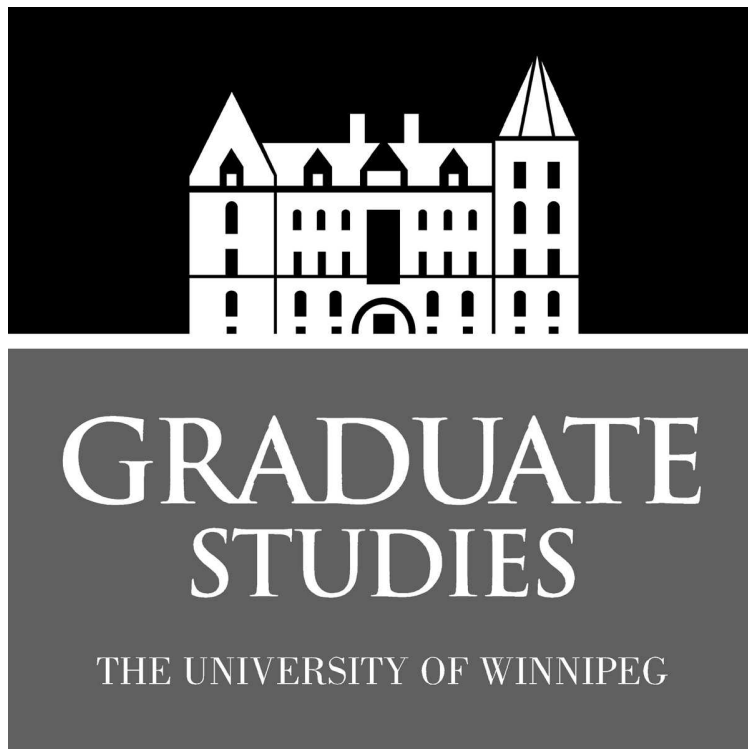


**Faculty of
Graduate Studies
Policies and Guidelines**



April 2012

FACULTY OF GRADUATE STUDIES POLICIES AND GUIDELINES

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Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have protocols, policies and procedures which are compatible with, but not identical to, the policies and procedures which follow.

UNIVERSITY OF WINNIPEG GRADUATE STUDIES

SECTION 1: Administrative Structures & Responsibilities

Dean of Graduate Studies: The Dean of Graduate Studies shall provide strategic leadership for the growth and development of graduate studies at The University of Winnipeg. The Dean's responsibilities shall include, but are not limited to: 1) establishing, revising, and developing strategic graduate program priorities; 2) representing the interests of graduate studies and those students, staff, faculty, and departments involved in graduate studies to the University; 3) working with Senior Administration on strategic planning and academic development of Graduate Studies; 4) working with other Deans within and outside of The University of Winnipeg to facilitate the smooth administrative functioning, growth, and academic integrity of graduate programming; 5) acting as the key public representative and advocate of Graduate Studies to the general public and the Committee on Post Secondary Education (COPSE); 6) setting graduate student recruitment goals and priorities; 7) developing student funding opportunities and priorities, and 8) chairing the Graduate Studies Committee.

Office of the Dean of Graduate Studies (ODGS): The ODGS is responsible for the general administration of graduate programs. Under the leadership of the Dean of Graduate Studies, the office is responsible for: 1) providing administrative support for the Graduate Studies Committee, Graduate Awards Committee, Joint Senate Committee for Joint Master's Programs, any future committees developed under the jurisdiction of the Office of the Dean of Graduate Studies, and any other committees/task forces as assigned by the Dean of Graduate Studies; 2) assisting the Dean of Graduate Studies and Graduate Studies Committee in the initiation of new ventures; 3) assisting the Graduate Studies Committee in ensuring that the policies and procedures of the Office of the Dean of Graduate Studies and The University of Winnipeg are followed; 4) other duties as assigned by the Dean of Graduate Studies and Graduate Studies Committee.

Faculty Dean (FD) (i.e the Disciplinary or Area Dean of a specific faculty, e.g. Arts, Science, Theology) or Director of a unit offering a graduate program (e.g. the Principal of Global College) OR the FD of a Faculty in which members are participating in Graduate Studies: The Faculty Dean or Director shall recognize and support departments, faculty members, staff, and students engaged in Graduate Studies and shall work in cooperation with the Dean of Graduate Studies on matters of mutual interest and concern. The Faculty Dean or Director's responsibilities shall include but are not limited to: 1) specific program development and support; 2) faculty appointments, re-appointments, and assessment of faculty members' work in graduate studies for the purposes of tenure and promotion; 3) membership in the Faculty of Graduate Studies; 4) assignment of teaching load; 5) salaries and assignments of Teaching Assistants; and 6) space allocation.

Dean of Theology: The Dean of Theology shall work in cooperation with the Dean of Graduate Studies to determine the administrative and strategic relationship between the Faculty of Theology graduate programs and other University of Winnipeg graduate programs.

Director of the Master's of Marriage and Family Therapy (MMFT) Program: The Director of the MMFT Program shall work in cooperation with the Dean of Graduate Studies to determine the administrative and strategic relationship between the MMFT program and other University of Winnipeg graduate programs.

Department Chair or Program Director of a unit offering a graduate program: The Department Chair or Program Director of a unit offering a graduate program shall recognize and support all departmental faculty, staff, and students engaged in Graduate Studies. The Department Chair or Director shall work in cooperation with the Graduate Program Committee Chair on all matters of mutual concern.

Graduate Program Committee Chair: The Graduate Program Committee Chair is the chief liaison with the Office of the Dean of Graduate Studies and the official representative of each graduate program to its graduate students. The Graduate Program Committee Chair shall report to the Dean of Graduate Studies regarding all matters related directly to graduate programming. In matters that concern the department or unit offering a graduate program, the Graduate Program Committee Chair shall continue to report to the Chair or Director and follow the regular procedures and policies of the administrative unit. The Graduate Program Committee Chair shall: 1) provide leadership to the Graduate Program Committee; 2) be a member of the Graduate Studies Committee (or appoint a designate); 3) ensure that the graduate program is operating according to the guidelines set out by the Office of the Dean of Graduate Studies and its department's supplementary regulations; 4) take on other duties as assigned by the Dean of Graduate Studies, the Graduate Studies Committee, or the Graduate Program Committee; and 5) attend, if requested, meetings of his or her faculty council (as per Senate Standing rules).

Membership: The Graduate Program Committee Chair must be a tenured or tenure-track faculty member at The University of Winnipeg. Membership is not open to persons holding adjunct appointments at The University of Winnipeg. Persons may not act as Graduate Program Committee Chairs for matters in which they have a conflict of interest.

Nomination process: The appointment or election of each Graduate Program Committee Chair shall be determined in accordance with department or administrative unit regulations and the regulations of each Graduate Program Committee. The individual so named shall be recommended for appointment to the Faculty Dean and, subsequently, to the Dean of Graduate Studies.

*Note: In instances where the nomination process described does not apply, as for example, in the Master's of Marriage and Family Therapy program, the position of "Graduate Program Committee Chair" may be held by a Department Chair, a Dean, a Director, or any other individual officially designated by the Dean of Graduate Studies, subsequent to the nomination process, to be responsible for graduate programs. The term does not refer to Chairs, Co-Chairs, or Committees of the Joint Master's Programs.

Joint Master's Program* Chair OR Associate Chair: The Joint Master's Program Chair or Associate Chair, whichever is a University of Winnipeg faculty member, acts as the chief liaison with the Office of the Dean of Graduate Studies. The Joint Master's Program Chair or Associate Chair shall take on duties and responsibilities as outlined in the Governing Documents of the Joint Master's Programs. The Joint Master's Program Chair or Associate Chair shall have reporting responsibility as outlined in the Governing Documents of the Joint Master's Programs, which includes being under the joint jurisdiction of both universities and the responsibility to work in cooperation with the Joint Discipline Committee, the hosting departments at both universities, the Joint Senate Committee, the Dean of the Faculty of Graduate Studies at the University of Manitoba, and the Dean of Graduate Studies at The University of Winnipeg. The Joint Master's Program Chair or Associate Chair shall be a member of the Graduate Studies Committee (UW) and the Joint Senate Committee for Joint Master's Programs (UM/UW).

Nomination process: The appointment or election of each Joint Master's Program Chair or Associate Chair shall be determined in accordance with Joint Master's Program Governing Documents.

*Joint Master's Programs between the University of Winnipeg and the University of Manitoba: JMP History, JMP Religious Studies, JMP Public Administration, JMP Peace and Conflict Studies.

Graduate Program Advisor*: Every graduate student must have an advisor who is a tenured or tenure-track faculty member at the University of Winnipeg. The Graduate Program Advisor is the primary contact and the person responsible for guiding a graduate student through their studies at the University of Winnipeg. The Graduate Advisor shall: 1) assist students with planning a program of study; 2) ensure that students are aware of all general regulations, program requirements, and degree regulations of the graduate department and the Office of the Dean of Graduate Studies; 3) in accordance with University of Winnipeg Graduate Studies regulations,

shall attend all supervisory committee meetings as well as student thesis, clinical, or technical practicum examinations; and 4) prepare an annual report of the progress of the graduate student.

Graduate Supervisor*: The Graduate Student Supervisor shall: 1) be directly responsible for supervising and providing guidance on all aspects of a student's thesis, practicum, or research program; 2) stay informed of the student's progress and prepare an annual report summarizing progress in research, clinical, or technical activities; 3) ensure that scientific research is conducted in a way that is effective and safe; 4) review and evaluate student theses and major research papers in draft and final form; and 5) in accordance with the University of Winnipeg Graduate Studies regulations, attend all supervisory committee meetings as well as student thesis, clinical or technical practicum examinations.

Graduate Student: A graduate student is a student accepted in a University of Winnipeg graduate program, or accepted as a visiting student in a graduate course(s) at the University of Winnipeg. Graduate students are expected to read all relevant documents and the Graduate Studies Calendar to become familiar with all regulations and deadlines relating to their programs and the Office of the Dean of Graduate Studies. Graduate students are responsible for their own programs and must ensure that they submit appropriate forms to their graduate department, appropriate university administrative unit, and the Office of the Dean of Graduate Studies for signature and processing, that their registration is accurate and does not lapse, and that they pay all the fees required by the deadline dates.

SECTION 2: Committee Structure

SENATE GRADUATE STUDIES COMMITTEE (GSC)*

Responsibility: The Graduate Studies Committee shall be responsible for: 1) reviewing and recommending to Senate on all matters pertaining to graduate studies, including joint programs; 2) developing, interpreting and addressing appeals to graduate studies policies and procedures; 3) developing criteria for the proposal of new graduate programs; 4) receiving and reviewing graduate program proposals from departments and programs for recommendation to the Academic Planning Committee; 5) liaising with the Senate Curriculum Committee on matters related to graduate studies; 6) undertaking a periodic review of all existing graduate programs; and 7) sharing information across graduate programs.

Composition:

- Dean of Graduate Studies (Chair) or designate
- one faculty member from each graduate program including joint graduate programs
- three faculty members (from departments not currently offering graduate programs)
- one graduate student appointed by the UWSA

Terms of office:

- (a) Faculty members shall serve on the committee for two-year terms.
- (b) The graduate student member shall serve for a one-year term.

Nomination process:

- The Graduate Studies Officer shall make a request to the Dean of Theology, the Director of Marriage and Family Therapy and each Graduate Program Committee Chair to identify a representative (self or designate) from each graduate program, including the joint graduate programs.
- The Senate Nominating Committee shall appoint three faculty members from departments not currently offering graduate programs.
- The UWSA shall appoint one graduate student.

*As per the Senate Standing Rules.

STUDENT SCHOLARSHIP AND AWARDS COMMITTEE (SSAC)

Responsibility: The Student Scholarship and Awards Committee shall evaluate applications and make recommendations for the distribution for all graduate awards managed by the Office of the Dean of Graduate Studies, including but not necessarily limited to:

- o Masters scholarships offered by the Social Sciences and Humanities Research Council of Canada (SSHRC), Natural Sciences and Engineering Research Council of Canada (NSERC), and Canadian Institutes of Health Research (CIHR).
- o The Manitoba Graduate Scholarship award (MGS).

Composition: (8 members):

- o The Dean of Graduate Studies (Ex Officio)
- o 3 Natural Sciences eligible* faculty members
- o 3 Social Sciences and Humanities eligible** faculty members
- o 1 member appointed by the Dean of Graduate Studies

AND

- o The Graduate Studies Officer (non-voting administrative support)

All SSAC faculty members:

- o Must be tenured, tenure-track, or lifetime emeritus professors at the University of Winnipeg.
- o Must have the authority to supervise or co-supervise the research of students registered in an undergraduate or graduate degree program, or postdoctoral fellows engaged in research that is not under the direction of another individual (e.g., thesis supervision).

- Must not currently or previously have been barred from applying to NSERC, SSHRC, CIHR, or any other research funding organization, for reasons of breach of standards of integrity or ethics, including scientific or financial misconduct.

*Natural Sciences eligible faculty members are those who engage in research in the natural sciences or engineering or health in the natural sciences.

**Social Sciences and Humanities eligible faculty members are those who engage in research in the social sciences or humanities or health in the social sciences and humanities.

Terms of office:

Members are elected for two-year terms, with half of the committee membership turning over each year.

Nomination process: The Graduate Studies Officer shall make a request to all Deans (Arts, Science, Education, Business and Economics, Theology) and the Director of Marriage and Family Therapy) to identify their representative or designate.

GRADUATE PROGRAM COMMITTEE* (GPC)

Responsibility: The Graduate Program Committee is responsible for: 1) curricular development and implementation; 2) overseeing program delivery; 3) making recommendations for admission of students to the Graduate Studies Office; 4) overseeing the supervision of all graduate students enrolled in their program and monitoring their progress; 5) monitoring examinations and theses; 6) other duties as assigned by the Dean of Graduate Studies or the Department Chair. Where possible, the GPC shall use the existing procedures and committees of the departments in its work, with the final approval of all matters concerning the development and delivery of graduate studies in a unit resting with the GPC. The GPC, through its Chair, reports to the Dean of Graduate Studies on all matters related directly to graduate studies. The GPC, through its Chair, reports to the Chair of the Department on matters that concern the Department.

Nomination process: The membership of each Graduate Program Committee shall be determined in accordance with the regulations of each department and the Graduate Program Committee. There shall be no less than 3 persons appointed to each Graduate Program Committee.

*The composition of the "Graduate Program Committee" may also include a Chair, a Dean, a Director, or any other individuals officially recognized by the Dean of Graduate Studies to be responsible for graduate programs. The term does not refer to Chairs, Associate Chairs, or Committees of the Joint Master's Programs.

JOINT DISCIPLINE COMMITTEE (JDC)

The Joint Discipline Committee of each Joint Master's Program shall take on duties and responsibilities as outlined in the Governing Documents of the Joint Master's Programs. The Joint Discipline Committee shall have reporting responsibility as outlined in the Governing Documents of the Joint Master's Programs which includes being under the joint jurisdiction of both universities and the responsibility to work in cooperation with hosting departments at both universities, the Joint Senate Committee, the Dean of the Faculty of Graduate Studies at the University of Manitoba, and the Associate VP (Academic) & Dean of Graduate Studies at The University of Winnipeg.

Nomination process: The appointment or election of members of the Joint Discipline Committee shall be determined in accordance with Joint Master's Program Governing Documents.

JOINT SENATE COMMITTEE FOR JOINT MASTER'S PROGRAMS (JSC-JMP)

The Joint Senate Committee for Joint Master's Programs shall take on duties and responsibilities as outlined in the Joint Master's Program Governing Documents. The Joint Senate Committee shall continue to work in cooperation with the Dean of Graduate Studies and Senates at both The University of Winnipeg and the University of Manitoba, while maintaining its jurisdiction over the tasks outlined in the Joint Master's Program Governing Documents.

SECTION 3: APPOINTMENT TO THE FACULTY OF GRADUATE STUDIES AT THE UNIVERSITY OF WINNIPEG

The following section has been tabled for further discussion and is awaiting Senate approval.

SECTION 4: ADMISSION TO GRADUATE STUDIES

The University welcomes applications from Canadian and International students. All students must apply for and be granted admission to The University of Winnipeg's Graduate Studies Program. Acceptance is required before students may register in courses. Admission to graduate programs is competitive and meeting the minimum requirements does not guarantee admission.

ADMISSION PROCESS

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have Admissions protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow.

Students seeking admission to Graduate Studies at The University of Winnipeg shall submit an official application, together with the application fee and all supporting documentation, directly to the Graduate Studies Enrolment Officer. When the application files are complete, they shall then be forwarded to the appropriate Graduate Program Committee (GPC) for review and evaluation. The Graduate Program Committees shall forward their recommendations to the Office of the Dean of Graduate Studies. Official letters of acceptance or rejection shall be issued to the applicants by the Dean of Graduate Studies.

The Office of the Dean of Graduate Studies has sole authority to admit students, and all offers of admission are made by the Dean of Graduate Studies. Correspondence with a faculty member, department or school does not constitute approval for admission. All offers of admission are valid for the terms of entry indicated in the offer.

ADMISSION REQUIREMENTS

Minimum Entry: Applicants should have a 4-Year degree from a recognized post-secondary institution and an overall GPA of 3.0 in order to be considered for admission to Graduate Studies.

PROGRAM SPECIFIC REQUIREMENTS: Prospective students are advised to consult the websites and printed material distributed by the program to which they wish to apply to ensure that they are aware of current information about procedures, requirements, and curriculum.

In some programs students may be considered for admission to the Master's program upon successful completion of a University of Winnipeg designed pre-Master's program which consists of a set of upper-level undergraduate courses.

APPLICATION PROCESS

Students are encouraged to submit their application for admission as early as possible. Once students are offered acceptance they generally begin their program of study in September. But students may also begin in January or in May in some programs. There are limitations on the number of students that can be accommodated.

Note: The 'Application for Admission to Graduate Studies' form and Information Guide are available from the University's website at <http://www.uwinnipeg.ca/index/grad-studies-index>.

Note: For applicants applying to more than one program, each application requires a separate form, fee and supporting documents.

All relevant information (including all reference to previous post-secondary education), supporting documentation, and the non-refundable application fee must be submitted with the application.

- Applicants will be notified as soon as possible after the deadline for applications has passed if they have not met the admission requirements.
- Consideration may be given to late applications received after the published application deadline dates. The decision to evaluate a late application shall be at the discretion of the appropriate Graduate Program Committee Chair.

Application Fee

Each time an applicant applies to the University for admission or readmission, an application fee is required. This fee, non-refundable and not applicable to tuition fees, must accompany the application for admission form.

The University of Winnipeg application fees for Canadian citizens and permanent residents, and for International students applied by Student Services are subject to change. Please consult the Calendar of the University for current applicable fees.

Document Requirements for All Applicants

Note: All documents submitted in support of an application must be originals. Student copies or photocopies are not acceptable. Replaceable documents submitted with an application become the property of the University and will not be returned. Irreplaceable documents (i.e., documents that cannot be replaced if lost or damaged) will be returned to the applicant if this is requested in writing at the time of the application. The following supporting official documents must be submitted before any application will be considered:

1) Proof of English Language Proficiency

All applicants whose first language is not English must demonstrate that they are proficient in the use of the English language, by successfully completing one of the following English Language Assessment tests: TOEFL, IELTS, MELAB, CAEL or Level 5 of the 14-week University of Winnipeg Academic English Program. The test must have been taken within a year of the date a completed application is filed and official test scores must be forwarded directly to the Graduate Studies Enrolment Officer from the testing agency. Photocopies of test scores are not acceptable. Please consult individual programs for information on the level of scores required for application.

On occasion, a waiver may be granted if there is evidence of four or more years of education in a recognized post-secondary institution in which the language of instruction is English. (Requests for a waiver must be submitted at the time of application and will be considered on an individual, case-by-case basis **by the GPC.**) Appropriate services to assist students in improving their English language capabilities can be arranged through the English Language Program.

2) Plan of Study

Applicants must submit a Plan of Study (maximum 300 words) which concisely states each of the following:

- the stream of the graduate program the applicant intends to pursue
 - the rationale for choosing this institution and, if applicable, the supervisor(s) with whom the applicant would like to work
 - the major work the applicant wishes to pursue, whether research, scholarship or an artistic endeavour; its precise nature, purpose and proposed methodology or approach.
- Applicants are strongly advised to consult with the appropriate representative of the program before completing this proposal.***

3) Curriculum Vitae or Other Achievements

Applicants must submit a curriculum vitae **or** 300-word statement of 'Other Achievements' which may include information about an exceptional commitment to a particular field of study, relevant employment history, extra-curricular activities, demonstrated ability to overcome adversity, or social, political or charitable interests. Students are invited to describe how the scholarship and proposed course of study would relate to their future plans.

4) Proof of Citizenship

The citizenship status of the applicant in Canada must be listed on the application form. Applicants who are Permanent Residents of Canada must include a copy of their documentation. International applicants will need to secure a Study Permit. <http://www.uwinnipeg.ca/index/intl-studypermits>

5) Confidential Letters of Recommendation

Applicants must supply two (2) letters of recommendation from individuals who have taught or supervised them in an area of study relevant to their application. Letters of recommendation must be received in a sealed envelope with the referee's signature across the seal, and must be sent directly to the Graduate Studies Enrolment Officer or be part of the application.

Note: Letters of recommendation may be e-mailed or faxed to the Graduate Admissions Office to meet the submission deadline, provided that official letters are subsequently received.

Letters of recommendation are collected under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the Universities Act. They are required to evaluate applicants for admission to a graduate program, and for scholarship and other funding purposes. Letters of recommendation are treated as confidential and will be used only by individuals and committees who evaluate applicants.

6) Transcripts of Post-Secondary Education

Applicants must arrange to have **one (1)** official transcript sent directly to The University of Winnipeg from **each** of the post-secondary institutions they have attended. If a final transcript does not show that a completed degree has been conferred, an official/notarized copy of the diploma is also required. These documents must arrive in sealed, endorsed envelopes issued by the home institution(s) in order to be considered official.

Note: Transcripts in languages other than English and French should include a certified English (literal) translation submitted in a sealed envelope with the official stamp and signature of the translator or notary across the seal.

Falsified Documents

Applicants to The University of Winnipeg's Graduate Studies program must confirm that all statements made and all documentation submitted in support of his/her application are authentic, true, complete, and valid by signing the paper application form. Unsigned application forms are invalid, and will be returned to the applicant by the Graduate Studies Enrolment Officer for a signature.

Misrepresentation, falsification of documents, or the withholding of requested information with respect to the application, may result in the cancellation of a student's acceptance and registration or dismissal from the University.

The Graduate Studies Enrolment Officer may return transcripts, degree certificates, and reference letters to the original issuer for verification. The Dean of Graduate Studies may rescind a letter of admission or require that a student withdraw if it is determined that the student has submitted falsified documents in support of his or her application for admission. Applicants who have submitted falsified records to The University of Winnipeg or to another university will not be considered for admission at any time in the future. The University of Winnipeg shares the names of applicants who submit falsified documentation with the

Association of Universities and Colleges of Canada (AUCC), and Canada Immigration (the latter in the event the student requires/required a Study Permit to enter Canada).

Retention of Documents

Documents submitted by students who are accepted to Graduate Studies but do not register, as well as the documents supplied to support their application for admission, will be retained for one year from the date of acceptance. After this time period, the application form, transcripts and other materials related to the application will be destroyed.

Note: Irreplaceable documents (i.e., documents that cannot be replaced if lost or damaged) will be returned to the applicant if this is requested in writing at the time of application.

APPLICATION DEADLINE DATES

The application and all required documentation must be received by the Graduate Studies Enrolment Officer by the following dates* in order for the student to be considered for funding. Consideration of applications received after the posted deadlines shall be at the discretion of the appropriate Graduate Program Committee Chair.

<u>Application Deadline</u>	<u>Starting Term (Month)</u>
December 1	Spring/Summer (May)
February 1	Fall (September)
September 1	Winter (January)

*Most programs use these dates; however, it is best to consult with specific programs to confirm application deadlines.

ACCEPTANCE TO GRADUATE STUDIES

Acceptance in time to register cannot be guaranteed to eligible applicants if the *Application for Admission to Graduate Studies* form and/or the required documents are received after the specified application deadline date. Official notification of acceptance is mailed out as soon as possible after the application has been evaluated. Students must register for the term indicated as their starting term in the letter of acceptance. Students who wish to change the starting date for their program of study must notify and receive approval from the relevant Graduate Program Committee Chair. A student who seeks admission after being previously admitted and having withdrawn before classes begin shall complete a new application.

ADMISSION CATEGORIES

A student admitted to the University will receive one of the following **student categories**:

Full-time: Full-time students are students who: 1) are pursuing their studies as a full-time occupation; 2) identify themselves as a full-time student; and 3) plan to complete the program within the designated number of terms permitted for full-time students and do not exceed these limits. In a one-year Master's program, students are permitted three (3) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. In a two-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. ***Note:** Individual programs may have their own policies which prescribe a shorter period of time (fewer number of terms) within which full-time students must complete their program of study.

****Note:** Students who hold apprenticeship positions (e.g. Teaching Assistantships or Research Assistantships) will not be required by supervisors to work more than an average of 10 hours per week in any academic term.

Table 1: Full-Time Students: Normal Pattern of Terms for Completion of a Master's Program

Status	Length of program	Thesis or course based	Number of terms allowed for completion (before continuing fees are applied)
FT	1 YEAR	Course	3
FT	1 YEAR	Thesis	4
FT	2 YEAR	Course	6
FT	2 YEAR	Thesis	7

Part-time: Part-time students are students who: 1) do not meet the requirements for full-time status; and 2) plan to complete the program within the designated number of terms permitted for part-time students and do not exceed these limits. In a one-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. In a two-year Master's program, students are permitted twelve (12) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis. **Note:** Individual programs may have their own policies which prescribe a shorter period of time (fewer number of terms) within which part-time students must complete their program of study.

Table 2: Part-Time Students: Normal Pattern of Terms for Completion of a Master's Program

Status	Length of program	Thesis or course based	Number of terms allowed for completion (before continuing fees are applied)
PT	1 YEAR	Course	6
PT	1 YEAR	Thesis	7
PT	2 YEAR	Course	12
PT	2 YEAR	Thesis	13

Continuing: Continuing students are students who do not complete their degree within the allotted number of terms appropriate to their full-time or part-time designation and who pay the corresponding fees for maintaining this status.

Pre-Master's: The pre-Master's course of study is intended for students who hold a first degree but require additional (core or prerequisite) courses to meet the entry requirements of a particular graduate program department.

The pre-Master's program of studies:

- shall be designed specifically for individual students by the appropriate Graduate Program Committee
- may be undertaken concurrently while undertaking English as an Additional Language training that has been recommended by Admissions or the department. The nature and structure of possible language training shall be arranged through the English Language Program.

Note: Pre-Master's students will be admitted as undergraduate students, not to Graduate Studies. Admission to a pre-Master's program does not guarantee future admission to a Master's program. Upon successful completion of the Pre-Master's program, students may then apply for admission to Graduate Studies through the regular admission process.

Occasional: Some programs admit occasional students, i.e., those who are qualified to enroll in graduate courses but do not wish to enroll in a full program. Students applying for admission to a graduate course must follow the regular administrative process for application to Graduate Studies. Programs will determine the maximum number of credit hours in which an occasional student can register for credit or audit.

STUDENT NUMBER

A Student Number will be assigned to each student upon application to Graduate Studies.

- The student number is used on student files in the Admissions and Student Records Offices, on official documents, and on all statements of examination results issued by the University.
- The student number should be quoted in all contacts with University offices.

IDENTIFICATION (ID) CARD

Every graduate student is eligible to receive an identification (ID) card upon registration.

ID cards are available from Student Central during the June-August registration period and throughout the academic year. Proof of registration or the fee receipt is the authorization needed to obtain an ID card. A fee will be charged to replace a lost card. Presentation of the ID card is necessary when conducting transactions in the Admissions and Student Records Offices. Students may be required to show the ID card before taking exams. The ID card is necessary to check books out of the Library or to withdraw equipment from the Athletics Department.

Students who completely withdraw from all courses for the term must return the ID card to the Assistant Registrar of Graduate Studies. Students who register in the Spring term immediately subsequent to the Winter term may continue to use the ID card in that term. Students registering for the Spring term, who were not registered in the previous Winter term, are required to obtain a new ID card. Students registering for the Spring term, who were registered in the previous Fall/Winter term but completely withdrew, may reclaim their ID Card at the circulation desk in the Library.

REGISTRATION

Graduate students must initially register in the term specified in their letter of acceptance. Any student not registering within one term of acceptance will be required to re-apply for admission. Admission may be deferred, with approval from the Graduate Program Committee, prior to the commencement of term, for up to one year following acceptance. If approval has not been granted prior to the program start date, students may be required to re-apply to the program.

Approval of Student Status

All graduate students must have their student status approved by the Graduate Program Committee Chair prior to declaring "full time" or "part time" status on their registration form or on the Registration System.

Program of Study

All students must have their program of study approved by their Graduate Program Advisor prior to registering.

Change in Program of Study

Graduate students are not allowed to withdraw from courses without written permission from their Graduate Program Committee Chair on recommendation from their Graduate Program Advisor and Supervisory Committee approving the change(s) to the program of study.

Withdrawals will be recorded on the internal academic record by a code of D (dropped). Course withdrawals do not appear on the student's official transcript.

Re-Registration

Any student whose program of study extends over more than one year must re-register for September of each succeeding year of his/her program until a degree is obtained.

REGISTRATION FEES*

Registration is not complete until the student has paid the prescribed fees or arrangements have been made with the Financial Services Office in writing prior to the fee payment deadline dates.

****Note: Fees are subject to change. Please refer to the Calendar or website for current fees.***

SECTION 5: MASTER'S PROGRAM SUPERVISION AND EXAMINATIONS

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow.

Advising

Every graduate student, whether in a thesis-based, course-based, or co-op based master's program, is required to have a Graduate Program Advisor. Ideally, the Advisor will be selected and appointed as soon as the student arrives to begin his/her program of studies. The Graduate Program Committee Chair is responsible for approving the appointment of a thesis/practicum Supervisor and a Supervisory Committee for each graduate student. The Supervisory Committee shall be comprised of at least two faculty members from the student's graduate department, and include the Supervisor and Advisor. The Supervisor or Advisor may act as Chair of the Committee.

Examinations

Thesis-based programs

All candidates for a thesis-based master's degree must submit the results of their research in the form of a thesis. The thesis must be written in English and be prepared in a format approved by the graduate department and the Office of the Dean of Graduate Studies. In general, the Master's thesis should show that the student has mastery of the field and is fully conversant with the relevant literature. Candidates shall be required to defend their thesis and research through an oral examination before a thesis examining committee. It is the responsibility of the Thesis Examining Committee to report its decision to the Office of the Dean of Graduate Studies on the official *Master's Thesis Examination Form*.

Course-based programs

It is the responsibility of the Graduate Program Committee to verify and notify the Office of the Dean of Graduate Studies that all program requirements have been successfully completed by submitting a *Report of Final Completion for a Course-Based Master's Degree*.

SECTION 6: GENERAL MASTER'S THESIS GUIDELINES

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow.

Master's Thesis Examining Committee

Membership and Responsibilities

The Thesis Examining Committee shall consist of the student's Advisor, Supervisor, and at least two other examiners, one of whom must be external to the student's graduate department or program. All persons on a Thesis Examining Committee must be members of the Faculty of Graduate Studies at The University of Winnipeg unless expressly approved by the Dean of Graduate Studies. The Dean of Graduate Studies, or designate, shall chair the committee but takes no part in the final decision. The Thesis Examining Committee shall be responsible for examining and reporting on the student's thesis. The final decision shall be based both on the content of the thesis and the candidate's ability to defend it.

In circumstances in which an internal examiner cannot be found or it is warranted by the thesis subject matter, an examiner external to the Faculty of Graduate Studies at The University of Winnipeg may be appointed to a Thesis Examining Committee. The Advisor may make a request for the appointment to the Graduate Program Committee concerned. The GPC shall then forward its recommendation to the Graduate Studies Committee for their review and approval. The Graduate Studies Committee shall make a recommendation to the Dean of Graduate Studies concerning the request. The formal invitation to participate in a Thesis Examining Committee shall be issued by the Dean of Graduate Studies.

Process for Appointment to a Master's Thesis Examining Committee

The Advisor shall recommend a suggested Thesis Examining Committee to the Graduate Program Committee concerned on the "Thesis Title and Examiners" form. This form shall then be forwarded to the Graduate Studies Committee for approval and finally to the Dean of Graduate Studies. The formal invitation to participate in a Thesis Examination Committee shall be issued by the Dean of Graduate Studies.

Master's Thesis Submission

The completed thesis shall be given to the Supervisor by the student for final assessment. Once the student and the supervisor are satisfied that the thesis is of a high standard and acceptable in both form and content, the thesis work shall then be forwarded to the student's Supervisory Committee for preliminary comments. The committee shall read the thesis and respond in writing regarding acceptability for defence. Once agreement is reached by the committee that the thesis is ready to be defended, arrangements shall be made by the student's Graduate Program Committee Chair to coordinate a date and time for the defence of the master's thesis with the Graduate Studies Office.

Distribution of Thesis

The Graduate Studies Office shall arrange for the distribution of the thesis to members of the Thesis Examining Committee.

The Master's Thesis Examination

Normally, the examining process shall be completed within one month after distribution of the thesis. Students have the right to an examination of the thesis if they and their Supervisor believe it is ready for examination.

Thesis students must pass an oral examination on the subject of the thesis and matters relating

thereto as part of the thesis examination process. The oral examination is open to all members of the University community and guests invited by the candidate. The first part of the examination shall consist of an oral presentation of no more than 30 minutes that shall include a summary of the salient points of the research. This presentation will be followed by two or three rounds of questions from the Thesis Examining Committee, then opened to the audience for informal questions. The Dean of Graduate Studies, or designate, who is designated as Chair of the Thesis Examining Committee shall be responsible for maintaining the relevance of questioning and ensuring that the time limits are not exceeded. Following the completion of questioning, the candidate and all spectators will be required to leave the examination room before the examiners begin to discuss their report.

Report on Master's Thesis

The evaluation of the thesis will not receive a letter grade but shall be designated on the report as one of the following: 1) *Accepted with distinction (minor editorial revisions)*, 2) *Accepted (minor, non-substantive revisions required)*, 3) *Accepted with Revisions (Some major or substantive revisions required. The changes referred to by the examiners are made to the satisfaction of the Thesis Supervisor)*, 4) *unsatisfactory in present form (major modifications required)*, or 5) *rejected*. In the case of a student receiving a 4 (unsatisfactory), one opportunity for a second examination within one calendar year may be requested once the required modifications are completed. In the case of a student receiving a 5 (rejected), the student's program is terminated. The Committee shall attempt to reach consensus on the evaluation of the thesis, failing which a majority vote will decide. Each member of the Thesis Examining Committee shall sign the report indicating concurrence or written reasons for non-concurrence. The judgment may also be reported verbally to the candidate by the Chair of the Thesis Examining Committee once a decision has been reached and the appropriate form has been signed by all of the examiners. At the same time, the candidate will be informed of any revisions of the thesis required and it will be the Supervisor's responsibility to ensure that all such revisions are carried out before the copy of the thesis and results of the examination are transmitted to the Office of the Dean of Graduate Studies. Should the student fail the thesis examination twice, he/she will be required to withdraw from the program. All students are subject to the maximum time limits for their degree program and may also be subject to additional criteria in order to maintain good academic standing in the program. (Please see Section 7 regarding maximum degree time allotments and involuntary withdrawal procedures and policies.)

Upon notification from the Thesis Examining Committee and receipt of two final copies of the thesis, the Office of the Dean of Graduate Studies shall record that the student has fulfilled the necessary thesis requirements for receipt of a Master's degree.

Graduation Deadline

To be eligible for **Spring Convocation**, all degree requirements, including the oral defence and submission of the final copy of the thesis, must be completed prior to April 30 of the same year. To be eligible for **Fall Convocation**, all degree requirements, including the oral defence and submission of the final copy of the thesis, must be completed prior to August 31 of the same year.

Publication and Circulation of Master's Theses

Every graduate student registering in a degree program at the University will be advised that as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to Library and Archives Canada for any thesis submitted as part of the degree program. (This makes the thesis available for further research only. Publication for commercial purposes remains the sole right of the author.) Microfilmed copies of theses are available through Library and Archives Canada.

The forms and conditions pertaining to these license agreements are available at the Office of the Dean of Graduate Studies. This and other related regulations may give rise to important questions of law and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally

done after the contents of the thesis have been delineated and the importance of copyright and/or patents fully comprehended.

Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgment shall be made that the work was originally part of a thesis at The University of Winnipeg. Copyright in theses is protected by copyright law. A copyright symbol © is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis. This page should be inserted at the front of the bound thesis on the page immediately following the title page. Blank copies of this page are available from the Office of the Dean of Graduate Studies. In exceptional cases not covered by the regulation concerning patents (further information on patents is available at the Office of the Dean of Graduate Studies) where adequate cause can be shown to delay publication, the student may request the Office of the Dean of Graduate Studies to restrict access to any copies of a thesis submitted to the University for a period of up to three years after submission, and the Office of the Dean of Graduate Studies, in consultation with the Supervisor, shall determine for what period, if any, such access will be so restricted. The student always retains the right to allow access by designated individuals.

Style and Format

In general, the Master's thesis should show that the student has mastery of the field and is fully conversant with the relevant literature.

The thesis style must follow a standard style manual acknowledged by a particular field of study and recommended by the Office of the Dean of Graduate Studies, be lucid and well written, and be free from typographical and other errors.

For thesis examination purposes, six copies of the thesis must be submitted in good, clear type on both sides of the paper. The thesis copies must be submitted at least 30 days prior to the examination date to the Office of the Dean of Graduate Studies.

Paper size: 8½×11 inches (21.59 x 27.94 cm). Minimum paper weight for the original is 16 lb. bond or equivalent. The minimum left-hand margin allowable is 1½ inches (3.81 cm). Other margins must be at least 1 inch (2.54 cm). Wherever possible, these margins should be adhered to for illustrative materials as well. The body of the thesis must be 10 – 12 characters per inch and no less than 12 point Times Roman with notes in 10-point font.

Submission of final copies

After the approval of the thesis by the Thesis Examining Committee and the completion of any revisions required by that Committee, two copies of the thesis must be submitted to the Office of the Dean of Graduate Studies in unbound form, with the sheets enclosed in an envelope or folder.

Note: The examination signature sheet must be included as the first page of the thesis, and the copy with the original signature sheet will be retained by the Office of the Dean of Graduate Studies. The other thesis copy will become the property of The University of Winnipeg Library. The Office of the Dean of Graduate Studies will arrange and pay for the binding of these two copies of the thesis. These are the property of The University of Winnipeg. Students may wish to make similar arrangements for the binding of additional copies of the thesis at their own cost.

ETHICS

Research Ethics

All members of the University community who conduct research or teaching activities in which human or vertebrate animal subjects are used must have the approval of the appropriate Research Ethics Committee prior to data gathering.

Animal Ethics

Ethics protocols must be submitted by all researchers whose work involves the use of vertebrate animal subjects for research, experimentation, and/or teaching exercises.

Human Ethics

Ethics protocols must be submitted by all researchers whose work involves direct contact with human subjects/participants and/or the acquisition of raw or unformulated data obtained directly from human subjects/participants either by the researcher or by a third party.

If you have any questions regarding animal and human ethics, please contact the Program Officer, Research Implementation, Ethics, and Contracts at 204.786.9058.

**Visit the Research Website for more information:
<http://www.uwinnipeg.ca/index/research-ethics>**

SECTION 7: ACADEMIC REGULATIONS

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have Academic Regulations which are compatible with, but not identical to, the policies and procedures which follow.

MINIMUM ACADEMIC STANDING AND PERFORMANCE REQUIREMENTS

Students are expected to maintain a minimum degree grade point average (GPA) of 3.0 in order to maintain continuance in their program of graduate studies. Students who receive one course grade of C+ shall be placed on probationary status. A second grade of C+ or lower will require withdrawal according to the regulations set out in "Involuntary Withdrawal for Academic Reasons". Students who receive one course grade of C or lower shall be required to withdraw according to the regulations set out in "Involuntary Withdrawal for Academic Reasons". Students are also expected to maintain a high level of scholarly performance and demonstrate sufficient progress during the course of research, thesis work, or an internship.

Students may be permitted to compensate for deficiencies in grades by repeating a course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of course work. Students must first obtain approval from their Graduate Program Advisor and the GPC (see section on Grading). If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. All course attempts will appear on the transcript.

Note: In exceptional circumstances, the GPC may appeal to the Dean of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

The performance of all graduate students shall be reviewed at least once a year. The student's Graduate Program Advisor shall submit to the Graduate Program Committee a minimum of one (1) annual, evidence-based progress report no later than August 30 to evaluate the student's academic performance and progress. A copy of the progress report shall be forwarded to the Dean of Graduate Studies.

INVOLUNTARY WITHDRAWAL FOR ACADEMIC REASONS

Students who do not meet the "Minimum Academic Standing & Performance Requirements" shall be required to withdraw from their graduate program and from The University of Winnipeg. If the student's Graduate Program Advisor in consultation with the Supervisory Committee, deems that the student is not maintaining the standards outlined in the "Minimum Academic Standing & Performance Requirements," he/she must inform the student in writing of unsatisfactory academic progress. The student shall have the opportunity to discuss the matter with the Graduate Program Advisor, the Supervisory Committee, and the Graduate Program Committee Chair before any recommendation for withdrawal is made to the Dean of Graduate Studies.

A recommendation for involuntary withdrawal shall be submitted by the student's Graduate Program Advisor, in consultation with the Supervisory Committee to the Graduate Program Committee concerned. The Graduate Program Committee shall then make a recommendation to the Dean of Graduate Studies for the student's withdrawal. The internal academic record of such a student will indicate "Required to Withdraw." In extraordinary circumstances, students may appeal in writing for reinstatement to the Senate Student Appeals Committee. (See *Appeals*).

INVOLUNTARY WITHDRAWAL FOR NON-ACADEMIC REASONS

Graduate Policies on Involuntary Withdrawal for Non-Academic Reasons follow the University policies for undergraduate students.

RE-APPLYING AFTER INVOLUNTARY WITHDRAWAL (ACADEMIC/NON-ACADEMIC)

Students required to withdraw involuntarily from a graduate program for academic or non-academic reasons shall not be granted re-admission to Graduate Studies for a period of one year. After that period, the student may apply to the Faculty of Graduate Studies provided that he/she meets the entrance requirements and presents compelling evidence that a more successful outcome is likely. The Office of the Dean of Graduate Studies and the appropriate Graduate Program Committee concerned shall consider the student's file and withdrawal records when evaluating an application for re-admission, regardless of whether the student is seeking re-admission into the same graduate program. A student shall not be eligible for re-admission into the Faculty of Graduate Studies if he/she has involuntarily withdrawn more than once.

VOLUNTARY WITHDRAWAL FROM A GRADUATE STUDIES PROGRAM

Students wishing to withdraw voluntarily from their Graduate Studies program must submit a written request to the relevant Graduate Program Committee, copying their request to their Graduate Program Advisor, outlining their reason(s) for withdrawal no later than the dates specified in the General University of Winnipeg calendar for undergraduate programs. Once the request for voluntary withdrawal is approved, the GPC shall forward a completed "Voluntary Withdrawal from Graduate Program" form to the Dean of Graduate Studies stating the reason(s) for the student's withdrawal from the program and the effective date of withdrawal. When the withdrawal is approved, the internal academic record will show the date of withdrawal and a code of "D" beside all courses dropped.

If the withdrawal is not approved, the student will remain registered in all courses and a final grade and/or standing will be assigned at the end of the term or session.

A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed. Retroactive withdrawal requests will not be approved by the Dean of Graduate Studies unless the GPC confirms in writing that the student did not attend or use any university resources as of the requested effective date of withdrawal.

A notation will be placed on the internal academic record indicating "Voluntary Withdrawal from the Faculty of Graduate Studies."

Withdrawal from the Faculty of Graduate Studies constitutes withdrawal from The University of Winnipeg.

CHANGE IN STUDENT STATUS:

When students desire to change their status from part-time to full-time (or vice versa) the maximum time remaining to complete degree requirements will be adjusted by the appropriate Graduate Program Committee concerned according to the number of terms already completed. If appropriate, remaining tuition fees will be calculated with consideration of the fees previously paid and number of terms already completed.

MASTER'S DEGREE TIME LIMITS

Unless specifically allowed within a graduate program's regulations (e.g. MMFT, Theology, MPA), the maximum time to complete all requirements for a one-year Master's degree is **3 years or 9 terms**

and the maximum time to complete all requirements for a two-year Master's degree is **5 years or 15 terms**. After this time has expired, students not yet fulfilling graduation requirements shall be required to withdraw from their graduate studies program at The University of Winnipeg.

Only in the most exceptional circumstances shall an extension beyond the Master's degree time limits, as specified above, be granted. To appeal for an extension students shall submit a written request to their Graduate Program Committee two full terms prior to the degree time limit. The request shall be supported by relevant documentation and a recommendation from the student's Graduate Program Advisor. This documentation, along with a recommendation from the appropriate GPC, shall be submitted to the Graduate Studies Committee for approval.

LEAVE OF ABSENCE

In exceptional cases, students may be granted an approved Leave of Absence for personal, health, or other reasons which temporarily prevent continuation in the graduate program as a full-time, part-time, or continuing student. During a leave of absence approved by the Graduate Studies Committee, students shall not be required to register or pay fees. The time away on an approved leave of absence is not counted toward the residency requirement nor is it counted towards the time required to complete the degree program. The Leave of Absence is normally granted up to a maximum of one year. A leave shall not be granted to students whose registration is not current and will not be granted retroactively.

In the case of pregnancy, should a student wish to apply for a Leave of Absence of one year or less, it will be granted.

Students shall submit a request in writing to the appropriate Graduate Program Committee along with a copy to their Graduate Program Advisor. This documentation, along with a recommendation from the appropriate Graduate Program Committee, shall be submitted to the Graduate Studies Committee for approval. Recommendations shall provide an explanation of the reason for the leave, outline the student's progress in the program, and the time anticipated for completion of all requirements. During the approved leave period students may not undertake any research or academic work in fulfillment of degree requirements nor make use of the University's facilities. A record of the decision shall be given to the student, with a copy to the Graduate Program Advisor.

RESIDENCE REQUIREMENT

Students are required to complete a minimum of 8 months (two terms) of study and 60% of their course work at The University of Winnipeg in order to meet the University's Graduate Studies Residence Requirement. The minimum term may consist of two terms full-time (FT) or four terms part-time (PT) for the one-year Master's degree program and four terms FT or 8 terms PT for the two-year Master's program.

LETTERS OF PERMISSION

Letters of Permission are the University of Winnipeg's mechanism for allowing students to take courses at other recognized colleges or universities for **transfer of credit** to their Master's degree program. Students must apply through the Assistant Registrar of Graduate Studies for a Letter of Permission.

- To be eligible for a Letter of Permission a student must be currently registered in a graduate studies program at The University of Winnipeg as a full-time, part-time or continuing student.
- All requests for a letter of permission require advance approval from the Graduate Program Committee Chair and must be accompanied by a letter of support from the student's Advisor.
- Letters of Permission shall be obtained prior to a student's registering for courses at another university. Applications should be submitted as early as possible.

- It is the student's responsibility to ensure that an official transcript is forwarded to the Assistant Registrar-Graduate Studies indicating the final grades attained in all courses taken on a Letter of Permission.

Note: Courses taken on a Letter of Permission cannot be used to fulfill The University of Winnipeg's Faculty of Graduate Studies residence requirement. A maximum of 6 credit hours of transfer credit may be granted at the graduate level.

TRANSFER AGREEMENTS

Preamble: Each transfer agreement outlined below has its own individual application process and is separate and distinct from applying for a letter of permission.

- **Canadian University Graduate Transfer Agreement (CUGTA)**

Purpose

The Canadian University Graduate Transfer Agreement (CUGTA) is designed to provide students in good standing enrolled in a graduate degree or diploma program at a CAGS (Canadian Association for Graduate Studies) member University the opportunity to take courses offered at another member institution (host) for transfer credit to the program at their institution (home). The definition of "home" is the institution in which the student applicant is enrolled and is expected to provide the graduate degree or diploma. The "host" is defined as the institution at which course credits can be obtained that can be counted toward a degree or diploma at the home institution.

Approval of Applicants

The intent of this agreement is that such an arrangement would prove to be to the mutual advantage of the host and home institutions. Whereas there may be imbalances apparent within specific programs in the short term, whether an institution serves as either home or host, at an institutional level a balanced reciprocity should, at least in principle, occur in the long run.

Students applying to take advantage of this Agreement would not be required to go through the normal application process associated with being accepted as a transfer student. The only documentation required to process such cases would be the single page request form. In other words, a student in good standing at any member institution would not require any additional documentation other than the completed application to access transfer credit courses at any member host institution.

Eligibility

1. A student applying for consideration under this Agreement must be in good standing at the home institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be deemed integral to the student's program by the home institution.
4. The Agreement applies only to graduate level courses.
5. The number of courses taken under this Agreement can be limited by the number of courses allowed for transfer credit at the home institution or the number allowed at the host institution, whichever number is less.
6. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.
7. Where course limits are in effect, a host can give priority to its own students with students applying under the Agreement being offered spaces in classes only where excess capacity allows.
8. Previous acceptance of an application under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
9. a proposed host may refuse to accept any application under this Agreement without providing cause.
10. Incomplete applications will not be accepted. All of the identifying information about the applicant requested must be provided, the proposed course and timing for enrolling in it need to be defined, and the appropriate authorizing signatures must be included.
11. This Agreement does not have any bearing on procedures in place for transfer of a student from a program at one university to another, nor on application for admission at a host institution. In these cases, the usual application procedures in place would prevail.
12. Students taking advantage of this Agreement would not be eligible for any form of financial support from the host institution, simply by virtue of being enrolled at a host via this Agreement.
13. Either a host or home institution reserves the right to specify additional conditions not otherwise outlined above, provided there is mutual agreement between the home and host concerning these conditions. Where such conditions are at issue they should be defined in an accompanying memo with agreement indicated by having the condition initialed by the respective Deans of Graduate Studies (or designate).
14. In the case of modification or deletion of any of the above conditions of eligibility, this would be indicated by the addition or crossing out of relevant text in the terms outlined. Any change (deletion or addition) indicated by the home institution must, if agreed to by the host, be initialed by the appropriate signing authority from the respective Offices of Graduate Studies beside those changes which would constitute agreement to them. Any change indicated by a host does not require the corresponding agreement of the home.

Fees and Related Study Costs

Students covered by the Agreement will pay tuition for the course concerned and applicable incidental fees at the host institution. If the host declines to accept tuition fees, this section should be crossed out and initialed by the signing authority from Graduate Studies, in which case the home will charge these fees. Following completion of the course (whether successful, withdrawal, or unsuccessful), it is the student's responsibility to arrange for the provision of a transcript to the home university, paying fees currently in effect for that service at the host institution. Any costs associated with this Agreement are the responsibility of the student (tuition and related fees, living expenses, travel, etc.)

Non Interference with Related Agreements

The approval or non approval of the Agreement will not interfere with the prerogative of member institutions to develop or continue agreements of similar scope with other institutions in Canada or elsewhere.

Relevant Precedents

The precedent for the development of the Agreement derives from a similar one in effect among members of the Western Canadian Deans of Graduate Studies referred to as the Western Deans' Agreement (WDA). Related agreements exist in other parts of the country.

• **Western Deans' Agreement (WDA)**

This agreement was established in 1974 as an expression of cooperation and mutual support among universities offering Graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions.

1. The Western Deans' Agreement provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.
2. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.
3. Students will qualify for the fee waiver if they: a) present the 'Authorization Form: western Deans' Agreement' signed by the dean or designate and Department Head or Graduate Advisor of a participating western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution; b) are in good standing in a graduate program at the home institution; c) have paid all current and back fees at the home institution.
4. Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.
5. Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for Audit or non-credit courses.
6. Students must have the Authorization Form approved by the relevant Department Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.
7. Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.
8. Students must send confirmation of registration and notice of any change to the Graduate Records Office of the home institution at the time registration or course change is completed.
9. Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months total.
10. Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. Students should ensure that their requests are within these limits.

Participating Universities

Athabasca University
University of Alberta
Brandon University
University of British Columbia
British Columbia Institute of Technology
University of Calgary
University of Lethbridge
University of Manitoba
University of Northern British Columbia
Concordia University College of Alberta
University of Regina
Royal Roads University
University of Saskatchewan
Simon Fraser University

CHANGE IN PROGRAM OF STUDY BETWEEN UNIVERSITY OF WINNIPEG GRADUATE PROGRAMS

Academic credit earned in a graduate program at The University of Winnipeg, for which a degree was not granted, may be accepted towards another University of Winnipeg graduate or undergraduate degree. The transfer of such credits to another University of Winnipeg program is subject to the approval of the receiving Graduate Program Committee, the Graduate Studies Committee, and the Registrar. Students shall submit written requests to the receiving Graduate Program Committee.

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Prior Learning Assessment and Recognition (PLAR) is a method by which students may, with appropriate evidence and documentation, be exempted from completing specific course requirements in their Master's degree program based on their having acquired the relevant knowledge through previous experience and academic qualifications. Course exemptions do not reduce the total credits required for the Master's degree. In such cases, the Graduate Program Committee Chair will substitute more appropriate courses equivalent in weight to the courses exempted from the student's program.

Note: In special cases, students may be considered for **direct admission** into the Aboriginal Governance and Applied Computer Science & Society Master's programs via the PLAR mechanism.

Course Challenge and Prior Learning Assessment

Students registered in the Master of Marriage and Family Therapy Program (MMFT), the Faculty of Theology or the Joint UW/UM Master's Programs are eligible to apply for course challenge or prior learning assessment, and receive either credit or exemption. A course challenge is generally based on having taken a similar Master's level course elsewhere. A prior learning assessment is based on having acquired relevant knowledge through work and life experience. The maximum credit that can be claimed through course challenge or prior learning assessment is 12 credit hours towards the Master's degree.

AUDIT POLICY

University of Winnipeg Graduate students may, with the permission of their Graduate Program Advisor, audit a course or courses in a graduate program at The University of Winnipeg other than the one in which they are registered as part of their program of study. **No fees apply.** Written permission from the course instructor must be submitted at the time of registration. Students auditing graduate courses must either be graduate students or have occasional or pre-master's student status at the University of Winnipeg. Except for current University of Winnipeg graduate students and those covered by existing agreements such as WDA, students given permission by instructors to audit a course will be assessed audit fees.

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*.

Attendance

Students are responsible for their attendance at lectures and seminars and the completion of work required in each course. Students should notify the instructor of any absences. They may require a medical certificate or other evidence of their inability to attend a required lecture or seminar. Poor attendance may result in loss of term marks.

Course Outlines

At the beginning of each course, instructors shall provide their students with a course outline. The outline 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 an indication of the weight of each individual item of work;
- an indication of when the items of work will be administered or submitted, and penalties, if any, for late submission of work;
- the voluntary withdrawal date, without academic penalty;
- the date of the last test or examination or the last item of work such as an essay or project in any 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 the services of the Disability Resource Centre.

Completing Course Work

Students are expected to complete work required in each course. Such work may include term papers, project reports, 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. See Section 8 – Senate Appeals.

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 for course work, students must obtain a grade of A+, A, A-, B+, B, C+ or a Pass in a pass/fail course. **The thesis will not receive a letter grade but shall be designated on the transcript as Pass with Distinction, Pass, or Fail.** Students receive no credit for a failing grade (F) and shall be required to withdraw if they receive any grade below C+ (see Section 7: Minimum Academic Standing and Performance Requirements). All final grades are issued by the Senate Academic Standards and Misconduct Committee on behalf of The University of Winnipeg Senate.

b. Notification of Grades

During the term, instructors must return or show evaluated term work for courses 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 course work shall be made 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 exams to students 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. *Students should be aware that grades provided by instructors have not yet been approved by Senate, and may be subject to change.*

Note: Final grades must be approved by the Graduate Program Committee (GPC) before they are posted by the instructors.

c. Repeating Courses

Students may not repeat courses in the graduate program unless expressly approved by their Advisor and the Graduate Program Committee. Repetition of a course does not result in removal of the previous attempt from the student’s record.

d. Calculating the Grade Point Average (GPA)

Final grades in each course are reported in letter grades to produce the grade point average, or GPA. The following table indicates the relationship between letter grades and grade points for programs other than Marriage and Family Therapy and Theology.

Grade Point System

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

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

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. If courses have been repeated, the higher of the two grades is used. Pass/fail courses are not included in the calculation of the GPA. A minimum 3.0 GPA is required to graduate.

TRANSCRIPT OF ACADEMIC RECORD

On written request of the student, an official transcript of the student’s academic record can be sent by the Assistant Registrar of Graduate Studies directly to another institution or agency indicated in the request. Each transcript shall include the student’s complete record at the University to date. A student’s record is confidential. Transcripts may be issued only at the request of the student. All transcript requests must be accompanied by payment. Transcripts will be issued within five (5) working days after the written request has been received by the Assistant Registrar of Graduate Studies. 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 completion of all Master’s degree requirements prior to Convocation shall request a letter from the Convocation/Academic Program Officer in the Student Records Office.

Graduate Student of Highest Distinction

There will be a notation on student transcripts of “Student of Highest Distinction” if they receive a GPA higher than 4.25.

SECTION 8: Student Discipline and Appeals

Note: Joint Master's Program and graduate programs in Theology and Marriage and Family Therapy have Academic Regulations which are compatible with, but not identical to, the policies and procedures which follow.

The appeals procedures outlined in this section correspond to revisions currently being examined in the Policy Review Process. Senate changes to regulations on appeals will be automatically incorporated into these procedures.

A. MISCONDUCT

Note: *The following describes various forms of misconduct, both Academic and Non-Academic, and a synopsis of procedures for their investigation and disciplinary action.*

Preamble

Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the university community and demands that the contribution of others be acknowledged. Scholarly integrity is required of all members of the university. Academic misconduct refers to dishonest student behaviors that subvert academic standards by gaining credit, standing or benefits improperly. Academic misconduct is ultimately destructive of the values of the university; it is furthermore unfair and discouraging to the majority of students who pursue their studies honestly. Academic misconduct is determined on the basis of procedures that are consistent with the principles of natural justice and administrative due process. Academic misconduct may take the form of a single offence or multiple offences of cheating, plagiarism, or other acts outlined below. Such misconduct may lead to disciplinary action against a student if it is determined that the offence warrants such action. The University of Winnipeg's policy on student academic misconduct applies to academic misconduct related to University of Winnipeg documents; or occurring in, or related to, courses offered by The University of Winnipeg; or University of Winnipeg sponsored activities; or non departmental/programmatic areas of The University of Winnipeg.

Forms of Misconduct

The definitions presented below are representative but not definitive or exhaustive of activities which could be considered to constitute academic misconduct. In some cases the University regulations for non-academic discipline may apply. Some forms of academic misconduct constitute offences under the Criminal Code of Canada. A student charged under University regulations may also be subject to criminal charges. Charges may also be laid against University of Winnipeg students for matters which arise at other educational institutions and are deemed to contravene The University of Winnipeg's Academic Misconduct Policy.

i) Plagiarism

Plagiarism is a form of academic dishonesty in which individuals present published or unpublished work (written, electronic or other) of another person or persons, in its entirety or in part, as their own. 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, art works, 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, the internet and other electronic sources. Acts of plagiarism may include, but are not necessarily 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 electronic sources. This can take the form of incomplete footnotes, endnotes, references and/or bibliographies; not using quotation marks or referencing appropriately when quoting directly; not referencing appropriately when quoting indirectly, to indicate the source of the ideas and work of another;

- **submitting the published or unpublished work of another person in part or in whole as one's own;**
- **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 necessarily limited to, one or more of the following:

- **copying another person's answer;**
- **communicating with others during a test or exam with the purpose of obtaining, exchanging or imparting information;**
- **consulting unauthorized sources to obtain assistance (including, but not limited to, written, electronic 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.**

iii) Improper Research/Academic Practices

Engaging in dishonest research practices is academic misconduct. Dishonest practices include, but are not necessarily limited to, one or more of the following:

- **fabricating or falsifying investigative results and reporting those as valid;**
- **taking or using other peoples' research results without permission 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 activities of another 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, electronically, or in person in any of the following situations: 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 charged with 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. This kind of academic misconduct includes, but is 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).**

It is also falsification to omit information (e.g. failing to divulge facts about previous attendance at another postsecondary 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. The kind of academic misconduct includes, but is not limited to, one or more of the following:

- writing or providing an essay, thesis, paper for presentation, paper for publication, 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, thesis, paper for presentation, paper for publication, essays or other assignments, in whole or in part, with the intention that these works would be submitted for evaluation;
- profiting or benefiting from the results of impersonation.

Penalties for Academic Misconduct

In those cases where an instructor has decided that an action has resulted from a lack of knowledge of appropriate practices rather than misconduct, the instructor may offer the student the opportunity to resubmit the work with appropriate changes, take a make-up test or examination, or submit a make-up assignment. No penalties, including those listed above, shall be assessed and no record kept of these cases which are not academic misconduct.

A formal allegation and finding that academic misconduct has occurred may result in penalties by the University which may include, but are not limited to, one or more of the following:

- **written warning (a warning may be used in cases where there is a finding of academic misconduct but where the action may have resulted from a lack of knowledge of appropriate practices);**
- **lower or failing grade, including a zero, on an assignment, test or examination;**
- **lower or failing grade, including a zero, in a course;**
- **denial of admission or readmission to the University;**
- **forfeiture of University awards or financial assistance;**
- **suspension from the University for a defined period of time;**
- **withholding or rescinding a University of Winnipeg degree, diploma or certificate;**
- **expulsion from the University.**

Academic Misconduct Procedures

The following is only a *synopsis of the procedures* used when a formal allegation of academic misconduct has been made. Comprehensive procedures are found in The University of Winnipeg Academic Misconduct Policy. Students and faculty are encouraged to familiarize themselves with the academic misconduct policies and procedures.

General Information

Decisions pertaining to academic misconduct will, to the extent practicable, be made according to The University of Winnipeg Academic Misconduct Policy. Confidentiality will be maintained at every level of the disciplinary process by all who are involved in the resolution of the case. A student will be notified in writing of the allegation of misconduct, the proceedings at each stage of the process, as appropriate, and the decision and/or penalty. A student has the right to present his/her case in writing or in person within 15 calendar days of receiving any written notice, after which the formal discipline process may proceed/continue. A student against whom an allegation of academic misconduct has been made has the right to representation and/or may be accompanied by another person at any hearing or personal attendance before University officials and/or committees pursuant to the Academic Misconduct Policy. A student may register conditionally while an appeal is in process. If the appeal is resolved in favor of the appellant student, the appellant may register officially with fees retroactive to the beginning of the term. If the appeal is not resolved in favour of the appellant student's continuing his/her studies at the University, the student's conditional registration will be cancelled.

Grading Guidelines for Instructors

In accordance with this Policy, any decision that academic misconduct has occurred, along with the assessment of an appropriate penalty, can only take place at Level III, namely in the Senate Academic Standards and Misconduct Committee.

Therefore, under no circumstances shall an instructor assess a penalty for an alleged instance of academic misconduct, for example, by giving a failing grade. If academic misconduct is suspected for a particular piece of work, the instructor, after initiating the academic misconduct process, may either

- grade the item without regard for the alleged misconduct and inform the student that the grade is provisional, pending the outcome of the academic misconduct process; OR
- delay grading the piece of work pending the outcome of the academic misconduct process and inform the student of the reason for the delay.

Original evidentiary material should be retained by the Departmental Review Committee or Graduate Program Committee until the case is resolved.

If the course in which the case of alleged misconduct occurred has ended and final grades must be submitted, the instructor should

- for the time being, submit the final grade register without entering a grade for the student in question AND
- enclose a note to Student Records, with a copy to the DRC, that this grade is pending and will be submitted upon completion of the academic misconduct process.

In the case of a final course grade, it is better to submit no grade, for the time being, than to submit a provisional grade, because based on a provisional grade, the student might graduate, and the diploma might have to be revoked after the completion of the academic misconduct process.

Level I: Instructor

When evidence of academic misconduct is discovered, the instructor will begin the formal discipline process by submitting a written report of the alleged misconduct to the appropriate Graduate Program Committee (GPC) and in the case of the Faculty of Theology, the appropriate Program Director.

Level II: Graduate Program Committee

Upon receipt of the instructor's written report, the Graduate Program Committee (GPC) will notify the student in writing of the allegation of misconduct. The notice will include the instructor's written report of the alleged misconduct and a notification of the student's right to present her/his case, in writing and/or in person. The right to present in person at this level is not to be viewed as a hearing. The Associate Dean of Arts or Science who is Chair of the Academic Standards and Misconduct Committee shall be sent a copy of the notice sent to the student. The GPC will review all available and relevant material and information and will submit a written report to the Chair of the Academic Standards and Misconduct Committee as to whether or not a finding of academic misconduct consistent with the definitions in the University's Academic Misconduct Policy should be made.

Note: Cases outside Academic Departments/Programs. In cases of alleged academic misconduct arising outside of academic departments/programs (e.g., transcript forgery, false documentation), the head of the unit involved will provide a written report of all allegations, following the guidelines stated above, directly to the Associate Dean of Arts or Science who is the Chair of the Academic Standards and Misconduct Committee. The Associate Dean will give written notice of the allegations to the student and refer, in writing, the reported allegations to the Academic Standards and Misconduct Committee under Level III.

Level III: The Academic Standards and Misconduct Committee

Note that Senate Standing Rule 4.4 provides that each Senate "committee shall consult with the (Senate) Graduate Studies Committee on matters pertaining to graduate studies."

Upon receipt of the written report of recommendation from the Graduate Program Committee (GPC), or upon receipt of a referral of allegations from outside of Academic Departments/Programs, the Chair of the Academic Standards and Misconduct Committee shall notify the student of his/her right to present further relevant information to the Academic Standards and Misconduct Committee and of

his/her right to request a hearing before the Academic Standards and Misconduct Committee. This notice shall include the recommendations made by the Graduate Program Committee or the allegations from outside of Academic Departments and Programs. The Academic Standards and Misconduct Committee will determine its own procedures and may receive evidence from the student and other relevant persons. The Academic Standards and Misconduct 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 represented by counsel. 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. After considering all of the available material, information and evidence, the Academic Standards and Misconduct Committee may:

- **make a finding of academic misconduct;**
- **decide on an appropriate penalty; or**
- **dismiss the charges of academic misconduct.**

The Academic Standards and Misconduct Committee shall, within 15 calendar days of making a decision, inform the student in writing of its decision, its reasons, and the student's right of appeal to the Academic Standards and Misconduct Appeals Committee.

When a finding of Academic Misconduct has been assessed by the Academic Standards and Misconduct Committee, a letter indicating such will be placed in the Student's file and will remain there until graduation, at which time it will be removed.

Appeals of Disciplinary Decisions

Level IV: The Academic Standards and Misconduct Appeals Committee

A student may appeal a finding of academic misconduct and/or a disciplinary penalty to the Academic Standards and Misconduct Appeals Committee within 15 calendar days of written notification of the decision of the Academic Standards and Misconduct Committee. The appeal must be in writing and must state specifically the decision which is being appealed, the reasons for the appeal; new evidence, if any, and the remedy being sought. Upon receipt of the appeal, the Chair of the Academic Standards and Misconduct Appeals Committee shall send written notification to the student of his/her right to present further relevant information in writing to, and/or request a hearing before, the Academic Standards and Misconduct Appeals Committee. 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 represented by counsel. 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. After considering all of the available material, information and evidence, the Academic Standards and 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 case.**

The Academic Standards and Misconduct Appeals Committee shall provide written notice to the student of its decision. The decision of the Senate Academic Misconduct Appeals Committee is final and not open to appeal.

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 wellbeing. 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 Assistant Registrar - Graduate Studies.

B. Student Appeals

Information and Advice

Students have a right of appeal. All appeals must be in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student. All students wishing to appeal must consult an Academic Advisor to discuss their situation, for information on appeal procedures, and to obtain the appropriate appeal form as required. An Appeals Brochure is available from Student Services and the UWSA Office. This section outlines the procedures established to deal with the types of appeals indicated.

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) Student Appeals Committee** giving the reasons the change is being requested and written approval for the change from the instructor of the course and Graduate Program Committee Chair (GPCC). Where applicable, 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.

Deferred Exams and Incomplete Term Work

A student may appeal for an incomplete or a deferred final test or 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 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 and the completed appeal form is submitted to the Student Records Office no later than the deadline for submission of grades in the course.

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

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 Student Appeals Committee**.

Deadlines to Appeal

For a deferred exam, students must contact their instructor immediately, and must normally appeal no later than five working days after the scheduled examination date. For incomplete term work, students must normally appeal no later than the end of the evaluation period.

Deadlines for Completing Work or Exams

Examinations deferred by the **Senate Student 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 Student Appeals Committee** in consultation with the instructor (see above). In the case of Graduate Studies, this shall be done in consultation with the instructor and advisor.

Readmission

A student who has been given an academic suspension from the University or a "not allowed to continue" status may appeal the ruling in writing to the **Senate Student Appeals Committee** through an Academic Advisor. Graduate Students who have been suspended from the University shall not be allowed to register as a Graduate student in Graduate Studies (subject to the Graduate Studies Involuntary Withdrawal policy outlined in **section 7**).

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 Student Appeals Committee** for a retroactive withdrawal, on the basis of medical, compassionate or other reasons beyond their control.

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 Student Appeals Committee**, if circumstances warrant.)

Further Appeal

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

Grade Appeals

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 **Graduate Program Committee (GPC), or the Departmental Review Committee (DRC), if a GPC does not exist**, 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 **Graduate Program Committee (GPC), or the Departmental Review Committee (DRC), if a GPC does not exist**. 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 **GPC or 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 **GPC or 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 **Graduate Program Committee (GPC), or the Departmental Review Committee (DRC)**, 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.

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 **Graduate Program Committee (GPC), or the Departmental Review Committee (DRC), if a GPC does not exist**, 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.

Procedures

Students have up to six weeks after the official notification of final grades from the Registrar to submit an 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 the Registrar who sends the appeal to the **Graduate Program Committee (GPC), or the Departmental Review Committee (DRC), if a GPC does not exist**.

The Registrar 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 **Graduate Program Committee (GPC), or Departmental Review Committee (DRC)**, did not give the appeal a fair hearing may appeal the Committee's decision on procedural grounds in writing to the **Senate Student Appeals Committee** through the Registrar.

SECTION 9: GRADUATION

Convocation

Convocation ceremonies are held twice yearly, in the Spring and in the Fall. Information about graduation may be obtained from the Convocation/Academic Program Officer in the Student Records Office. Students must apply for graduation by mid-February for Spring Convocation and by mid-August for Fall Convocation.

To be eligible for Spring Convocation, all degree requirements, including submission of the final copy of the thesis to the Graduate Studies Office, must be completed prior to April 30 of the same year. To be eligible for Fall Convocation, all degree requirements, including submission of the final copy of the thesis to the Graduate Studies Office, must be completed prior to August 31 of the same year.

Application to Graduate

Prospective graduands are advised to consult the Graduate Program Committee Chair (GPCC) to have their program of studies reviewed prior to filing their application for graduation. The list of all prospective graduands shall be submitted to the Graduate Studies Committee for review and approval. The Graduate Studies Committee shall then submit their list of recommended graduands to the Convocation Officer.

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.

Academic Dress

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

Master's

- 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.

Degrees *in Absentia*

Graduands may be excused from attending Convocation by the Registrar for reason of illness, family bereavement, personal affairs, or other sufficient reason. Students who have not been excused, and who do not attend, must pay a fee before the parchment will be released.

Section 10: Exceptions

Exceptions to these policies may only be granted by the Dean of Graduate Studies and the Faculty Dean or Program Director following consultations with the appropriate Graduate Program Committee.

Section 11: Amendments to and Review of This Document

This is a living document. Amendments to the Graduate Studies Policies and Guidelines can be proposed at any time, and follow the normal route for approval (that is, from the Graduate Studies Committee, to Academic Planning to Senate Executive to Senate). A systematic review of the Policies and Guidelines document will be undertaken every two years.

RESOLVED THAT the Faculty of Graduate Studies Policies and Guidelines, excepting Section III concerning the Appointment to the Faculty of Graduate Studies at The University of Winnipeg, be approved - University of Winnipeg Senate motion, February 15, 2012

Appendices

University of Alberta
Athabasca University
Brandon University
University of British Columbia
British Columbia Institute of Technology

University of Calgary
Concordia University College of Alberta
University of Lethbridge
University of Manitoba
University of Northern British Columbia

University of Saskatchewan
Simon Fraser University
University of Regina
Royal Roads University
University of Victoria

WESTERN DEANS' AGREEMENT: AUTHORIZATION AND COURSE REGISTRATION

Students: Please note that this form must be submitted and all approvals must be obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to take the course(s).

Last Name	First Name	Middle Name(s)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth (YY/MM/DD)
Country of Citizenship:		Immigration Status:		
Current Address:		Telephone Number:		
		E-mail Address:		
Name of Home Institution:		Student Number at Home Institution:		
Name of Department at Home Institution:		Degree Expected:	Expected completion date:	
Name of Host Institution:				
Have you ever attended the Host Institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what was your Student Number there?		

This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of the Faculty of Graduate Studies at the relevant university.

I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered student under the terms of the Western Deans' Agreement.

Signature of Applicant:

Date:

Courses to be taken:

Department	Course & Course Number	(Dept. Use Only) Section & Catalogue Number	Course Title	Credit/Weight	Term

1. Students are subject to regulations of the home institution governing credit for the courses to be taken. As a condition of registration at the institution designated above, students will provide the home institution with official transcripts from the host institution after completion of courses.
2. Deadlines in effect at both the home and host institutions must be observed.
3. Students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time registration or course change is completed.
4. The host institution will not assess tuition fees but students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

AUTHORIZATION SIGNATURES

This form will not be processed without all four signatures, obtained in the order 1 to 4.

The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Western Deans' Agreement at
(Host Institution) _____ during the period _____

Home Institution

1. Department/Graduate Program Approval		2. Faculty of Graduate Studies Approval	
Name (print):	Date:	Name (print):	Date:
Signature:		Signature:	

Host Institution

3. Department/Graduate Program Approval Name (print): _____ Date: _____ Signature: _____	4. Faculty of Graduate Studies Approval Name (print): _____ Date: _____ Signature: _____
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The Faculty of Graduate Studies of the Host Institution will send a copy of the completed form to the Faculty of Graduate Studies of the Home Institution and to the Department/Graduate Program of the Host Institution for distribution to the appropriate people. 25 February 2007

Memorandum

To: University of Winnipeg Senate Committee
From: Sandra Kirby, Dean, Graduate Studies, and Chair, Graduate Studies Committee
Date: February 19, 2010

Re: Report of the Graduate Studies Committee

Among the duties assigned to the Graduate Studies Committee (GSC) by Senate are “to develop criteria for the proposal of new graduate programs” and “to receive and review graduate studies proposals from departments and programs, for recommendation to the Academic Planning Committee.” Since the launch of the four stand-alone graduate programs at the University of Winnipeg in 2008, there has been much excitement about the possibility of other programs being developed. Because of the pressure of interest from the University community, the GSC has taken as one of its primary tasks the development of a proposal for an orderly and transparent process for planning for the growth of graduate programming at the University of Winnipeg.

In developing this proposal over the past eighteen months, the GSC (and the Graduate Studies Advisory Committee which preceded it) closely examined the Statement of Intent and Formal Program Proposal forms used for submissions to COPSE; and read The Report of the Task Force on Graduate Studies (February 2008), the Academic Plan Update (June 2009), and the President’s recent policy paper, “The University and Community Learning: An Evolving Mission.”

Attached to this memorandum are:

- the proposed criteria for approving new program proposals
- the proposed timeline for accepting the first round of new program proposals
- proposed forms for University of Winnipeg Graduate Studies Statements of Intent (SOI) and Formal Program Proposals (based on the COPSE forms).

Motions:

Motion 1. That the criteria for approving new graduate program proposals presented by the Graduate Studies Committee be adopted.

Motion 2. The two-step process for the proposal of the acceptance of new programs recommended by the Graduate Studies Committee be adopted.

Motion 3. That the University of Winnipeg Graduate Studies forms for Statements of Intent and Formal Program Proposals be accepted as presented.

Criteria for developing and assessing new program proposals

The Graduate Studies Committee will use the following criteria to evaluate and rank proposals for new graduate programs at The University of Winnipeg. These criteria were developed on the basis of The University of Winnipeg Formal Program Proposal form. In order of priority, the criteria are:

1. Academic Quality, including, for example:

- an assessment of faculty available to teach in a program
- an assessment of the teaching/learning environment
- an assessment of the variety of program delivery methods proposed
- an assessment of the potential of the program for enhancing research capacity in the University.

2. Sustainability, including, for example:

- an assessment of sufficient faculty to teach and advise in the program
- an assessment of the ability to attract and maintain funding
- an assessment of resources and physical space required
- an assessment of the relation to undergraduate programs
- an assessment of student and market demands.

3. Distinctiveness, including, but not limited to:

- an assessment of the design of the program
- an assessment of its distinctiveness from other programs in the province.

4. Fit, including, but not limited to:

- an assessment of the fit of the program with the strategic directions articulated by the University.

II. Timeline and forms for proposing new graduate programs

The Graduate Studies Committee recommends a **two-step process** for the proposal of new graduate programs. In the first stage, a department or unit would complete a **Statement of Intent** (form attached). The Graduate Studies Committee proposes to assess and rank all SOIs received in a particular intake, using the criteria outlined above, and to present these assessments and rankings to Academic Planning. On the basis of the response of the Academic Planning Committee, we propose then to invite **Formal Program Proposals** (form attached) from a number of the top-ranked departments or units. These proposals would then be moved through the regular internal and external (COPSE) approval processes.

The SOI and the Program Proposal forms which the GSC proposes to use are closely based on the COPSE forms, but, in addition, request information about the fit of the program with internal UW programs and strategic directions and priorities, and provide notes on matters departments are advised to consider in responding to the questions on the form. The GSC anticipates that programs completing these forms would be fully prepared for submission to COPSE.

The normal pattern will be for the committee to have two intakes of SOIs each year, with deadlines of October 1 and March 1. Following the semi-annual review of SOIs, the committee will invite submissions of Formal Program Proposals in a timely manner.

To: Academic Planning
From: Elizabeth Dawes, Associate Dean of Arts and Colin Russell, Registrar
Date: February 12, 2010

Re: Articulation between Academic Planning and the Senate Curriculum Committee

NEW PROGRAMS

Proposals for new majors, 4-year or Honours programs, or undergraduate degrees

1. Proposals must be signed by the Chair/Coordinator/Director/Associate Dean of Education and the DCC Chair.
2. Proposals must be approved by the appropriate Dean.
3. Upon approval by the appropriate Dean, proposals must be submitted by the DCC Chair to Academic Planning.
4. Upon approval by Academic Planning, proposals must be submitted to the Senate Curriculum Committee.
5. Proposals are brought to Senate by the Senate Curriculum Committee Chair for approval.
6. A COPSE proposal must be prepared following approval in principle by Senate.
7. If funding is granted, the program will go ahead. If funding is denied, the Dean, in consultation with the VP (Academic), will determine whether the program can be offered.

Proposals for new graduate programs

1. Proposals must be signed by the Chair/Coordinator/Director/Associate Dean of Education and the Graduate Program Committee (GPC) Chair.
2. Proposals must be approved by the appropriate Dean.
3. Upon approval by the appropriate Dean, proposals must be submitted by the GPC Chair to the Graduate Studies Committee.
4. Upon approval by the Graduate Studies Committee, proposals must be submitted to Academic Planning by the Dean of Graduate Studies.
5. Upon approval by Academic Planning, proposals involving double-numbered courses at the 4000/7000-levels must be signed by the DCC Chair and then submitted to the Senate Curriculum Committee for approval of the 4000-level courses.
6. Proposals are brought to Senate by Academic Planning for approval. The Senate Curriculum Committee will include double-numbered courses at the 4000/7000-levels in their submission to Senate due to the 4000-level component. The Graduate Studies Committee will include courses numbered at the 7000-level or higher in their submission to Senate.
7. A COPSE proposal must be prepared following approval in principle by Senate.
8. If funding is granted, the program will go ahead. If funding is denied, the appropriate undergraduate and graduate Deans, in consultation with the VP (Academic), will determine whether the program can be offered.

REVISIONS TO EXISTING PROGRAMS

Revisions to 3-year, 4-year or Honours programs

1. Proposals must be signed by the Chair/Coordinator/Director and the DCC Chair.
2. Proposals must be approved by the appropriate Dean.
3. Upon approval by the appropriate Dean, proposals must be submitted by the DCC Chair to the Senate Curriculum Committee.
4. Proposals are brought to Senate by the Senate Curriculum Committee Chair for approval.

Revisions to graduate programs

1. Proposals must be signed by the Chair/Coordinator/Director and the GPC Chair.
2. Proposals must be approved by the appropriate Dean.
3. Upon approval by the appropriate Dean, proposals must be submitted by the GPC Chair to the Graduate Studies Committee.
4. Upon approval by the Graduate Studies Committee, proposals must be submitted to Academic Planning by the Dean of Graduate Studies.
5. Upon approval by Academic Planning, proposals involving double-numbered courses at the 4000/7000-levels must be signed by the DCC Chair and then submitted to the Senate Curriculum Committee for approval of the 4000-level courses.
6. Proposals are brought to Senate by Academic Planning for approval. The Senate Curriculum Committee will include double-numbered courses at the 4000/7000-levels in their submission to Senate due to the 4000-level component. The Graduate Studies Committee will include courses numbered at the 7000-level or higher in their submission to Senate.