

**THFM-1010-050 (6)**  
**INTRODUCTION TO FILMMAKING**

Fall/ Winter: 2020/2021  
Wednesdays: 6:00pm - 9:00pm  
Classroom: Zoom Lecture  
Credit Hours: 6

Instructor: Milos Mitrovic  
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Virtual Office hours: By Appointment  
Course Section: 1010 - 050

**Course Description:**

Introduction to Filmmaking is a course that aims to investigate and explore the various aspects of filmmaking and the filmmaking approach including: aesthetic, historical, theoretical, critical and practical approaches to the cinematic medium. Through a series of live online lectures, the class will seek to teach the very principles that lie at the core of the art form. The course's main objective is to educate and inspire students by teaching them the language of cinema through lectures, screenings, discussions and practical filmmaking assignments. The class will also explore the relationships that filmmaking has had with society over the course of its existence and how it continues to impact society as the medium evolves with the help of cutting edge technology. All classes will have live lectures over Zoom, with a possibility of returning to an in-classroom lecture setting in the Winter Term.

**Required Reading and Online App Requirements:**

Richard Barsam, Dave Monahan, *Looking at Movies: An Introduction to Film*, (6th Edition)

Handouts pertaining to Assignments, Journal Entries, Film Projects, and miscellaneous articles that refer to the language of cinema. Class handouts will be added to nexus.

It is **suggested** that students have access to **NETFLIX, AMAZON PRIME, Kanopy and iTunes Store.**

**Learning Objectives:**

*Students who complete this course will have a good knowledge of the following:*

- *The Language of Cinema:* A general understanding of the cinematic world and the vocabulary used to describe important elements and tools at the filmmaker's disposal
- *Film and Theory:* Through screening excerpts and full length films, we will discuss and analyze the complexities and varying structures of films that will provide the viewers with a deep understanding of a filmmaker's intent
- *History of Film:* A general understanding of how filmmaking began and later evolved into what it is today with the help of the screening of seminal works with high cultural relevance to the art form
- *The Pre-Production, Production and Post-Production processes:* How to make a film and the key roles/jobs on set
- *Mechanics of Writing a Screenplay:* How to write a screenplay: the process, structure, techniques and tools used
- *Basics of Film Components:* Editing, Lighting, Shooting and Complexities of Shot Composition
- *Film Festivals:* You will learn what film festivals are and how they work
- *Winnipeg Film Community:* You will have a greater knowledge of the Winnipeg film community and its impact on Canadian cinema, through the visits and guest presentations of various filmmakers, curators and administrators from the Winnipeg film community

### **Class Participation/ Attendance**

Introduction to Filmmaking should be a fun, team driven class that is rich with class discussions and participation by all students. Your opinion and analysis is an important part of the class, so the more you participate in class discussions, the more you will get out of the class. We must all be respectful to each other, there is no such thing as a stupid question or comment in this class! Students that fail to be respectful to their peers or the instructor will be asked to leave for that period.

This class is a variation of lectures that will work towards preparing the students for their **Final Film Project**. It is required that all students participate and attend **all classes**.

Class lectures are very important, and the attendance/participation of students is key to creating a healthy discussion period and team environment. Students must attend **every** class. If a student fails to attend lectures without notifying the instructor, it will result in a grade penalty. With the reality of on-line classes reliance on technology, there will be flexibility around attendance and participation. The goal will be to work with students to make sure their access needs are met. The instructor will work with students if frequent absenteeism or lateness becomes disruptive and explore solutions if the challenges are due to the limitations of remote learning.

Recording or filming lectures is forbidden unless it has been discussed with the instructor prior to class start. Please do not photograph the instructor or any student without their permission. If you fail to adhere to this rule you will be asked to leave the class for that period.

Should you need to leave a discussion or lecture before the end of the class, let me know ahead of time through email. **This is a film course, so let's talk about film:** Class discussions should be film related, and related to what we are discussing. Any irrelevant, non-film related topics brought up during class discussion will be shut down immediately.

### **Academic Dishonesty**

Students are reminded that plagiarism is a serious academic offence. You should acquaint yourself with the regulations regarding plagiarism, cheating and examination impersonation as well as the rules for registration, withdrawals and appeals in the University of Winnipeg Calendar for 2019 - 2020 (online at [www.uwinnipeg.ca](http://www.uwinnipeg.ca))

COURSE EVALUATION	
Class Participation/Attendance	10%
Fall Term Research Essay	10%
Mini Review #1	5%
Mid - Term Test (date and location TBA)	20%
Short Film Project	15%
Winter Research Essay	15%
Mini-Review #2	5%
Final Examination (date and location TBA)	20%
<b>TOTAL</b>	<b>100%</b>

### Conversion Scale

A+	90 - 100%	GPA 4.5	C+	66 - 69.9%	GPA 2.5
A	85 - 89.9%	GPA 4.25	C	60 - 65.9 %	GPA 2.0
A-	80 - 84.9%	GPA 4.0	D	50 - 59.9%	GPA 1.0
B+	76 - 79.9%	GPA 3.5	F	below 50%	GPA 0
B	70 - 75.9%	GPA 3.0			

Work NOT submitted will be graded as 0.

### COSTS

There may be certain expenditures in the execution of your film project. Potential costs may include props, art supplies, transportation, wardrobe, etc. It is entirely up to the student how much, if anything, they want to spend.

### **CLASS ASSIGNMENTS**

This is a brief description of the assignments that the students will need to submit throughout the academic year. Each assignment will feature its own hand outs with a much more in depth description. Please note that these assignments **are subject to change** throughout the school semester.

### **Research Essays / Video Journals**

There will be a total of 2 research essays that the students will have to complete during the school term. There will be one essay in the Fall term and another one in the Winter term. For the Fall term essay, students will be shown a specific scene from a film and then will be asked to create a thesis based paper that investigates the various techniques used to push forth the director's vision. The paper must discuss

the various film techniques and film language learned in class. Alternatively, students will have the option to not do a written essay but instead choose to do a 'Video Journal'. The video journal will follow the same parameters of the research essay, but instead of writing a thesis based essay, students will be tasked to do a video recorded presentation on their analysis of the scene.

For the Winter term, students will be asked to choose a film from a wide selection. This will be another analysis based essay that will focus on the full scope of the film and not just one scene - once again, students will have an option of doing a video essay journal instead of a written essay.

### Mini Film Review

Students will be tasked to put their reviewer hats on and pick any film of their choice to watch and review. Students will be tasked to write a 500 word mini-review on the film. These journal entries cannot be a simple "I liked the movie" or "I didn't like the movie". Instead the reviews must provide in-depth analysis on the film and must explore and investigate the various elements of cinematic language (motifs, mise-en-scene, shot composition) used by the director to tell the story. There will also be a separate Mini-Review assignment that will be assigned where students will have to pick one short film from the UW Film Festival and review it. This UW Film Fest Mini-Review will count towards the students' final participation mark.

### Short Film Project

The Short Film Project is the practical, hands - on filmmaking portion of the course. This assignment, introduced in the Winter Term, will allow students to put their knowledge of cinematic language into practise where they will be tasked with writing and shooting a 90 second to 4 minute short film. This assignment will also include a "Pre-Production Package" that the students will have to hand in with their final film. This "Pre-Production Package" will include a final script, storyboard, shot list and a video journal presentation that analyzes their respective final film.

### Tests

There will be a total of 2 tests, one in the Fall and one in the Winter. The tests are based on everything the class covered during each term. There will be one class dedicated entirely to a test review during both the Fall and Winter term of the course. There will be more information on the class tests later in the year.

### TENTATIVE SCHEDULE

This schedule is tentative and subject to change with notice.

Week	Date	Class Description & Assignment Launch	Assignment Due
1	09 September 2020	<b>Introduction &amp; Syllabus review</b> <b>How we got here:</b> What is film? ... and the early beginnings of the celluloid practice	
2	16 September 2020	<b>It starts with a story:</b> The language of screen-writing and story, elements of a narrative and the 8 sequence method. Feature Film vs Short Film	

Week	Date	Class Description & Assignment Launch	Assignment Due
		<u>*Assignment: Mini- Review Journal Entry #1 launch day</u>	
3	23 September 2020	<b>The Mechanics of Film Form:</b> The Shot, scene and sequence. The importance of Shot Composition, 180 Degree Rule, 3 Point lighting system + more.	
4	30 September 2020	<b>Editing:</b> Principles of Picture Editing, realism editing and Adobe Premiere Pro, Hot keys and an introduction to the theory behind the practise with assistance from screening excerpts from contemporary films.	
5	07 October 2020	<b>Cinematography:</b> The Visual Language Explored	
6	October 12 - 16	READING WEEK - NO CLASSES	
7	21 October 2020	<b>Components of Film Expression:</b> Mise - En Scene, scene design explored	
8	28 October 2020	<b>Directing 101:</b> How to direct your actors. The importance of a director's vision and how to put your vision on the screen.	<u>*Assignment: Mini- Review #1 Due</u>
8	04 November 2020	<b>*Screening of Essay Assignment: Film Theory and Analysis:</b> Analyzing a sequence in a film. We will screen the film sequence for the assignment for this term and you will be provided with an option to the essay.  <u>*Assignment: Fall Research Essay</u>	
9	11 November 2020	<b>Journey through the Narrative Styles:</b> Realist vs Expressionist vs Classical Narrative	
10	18 November 2020	<b>Film Festivals 101:</b> Lecture on the history of film festivals, why they are important, and a breakdown of how to submit your film to festivals. The class will feature TBD guest programmers who will discuss festivals with the class.	

Week	Date	Class Description & Assignment Launch	Assignment Due
11	25 November 2020	<b>Producing 101:</b> What is a producer, what is the process of a producer and how are they important to the production.	
12	02 December 2020	<b>Film Distribution:</b> Lecture on film distribution - the importance of it, and how to get involved with it. We will be joined by guest film distributors who will discuss their field.  <b>Fall Term Review:</b> Test Prep	<u>*Assignment: Fall Research Essay</u>
	December 7 - 18 2020	FALL TERM EVALUATIONS - NO CLASSES	
	December 21 2020 - January 1 2021	UNIVERSITY CLOSED - NO CLASSES	
14	06 January 2021	<b>Introduction to the Short Film Project</b> - Short film assignment is launched. Discussion of all elements pertaining to the assignment. Screening of previous Short Film Project assignments will be done during this class so the students get a sense of what was made in the past.  <u>*Assignment: Mini-Review #2 Launch</u>	
15	13 January 2021	<b>From Pre-Production to Final Delivery:</b> Lecture on how to approach Pre-Production, Production and Post-Production of a film. Go over do's and don'ts when making a film. Screening of <i>American Movie</i>	
16	20 January 2021	<b>The Film Crew Experiance:</b> Working with a film crew, Screening of <i>Living in Oblivion</i>	
17	27 January 2021	<b>Sound Design:</b> The Importance of Sound and Sound Editing in Film	
18	03 February 2021	<b>Components of Film Expression:</b> Classical and Formalist Editing, the Kuleshov Effect. Editing Theory Explored	
19	10 February 2021	<b>Discovering Reality:</b> The Art of Documentary Filmmaking, Screening of <i>Into the Abyss</i>  <u>*Assignment: Winter Research Essay Launch</u>	<u>*Assignment: Mini- Review #2 Due</u>
	February 15 - 19 2021	<b>READING WEEK - NO CLASSES</b>	

Week	Date	Class Description & Assignment Launch	Assignment Due
20	24 February 2021	<b>Beyond Form and Expression:</b> Experimental Filmmaking is explored	
21	03 March 2021	<b>True North:</b> Exploring the Impact of Canadian Cinema throughout the years, Screening <i>TBA</i>	
22	10 March 2021	<b>Filmmaker next door:</b> Exploring the University of Winnipeg filmmaking scene with visits from past students	<u>*Assignment: Winter Research Essay Due</u>
23	17 March 2021	<b>Prairie Celluloid:</b> An examination of Winnipeg Filmmaking and the impact it has had on Canadian Cinema.	
24	24 March 2021	<b>Contemporary Cinema:</b> The future of filmmaking, VR/AR, 3D, IMAX and Screening of <i>Frances Ha.</i>	
25	31 March 2021	<b>Winter Term Review:</b> Test Prep	
26	02 April 2021	<b>LECTURES END for the 2021 Winter Term</b>	
27	April 6 - 21 2021	<b>WINTER TERM EVALUATIONS - NO CLASSES</b>	

**\*All class assignments, and course evaluations are subject to change depending on time constraints and developments regarding COVID 19.**

#### UWPG FILMFEST REQUIREMENT

Introduction to Film students are expected to assist in an activity related to the UWpg Film Fest (October 20 – 25, 2020). Specific options for participation will be confirmed in class and on the department website. Students will be expected to complete Electronic Participation Forms (distributed via instructors or available on the department website) which must be submitted to the Film Fest Executive Director or Melinda Tallin (Office Manager/Student Advisor) confirming that you have completed this requirement. **Failure to do so may result in a 5% grade penalty.** No partial marks will be assigned for this credit.

## **STUDENT PARTICIPATION POLICY & COURSE CONTENT**

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

## **COURSE CONTENT NOTE**

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

## **HEALTH AND ACCESSIBILITY SERVICES**

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.



### **"THE REAL THING" LECTURE SERIES**

During the FW terms, the Department of Theatre and Film presents a series of six lectures held on Wednesdays during the free period (12:30-13:20); in 20-21, these will be presented online (by Zoom or other platform). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

The first Lecture will take place at 12:30 pm Wednesday, September 23<sup>rd</sup>, and features Yolanda Bonnell, a performer and playwright of Ojibwe and South Asian descent, from Fort William First Nation Indian Reserve in Thunder Bay, ON. Now based in Toronto, Yolanda graduated from Humber College's theatre performance program and was named one of NOW Magazine's artists to watch in Summerworks in 2016.

Further guests and dates will be confirmed in September.

Normally, attendance at **EVERY** lecture is mandatory for all Honours students in Theatre (4000-level courses, all areas), as well as students in THFM-3110-001 Screen Acting, THFM-3201 Styles in Design, and THFM-3801 Production II, and any other appropriate 3000-level course being taught in the term.

For the unusual circumstances of 2020-21, attendance is **STRONGLY RECOMMENDED** for all Honours students, 3000-level THFM majors, potential Theatre Honours/Majors and for Film Majors.

Dates and delivery method will be confirmed in September. Please see our department website in the Fall for information.

### **ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

This September, the Assembly will likely happen via Zoom. Date and delivery method will be confirmed in early September. Please see our department website for information.

### **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams, Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please join TAFSA to find out more at their meetings, every second Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

### **BUILDING SECURITY**

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is **CLOSED** as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

**NOTE:** It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

### **RECORDING ON-LINE CLASSES**

The instructor may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

**No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.**

### **ELECTRONIC COURSE OUTLINE ADDENDA**

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

### **GENERAL NOTES**

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html>.
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current remote learning environment.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.
- Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional,

and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.

- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- **Regulations, Policies, and Academic Integrity:** Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at: <https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should be given to subsections **8 ("Student Discipline")**, **9 ("Senate Appeals")**, and **10 ("Grade Appeals")**.

Please note the importance of maintaining academic integrity, and the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even "unintentional" plagiarism, as described in the UW Library video tutorial "Avoiding Plagiarism" (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) is a form of academic misconduct.

Similarly, uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) is a form of misconduct, as it involves "aiding and abetting" plagiarism. More detailed information can be found here: Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

- **Copyright and Intellectual Property.** Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, notes on whiteboards, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy.

Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy ([https://copyright.uwinnipeg.ca/docs/copyright\\_policy\\_2017.pdf](https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf)).

- **Research Ethics.** Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>.
- **Privacy.** Students should be familiar with their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>)
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used.

Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g., *Respectful Working and Learning Environment Policy* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct.

More detailed information can be found here:

*Non-Academic Misconduct Policy and Procedures:* <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf>

And <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf> .

- 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>

### **VOLUNTARY WITHDRAWAL DATES**

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

**Please note that withdrawing before the VW date does not necessarily result in a fee refund.**