

GRADUATE STUDIES

GLOSSARY

Updated April 30, 2021

-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. Starting in 2015, the University began to produce two separate documents: a Graduate Academic Calendar and an Undergraduate Academic Calendar. Both documents can be found on the University's website: <https://www.uwinnipeg.ca/academics/calendar/index.html>

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, 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. See *Admission Policies and Procedures* in the Calendar.

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. Examples include deferred exams, incomplete term work 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: 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 elect to change the catalog year to utilize requirements from newer or older calendars that fit best with their academic record. Students may not select a catalog year from years prior to the year of their admission to The University of Winnipeg.

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.

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.

Continuing Student Status: In Graduate Studies, this term, also called "continuance," status refers to students who do not complete their degree within the allotted number of terms appropriate to their full-time or part-time designation and who pay the corresponding fees for maintaining this status.

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 **6 credit hours** (three lecture hours per week for TWO terms) or **3 credit hours** (three lecture hours per week for ONE term). The number of credit hours is noted in brackets after the course number. Example: 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.

Cross-listed: A course which is cross-listed by two 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. Note: There are a few courses cross-listed by three departments (for example, UIC, IS and BUS).

-D-

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

Deferred Exam Appeal: 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 Information" and "Course Withdrawal 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 with the approval of their Graduate Program Advisor.

Exchange Students: Students coming to The University of Winnipeg from another university under the auspices of a specific collaboration agreement between the two universities.

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

Experimental Courses: New courses offered by departments on a trial basis to gauge interest in particular topics. In the Academic Calendar, descriptions of experimental courses are included at the end of each department's section.

-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, Graduate Studies, 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.

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

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

-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 or Doctoral degree.

Graduate Program Advisor: Every graduate student must have an advisor who is a faculty member at the University of Winnipeg. The Graduate Program Advisor is the primary contact for a graduate student and the person responsible for guiding a graduate student through their studies at the University of Winnipeg. The Graduate Program Advisor shall: 1) assist students with planning a

program of study; 2) ensure that students are aware of all general regulations, policies and guidelines, program requirements, and degree regulations of the graduate department and the Faculty of Graduate Studies; 3), attend all supervisory committee meetings as well as student thesis, clinical, or technical practicum examinations in accordance with University of Winnipeg Graduate Studies regulations; and 4) prepare an annual report of the progress of the graduate student.

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

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

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

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

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 the study of ideas about human culture and its expression through art forms and systems of thought. Disciplines designated as Humanities at The University of Winnipeg include Aboriginal Languages, Classics, East Asian Languages and Cultures, English, French Studies, German Studies, History, Italian Studies, Philosophy, Religion and Culture, Spanish Studies, Theatre and Film, and Women's and Gender Studies.

Incomplete Term Work Appeal: 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. Appeals procedures are outlined in *Regulations and Policies* of the Calendar.

Informal 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.

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

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

Senate Committee, the Dean of the Faculty of Graduate Studies at the University of Manitoba, and the Dean of the Faculty of Graduate Studies at The University of Winnipeg. The Joint Master's Program Chair or Associate Chair shall be a member of the Graduate Studies Committee (UW) and the Joint Senate Committee for Joint Master's Programs (UM/UW).

-M/N/O-

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: 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.

Occasional students: Students who are qualified to enroll in graduate courses but do not wish to enroll in a full program.

-P/Q-

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

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: is an optional final 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.

Prerequisite: The preliminary 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: an educational initiative that provides learners with welcome 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. 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): Formerly known as the Division of Continuing Education, PACE offers non-degree credit courses and certificate/diploma programs in areas such as Information Technology, Public Relations, Human Resources, Educational Assistant Training, Languages and Management. For more information, see PACE on the University's website.

-R-

Recognition of Prior Learning (RPL) provides learners with welcomed opportunities to identify, demonstrate and gain recognition for what they already know and can do. Four main areas under RPT: 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: 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).

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

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.

-S-

Science: The disciplines that are devoted to the systematic observation of and experimentation with the material and the functions of the natural or physical world. Disciplines designated as Natural or Physical Sciences at The University of Winnipeg include Biology, Chemistry, Geography (Physical) and Physics. Mathematics and Statistics are usually included among the Science disciplines although they deal with abstract numerical relationships rather than with the natural or physical world.

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 WebAdvisor.

Social Science: The scientific study of society and social relationships and behaviour. Disciplines designated as Social Sciences at The University of Winnipeg include Anthropology, Economics, Geography (Human and Regional), Political Science, Psychology and Sociology.

Student Planning: A web-based self-service system that allows a student to plan courses towards a degree at The University of Winnipeg, and to register for courses in the upcoming terms. Students access this tool through WebAdvisor.

-T-

Taxation Receipts: The T2202A tax form (Tuition and Education Deduction Form) is available to you online through your 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. <https://www.uwinnipeg.ca/fees/tax-form-2202a.html>

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-Summer Term** spans from May to August, with courses starting on different dates throughout this time period.

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

Timetable: The list of courses which are offered during a particular term or terms.

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.

-U/V/W-

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

Visiting Graduate Fellows (VGF): Graduate students who are registered in graduate programs elsewhere in Canada or abroad, but who wish to work with one or more faculty members at The University of Winnipeg for a period of a few months up to a year, during which time they would conduct research and/or attend graduate courses.

Visiting Students: Students who are registered in a graduate degree program at another post-secondary institution in Canada or outside of Canada and would like to take courses at The University of Winnipeg for transfer credit back to their "home" institution.

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 an ID and password can also use this system for other functions, such as to register for courses, review their student history/transcript/financial statement, and access final grades.

Withdrawal/Drop: A student may choose to drop, or withdraw voluntarily from any course, up to and including the designated voluntary withdrawal deadline for that course. (See "Course Drop Information" and "Course Withdrawal Schedule" on the Graduate Studies 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.