

# REGULATIONS & POLICIES

Updated April 24, 2024

## 1. Information and Advice

## 2. Regulations Pertaining to Registration

- a. Period of Study for an Undergraduate degree
- b. Definition of Full-time/Part-time students
- c. Progress through Degree
- d. Course Auditors
- e. Maximum Course Load per Term
- f. Requisites (Prerequisites & Corequisites)
- g. Recommended Pre-Registration Advising
- h. Major Declaration and Advising
- i. Letters of Permission / Registration for Courses at Other Post-secondary Institutions for Transfer Credit
- j. Holds
- k. Student Health Plans
- l. U-Pass

## 3. Classroom Regulations

- a. Attendance
- b. Course Outlines
- c. Completing Course Work
- d. Course Withdrawal/Drop
- e. Format of Submitted Work
- f. Identification at Tests and Examinations
- g. Entry to and Exit from Final Examinations
- h. Posting of Grades

## 4. Grading

- a. Final Grades
- b. Notification of Grades
- c. Repeating Courses
- d. Calculating the Grade Point Average (GPA)
- e. Degree GPA (Graduation GPA)
- f. Cumulative GPA

## 5. Transcript of Academic Record

## 6. Recognition of Prior Learning

## 7. Academic Standing and Status Evaluation

- a. Grade Point Requirements for Degrees
- b. Awards, Bursaries and Scholarships, Prizes and Medals

- c. Minimum Performance Requirements to Remain in a Program
- d. Probationary Status Students
- e. Mature Status Students
- f. Academic Suspension
- g. Not Allowed to Continue Status
- h. USupport/Student Success Advisors

## 8. Student Discipline

- a. Academic Misconduct Policy/Procedures  
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Students participating in experiential learning opportunities encompassing 30 hours or more per week for the length of the regular academic term may also be considered full-time in certain circumstances.

**c. Progress through Degree**

	MATH-1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH-1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH-1401	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Physics	PHYS-1101	Physics 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	PHYS -1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Statistics	STAT 1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	STAT-1401	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	STAT 1501	Pre-Calculus Mathematics 40S or Applied Mathematics 40S

**g. Recommended Pre-Registration Advising**

Academic Advising is highly recommended for all newly accepted, first-year, continuing and transferring students. Academic Advisors can assist students with detailed information related to registration, programs, courses, procedures, student services and academic supports. This can be done after a student has been admitted to the University or at any point throughout their education.

First-year students can particularly benefit from information about the registration process. The University of Winnipeg offers First Year Information (FYI) sessions prior to each term. For details, please go to [uwinnipeg.ca/fyi](http://uwinnipeg.ca/fyi). A First-Year Information video series and First-Year Essentials guide can be found at the same link.

The feedback and guidance of an Academic Advisor is available for all students. Students also have access to an online tool called "Student Planning" through WebAdvisor. Student Planning should always be used in conjunction with the Academic Calendar.

Please be aware that Bachelor of Education students are required to meet with designated BEd Advisors regarding course selection and planning. BEd Advising info can be found here:

<https://www.uwinnipeg.ca/education/directory/academic-advising.html>.

Students with disabilities may benefit from contacting Accessibility Services prior to registering for courses.

<https://www.uwinnipeg.ca/accessibility-services/>

Please contact Academic and Career Services at (204) 786-9257 or [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca) to set up an

of new courses offered) and detailed course outlines/syllabi must be submitted if courses are to be taken at institutions outside of Manitoba.

- Students may not exceed the maximum course load permitted per term as stated in the Calendar, in the Regulations and Policies section #2e. Written permission must be obtained from an Academic Advisor for a course overload.
- Students must apply to the host institution(s) as a Visiting Student. Upon approval of the Letter of Permission, one copy will be mailed to the student and the other mailed to the host institution.
- Students must notify the Student Records Office in writing by the beginning of the term if they did not register for the course(s) approved for transfer of credit. If the term has already started, students must provide the Student Records Office with either a Letter of Non-Enrolment or an official transcript to prove non-enrolment or course withdrawal.
- It is the student's responsibility to ensure that an Official Transcript listing final grades is forwarded to the Student Records Office one month after completion of the course(s). Failure to do so will result in an "F" grade(s).
- A maximum of 30 credit hours of course work may be taken on Letters of Permission for degree credit.
- Courses taken on a Letter of Permission cannot be used to fulfill The University of Winnipeg major or degree residence requirements. Students are cautioned to check the Calendar for the residence and degree requirements.

**j. Holds**

Any hold(s) such as a Library or Fee Hold on a student record must be cleared before a student may register. Suitable arrangements must be made with the department/area from which the hold originated to clear a record.

**k. Student Health Plans  
Domestic and International Student Health Insurance  
(Extended)**

- The UWSA Health Plan is an extended health, vision and dental plan offered by Green Shield and implemented by the University of Winnipeg Students' Association (UWSA). This plan is for full-time domestic students who are not already covered under their own or their parents' benefits plans and all international students.
- Most full-time students (except for Theology, Graduate, and undergraduate exchange students, who are not automatically enrolled but are able to Opt-In) and all international students, full and part-time, are included in the UWSA Health Plan and are automatically charged for this benefit as part of their registration.
- The UWSA Health Plan does NOT cover doctor visits, lab costs, or hospital costs. It is an extended plan for items such as prescription drugs, dental work, vision benefits, vaccinations, and ambulance service.
- Full-time students (those taking 9 credit hours or more in any one term), excluding international students (who are required to be enrolled on the plan as part of their terms of study) may opt-o

Students that are eligible can opt-out via the form available on the website. Accessibility students with reduced course load can opt-in for the U-Pass. The form is available online. For more information, please visit <https://theuwsa.ca/u-pass/>.

### **3. Classroom 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 Grading.

#### **a. Attendance**

Students are expected to be regular in their attendance at lectures and in the completion of work required in each course. Poor attendance may result in loss of term marks. Absence may be excused by instructors on the grounds of illness, disability, or challenging personal circumstances that are beyond the student's control. In the case of illness or challenging personal circumstances, the instructor may require a medical certificate or other evidence if several classes are missed. In the case of disability, the instructor may engage with Accessibility Services to discuss accommodations for students. Only registered students, those providing disability-related support, and guests with prior permission of the instructor are permitted to attend classes.

#### **b. Course Outlines**

At the beginning of each course, students will receive a course outline. The outline, approved by the Department Review Committee or equivalent, should include, but not be limited to the following:

- An indication of the topics to be covered;

- An indication that all topics listed on the outline mains (ha)14d7 (n )0.5aequ Tw -24.851 -1.131.134 Td(R)1.5ts1.149 Td(-)Tj0.328 033.82jEMC /P AMCI

assigned grade within a reasonable time period following the completion of an assignment. In most courses, students can expect that the grades for at least 20% of their term work will be available to them before the voluntary withdrawal date.

**After the term is completed,** grades assigned to all term work must be available to students no later than 10 working days following the date designated for a final examination in a course. Students are responsible for getting 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 or keep final examinations for a

Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, and Science. Please check with PACE or Graduate Studies for information

**a. RPL for Admission**

Students may be admitted to the Undergraduate Faculties or Graduate Studies on the basis of an RPL assessment in lieu of regular entrance requirements. This assessment will be conducted by the Admissions Office in the case of undergraduate applicants or the Dean of Graduate Studies Office in the case of graduate studies applicants, and will be done in consultation with the Coordinator of RPL.

**b. Challenge for Credit**

Prior Learning Assessment and Recognition (PLAR) at The University of Winnipeg is a method by which students may, with appropriate evidence and documentation, be able to obtain credit toward a degree based on an assessment of their informal and non-formal learning, including non-transferable formal learning.

**Procedures:**

- The student must apply to and be accepted by The University of Winnipeg.
- The student reviews PLAR instructions on the Adult Learner Services website and then consults with the Coordinator of RPL in Student Services and applies for Challenge for Credit.
- Included in the Challenge for Credit Application, the student must provide a summary of prior learning and receive permission to PLAR a course for credit from the Department Chair/Instructor offering the course.
- The student will complete appropriate advising and orientation as determined by the University and the department.
- The Department Chair/Instructor will determine the appropriate mode(s) of assessment for the course(s) (e.g., portfolio, examination, demonstration, interview, presentation).
- Once the student and Department Chair/Instructor agree to proceed with PLAR, the student must complete and sign an Assessment Agreement Form in consultation with the Department Chair/Instructor and return the form to the Coordinator of RPL.
- The fee (½ the regular course tuition/registration/student life fees) must accompany the Assessment Agreement Form.
- Within the set deadline the student completes the agreed upon assessment(s).
- If the student is not successful in challenging a course, a note to this effect will be placed in the student's file but will not be entered on the student's WebAdvisor transcript or the official transcript.
- If a student is not successful in completing the assessment process, one further attempt can be made to challenge for

## 7. Academic Standing and Status Evaluation

### a. Grade Point Requirements for Degrees granted by the University of Winnipeg

Degree	Minimum weighted GP	Credit hrs	Minimum Cumulative GPA	Notes
BA, BBA, BPHE, or BSc 3-Year	180	90	2.0	Minimum 2.0 GPA -on UWinnipeg courses used for graduation -on Courses used for the major Only courses with D or better can be used for graduation. The 90 credit hours presented for graduation must meet all degree requirements. S u1MCID 33 BDC (r)1.4 a4S7 50.04 66.119 reW nBT-0.004ee oBT-0.0c 0 Tw 360 6.9 ( o)-16.9 (a6 Tw 36.017 0



Sessional GPA	12-15 credit hours	18-21 credit hours	24-27 credit hours	30+ credit hours
4	\$100	\$150	\$200	\$250
4.1	\$150	\$200	\$250	\$300
4.2	\$200	\$250	\$300	\$350
4.3	\$250	\$300	\$350	\$400
4.4	\$300	\$350	\$400	\$450
4.5	\$350	\$400	\$450	\$500

### Entrance Scholarships and Awards

The University of Winnipeg offers a variety of scholarships and awards for first-year students entering studies directly from high school. UWinnipeg Special Entrance Scholarships are awarded automatically to current grade 12 students as part of the regular fall term admissions application and according to the annual deadline. The University also offers a number of entrance scholarships and awards which require a separate application. Following admission to the University, new students will be sent information on how to log-in to their awards portal to apply. See [uwinnipeg.ca/awards](http://uwinnipeg.ca/awards) for the most current information.

### In-Course Awards for Current Students

Each academic year, The University of Winnipeg offers more than 700 different scholarships, awards, bursaries and prizes to current students. First-year and returning students must log-in to their student awards portal prior to the start of every term to update their personal information in order to be considered for in-course awards. See [uwinnipeg.ca/awards](http://uwinnipeg.ca/awards) for the most current information.

### Convocation Medals

Gold and silver medals are awarded at spring convocation to students who have achieved the highest standing in their degree program and major. To be considered, students must have completed all of their degree requirements during the most recent academic year following the previous spring convocation. Students who graduate in the fall or winter term convocation periods remain eligible to be considered for medals at the next spring convocation. No student will be awarded two medals in the same department or two medals for overall performance in an undergraduate degree, except for a student in the Integrated B.Ed. program who is receiving two degrees simultaneously. A cumulative grade point average of at least 3.75 (B+) is the minimum requirement to qualify for a convocation medal; cumulative grade point averages are competitive.

Regular student status. They may be given Regular status if



-assist in overcoming barriers the student may be experiencing including language comprehension issues or discomfort presenting;  
-deliver a closing statement.

2. Every effort shall be made to ensure that confidentiality is maintained by the University at every point in the process up to the final determination. Additionally, every effort shall be made to ensure that anonymity is maintained in all case summaries and reporting except that the University shall be free to report or disclose a finding of academic misconduct on any official University records including a transcript or in response to a question by other academic institutions.

3. No person who was previously involved with the consideration of allegations of academic misconduct may be involved as a voting committee member in later stages related to that same incident.

4. At the onset of any level of the process, a student alleged to have committed an act of academic misconduct shall be notified that they may raise an objection concerning conflict of interest or bias at the outset. If the student fails to do so, they are deemed to have waived any objection.

5. Where an objection concerning conflict of interest or bias has been raised, the student may appeal a dismissal of a conflict or bias objection to the Senate Academic Standards and Misconduct Committee, which shall determine if the conflict or bias objection has merit, and, if so, the entire process shall be repeated, so as to remedy the conflict or bias.

6. Archival files pertaining to academic misconduct shall be maintained by the Dean/Associate Dean of Arts who is Chair of the Senate Academic Standards and Misconduct Committee.

**Process:**

The stages of an academic misconduct allegation are as follows:

**LEVEL I**

i) review all available and relevant information and documents (which may include meeting with the student),

ii) make a recommendation to the Senate Academic Standards and Misconduct Committee as to whether or not an act of academic misconduct has been committed, and recommend an appropriate penalty.

The student and the Instructor will not be informed of this recommendation at this point of the process.

Within 2 working days of making its recommendation, the faculty, department, or divisional designate shall forward the complete record of the process to the Chair of the Senate Academic Standards and Misconduct Committee, which record shall include the following documents:

- a report of the process to that point, reasons for the recommendation, and the recommended penalty, if applicable;
- the Instructor's file;
- a record of any communication with and by the student in question; and
- any further relevant materials, including course outline and any departmental policy regarding academic misconduct.

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**LEVEL III: The Senate Academic Misconduct Committee**

The Chair of the Senate Academic Standards and Misconduct Committee upon receipt of the written report of the faculty, department or divisional designate, or upon receipt of allegations of misconduct arising other than within a course, shall notify the student in writing of:

- the recommendation of Level II and of their right to appeal the recommendation, or
- where allegations of misconduct arising other than within a course have been received, the student's right to respond to the allegations.

The student shall have 10 calendar days from receipt of such notice to appeal the recommendation or respond to the allegations by making a stmm9st11.4 (i)-5.9 (ng 4.7 (m)-n 5.8 (n )J.3 (t2542w5.9 6d (i)93/ (i)-5.8 (o7 (k)-11.5 (i)-5.e.)-9.98.6 (i)9 [t]-9.6 (hei)-5.811.5 (i)-w

-all Senate Academic Misconduct Appeals Committee communications, written or transcribed from an oral interview;  
-the minutes of all relevant Senate Academic Misconduct



visiting scholars, contractors, volunteers, members of the









## **9. Senate Appeals**

### **a. Information**

Students who wish to initiate an appeal must meet with an Academic Advisor. They will discuss the situation with you, give you information on the appeal procedures and initiate the necessary paperwork appropriate to the appeal. Students have the right to appeal. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student.

All appeals will require students to provide a statement, supporting documentation if applicable, and feedback from the professor if applicable. The Academic Advisor will help prepare the case and present it to the Senate Appeals Subcommittee on the student's behalf.

This section outlines the procedures established to deal with the types of appeals indicated. For further information please see:

<http://uwinnipeg.ca/academic-advising/appeals.html>.

### **b. Admission**

Applicants who wish to be admitted to the University without satisfying normal admission criteria may submit an Admission Appeal by contacting an Admissions Officer. This appeal will be heard by the Senate Appeals Committee.

### **c. Credit and Audit Status in Courses**

Students who wish to change their status in a course from credit to audit or from audit to credit after the course change period has passed must submit a written appeal to the Senate Appeals Committee. This appeal must give the reasons for the requested change and include written approval from both the instructor of the course and the chair of the department.

There is a fee adjustment for the late change from audit to credit. There is no fee adjustment for the late change from credit to audit.

### **d. Exam Scheduling**

Students who have three final exams which begin and end within a 24-hour period may have one of the exams deferred. The deadline for submission of such request to the Senate Appeals Committee will be no later than ten (10) working days prior to the beginning of the evaluation period.

### **e. Deferred Exams and Incomplete Term Work**

A student may appeal for incomplete term work (or final test) or a deferred final exam when medical, compassionate or other circumstances beyond the student's control create situations in which it is impossible, or causes undue hardship, for the student to write the final test or exam as scheduled, or to complete an item of work by the end of the evaluation period of the course.

nature completed since the suspension. Students must see an Academic Advisor to discuss the appeal.

**Readmission after being “Not Allowed to Continue”**

Students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue their studies. They are expected to sit out for three years and have the option to forfeit credit when they wish to return. (See

## 11. University Policies

The University has a number of policies in place that are of importance to all members of the University community. The following policies are of particular importance to students:

### a. Respectful Working and Learning Environment Policy & Procedures

Freedom from discrimination and harassment are fundamental rights of all members of the University community. The University of Winnipeg prohibits any form of discrimination or harassment in conjunction with University-related activities, whether on or off campus.

For more information on this policy, please contact the Human Rights and Conflict Management Advisor at [w.hedges@uwinnipeg.ca](mailto:w.hedges@uwinnipeg.ca) or (431) 668-5354, or the Human Rights and Diversity Officer at [s.belding@uwinnipeg.ca](mailto:s.belding@uwinnipeg.ca), or (204) 988-7508 or visit the website: <https://www.uwinnipeg.ca/policies/docs/policies/respectful-working-and-learning-environment-policy.pdf>

### b. Service Animals on Campus Policy & Procedures

In compliance with The Accessibility for Manitobans Act, this policy details the rights and responsibilities in regard to

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## **12. Graduation**

Convocations are held three times yearly, in the Spring, Winter and Fall. The Spring and Fall Convocations have ceremonies and the Winter Convocation degrees will be conferred In Absentia (no ceremony). Students must apply for graduation by February 1 for Spring Convocation, by August 1 for Fall Convocation and by November 1 for Winter Convocation. Those graduating at the Winter Convocation may attend the Spring Convocation ceremony.

### **a. Application to Graduate**

Students who complete the requirements for one of the University's degrees through the April series of examinations, and have applied for graduation by the preceding February 1, shall be admitted to the appropriate degree at that year's Spring Convocation. Students who complete the requirements for one of the University's degrees through the Spring Term series of examinations, and have applied for graduation by the preceding August 1, shall be admitted to the appropriate degree at that year's Fall Convocation. Students who complete the requirements for one of the University's degrees through the December series of examinations, and have applied for graduation by the preceding November 1, shall be admitted to the appropriate degree at the following year's Winter Convocation.