" refers to the person responsible for the management and administration of a program and/or department.
- Time Period: In these Procedures, days are specified as either calendar or working days. In either event, calculation of days does not include days on which the University is: closed for statutory holidays or closed due to flooding, power outages, security threats, or other such extraordinary occurrences, or otherwise shown as closed in the University Academic Calendar, in which case the calculation of the number of days will be extended by the number of days the university was closed.

-Additionally, all Definitions in the Academic Misconduct Policy are incorporated into these Procedures and shall apply as fully as if they had been set out verbatim herein.

**Principles:**

1. A student alleged to have committed an act of academic misconduct has a right to be accompanied by another person for any personal attendance before University officials and/or committees pursuant to this Policy. The accompanying person may provide support by supplementing the student's presentation to:

- raise specifics of the case as previously discussed between that person and the student;
- raise procedural matters if correct procedures have not been followed;
- assist in overcoming barriers the student may be experiencing including language comprehension issues or discomfort presenting;
- deliver a closing statement.

2. Every effort shall be made to ensure that confidentiality is maintained by the University at every point in the process up to a finding of academic misconduct having been finally made or determined. Additionally, every effort will be made to ensure that anonymity shall be maintained in all case summaries and reporting except that the University shall be free to report or disclose a finding of academic misconduct on any official University records including a transcript or in response to a question by other academic institutions.

3. No person who was previously involved with the consideration of allegations of academic misconduct may be involved as a voting committee member in later stages related to that same incident.

4. At the onset of any level of the process, a student alleged to have committed an act of academic misconduct shall be notified that he/she may raise an objection concerning conflict of interest or bias at the outset. If the student fails to do so, he/she is deemed to have waived any objection.

5. Where an objection concerning conflict of interest or bias has been raised, the student may appeal a dismissal of a conflict or bias objection to the Senate Academic Misconduct Committee, which shall determine if the conflict or bias objection has merit, and, if so, the entire process shall be repeated, so as to remedy the conflict or bias.

6. Archival files pertaining to academic misconduct shall be maintained by the Dean/Associate Dean who is Chair of the Senate Academic Misconduct Committee.

**Process:**

The stages of an academic misconduct allegation are as follows:

LEVEL I: Instructor level - where allegation occurs within a course or where an allegation arises in respect of conduct other than within a course.

1. Allegations arising within a course:  
Where circumstances indicate academic misconduct may have occurred within a course, within 2 working days of suspecting academic misconduct has occurred, the Instructor shall notify the student via their official University of Winnipeg student email address about their concern of academic misconduct. The student will be given an opportunity to meet with the Instructor within 5 working days of that notification. Within the following 5 working days, the Instructor shall either grade the materials or commence the Academic Misconduct Procedures by informing the person responsible (Department Chair, Coordinator, Department

Review Committee (DRC), or Academic Review Committee (ARC) chair) for that faculty, department or division, in the form of a written report, which shall, at a minimum, include the following:

- a) the date on which the alleged misconduct occurred;
- b) a statement and detailed description of the alleged misconduct;
- c) any documentary or other evidence that supports the allegation of misconduct;
- d) a record of any communication with student(s) involved in the alleged misconduct.

Grading guidelines for Instructors:

The Instructor, or other person responsible for student academic matters, shall not assess a penalty for an alleged act of academic misconduct, for example, by giving a failing grade for a course solely on the basis of alleged academic misconduct occurring in the completion of a discrete element of the course e.g. presentation, essay, test, examination of a course's requirements. If evidence of academic misconduct is discovered, the Instructor, after initiating the Procedures under this Policy, shall delay grading the item in question, pending the outcome of the Academic Misconduct Procedures, and inform the student of the reason for the delay.

Where academic misconduct is suspected during an exam, the Instructor shall:

- not suspend the exam process;
- not suspend the exam for the student or the student(s) concerned;
- allow the student(s) to continue to completion;
- collect all available allegedly offending materials at the time they are discovered or otherwise record the circumstances including by electronic or photographic means; note concerns on the submitted exam, including refusal on the part of the student to cooperate;
- at the time exam is received communicate the concern to the student(s) and notify the student(s) they will be invited to meet with the Instructor within 5 working days.

If a course has ended in which academic misconduct has been alleged, and final grades must be submitted, the Instructor shall submit final grades for the course, without entering a grade for the student in question, and notify Student Records, with a copy to the faculty, department or divisional designate (for example, DRC/ARC chair, Department Chair, or Director), that this grade is pending and will be submitted upon completion of the Academic Misconduct Procedures.

2. Allegations arising other than within a course:  
If allegations of academic misconduct arise other than within a course (e.g., transcript forgery, false documentation), the head shall provide a written report of the allegations, directly to the Chair of the Academic Misconduct Committee, including the same information required from an Instructor as outlined previously. The Chair shall give written notice of the allegations to the student and refer, in writing, the reported allegations to the Senate Academic Misconduct Committee.

LEVEL II: The Faculty, Department or Division  
Within 2 working days of receiving the Instructor's report under Level I, the person responsible (Department Chair, Coordinator, Department Review Committee (DRC) or the Chair of the Academic Review Committee (ARC) for that faculty, department or division, in the form of a written report, shall notify the student in writing via their official University of Winnipeg student email address and by certified letter of the allegation of misconduct. Such notice shall include the Instructor's written report of the alleged misconduct and notification of the student's opportunity to be heard, in writing and in person, within 10 calendar days of receiving the notice. The Instructor and the Chair of the Senate Academic

Misconduct Committee shall be provided with a copy of the notice sent to the student.

At the expiry of:

- a) 10 calendar days (if no representation in writing is received or the student has not appeared in person to be heard) or
- b) 5 working days after receiving the student's representation in writing or the student having appeared in person the faculty, department or divisional designate as may be appropriate shall:

- i) review all available and relevant information and documents (which may include meeting with the student),
- ii) make a recommendation to the Senate Academic Misconduct Committee as to whether or not an act of academic misconduct has been committed, and recommend an appropriate penalty.

The student and the Instructor will not be informed of this recommendation at this point of the process.

Within 2 working days of making its recommendation, the faculty, department, or divisional designate shall forward the complete record of the process to the Chair of the Senate Academic Misconduct Committee, which record shall include the following documents:

- a report of the process to that point, and reasons for recommendation, and the recommended penalty, if applicable;
- the Instructor's file;
- a record of any communication with and by the student in question;
- any further relevant materials, including course outline and any departmental policy regarding academic misconduct.

**LEVEL III: The Senate Academic Misconduct Committee**  
The Chair of the Senate Academic Misconduct Committee upon receipt of the written report of the faculty, department or divisional designate, or upon receipt of allegations of misconduct arising other than within a course, shall notify the student in writing of:

- the recommendation of Level II and of his/her right to appeal the recommendation, or
- where allegations of misconduct arising other than within a course have been received, the student's right to respond to the allegations.

The student shall have 10 calendar days from receipt of such notice to appeal the recommendation or respond to the allegations by making a submission in writing and/ or to have submitted a request in writing to appear before the Committee. Any such submission by a student must have been received with the 10 calendar day period.

#### Committee Process

Where within 10 calendar days following receipt by the student of the notice of the recommendation from Level II either:

- a student has made a submission in writing and not requested an appearance before the Committee, or
  - a student has made a request for an appearance before the Committee, or
  - no such submission has been received,
- on the expiry of such 10 calendar day period, the Committee shall make a decision to reject, confirm or modify the recommendation from Level II.

Where the student has made a timely request in writing for an appearance before the Committee, an appearance shall be scheduled before them so the student may be heard. The

Committee shall have access to all relevant materials. The record at Level III shall include the following:

- all materials forwarded from Levels I and II;
- any new information relevant to the case and not presented at Level I or II;
- all Committee communications, written or transcribed from the personal appearance before the Committee
- the notes of all Committee meetings.

#### Notification of Decision

The Committee shall, within 2 working days of making a decision, inform the student and the Instructor through the DRC/ARC, in writing of its decision and its reasons.

#### Appeals

The student shall have the right to appeal the ruling imposed by Senate Academic Misconduct Committee to the Senate Academic Misconduct Appeals Committee. The decision of the Committee, either with respect to a finding of academic misconduct, or the penalty imposed, may be appealed to the Senate Academic Misconduct Appeals Committee. The Senate Academic Misconduct Appeals Committee will make a decision within 10 calendar days and that decision shall be final. In such cases, the Senate Academic Misconduct Appeals Committee shall grant or deny the appeal, based on the record at Level III.

#### LEVEL IV: The Senate Academic Misconduct Appeals Committee

A student may appeal a finding of academic misconduct and/or a disciplinary penalty to the Senate Academic Misconduct Appeals Committee. The student must file an appeal in writing with the Chair of the Academic Misconduct Appeals Committee within 10 calendar days of receipt of notice of the Level III decision. The appeal must state specifically:

- the decision which is being appealed;
- the reasons for the appeal;
- the general nature of any new evidence, if any;
- the remedy being sought.

The Senate Academic Misconduct Appeals Committee upon timely receipt of a written appeal by a student found to have committed academic misconduct shall, within 2 working days, notify the Instructor and the appropriate person or committee or the faculty, Department or division (for example, the DRC/ARC) of the appeal.

#### Notification of Decision

Upon receipt of the written appeal, the Chair of the Senate Academic Misconduct Appeals Committee shall notify the student in writing of his/her right to present further relevant information in writing to the Senate Academic Misconduct Appeals Committee, of his/her right to appear in person before the Committee, and of his/her right to be accompanied by another person during such an appearance before the Committee.

The student shall have 10 calendar days from receipt of such notice to present further relevant information and/or request a hearing.

#### Committee Process

After the 10 calendar days have elapsed, the Senate Academic Misconduct Appeals Committee will meet. The Senate Academic Misconduct Appeals Committee will determine its own procedures and may receive information from the student and other relevant persons in such a manner, as they deem appropriate. The Senate Academic Misconduct Appeals Committee may request an interview with the student and/or with anyone who has information relevant to the matter before it.

In cases where the Committee receives a written request from a student for a hearing, the Committee shall schedule a hearing. At such a hearing, the student may be accompanied by another person.

In cases where the student does not request a hearing, the Committee may decide the matter based on the written material and other available evidence and information.

The Senate Academic Misconduct Appeals Committee will have access to all relevant material:

- all material forwarded from levels I, II and III;
- a summary report of the case, processes used in level IV, decisions and reasons for them;
- all Senate Academic Misconduct Appeals Committee communications,
- written or transcribed from an oral interview, concerning the case;
- the minutes of all relevant Senate Academic Misconduct Appeals Committee meetings;
- any new information relevant to the case and not presented at Level I, II or III;
- the confidential Dean's Office file relevant to the case;
- a summary report of the case, decisions and reasons for the recommendation.

After considering all of the available and relevant material, information and evidence, the Senate Academic Misconduct Appeals Committee may:

- uphold a finding of academic misconduct;
- revise a finding of academic misconduct;
- confirm a penalty;
- assess a different penalty; or
- allow the appeal and dismiss the notification of decision.

#### Notification of Decision

The Senate Academic Misconduct Appeals Committee shall, within 2 working days, provide written notice to the student and the Instructor through the appropriate DRC./ARC, as well as the Senate Academic Misconduct Committee of its decision and its reasons.

#### Academic Misconduct Files

Level I: There is no permanent file kept. All documents are submitted to Level II.

Level II: There is no permanent file kept. All documents are submitted to Level III.

Level III: A confidential file of each case is kept for a period of no longer than two years after resolution by the Senate Academic Misconduct Committee in the office of the Dean who is Chair of the Committee.

This file contains the following information:

- all material forwarded from levels I and II;
- a summary report of the case, processes used in level III, decisions and reasons for them;
- all Senate Academic Misconduct Committee communications concerning the case;
- any new information relevant to the case and not presented at Level I, II or III;
- a summary report of the case, decisions and reasons for the recommendation;
- meeting notes of the meetings of the Committee.

Level IV: A confidential file is kept by the Office of the Dean who is Chair of the Senate Academic Misconduct Committee. The file contains all documentation considered during the Senate Academic Misconduct appeals process, and will be kept for no more than two years after resolution.

The official archival files containing the confidential records of all academic misconduct cases are kept in the Office of

the Dean who is Chair of the Senate Academic Misconduct Committee for no more than two years after resolution.

A confidential archival file recording all cases occurring during an academic year is kept for no longer than seven years.

This file contains the following information:

- the index of names, dates and kinds of misconduct, penalties, and dismissals of all misconduct cases;
- a summary of each misconduct case.

When academic misconduct has been found NOT to have occurred:

- the actual records of the case will be destroyed;
- case summaries will be kept indefinitely.

#### Case Summaries

The summary of each case will include a brief outline of the case, any disciplinary action taken, and the reasons for the action. In all cases, the summary will be written in such a way as to ensure complete confidentiality and anonymity for the student.

#### Access to Archival Discipline Files

Only the Academic Misconduct Committee and the Vice-President Academic have the right to access the archival files and only on a need-to-know basis.

#### Student Records and Notations of Disciplinary Action

The Chair of the Academic Misconduct Committee shall notify the Records Office of all disciplinary actions taken; this includes penalties assessed, subsequent appeals and the appeals outcomes. If the penalty involves suspension or expulsion from the University, the Chair of Academic Misconduct Committee will inform the Records Office of the need for this to appear on the student's record, how long should remain on the record, and the conditions for removing it from the record.

The Records Office may be asked by the Chair of Academic Misconduct Committee to withhold the issuance of transcripts or statement of grades for the student disciplined pending the expiry of the appeal or exhaustion of the appeal process.

The student's official file in the Records Office should only contain the final decisions of penalty should the student be found guilty of academic misconduct. Where the student has been found guilty, this record will be removed upon the student's graduation. In a case where the final decision is a finding that no academic misconduct occurred, thus overturning a previous penalty, all material pertaining to the case will be destroyed.

#### Notations on Student History/Record

If the penalty is a lowered or failing grade for a specific item of work or for a course in its entirety, there is no notation placed on the student history and transcript. The history and transcript will reflect the grade as though it were an earned grade.

If the penalty is suspension from the University, a notation is placed both on the Student History and the official transcript. The notation is removed two years after termination of suspension.

If the penalty is expulsion from the University, the notation remains permanently on both the Student History and the official transcript. This notation may only be removed upon successful petition to The Senate Academic Misconduct Appeals Committee.

## Academic Misconduct and the University Community

Evaluation and Annual Report to the University Community  
An annual report will be presented to Senate by the Chair of the Academic Misconduct Committee. The report will be presented in such a way as to maintain confidentiality and anonymity. It will chronicle the number of cases, the faculties, departments, divisions, and units and, where feasible, the courses in which they occurred, the types of misconduct, and the kinds of penalties assessed. This report will be based on information received from levels II, III, and IV. This report will also be published so that members of the University community shall be kept informed of the nature and disposition of cases dealt with under this Policy. In addition, should the evaluation reveal a pattern of academic misconduct that is identifiable with respect to the factors evaluated, the Senate Academic Misconduct Committee may recommend to Senate changes in policy, preventative actions and/or any matters, as appropriate.

### Responsibility of Members of the Academic Community

All members of the University community have the responsibility to ensure that students are familiar with generally accepted standards and requirements of academic honesty.

However, ignorance of these standards will not preclude the imposition of penalties for academic misconduct.

### Review:

These procedures shall be reviewed in conjunction with the Policy review at least once every five years.

## b. Non-Academic Misconduct

**Note:** This policy is currently under review and subject to change.

In order to accomplish its stated mission, the University must be a community in which there is freedom to learn, to teach, to create and to engage in research without fear of retaliation or intimidation and without threat to person or property. Students have a responsibility to act in a fair and reasonable manner in their interactions with their peers, faculty, staff and administration and in their use of campus property. The intent of this policy is to encourage appropriate student conduct and to identify and regulate student non-academic misconduct which infringes on the above mentioned freedoms and thereby jeopardizes the essential values of our academic community: mutual respect, dignity and civility.

In general, within the University's precincts, students should conduct themselves, individually and collectively, in ways that are consistent with the University's commitment to academic excellence, intellectual freedom, cultural diversity, individual achievement and personal dignity. The University is, above all, a community of scholars engaged in teaching, research and learning. Conduct which promotes an environment appropriate to these pursuits is desirable. Any conduct that detracts from the maintenance of such an environment is undesirable. This includes not only threatening, abusive, disruptive or violent behaviour that directly and immediately affects the health, safety, security or freedom of others, but also patterns of behaviour which, over time, cumulatively cause others to experience a perceived threat to their academic or social environment, or to their personal well-being.

This policy is rooted in the concept of collegiality. It not only requires students to conduct themselves in a manner befitting an academy of scholars, but as well to take individual and collective responsibility for sustaining an acceptable academic milieu by responding appropriately to non-academic misconduct on the part of others.

For more information on this policy, contact the Registrar at 204-786-9337.

## 9. Senate Appeals

### a. Information

Students who wish to initiate an appeal must meet with an Academic Advisor. They will discuss the situation with you, give you information on the appeal procedures and initiate the necessary paperwork appropriate to the appeal. Students have the right to appeal. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student.

All appeals will require students to provide a statement, supporting documentation if applicable, and feedback from the professor if applicable. The Academic Advisor will help prepare the case and present it to the Senate Appeals Subcommittee on the student's behalf.

This section outlines the procedures established to deal with the types of appeals indicated. For further information please see:

<http://uwinnipeg.ca/academic-advising/appeals.html>.

### b. Admission

Applicants who wish to be admitted to the University without satisfying normal admission criteria may submit an Admission Appeal by contacting an Admissions Officer. This appeal will be heard by the Senate Appeals Committee.

### c. Credit and Audit Status in Courses

Students who wish to change their status in a course from credit to audit or from audit to credit after the course change period has passed must submit a written appeal to the Senate Appeals Committee giving the reasons the change is being requested and written approval for the change from both the instructor of the course and the chair of the department.

There is a fee adjustment for the late change from audit to credit. There is no fee adjustment for the late change from credit to audit.

### d. Deferred Exams and Incomplete Term Work

A student may appeal for incomplete term work (or final test) or a deferred final exam when medical, compassionate or other circumstances beyond the student's control create situations in which it is impossible, or causes undue hardship, for the student to write the final test or exam as scheduled, or to complete an item of work by the end of the evaluation period of the course.

### Procedures

Students must first consult the instructor of the course. Students who cannot write a final exam as scheduled are expected to contact their instructor immediately on (or before) the day of the exam. Departmental policy may permit the instructor to reschedule an exam or final test, or to accept late term work if the proposed completion date falls before the limit for that term. Students must then meet with an Academic Advisor to obtain an appeal form and the completed appeal form, with the student's statement and instructor comments, is returned to Academic Advising no later than the deadline for submission of grades in the course.

If departmental policy does not permit this resolution, or the instructor denies the request, or the work cannot be completed within the time limit for the term, or the deadline for submission of grades has passed, the student must appeal to the Senate Appeals Committee by obtaining an appeal form from Academic Advising.

### Deadlines to Appeal

For a deferred exam, students must contact their instructor immediately, and must normally contact an Academic Advisor no later than five working days after the scheduled examination date.



For incomplete term work, students must normally contact an Academic Advisor no later than the end of the evaluation period.

#### **Deadlines for Completing Work or Exams**

Examinations deferred by the Senate Appeals Committee will normally be scheduled during a special examination period.

Incomplete term work must be submitted within a time period determined by the department or the instructor, or by the Senate Appeals Committee in consultation with the instructor (see below).

Term	Exam or Final Test by	Term Work by
Courses ending in December	February 15	April 1
Courses ending in April	June 15	August 1
Courses in Spring Term	September 15	October 1

#### **e. Retroactive Withdrawal**

Students who stop attending courses without following formal withdrawal procedures by the announced deadline for withdrawal will receive failing grades for those courses. Students may appeal to the Senate Appeals Committee for a retroactive withdrawal, on the basis of medical, compassionate or other reasons beyond their control. Students must contact an Academic Advisor to discuss the appeal.

#### **Deadline to Appeal**

Normally, the deadline to appeal is the end of the evaluation period for the term in which the course was taken. (Appeals **may** be considered for up to one calendar year after the end of the course at the discretion of the Senate Appeals Committee, if circumstances warrant.)

#### **f. Readmission**

A student whose status has changed to suspension or "Not Allowed to Continue" may appeal the ruling in writing to the Senate Appeals Committee through an Academic Advisor.

#### **Waiver of One Year Academic Suspension**

Students who are academically suspended for the first time are not permitted to register for one calendar year. If students feel they have grounds to return to the University before the suspension has been served, they must see an Academic Advisor to discuss the appeal.

#### **Readmission after a Second Academic Suspension**

Students who are academically suspended for a second or subsequent time are not permitted to register at the University for two full calendar years. Students must appeal for reinstatement if they wish to return after the two years, or if they feel they have grounds to be allowed to return before the two years. Such an appeal must normally include evidence of success in an academic program completed since the suspension. Students must see an Academic Advisor to discuss the appeal.

#### **Readmission after being "Not Allowed to Continue"**

Students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue

their studies. They are expected to sit out for three years and have the option to forfeit credit when they wish to return. (See *Admission and Readmission*). In extraordinary circumstances, they may appeal for reinstatement prior to the completion of the 3 year period. Such an appeal must normally include evidence of success in an academic program completed since the student was not allowed to continue. Students must see an Academic Advisor to discuss the appeal.

#### **Readmission after being "Not Allowed to Continue" as a Mature Status Student**

Students on Mature Status are not allowed to continue their studies at the University if they do not meet the Minimum Performance Standard upon completion of 24 credit hours. They must complete Regular Status admission requirements in order to be readmitted. (Note: The status on readmission will normally be Probation based on university academic performance to date.) In extraordinary circumstances, students may appeal to be readmitted without having completed Regular Status admission requirements. Such an appeal must normally include evidence of success in an academic program completed since the student was "not allowed to continue".

#### **g. Waiver of Graduation Requirements**

Students may appeal for a waiver of specific requirements in a degree program if there are compelling extenuating circumstances. Students should consult the Convocation/Academic Program Officer regarding this type of appeal.

#### **h. Further Appeal**

A student who has reason to believe that all pertinent information was not available when the written appeal was first considered may re-appeal or request an In-Person Appeal from the Chair of the Senate Appeals Committee.

### **10. Grade Appeals**

#### **a. Grades on an Individual Item of Work**

An individual item of work includes any single piece of work in a class, including the final test or examination. Appeals of grades on individual items of work are heard by the Departmental Review Committee (DRC), which rules on appeals made to the Department. Normally the Department is the highest body of appeal against grades on individual items of work.

#### **Grounds for an Appeal**

To make an appeal, a student must have cause to believe that a grade assigned on an individual item of work was unjust.

#### **Procedures**

The student should first discuss the matter with the instructor. If, after discussion with the instructor, the student has reason to believe an injustice has been done, the student may then write an appeal to the Chair of the Departmental Review Committee. Students are encouraged to meet with an Academic Advisor before they write the appeal.

For individual items of term work graded during classes, students must discuss the matter with the instructor within seven working days after notification of the grade. The written appeal to the Chair of the DRC must be submitted within two working days after the discussion with the instructor.

For final items of term work graded after the end of classes, or for final term tests or examinations, students must have submitted their written appeal to the Chair of the DRC within six weeks after the last day of exams for the term in which the course is offered.

**All appeals** submitted to the Chair of the Departmental Review Committee should include:

- a copy of the work which is the subject of the appeal;
- grounds for the appeal;
- a summary of the conversation with the instructor.

Students should expect that the disputed grade will be reviewed in a context other than the one that generated the original grade. Either the Committee or the Department Chair notifies the student in writing of the result of the appeal. The instructor will be fully informed of the student's submission.

#### **b. Final Grades**

The final grade is the official final grade that appears on the student's statement of marks from the Registrar. Appeals of final grades are heard by the Departmental Review Committee, which rules on appeals made to the Department. Normally the Department is the highest body of appeal against final grades.

#### **Grounds for Appeal**

There are only three grounds for appeal against a final grade.

- The assessment of the final grade was made without considering all individual items of work completed and submitted.
- The final grade does not appear to correspond to the grades awarded to the individual items of course work, indicating an error in calculation in developing the final grade.
- The overall assessment of the final grade is demonstrably unjust.

A processing fee is charged. It is refunded if the appeal is successful. (See *Fees* on the University website).

#### **Procedures**

Students have up to six weeks after the official notification of final grades from the Registrar to submit an appeal. Students are encouraged to meet with an Academic Advisor before they write the appeal.

The appeal should include:

- a copy of all course work which is the subject of the appeal;
- grounds for the appeal;
- any other relevant documentation.

The written appeal is submitted to Academic Advising who sends the appeal to the Department Review Committee. The Student Records Office notifies the student in writing of the result of the appeal. The instructor is fully informed of the appeal.

#### **Further Appeal**

A student who has reason to believe and can demonstrate that the Department Review Committee did not give the appeal a fair hearing may appeal the Committee's decision on procedural grounds in writing to the Senate Appeals Committee through Academic Advising.

### **11. University Policies and Codes**

The University has a number of policies and codes in place that are of importance to all members of the University community. The following policies are of particular importance to students:

#### **a. Respectful Working and Learning Environment Policy & Procedures**

Freedom from discrimination and harassment are fundamental rights of all members of the University community. The University of Winnipeg prohibits any form of discrimination or harassment in conjunction with University-related activities, whether on or off campus.

For more information on this policy, please contact the Human Rights and Diversity Officer at (204) 988-7508 or visit the website: <http://www.uwinnipeg.ca/respect/>

#### **b. Service Animals on Campus Policy & Procedures**

In compliance with the Accessibility for Manitobans Act, this policy details the rights and responsibilities in regard to persons with disabilities who require the assistance of a service animal while working, studying and/or visiting the campus.

For more information on this policy, please contact the Human Rights and Diversity Officer at (204) 988-7508 or visit the University's web site:

<http://www.uwinnipeg.ca/respect/>

#### **c. Responsible Conduct of Research and Scholarship Policy**

The purpose of this policy is to promote and advance a high standard of integrity in research and scholarship. This policy has been established to address public concerns about responsibility and accountability in research and scholarship. It outlines procedures for promoting integrity among researchers and scholars and for investigating allegations of misconduct in research and scholarship. The policy applies to all members of the University community.

Copies of the policy are available through the Office of the Vice-President, Research and Innovation, and can also be found on the University's website at:

<http://uwinnipeg.ca/research/funding.html>.

#### **d. Policies on Research and Experimental Ethics**

These documents contain University policies regarding the ethical conduct of research, experimentation and teaching exercises. Research or teaching exercises involving human participants or vertebrate animals cannot be undertaken by faculty, staff or students without the approval of the appropriate University committee or committees.

These policies are available through the Office of the Vice-President, Research and Innovation, and can also be found on the University's website at:

<http://uwinnipeg.ca/research/research-ethics.html>.

#### **e. Library Policies**

The following Library policies should be noted:

##### **Interlibrary Loan Policy:**

The purpose of this policy is to allow faculty, staff, and students of the University of Winnipeg to request materials from other institutions, and to make the Library's materials available to requesters from other institutions. The University of Winnipeg Library participates in several provincial, regional and national resource sharing agreements that extend users' access to materials held by other libraries.

##### **The Library Acceptable Computing Use Policy:**

The purpose of this policy is to create and maintain a respectful environment in the Library for its users when making use of its public computing facilities, networks and electronic resources. The University of Winnipeg *Acceptable Computing Use Policy* provides a basis for this policy, which is intended to outline (and distinguish between) appropriate and inappropriate computer use within the Library. In addition, all users of public computers in the Library must abide by applicable University and Library policies, including, but not limited to, the University's Respectful Working and Learning Environment Policy, the Library's Facilities Use Policy, and the Library's Accessibility Policy.

##### **Copyright and Fair Dealing Policy:**

The University of Winnipeg and its Library follow the *Copyright Act*, Supreme Court of Canada decisions on copyright, and the University's Fair Dealing copyright guidelines. The Library's Copyright Office provides copyright information via its website, answers questions related to copyright and obtains copyright clearances or permissions when required. Please see <http://copyright.uwinnipeg.ca/>

### The Facilities Use Policy:

The purpose of this policy is to create and maintain a respectful environment in Library facilities for its users and the campus community, and applies to all UW faculty, staff, students, alumni and members of the public who physically come in to the library to make use of its facilities or to borrow library materials. It outlines appropriate personal and interpersonal behavior related to food, drink and noise.

### Borrowing and Fine Policies:

The purpose of this policy is to establish service and user responsibility guidelines for the temporary exclusive personal use of library materials and applies to all faculty, students, staff, alumni and Special Borrowers when they sign out library materials on their account. Fines are intended primarily as a deterrent to late or non-return of material in order to maintain the availability of resources to all members of the University community. Please see:

<http://library.uwinnipeg.ca/about-us/loan-periods-and-fines>

### f. Acceptable Computing Use Policy

The purpose of this policy is to clearly establish rules and regulations outlining the usage of computers, computing and network resources and the facilities in which they reside at The University of Winnipeg. This policy pertains to all employees, students and authorized external parties (the "University community") who have been granted access to use the University of Winnipeg computer and networking facilities and resources.

The policy may be found at:

<http://www.uwinnipeg.ca/index/admin-policies-toc>

## 12. Graduation

Convocations are held three times yearly, in the Spring, Winter and Fall. The Spring and Fall Convocations have ceremonies and the Winter Convocation degrees will be conferred In Absentia (no ceremony). Information about graduation may be obtained from Student Central or the Convocation/Academic Program Officer. Students must apply for graduation by mid-February for Spring Convocation, by August 1 for Fall Convocation and by mid-November for Winter Convocation. Those graduating at the Winter Convocation may attend the Spring Convocation ceremony.

### a. Application to Graduate

Students who complete the requirements for one of the University's degrees through the April series of examinations, and have applied for graduation by the preceding mid-February, shall be admitted to the appropriate degree at that year's Spring Convocation. Students who complete the requirements for one of the University's degrees through the Spring Term series of examinations, and have applied for graduation by the preceding August 1, shall be admitted to the appropriate degree at that year's Fall Convocation. **Students who complete the requirements for one of the University's degrees through the December series of examinations, and have applied for graduation by the preceding mid-November, shall be admitted to the appropriate degree at the following year's Winter Convocation.**

Prospective graduands **may** consult the Convocation/Academic Program Officer to have their program of studies reviewed prior to filing their application for graduation. Further details regarding the convocation ceremony will be forwarded by the Student Records Office to graduands who have been approved by the Senate of the University.

### b. Academic Dress

The correct dress for graduates of the University is described below.

#### Bachelors and Masters

- a mortarboard of black material with a black tassel
- a gown of black material and the appropriate shape specified by the North American Intercollegiate Code
- a hood of the colour and shape specified by the North American Intercollegiate Code

#### Honorary Doctors

- a round brimmed cap of red velvet
- a gown of red material and of the appropriate shape specified by the North American Intercollegiate Code
- a hood of the full Cambridge shape in white material, lined in the University colours showing a white chevron on a red field

**Note:** A fee is charged for academic dress rental. (See *Fee Information* on the website). The fee amount and other details will be included in the information mailed to the graduand approximately six weeks prior to the Convocation.

#### Up-to-date information on

- Registration
- Fees
- Awards and Financial Aid

can be found in the "Student" section of the University's website at [www.uwinnipeg.ca](http://www.uwinnipeg.ca)