GLOSSARY

Updated February 23, 2026

-A/B-

Academic Calendar: This annual publication provides key information for students on many aspects of their studies at The University of Winnipeg, including general regulations, degree requirements, grading policies, and course descriptions. There are two separate calendars: an Undergraduate Academic Calendar and a Graduate Studies Academic Calendar. Both documents can be found on the University's website: https://www.uwinnipeg.ca/academics/calendar/

Academic Misconduct: This refers to dishonest student behaviours that subvert academic standards. Examples include, but are not limited to, plagiarism, cheating, improper research/academic practices, obstruction of the academic activities of another, impersonation, falsification or unauthorized modification of an academic record, and aiding and abetting academic misconduct. See *Regulations and Policies* in the Calendar.

Admission: The process of applying to and providing the necessary documentation to enroll in a degree credit program at The University of Winnipeg. Please see: https://www.uwinnipeg.ca/future-student/admissions-req.html

Adult Learner: Any person who has been out of the educational system for three years or more and is taking courses with an educational goal in mind. Adult Learners can be attending university for the first time, returning after a significant break, transferring credits from other post-secondary institutions, or seeking a second degree. Please visit: https://www.uwinnipeg.ca/adult-learner-services/who.html

Alumni: Graduates of University degree programs and PACE (Professional, Applied and Continuing Education) certificate and diploma programs are collectively called alumni. Upon graduation, these students automatically become members of the Alumni Association. Students who have successfully completed 30 credit hours of degree-credit courses may apply for Associate Membership.

Appeal: An avenue of recourse available to students who wish to seek redress for what they deem to be an unfair decision of a faculty member or the University administration, or to obtain exemption from a policy or regulation. Appeal procedures are outlined in *Regulations and Policies* in the Calendar. Some examples include deferred final exams, incomplete term work, retroactive withdrawals, and grade appeals.

Audit: An audit student is someone who has paid a reduced fee and has been granted permission by the instructor and department to sit in on a course. An audit student may not participate in the class, except by invitation of the instructor, and is not entitled to write tests or exams, to have work graded, or to receive course credit.

-C-

Catalog Year: This term refers to the year of the Academic Calendar containing the requirements a student must complete to earn a degree. Because degree requirements may change over time, a student may choose to change the catalog year to utilize requirements from newer or older calendars that fit best with their academic record. Students may only select a catalog year during which they attend the University.

Challenge for Credit: A method through which a student may, with appropriate evidence and documentation, be able to obtain credit based on an assessment of their informal and non-formal learning. PLAR or 'challenge for credit' procedures are outlined in the *Regulations and Policies* section of the Academic Calendar. For more information, contact Adult Learner Services.

Chair: The head of an academic department.

Cognate Course: A course from a related discipline deemed to complement the chosen area of study and to encompass knowledge and skills relevant to that area. Example: Courses in Sociology are cognate courses for Psychology.

Collegiate: The division of the University which offers a Grades 9 – 12 high school program.

Contact Hours: This term refers to the total number of hours of instruction for a specific course. This number includes weekly lectures, labs, and tutorials, as well as any other scheduled requirements.

Convocation: The ceremony at which degrees are conferred upon students, after which they are called graduates or alumni.

Coordinator: The head of an interdisciplinary program or department unit.

Corequisite: A specific course or requirement which must be undertaken at the same time as a prescribed course, if it has not already been completed.

Credit Hours: The "weight" of a course reflecting the amount of class time. Most courses are valued at ***3 credit hours*** (three lecture hours per week for ONE term) or ***6 credit hours*** (three lecture hours per week for TWO terms). The number of credit hours is noted in brackets after the course number e.g. PSYC-1000 **(6)** Introductory Psychology is worth 6 credit hours. A student must successfully complete a specified total number of credit hours as part of meeting degree requirements. For example: 90 credit hours must be completed for a three-year BA. A student must also successfully complete a specific number of credit hours in the Major subject. See *Degree and Major Requirements* as well as *Areas of Study* in the Academic Calendar. Some courses, especially in science and languages, have labs. Labs are mandatory, but do not count in your credit hour totals.

Cross-listed: A course which is cross-listed by two or more academic departments (e.g. MATH and STATS; HIST and CLAS; ECON and BUS) relates in content and perspective to both disciplines. As such, it may be offered under either department's course number. A cross-listed course may be used to partially meet the Major requirements of either department, regardless of the course number at the time the course was successfully completed.

-D-

Dean: The administrative head of an academic unit at the University.

Deferred Exam The opportunity granted to a student by the Senate Appeals Committee or an academic department to write a final exam or final test at an alternate time from the scheduled date. Appeal procedures are outlined in *Regulations and Policies* of the Academic Calendar.

Discipline: A branch of knowledge or learning.

Drop/Withdrawal: A student may choose to drop, or withdraw voluntarily from, any course up to and including the designated voluntary withdrawal deadline for that course. (See "Course Drop" and "Course Withdrawal/Drop Schedule" on the website for details.) The University may withdraw a student involuntarily from a course due to non-payment of fees, unacceptable classroom behaviour, or other issues.

-E-

Elective: A course not prescribed by the requirements of a program, but acceptable within that program and chosen by the student.

Experiential Learning: Uses direct experience and reflection on that experience as a means of learning. It includes activities such as co-ops, practicums, internships, fieldwork, service learning, and PLAR/RPL.

Experimental Courses: New courses offered by departments on a trial basis to gauge interest in particular topics.

-F-

Faculty Members: The teaching and research staff of the University.

Faculty: A Faculty is a division of the University. The University of Winnipeg has the Faculties of Arts, Business and Economics, Education, Kinesiology, and Science.

Fee Payment Schedule: This term refers to the schedule of fee payment dates and deadlines for students. The dates are set by Financial Services and are not negotiable. https://www.uwinnipeg.ca/fees/

FIPPA: The acronym for the Freedom of Information and Protection of Privacy Act of the Government of Manitoba.

Formal Learning: This type of learning occurs within an educational institution, in the presence of a knowledge expert with an established curriculum to be completed within a specified time toward a credential, such as: courses completed at universities, colleges, and extended and continuing education departments.

Full-Time Student: A student who is registered for a minimum of 9 credit hours per term.

-G-

Grade Point: The numerical value given to an alphabetical letter grade used in the assessment of academic performance.

Grade Point Average: A numerical index of performance, the Grade Point Average or GPA is calculated by dividing the number of weighted grade points achieved by the number of credit hours successfully completed. A cumulative GPA is based on all course attempts for which grades were received. The graduation GPA is based only on those courses which are presented for graduation (e.g., the best 90 credit hours for a 3-year degree that satisfy degree requirements, excluding failed courses and using the best grade in any course that was repeated).

Graduate Program: A program of studies that leads a student to a Master's degree.

Graduation: The process whereby students, having completed all the requirements in a prescribed course of study, are awarded the degree(s) earned, after which they are called graduates or alumni. A student must apply, in advance, for graduation – see *Regulations and Policies* of the Academic Calendar.

-H/I/J/K/L-

Humanities: Refers to disciplines or courses that focus on the study of ideas about human culture and its expression through art forms and systems of thought.

Humanities Requirement: The obligation of students in all degree programs to complete a minimum of 12 credit hours of designated Humanities courses. See *Degree and Major Requirements* in the Calendar for a list of courses which may be used to meet this requirement. http://www.uwinnipeg.ca/academics/calendar/docs/degreeandmajorrequirements.pdf

Incomplete Term Work: This term refers to the opportunity, granted to a student by the Senate Appeals Committee or an academic department, to complete items of term work after the end of the evaluation period for a course. Appeal procedures are outlined in *Regulations and Policies* of the Calendar.

Indigenous Course Requirement: Students first enrolling in Fall Term 2016 or later must take at least 3 credit hours from a list of courses approved by Senate. They may choose from a number of courses in which the greater part of the content is local Indigenous material — derived from or based on an analysis of the cultures, languages, history, ways of knowing, or contemporary reality of the Indigenous peoples of North America. For more information and a list of eligible courses, please see *the Degree and Major Requirements* section of the Academic Calendar or visit http://uwinnipeg.ca/indigenous-course-requirement.

Informal Learning: This type of learning occurs anywhere, anytime, and with anyone. It is how individuals manage their everyday lives, such as: dealing with emerging health issues, rearing children, conducting household renovations, volunteering in the community, hobbies, and managing projects at work.

Institutional Credits: See "Residence Requirement."

International Students: Defined as non-Canadian students who do not have Permanent Resident status and have had to obtain the authorization of the Government of Canada to enter Canada with the intention of pursuing an education. The Admissions Office at UWinnipeg can give applicants more information about admission requirements and procedures (email intladmissions@uwinnipeg.ca). International Student Services (ISS) provides a wide range of services and supports to incoming and current international students. They also host a variety of fun events and informative workshops throughout the year. See their website: https://www.uwinnipeg.ca/student/intl/

-M/N/O-

Major: The Major is the area of specialization undertaken as one of the requirements for a degree. Departmental Majors require a student to take a minimum number of courses in an individual department. Interdisciplinary Majors require a student to take relevant courses from a variety of departments in order to specialize in a topic which crosses disciplinary boundaries.

Minor: Students taking any undergraduate degree program may choose to add a Minor as a secondary area of interest. Always check what specific 18 credit courses are required to fulfill a minor designation. Only certain programs offer Minors. For a list, see the *Degree and Major Requirements* section of the Calendar.

Non-Academic Misconduct: 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 University property. Examples of Non-Academic Misconduct include threats, using abusive language, violence, and disruptive behaviour. See *Regulations and Policies* in the Academic Calendar.

Non-Formal Learning: This type of learning is any educational activity that has clear learning objectives, but usually takes place outside of an educational institution or does not lead to credentials: conferences, seminars, and workshops through the workplace, training for volunteers and community programs.

-P/Q-

Part-Time Student: A student who is registered in fewer than 9 credit hours per term.

PHIA: The acronym for the Personal Health Information Act of the Government of Manitoba.

Plagiarism: This is a form of academic dishonesty where an individual presents work of another person, in whole or in part, as his or her own. Here "work" includes, but is not limited to, essays, oral presentations, lab reports, art and performance compositions, diagrams, computer reports or software, research results. Plagiarism also includes submitting the same work for evaluation to more than one course without the consent of each instructor to do so. See Student Discipline under *Regulations and Policies* of the Academic Calendar.

PLAR: The acronym for Prior Learning Assessment and Recognition. See definition below.

Post-Secondary Education: An optional stage of formal learning that occurs after secondary education.

Practicum: A course of study based on the practical application of theory to field work or research. In the BEd program, practicum applies to the courses and/or time that students spend in a school student teaching.

Pre-Professional Studies: A group of courses that can be taken at UWinnipeg and used to fulfill the admission requirements for professional programs at other Canadian and American universities. Admission requirements may be taken at The University of Winnipeg for professional faculties and schools including, Chiropractic, Dental Hygiene, Dentistry, Engineering, Law, Health Sciences Technology, Medicine, Occupational Therapy, Optometry, Pharmacy, Physical Therapy, Physician Assistant, Radiation Therapy, Respiratory Therapy, Social Work, and Veterinary Medicine.

Prerequisite: A specific course or requirement which must be met before a course can be taken.

Prerequisite Waiver: Written permission from the instructor and/or department for a student to register in a course without the stated prerequisite.

Prior Learning Assessment and Recognition: This educational initiative provides learners with opportunities to identify, demonstrate and gain recognition for what they already know and can do. It allows learners to obtain credit for university-level knowledge and skills gained through informal and non-formal learning and/or other educational programs ineligible for transfer credit. Recognition of Prior Learning (RPL) is also a term used for PLAR. Procedures for PLAR are outlined in the section *Regulations and Policies* of the Academic Calendar. Contact Adult Learner Services for more information.

Professional, Applied and Continuing Education (PACE): A division of UWinnipeg, PACE offers intensive full-time and flexible part-time certificate and diploma programs. PACE's unique education model blends university-level academics with practical hands-on experience in high-growth career fields with strong employment prospects such as project management, human resources, business management, network and ICT security, big data and machine learning, and marketing, public relations and strategic communication, to name a few.

-R-

Recognition of Prior Learning (RPL): Provides learners with opportunities to identify, demonstrate, and gain recognition for what they already know and can do. Four main areas under RPL are: Mature Access, Transfer Credit, PLAR-Challenge for Credit Process, and Military Training and Service.

Registration: The process of officially enrolling in courses for a particular Term(s).

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

Residence Requirement: The total number of credit hours that must be taken at The University of Winnipeg in order to qualify for a degree from the University. This is referred to as "Institutional Credits" in the "Student Planning" online tool.

Retroactive Withdrawal: This term refers to the opportunity, granted to a student by the Senate Appeals Committee, to retroactively be withdrawn from a course after the voluntary withdrawal date. Appeal procedures are outlined in *Regulations and Policies* of the Calendar.

-S-

Sciences: The disciplines or courses that are devoted to the systematic observation of and experimentation with the material and the functions of the natural or physical world.

Science Requirement: The obligation of students in all Bachelor of Arts, Bachelor of Business Administration, and Bachelor of Kinesiology degree programs to complete 6 credit hours of Science courses. Bachelor of Education students have science requirements as part of their program as well. Students in some Science degree programs may have additional science requirements to fulfill in addition to the science courses in their major department. See *Degree and Major Requirements* in the Academic Calendar for a list of courses which may be used to meet the science requirement, or go to http://www.uwinnipeg.ca/academics/calendar/docs/degreeandmajorrequirements.pdf

Section: The University of Winnipeg may offer the same course multiple times per term. To specify the class, a three-digit section number is assigned and can be found in the Timetable or on WebAdvisor/Student Planning.

Social Sciences: The disciplines or courses that focus on the scientific study of society and social relationships and behaviour.

Social Science Requirement: The obligation of students in Bachelor of Arts (4-Year), Bachelor of Business Administration (4-Year) and Bachelor of Kinesiology (4-Year) degree programs to complete 12 credit hours of Social Science courses. See *Degree and Major Requirements* in the Academic Calendar for a list of courses which may be used to meet the Social Science requirement: http://www.uwinnipeg.ca/academics/calendar/docs/degreeandmajorrequirements.pdf

Student Planning: A web-based, self-service module of WebAdvisor that allows a student to plan courses towards an undergraduate or graduate degree at The University of Winnipeg, and to register for courses in the coming Terms.

-T-

Taxation Receipts: The T2202 tax form (Tuition and Enrolment Certificate) is available to students online through their WebAdvisor account at the end of February. T2202a forms are not mailed to students. Students must go online to retrieve and print their own forms.

Term: A designated period in the academic year during which courses are offered. Typically, ***Fall Term*** runs from September to December and ***Winter Term*** runs from January to April. ***Fall/Winter Term*** covers the entire period, from September to April. ***Spring Term*** spans from May to August, with courses starting on different dates throughout this time period.

Timetable: The list of courses which are offered during a particular term or terms. https://www.uwinnipeg.ca/timetable/

Timetabling: The act of selecting and scheduling courses from the timetable.

Transcript: The official document prepared by the Student Records Office of each student's complete academic history.

Tuition: The course and ancillary fees charged to students who register for courses. Specific fees are charged per student, per term, and per credit hour. These fees do not include textbooks. Costs may vary depending on mode of course delivery. **https://www.uwinnipeg.ca/fees/tuition.html**

-U/V/W-

Undergraduate: A student registered in a program of studies which leads to a Bachelor's degree.

WebAdvisor: The University's online registration system. Anyone can go to the University's website and click on WebAdvisor to search and read about course offerings for an upcoming term. Admitted students with a user ID and password can also use this system for other functions, such as to review their student history/transcript/financial statement and to access final grades. The Student Planning tool, available to current students through WebAdvisor, facilitates degree planning and course registration.

Withdrawal/Drop: A student may choose to drop, or withdraw voluntarily from, any course up to and including the designated voluntary withdrawal deadline for that course. See "Course Drop" and "Withdrawal Schedules" on the website for details: https://www.uwinnipeg.ca/registration/withdrawal-schedules.html The University may withdraw a student involuntarily from a course due to non-payment of fees, unacceptable classroom behaviour or other issues.

Writing Requirement: The Academic Writing Requirement refers to the obligation of students to take a writing course. This requirement is intended to aid students in developing their writing skills and strategies to the level generally expected of university students. Students may be exempted from the requirement in accordance with one of the criteria listed in the *Degree and Major Requirements* section of the Academic Calendar. Course descriptions for Academic Writing are included in the "Rhetoric, Writing and Communications" department section of the Academic Calendar.