

# General Academic Regulations and Requirements

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## SECTION 1: Introduction

This chapter contains the regulations and requirements that apply to all students, regardless of their faculty or school.

Each faculty and school has its own supplementary regulations and requirements. These are published in the faculty or school chapters of this *Calendar*.

*dar*. Some faculties and schools also have additional regulations and requirements governing their programs; these are available from their general offices.

It is the responsibility of each student to be familiar with the academic regulations and requirements of the University of Manitoba in general and of the specific academic regulations and requirements of their faculty or school of registration. Accordingly, students are asked to seek the advice of advisors in faculty and school general offices whenever there is any question concerning how specific regulations apply to their situations.

## SECTION 2: Residence and Written English and Mathematics Requirements

### 2.1 Residence Requirements for Graduation

Each faculty and school recommends to the Senate the number of credit hours each student must complete in order to graduate from its programs. Senate also requires each student to complete a minimum number of credit hours at the University of Manitoba – this is called the “residence requirement.”

Unless otherwise stated in faculty and school chapters, the minimum residence requirement of the University of Manitoba is the work normally associated with one year in the case of programs of three years’ duration, and two years for programs of four years’ duration. Some faculties and schools may have additional residence requirements specified in their program regulations. However, in all cases, the residence requirement is assessed following an appraisal of the educational record of the student applying to transfer credits from another institution or applying to earn credits elsewhere on a letter of permission. The residence requirement is not reduced for students whose “challenge for credit” results in a passing grade.

### 2.2 University Written English and Mathematics Requirement for Undergraduate Students

All students are required to complete, within the first 60 credit hours of their programs, a minimum of one three credit hour course with significant content in written English, and a minimum of one three credit hour course with significant content in mathematics. Some degree programs have designated specific Written English and mathematics courses to fulfil this requirement. See the program descriptions in the faculty and school chapters of this *Calendar* for details.

Exemptions to the Written English and Mathematics Requirement:

- All students with completed baccalaureate degrees and who transfer into any program to which these requirements apply.
- Registered Nurses entering the Bachelor of Nursing Program for Registered Nurses.
- Students admitted before the 1997-98 Regular Session.
- Written English exemption only: Students transferring from Collège universitaire de Saint-Boniface who have completed a written French requirement (at the college before transferring to the University of Manitoba will be deemed to have met the written English requirement.

## 2.3 List of Approved Written English and Mathematics Courses

A complete list of all courses which satisfy the university written English and mathematics requirement is provided below. (On the web, students may search Course Attributes for courses that satisfy the written English and Mathematics requirements).

### Written English Courses

AGRI 2030	Technical Communications (3)
ANTH 1520	Critical Cultural Anthropology (3)
ANTH 2360	Ethnohistory of Sub-Saharan Africa (B) (3)
ARTS 1110	Introduction to University (3)
ASIA 1420	Asian Civilization to 1500 (3)
ASIA 1430	Asian Civilization from 1500 (3)
CDN 1130	Introduction to Canadian Studies (6)
CATH 1190	Introduction to Catholic Studies (3)
CATH 2010	Literature and Catholic Culture 1 (3)
CATH 2020	Literature and Catholic Culture 2 (3)
ECON 2270	European Economic History (6)
ECON 2580	Economics of the European Union (3)
ENGL 0930	English Composition (3)
ENGL 0940	Writing about Literature (3)
ENGL 1XXX	All English courses at the 1000 level
ENGL 2XXX	All English courses at the 2000 level
ENGL 3XXX	All English courses at the 3000 level
ENGL 4XXX	All English courses at the 4000 level
FORS 2000	Introductory Forensic Science
GEOG 3480	Canadian Problems (A) (3)
GEOG 3510	Agricultural Geography (6)
GEOG 3580	Landforms (6)
GEOL 1410	Natural Disasters and Global Warming (3)
GEOL 3130	Communication Methods in the Geological Sciences (3)
GPE 2700	Perspectives on Global Political Economy (3)
GRMN 2120	Introduction to German Culture 1 (3)
GRMN 2130	Introduction to German Culture 2 (3)
HIST 1XXX	All History courses at 1000 level
HIST 2XXX	All History courses at 2000 level
HMEC 1030	Human Ecology: Perspectives and Communication (3)
HYGN 1340	Communication (2) and
HYGN 1350	Community Health (4) and
HYGN 1240	Pre-clinical and Clinical Dental Hygiene (9)
LABR 1260	Working for a Living (3)
LABR 2300	Workers, Employers, and the State (3)
LABR 4510	Labour Studies Field Placement Seminar (3)
LAW 1470	Legal Methods (5)
LAW 2570	Introduction to Advocacy (4)
NATV 1200	The Native Peoples of Canada (6)
NATV 1220	The Native Peoples of Canada Part 1 (3)
NATV 1240	The Native Peoples of Canada Part 2 (3)
NATV 2020	The Métis of Canada (3)
PHIL 2150	Mind and Body (3)
PHIL 2610	The History and Philosophy of Science (6)
PHIL 2790	Moral Philosophy (6)
PHIL 3220	Feminist Philosophy (3)
POLS 1500	Introduction to Politics (6)
POLS 2000	Introduction to Comparative Politics (6)
POLS 2040	Introduction to International Relations (6)
POLS 2070	Introduction to Canadian Government (6)
POLS 2510	Great Political Thinkers (6)
PSYC 2500	Elements of Ethology (3)
REHB 1520	Principles of Occupational Therapy (4)
RLGN 1320	Introduction to World Religions (6)
RLGN 1420	Ethics in World Religions (3)
RLGN 1440	Evil in World Religions
RLGN 2160	Introduction to Hebrew Scriptures (3)
RLGN 2170	Introduction to New Testament (3)
RLGN 2590	Religion and Social Issues (3)
RLGN 2770	Contemporary Judaism (3)
RLGN 3280	Hasidism (3)
RLGN 2760	Rabbinic Judaism (3)
RUSN 2280	Russian Culture 1 (3)
RUSN 2290	Russian Culture 2 (3)
RUSN 2350	Russian Women's Writing From the 1950's to the Present Day (3)

RUSN 2740	Literature and Revolution (6)
RUSN 2750	Contemporary Russian Literature and Film (3)
RUSN 3770	Tolstoy (3)
RUSN 3980	Women and Russian Literature (3)
SOC 3350	Feminism and Sociological Theory (3)
UKRN 2590	Ukrainian Literature & Film (3)
UKRN 3970	Women and Ukrainian Literature (3)
WOMN 1500	Introduction to Women's and Gender Studies in the Humanities (3)
WOMN 1600	Introduction to Women's and Gender Studies in the Social Sciences (3)
WOMN 2560	Women, Science and Technology (3)

### Mathematics Courses

FA 1020	Math in Art (3)
GEOG 3680	Research Methods in Geography (6)
MATH 1XXX	All Mathematics courses at the 1000 level
MATH 2XXX	All Mathematics courses at the 2000 level
MATH 3XXX	All Mathematics courses at the 3000 level
MATH 4XXX	All Mathematics courses at the 4000 level
MUSC 3230	Acoustics of Music (3)
PHYS 1020	General Physics 1 (3)
PHYS 1030	General Physics 2 (3)
PSYC 2260	Introduction to Research Methods (3)
PSYC 2300	Advanced General Psychology (6)
REHB 2460	Statistics (3)
SOC 2290	Introduction to Research Methods (6)
STAT 1XXX	All Statistics courses at the 1000 level
STAT 2XXX	All Statistics courses at the 2000 level
STAT 3XXX	All Statistics courses at the 3000 level
STAT 4XXX	All Statistics courses at the 4000 level

## SECTION 3: Course Identification

### 3.1 Credit Hours (Cr.Hrs.)

Each faculty and school develops courses for its degree credit programs, subject to Senate approval, and assigns a credit hour value to each course.

The credit hours for a course are expressed as a number associated with the course which indicates its relative weight. There is a correlation between class hours and credit hours (i.e., 6 credit hours = 3 hours a week, two terms; and 3 credit hours = 3 hours a week, one term).

For the purposes of registration, courses taught over two terms have been divided into two parts. Students registering for term spanning courses will receive one grade for the course and only when the second part is completed. Check the *Registration Guide* for registration instructions.

### 3.2 Prerequisite and Corequisite Courses

**Prerequisite:** If a course is prerequisite for a second course, the prerequisite must be met in order to begin the second course. To determine whether or not a course has a prerequisite, see the course descriptions in this *Calendar*. Normally, a minimum grade of "C" is required in all courses listed as prerequisites, except as otherwise noted in the course descriptions.

**For some** courses, the prerequisite may be completed before registering for the second course or may be taken concurrently with the second course. To determine if a course may be taken concurrently, see the course descriptions in this *Calendar*.

**Corequisite:** If a first course is a corequisite for a second course, the first course **must** be completed in the same term as the second course. To determine if a course has a corequisite, see the course descriptions in this *Calendar*.

Where the sequence in which courses are taken is important, one course is stipulated as being prerequisite to another (e.g., Mathematics 1 may be prerequisite to Mathematics 2). Unless otherwise specified in the regulations of any faculty or school, the prerequisite requirement is met if at least a passing grade (D) is earned in the course. If the course is failed, permission may be granted to repeat it concurrently with the course for which it is pre-

requisite. Some prerequisite courses may be taken concurrently. Check the course description for specific information.

Where a course is specified as a corequisite course, it must be taken at the same time as (or prior) to the course requiring it as a corequisite.

### 3.3 Course Numbers

#### First Two to Four Characters

The two, three or four characters in every course number are a shortened version of the subject of the course.

#### Last Four Digits

At the University of Manitoba the last four digits of the course number reflect the level of contact with the subject.

#### For example:

ECON 1200 Principles of Economics Cr.Hrs. 6

ECON is the code for Economics.

1200 indicates that it is an introductory or entry level course.

If the course requires a laboratory, this will be shown following the credit hours immediately following the title.

#### For example:

BIOL 3242 Biodiversity: Vascular Flora of Manitoba Cr.Hrs. 3 (Lab Required)

The 2000, 3000, 4000 course numbers indicate the second, third, and fourth levels of university contact with a subject.

Numbers in the 5000 range are normally associated with pre-Master's work or courses in the Post Baccalaureate Diploma and the Post-Graduate Medical Education programs.

Courses numbered 6000-8000 are graduate courses of the Faculty of Graduate Studies.

Course numbers in the 9000 series are used to identify courses taken at the University of Winnipeg by students in the University of Manitoba/University of Winnipeg Joint Master's Programs. The 9000 numbers do not indicate the level of the course taken (see *Graduate Calendar* or *University of Winnipeg Calendar*).

In most cases, some correlation exists between the course number and a student's year of study; that is, students in the third year of a program will generally carry course loads comprised primarily of 3000-level courses.

### 3.4 Other Course Information

Courses with numbers that end in 0 or an even number are taught in English usually on the Fort Garry or Bannatyne campuses.

Courses with numbers that end in odd numbers are taught in French at College Universitaire de Saint-Boniface.

## SECTION 4: Grades and Grade Point Average Calculation

Final grades in most courses are expressed as letters, ranging from D, the lowest passing grade, to A+ the highest. Each letter grade has an assigned numerical value which is used to calculate grade point averages.

Some courses are graded on a pass/fail basis and because no numerical value is assigned to these courses, they do not affect grade point averages. Courses graded in this way are clearly identified in course descriptions and program outlines.

## 4.1 The Letter Grade System

Letter Grade	Grade Point Value	
A+	4.5	Exceptional
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Good
C+	2.5	Satisfactory
C	2.0	Adequate
D	1.0	Marginal
F	0	Failure
P		Pass
S		Standing

The grade of "D" is regarded as marginal in most courses by all faculties and schools. It contributes to decreasing a term, degree or cumulative Grade Point Average to less than 2.0. The course in which "D" standing is obtained need not be repeated except by probationary students in certain faculties or where a minimum grade of "C" is required in a prerequisite subject or to meet degree requirements. Courses graded "D" may be repeated for the purpose of improving a GPA. Students in doubt as to the status of their record should consult an advisor in their faculty or school.

For minimum grade levels, especially as they affect progression requirements, see the faculty or school regulations or consult an advisor.

## 4.2 Calculation of Grade Point Average

### Quality Points

The quality points for a course are the product of the credit hours for the course and the grade point obtained by the student; e.g., 3 credit hours with a grade of "B" (3.0 points) = 3 credit hours x 3.0 = 9.0 quality points.

### Quality Point Total

The quality point total is the sum of quality points accumulated as students proceed through their program of studies.

### Grade Point Average (GPA)

The grade point average (GPA) is the quality point total divided by the total number of credit hours.

### Cumulative Grade Point Average

The Cumulative GPA is the quality point total divided by the total number of credit hours attempted at the University of Manitoba and courses transferred from other institutions.

### Degree Grade Point Average

The Degree grade point average is the Quality Point total divided by the total number of credit hours attempted at the University of Manitoba and courses transferred from other institutions for courses that are acceptable for credit in the current faculty or school.

### Term Grade Point Average

The Term GPA is calculated on the basis of all final grades received in the term (eg. Fall, Winter, or Summer terms).

### Repeated Courses

When a course has been repeated, the last grade achieved is that which will be used in the calculation of the GPA. (Students are normally permitted to repeat the same or equivalent course once). Admissions criteria and eligibility rules may vary by faculty with respect to inclusion and calculation of grades for repeated courses.

**NOTE:** Information on credit hours, courses, prerequisites and corequisites, is found in Appendix B of this chapter, entitled Course Identification.

## 4.3 Academic Honours

Students qualify for the Dean's Honour List when they achieve qualifying grade point averages as specified in the faculty and school chapters of this *Calendar* or in program regulations.

In addition, outstanding academic achievement will qualify students for other honours and awards. These include the University Gold Medal which is awarded at graduation in each faculty or school to the student with the most outstanding academic record; program medals which are awarded by faculties and schools to the best student graduating from a specific program; graduation "with distinction," which is recorded on the transcripts of all students who attain a qualifying grade point average; and other medals and prizes that are specific to programs or disciplines.

## SECTION 5: Academic Evaluation

### 5.1 Methods of Evaluation

Within the first week of lectures, instructors must inform the class of the method of evaluation to be used in each course. See the Responsibilities of Academic Staff to Students Policy, in the chapter University Policies. In departments where a course is offered in more than one section, the department offering the course endeavours to provide instruction so that all sections cover similar topics and that all students achieve a similar level of competency in the topic. However, there will be differences in evaluation as well as in teaching style, readings and assignments from one section to another. Students may contact the department for additional information before registration.

#### 5.1.1 Credit for Term Work

In subjects involving written examinations, laboratories, and term assignments, a student may be required to pass each component separately. If no final examination is scheduled in a course, the student's final grade will be determined on the basis of the method of evaluation as announced in the first week of lectures.

If credit is not given for term work, the student's final grade will be determined entirely by the results of the final written examination. Where the final grade is determined from the results of both term work and final examinations, the method of computing the final grade will be as announced within the first week of classes. Should a student write a deferred examination, term grades earned will normally be taken into account as set out in the immediately preceding paragraph.

#### 5.1.2 Incomplete term work

A student who is unable to complete the term work prescribed in a course may apply to the instructor prior to the end of lectures for an incomplete grade and time extension for work completion. It is understood that the student is to write the final examination if one is scheduled for the course.

Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. In no case will the satisfaction of the incomplete requirements cause a grade to be lowered.

The following maximum time extensions are allowed: August 1, for courses terminated in April; December 1, for courses terminated between May and August; April 1, for courses terminated in December. If a final grade is not reported within one month of the extension deadline, the letter "I" will be dropped, and the grade will remain as awarded. The student's opportunity to improve the grade will have lapsed.

#### 5.1.3 Repeating a Course

Subject to faculty or school regulations, required courses graded "F" or "D" must be repeated, usually at the next opportunity. Elective courses graded "F" may either be repeated or another elective substituted. All electives in a program must be approved by the faculty or school.

When a course has been repeated, the last grade achieved is that which will be calculated in the GPA.

#### 5.1.4 Probation and Academic Suspension

Failure to meet minimum levels of performance as specified in the regulations of the faculty or school will result in a student being placed either on probation or academic suspension in accordance with the faculty or school regulations.

A student's status is determined, following final examinations, at the end of each term (Fall, Winter or Summer terms) or at the end of an academic session as specified in faculty regulations. A student placed on probation is advised to discuss his/her program prior to the next registration with a representative of the dean or director to determine which courses, if any, should be repeated.

A student placed on academic suspension will normally be permitted to apply for re-entry to the faculty or school after one year has elapsed, but reinstatement is not automatic and individual faculty or school regulations must always be consulted.

While on suspension, students are not normally admissible to another faculty or school.

### 5.1.5 Release of Grades

Grades will be posted on the Aurora Student website when received. This may be a few days after classes for some courses and up to a few weeks after final examinations for others.

Students may access their grades through Aurora Student. Click on [Enrolment and Academic Records](#), [Student Records](#), [Final Grades](#).

## 5.2 Examinations

### 5.2.1 Examination Schedules

For most faculties/schools, final examinations are conducted in December for Fall Term courses; and in April/May for Winter Term and Fall/Winter Term courses. The Academic Schedule of the University, located at the front of this book, should be consulted for the exact time periods. A Preliminary Examination Timetable is posted approximately one month after the beginning of the term. The Final Examination Timetable, which contains the exact times and locations for each course and section, is posted by the Registrar's Office approximately six to eight weeks prior to each examination period. The examination timetable is available on the Registrar's Office Website ([umanitoba.ca/registrar](http://umanitoba.ca/registrar)). **Students must remain available until all examination and test obligations have been fulfilled.**

### 5.2.2 Examination General Regulations

Any test(s) which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the 14 calendar days ending with the last day of classes in the term during the Fall/Winter Sessions as defined in the *Calendar*, or during the last two classes of Summer Evening and the last three classes of Summer terms.

No project or assignment may be announced during the periods outlined above, unless contained in the information required to be provided to all students during the first week of classes (See the Responsibilities of Academic Staff to Students in the chapter on Policies and Guidelines of the University).

### 5.2.3 Final Examinations

No final examinations or term or take home examinations shall be scheduled to occur prior to the examination periods as described in the *Calendar* except with the expressed consent of the deans and directors involved.

The weight of each question shall be clearly indicated on the examination paper.

The name of the instructor or the examination committee shall be clearly indicated on the examination paper

Students (with the exception of students auditing courses) are required to write all final examinations. Those who absent themselves without an acceptable reason will receive a grade classification of "NP" accompanied by a letter grade based on term work completed for the course using a zero value for incomplete term work and for the final examination. If no credit for term work is involved, a grade of "F" will be assigned. Under certain conditions a student may apply for a deferred examination; see Deferred Examinations.

Examinations are scheduled at the end of each term of registration.

Students are not permitted to leave an examination within the first 30 minutes and any student arriving more than 30 minutes after the commencement, but before the end, of a final examination scheduled by the Registrar's Office, might not be permitted to write that examination on the authority of the chief invigilator of the examination room.

Provided fairness is guaranteed beforehand, miniature electronic calculators shall be allowed during examinations, with the consent of the department.

Students are not permitted to bring in any unauthorized materials to an examination. This includes, but is not limited to, calculators, books, notes, or any electronic device capable of wireless communication and/or storing information (e.g. translator, cell phone, pager, PDA, MP3 units, etc.). However, students may bring in such material or devices when permission has been given by the instructor and/or the department or faculty.

The use of audio visual supports (including, but not limited to overhead or slide projectors, and audio/visual tape players) to display examination or test questions shall be prohibited except where arrangements have been made to display all questions simultaneously for the entire examination/

test period or in courses where time limited identification is a legitimate and specified part of the examination/test process.

Answers to examination questions shall not be posted prior to the conclusion of the examination.

Final grades must be posted by faculties and schools (identifying students by student number only) as soon as the grades have been approved by the faculty/school/department (as appropriate) and have been submitted to the Registrar's Office. (This policy is under review).

#### **5.2.4 Student Access to Final Examinations**

In order to allow proper feedback, students shall have an opportunity to read their own final examination script and any comments written on it prior to the deadline for a formal grade appeal, but only in the presence of the instructor or a department-appointed staff member.

#### **5.2.5 Special Examination - Religious Reasons**

A student who, because of religious obligations, is unable to write a final examination when scheduled, shall be given an opportunity to write a special examination. The student is required to give reasonable notice (approximately three weeks) to the head of the department concerned prior to the examination series and to present evidence concerning the religious obligations involved.

#### **5.2.6 Deferred Examinations**

Policies and procedures with respect to deferred examinations are currently under review. Pending approval of Senate, revised policies will be published on the university website. Check the Registrar's Office website ([umanitoba.ca/registrar](http://umanitoba.ca/registrar)) or the online Calendar after July 2010. Students who miss a final examination and wish to apply for a deferred writing must apply to advising office of their faculty or school. University 1 students must contact the U1 Student Help Centre.

#### **5.2.7 Supplemental Examinations**

A limited number of faculties and schools permit a supplemental examination when a student has failed a course or failed to achieve a satisfactory result. Please refer to the section of the Calendar for your faculty or school for its policy on supplemental examinations. Where a faculty's or school's regulations permit supplemental examinations, students are normally notified of this privilege on their grade statements or by their faculty or school following publication of the grades. Students who are granted supplemental privileges are normally required to sit the examination within 30 working days from the end of the examination series in which the supplemental grade was received unless the progression rules of a faculty or school require the successful completion of an entire academic year before a student is eligible to proceed into the next. In this case, students are obliged to sit the examination at the next ensuing examination period.

The passing grade in a supplemental examination must be at least "C." Students are normally required to carry a full-time program in order to be eligible. Accordingly, students who are granted incomplete or deferred status may not be eligible. A student may only write a supplemental once in any course; otherwise the course must be repeated.

Students are advised to check with faculty or school offices or consult an advisor as to specific regulations that may apply.

To write a supplemental examination an application must be made to the office of the dean or director and the appropriate fee paid. The application form will be forwarded to the Registrar's Office and the supplemental grade will be submitted following completion of the examination.

#### **5.2.8 Special Supervision of Off-Campus Examinations**

Students who have been given permission to write deferred or supplemental examinations off-campus may apply to the Registrar's Office to write at an approved centre outside of Winnipeg.

#### **5.2.9 Examinations: Personations**

A student who arranges for another individual to undertake or write any nature of examination for and on his/her behalf, as well as the individual who undertakes or writes the examination, will be subject to discipline under the university's Student Discipline Bylaw, which could lead to suspension or expulsion from the university. In addition, the Canadian Criminal Code treats the personation of a candidate at a competitive or qualifying examination held at a university as an offence punishable by summary conviction. Section 362 of the code provides:

#### **Personation at Examination**

362. Every one who falsely, with intent to gain advantage for him/herself or some other person, personates a candidate at a competitive or qualifying examination held under the authority of law or in connection with a university, college or school or who knowingly avails him/herself of the results of such personation is guilty of an offence punishable on summary conviction. 1953- 54,c.51, s.347.

Both the personator and the individual who avails him/herself of the personation could be found guilty. Summary conviction could result in a fine being levied or up to two years of imprisonment.

### **5.3 Other Forms of Earning Degree Credit**

#### **5.3.1 Letter of Permission for Transfer of Credit**

Students in degree programs at this university may take courses at other recognized colleges or universities for transfer of credit provided such courses are approved at least one month prior to the commencement of classes at the other institution by the faculty or school in which they are currently registered. The approval is subject to individual faculty/school regulations and is granted in the form of a Letter of Permission. The student must obtain a Letter of Permission whether or not the course/s being taken are for transfer of credit to the University of Manitoba. Failure to obtain a Letter of Permission may have serious academic implications.

To obtain a Letter of Permission, application must be made to the Registrar's Office as early as possible and at least one month prior to when required at the other institution.

Each application must be accompanied by the appropriate fee. The fees are for each application and a separate application is required for each session and institution regardless of the number of courses being considered. Students planning to seek permission to take courses elsewhere for transfer of credit to the University of Manitoba are cautioned to check the current *Calendar* for the residence and degree requirements of the degree programs in which they are enrolled.

Transferred courses will be given assigned credit hour values and grades. The transferred grade will be included in the student's degree and cumulative GPA.

#### **5.3.2 Challenge for Credit**

The purpose of Challenge for Credit is to provide students of the university with some means of obtaining academic credit in University of Manitoba courses (not otherwise obtainable as a transfer of credit from other institutions) for practical training and experience, or reading and study previously completed. Students who have registered to challenge would normally not attend classes or laboratories. Courses which have previously been taken at the University of Manitoba may not be challenged for credit.

To be eligible to challenge for credit a student must first be admitted to a faculty or school of the University of Manitoba. Eligible students will be required to demonstrate their competence in the courses which they are challenging for credit. Where formal, written examinations are required, these will be generally scheduled during the regular examination sessions in April/May, June, August, or December.

For information regarding requirements, procedures, applications and fees a student should contact the office of the faculty or school in which the student is enrolled, or in the case of new students, the faculty or school to which the new student has been admitted.

#### **5.3.3 Transfer of Credit Between Programs within the University of Manitoba**

When students transfer credits into their programs from another faculty or school within the University of Manitoba, the credit hour value used by the faculty or school offering the course is used. That is, there can only be one credit weight designated for a course with a particular course number.

## **SECTION 6: Appeals of Grades**

### **6.1 Appeals of Grades Received for Term Work**

The appeal of term work returned or made available to students before the last day of classes shall be subject to the policies and procedures established by faculty or school councils.

Students may formally appeal a grade received for term work provided that the matter has been discussed with the instructor in the first instance in an attempt to resolve the issue without the need of formal appeal. Term work grades normally may be appealed up to ten working days after the grades for the term work have been made available to the student.

Students may obtain the form "Application for Appealing a Grade Given for Term Work" from the general office of the department which offered the course. The fee which is charged for each appealed term work grade will be refunded for any grade which is changed as a result of the appeal.

## 6.2 Appeal of Final Grades

If a student has good reason to believe a mistake has been made in the assessment of the original grade, an appeal of the assigned grade may be made. A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades following the posting of grades by the faculty/school/department. Grades are released by the Registrar's Office as they are received from faculties and schools. A student wishing to make a final grade appeal on a first term course grade must do so within 15 working days of the first day of classes for second term. For second term courses and full courses, the appeal must be made 15 working days following the Victoria Day Holiday.

Students wishing to appeal grades should contact the Registrar's Office to make application. The deadlines for grade appeals fall 15 working days from the first day of second term courses and 15 working days from the Victoria Day Holiday. For 2010-2011, these dates are as follows:

Appeal of Fall Term Courses: on or before January 26, 2011

Appeal of Winter Term and Full Courses: on or before June 14, 2011

For more information, including fees, please consult [umanitoba.ca/registrar](http://umanitoba.ca/registrar).

The fee which is charged for each appealed grade will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered. Appeal forms may be obtained from the Registrar's Office. Students should note that the deadline for appeal of assigned grades will not be extended for students who are on "hold status" nor will official grades be released by the Registrar's Office until the "hold" has been cleared. (This policy is under review).

## 6.3 Academic Appeals

With the exception of decisions on admissions or disciplinary matters, all academic appeals from decisions of faculty or school appeals committees at the University of Manitoba or by the Comité d'appels at Collège universitaire de Saint-Boniface shall be heard by the Senate Appeals Committee regardless of the institute of registration of the student concerned.

The complete terms of reference for the Senate Committee on Appeals as well as an Appeal Form may be obtained from the Office of the University Secretary, 312 Administration Building or Student Advocacy/Student Resource Services, 519 University Centre.

## SECTION 7: Attendance and Withdrawal

### 7.1 Attendance at Class and Debarment

Regular attendance is expected of all students in all courses.

An instructor may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by the faculty or school regulations.

A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course.

### 7.2 Withdrawal from Courses and Programs

#### 7.2.1 Voluntary Withdrawal

The registration revision period extends two weeks from the first day of classes in both Fall and Winter terms. Courses dropped during this period shall not be regarded as withdrawals and shall not be recorded on official

transcripts or student histories. The revision period is prorated for Summer terms and for parts of term.

After the registration revision period ends, voluntary withdrawals (VWs) will be recorded on official transcripts and student histories.

The following dates are deadlines for voluntary withdrawals:

- The Voluntary Withdrawal deadline shall be the 48th teaching day in both Fall and Winter term for those half-courses taught over the whole of each term;
- The Voluntary Withdrawal deadline for full-courses taught over both Fall and Winter term shall be the 48th teaching day of the Winter term; and
- The Voluntary Withdrawal deadline for full-and-half courses taught during Summer terms or during some other special schedule shall be calculated in a similar manner using a pro-rated number of teaching days.

The exact Voluntary Withdrawal dates that apply to courses offered in the current academic session are published in the Academic Schedule at the front of this *Calendar*.

#### 7.2.2 Authorized Withdrawal

Subject to the provision of satisfactory documentation to the faculty of registration, Authorized Withdrawals (AWs) may be permitted on medical or compassionate grounds.

#### 7.2.3 Required Withdrawal from Professional Programs

Senate, at the request of some faculties and schools, has approved bylaws granting them the authority to require a student to withdraw on the basis of unsuitability for the practice of the profession to which the program of study leads.

This right may be exercised at any time throughout the academic year or following the results of examinations at the end of every year.

This right to require a student to withdraw prevails notwithstanding any other provisions in the academic regulations of the particular faculty or school regarding eligibility to proceed or repeat.

Where Senate has approved such a bylaw, that fact is indicated in the *Calendar* chapter for that faculty or school. A copy of the professional unsuitability bylaw may be obtained from the general office of the faculty or school.

## SECTION 8: Academic Integrity

### 8.1 Plagiarism and Cheating

Plagiarism or any other form of cheating in examinations, term tests or academic work is subject to serious academic penalty (e.g. suspension or expulsion from the faculty or university). Cheating in examinations or tests may take the form of copying from another student or bringing unauthorized materials into the exam room (e.g., crib notes, pagers or cell phones). Exam cheating can also include exam impersonation. (Please see Section 4.2.8 on Exam Personation). A student found guilty of contributing to cheating in examinations or term assignments is also subject to serious academic penalty.

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Plagiarism applies to any written work, in traditional or electronic format, as well as orally or verbally presented work. Obviously it is not necessary to state the source of well known or easily verifiable facts, but students are expected to appropriately acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material, and materials or information from Internet sources.

To provide adequate and correct documentation is not only an indication of academic honesty but is also a courtesy which enables the reader to consult these sources with ease. Failure to provide appropriate citations constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits a term paper written in whole or in part by someone other than him/herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

Working with other students on assignments, laboratory work, take-home tests, or on-line tests, when this is not permitted by the instructor, can con-

stitute Inappropriate Collaboration and may be subject to penalty under the Student Discipline By-Law.

An assignment which is prepared and submitted for one course should not be used for a different course. This is called “duplicate submission” and represents a form of cheating because course requirements are expected to be fulfilled through original work for each course.

When in doubt about any practice, ask your professor or instructor.

The Student Advocacy Office, 519 University Centre, 474-7423, is a resource available to students dealing with Academic Integrity matters.

## **SECTION 9: Graduation and Convocation**

### **9.1 Graduation**

Students may graduate from the University of Manitoba in May, October, and February of each year. (Convocation ceremonies are held in May and October only).

Students are eligible to graduate when they have completed all of the requirements for their degree program in accordance with the regulations described in the *Undergraduate Calendar* and the regulations available from the general offices of their faculties and schools.

It is the responsibility of each student to be familiar with the graduation requirements of the program in which they are enrolled. Consultation with academic advisors is advised to ensure that graduation requirements are met.

Please refer to the Registrar’s Office website ([umanitoba.ca/registrar](http://umanitoba.ca/registrar); click on Graduation and Convocation for answers to frequently asked questions about Graduation).

### **9.2 Application for Graduation**

Every candidate for a degree, diploma or certificate must make formal application at the beginning of the session in which he/she expects to complete graduation requirements.

Application is to be made through Aurora Student. (Log into [Aurora Student](#); click [Enrolment and Academic Records](#), then [Declarations](#), then [Declare Graduation Date](#)).

Deadline to Apply for Fall 2010 Graduation: July 29, 2010

Deadline to Apply for February 2011 Graduation: September 22, 2010

Deadline to Apply for Spring 2011 Graduation: January 18, 2011

### **9.3 Changing a Graduation Date**

If you need to change your graduation date after you have made your declaration, you must contact the general office of your faculty or school as soon as possible.

### **9.4 Receipt of Information about Graduation**

After you have declared your graduation, you will be sent a series of e-mails requesting you to verify your full legal name, asking you about your attendance at convocation, providing convocation information, and so on. **It is imperative that you activate your University of Manitoba e-mail account and check it regularly.**

### **9.5 Convocation**

Convocation ceremonies are held in May and October of each year. Correspondence with students who declare intention to graduate will be by

email. Please be sure you have claimed your University of Manitoba computer account.

February graduates are included in the May ceremonies.

Graduating students are encouraged to attend with their families and friends because it is the one ceremonial occasion that marks the successful conclusion of their program of studies.

All prospective graduating students who apply for graduation will be asked to confirm by email their intention to attend Convocation.

Complete details of the time, location, and ceremony arrangements will be included in the material sent by email from the Convocation Office in the Office of Registrar.

Students who, for any reason, do not attend Convocation will receive their degrees in absentia.

The Registrar’s Office will hold unclaimed parchments for a maximum of twelve months after graduation when any unclaimed parchments will be destroyed. These will include those not given at Convocation, those that were to be picked up in person but not claimed, those that were mailed but returned to the Registrar’s Office by the postal outlet or courier depot, those that were not issued due to a financial hold on a student’s records, and those that were reprinted immediately after convocation due to corrections.

It is critical that you update your address, phone number and email through Aurora whenever changes occur. Note that any changes made with the Alumni Association are not reflected in your University of Manitoba student records.

If you do not receive your parchment, it is your responsibility to follow up with the Registrar’s Office within a twelve-month period. Any requests for parchments after this time will be processed as replacements; there is a fee charged for replacement parchments.

#### **9.5.1 Academic Dress**

Academic gowns, hoods, and caps are provided by the university as part of the Convocation arrangements.

#### **9.5.2 Convocation Information**

Information on Convocation may be obtained from the Registrar’s Office, 400 University Centre.

## **SECTION 10: Personal Information**

You may make changes to your personal information by accessing Aurora Student and then selecting [Personal Information](#).

### **10.1 Mailing Address**

In order to receive University mail, it is essential that you provide the Registrar’s Office with your current address. All mail will be directed to the address you provide.

### **10.2 Change of Name**

If you have changed your name since you first registered, official evidence of the name change (such as a marriage certificate) must be submitted to the Registrar’s Office. If you are unable to submit your name change documentation before registration, register under your former name, and then submit your name change information to the Registrar’s Office after registration.

The University of Manitoba uses your full legal name on its records, transcripts, and on graduation documents. Abbreviated or anglicized names should not be used unless they have been legalized with documentation.