

GRADUATE STUDIES
REGULATIONS & POLICIES

June 17, 2021

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1. Information and Advice

As expressed in its guiding principles, The University of Winnipeg is committed to fostering an environment in which "a community of scholars - students and faculty - may have the freedom to examine ideas responsibly, and to participate in the academic operations of the institution through processes which reflect a balance between democracy, efficiency, innovation and accountability." To this end, the governing bodies of the University have developed various regulations, policies and procedures to guide the activities of this community. Many of these regulations and policies are described or cited in this section. Advice and further

information can be obtained from your Advisor. Each policy statement mentions an individual or department to contact for advice and further information.

2. Regulations Pertaining to Registration

a. Master's Degree Time Limits

Unless specifically allowed within a graduate program's regulations, the maximum time to complete all requirements for a one-year Master's degree is 3 years or 9 terms and the maximum time to complete all requirements for a two-year

Master's degree is 5 years or 15 terms and the maximum time to complete a three-year graduate degree is 7 years or 21 terms. After this time has expired, students not yet fulfilling graduation requirements shall be required to withdraw from their graduate studies program at The University of Winnipeg unless they appeal for and are granted an extension of time limits.

Only in the most exceptional circumstances shall an extension beyond the Master's degree time limits, as specified above, be granted. To appeal for an extension students shall submit a written request to their Graduate Program Committee two full terms prior to the degree time limit. The request shall be supported by relevant documentation and a recommendation from the student's Graduate Program Advisor. This documentation, along with a recommendation from the appropriate GPC, shall be submitted to the Graduate Studies Committee for approval.

Students are expected to maintain continuous registration from admission through to graduation. Students who are unable to maintain continuous registration must request approval for a Leave of Absence. If a student does not register for three terms, they will be deemed inactive and ineligible to enroll in subsequent courses. Inactive students must contact their Graduate Program Committee Chair requesting to be re-activated and become eligible to enroll.

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

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

b. Definition of Full-time / Part-time/Continuing Students

Students will be registered in one of the following categories:

Full-time: Full-time students are students who:
 1) are pursuing their studies as a full-time occupation;
 2) identify themselves as a full-time student; and
 3) plan to complete the program within the designated number of terms permitted for full-time students and do not exceed these limits.

In a one-year Master's program, students are permitted three (3) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis.

In a two-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis.

*Note: Individual programs may have their own policies which prescribe a shorter period of time (fewer number of terms) within which full-time students must complete their program of study.

Table 1: Full-Time Students: Normal Pattern of Terms for Completion of a Master's Program

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

Part-time: Part-time students are students who:
 1) do not meet the requirements for full-time status; and
 2) plan to complete the program within the designated number of terms permitted for part-time students and do not exceed these limits.

In a one-year Master's program, students are permitted six (6) terms to complete all degree requirements, plus one (1) additional term if they are doing a thesis.

In a two-year Master's program, students are permitted twelve (12) terms to complete all degree requirements, plus one (1) additional term if they are defending a thesis or practicum report. Note: Individual programs may have their own policies which prescribe a shorter period of time (fewer number of terms) within which part-time students must complete their program of study.

Table 2: Part-Time Students: Normal Pattern of Terms for Completion of a Master's Program

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

Continuing: Continuing students are students who do not complete their degree within the allotted number of terms appropriate to their full-time or part-time designation and who pay the corresponding fees for maintaining this status.

c. Qualifying Year and Occasional Students

Qualifying Year: The Qualifying Year status is intended for students who hold a first degree but require additional (core or prerequisite) courses to meet the entry requirements of a particular graduate program department.

The Qualifying Year of studies:

- shall be designed specifically for individual students by the appropriate Graduate Program Committee
- may be undertaken concurrently while undertaking English as an Additional Language training that has been recommended by Admissions or the department. The nature and structure of possible language training shall be arranged through the English Language Program.

Note: Admission to a Qualifying Year program does not guarantee future admission to a Master's program. Upon successful completion of the Qualifying Year, students may then re-apply for admission to Graduate Studies through the regular admission process.

Occasional: Some programs admit occasional students, i.e., those who are qualified to enroll in graduate courses but do not wish to enroll in a full program. Students applying for

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

d. Registration

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

e. Program of Study & Student Status

Approval of Student Status

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

Program of Study

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

Change in Program of Study

Graduate students are not allowed to withdraw from courses without written permission from their Graduate Program Committee Chair on recommendation from their Graduate Program Advisor and Supervisory Committee approving the change(s) to the program of study.

Withdrawals will be recorded on the internal academic record by a code of D (dropped). Course withdrawals do not appear on the student's official transcript.

Re-Registration

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

f. Letters of Permission / Registration for Courses at Other Post-secondary Institutions for Transfer of Credit

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

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

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

g. Student Health Plans

- **UWSA Student Extended Health, Dental and Vision Plan**

- Domestic students in Graduate Studies are *not* automatically part of the UWSA Health Plan, but they may choose to "opt in." This can be done by filling out the "opt change form" available on the UWSA website and submitting it by the specified deadline.

- International students in Graduate Studies are automatically enrolled in the UWSA Health Plan, as well as another health insurance plan, depending on the length of their study permit. For details, see the "International Students" section below.

- The UWSA Student Health, Dental and Vision Plan is a supplemental plan that helps pay for situations not covered under Manitoba Health. i.e. prescription drugs, dental work, vision benefits and ambulance service. The plan does NOT cover doctor visits, lab costs, or hospital costs

- All students in the plan can extend their UWSA health coverage to their spouse and/or dependents.

See www.theuwsa.ca/healthplan for details of the plan, including fees and deadlines.

International Students: Manitoba Blue Cross (Basic and Extended)

Graduate international students studying at UWinnipeg for longer than 6 months are automatically enrolled in the Manitoba International Student Health Plan (MISHP), which provides students with basic and emergency medical coverage within Canada. Enrolment is mandatory, and will guarantee that you have health coverage immediately upon arrival in Manitoba. Students can only opt out of this insurance plan if they have valid Manitoba Health (Provincial Health) coverage, there are no exemptions based on your current location/residence.

For more information, see: www.mishp.ca

Guard.me More health insurance plan (Basic)

This coverage is for students who are studying here for less than six months. International students not eligible for basic health coverage are required to purchase basic health coverage through The University, offered by Guard.me More. This plan provides hospital, emergency, ambulance, and private nursing. For a full listing of coverage details, please contact International, Immigrant, and Refugee Student Services or visit the international section of the University website.

International Students: UWSA Green Shield health insurance plan (extended)

All international students are required to purchase extended health coverage through The University of Winnipeg Student Association, offered by Green Shield. This plan covers prescription drugs, vision, dental, ambulance, and repatriation of the deceased. For a full listing of coverage details, please contact UWSA Health Plan Office or visit <http://theuwsa.ca/healthplan/>. This coverage is mandatory of all international students, regardless of whether they hold any other insurance coverage.

The University assumes no liability for any failure by the student to maintain adequate medical, hospital, vision or dental insurance, nor is the University responsible for any costs not covered by the student's personal insurance plan(s).

h. U-Pass

An initiative of the UWSA, the U-Pass is a universal bus pass program in which students pay a fee at the beginning of each Term and receive a bus pass that is valid for the Fall and Winter Term (September- April). **The U-Pass program is currently suspended due to restricted campus access during the pandemic.** Students can choose to purchase a post-secondary semester pass for the Fall or Winter Term at Winnipeg Transit retail locations (like 7-11 and Shoppers Drugmart).

For updates on resumption of U-Pass program, fee assessment, and transit subsidy programs for the 2021-22 academic year, please visit <http://theuwsa.ca/u-pass/>.

i. Student Number

A Student Number will be assigned to each student upon application to Graduate Studies.

- The student number is used on student files in the Admissions and Student Records Offices, on official documents, and on all statements of examination results issued by the University.
- The student number should be quoted in all contacts with University offices.

j. Identification (ID) Card

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

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

Students who completely withdraw from all courses for the term must return the ID card to the Coordinator, Student Records (Graduate Studies)

. Students who register in the Spring term immediately subsequent to the Winter term may continue to use the ID card in that term. Students registering for the Spring term, who were not registered in the previous Winter term, are required to obtain a new ID card. Students registering for the Spring term, who were registered in the previous Fall/Winter term but completely withdrew, may reclaim their ID Card at the circulation desk in the Library.

3. Registration

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

a. Approval of Student Status

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

b. Program of Study

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

c. Change in Program of Study

Graduate students are not allowed to withdraw from courses without written permission from their Graduate Program Committee Chair on recommendation from their Graduate Program Advisor and Supervisory Committee approving the change(s) to the program of study.

Withdrawals will be recorded on the internal academic record by a code of D (dropped). Course withdrawals do not appear on the student's official transcript.

d. Re-Registration

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

e. Registration Fees*

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

***Note: Fees are subject to change. Please refer to the website for current fees. For additional fee payment information, visit the Faculty of Graduate Studies website: <http://www.uwinnipeg.ca/graduate-studies/fees/fee-payments.html>**

4. 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. Absence may be excused by instructors on the grounds of illness, physical disability, or challenging personal circumstances which are beyond the student's control. The instructor may require a medical certificate or other evidence if many classes are missed. Poor attendance may result in loss of term marks.

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:

- An indication of the topics to be covered;
- An indication that all topics listed on the outline may not be covered;
- An indication of equipment authorized for use in exams (e.g., calculators);
- A list of all items of work on which the grade of the class is based and indication of the weight of each individual item of work;
- Clear assessment criteria if marks will be given for participation and/or attendance;
- A clear indication of when the items of work need to be administered and/or submitted, and specific penalties, if any, for late submission of work;
- Guidelines specifying a numerical (percentage) range for letter grades assigned to individual items of work and the course final grade;
- A note that final grades will be approved by the Department Review Committee or equivalent and may be subject to change;
- The voluntary withdrawal date, without academic penalty;

- The date of the last test/examination or the last item of work such as an essay or project in the class;
- Reference to the appropriate items in sections of the Calendar dealing with Senate information on appeals, withdrawal dates, and academic misconduct such as plagiarism and cheating;
- A reading list or other indication of the amount of reading expected in the class;
- A statement indicating whether or not it is a requirement that work submitted for evaluation be either typed or text processed;
- A statement indicating whether or not students will be asked for photo-identification when writing a test or examination;
- Reference to the availability of Accessibility Services.

c. Completing Course Work

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

d. Course Withdrawal/Drop

A student may choose to drop, or withdraw voluntarily from any course, up to and including the designated voluntary withdrawal deadline for that course. (See "Course Drop Information" and "Course Withdrawal Schedule" on the website for details.) The University may withdraw a student involuntarily from a course due to unacceptable classroom behaviour or other issues. No credit is awarded for the course, and the student is not entitled to any evaluation of coursework that was not yet evaluated prior to the date of withdrawal.

e. Format of Submitted Work

Instructors may require that work submitted for evaluation be either typed or word-processed. This requirement must be stated in the course outline.

f. Identification at Tests and Examinations

Students must have ID available upon request when writing tests and examinations.

Students who are unable to present identification may complete the test or examination but must produce identification within one working day. The test or examination is not graded until identification is assured.

g. Entry to and Exit from Final Examinations

Late students may not enter a final examination once the first 30 minutes have elapsed of the examination time. They should contact their instructor regarding the possibility of rescheduling or deferring the exam. Students may not leave a final examination until the first 30 minutes have elapsed of the examination time.

h. Posting of Grades

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

5. Grading

This section describes the grading system and the calculation of grade point averages (GPA). Grades obtained by students in their program of studies are governed by the following Senate regulations.

a. Final Grades

Final grades are determined by a combination of:

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

To receive credit, students must obtain a grade of A+, A, A-, B+, B, C+, C, D, or S (Standing). **Note:** A grade of "Standing" indicates successful completion of a pass/fail course, or completion of courses taken at international universities or colleges. Total credit hours earned in "Standing" courses are counted towards the degree but are not included in the GPA calculation. Students receive no credit for a failing grade (F). This grading system applies to all Undergraduate courses and to Graduate courses.

All final grades are issued by Student Records, upon approval by Departments and Programs, on behalf of The University of Winnipeg Senate.

b. Notification of Grades

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

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 period of one year. Students who have filed an appeal against the final grade have the right to see the final examination. Official final grades are made available to students through the Registrar.

c. Repeating Courses

Unless otherwise noted in the course description, a given course may be used only once for credit toward major or degree requirements.

A course may be attempted a maximum of two times if passing grades are achieved in both attempts. This maximum may be waived by the department or program at their discretion. Students may repeat any course regardless of the previous grade. Students do not have to repeat courses in which they get a failing grade unless the course is required as part of their degree program. Repetition of a course does not result in removal of the previous attempt from the student's record, though the cumulative Grade Point Average calculation may be affected.

Note: A course title and/or description may be updated from one year to the next, but if the course number stays the same, this indicates that it is essentially the same course and cannot be repeated for additional credit, unless explicitly noted in the course description. When registering, please check course numbers carefully to avoid taking the same course twice.

d. Calculating the Grade Point Average (GPA)

Final grades in each course are reported in letter grades to get the grade point average, or GPA. The following table indicates the relationship between letter grades and grade points.

Grade Point System for Graduate Students

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

There are two types of grade point averages (GPA), degree GPA and cumulative GPA.

Note: The University of Winnipeg does not have a standardized numerical grade conversion scale for each letter grade it awards.

e. Degree GPA (Graduation GPA)

The degree GPA is calculated on credit hours used for a degree. It is calculated by dividing the weighted grade points by the number of credit hours passed. The number of credit hours in "Standing" courses are used towards a degree but are not included in the GPA calculation. If courses have been repeated, the higher of the two grades is used.

f. Cumulative GPA

The cumulative GPA is currently calculated on all credit hours attempted. It is calculated by dividing the weighted grade points by the total number of credit hours passed and credit hours failed. The number of hours in "Standing" courses are not included in this calculation. In the case of a repeated course with passing grades on both attempts, there was a change in policy in Spring 2009. If one or both attempts were prior to Spring 2009, both grades and the number of credit hours in both courses will be included in the calculation. If both attempts were in Spring 2009 or after, only the better grade will be included in the GPA calculation. This policy on repeat attempts does NOT apply if one of the attempts is an F. In that case, both the F and the passing grade are included in the cumulative GPA calculation. All course attempts appear on the transcript.

6. Transcript of Academic Record

A student's record is confidential and as such transcripts are issued only at the request of the student. Upon written request of the student, an official transcript of the student's academic record can be produced by Student Records. All transcript requests must be accompanied by payment and a Transcript Request Form (see *Transcripts* on the website or visit Student Central). Transcripts will normally be issued within five (5) working days after the written request has been received by Student Records. However, during peak periods this process could take seven to ten (7 - 10) working days. Transcripts showing Fall Term grades are available at the end of January, Fall/Winter and Winter Term grades at the end of May, Spring Session grades at the end of July, and Summer Session grades at the end of August.

Transcripts will not be issued until all financial obligations to the University and any "Holds" which have been placed on the student's record, including Library, Admissions, and Awards and Financial Aid, have been cleared.

Students who require proof of degree completion prior to convocation can request a letter from the Convocation/Academic Program Officer in Student Records.

7. Recognition of Prior Learning (RPL)

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

Note: PLAR for Admission. Students may be admitted to Graduate Studies on the basis of PLAR assessment in lieu of regular entrance requirements. This assessment will be conducted by the Dean of Graduate Studies Office in consultation with the Academic Department or Program and the Coordinator of PLAR.

Course Challenge and Prior Learning Assessment
Students registered in the Master of Marriage and Family Therapy Program (MMFT), the Faculty of Theology or the Joint UW/UM Master's Programs are eligible to apply for course challenge or prior learning assessment, and receive either credit or exemption. A course challenge is generally based on having taken a similar Master's level course elsewhere. A prior learning assessment is based on having acquired relevant knowledge through work and life experience. The maximum credit that can be claimed through course challenge or prior learning assessment is 12 credit hours towards the Master's degree.

8. Academic Standing and Status Evaluation

a. Minimum Academic Standing and Performance Requirements

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

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

b. Compensating for deficiencies in grades:

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

All course attempts will appear on the transcript. Core (i.e. required) courses must be retaken to achieve at least a B (3.0) standard.

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

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

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

c. Change in Student Status:

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

d. Awards, Bursaries and Scholarships

The University of Winnipeg is committed to assisting students with their direct education costs and recognizing academic excellence.

We offer diverse financial assistance opportunities for every student in our community.

All of the scholarship and financial assistance opportunities available at the University are listed online:
<http://www.uwinnipeg.ca/graduate-studies/scholarships-and-awards/index.html>

Below are some of the general awards graduate students may receive:

President's Distinguished Graduate Student Scholarship

The President's Distinguished Graduate Student Scholarship is designed to assist graduate students with the direct costs of their education and is based on student academic achievement and research potential. This scholarship will be awarded to current and incoming students in University of Winnipeg graduate programs. There are a total of four awards available, valued at \$17,500 each for a period of 12 months (no automatic renewals).

Eligibility criteria: All students are eligible, regardless of citizenship. All full-time graduate students in thesis, course-based, practicum-based or project-based programs are eligible to apply, with the exception of Joint Masters Programs. To qualify to apply to this scholarship, the candidate must:

- Be entering the first or second year of an eligible master's program as of May or September of the current year or January of the upcoming year.
- Be enrolled in a full-time master's program.

The University of Winnipeg Graduate Studies Scholarship (UWGSS)

Value: \$15,000 for a period of 12 months. There are no automatic renewals for a second year. Students must complete a new application form to apply for a second year of funding.

General Terms: For full-time graduate students, in recognition of academic excellence and of contributions to community service. Students must demonstrate superior intellectual ability and academic accomplishment, holding a minimum cumulative GPA of 3.75 for the last 60.00 credit hours of study. Students must also indicate their community service. Award is open to students who will be registered as full-time graduate students in a Master's program at The University of Winnipeg, regardless of discipline during tenure of the award.

The Graduate Student of Highest Distinction Award will be given at the Spring Convocation.

Eligibility criteria for this award: The student achieves superior academic distinction with a GPA (cumulative) of 4.26 or higher for all the course work of their graduate degree; AND meets at least one of the following criteria:

- completes with distinction, in-depth and comprehensive project(s) within their academic area of interest (e.g. thesis, research paper, documentary film, exhibition)
- completes work with distinction under the supervision of their graduate advisor and/or graduate committee
- surmounts major obstacles in pursuit of their educational goals.

Overall, students of greatest distinction (summa cum laude, with highest praise) will have demonstrated their exceptional capabilities throughout their studies.

e. Leave of Absence:

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

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

Leave of absence requests require the following steps:

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

In case of parental/adoption leave, should a student wish to apply for a Leave of Absence of one year or less, it will normally be granted. A leave must commence no later than the date of delivery or the date on which the child comes into the actual care and custody of the student.

Parental/adoption leave must be taken in one consecutive period: the student should submit to the Graduate Program Committee an application in writing for parental/adoption leave at least four (4) weeks before the day specified in the application as the day on which the student intends to commence the leave.

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

f. Residence Requirement:

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

9. Student Discipline

a. Academic Misconduct

POLICY

Purpose:

In order to promote academic integrity, fairness, and an atmosphere of collegiality at the University, this Policy sets out the principles and procedures governing academic misconduct committed by students. The intent of this Policy is to ensure that students do not commit acts of academic misconduct.

Scope:

This Policy applies to all students enrolled at the University, including, but not limited to those in undergraduate certificate, diploma and/or degree programs, graduate certificate, diploma and/or degree programs; and Professional Applied Continuing Education (PACE) certificate or diploma programs.

Responsibility:

The Vice President Academic, on behalf of The Senate of the University, is responsible for the development, administration and review of this policy.

Definitions:

i) Plagiarism

Plagiarism is a form of academic dishonesty in which students present published or unpublished work (written, digital, or other) of another person or persons, or one's own prior work, in its entirety or in part, as their own original work.

While scholarship quite properly rests upon examining and referring to the thoughts and writings of others, when excerpts are used in any work submitted for evaluation, the sources must be acknowledged, using an accepted format for the discipline.

Work of another person can include, but is not limited to, essays, literary compositions and phrasing, oral presentations, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports or software, and material

derived from sources such as CD ROMS, DVDs, the Internet and/or other digital sources.

Acts of plagiarism may include, but are not limited to, one or more of the following:

- not giving recognition to the author for phrases, sentences, thoughts, code, or arguments incorporated in written work, software or other digital sources, which can take the form of incomplete footnotes, endnotes, references and/or bibliographies; not using quotation marks or referencing appropriately when quoting directly; submitting in whole or in part, someone else's work as one's own;
- not referencing appropriately when quoting indirectly, to indicate the source of the ideas and work of another;
- submitting the same work for evaluation to more than one course without the consent of each instructor to do so;
- two or more students submitting identical or virtually identical work for evaluation when the work was intended to be completed individually.

ii) Cheating

Cheating is an attempt to gain an improper advantage in an academic evaluation (e.g., examinations, tests, or assignments).

Acts of cheating may include, but are not limited to, one or more of the following:

- copying another person's answer;
- communicating with others at a test/exam with the purpose of obtaining, exchanging or imparting information being tested;
- consulting unauthorized sources to obtain assistance, including, but not limited to, written, digital and/or other aids not approved by the instructor;
- obtaining a copy of an examination or test, or examination or test questions before they are officially available;
- purchasing exams, essays or other assignments, in whole or in part, and submitting these works for evaluation as one's own.

iii) Improper Research/Academic Practices

Engaging in dishonest research practices is academic misconduct, including, but not limited to, one or more of the following:

- fabricating or falsifying investigative results and reporting those as valid;
- taking or using other people's research results without permission and/or acknowledgment;
- misrepresenting research results or methods through selective omission or manipulation of research design, data or citations;
- referring to resources known not to exist or the listing of others who have not contributed to the work;
- contravening the University's Policy and Procedures on Integrity in Research and Scholarship as that Policy relates to students.

iv) Obstruction of the Academic Activities of Another

It is academic misconduct to interfere with the scholarly/academic activities of another for malicious interference or in order to gain unfair academic advantage.

v) Impersonation

It is academic misconduct to impersonate someone or to allow oneself to be impersonated, in writing, digitally, or in person in class, in a test or examination, in connection with any type of course assignment or requirement, or in connection with any other University requirement. Both the impersonator and the person impersonated may be accused of academic misconduct.

vi) Falsification or Unauthorized Modification of an Academic Record

It is academic misconduct to falsify, fabricate, or in any other way modify an examination/test, transcript, grade, letter of

recommendation, permission form, admission form, continuance form or other academic document, including, but not limited to, one or more of the following:

- making false claims or statements;
 - submitting false information (e.g., false medical or other such certificate);
 - altering official documents or records (e.g., transcripts);
 - omitting information (e.g., failing to divulge facts about previous attendance at another postsecondary educational institution on an admissions application or continuance form).
- vii) Aiding and Abetting Academic Misconduct
- Knowingly aiding and abetting anyone in an act of academic misconduct shall itself be considered academic misconduct, including, but not limited to, one or more of the following:
- writing or providing an essay or other assignment in whole or in part for another student to submit as his/her own;
 - offering for sale, or facilitating the sale of, exams, essays or other assignments, in whole or in part, with the awareness that these works would be submitted for evaluation;
 - profiting or benefiting from the results of impersonation.

Principles:

The University has a responsibility to set standards of student conduct that promote and maintain an environment in which academic integrity is understood and valued, and serves as the basis for student learning.

The purpose of defining academic misconduct is not to be punitive but rather to encourage appropriate student conduct and, when necessary, to identify and regulate student academic misconduct that infringes on the culture of academic integrity upon which the University is built.

Students shall not commit acts of academic misconduct. Academic misconduct shall include any of the following:

- Plagiarism
- Cheating
- Improper Research/Academic Practices
- Obstruction of the Academic Activities of Another
- Impersonation
- Falsification or Unauthorized Modification of an Academic Record
- Aiding and Abetting Academic Misconduct

A student alleged to have committed an act of academic misconduct has a right to be accompanied by another person for any personal attendance before University officials and/or committees pursuant to this Policy.

Any student found to have committed an act of academic misconduct may be penalized.

The procedures for determining if a student has committed an act of academic misconduct shall be fair, and conducted in accordance with the rules of natural justice.

Review:

This policy shall be reviewed in conjunction with the Procedures review at least once every five years.

PROCEDURES:

Purpose:

To implement the Academic Misconduct Policy, the procedures outlined in this document will be followed.

Responsibility:

The Vice President Academic, on behalf of The Senate of the University, is responsible for the development, administration and review of these procedures.

Definitions:

- The terms "head" and "chair" refer to the person responsible for the management and administration of a program and/or department.

-Time Period: In these Procedures, days are specified as either calendar or working days. In either event, calculation of days does not include days on which the University is: closed for statutory holidays or closed due to flooding, power outages, security threats, or other such extraordinary occurrences, or otherwise shown as closed in the University Academic Calendar, in which case the calculation of the number of days will be extended by the number of days the university was closed.

-Additionally, all Definitions in the Academic Misconduct Policy are incorporated into these Procedures and shall apply as fully as if they had been set out verbatim herein.

Principles:

1. A student alleged to have committed an act of academic misconduct has a right to be accompanied by another person for any personal attendance before University officials and/or committees pursuant to this Policy. The accompanying person may provide support by supplementing the student's presentation to:

- raise specifics of the case as previously discussed between that person and the student;
- raise procedural matters if correct procedures have not been followed;
- 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 will be made to ensure that anonymity shall be 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 he/she may raise an objection concerning conflict of interest or bias at the outset. If the student fails to do so, he/she is 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 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 who is Chair of the Senate Academic Misconduct Committee.

Process:

The stages of an academic misconduct allegation are as follows:

LEVEL I: Instructor level - where allegation occurs within a course or where an allegation arises in respect of conduct other than within a course.

1. Allegations arising within a course:

Where circumstances indicate academic misconduct may have occurred within a course, within 2 working days of suspecting academic misconduct has occurred, the Instructor shall notify the student via their official University of Winnipeg student email address about their concern of academic misconduct. The student will be given an opportunity to meet with the Instructor within 5 working days of that notification. Within the following 5 working days, the Instructor shall either grade the materials or commence the Academic Misconduct Procedures by informing the person responsible (Department Chair, Coordinator, Department Review Committee (DRC), or Academic Review Committee (ARC) Chair) for that faculty, department or division, in the form of a written report, which shall, at a minimum, include the following:

- a) the date on which the alleged misconduct occurred;
- b) a statement and detailed description of the alleged misconduct;
- c) any documentary or other evidence that supports the allegation of misconduct;
- d) a record of any communication with student(s) involved in the alleged misconduct.

Grading guidelines for Instructors:

The Instructor, or other person responsible for student academic matters, shall not assess a penalty for an alleged act of academic misconduct, for example, by giving a failing grade for a course solely on the basis of alleged academic misconduct occurring in the completion of a discrete element of the course (e.g., presentation, essay, test, examination of a course's requirements). If evidence of academic misconduct is discovered, the Instructor, after initiating the Procedures under this Policy, shall delay grading the item in question, pending the outcome of the Academic Misconduct Procedures, and inform the student of the reason for the delay.

Where academic misconduct is suspected during an exam, the Instructor shall:

- not suspend the exam process;
- not suspend the exam for the student or the student(s) concerned;
- allow the student(s) to continue to completion;
- collect all available allegedly offending materials at the time they are discovered or otherwise record the circumstances including by electronic or photographic means; note concerns on the submitted exam, including refusal on the part of the student to cooperate;
- at the time exam is received communicate the concern to the student(s) and notify the student(s) they will be invited to meet with the Instructor within 5 working days.

If a course has ended in which academic misconduct has been alleged, and final grades must be submitted, the Instructor shall submit final grades for the course, without entering a grade for the student in question, and notify Student Records, with a copy to the faculty, department or divisional designate (for example, DRC/ARC Chair, Department Chair, or Director), that this grade is pending and will be submitted upon completion of the Academic Misconduct Procedures.

2. Allegations arising other than within a course:

If allegations of academic misconduct arise other than within a course (e.g., transcript forgery, false documentation), the head shall provide a written report of the allegations, directly to the Chair of the Academic Misconduct Committee, including the same information required from an Instructor as outlined previously. The Chair shall give written notice of the allegations to the student and refer, in writing, the reported allegations to the Senate Academic Misconduct Committee.

LEVEL II: The Faculty, Department or Division
Within 2 working days of receiving the Instructor's report under Level I, the person responsible (Department Chair, Coordinator, Department Review Committee (DRC) or the Chair of the Academic Review Committee (ARC) for that faculty, department or division, in the form of a written report, shall notify the student in writing via their official University of Winnipeg student email address and by certified letter of the allegation of misconduct. Such notice shall include the Instructor's written report of the alleged misconduct and notification of the student's opportunity to be heard, in writing and in person, within 10 calendar days of receiving the notice. The Instructor and the Chair of the Senate Academic Misconduct Committee shall be provided with a copy of the notice sent to the student.

At the expiry of:

- a) 10 calendar days (if no representation in writing is received or the student has not appeared in person to be heard) or
- b) 5 working days after receiving the student's representation in writing or the student having appeared in person the faculty, department or divisional designate as may be appropriate shall:

- i) review all available and relevant information and documents (which may include meeting with the student),
- ii) make a recommendation to the Senate Academic 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 Misconduct Committee, which record shall include the following documents:

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

LEVEL III: The Senate Academic Misconduct Committee
The Chair of the Senate Academic 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 his/her 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 submission in writing and/ or to have submitted a request in writing to appear before the Committee. Any such submission by a student must be received within the 10 calendar day period.

Committee Process

Within 10 calendar days of receiving the notice of recommendation from the Level II committee, the student can:

- make a written submission to the Committee,
- request to appear before the Committee,
- offer no response.

Once these ten days have passed, the Committee shall reject, confirm, or modify the recommendation of Level II.

Where the student has made a timely request in writing for an appearance before the Committee, an appearance and hearing shall be scheduled. The Committee shall have access to all relevant materials. The record at Level III shall include the following:

- all materials forwarded from Levels I and II;
- any new information relevant to the case and not presented at Level I or II;
- all Committee communications;
- the notes of all Committee meetings.

Notification of Decision

After meeting, the Committee will make a decision within 2 working days and inform the student and the Instructor through the DRC/ARC, in writing of its decision and its reasons.

Appeals

The student has the right to appeal the ruling of the Senate Academic Misconduct Committee to the Senate Academic Misconduct Appeals Committee. The Senate Academic Misconduct Appeals Committee will make a decision within 10 calendar days and that decision shall be final. In such cases, the Senate Academic Misconduct Appeals Committee shall grant or deny the appeal, based on the record at Level III.

LEVEL IV: The Senate Academic Misconduct Appeals Committee

A student may appeal a finding of academic misconduct and/or a disciplinary penalty to the Senate Academic Misconduct Appeals Committee. The student must file an appeal in writing with the Chair of the Academic Misconduct Appeals Committee within 10 calendar days of receipt of notice of the Level III decision. The appeal must state specifically:

- the decision being appealed;
- the reasons for the appeal;
- the general nature of any new evidence, if any;
- the remedy being sought.

Upon timely receipt of a written appeal by a student found to have committed academic misconduct, the Senate Academic Misconduct Appeals Committee will, within 2 working days, notify the Instructor and the appropriate person or committee or the faculty, department or division (for example, the DRC/ARC) of the appeal.

Notification of Decision

Upon receipt of the written appeal, the Chair of the Senate Academic Misconduct Appeals Committee will notify the student in writing of his/her right to present further relevant information in writing to the Senate Academic Misconduct Appeals Committee, of his/her right to appear in person before the Committee, and of his/her right to be accompanied by another person during such an appearance before the Committee.

The student has 10 calendar days from receipt of such notice to present further relevant information and/or request a hearing.

Committee Process

After the 10 calendar days have elapsed, the Senate Academic Misconduct Appeals Committee will meet. The Senate Academic Misconduct Appeals Committee will determine its own procedures and may receive information from the student and other relevant persons in a manner they deem appropriate. The Senate Academic Misconduct Appeals Committee may request an interview with the student and/or with anyone who has information relevant to the matter.

In cases where the Committee receives a written request from a student for a hearing, the Committee shall schedule a hearing. At such a hearing, the student may be accompanied by another person.

In cases where the student does not request a hearing, the Committee may decide the matter based on the written material and other available evidence and information.

The Senate Academic Misconduct Appeals Committee will have access to all relevant material:

- all material forwarded from levels I, II and III;
- a summary report of the case, decisions and reasons for them;
- all Senate Academic Misconduct Appeals Committee communications, written or transcribed from an oral interview;
- the minutes of all relevant Senate Academic Misconduct Appeals Committee meetings;
- any new information relevant to the case and not presented at Level I, II or III;
- the confidential Dean's Office file relevant to the case;
- a summary report of the case, decisions and reasons for the recommendation.

After considering available and relevant information and evidence, the Senate Academic Misconduct Appeals Committee may:

- uphold a finding of academic misconduct;
- revise a finding of academic misconduct;
- confirm a penalty;
- assess a different penalty; or
- dismiss the finding of academic misconduct.

Notification of Decision

The Senate Academic Misconduct Appeals Committee shall, within 2 working days, provide written notice to the student and the Instructor through the appropriate DRC/ARC, as well as the Senate Academic Misconduct Committee of its decision and its reasons.

Academic Misconduct Files

Level I: There is no permanent file kept. All documents are submitted to Level II.

Level II: There is no permanent file kept. All documents are submitted to Level III.

Level III: After resolution by the Senate Academic Misconduct Committee, a confidential file of each case is kept for a period of no longer than two years in the office of the Dean who is Chair of the Committee.

This file contains the following information:

- all material forwarded from Levels I and II;
- a summary report of the case, processes used in level III, decisions and reasons for them;
- all Senate Academic Misconduct Committee communications concerning the case;
- any new information relevant to the case and not presented at Level I, II or III;

-a summary report of the case, decisions and reasons for the recommendation;

-meeting notes of the meetings of the Committee.

Level IV: The official archival files containing the confidential records of all academic misconduct cases are kept in the Office of the Dean who is Chair of the Senate Academic Misconduct Committee for no more than two years after resolution.

A confidential archival file recording all cases occurring during an academic year is kept for no longer than seven years.

This file contains the following information:

- the index of names, dates and kinds of misconduct
- penalties, and dismissals of all misconduct cases;
- a summary of each misconduct case.

When academic misconduct has been found NOT to have occurred:

- the actual records of the case will be destroyed;
- case summaries may be kept for the seven-year period.

Case Summaries

The summary of each case will include a brief outline of the case, any disciplinary action taken, and the reasons for the action. In all cases, the summary will be written in such a way as to ensure complete confidentiality and anonymity for the student.

Access to Archival Discipline Files

Only the Academic Misconduct Committee and the Vice-President Academic have the right to access the archival files and only on a need-to-know basis.

Student Records and Notations of Disciplinary Action

The Chair of the Academic Misconduct Committee will notify the Records Office of all disciplinary actions taken; this includes penalties assessed, subsequent appeals and the appeals outcomes. If the penalty involves suspension or expulsion from the University, the Chair of Academic Misconduct Committee will inform the Records Office of the need for this to appear on the student's record, how long it should remain on the record, and the conditions for removing it from the record.

The Records Office may be asked by the Chair of Academic Misconduct Committee to withhold the issuance of transcripts or statement of grades for the student disciplined pending the expiry of the appeal or exhaustion of the appeal process.

The student's official file in the Records Office should only contain the final decisions of penalty should the student be found guilty of academic misconduct. Where the student has been found guilty, this record will be removed upon the student's graduation. In a case where the final decision is a finding that no academic misconduct occurred, thus overturning a previous penalty, all material pertaining to the case will be destroyed.

Notations on Student History/Record

If the penalty is a lowered or failing grade for a specific item of work or for a course in its entirety, there is no notation placed on the student history and transcript. The history and transcript will reflect the grade as though it were an earned grade.

If the penalty is suspension from the University, a notation is placed both on the Student History and the official transcript. The notation is removed two years after termination of suspension.

If the penalty is expulsion from the University, the notation remains permanently on both the Student History and the official transcript. This notation may only be removed upon successful petition to The Senate Academic Misconduct Appeals Committee.

Academic Misconduct and the University Community

Evaluation and Annual Report to the University Community
An annual report will be presented to Senate by the Chair of the Academic Misconduct Committee. The report will be presented in such a way as to maintain confidentiality and anonymity. It will chronicle the number of cases, the faculties, departments, divisions, and units and, where feasible, the courses in which they occurred, the types of misconduct, and the kinds of penalties assessed. This report will be based on information received from levels II, III, and IV. This report will also be published so that members of the University community shall be kept informed of the nature and disposition of cases dealt with under this Policy. In addition, should the evaluation reveal a pattern of academic misconduct that is identifiable with respect to the factors evaluated, the Senate Academic Misconduct Committee may recommend to Senate changes in policy, preventative actions and/or any matters, as appropriate.

Responsibility of Members of the Academic Community
All members of the University community have the responsibility to ensure that students are familiar with generally accepted standards and requirements of academic honesty. However, ignorance of these standards will not preclude the imposition of penalties for academic misconduct.

Review:

These procedures shall be reviewed in conjunction with the Policy review at least once every five years.

b. Non-Academic Misconduct

POLICY

Purpose:

The purpose of this Policy is to:

- outline expectations regarding how Students conduct themselves in a manner that is consistent with the values and educational objectives of the University; and
- define the manner in which the University will respond to any allegations of Student Non-Academic Misconduct.

Legal Authority:

The Freedom of Information and Protection of Privacy Act (FIPPA)

The Personal Health Information Act (PHIA)

The University of Winnipeg Act

Scope:

This Policy applies to the Non-Academic Misconduct of Students or Student groups while on University premises, or to any Non-Academic Misconduct that takes place off-campus, or through other forms of communication including, but not limited to, social media, digital communication, written communication, or telephone, if the incident has a substantial link to the University.

This Policy continues to apply to a Student who withdraws from the University or who takes a leave of absence, if the Student was registered, enrolled, or participating in a course or program at the time that the Non-Academic Misconduct is alleged to have occurred.

Any individual can submit an allegation of Non-Academic Misconduct regardless of whether they are a member of the UW Community if that allegation has a substantial link to the University and if the Respondent is a Student of the University.

If any incident(s) occurs on campus between visitors to the University campus who are not otherwise considered part of the UW Community, or involving a former member of the UW Community, the University may investigate the incident to identify any risks that can be addressed to mitigate future incidents, to review any security response, or to revoke access or bar entry to the visitor(s) or former UW Community member involved in the incident.

This Policy is designed to be used in coordination with other University policies. If the incident violates more than one policy the decision on which policy or procedures to follow will be that of the Registrar in consultation with the Human Rights and Diversity Officer and the Complainant.

An alleged breach by a Student of the Respectful Working and Learning Environment Policy or the Acceptable Use of Information Technology Policy is considered Non-Academic Misconduct and shall follow the Student Non-Academic Misconduct Procedures. Incidents that breach the Sexual Violence Prevention Policy shall follow the Sexual Violence Prevention Procedures if the Respondent is a Student.

Definitions:

Administrator: Anyone who has sufficient authority to take or ensure the taking of remedial action including Deans, Directors, Executive Directors, the Registrar, Provost, Deputy Provost, Vice-Presidents, Associate Vice-Presidents, and the President. In the case of a Student the Administrator shall in most cases be the Registrar.

Complainant: When a Report is made alleging a violation of this Policy the person filing the Complaint is referred to as the Complainant.

Complaint: A Complaint is the result of a Report by the Complainant

Disclosure: When a person tells a UW Community member that they have experienced or witnessed Non-Academic Misconduct. A Disclosure is not a Report (see definition of Report, below). A Disclosure may be made for the purpose of support, accommodation, or seeking out information.

Investigator: An individual designated by the University to investigate a Complaint.

Non-Academic Misconduct: Conduct that has, or might reasonably be seen to have, an adverse effect on the integrity or proper functioning of the University, or the health, safety, rights, or property of the University or UW Community members. Examples include but are not limited to:

- theft, damage, or destruction of property;
- unauthorized entry or presence on University property;
- fraud or impersonation;
- disruptive or dangerous behaviours to the UW Community;
- unlawful use of alcohol or drugs; or
- other activities that result in criminal charges, conviction, a court judgment, or a decision by the Ombudsman under the Human Rights Code.

Report: A Complaint made by a Complainant concerning an incident of Non-Academic Misconduct.

Respondent: When a Report is made under this Policy the person against whom the allegations are made is referred to as the Respondent.

Student(s): Refers to any individual

- engaged in academic work at the University leading to the recording or issue of a mark, grade, or statement of performance for that work by an appropriate authority in the University or another institution;
- registered, or auditing, as a participant in any course or program of study offered by or through an academic unit or division of the University; or
- entitled to a valid University student card who is between sessions but is entitled because of Student status to use University facilities.

University: Refers to the University of Winnipeg as defined by the University of Winnipeg Act

UW Community: Refers to Students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, contractors, volunteers, members of the Board of Regents and Senate, and anyone who resides on University property.

Principles:

The University is committed to a safe and healthy learning, living, and working environment for the entire UW Community. As such each Student is responsible for their personal conduct as it affects the UW Community. Students who are on University property or participating in University activities are expected to act in accordance with this Policy, act lawfully, and respect the rights, privileges, and safety of others.

Any individual who engages with this Policy can expect the University to:

- treat them with fairness, dignity, and respect;
- have this Policy and any relevant policy explained to them in plain language;
- provide a fair, transparent, and unbiased process; and
- keep their information confidential except in rare instances when disclosure is required by law or for the working of this Policy.

Prohibited Conduct

All acts of Non-Academic Misconduct are prohibited under this Policy.

Retaliation of any kind is prohibited. This includes retaliation against any member of the UW Community who Reports or is witness to an incident of Non-Academic Misconduct, or who is otherwise involved in the investigation and resolution of the incident.

Vexatious or malicious claims are Non-Academic Misconduct and may result in discipline under this Policy. This does not include Complaints that were made in good faith that were ultimately found to be without merit.

Students who knowingly aid or abet another person in the commission of any infraction of this Policy also commit Non-Academic Misconduct and will be subject to disciplinary action under this Policy.

Informal and Alternative Resolution

The University recognizes that many incidents can be resolved informally without submitting a Complaint requesting investigation. When possible, resolution of incidents through informal means of conciliation, education, or mediation are to be encouraged.

The University recognizes that not all people and cultures resolve disputes or incidents by the same means. When possible and desired by both parties, the informal resolution process shall create reasonable opportunities for culturally relevant means of resolution, and to use other supports to guide such a process.

Interim Measures

The University may impose interim measures, before an investigation is concluded, where immediate action is required to protect the UW Community or the Complainant or Respondent's health and safety, or to maintain the orderly functioning and discharge of the University's mandate. Interim measures do not by nature of their imposition presuppose the outcome of any investigation.

Privacy

In accordance with provincial legislation, the University's Privacy Policy sets strict requirements on the collection, use and sharing of personal information ("PI"). These are intended to preserve confidentiality and protect individuals from undue intrusion and similar harms. However, privacy is not absolute, and exceptions to privacy may apply in limited and specific circumstances.

In the context of University policies, such requirements include:

- collecting the least amount of PI reasonably necessary to accomplish Policy objectives;
- using and sharing the least amount of PI necessary to accomplish Policy objectives;
- providing PI to only those who "need to know" the information to accomplish Policy objectives;
- not using or sharing PI for other purposes without the consent of the affected individual(s), unless an exception to consent applies; and
- taking measures to protect PI from risks such as unauthorized access, use and sharing.

For additional information regarding privacy, visit www.uwinnipeg.ca/privacy.

PROCEDURES: The purpose of these Procedures is to outline the specific actions that will be undertaken by the University to implement the Non-Academic Misconduct Policy.

Disclosures

At times Disclosures of Non-Academic Misconduct may be made without a Complaint, to UW Community members for the purpose of finding support or accommodation. Any UW Community member who receives a Disclosure should refer the person who makes the Disclosure to the Policy and Procedures.

The UW Community member receiving the Disclosure is advised to treat the information in confidence. However, in serious cases, the UW Community member receiving the Disclosure may wish to make a formal Report to the University if the person providing the Disclosure is unwilling to do so. UW Community members are encouraged to first seek advice from the HRDO, Registrar, or Privacy Officer regarding the legal and policy implications of such action.

If the person receiving the Disclosure believes the safety of the individual disclosing is at risk, the UW Community member receiving the Disclosure should discuss with the individual possibilities for addressing their safety including contacting police or Campus Security.

In the event that a Disclosure is made to Campus Security then Campus Security is required to inform the Registrar.

In order to maintain statistical information (on an anonymous basis), and to assist the UW Community member who receives a Disclosure, any individual who receives a Disclosure shall contact the Registrar to provide a general overview of the Disclosure.

In addition, the UW Community member receiving the Disclosure is encouraged to advise the individual disclosing of any on-campus supports (i.e. counselling), as well as the possibilities for accommodation.

Making a Report

If an individual chooses to make a formal Report to the University that individual shall contact the Registrar by phone, email, or by setting up a meeting with the Registrar. When a Complaint is made, the individual making the Complaint is referred to as the Complainant.

If the Complainant does not feel comfortable speaking to the Registrar they may speak to the Human Rights and Diversity Officer who shall Report the incident to the Registrar on their behalf.

Reports shall include the name and contact information of the person making the Report. Reports shall also include as much information about the incident(s) as the Complainant can provide, including:

- a description of what happened;
- information about the identity and contact information of those involved or witness to the incident(s) if known; and
- the time(s), date(s), and location(s) of the incident(s).

If the Complainant declines to provide such information or participate in the procedures associated with the Policy, the University may choose not to proceed further with the Report unless it determines there to be exceptional circumstances in which case the University may choose to act as the Complainant.

Upon receipt of a Report the Registrar will:

- address any immediate safety needs of the Complainant; and
- set up a meeting with the Complainant to explain in plain language all relevant elements of the Policy and Procedures.

If there are immediate concerns for safety and security the Registrar may request that University Security Services revoke access or bar entry of any person onto University premises.

The Complainant or Respondent has the right to be accompanied by a support person (e.g. UWSA representative, family member, friend) in any meeting related to the workings of these Procedures.

Preliminary Assessment

Based on the information available from the Complainant's Report, the Registrar will determine whether the Report:

- has sufficient information to move forward;
- whether the Complaint is trivial in nature;
- whether the Complaint is timely or whether an extension of time for the Complaint is warranted;
- whether the matter is within the jurisdiction of the University; and
- whether the Complaint establishes a prima facie case of Non-Academic Misconduct under the policy.

If the Registrar determines it is not appropriate to proceed further with the Complaint based on 3.1, the Complainant will be notified and no further action will be taken. If the Registrar determines that the matter is more appropriate to proceed under another University policy or process, they will notify the Complainant and defer the matter to the appropriate Administrator.

If the Report satisfies the parameters above, the Registrar will:

- if necessary, implement interim measures;
- notify the Respondent as per section below on notification;
- if appropriate, approach the Complainant and Respondent, on the possibility of alternative resolution, or
- if alternative resolution is not appropriate or possible, initiate an investigation.

The Registrar may redact information in response to health or safety concerns, although this may impact proceedings under this Policy.

Where a Report was made but a Complainant is unable or unwilling to proceed, the University may proceed with an investigation and for purposes of any proceedings arising therefrom assume the status of Complainant.

Notification to the Respondent

If a Report is made the Registrar will notify the Respondent of the Complaint against them, along with detail of the Complaint, and shall explain in plain language to the Respondent all relevant elements of the Policy and Procedures. The Respondent shall also be provided with an opportunity to respond to any Complaint, and this response shall be considered in any decision making arising from the Complaint.

The Registrar may determine that the Complaint is resolvable by contacting the Respondent, informing them of the incident, that their conduct has caused offence or harm, is unwelcome and not to be repeated. If the Respondent has acknowledged the incident and agreed to alter their behaviour or conduct so as not to cause the offence or harm complained of, and where the Registrar is satisfied that by the agreement, the Complainant will be notified and matter will be treated as resolved. The Registrar shall maintain a record of such resolution and may monitor the Respondent's conduct to determine compliance. If the Respondent is not compliant, the Procedures will be reinitiated with the breached agreement being considered along with the initial Complaint. No record shall be maintained in the Complainant or Respondent's student record.

Interim Measures

The Registrar shall determine whether interim measures are required, based on their preliminary assessment of factors such as risk of safety, retaliation, and accommodation needs of either the Respondent or Complainant. Consequences for violating interim measures will be clearly communicated to the Respondent and Complainant at the time they are applied.

As part of the remedy or sanction process it may be determined that certain interim measures may continue or become permanent.

Alternative Resolution

In some circumstances, the Registrar may determine that alternative resolution is the best course of action to resolve the matter before an investigation is commenced or completed. The Complainant or Respondent may request alternative resolution rather than an investigation. If the

Respondent or Complainant desires alternative resolution (i.e. facilitated mediation, a written apology, and restorative justice) they must first notify the Registrar who will follow up with the other party to determine their willingness to participate in an alternative resolution process. For it to be a meaningful process, participants must engage voluntarily and remain free from reprisal.

If the Complainant and Respondent are able to reach a resolution, a written record of the resolution will be prepared by the Registrar to be signed by both parties. A copy of the signed written resolution will be provided to the Complainant and Respondent, and may be provided to relevant University Administrators if it is required to implement the terms of resolution.

In limited, less serious cases (e.g. minor classroom disputes), a University Official may be able to facilitate an informal/alternative resolution processes themselves. If any formal remedy or sanction is required they shall notify the Registrar.

A failure to comply with the terms of an alternative resolution disposition may result in the commencement or resumption of an investigation and such other sanctions or remedies as are determined under the Policy to be appropriate.

Determining an Investigation

If the matter an alternative resolution process is not viable or successful, the Registrar may recommend to the Chief Human Resources Officer (herein referred to as the "CHRO") that an investigation take place.

The Registrar may choose not to recommend an investigation where:

- there is either insufficient information to proceed with an investigation;
- the Complainant requests no investigation be commenced and the University does not assume the position of Complainant;
- the Complaint has already been resolved by another process such as informal or alternative resolution;
- the Registrar determines that the Complaint should be in abeyance pending the resolution of another process in order to protect the integrity of that process or because it is a more appropriate process in the circumstances (including but not limited to a criminal investigation); or
- the Complaint is determined to be inconsistent with the intent of the policy.

If the Registrar determines that an investigation will not take place for the reasons listed in section 7.2 the reasons will be provided in writing to the Complainant and Respondent, and the process will be considered complete.

If the alternative resolution process is not viable, and if an investigation is necessary, the Registrar shall recommend to the CHRO that an investigation be commenced.

If the CHRO accepts the recommendation of the Registrar the CHRO will take the following steps:

- designate an Investigator to conduct the investigation;
- provide the Investigator with all relevant documents;
- notify the Complainant and the Respondent of the investigation and their obligations of privacy as set out in the Policy and Procedure.

The Complainant and Respondent may be accompanied by a support person through the workings of the Policy

and Procedures. The support person may supplement the Student's presentation to:

- raise specifics of the case as previously discussed between that person and the Student;
- raise procedural matters if correct procedures have not been followed;
- assist in overcoming barriers the Student may be experiencing including language comprehension issues or discomfort presenting;
- deliver a closing statement.

Conducting the Investigation

After reviewing the Report, the written response, and any relevant documentation, the Investigator shall contact the Complainant and the Respondent to arrange separate interview times. At the time of initial contact the Investigator will explain to all parties the investigation process, their duty to make their findings on a balance of probabilities, and their role as Investigator.

The Investigator will conduct interviews with the Complainant and the Respondent separately and may need to meet with each party more than one time during the course of the investigation. The Complainant and Respondent shall have the opportunity to provide the Investigator with information, documents, names of witnesses, and other submissions or evidence that they believe are relevant to the Complaint. The Investigator may request and shall be provided with any evidence they deem relevant to the investigation. The Investigator shall interview relevant witnesses and review documentary or other evidence obtained.

The Investigator shall ensure that both the Complainant and Respondent have had a full opportunity to review and respond to all material aspects of the allegations, and the evidence upon which the Investigator will rely.

The Complainant or Respondent may still request alternative resolution of the Complaint before the final investigation report is sent to the Registrar. Such requests will be considered and decided upon by the Registrar.

Investigation Report

Upon conclusion of the investigation, the Investigator shall prepare an investigation report based on the guidelines provided by the Registrar. The investigation report shall contain:

- a summary of the Complaint and the response;
- relevant legal authority(ies) and issue(s);
- a summary of the documentary and other evidence provided and relied upon;
- a summary of interview evidence from the parties and witnesses; and
- an analysis setting out the findings of fact, and a finding as to whether the policy has been breached on a balance of probabilities.

Remedy/Sanction

A summary of the investigation report including the Investigator's decision as to whether there is a breach of this policy and a copy of the Complaint and the response shall be sent to the Registrar and the CHRO. Prior to making decision about sanctions, the Respondent shall be provided with an opportunity to meet with the Registrar (or appropriate Administrator) and the CHRO.

Upon reviewing and considering the investigation report and the Investigator's decision as to whether there is a breach of this Policy, and the Respondent's response to the decision (if any), the Registrar in consultation with the CHRO shall determine the appropriate resolution, remedy, or sanction.

The Registrar (or appropriate Administrator) shall ensure the resolution, remedy or sanction is implemented and a copy of the determination shall be kept with the Registrar.

The Registrar may impose any remedy or sanction they determine to be appropriate on a principle of progressive discipline up to, and including, expulsion from the University.

Students whose sanctions include some form of financial restitution will be given the opportunity to arrange payment to the University. Failure to pay within the designated time as prescribed in a Student's sanction(s) will result in the outstanding debt being added to the Student's University account. Failure to fulfill the obligations under any sanction will result in an additional \$50 fine for every sanction not complied with by the designated deadline, and the obligations under the sanctions must still be completed. Failure to comply will itself be deemed Non-Academic Misconduct and the Registrar accordingly may increase the sanctions imposed on the Student at the Registrar's discretion.

When a suspension (permanent or time-limited) is imposed the Registrar shall inform the Dean of the respondent's faculty and the Vice-President, Academic.

Appeal Process

A Respondent may appeal the decision that there has been Non-Academic Misconduct.

To appeal the decision the Respondent shall contact the Registrar to request an appeal within 15 working days of the original decision. The Respondent shall set out the reasons for the appeal, in writing.

Where a decision is appealed, the Complainant (or Registrar) shall be notified and permitted to file a written submission in response to the written appeal of the Respondent within 7 working days of receiving a copy of the Respondent's written appeal.

The appeal will be determined by a four person appeal committee formed by the Registrar. The composition of the appeal committee shall include:

- the Provost and Vice-President Academic, or delegate;
- Deputy Provost and Associate Vice-President Academic;
- an excluded senior manager responsible for Student Services; and
- One full-time Student holding no position within either the University residence system or the UWSA. If the appeal is being heard from an undergraduate Student, the undergraduate Student member of the panel shall sit as part of the panel. If the appeal is being heard from a graduate Student, the graduate Student member of the panel shall sit as part of the panel.

Upon the request of the Respondent, the Registrar may suspend imposition of the discipline pending the conclusion of the appeal. Where such request is granted, interim measures may be implemented or maintained through the appeal process.

The appeal is a pure appeal on the record, not a re-hearing of the evidence. The appeal committee may permit new evidence to be filed or in exceptional circumstances, to be heard, where such evidence was not reasonably available during the investigation. Where new evidence is permitted on behalf of one party, the other party shall be permitted a reasonable opportunity to respond

The appeal committee shall make their determination based on the following:

- whether there was a substantial procedural or legal error in the application of the policy;
- whether there is new evidence that could not have reasonably been presented earlier, and would have materially affected the decision as to breach and/or sanction;
- whether the decision as to breach is consistent with the evidence; or
- whether the remedy or sanction is reasonable in the circumstances.

In deciding the appeal, the appeal committee shall review the investigation file, the investigation report (in particular, the Investigator's findings), the reasons for appeal provided by the appellant and any response by the other party(ies), and (if applicable) the remedies or sanctions imposed.

The appeal body shall make a determination on a basis of majority vote and will communicate their reasons for decision in writing to the Registrar (or appropriate Administrator), normally within 15 working days of having received all written statements in the appeal by the Respondent and/or the Complainant. The Registrar (or appropriate Administrator) remains responsible for the implementation of any remedy or sanction arising from the decision of the appeal committee. If consensus is not reached by the appeal body, the original decision is upheld.

A decision of the appeal body is final

Maintenance of Statistics and Records

All records related to the workings of this policy, regardless of format or medium (e.g., paper records, emails, voice messages, and all electronic records), which contain personal information are protected under FIPPA or PHIA.

Records created under this Policy and Procedures will be retained by the Registrar for five years after the Respondent's last date of registration. After five years, the records will be securely destroyed or deleted.

In implementing this policy, only the fewest number of copies reasonably necessary of any record containing personal information shall be maintained. Unnecessary copies should be destroyed.

Privacy

Complainants, Respondents, and witnesses are free to speak about their own experiences. However, individuals are not permitted to share information learned solely from the investigation or subsequent decision-making process which they did not know beforehand unless consented to by the other party, and any such sharing without consent shall itself be Non-Academic Misconduct.

Privacy may be impacted and therefore limited as a result of other proceedings such as grievances filed under collective bargaining agreements or legal actions that have been commenced.

Where a decision is made that the Policy has been breached, the Complainant will be informed of the decision and that appropriate discipline has been imposed on the Respondent. The Complainant will not be informed of the specifics of such discipline unless there is a safety risk to the Complainant and knowing is paramount for their on-going safety or, in limited cases, to support other sanctions such as no contact orders. The discipline imposed on Respondents is their personal information under FIPPA, and only the Respondent may decide to release it to the Complainant. A decision regarding discipline, including any

applicable sanctions, will be provided to the Respondent in full.

Conflict of Interest

In the event that any decision maker or participant in the investigation process is in a conflict of interest in regard to the incident in question or regarding any party to the incident (including a witness), they must declare the conflict and recuse themselves from any decision making or a position of influence over the outcome of a particular matter, in accordance with the University's Conflict of Interest Policy.

For more information on this policy, contact the Registrar at 204-786-9337.

10. Senate Appeals

a. Information

Students have a right of appeal. All appeals must be in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student.

All students wishing to appeal must consult their Graduate Program Advisor to discuss their situation, for information on appeal procedures, and to obtain the appropriate appeal form as required. This section outlines the procedures established to deal with the types of appeals indicated.

b. Admission

Applicants who wish to be admitted to the University without satisfying normal admission criteria may submit an Admission Appeal to the Registrar. Applicants should see the Registrar or the Graduate Admissions Officer for information about such appeals. 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 giving the reasons the change is being requested and written approval for the change 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. Deferred Exams and Incomplete Term Work

A student may appeal for incomplete term work or a deferred final test or 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.

Procedures

Students must first consult the instructor of the course. Students who cannot write a final exam as scheduled are expected to contact their instructor immediately on (or before) the day of the exam. Departmental policy may permit the instructor to reschedule an exam or final test, or to accept late term work if the proposed completion date falls before the limit for that term. Students must then meet with their Graduate Program Advisor and/or Graduate Program Chair (if applicable) to obtain an appeal form and the completed appeal form, with the student's statement and instructor comments, is returned to their Graduate Program Advisor and/or Graduate Program Chair no later than the deadline for submission of grades in the course

If departmental policy does not permit this resolution, or the instructor denies the request, or the work cannot be completed within the time limit for the term, or the deadline for submission of grades has passed, the student must appeal to the Senate Appeals Committee by obtaining an appeal form from their Graduate Program Advisor and/or Graduate Program Chair.

Deadlines to Appeal

For a deferred exam, students must contact their instructor immediately, and must normally appeal no later than five working days after the scheduled examination date.

For incomplete term work, students must normally appeal no later than the end of the evaluation period.

Deadlines for Completing Work or Exams

Examinations deferred by the Senate Appeals Committee will normally be scheduled during a special examination period.

Incomplete term work must be submitted within a time period determined by the department or the instructor, or by the Senate Appeals Committee in consultation with the instructor (see table).

Term	Exam or Final Test by	Term Work by
Courses ending in December (Fall Term)	February 15	April 1
Courses ending in April (Winter and Fall/Winter Terms)	June 15	August 1
Courses in Spring Term	September 15	October 1

e. Readmission to a Graduate Program

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

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

f. Voluntary Withdrawal

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

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

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

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

g. Involuntary Withdrawal

Involuntary Withdrawal for Academic Reasons

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

Involuntary Withdrawal for Non-Academic Reasons

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

In order to accomplish its stated mission, the University must be a community in which there is freedom to learn, to teach, to create and to engage in research without fear of retaliation or intimidation, and without threat to person or property. Students have a responsibility to act in a fair and reasonable manner in their interactions with their peers, faculty, staff, and administration and in their use of campus property. The intent of this policy is to encourage appropriate student conduct and to identify and regulate student non-academic misconduct which infringes on the above-mentioned freedoms and thereby jeopardizes the essential values of

our academic community: mutual respect, dignity, and civility.

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

h. Tuition Fee Refunds

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

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

i. Waiver of Graduation Requirements

Students may appeal for a waiver of specific requirements in a degree program if there are compelling extenuating circumstances. Students should consult the Graduate Program Advisor and/or Graduate Program Chair regarding this type of appeal.

j. Further Appeal

A student who has reason to believe that all pertinent information was not available when the written appeal was first considered may connect with the Chair of the Senate Appeals Committee. Consideration of the new information provided will be reviewed by the Chair. This must be done within 10 days of the original denial notification.

11. Grade Appeals

a. Grades on an Individual Item of Work

An individual item of work includes any single piece of work in a class, including the final test or examination. Appeals of grades on individual items of work are heard by the Graduate Program Committee, which rules on appeals made to the Program. Normally the Program is the highest body of appeal against grades on individual items of work.

Grounds for an Appeal

To make an appeal, a student must have cause to believe that a grade assigned on an individual item of work was unjust.

Procedures

The student should first discuss the matter with the instructor. If, after discussion with the instructor, the student has reason to believe an injustice has been done, the student may then write an appeal to the Chair of the Graduate Program Committee. Students are encouraged to meet with their Graduate Program Advisor and/or Graduate Program Chair before they write the appeal.

For individual items of term work graded during classes, students must discuss the matter with the instructor within seven working days after notification of the grade. The written appeal to the Chair of the GPC must be submitted within two working days after the discussion with the instructor.

For final items of term work graded after the end of classes, or for final term tests or examinations, students must have submitted their written appeal to the Chair of the GPC within six weeks after the last day of exams for the term in which the course is offered.

All appeals submitted to the Chair of the Graduate Program Committee should include:

- a copy of the work which is the subject of the appeal;
- grounds for the appeal;
- a summary of the conversation with the instructor.

Students should expect that the disputed grade will be reviewed in a context other than the one that generated the original grade. Either the Committee or the Program Chair notifies the student in writing of the result of the appeal. The instructor will be fully informed of the student's submission.

b. Final Grades

The final grade is the official final grade that appears on the student's statement of marks from the Registrar. Appeals of final grades are heard by the Graduate Program Committee, which rules on appeals made to the Department. Normally the Program is the highest body of appeal against final grades.

Grounds for Appeal

There are only three grounds for appeal against a final grade.

- The assessment of the final grade was made without considering all individual items of work completed and submitted.
- The final grade does not appear to correspond to the grades awarded to the individual items of course work, indicating an error in calculation in developing the final grade.
- The overall assessment of the final grade is demonstrably unjust.

A processing fee is charged. It is refunded if the appeal is successful. (See *Fees* on the University website).

Procedures

Students have up to six weeks after the official notification of final grades from the Registrar to submit an appeal. Students are encouraged to meet with their Graduate Program Advisor and/or Graduate Program Chair before they write the appeal.

The appeal should include:

- a copy of all course work which is the subject of the appeal;
- grounds for the appeal;
- any other relevant documentation.

The written appeal is submitted to the Registrar who sends the appeal to the Graduate Program Committee. The Registrar notifies the student in writing of the result of the

appeal. The instructor is fully informed of the appeal.

Further Appeal

A student who has reason to believe and can demonstrate that the Departmental Review Committee did not give the appeal a fair hearing may appeal the Committee's decision on procedural grounds in writing to the Senate Appeals Committee through the Registrar.

12. 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 Diversity Officer at (204) 988-7508 or visit the website:

<https://www.uwinnipeg.ca/respect/respect-policy.html>

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 persons with disabilities who require the assistance of a service animal while working, studying and/or visiting the campus.

For more information on this policy, please contact the Human Rights and Diversity Officer at (204) 988-7508 or visit the University's website:

<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/service-animals-policy.pdf>

<https://www.uwinnipeg.ca/institutional-analysis/docs/Procedures/service-animals-on-campus-procedures.pdf>

c. Sexual Violence Prevention Policy & Procedures

The University of Winnipeg prohibits all forms of sexual violence, whether physical or psychological in nature.

The University offers supports and a reporting process for students who have experienced sexual violence.

For supports, please contact the Sexual Violence Response Team at (204) 230-6660. For more information about the policy or to file a report, contact the Human Rights and Diversity Officer at (204) 988-7508 or visit the website:

www.uwinnipeg.ca/askfirst.

Another resource is REES (Respect, Educate, Empower Survivors), an online reporting platform for sexual violence on campus. It allows members of the campus community to create a record of the incident and provides multiple reporting options that include anonymous report, connect to my campus, and report to police.

REES also provides information about campus and community-based resources. Learn more at

www.reescommunity.ca.

d. Responsible Conduct of Research and Scholarship Policy

The purpose of this policy is to promote and advance a high standard of integrity in research and scholarship. This policy has been established to address public concerns about responsibility and accountability in research and scholarship. It outlines procedures for promoting integrity among researchers and scholars and for investigating

allegations of misconduct in research and scholarship. The policy applies to all members of the University community.

Copies of the policy are available through the Office of the Vice-President, Research and Innovation, and can also be found on the University's website at: <http://uwinnipeg.ca/research/funding.html>.

e. Policies on Research and Experimental Ethics

These documents contain University policies regarding the ethical conduct of research, experimentation and teaching exercises. Research or teaching exercises involving human participants or vertebrate animals cannot be undertaken by faculty, staff or students without the approval of the appropriate University committee or committees.

These policies are available through the Office of the Vice-President, Research and Innovation, and can also be found on the University's website at: <http://uwinnipeg.ca/research/research-ethics.html>.

f. Library Policies

The following Library policies should be noted:

Copyright and Fair Dealing Policy:

The University of Winnipeg and its Library follow the *Copyright Act*, and the University's Copyright Policy and Fair Dealing guidelines. The Library's Copyright Office provides copyright information via its website, answers questions related to copyright and obtains copyright clearances or permissions when required. Please see <https://copyright.uwinnipeg.ca/basics/copyright-policy.html>

Borrowing Policy:

The purpose of this policy is to establish service and user responsibility guidelines for the lending of library materials and applies to all faculty, students, staff, alumni and Special Borrowers. Please see: <https://library.uwinnipeg.ca/use-the-library/borrow-renew-request.html>

g. Acceptable Use of Information Technology Policy

The purpose of this policy is to clearly establish rules and regulations outlining the usage of computers, computing and network resources and the facilities in which they reside at The University of Winnipeg. This policy pertains to all employees, students and authorized external parties (the "University community") who have been granted access to use the University of Winnipeg computer and networking facilities and resources.

The policy may be found at:

<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>

h. Student Financial Appeal Policy

The University of Winnipeg's Student Financial Appeal Policy describes the specific circumstances and situations in which a student may be eligible for a tuition and fee refund upon appeal. It also outlines the financial appeal process which a student must follow and provides grounds for granting such an appeal. Grounds for financial appeal include significant medical issues for the student; compassionate issues including death of an immediate family member; and other significant circumstances beyond the student's control which prevent them from being able to complete their courses.

For details, please see:

<https://www.uwinnipeg.ca/institutional-analysis/docs/policies/student-financial-appeal-policy.pdf>

For more information, contact Academic and Career Services at 204.786.9257.

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.

Applications for graduation are made online through students' WebAdvisor accounts.

Further details regarding the convocation ceremony will be forwarded by the Student Records Office to graduands who have been approved by the Senate of the University. Information about graduation may be obtained from the website, Student Central or the Convocation/Academic Program Officer.

b. Academic Dress

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

Bachelors and Masters

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

Honorary Doctors

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

Note: A fee is charged for academic dress rental. (See *Fee Information* on the website). The fee amount and other details will be included in the information sent to the graduand approximately six weeks prior to the Convocation.

For more information on Graduate Studies regulations, see the Graduate Student Policies and Guidelines document found here: <http://www.uwinnipeg.ca/graduate-studies/current-student/docs/policies-and-guidelines.pdf>