

REGULATIONS & POLICIES

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1. Information and Advice

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

Information on how to register for courses can be found in the “Registration” section of the website at www.uwinnipeg.ca

2. Regulations Pertaining to Registration

a. Period of Study for an Undergraduate Degree

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

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

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

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

c. Progress through Degree

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

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

d. Course Auditors

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

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

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

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

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

e. Maximum Course Load per Term

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

Regular Status

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

– Students who have completed 30 credit hours or more, with a GPA of 2.5 (C+) or higher, may register for 18 credit hours per term without seeking written permission.

– All other Regular status students must seek the written permission of an Academic Advisor if they wish to register for more than the normal course load.

• **Probationary/Conditional Status Students**

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

• **Mature Status Students**

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

• **Concurrent Status Students**

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

f. Prerequisites

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

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

Students who believe they have background comparable to the material in a prerequisite course may ask either the Department Chair or the course instructor for permission to take a course without having taken the prerequisite course(s). Students must first obtain approval for the prerequisite waiver prior to being registered. If approved, either the instructor or the Department Chair (or designate) will email the permission to the Registration

Office. You will be registered in the course and then notified. If the course is full, you will be placed on the course wait list. Please go to the Registration section of the University's website, under "Prerequisite and Department Approval" for further information.

Note: WebAdvisor will not allow you to register on your own if you obtained a prerequisite waiver. When a seat is available an email will be sent to your UW Webmail account with instructions on how to claim your seat in the course. For more information please go the Registration section of the University's website, under "Wait Lists."

High School Prerequisites for First Year Courses

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

In order to register for:		you must have standing in:
Applied Comp. Science	ACS 1903	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	ACS 1905	Minimum grade of 75 (or equivalent) in Computer Science 40S plus one of Pre-Calculus Math 40S or Applied Mathematics 40S
Biology	BIOL 1115	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	BIOL 1116	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Business & Economics	BUS 2002	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Chemistry	CHEM 1111	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	CHEM 1112	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
French	FREN 1111	French 40S* *or French 1001(6) – see French Department course offerings
	FREN 1112	Français 40S, or IB (Standard Level)
Mathematics	MATH 0040	Grade 10 Pre-Calculus Mathematics 20S, Grade 11 Pre-Calculus Mathematics 30S, or Grade 11 Applied Mathematics
	MATH 1101	Pre-Calculus Mathematics 40S
	MATH 1102	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH 1103	Pre-Calculus Mathematics 40S

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

g. Recommended Pre-Registration Advising

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

First-year students can particularly benefit from information about the registration process while ongoing students can benefit from advising when they are declaring their major or doing degree planning. For some departments, advising is mandatory at the point when they declare their major.

Education students are required to meet regularly with an Advisor regarding course selection and planning. Students with disabilities may benefit from contacting Disability Services prior to registering for courses.

Advising can be done either by appointment or by attending drop-in sessions. To contact Academic Advising, please call 786-9257 or visit "Academic Advising" on the website.

h. Major Declaration and Advising

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

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

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

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

University of Winnipeg students wishing to take courses at other recognized colleges or universities for transfer of credit to their Arts, Science or Education degree program must apply at the Admissions Office for a Letter of Permission.

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

- Eligible students must be pursuing a degree or pre-professional program at The University of Winnipeg and are

requesting permission to take courses acceptable for credit in their degree program.

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

- Each application must be accompanied by the appropriate non-refundable fee (see *Fees on the website*). A separate application is required for each term and institution regardless of the number of courses being considered. Detailed course outlines must also be submitted if courses are to be taken at institutions outside Manitoba.

- Courses to be taken in the Major or Honours subject in an Arts or Science program require advance approval from the Chair of the Major or Honours department concerned.

- Students may not exceed the maximum course load permitted per term as stated in the Campus Guide. Written permission must be obtained from an Academic Advisor for a course overload.

- Letters of Permission must be obtained prior to a student's registering for courses. Applications should be submitted as early as possible. A minimum of 10 working days is required to process Letter of Permission applications for institutions within Manitoba and 15 working days for institutions outside Manitoba. **(Note:** Processing time includes departmental evaluations for transfer equivalency.)

- Students must apply to the other institution(s) as Visiting Students, filing the Letter of Permission with their application for admission.

- Those students who have not registered in courses at The University of Winnipeg for one or more years must complete an **Application for Continuance** form and pay the fee (see *Fee Information on website*), before the Letter of Permission will be processed.

- Students are reminded that in order to qualify for graduation, a minimum 2.0 GPA (C average) must be attained on all courses taken at The University of Winnipeg.

(Note: Courses taken on a Letter of Permission cannot be used to fulfil The University of Winnipeg major or degree residence requirements.) Students are cautioned to check this Course Calendar for the residence and degree requirements of the degree program in which they are enrolled.

- Students must notify the Admissions Office (in writing) if they do not register or if they withdraw from courses approved for transfer of credit.

- It is the student's responsibility to ensure that an official transcript is forwarded to the Admissions Office indicating the final grades attained in all courses taken on a Letter of Permission. Failure to do so will result in an F grade.

j. Holds

Any hold(s) such as a Library or Fee Hold on a student record must be cleared before a student may register.

Suitable arrangements must be made with the department/area from which the hold originated to clear a record.

k. Student Health Plans

• UWSA Student Extended Health, Dental and Vision Plan

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

- Most students (except for Faculty of Theology and Exchange students) are included in the UWSA Health, Dental and Vision Plan, and are automatically charged for this benefit as part of their registration.

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

- Full-time students may opt-out of the UWSA Health, Dental

and Vision Plan, but they must provide proof of alternate coverage by completing the opt-out form on the UWSA website by the opt-out annual deadline.

- Part-time students may choose to join the plan.
- All students can extend their UWSA health coverage to their spouse and/or dependents.

See www.theuwsa.ca website for details of the plan and annual opt-out deadlines.

- **International Students: Basic Health Insurance**

- In addition to extended coverage (see above), all International students must obtain basic insurance to cover any medical care required while in Canada. This is now available through Manitoba Health or, for those who don't qualify, through private insurance companies.

- Effective April 1, 2012, International students are eligible for Manitoba Health coverage if they have a valid study permit issued by Citizenship and Immigration Canada (CIC) for a minimum of six months and also live in the province for a minimum of six months in a calendar year. Spouses and children of eligible students are also covered if they have visitor visas or are listed on the study permit and live in the province for a minimum of six months. Health coverage is only provided while the study permit is valid.

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

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

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

For more information about Manitoba Health coverage, visit www.manitoba.ca/health/mhsip or call (204) 786-7101 or 1-800-392-1207 toll-free.

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

The University of Winnipeg requires international students to register with Manitoba Health as soon as they arrive in Manitoba. Registration forms can be printed from www.manitoba.ca/health/mhsip and either submitted in person or mailed to Manitoba Health's Registration and Client Services at 300 Carlton Street, Winnipeg, Manitoba, R3B 3M9. Students must provide a photocopy of their study permit at the time of application.

For more information about how to apply, please call (204) 786-7101 or 1-800-392-1207 toll-free.

- International students who are not eligible for Manitoba Health coverage will be able to purchase equivalent basic health care coverage as a part of their registration process at The University of Winnipeg. Please visit the International Student Office for assistance.

See the "International" section of the University's website for more details.

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

3. Classroom Regulations

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

a. Attendance

Students are expected to be regular in their attendance at lectures and in the completion of work required in each course. Absence may be excused by instructors on the grounds of illness, physical disability, or adverse domestic circumstances. The instructor may require a medical certificate or other evidence. Poor attendance may result in loss of term marks.

b. Course Outlines

At the beginning of each course, students will receive a course outline. The outline should include, but not be limited to:

- An indication of the topics to be covered;
- An indication that all topics listed on the outline may not be covered;
- An indication of equipment authorized for use in exams (e.g. calculators);
- A list of all items of work on which the grade of the class is based and indication of the weight of each individual item of work;
- An indication of when the items of work will be administered and/or submitted, and penalties, if any, for late submission of work;
- The voluntary withdrawal date, without academic penalty;
- The date of the last test/examination or the last item of work such as an essay or project in the class;
- Reference to the appropriate items in sections of the calendar dealing with Senate information on appeals, withdrawal dates, and academic misconduct such as plagiarism and cheating;
- A reading list or other indication of the amount of reading expected in the class;
- A statement indicating whether or not it is a requirement that work submitted for evaluation be either typed or text processed;
- A statement indicating whether or not students will be asked for photo-identification when writing a test or examination;
- Reference to the availability of Accessibility Services.

c. Completing Course Work

Students are expected to complete the work required in each course. Such work may include, but is not limited to, term papers, project reports, 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 *Appeals*.

d. Format of Submitted Work

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

e. Identification at Tests and Examinations

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

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

f. Posting of Grades

Instructors may choose to post grades for individual items of work outside their offices. When final grades are posted after the end of the course, students should be aware

that such grades have not yet been approved by Senate, and may be subject to change.

4. Grading

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

a. Final Grades

Final grades are determined by a combination of:

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

To receive credit, students must obtain a grade of A+, A, A-, B+, B, C+, C, D, or S (Standing). **Note:** A grade of "Standing" indicates successful completion of a pass/fail course, or completion of courses taken at international universities or colleges. Total credit hours earned in "Standing" courses are counted towards the degree but are not included in the GPA calculation. Students receive no credit for a failing grade (F). This grading system applies to all Undergraduate courses, and to Graduate courses within the Faculties of Arts, Science, and Business and Economics. Please refer to "Graduate Studies" for the grading system for the Faculty of Theology and the Master's of Marriage and Family Therapy Program.

All final grades are issued by the Senate Committee on Academic Standards on behalf of The University of Winnipeg Senate. **Note:** The approval process for final grades is currently under review.

b. Notification of Grades

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

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

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

c. Repeating Courses

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

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

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

check course numbers carefully to avoid taking the same course twice.

d. Calculating the Grade Point Average (GPA)

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

Grade Point System

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

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

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

e. Degree GPA (Graduation GPA)

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

f. Cumulative GPA

The cumulative GPA is currently calculated on all credit hours attempted. It is calculated by dividing the weighted grade points by the total number of credit hours passed and credit hours failed. The number of hours in "Standing" courses are not included in this calculation. In the case of a repeated course, prior to Spring 2009, both grades and the number of credit hours in both courses will be included in the calculation. Beginning Spring 2009, repeated courses will count only the best grade, however, both attempts will appear on the transcript.

5. Transcript of Academic Record

On written request of the student, an official transcript of the student's academic record can be sent by Student Records directly to another institution or agency indicated in the request. Each transcript will include the student's complete record at the University to date. Since standing is determined by the results of all final grades in the term, transcripts showing Fall Term grades are available at the end of January, Fall/Winter and Winter Term grades at the end of May, Spring Term grades at the end of July, and Summer Session grades at the end of August. Transcripts will normally be issued within five (5) working days after the written request has been received by Student Records.

However, during these peak periods this process could take seven to ten (7 - 10) working days.

A student's record is confidential. Transcripts are issued only at the request of the student. All transcript requests must be accompanied by payment (see *Fees* on the website). Transcripts will normally be issued within five (5) working days after the written request has been received by Student Records.

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

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

6. Prior Learning Assessment and Recognition - Challenge for Credit

Prior Learning Assessment and Recognition (PLAR), at The University of Winnipeg, is a method by which a student may, with appropriate evidence and documentation, be able to obtain credit for learning acquired outside the University.

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

Procedures:

- The student must apply to and be accepted by The University of Winnipeg.
- The student reviews PLAR instructions on the Adult Learner Services website and then consults with the Coordinator of PLAR in Student Services and applies for Challenge for Credit.
- The student must provide a summary of prior learning and receive permission to PLAR a course for credit from the Department Chair/instructor offering the course.
- The student will complete appropriate advising and orientation as determined by the University and the department.
- The Department Chair/instructor will determine the appropriate mode(s) of assessment for the course(s) (e.g., portfolio, examination, demonstration, interview, presentation).
- Once the student and Department Chair/instructor agree to proceed with PLAR, the student must complete and sign an Assessment Agreement Form in consultation with the Department Chair/instructor and return the form to the Coordinator of PLAR.

- The fee (½ the course fee) must accompany the Assessment Agreement Form.
- Within the set deadline the student completes the agreed upon assessment(s).
- If the student does not receive credit after challenging a course, a note to this effect will be placed in the student's file but will not be entered on the student's WebAdvisor transcript or the official transcript.
- If a student does not receive credit after completing the assessment process, one further attempt can be made to challenge for credit after a minimum of six months, provided the student produces evidence of additional learning. The course instructor may inform the student of areas where learning is inadequate and may be able to recommend ways to acquire or demonstrate that learning.

Regulations and Policies:

- PLAR in the Faculties of Arts, Science, Education, Business and Economics, and Kinesiology is only available to students who have been admitted to The University of Winnipeg.
- The student may use a maximum of 30 credit hours of PLAR towards a degree.
- Credits gained through PLAR cannot be used to fulfill The University of Winnipeg residence requirements.
- A maximum of 60 credit hours from the combination of PLAR credits and transfer credits can be used toward a degree.
- The student who is successful will receive a grade of S ("Standing") in the course rather than a letter grade.
- Credit will only be awarded for work meeting the standard expected of students who successfully complete the course with a grade of "C" or better.
- Credits obtained through the PLAR option will be recorded on the student's official transcript as PLAR.
- The student may only use PLAR for courses delivered by The University of Winnipeg (i.e., only courses which appear in the Course Descriptions section of this Calendar/Spring Calendar or in the University of Winnipeg Timetable).
- Students may not be considered for PLAR in a course if they have previously registered in that course or its equivalent at The University of Winnipeg or another university. Exceptions to this rule will be made for those students who have withdrawn within the first two weeks of a course.
- Challenge for Credit in the Faculty of Education: Students cannot request challenge for credit for Curriculum, Instruction and Assessment Courses or Practicum Blocks. However, students may request challenge for credit for other Education courses; please follow the previously outlined procedures and policies. For more details refer to Faculty of Education, General Information.
- For more information on PLAR, consult the website at adultlearner.uwinnipeg.ca

7. Academic Standing and Status Evaluation

a. Grade Point Requirements for Degrees

Summary of GPA requirements for degrees granted by the University of Winnipeg

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

b. Exceptional Performance

• Deans' Honour List

A student who, either by full or part-time study, achieves standing in 30 credit hours with a grade point average of at least 3.55, is recognized as a "student of distinction". A student who attains an average of 4.0 or more is designated "student of highest distinction". Students are assessed upon completion of their 30th, 60th, 90th, 120th, 150th and 180th credit hour if they are in the first undergraduate degree, or the second undergraduate degree if one of the two degrees is a BEd degree.

• Academic Proficiency Scholarships

These scholarships are awarded to full-time and part-time students who have achieved a minimum grade point average of 4.20. Students' academic records are assessed upon completion of the first 30th, 60th and 90th credit hours of their undergraduate careers after the Fall/Winter and Spring terms. To be eligible upon completing the 90th credit hour, students must be entering the final year of a 4-Year BA, BBA or BSc, Honours BA or BSc program, or the fourth year of the Integrated BEd degree, or the first year of the After-Degree BEd program. No more than 6 credit hours in each group of 30 may be transfer credits from another institution. Students are ordered by grade point average and awards are given beginning with those at the top of the list, until all the money in the scholarship budget has been disbursed or until the last student on the list has received an award, whichever comes first.

c. Minimum Performance Requirements to Remain in a Program

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

–Students who achieve the minimum performance level are considered to be in good standing.

–Students who do not achieve the minimum performance level are placed on probation.

–Students who continue to perform unsatisfactorily are placed on academic suspension.

–To continue at the University on Regular status, students must meet the minimum grade point level shown in the Minimum Performance Table below.

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

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

Minimum Performance Table

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

d. Probationary Status Students

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

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

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

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

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

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

e. Mature Status Students

Mature status students are **admitted on probation**. After 24 credit hours, if they meet the minimum performance level indicated in the Minimum Performance Table, they are given Regular student status. They may be given Regular status if they meet the minimum performance level with fewer than 24 credit hours.

If they do not meet the minimum performance level, they are **not allowed to continue** with their university studies. If a student is registered in the term during which notification of the impending status change is sent, the not allowed to continue status becomes effective at the end of that term, unless the student chooses to withdraw immediately.

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

f. Academic Suspension

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

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

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

g. Not Allowed to Continue Status

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

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

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

8. Student Discipline

a. Academic Misconduct

Note: *The Academic Misconduct policy applies to students in the Faculties of Arts, Business and Economics, Education, Science, Theology, as well as the Division of Continuing Education. The policy is currently under review by The University of Winnipeg Senate and is subject to change upon Senate approval.*

The complete text of the current policy is available from the Vice-President (Academic); the Deans; and the department and program Chairs, Directors and /or Coordinators. The Vice-President (Academic) is responsible for the communication, administration, and enforcement of the policy.

Academic Misconduct: Faculties of Arts, Business and Economics, Education, and Science.

Note: *The following describes various forms of misconduct and the procedures for their investigation and disciplinary action in the Faculties of Arts, Business and Economics, Education, Science.*

Preamble

Academic honesty is a cornerstone of the development and acquisition of knowledge. It 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 attempts to subvert academic standards by gaining credit, standing or benefits improperly. It 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. It may take the form of a single offence or multiple offences of cheating, plagiarism, or other acts outlined below. It 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 considered 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 when deemed in contravention of 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, 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/or other electronic sources.

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

- **not giving recognition to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work, software or other 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 limited to, one or more of the following:

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

iii) **Improper Research/Academic Practices**

Improper research/academic practices include, but are not 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 and/or acknowledgment;**

- **misrepresenting research results or methods through selective omission or manipulation of research design, data or citations;**
- **referring to resources known not to exist or the listing of others who have not contributed to the work;**
- **contravening the University's Policy and Procedures On Research Integrity as that policy relates to students.**

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

It is academic misconduct to interfere with the scholarly/academic activities of another 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 post-secondary educational institution on an admissions application or continuance form).

vii) **Aiding and Abetting Academic Misconduct**

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

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

Penalties for 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 on an assignment, test or examination;**
- **lower or failing grade 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.**

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.

Academic Misconduct Procedures

The following is a synopsis of the procedures used in the Faculties of Arts, Business and Economics, Education, and Science when a formal allegation of academic misconduct has been made. Comprehensive procedures are found in The University of Winnipeg Academic Misconduct Policy.

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 favour 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.

Academic Misconduct Investigation and Disciplinary Decisions

Level I: Instructor

When evidence of academic misconduct is discovered, the instructor will begin the formal discipline process by informing the appropriate Departmental Chair/Coordinator and Departmental Review Committee in writing of the alleged misconduct.

Level II: Departmental Review Committee

Upon receipt of the instructor's written report, the Departmental Review Committee 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 Dean who is Chair of the Senate Academic Standards and Misconduct Committee shall be sent a copy of the notice sent to the student.

The Departmental Review Committee will review all available and relevant material and information and will submit a written report to the Chair of the Senate Academic

Standards and Misconduct Committee as to whether or not a finding of academic misconduct should be made.

Note: Cases outside Academic Department/ 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 Dean who is the Chair of the Senate Academic Standards and Misconduct Committee. The Dean will give written notice of the allegations to the student and refer, in writing, the reported allegations to the Senate Academic Standards and Misconduct Committee under Level III.

Level III: The Senate Academic Misconduct Committee

Upon receipt of the written report of recommendation from the Departmental Review Committee, or upon receipt of a referral of allegations from outside of Academic Departments/Programs, the Chair of the Senate Academic Standards and Misconduct Committee shall notify the student of his/her right to present further relevant information to the Committee and of his/her right to request a hearing before the Committee. This notice shall include the recommendations made by the Departmental Review Committee or the allegations from outside of Academic Departments and Programs.

The Senate Academic Standards and Misconduct Committee will determine its own procedures and may receive evidence from the student and other relevant persons. The 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 student requests a hearing in writing, the Committee shall schedule a hearing at which 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 Senate Academic Misconduct Committee may:

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

The Senate 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 Senate Academic Misconduct Appeals Committee.

When a finding of Academic Misconduct has been assessed by the Senate 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 Senate Academic Misconduct Appeals Committee

A student may appeal a finding of academic misconduct and/or a disciplinary penalty to the Senate Academic Misconduct Appeals Committee within 15 calendar days of written notification of the decision of the Senate 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 Senate Academic 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 Senate Academic 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 which 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 Senate Academic Misconduct Appeals Committee may:

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

The Senate Academic Misconduct Appeals Committee shall provide written notice to the student of its decision, its reasons and the student's right to make a final appeal to the Senate Executive Committee within 15 calendar days of receiving the notice.

Level V: The Senate Executive Committee

The Senate Executive is a committee defined by Senate and chaired by the President of the University. A final appeal can be made to the Senate Executive Committee on one or both of the following two grounds only:

- **significant procedural errors at Level IV which resulted in a student not receiving notice (or deemed notice) and/or an opportunity to be heard in accordance with the relevant provisions;**
- **where allegations of bias have been made concerning Level IV.**

Supplement

Subsequent to the implementation of *The University of Winnipeg Policy on Student Academic Misconduct*, the Senate passed a motion to append the following supplement to the Policy.

All references in this document to the "Faculty of Arts & Science" should be understood to mean "Faculties of Arts, Business and Economics, Education, and Science."

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 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 Departmental Review Committee, 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.

b. Non-Academic Misconduct

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

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

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

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

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

9. Senate Appeals

a. Information

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.

b. Admission

Applicants who wish to be admitted to the University without satisfying normal admission criteria may submit an Admission Appeal to the Registrar. Applicants should see the Registrar or an Admissions Officer for information about such appeals. This appeal will be heard by the Senate Appeals Committee.

c. Credit and Audit Status in Courses

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

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

d. Deferred Exams and Incomplete Term Work

A student may appeal for incomplete term work or 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 (or before) the day of the exam. Departmental policy may permit the instructor to reschedule an exam or final test, or to accept late term work if the proposed completion date falls before the limit for that term 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 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 Appeals Committee will normally be scheduled during a special examination period.

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

e. 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 Appeals Committee through an Academic Advisor.

Waiver of One Year Academic Suspension

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

Readmission after a Second Academic Suspension

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

Readmission after being “Not Allowed to Continue”

Students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue their studies. They are expected to sit out for three years and may forfeit credit if they wish to return. (See *Admission and Readmission*). In extraordinary circumstances, they may appeal for reinstatement prior to the completion of the 3 year period. Such an appeal must normally include evidence of success in an academic program completed since the student was not allowed to continue.

Readmission after being “Not Allowed to Continue” as a Mature Status Student

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

f. Retroactive Withdrawal

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

Deadline to Appeal

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

g. Waiver of Graduation Requirements

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

h. Further Appeal

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

10. Grade Appeals

a. Grades on an Individual Item of Work

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

Grounds for an Appeal

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

Procedures

The student should first discuss the matter with the instructor. If, after discussion with the instructor, the student has reason to believe an injustice has been done, the student may then write an appeal to the Chair of the Departmental Review Committee.

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

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

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

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

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

b. Final Grades

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

Grounds for Appeal

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

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

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

Procedures

Students have up to six weeks after the official notification of final grades from the Registrar to submit an appeal.

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 Departmental Review Committee. 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 Departmental Review Committee did not give the appeal a fair hearing may appeal the Committee's decision on procedural grounds in writing to the Senate Appeals Committee through the Registrar.

11. University Policies and Codes

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

a. Respectful Learning and Working Environment

Freedom from discrimination and harassment is a fundamental right of all members of the University community. The University of Winnipeg prohibits any form of discrimination or harassment whether it occurs on University property or in conjunction with University-related activities.

For more information on the policy or on your rights, please contact the Office of the President at 786-9214 or the Harassment Officer at 786-9161 or visit the University's web site: <http://www.uwinnipeg.ca/index/harassment-index>.

b. Policy on Integrity in Research And Scholarship

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

Copies of the policy are available through the Office of the Vice-President (Research and International) and can also be found on the University's website at: <http://www.uwinnipeg.ca/index/research-policies>.

c. Policies on Research And Experimental Ethics

These documents contain Senate policies regarding the ethical conduct of research, experimentation and teaching exercises. Research involving human or animal participants cannot be undertaken without the approval of the appropriate University committee or committees.

These policies are available through the Office of the Vice-President (Research and International) and can also be found on the University's website at: <http://www.uwinnipeg.ca/index/research-ethics>.

d. Library Policies

The following Library policies should be noted:

Interlibrary Loan Policy: This policy describes the services and policies for borrowing library materials from external libraries via the Interlibrary Loan Department.

Computer and Internet Use Policy: This policy provides information on the appropriate use of computers and electronic resources in the Library.

Copyright Law: The Library provides information on the use of photocopy machines in the Library, including copyright, fair-use, costs, etc.

Facility Use Policy: This policy describes appropriate food and drink allowed in the Library.

More information on all Library Policies can be found at <http://library.uwinnipeg.ca/about-us/policies>

Loan Periods and Fines: For information on loan periods for all types of library materials (including books, journals, media, course reserves, etc.) and fines, see the website: <http://library.uwinnipeg.ca/about-us/loan-periods-and-fines>

e. Acceptable Computing Use Policy

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

The policy may be found at: <http://www.uwinnipeg.ca/index/tsc-policies>

12. Graduation

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

a. Application to Graduate

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

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

b. Academic Dress

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

Bachelors and Masters

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

Honorary Doctors

- a round brimmed cap of red velvet

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

Note: A fee is charged for academic dress rental. (See *Fee Information* on the website).

<p>Up-to-date information on</p> <ul style="list-style-type: none">• Registration• Fees• Awards and Financial Aid <p>can be found in the "Student" section of the University's website at www.uwinnipeg.ca</p>
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