

# The Faculty of Graduate Studies Policies and Guidelines



THE UNIVERSITY OF  
WINNIPEG

Faculty of  
Graduate Studies

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# FACULTY OF GRADUATE STUDIES POLICIES AND GUIDELINES

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**Note:**

**The regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.**

# UNIVERSITY OF WINNIPEG GRADUATE STUDIES

## SECTION 1: Administrative Roles & Responsibilities

**Faculty of Graduate Studies (FGS):** The FGS is responsible for the general administration of graduate programs. Under the leadership of the Dean of Graduate Studies, the office is responsible for: 1) providing administrative support for the Graduate Studies Committee, Graduate Student Scholarship and Awards Committee, Joint Senate Committee for Joint Master's Programs, any future committees developed under the jurisdiction of the Faculty of Graduate Studies, and any other committees/task forces as assigned by the Dean of Graduate Studies; 2) assisting the Dean of Graduate Studies and Graduate Studies Committee in the initiation of new ventures; 3) assisting the Graduate Studies Committee in ensuring that the policies and procedures of the Faculty of Graduate Studies and The University of Winnipeg are followed; 4) overseeing application and admission processes for graduate programs; 5) monitoring student progress through programs; 6) other duties as assigned by the Dean of Graduate Studies and Graduate Studies Committee.

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

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

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

**Graduate Program Committee Chair:** The Graduate Program Committee Chair is the chief liaison with the 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 shall continue to report to the Chair or Director and follow the regular procedures and policies of the administrative unit. The Graduate Program Committee Chair shall: 1) provide leadership to the Graduate Program Committee; 2) be a member of the Graduate

Studies Committee (or appoint a designate); 3) be familiar with, and 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; and 4) attend, if requested, meetings of his or her faculty council (as per Senate Standing rules).

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

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

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

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

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

\*Joint Master's Programs between the University of Winnipeg and the University of Manitoba: MA in History, MA in Religion, Master of Public Administration, MA in Peace and Conflict Studies.

## SECTION 2: Committee Structure

### SENATE GRADUATE STUDIES COMMITTEE (GSC)\*

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

The duties and responsibilities of the GSC are taken up through meetings of the whole and of sub-committees. Such sub-committees include, but not limited to, review of external examiners; curriculum review; requests for extensions of degree time limits and leaves of absence; and policy review.

#### **Composition:**

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

#### **Terms of office:**

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

### GRADUATE STUDENT SCHOLARSHIP AND AWARDS COMMITTEE (GSSAC)

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

- Graduate scholarships offered by the Social Sciences and Humanities Research Council of Canada (SSHRC), Natural Sciences and Engineering Research Council of Canada (NSERC), and Canadian Institutes of Health Research (CIHR).
- Research Manitoba Scholarships
- The Manitoba Graduate Scholarship award (MGS).
- The University of Winnipeg Graduate Studies Scholarship (UWGSS)
- Graduate Student Travel Grants

#### **Composition: (8 members):**

- The Dean of Graduate Studies (Ex Officio)
- 3 faculty members eligible to apply for NSERC grants and awards
- 3 faculty members eligible to apply for SSHRC grants and awards
- 1 member appointed by the Dean of Graduate Studies

AND

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

All GSSAC faculty members:

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



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

**Terms of office:**

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

**Nomination process:** The Dean of Graduate Studies shall make a request to all Deans (Arts, Science, Education, Business and Economics) to identify their representatives.

**GRADUATE PROGRAM COMMITTEE\* (GPC)**

**Responsibility:** The Graduate Program Committee is responsible for: 1) curricular development and implementation; 2) overseeing program delivery; 3) making recommendations for admission of students to the Faculty 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) overseeing the preparation of self-study reports for program review; 7) 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 department in its work, with the final approval of all matters concerning the development and delivery of graduate studies in a unit resting with the GPC. The GPC, through its Chair, reports to the Dean of Graduate Studies on all matters related directly to graduate studies. The GPC, through its Chair, reports to the Chair of the Department on matters that concern the Department.

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

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

**JOINT DISCIPLINE COMMITTEE (JDC)**

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

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

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

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

## **GRADUATE STUDIES FACULTY COUNCIL**

The Graduate Studies Faculty Council is chaired by the Dean of Graduate Studies and the Dean shall convene two meetings of the council in each academic year.

The Faculty Council is composed of:

- Dean
- 
- all members of the Faculty of Graduate Studies  
others as may be authorized by the Council Chair.

**Role of the Faculty Council** (as per the Senate Standing Rules):

Each Faculty Council shall advise and recommend to the Council Chair, matters:

- involving the regulation and conduct of its meetings and proceedings;
- involving the establishment of committees deemed important to the faculty/division;
- of an academic or non-academic nature raised by its members.

At its inaugural meeting in February 2014, the Graduate Studies Faculty Council agreed that the focus of these meetings should be to share information between the Faculty of Graduate Studies and faculty members, and among the programs, and to grow the culture of Graduate Studies at The University of Winnipeg.

## **SECTION 3: FACULTY PARTICIPATION IN GRADUATE STUDIES AT THE UNIVERSITY OF WINNIPEG**

### **Preamble**

These guidelines describing the role of faculty members in Graduate Studies are intended to allow our students and faculty to have the best possible quality of graduate experience. They are not intended to replace existing practices in joint programs already governed by inter-institutional agreements nor are they intended to supersede other University policies and procedures. Rather, they are intended to work in complementary fashion with such agreements, policies, and procedures. Exceptions to these guidelines may only be authorized through the agreement of the Dean of Graduate Studies and the appropriate Faculty Dean or Program Director following consultations with the appropriate Graduate Program Committee. Such exceptions must be consistent with other University policies, procedures, and agreements.

### **Graduate Faculty**

All members of the University of Winnipeg faculty holding tenured or tenure-track appointments are deemed by virtue of their faculty appointments to be members of the Faculty of Graduate Studies. As such, they are eligible to teach graduate courses, to serve as members of Graduate Program Committees, and to serve as Graduate Program Advisors and Graduate Thesis Supervisors with the approval of the Dean of Graduate Studies and the Dean of the appropriate Faculty where the faculty member's workload is assigned each year.

Faculty members holding appointments with terms of one year or longer may also teach graduate courses and/or serve in the roles of Graduate Thesis Supervisor and/or Graduate Practicum Supervisor with the approval of the Dean of Graduate Studies and the Dean of the appropriate Faculty where the member's workload is approved each year. In programs where the normal time to completion of a student is longer than the member's appointment, however, such a role will not normally be considered in the best interest of the student and, therefore, not approved. Faculty members with limited term appointments may not serve in the role of a Graduate Program Advisor.

**Adjunct Faculty** shall normally be individuals from agencies or institutions or other organizations external to The University of Winnipeg or former University of Winnipeg faculty members who have been appointed as Adjunct Faculty through the approved administrative procedures for doing so at the University of Winnipeg. Adjunct Faculty may, where their expertise and experience warrant, be recommended for adjunct appointment by a Department with provision for inclusion in the University's graduate faculty for the duration of the adjunct appointment. Adjunct Faculty may not serve in the role of Graduate Program Advisor. Adjunct Faculty with appropriate expertise in an area related to a graduate student's area of research may serve, upon request of the Graduate Program Advisor, as a Graduate Thesis Supervisor or Graduate Practicum Supervisor or as a member of a student's supervisory committee. Adjunct Faculty may also teach graduate courses as members of the Contract Academic Staff of the University of Winnipeg, provided that they have been appointed through the approved appointment procedures for Contract Academic Staff.

### **Graduate Faculty Roles**

#### **1. Graduate Program Advisor**

Every graduate student must have an advisor who is a faculty member at the University of Winnipeg. A Graduate Program Advisor is the primary contact and the person responsible for serving as a guide or mentor for one or more graduate students and addresses with them the practical issues of completing graduate studies at the University of Winnipeg. A Graduate Program Advisor may, and often will, serve also as a student's Graduate Thesis Supervisor.

Graduate Program Advisors facilitate the intellectual growth of students, help them design a suitable program, promote their professional development, assist students in identifying a Graduate Thesis Supervisor (when the Graduate Program Advisor does not serve in the role of Graduate Thesis Supervisor), and work with students in forming a suitable thesis examining committee. A Graduate Program Advisor shall attend all supervisory committee meetings as well as student thesis, clinical or technical practicum examinations in accordance with The University of Winnipeg Graduate Studies policies and guidelines. Graduate Program Advisors shall adhere carefully to Departmental and University program requirements for students to meet deadlines for graduate course completion, thesis proposal submission, comprehensive exam dates, thesis completion, resolution of student performance problems or conflicts, and student graduation. The Graduate Program Advisor shall 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. The Graduate Program Advisor shall complete the Graduate Studies Annual Progress Report in a timely way for each student she or he advises with input from the Graduate Thesis Supervisor as applicable.

## **2. Graduate Thesis Supervisor**

A Thesis Supervisor shall directly oversee the student's thesis research. Where appropriate, a student may have co-Supervisors. The Graduate Thesis Supervisor may also be a student's Graduate Program Advisor, if he or she meets the requirements for doing so as specified in this policy. The Graduate Thesis Supervisor shares responsibilities with the Graduate Program Advisor for thesis or practicum progress. The Graduate Thesis Supervisor is expected to provide to the student a high level of knowledge or expertise in the student's area of research, clinical, technical, or creative work.

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 policies and guidelines, attend all supervisory committee meetings as well as student thesis, clinical or technical practicum examinations.

## **3. Graduate Practicum Supervisor**

In the case of programs requiring clinical, technical, or creative oversight, a Graduate Practicum Supervisor with suitable professional qualifications or experience shall oversee the student's clinical, technical, or creative work. Such a role is analogous to the role played by a Graduate Thesis Supervisor as defined in this policy. The Graduate Practicum Supervisor may also act in the role of Graduate Program Advisor, if he or she meets the requirements for doing so as specified in this policy.

## SECTION 4: ADMISSION TO GRADUATE STUDIES

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

### ADMISSION PROCESS

Note: Joint Master's Programs have Admissions protocols and procedures which are compatible with, but not identical to, the policies and procedures which follow. More information on admissions procedures for these programs may be found at this link:

<http://www.uwinnipeg.ca/graduate-studies/future-students/application-form.html>

Students seeking admission to Graduate Studies at The University of Winnipeg shall submit an official application through the on-line application system on the Faculty of Graduate Studies website together with the application fee and all supporting documentation, or, alternatively, in hard copy to the Graduate Studies Admission and Student Tracking Officer. When the application files are complete, they are forwarded to the appropriate Graduate Program Committee (GPC) for review and evaluation. The Graduate Program Committees shall forward their recommendations to the Faculty of Graduate Studies. Official letters of acceptance or rejection are issued to the applicants by the Dean of Graduate Studies.

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

### ADMISSION REQUIREMENTS

**Minimum Entry:** Applicants should have an Honours, 4-Year, or equivalent baccalaureate degree from a recognized post-secondary institution and an overall GPA of 3.0/4.5 (B) in order to be considered for admission to Graduate Studies.

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

In some programs students may be considered for admission to the graduate program upon successful completion of a University of Winnipeg-designed Qualifying Year. See the definition of Qualifying Year Status below.. Please consult with specific programs for further information.

### APPLICATION PROCESS

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

The online Application for Admission to Graduate Studies form and checklist are available from the University's website at <http://www.uwinnipeg.ca/graduate-studies/future-students/application-form.html>.

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

All relevant information (including all reference to previous post-secondary education), supporting

documentation, and the non-refundable application fee must be submitted with the application. Students are advised to complete the application form with reference to the Fact Sheet of the program to which they are applying, as each program has some admission requirements specific to it.

Applicants will be notified as soon as possible after the due date for applications has passed if they have not met the admission requirements.

Consideration may be given to late applications received after the published application due dates. The decision to evaluate a late application is at the discretion of the appropriate Graduate Program Committee Chair.

## **Application Fee**

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

The University of Winnipeg application fees for Canadian citizens and permanent residents, and for International students are subject to change. Please consult the [Graduate Studies website](#) of the University for current applicable fees.

## **Document Requirements for All Applicants**

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

### **1) Proof of English Language Proficiency**

The language of instruction at The University of Winnipeg is English. Students must have a level of ability in English that allows them to participate in all aspects of university study, including lectures, reading, writing, and discussion. Students will not be admitted until this requirement has been met.

If English is not the student's first or primary language and they are not from an English Exempt Country, they must provide supporting documentation to demonstrate that they are proficient in the use of the English language, by successfully completing one of the following English Language Assessment tests: TOEFL, IELTS, MELAB, CAEL or Level 5 of the 14-week University of Winnipeg Academic English Program. The test must have been taken within two years of the date a completed application is filed and official test scores must be forwarded directly to the Graduate Studies Admission and Student Tracking Officer from the testing agency. Photocopies of test scores are not acceptable. Please consult individual programs for information on the level of scores required for application. On occasion, a waiver may be granted if there is evidence of ten consecutive years of residency in Canada that may include years of study in Canada or four or more years of education in a recognized post-secondary institution in which the language of instruction is English. (Requests for a waiver must be submitted at the time of application and will be considered on an individual, case-by-case basis by the GPC.) Appropriate services to assist students in improving their English-language capabilities can be arranged through the English Language Program (<http://www.uwinnipeg.ca/elp/>).

A list of English Exempt Countries may be found here: <https://www.uwinnipeg.ca/future-student/international/lang-req.html>

## **2) Plan of Study/Statement of Interest/Letter of Intent/Research Proposal**

All programs require a supplementary narrative statement. Please consult with the program fact sheet for program-specific requirements. Students are invited to describe how their proposed course of study relate to their future plans.

## **3) Curriculum Vitae and/or Other Achievements**

Applicants are invited to submit a curriculum vitae and/or statement of Other Achievements which demonstrates accomplishments and experience beyond those recorded in academic transcripts. This document may include information about an exceptional commitment to a particular field of study, relevant employment history, extra-curricular activities, demonstrated ability to overcome adversity, or social, political or charitable interests. Please consult the fact sheet of the program to which you are applying.

## **4) Proof of Citizenship**

The citizenship status of the applicant in Canada must be listed on the application form. Applicants who are Permanent Residents of Canada must include or attach a copy of their documentation. International applicants will need to secure a Study Permit that must be submitted to the Registrar at the time of registration.

<http://www.uwinnipeg.ca/student/intl/information-for-all-students/visas-study-permits.html>

## **5) Confidential Letters of Recommendation & Reference Forms**

Applicants must supply a minimum of two (2) letters of recommendation and reference forms from individuals who have taught or supervised them in an area relevant to their application. Letters of recommendation and reference forms may be submitted via the on-line application system or sent directly to the Graduate Studies Admission and Student Tracking Officer in a sealed envelope with the referee's signature across the seal. These documents must be submitted by the referee directly on official letterhead or from their institutional email account; references received through students will not be accepted.

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

## **6) Transcripts of Post-Secondary Education**

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

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

## **Falsified Documents**

Applicants to The University of Winnipeg's Graduate Studies programs confirm that all statements made and all documentation submitted in support of their applications are authentic, true, complete, and valid either by submitting the on-line application form, or by signing the paper application form. Unsigned application forms are invalid, and will be returned to the applicant by the Graduate Studies Admission and Student Tracking Officer for a signature.

Misrepresentation, falsification of documents, or the withholding of requested information with

respect to the application, may result in the cancellation of a student's acceptance and registration or dismissal from the University.

The Graduate Studies Admission and Student Tracking Officer may return transcripts, degree certificates, and reference letters to the original issuer for verification. The Dean of Graduate Studies may rescind a letter of admission or require that a student withdraw if it is determined that the student has submitted falsified documents in support of his or her application for admission. Applicants who have submitted falsified records to The University of Winnipeg or to another university will not be considered for admission at any time in the future. The University of Winnipeg shares the names of applicants who submit falsified documentation with the Association of Universities and Colleges of Canada (AUCC), and Canada Immigration (the latter in the event the student requires/required a Study Permit to enter Canada).

### **Retention of Documents**

Documents submitted by students who are accepted to Graduate Studies but who do not register, as well as the documents supplied to support their application for admission, will be retained for one year from the date of acceptance. After this time period, the application form, transcripts and other materials related to the application will be destroyed. Irreplaceable documents (i.e., documents that cannot be replaced if lost or damaged) will be returned to the applicant if this is requested in writing at the time of application.

### **APPLICATION DUE DATES**

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

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

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

The Graduate Studies Office will **not** send letters of admission after these dates:

- Fall term: June 1 (international students), July 15 (domestic students)
- Winter term: Oct 1 (international students), Nov 15 (domestic students)

### **ACCEPTANCE TO GRADUATE STUDIES**

**Graduate Student:** A graduate student is a student accepted into 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 in order to become familiar with all regulations and deadlines relating to their programs and the Faculty of Graduate Studies. Graduate students are responsible for their progress through their programs and must ensure that they submit appropriate forms to their graduate program, relevant 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.

Acceptance in time to register cannot be guaranteed to eligible applicants if the *Application for Admission to Graduate Studies* form and/or the required documents are received after the specified application due date. Official notification of acceptance is sent out as soon as possible after the application has been evaluated. Students must register for the term indicated as their



starting term in the letter of acceptance. Students who wish to change the starting date for their program of study must notify and receive approval from the Faculty of Graduate Studies to do so. A student who seeks admission after being previously admitted and having withdrawn before classes begin must complete a new application.

Students studying at the time of their application may be conditionally accepted pending the receipt of their final transcripts.

## **ADMISSION CATEGORIES**

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

**Full-time:** Full-time students are students who: 1) are pursuing their studies as a full-time occupation; 2) identify themselves as a full-time student; and 3) plan to complete the program within the designated number of terms permitted for full-time students and do not exceed these limits. In a one-year graduate program, students are permitted three (3) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a two-year graduate program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a three-year graduate program, students are permitted nine (9) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis.

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

**Part-time:** Part-time students are students who: 1) do not meet the requirements for full-time status; and 2) plan to complete the program within the designated number of terms permitted for part-time students and do not exceed these limits. In a one-year graduate program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a two-year graduate program, students are permitted twelve (12) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis. In a three-year graduate program, students are permitted eighteen (18) terms to complete all degree requirements, plus one (1) additional term if they are writing a thesis.

For more information, see Normal Patterns of Completion tables found in section VII under Graduate Degree Time Limits.

**Continuing:** Continuing students are students who do not complete their degree within the allotted number of terms appropriate to their full-time or part-time designation and who pay the corresponding fees for maintaining this status. All students must be continuously registered in order to retain their email accounts and access to the library and laboratories. Failure to maintain continuance status may result in a student being designated inactive or involuntarily withdrawn. See Section 6 for more information.

**Qualifying Year:** Students in a Qualifying Year are students who hold a first degree but require additional (core or prerequisite) courses to meet the entry requirements of a particular graduate program department. Qualifying Year status will be recommended by the appropriate Graduate Program Committee at the time of application to the program, and programs of study will be designed specifically for individual students. Admission under Qualifying Year status does not guarantee future admission to a graduate program. Upon successful completion of the Qualifying Year courses, students must apply for admission to Graduate Studies through the regular admission process. The Qualifying Year status is not available in every graduate program.

**Occasional:** Some graduate programs admit Occasional Students, i.e., those who are qualified to enroll in graduate courses but do not wish to seek a graduate degree. While this category includes alumni of Graduate Studies at The University of Winnipeg, alumni applicants are asked to contact the Faculty of Graduate Studies for information on application procedures for the program in

which they would like to take additional courses.

Students applying for admission to a graduate course must follow the regular administrative process for application to Graduate Studies. Graduate programs will determine the maximum number of credit hours in which an occasional student can register for credit or audit.

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

**Exchange Students:** Exchange students are students coming to The University of Winnipeg from another university under the auspices of a specific collaboration agreement between the two universities. The period of the exchange depends on the terms of the agreement and on the availability of space in classes.

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

Visiting Graduate Fellows are entitled to library access and other University facilities, and to attend graduate courses at the discretion of particular course instructor(s). Visiting Graduate Fellows are expected to deliver a presentation on their research to the campus community at least once during the course of their tenure on campus.

Students interested in this designation should contact the graduate program directly. Graduate programs wishing to designate someone as a Visiting Graduate Fellow should consult with the Faculty of Graduate Studies.

### **Re-admission to Graduate Studies**

Re-application to a graduate program after voluntary or involuntary withdrawal may not occur until one year after the student's withdrawal date. When a student is re-admitted to a graduate program, they must adhere to the program requirements in force in the term in which they are re-admitted. Any previous courses and other academic work (such as thesis and practicum proposals) completed will be re-assessed upon application; normally courses taken five or more years previously will not be considered for credit toward completion of the program. Re-admittance into the program will be for no less than one academic year. Any new financial offers will be decided upon re-admission, and will be at the discretion of the Graduate Program Committee. Please see section 6 for further information on reapplication to Graduate Studies.

## **STUDENT NUMBER**

A Student Number will be assigned to each student upon application to Graduate Studies. The student number is used on student files in the Admissions and Student Records Offices, on official documents, and on all statements of examination results issued by the University. The student number should be quoted in all contacts with University offices.

## **IDENTIFICATION (ID) CARD**

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

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

Students who completely withdraw from all courses for the term must return the ID card to the

Coordinator, Student Records (Graduate Studies). Students who register in the Spring term immediately subsequent to the Winter term may continue to use the ID card in that term. Students registering for the Spring term who were not registered in the previous Winter term are required to obtain a new ID card. Students registering for the Spring term who were registered in the previous Fall/Winter term may reclaim their ID Card at the circulation desk in the Library.

## **REGISTRATION**

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

### **Approval of Student Status**

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

### **Program of Study**

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

### **Change in Program of Study**

Students wishing to make changes to their graduate program must first receive a recommendation to do so from their Graduate Program and Advisor and (if applicable) Supervisory committee; students must then seek written permission from the Graduate Program Committee Chair for final approval of the change(s).

Course withdrawal forms may be found on the Faculty of Graduate Studies website here:

<http://www.uwinnipeg.ca/graduate-studies/current-students/forms.html>

### **Re-Registration**

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

## **TUITION FEES\***

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

***\*Note: Fees are subject to change. Please refer to the Faculty of Graduate Studies website for current fees.***

## **TUITION AND SCHOLARSHIP PAYMENTS**

Graduate program tuition fees are charged to students at the beginning of each term, that is, in September, January, and May. If students have received an award or awards, these will be applied to their outstanding tuition balance. If an award creates a credit balance on a student's account, a cheque for the balance will be issued to the student during the term (in October, February, and May).

Awards are processed in installments as follows:

- If awards total \$4,999.99 or less, they will be processed once at the beginning of the first term.
- If awards total between \$5,000 and \$14,999.99, they will be processed in two installments – 50% in the first term and 50% in the following term. These will often be Fall and Winter terms, but other patterns may also occur.

- If awards total \$15,000 or more, they will be processed in three installments - 34% in the first term, 33% in second term and 33% in the final term.

More information on tuition fee payments can be found on the Faculty of Graduate Studies website: <http://www.uwinnipeg.ca/graduate-studies/fees/index.html> .

## **ACCESSIBILITY SERVICES**

In collaboration with the students, faculty, and staff at The University of Winnipeg, Accessibility Services (AS) and the Accessibility Resource Centre (ARC) facilitate and promote the ongoing development of an accessible learning environment which provides students with disabilities or medical conditions the opportunity to participate fully in all aspects of campus life.

For more information on Accessibility Services at The University of Winnipeg, visit this link: <http://www.uwinnipeg.ca/accessibility-services/index.html>

## **STUDENT ACCESS TO PERSONAL INFORMATION AND FILES**

### **Transcripts**

If students require official transcripts of their academic record in an undergraduate or graduate program at The University of Winnipeg, they must fill out the Transcript Request Form and submit it using one of the methods outlined below.

As a signature is required in order to release student records, there are only four ways to submit a transcript request form:

- In person: Visit Student Central
- Mail: Attention: Transcripts, Student Records Office
- Fax: 204.786.8656
- Scanned Email: Scan the written request and then email it to [transcripts@uwinnipeg.ca](mailto:transcripts@uwinnipeg.ca)

### **Student File Access**

Students' access to their own information is governed by The Faculty of Graduate Studies and the Province of Manitoba Freedom of Information and Protection of Privacy Act (FIPPA). Information regarding FIPPA is available from the University of Winnipeg Information and Privacy Office: <http://www.uwinnipeg.ca/privacy/>

Students are entitled to inspect their own academic record (except for information such as personal information that is evaluative or opinion material compiled for purposes such as admission to an academic program or eligibility for awards (e.g. letters of reference) and to challenge contents which they believe to be inaccurate.

The file must be reviewed first by the office/individual with responsibility for the security and confidentiality of the file to determine if it contains any information that might not be appropriate to disclose (e.g., third-party personal information). It is expected that the student will view the file in the office with responsibility for security and confidentiality of the file and under the supervision of an employee of that office. No records may be removed from the file.

## **SECTION 5: GRADUATE PROGRAM SUPERVISION AND THESIS EXAMINATION GUIDELINES**

The regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

### **ADVISING AND SUPERVISION**

Every graduate student, whether in a thesis-based, course-based, or practicum-based graduate program, is required to have a Graduate Program Advisor who is appointed by the Graduate Program Committee Chair. Ideally, the Advisor will be appointed at the time that the student begins their program of studies. The Graduate Program Committee Chair is responsible for approving the appointment of a thesis/practicum Supervisor and a Supervisory Committee for each graduate student.

**The Supervisory Committee** will be comprised of at least two faculty members from the student's graduate department, and include the Supervisor and Advisor. GPC Chairs must submit the list of approved Supervisory Committee members to the Dean of Graduate Studies for information. All persons on a supervisory 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 Supervisor or Advisor may act as Chair of the Committee. For a full explanation of the role of the Graduate Advisor and Supervisor, please see Section III, "Faculty Participation in Graduate Studies at The University of Winnipeg."

### **THESIS EXAMINATIONS**

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

#### **Thesis Submission**

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

### **THESIS EXAMINING COMMITTEES**

#### **Membership and Responsibilities**

The Thesis Examining Committee will consist of the Supervisory Committee, plus one other examiner, one of whom must be external to the student's graduate department or program. The Dean of Graduate Studies, or designate, will chair the committee but takes no part in the final decision. The Thesis Examining Committee will be responsible for examining and reporting on the student's thesis. The final decision will be based both on the content of the thesis and the candidate's ability to defend it.

### **Process for Appointment to a Thesis Examining Committee**

The Advisor will recommend a suggested Thesis Examining Committee to the Graduate Program Committee on the "[Thesis Title and Appointment of Examiners](#)" form. After this form is forwarded to the Dean of Graduate Studies for approval a formal invitation to participate in a Thesis Examination Committee will be issued. In circumstances where the external examiner is not internal to The University of Winnipeg, this examiner's CV should be forwarded to the Faculty of Graduate Studies for review and approval at least four weeks prior to submission of the "Thesis Title and Examiners" form.

### **Distribution of Thesis**

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

### **The Thesis Examination**

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

Thesis students must pass an oral examination on the subject of the thesis and related matters as part of the thesis examination process. The oral examination is open to all members of the University community and guests invited by the candidate. The first part of the examination will consist of an oral presentation of 20-30 minutes that will include a summary of the salient points of the research. This presentation will be followed by one or two rounds of questions from the Thesis Examining Committee, and then may be opened to the audience for informal questions. The Dean of Graduate Studies, or designate, who is designated as Chair of the Thesis Examining Committee, will be responsible for maintaining the relevance of questioning and ensuring that the time limits are not exceeded. Following the completion of questioning, the candidate and all spectators will be required to leave the examination room before the examiners begin to discuss their report.

### **Report on Thesis**

The evaluation of the thesis will not receive a letter grade but will be designated on the report as one of the following: 1) *Accepted with distinction (minor editorial revisions)*, 2) *Accepted (minor, non-substantive revisions required, such as re-organizing sections)*, 3) *Accepted with Revisions (some major or substantive revisions required, such as rewriting analyses or the addition of material. The changes referred to by the examiners are made to the satisfaction of the Thesis Supervisor)*, 4) *unsatisfactory in present form (major modifications required)*, or 5) *rejected*. In the case of a student receiving a 4 *evaluation*, one opportunity for a second examination within one calendar year may be requested once the required modifications are completed. In the case of a student receiving a 5 *evaluation*, the student's program is terminated. The Committee will attempt to reach consensus on the evaluation of the thesis, failing which a majority vote will decide. Each member of the Thesis Examining Committee will sign the report indicating concurrence or written reasons for non-concurrence. The decision may be reported verbally to the candidate by the Chair of the Thesis Examining Committee once a decision has been reached and the appropriate form has been signed by all of the examiners. At the same time, the candidate will be informed in general terms of any revisions of the thesis required and it will be the Supervisor's responsibility to ensure that all such revisions are carried out before the copy of the thesis and results of the examination are transmitted to the Faculty of Graduate Studies. Should the student fail the thesis examination twice, he/she will be required to withdraw from the program. (Please see Section 6 regarding maximum degree time allotments and involuntary withdrawal procedures and policies.)

Upon notification from the Thesis Examining Committee and receipt of two final copies of the thesis, the Faculty of Graduate Studies will record that the student has fulfilled the necessary thesis requirements for receipt of a Graduate degree.

## **Graduation Deadline**

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

## **Publication and Circulation of Graduate Theses**

Every graduate student registering in a degree program at the University will be required to grant a license of partial copyright to the University and to Library and Archives Canada for any thesis submitted as part of the degree program. This is a non-exclusive right to distribution. Publication for commercial purposes remains the sole right of the author. Students retain full moral copyrights of attribution and the integrity of the work. Digital copies of theses will be made available by WinnSpace (the University of Winnipeg's Open Access Institutional Repository) and Theses Canada, through Libraries and Archives Canada.

The forms and conditions pertaining to these agreements are available through the Faculty of Graduate Studies.

- This and other related regulations may give rise to important questions of law and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements.
- For non-legal advice, students may also contact the University Copyright Office.
- Before signing the Graduate Student Thesis Library Submission Form, contents of the thesis should have been delineated and the importance of copyright and/or patents fully comprehended.
- Publication in the above manner does not preclude further publication of the thesis or any part of it in a journal or in a book. In this case, acknowledgment shall be made that the work was originally part of a thesis at The University of Winnipeg.
- Students will be required to submit their thesis to WinnSpace, which will enable the work to be discoverable online. It will also automatically submit the thesis to Theses Canada.
- A copyright symbol © is incorporated on a page containing statements of permission to microfilm and to lend copies of the thesis. This page should be inserted at the front of the bound thesis on the page immediately following the title page. Blank copies of this page are available from the Faculty of Graduate Studies.

In exceptional cases not covered by the regulation concerning patents where adequate cause can be shown to delay publication, the student may request the Faculty of Graduate Studies to restrict access to any copies of a thesis submitted to the University for a period of up to three years after submission, and the Faculty of Graduate Studies, in consultation with the Supervisor, shall determine for what period, if any, access will be restricted. The student always retains the right to allow access by designated individuals.

## **Style and Format**

In general, the Graduate thesis should show that the student has mastery of their topic and is conversant with the relevant literature. The thesis style must follow a standard style manual acknowledged by a particular field of study, be lucid and well written, and be free from typographical and other errors.

For thesis examination purposes, one hard copy of the thesis must be submitted in good, clear type on both sides of the paper for the Chair of the thesis examination committee as well as one digital copy. The thesis copies must be submitted to the Faculty of Graduate Studies at least 4 weeks prior to the examination date.

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

### **Submission of final copies**

After the approval of the thesis by the Thesis Examining Committee and the completion of any revisions required by that Committee, one electronic and two hard copies of the thesis must be submitted to the Faculty of Graduate Studies in unbound form, with the sheets enclosed in an envelope or folder prior to the final day of the end of term.

The examination signature sheet must be included as the first page of the thesis, and the copy with the original signature sheet will be retained by the Faculty of Graduate Studies. The other thesis copy will become the property of The University of Winnipeg Library. The Faculty of Graduate Studies will arrange and pay for the binding of these two copies of the thesis. These are the property of The University of Winnipeg. Students may wish to make similar arrangements for the binding of additional copies of the thesis at their own cost. More information on the thesis examination and submission process may be found in the Thesis handbook on the Faculty of Graduate Studies website: <http://www.uwinnipeg.ca/graduate-studies/current-students/forms.html>

## **ETHICS**

### **Research Ethics**

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

### **Animal Ethics**

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

### **Human Ethics**

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

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

### **Visit the Research Website for more information:**

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



## **SECTION 6: ACADEMIC REGULATIONS**

### **MINIMUM ACADEMIC STANDING AND PERFORMANCE REQUIREMENTS**

Students are expected to maintain a minimum degree grade point average (GPA) of 3.0, and to achieve 3.0 in all core courses in order to continue in, and graduate from, their program of graduate studies. Students who receive one course grade of C+ or lower normally will be placed on probationary status. A second grade of C+ or lower will require withdrawal according to the regulations set out in "Involuntary Withdrawal for Academic Reasons." Students who receive one course grade of C or lower normally are required to withdraw according to the regulations set out in "Involuntary Withdrawal for Academic Reasons."

The performance of all graduate students will be reviewed at least once a year. The student's Graduate Program Advisor will submit to the Graduate Program Committee a minimum of one annual, evidence-based progress report no later than August 30 to evaluate the student's academic performance and progress. Copies of the progress reports for all students will be forwarded to the Dean of Graduate Studies by the Graduate Program Committee Chair.

#### **Compensating for deficiencies in grades:**

The GPC, with notice to the Dean, may permit students to compensate for deficiencies in grades by repeating a course or taking an equivalent substitute course only once for each course to a maximum of 6 credit hours of course work. Students must first obtain approval from their Graduate Program Advisor and the GPC (see section on Grading). If a course is repeated or replaced, the highest grade obtained will be used in the determination of the grade point average. All course attempts will appear on the transcript. Core (i.e. required) courses must be retaken to achieve at least a B (3.0) standard.

Students who maintain an overall GPA of 3.0 may appeal to the GPC for permission not to retake an elective course in which they have achieved a C+ standing. If the GPC agrees, it must forward its recommendation not to apply probationary status, together with a rationale for its recommendation, to the Dean of Graduate Studies.

Students will be advised in writing of their probationary status by the Faculty of Graduate Studies. Probationary status means that further substandard grades, failure to maintain a 3.0 average, or failure to repeat a course and obtain an acceptable grade will result in Involuntary Withdrawal. While on probation, students are expected to maintain a high level of scholarly performance and demonstrate sufficient progress during the course of research, thesis work, or an internship. Once a GPA of B or higher is achieved, probationary status will be lifted by the Faculty of Graduate Studies.

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

### **INVOLUNTARY WITHDRAWAL FOR ACADEMIC REASONS\***

Students who do not meet the "Minimum Academic Standing & Performance Requirements" will be required to withdraw from their graduate program and from The University of Winnipeg. If the student's Graduate Program Advisor, in consultation with the Supervisory Committee, deems that the student is not maintaining the standards outlined in the "Minimum Academic Standing & Performance Requirements," he/she must a) inform the student in writing of unsatisfactory academic progress; b) allow the student to have the opportunity to discuss the matter with the Graduate Program Advisor, the Supervisory Committee, and the Graduate Program Committee Chair, and c) make a recommendation for withdrawal to the Dean of Graduate Studies. Normally such a recommendation should be made within 10 business days of the final grade submission. Both the internal and external academic record of such a student will indicate "Required to Withdraw." In extraordinary circumstances, students may appeal in writing for reinstatement to the Senate Student Appeals Committee. (See *Appeals*).

\*For information in Involuntary Withdrawal due to Academic Misconduct, see Section 7.

## **INVOLUNTARY WITHDRAWAL FOR NON-ACADEMIC REASONS**

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

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.

For more information, see section 9, of the Regulations and Policies Section of the Faculty of Graduate Studies Calendar: <http://www.uwinnipeg.ca/academics/graduate-calendar/docs/grad-regandpols.pdf>

## **VOLUNTARY WITHDRAWAL FROM A GRADUATE STUDIES PROGRAM**

Students wishing to withdraw voluntarily from their graduate program must submit a written request to the relevant Graduate Program Committee, copying their request to their Graduate Program Advisor, stating that they wish to withdraw from their graduate program. Once the request for voluntary withdrawal is approved, the GPC will forward a completed "Voluntary Withdrawal from Graduate Program" form to the Dean of Graduate Studies stating that the student is withdrawing from the program and the effective date of withdrawal.

When the withdrawal is approved, the internal academic record will show the date of withdrawal and a code of "D" beside all courses dropped. The student cannot attend any courses or use any university resources as of the requested effective date of withdrawal.

If a student exits a program (e.g., stops attending classes, ceases work on their thesis) without submitting a written request as above, the withdrawal is not approved, the student will remain registered in all courses, and a final grade and /or standing will be assigned at the end of the term or session. A student who does not complete formal withdrawal procedures will be liable for all assessed fees until such procedures are completed.

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

## **TUITION FEE REFUNDS**

The following scenarios outline the proposed fee consequences of the timing of a student withdrawing from a program (either voluntarily or involuntarily) in a program year.

- 1) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program by the end of the course change period for the first term of attendance in that program year, 100% of fees will be reversed for that term and for the second and third terms for the program year.
- 2) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program between the end of the course change period for the first term of attendance and the end of the course change period for the second term of attendance in that program year, no fees will be reversed for the first term, and 100% of the fees will be reversed for the second and third terms for the program year.

- 3) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program between the end of the course change period for the second term of attendance and the end of the course change period for the third term of attendance in that program year, no fees will be reversed for the first term or second term, and 100% of the fees will be reversed for the third term for the program year.
- 4) If a student voluntarily withdraws from a program or is involuntarily withdrawn from a program after the end of the course change period for the third term of attendance in that program year, no fees will be reversed for the program year.

### **RE-APPLYING AFTER VOLUNTARY OR INVOLUNTARY WITHDRAWAL (ACADEMIC/NON-ACADEMIC) FROM A GRADUATE PROGRAM**

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

When a student is re-admitted to a graduate program, he/she must adhere to the current program requirements as existing in the term in which they are re-admitted. Re-admittance into the program must be for no less than one academic year. Any new financial offers will be decided upon re-admission, and will be at the discretion of the Graduate Program Committee. Any previous courses taken in the graduate program will be re-assessed. Normally courses taken five or more years previously will not be considered for credit toward the requirements for graduation.

#### **Change in Student Status:**

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

#### **Inactive Student Status:**

As noted under "Graduate Degree Time Limits," students are normally required to complete their program of study within a specific time period. During this period, students are expected to maintain continuous registration from admission through to graduation. Students who are unable to maintain continuous registration must request approval for a Leave of Absence.

If a student does not register for three terms, they will be deemed inactive and ineligible to enroll in subsequent courses. Inactive students must contact their Graduate Program Committee Chair requesting to be re-activated and become eligible to enroll.

Lack of registration does not result in lack of fees. As students are expected to be continuously registered, tuition fees will be incurred unless a Leave of Absence is approved.

#### **Involuntary Withdrawal:**

Students who do not register for more than six terms will be involuntarily withdrawn from their programs. Students who have been withdrawn must apply for re-admission through the Faculty of Graduate Studies. Re-admission is not guaranteed. An application fee will be charged.

## GRADUATE DEGREE TIME LIMITS

Unless specifically allowed by a graduate program's regulations, the maximum time to complete all requirements for a one-year graduate degree is 3 years or 9 terms; the maximum time to complete all requirements for a two-year graduate degree is 5 years or 15 terms; and the maximum time to complete a three-year graduate degree is 7 years or 21 terms. After this time has expired, students not yet fulfilling graduation requirements will be required to withdraw from their graduate program at The University of Winnipeg, unless they appeal for and are granted an extension of time limits, as detailed below.

**Table 1: Full-Time Students: Normal Pattern of Terms for Completion of a Graduate Program**

Status	Length of program	Thesis or course based	Number of terms allowed for completion (before continuing fees are applied)
FT	1 YEAR	Course	3
FT	1 YEAR	Thesis	4
FT	2 YEAR	Course	6
FT	2 YEAR	Thesis	7
FT	3 YEAR	Course	9
FT	3 YEAR	Thesis	10

**Table 2: Part-Time Students: Normal Pattern of Terms for Completion of a Graduate Program**

<b>Status</b>	<b>Length of program</b>	<b>Thesis or course based</b>	<b>Number of terms allowed for completion (before continuing fees are applied)</b>
PT	1 YEAR	Course	6
PT	1 YEAR	Thesis	7
PT	2 YEAR	Course	12
PT	2 YEAR	Thesis	13
PT	3 YEAR	Course	18
PT	3 YEAR	Thesis	19

\*For definitions of full-time and part-time studies, see Section IV under "Admission Categories."

Only in exceptional circumstances shall an extension beyond the degree time limits, as specified above, be granted. The appeal for an extension shall proceed as follows:

- 1) a student shall submit a request and relevant documentation to the appropriate Graduate Program Committee along with a copy to their Graduate Program Advisor, by the beginning of the term prior to the degree time limit;
- 2) the student's Graduate Program Advisor shall review the request, make a recommendation, and forward to the departmental GPC. The recommendation shall provide an explanation of the reason for the extension, outline the student's progress in the program, and the time anticipated for completion of all requirements, and;
- 3) after review, the departmental GPC shall provide a final recommendation and forward the extension request along with relevant documentation to the Graduate Studies Committee for decision.

## **LEAVE OF ABSENCE**

Students may be granted an approved Leave of Absence for personal, health, lack of course availability, or other reasons which temporarily prevent continuation in the graduate program as a full-time, part-time, or continuing student.

During a leave of absence approved by the Graduate Studies Committee, students will not be required to register or pay fees. The time away on an approved leave of absence is not counted toward the residency requirement nor is it counted towards the time required to complete the degree program. The Leave of Absence is normally granted up to a maximum of one year. A leave will not be granted to a student whose registration is not current. Students who apply for a leave of absence after the dates for course withdrawal has passed will have to appeal to the Senate Student Appeals Committee for retroactive withdrawal from courses.

Leave of absence requests require the following steps:

1. a student will submit a copy of the Request for a Leave of Absence Form along with any required supporting documentation to the departmental Graduate Program Committee along with a copy to their Graduate Program Advisor.
2. the student's Graduate Program Advisor shall review the request, make a recommendation, and forward it to the departmental GPC. The recommendation shall provide an explanation of the reason for the leave, outline the student's progress in the program, and the time anticipated for completion of all requirements; and,
3. after review, the departmental GPC shall provide a final recommendation and forward the leave request along with relevant documentation to the Graduate Studies Committee for decision.

In case of parental/adoption leave, should a student wish to apply for a Leave of Absence of one year or less, it will normally be granted. A leave must commence no later than the date of delivery or the date on which the child comes into the actual care and custody of the student. Parental/adoption leave must be taken in one consecutive period: the student should submit to the Graduate Program Committee an application in writing for parental/adoption leave at least four(4) weeks before the day specified in the application as the day on which the student intends to commence the leave .

During the approved leave period students may not undertake any research or academic work in fulfillment of degree requirements. A record of the decision will be given to the student, with a copy to the Graduate Program Advisor.

## **RESIDENCE REQUIREMENT**

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

## **LETTERS OF PERMISSION**

Letters of Permission are The University of Winnipeg's mechanism for allowing students to take courses at other recognized colleges or universities for transfer of credit to their graduate degree program. Students must apply through the Graduate Studies Admission and Student Tracking Officer for a Letter of Permission.

To be eligible for a Letter of Permission a student must be currently registered in a graduate studies program at The University of Winnipeg as a full-time, part-time, or continuing student. All requests for a letter of permission require advance approval from the Graduate Program Committee Chair and must be accompanied by a letter of support from the student's Advisor. Letters of Permission shall be obtained prior to a student's registering for courses at another university. Applications should be submitted as early as possible. It is the student's responsibility to ensure that an official transcript is forwarded to the Coordinator, Student Records (Graduate Studies) indicating the final grades attained in all courses taken on a Letter of Permission.

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

## **TRANSFER AGREEMENTS**

Preamble: Each transfer agreement outlined below has its own individual application process and is separate and distinct from applying for a letter of permission. Application forms are included in the appendices.

- **Western Deans' Agreement (WDA)**

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

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

**Participating Universities**

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

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

Purpose

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

Approval of Applicants

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

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

Eligibility

1. A student applying for consideration under this Agreement must be in good standing at the home institution.
2. Both host and home institutions must hold membership in CAGS.
3. Courses applied for must be deemed integral to the student's program by the home institution.
4. The Agreement applies only to graduate level courses.
5. The number of courses taken under this Agreement can be limited by the number of courses allowed for transfer credit at the home institution or the number allowed at the host institution, whichever number is less.
6. Special topic or independent studies courses involving a single individual will normally not be available to applicants under this Agreement.
7. Where course limits are in effect, a host can give priority to its own students with students applying under the Agreement being offered spaces in classes only where excess capacity allows.
8. Previous acceptance of an application under this Agreement does not imply subsequent approval of such a request by either the home or host institution.
9. A proposed host may refuse to accept any application under this Agreement without providing cause.
10. Incomplete applications will not be accepted. All of the identifying information about the applicant requested must be provided, the proposed course and timing for enrolling in it need to be defined, and the appropriate authorizing signatures must be included.
11. This Agreement does not have any bearing on procedures in place for transfer of a student from a program at one university to another, nor on application for admission at a host institution. In these cases, the usual application procedures in place would prevail.
12. Students taking advantage of this Agreement would not be eligible for any form of financial support from the host institution simply by virtue of being enrolled at a host via this



Agreement.

13. Either a host or home institution reserves the right to specify additional conditions not otherwise outlined above, provided there is mutual agreement between the home and host concerning these conditions. Where such conditions are at issue they should be defined in an accompanying memo with agreement indicated by having the condition initialed by the respective Deans of Graduate Studies (or designate).
14. In the case of modification or deletion of any of the above conditions of eligibility, this would be indicated by the addition or crossing out of relevant text in the terms outlined. Any change (deletion or addition) indicated by the home institution must, if agreed to by the host, be initialed by the appropriate signing authority from the respective Offices of Graduate Studies beside those changes which would constitute agreement to them. Any change indicated by a host does not require the corresponding agreement of the home.

#### Fees and Related Study Costs

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

#### Non Interference with Related Agreements

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

#### Relevant Precedents

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

## **CHANGE IN PROGRAM OF STUDY BETWEEN UNIVERSITY OF WINNIPEG GRADUATE PROGRAMS**

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

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

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

With appropriate documentation, students may be considered for direct admission into a graduate program via the PLAR mechanism.

## **COURSE CHALLENGE**

Students are eligible to apply for course challenge to receive either credit or exemption from a program requirement. A course challenge is generally based on having taken a similar graduate level course elsewhere. Normally course challenges do not reduce the total credits required for the graduate degree.

The maximum credit that can be claimed through course challenge or prior learning assessment is 12 credit hours towards the graduate degree. Notwithstanding this provision, students must meet the residency requirement as outlined in this section.

## **AUDIT POLICY**

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

Occasional and Qualifying Year students must pay fees to audit a course. Individual course fees may be found on the University of Winnipeg website here: <http://www.uwinnipeg.ca/fees/tuition.html>

## **COURSE 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 *Minimum Performance Requirements*

## **ATTENDANCE**

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

## **COURSE OUTLINES**

During the first week of classes, undergraduate and graduate students must be provided with a course outline. The outline should include, but not be limited to:

1. An indication of the topics to be covered.
2. An indication that all topics listed on the outline may not be covered.
3. A reading list or other indication of the amount of reading expected in the course.
4. A statement indicating whether or not it is a requirement that work submitted for evaluation be typed.
5. A list of all items of work on which the final grade is based and an indication of the weight of each individual item of work.
6. Final grades in pass/fail courses include S (Standing) or F (Failure). Senate approved grades for all other courses include A+, A, A-, B+, B, C+, C, D and F. While the University does not have a standardized numerical grade conversion scale for letter grades, all course outlines must include written guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade.
7. If students are to be given marks for participation and/or attendance, students must be provided with clear assessment criteria.
8. Instructors must clearly indicate penalties for late assignments, if any.

9. An indication of when the items of work will be administered/ submitted, and penalties, if any, for late submission of work. A minimum of 20% of the work on which the final grade is based must be evaluated and available to the student before the voluntary withdrawal date.
10. A statement indicating whether or not students will be asked for identification when writing a test or examination.
11. An indication of equipment authorized for use in tests/exams (e.g. calculators, dictionaries, handheld devices).
12. Regarding the date of the last test/exam or the due date for the last item of work, such as an essay or project.
13. The voluntary withdrawal date, without academic penalty:
14. The dates of Fall mid-term Reading Week, and Winter mid-term Reading Week.
15. Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>
16. Reference to the appropriate items in the Regulations & Policies section of the Course Calendar, including Senate appeals and academic misconduct (e.g. plagiarism, cheating)
17. All students, faculty and staff have the right to participate, learn, and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect)
18. Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

### **Completing Course Work**

Students are expected to complete work required in each course. Such work may include term papers, project reports, mid-term and other tests, and final examinations. In some situations, students who have not completed the required work by the end of the term may appeal for an extension. See Section 8 – Senate Appeals.

### **Course Withdrawal/Drop**

A student may choose to drop, or withdraw voluntarily from any course, up to and including the designated voluntary withdrawal deadline for that course. (See "Course Drop Information" and "Course Withdrawal Schedule" on the Faculty of Graduate Studies website here: <http://www.uwinnipeg.ca/graduate-studies/current-students/registration-withdrawl-information.html> for details.) The University may withdraw a student involuntarily from a course due to unacceptable classroom behaviour or other issues. No credit is awarded for the course, and the student is not entitled to any evaluation of coursework that was not yet evaluated prior to the date of withdrawal.

### **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.

### **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.

### **Posting of Grades**

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

## **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.

### **Final Grades**

Final grades are determined by a combination of:

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

To receive credit for course work, students must obtain a grade of A+, A, A-, B+, B, C+ or a Pass in a pass/fail course. The thesis will not receive a letter grade but will be designated on the transcript as Pass with Distinction, Pass, or Fail.

Students are expected to maintain a minimum degree grade point average (GPA) of 3.0, and achievement of 3.0 in all core courses in order to continue in, and graduate from, their program of graduate studies. Students who receive one course grade of C+ or lower normally will be placed on probationary status. A second grade of C+ or lower will require withdrawal according to the regulations set out in "Involuntary Withdrawal for Academic Reasons." Students who receive one course grade of C or lower normally are required to withdraw according to the regulations set out in "Involuntary Withdrawal for Academic Reasons."

(see Section 6: Minimum Academic Standing and Performance Requirements). All final grades are issued by the Senate Academic Standards and Misconduct Committee on behalf of The University of Winnipeg Senate.

### **Notification of Grades**

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

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

After the term is completed, grades assigned to all term course work shall be made available to students no later than 10 working days following the date designated for a final examination in a course. Students are responsible for requesting the grades for individual assignments from the instructor or the Department when course work, including the final examination, is graded after the close of classes. Instructors may return exams to students or keep final examinations for a period of one year. Students who have filed an appeal against the final grade have the right to see the final examination. Official final grades are made available to students through the Registrar. Students should be aware that grades provided by instructors have not yet been approved by Senate, and may be subject to change.

### **Repeating Courses**

Students may not repeat courses in the graduate program unless expressly approved by their Advisor and the Graduate Program Committee. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. All course attempts will appear on the transcript.

### **Calculating the Grade Point Average (GPA)**

Final grades in each course are reported in letter grades to produce the grade point average, or GPA.

## Grade Point System

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

Note: The University of Winnipeg does not have a standardized numerical grade conversion scale for each letter grade it awards. Many programs or departments define such standard scales.

### **Degree GPA (Graduation GPA)**

The degree GPA is calculated on credit hours used for a degree. It is calculated by dividing the weighted grade points by the number of credit hours passed. If courses have been repeated, the higher of the two grades is used. Pass/fail courses are not included in the calculation of the GPA. A minimum 3.0 GPA is required to graduate.

### **TRANSCRIPT OF ACADEMIC RECORD**

On written request of the student, an official transcript of the student's academic record can be sent by the Assistant Registrar of Graduate Studies directly to another institution or agency indicated in the request. Each transcript will include the student's complete record at the University to date. A student's record is confidential. Transcripts may be issued only at the request of the student. All transcript requests must be accompanied by payment. Transcripts will be issued within five (5) working days after the written request has been received by the Coordinator, Student Records (Graduate Studies). Transcripts will not be issued until all financial obligations to the University and any "Holds" which have been placed on the student's record, including Library, Admissions, and Awards and Financial Aid, have been cleared. Students who require proof of completion of all graduate degree requirements prior to Convocation will request a letter from Student Central, forms may be found here: <http://www.uwinnipeg.ca/graduate-studies/current-students/forms.html> .

### **Graduate Student of Highest Distinction**

There will be a notation on student transcripts of "Student of Highest Distinction" if students receive a GPA higher than 4.25.

## **SECTION 7: Student Appeals and Discipline**

The regulations, procedures, forms and deadlines which govern all Master's Programs at the University of Manitoba shall govern all Joint Master's Programs as outlined in the Academic Guide at the University of Manitoba and the governing documents of the Joint Senate Committee.

All student discipline and appeal regulations can be found in the Graduate Calendar found on the Faculty of Graduate Studies website here: <http://uwinnipeg.ca/academics/graduate-calendar/docs/grad-regandpols.pdf>

### **Student Appeals:**

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 their Graduate Program Advisor to discuss their situation, for information on appeal procedures, and to obtain the appropriate appeal form as required.

The Graduate Studies calendar outlines the procedures established to deal with the types of appeals listed below:

- Admission
- Credit and Audit Status in Courses
- Deferred Exams and Incomplete Term Work
- Re-admission to a Graduate Program
- Voluntary Withdrawal
- Involuntary Withdrawal
- Waiver of Graduation Requirements
- Further Appeal
- Grade Appeals

### **Fee Appeals:**

See page 26 of this document for information on tuition fee refunds. Any appeals to graduate fees should be submitted to the Dean of Graduate Studies on the Student Fee Appeal Form.

### **Student Discipline:**

- Academic Misconduct (Plagiarism; Cheating; Improper Research/Academic Practices; Impersonation; Falsification or Unauthorized Modification of an Academic Record; Aiding and Abetting Academic Misconduct)
- In order to promote academic integrity, fairness and an atmosphere of collegiality at the University, this policy, as outlined in the Graduate Studies calendar sets out the principles and procedures governing academic misconduct committed by students. The intent of this policy is to ensure that students do not commit acts of academic misconduct.
- Non-Academic Misconduct

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, as outlined in the Graduate Studies calendar 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.

## SECTION 8: GRADUATION

For information on minimum academic standing and performance requirements for graduation– see Section 6.

### **Convocation**

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

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

### **Application to Graduate**

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

Further details regarding the convocation ceremony will be forwarded by the Student Records Office to graduands who have been approved by the Senate of the University.

### **Academic Dress**

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

#### **Graduate**

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

#### **Honorary Doctors**

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

**Note:** A fee is charged for academic dress rental.

### **Degrees *in Absentia***

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

## **Section 9: Exceptions**

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

## **Section 10: Amendments to and Review of This Document**

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



# Appendices

## **Criteria for developing and assessing new program proposals**

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

**1. Academic Quality**, including, for example:

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

**2. Sustainability**, including, for example:

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

**3. Distinctiveness**, including, but not limited to:

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

**4. Fit**, including, but not limited to:

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

Approved by The University of Winnipeg Senate, March 12, 2010.