

# REGULATIONS & POLICIES

Updated April 29, 2025

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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 an Academic Advisor. Each policy statement mentions an individual or department to contact for advice and further information.

## 2. Regulations Pertaining to Registration

### a. Period of Study for an Undergraduate Degree

While the University continues to offer students the conventional route of full-time study towards their degrees, students may choose to pursue the degree on a part-time basis or through some combination of full- and part-time studies. There is no limit to the time it takes to earn a degree.

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

Students will be registered in one of the two following categories:

- Full-time - Registered for minimum 9 credit hours per term

- Part-time - Registered for fewer than 9 credit hours per term

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

**c. Progress through Degree**

Students are considered to have completed the individual years of their degree programs at the following points:

- First year - 30 credit hours completed;
- Second year - 60 credit hours completed;
- Third year - 90 credit hours completed;
- Fourth year - 120 credit hours completed;
- Fifth year - 150 credit hours completed.

**d. Course Auditors**

Auditing a course means taking the course without receiving academic credit towards a degree. Audited courses will be recorded on the student transcript as AU.

Current students may attend courses as an auditor provided they first request permission to audit the course from the instructor prior to their registration appointment date. If approved to audit the course, permission will be emailed to Registration.

Students wishing to change their registration from credit to audit, or audit to credit, may do so during the period for course and section changes. Any changes after this period must be appealed to the Senate Appeals Committee through Academic Advising.

For information on fees to audit a course, please see *Fees* on the University website.

For descriptions of all student categories, see the "Admissions" section of this Academic Calendar.

**e. Maximum Course Load per Term**

There is a limit to the number of credit hours a student may take per term.

**Regular Status**

The normal maximum course load for Regular status is 15 credit hours per term.

- Students who have completed 30 credit hours or more, with a GPA of 2.5 (C+) or higher, may register for 18 credit hours per term without seeking written permission.
- All other Regular status students must seek the written permission of an Academic Advisor if they wish to register for more than the normal maximum course load.

**Probationary/Conditional Status Students**

Probationary and Conditional status students may register for a maximum of 9 credit hours per term. Students wishing to register for more than 9 credit hours per term must seek written permission of an Academic Advisor before registration.

**Mature Status Students**

Mature status students are limited to 12 credit hours per term unless written permission for an overload is obtained from an Academic Advisor.

**Concurrent Status Students**

Concurrent students are allowed a maximum of 15 credit hours per term in courses taken at the Collegiate and the University (a full credit course in the Collegiate is equivalent to 6 credit hours).

**f. Requisites (Prerequisites & Corequisites)**

Requisites are requirements that must be met in order to take a course and receive credit for it. They may include prerequisites (courses that should be completed beforehand)

and/or corequisites (courses to be taken concurrently, including labs).

A prerequisite is a course that must be successfully completed before a student can register for another course.

Many second, third and fourth year courses have prerequisites which are noted in the course descriptions. It is the student's responsibility to ensure that all requisites are met or a departmental waiver is obtained before registration.

Students who believe they have background comparable to the material in a prerequisite course may ask either the Department Chair or the course instructor for permission to take a course without having taken the prerequisite course(s). Students must first obtain approval for the prerequisite waiver prior to being registered. If approved, either the instructor or the Department Chair (or designate) will enter the waiver and you can register for the course. If the course is full, you can place yourself on the course wait list. For more information, please go to the "Registration" section of the University's website, under "Requisite Waivers, Department Approvals and Granted Petitions."

Note: If you are on a Waitlist and a seat becomes available, an email will be sent to your UW Webmail account with instructions on how to claim your seat in the course. For more information, please go to the "Registration" section of the University's website, under "Wait Lists."

**High School Prerequisites for First Year Courses**

The following departments and programs have Senior 4 (Grade 12) or equivalent prerequisites which must be met before students may take introductory courses in these departments.

In order to register for:		you must have standing in:
Applied Comp. Science	ACS-1903	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	ACS-1905	Minimum grade of 75 (or equivalent) in Computer Science 40S plus one of Pre-Calculus Math 40S or Applied Mathematics 40S
Biology	BIOL-1115	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	BIOL-1116	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Business & Economics	BUS-1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S or equivalent
	BUS-1202	Pre-Calculus Mathematics 40S or Applied Mathematics 40S or equivalent.
Chemistry	CHEM-1111	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	CHEM-1112	Chemistry 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S

Economics	ECON-1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Mathematics	MATH-1103	Pre-Calculus Mathematics 40S
	MATH-1201	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH-1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	MATH-1401	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Physics	PHYS-1101	Physics 40S and Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	PHYS-1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
Statistics	STAT 1301	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	STAT-1401	Pre-Calculus Mathematics 40S or Applied Mathematics 40S
	STAT 1501	Pre-Calculus Mathematics 40S or Applied Mathematics 40S

#### g. Recommended Pre-Registration Advising

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

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

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

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

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

Students with disabilities or health conditions will benefit from connecting with Accessibility Services and/or Deaf and Hard of Hearing Services at 204 786 9771 or [accessibility@uwinnipeg.ca](mailto:accessibility@uwinnipeg.ca) for an intake appointment or information prior to registering for courses.

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

Please contact Academic and Career Services at (204) 786-9257 or [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca) to set up an appointment (30 minutes), or attend a drop-in session (10 minutes), Monday to Friday. The drop-in schedule can be found here: <https://www.uwinnipeg.ca/academic-advising/>

The Academic and Career Services office is located at 489 Portage Avenue, 1<sup>st</sup> Floor, Rice Building.

#### h. Major Declaration and Advising

Students are asked to declare a Major before registering for their 36<sup>th</sup> credit hour of course work and are **required** to declare the Major before registering for their 60<sup>th</sup> credit hour of course work.

The best way to choose a major is to become well informed! Knowledge about the wide range of options for majors - together with a good understanding of your interests, goals and preferences - will help you pick the best major for you. Academic and Career Advisors are available to help. Appointments with an Advisor can be booked on the website <https://www.uwinnipeg.ca/academic-advising/> or by emailing [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca). Tips for Major selection can be found on the Academic and Career Services webpage

Students are normally required to consult with, and receive written permission from the Department Chair or Program Coordinator before declaring a Major. Major Declaration forms are found online at "Forms" on the Current Students webpage and at Student Central.

For further information on declaring a Major, please see *Degree and Major Requirements*.

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

University of Winnipeg students who want to take courses at other recognized universities or accredited colleges for transfer of credit to the Faculties of Arts, Science, Education, Kinesiology, and Business and Economics must apply for a **Letter of Permission (LOP)** by the deadline date for each Term. Letters of Permission must be obtained prior to a student's registering for courses at the host institution. See <https://www.uwinnipeg.ca/student-records/letter-of-permission.html>

**NOTE: Students taking courses at two post-secondary institutions must have one of them as their home institution and be on approved visiting status at the other, unless participating in a formal joint program between the two.**

- To be eligible for a Letter of Permission students must be on **Regular Status** and have successfully completed, at time of application, a minimum of 18 credit hours of University of Winnipeg course work with a minimum GPA of 2.0 (C). This requirement also applies to Transfer Students. (No Letters of Permission will be issued to students whose status is Mature, Conditional, Concurrent or Probation.)
- Students who have not registered in courses at The University of Winnipeg for one or more years must complete an **Application for Continuance** before the Letter of Permission will be processed.
- If there is a HOLD on a student's record, the HOLD must be cleared before the Letter of Permission will be processed.
- Each LOP application must be accompanied by the appropriate non-refundable fee.
- A separate application and fee is required for each term (i.e. Fall, Winter or Spring) and institution regardless of the number of courses being considered. The term is determined by the Start Date of the course(s).
- Eligible students must be pursuing a degree or pre-professional studies at The University of Winnipeg and be requesting permission to take courses acceptable for credit in their degree program.
- Written permission from the appropriate department chairperson is required for courses being used towards a major or honours program courses. (The department chairperson's signature must be on the LOP form or a signed official letter must accompany the LOP form.) Students wishing to take a course that will not be used towards their major are strongly encouraged to meet with an academic advisor prior to submitting their application.

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

#### j. Holds

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

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

- NOTE: Beginning September 2025, students enrolled in 6 or more credit hours per term will be automatically enrolled in the UWSA Health Plan.
- The UWSA Health Plan is an extended health, vision and dental plan offered by Manitoba Blue Cross and implemented by the University of Winnipeg Students' Association (UWSA). This plan is for full-time domestic students who are not already covered under their own or their parents' benefits plans and all international students. - Beginning September 2025, students enrolled in 6 or more credit hours per term will be automatically enrolled in the UWSA Health Plan.
- Most full-time students (except for Theology, Graduate, and undergraduate exchange students, who are not automatically enrolled but are able to Opt-In) and all international students, full and part-time, are included in the UWSA Health Plan and are automatically charged for this benefit as part of their registration.
- The UWSA Health Plan does NOT cover doctor visits, lab costs, or hospital costs. It is an extended plan for items such as prescription drugs, dental work, vision benefits, vaccinations, and ambulance service.
- All students, excluding international students (who are required to be enrolled on the plan as part of their terms of

study), may opt-out of the UWSA Health Plan if they provide proof of alternate coverage by completing the Opt-Out online process by the annual Opt-Out deadline.

- The annual Opt-Out/Opt-in/Opt-Change deadlines are as below:

**September 15, 2025** for the Fall Term  
**January 16, 2026** for Winter Term

All Opt-Outs can be done online. The Health Plan is renewed annually and students can only Opt-Out in the first semester of their study. For example, students enrolled in the Fall Term can Opt-Out in the Fall only. To opt-out before the deadline, please visit:

[https://www.studentcare.ca/rte/en/IHaveAPlan\\_UniversityofWinnipegStudentsAssociationUWSA\\_Home](https://www.studentcare.ca/rte/en/IHaveAPlan_UniversityofWinnipegStudentsAssociationUWSA_Home).

- If students Opt-Out in a timely manner, the fee will not appear in their student account. If students opt-out later, the fee is refunded into their account. Please contact Student Financial Services for issues regarding fee assessment at [studentfinancial@uwinnipeg.ca](mailto:studentfinancial@uwinnipeg.ca).

- First Nations students are automatically opted out at the beginning of the year but can choose to obtain coverage with the UWSA Health Plan by filling out the digital change form during the change of coverage period.

- All students can extend their UWSA health coverage to their spouse and/or dependents by filling out the digital Opt-in/Opt-Change form by the deadline.

- Students who were previously registered as spouse/family must complete the opt-change online after the health plan expires on August 31.

-Accessibility students taking fewer than 6 credit hours must apply to opt-in to the health plan online each year in order to be included in the plan.

**For details, see website:**

[https://www.studentcare.ca/rte/en/IHaveAPlan\\_UniversityofWinnipegStudentsAssociationUWSA\\_Home](https://www.studentcare.ca/rte/en/IHaveAPlan_UniversityofWinnipegStudentsAssociationUWSA_Home)

#### International Students: Manitoba Blue Cross (Basic and Extended)

All Undergraduate and Graduate international students studying at UWinnipeg for more than 6 months and pursuing a degree are automatically enrolled in the Manitoba International Student Health Plan (MISHP). This plan provides basic and emergency medical coverage within Canada. Enrolment in MISHP is mandatory, to ensure students have health coverage starting from the first day of the term, with access to emergency coverage beginning one month before the term starts.. Students can only opt out of this insurance plan if they have valid Manitoba Health (provincial health) coverage. No exemptions are allowed based on alternate coverage or the student's current location or residence.

For more information, see: [www.mishp.ca](http://www.mishp.ca)

#### Guard.me More health insurance plan (Basic)

Visiting or exchange student studying at the university for a short duration (typically one or two terms), will be enrolled in guard.me health insurance. This plan provides both basic/emergency and extended health coverage, including hospital care, emergency services, ambulance transportation, and private nursing services. For comprehensive details on coverage, please reach out to International Student Services or visit <https://www.uwinnipeg.ca/iss/information-for-all-students/health-insurance.html>.

#### International Students: UWSA Manitoba Blue Cross health insurance plan (extended)

All international students are required to purchase extended health coverage through The University of Winnipeg Student

Association, offered by Manitoba Blue Cross. 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: [https://www.studentcare.ca/rte/en/HaveAPlan\\_UniversityofWinnipegStudentsAssociationUWSA\\_Home](https://www.studentcare.ca/rte/en/HaveAPlan_UniversityofWinnipegStudentsAssociationUWSA_Home)

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).

### **1. 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). Students can choose to purchase a post-secondary semester pass at Winnipeg Transit retail locations (like 7-11 and Shoppers Drugmart). Students that are eligible can opt-out via the form available on the website. Accessibility students with reduced course load can opt-in for the U-Pass. The form is available online. For more information, please visit <https://theuwsa.ca/u-pass/>.

## **3. Classroom Regulations**

The following section describes the rights and responsibilities of students with regard to attending lectures and completing course work. For information about grading and minimum performance levels, see *Grading*.

### **a. Attendance**

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

Undergraduate international students on a study permit who need to take time away from their studies due to medical reasons or other personal circumstances may apply for an authorized leave of up to 150 days, in accordance with Immigration, Refugees and Citizenship Canada (IRCC) regulations. Students considering this option must consult with International Student Services to ensure proper documentation and maintain their immigration status.

### **b. Course Outlines**

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

- An indication of the topics to be covered;
- An indication that all topics listed on the outline 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. In such case, 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 of the examination time have elapsed. 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 of the examination time have elapsed.

### **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.

#### 4. 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 and 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. In most courses, students can expect that the grades for at least 20% of their term work will be available to them before the voluntary withdrawal date.

**After the term is completed,** grades assigned to all term work must be available to students no later than 10 working days following the date designated for a final examination in a course. Students are responsible for getting the grades for individual assignments from the instructor or the Department when course work, including the final examination, is graded after the close of classes.

Instructors may return or keep final examinations for a 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					
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
Satisfactory	C+	2.5	1.25	15	7.5
	C	2	1	12	6
Marginal	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 is 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.

#### 5. 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). Digital transcripts will be issued using MyCredits at <https://mycredits.ca>. 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.

## 6. Recognition of Prior Learning (RPL)

The University of Winnipeg has established three methods to recognize for credit the prior learning a student may have achieved beyond traditional university or college courses. These methods include (a) RPL for Admissions, (b) challenge for credit, and (c) military service.

### RPL Policies:

- Recognition of Prior Learning (RPL) for credit (for courses) is only available to students who have been admitted to The University of Winnipeg's Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, or Science.
- Credits gained through RPL cannot be used to fulfill The University of Winnipeg residence requirements.
- A maximum of 60 credit hours from the combination of RPL credits and transfer credits can be used toward a degree.
- Credits obtained through the RPL will be recorded on the student's official transcript as PLAR.

**Note:** Regulations and procedures for RPL in the Professional, Applied and Continuing Education (PACE) and Graduate Studies Programs may differ from those of the Faculties of Arts, Business and Economics, Education, Kinesiology and Applied Health, and Science. Please check with PACE or Graduate Studies for information

### a. RPL for Admission

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

### b. Challenge for Credit

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

### Procedures:

- The student must apply to and be accepted by The University of Winnipeg.
- The student reviews PLAR instructions on the Adult Learner Services website and then consults with the Coordinator of RPL in Student Services and applies for Challenge for Credit.
- Included in the Challenge for Credit Application, the student must provide a summary of prior learning and receive permission to PLAR a course for credit from the Department Chair/Instructor offering the course.
- The student will complete appropriate advising and orientation as determined by the University and the department.
- The Department Chair/Instructor will determine the appropriate mode(s) of assessment for the course(s) (e.g., portfolio, examination, demonstration, interview, presentation).

- Once the student and Department Chair/Instructor agree to proceed with PLAR, the student must complete and sign an Assessment Agreement Form in consultation with the Department Chair/Instructor and return the form to the Coordinator of RPL.

- The fee (½ the regular course tuition/registration/student life fees) must accompany the Assessment Agreement Form.

- Within the set deadline the student completes the agreed upon assessment(s).

- If the student is not successful in challenging a course, a note to this effect will be placed in the student's file but will not be entered on the student's WebAdvisor transcript or the official transcript.

- If a student is not successful in completing the assessment process, one further attempt can be made to challenge for credit after a minimum of six months, provided the student produces evidence of additional learning. The course instructor may inform the student of areas where learning is inadequate and may be able to recommend ways to acquire or demonstrate that learning.

### Regulations:

- Academic credit should be awarded only for demonstrable learning, not for experience.

- The student may use a maximum of 30 credit hours of PLAR towards a degree.

- The student who is successful will receive a grade of S ("Standing") in the course rather than a letter grade.

- Credit will only be awarded for work meeting the standard expected of students who successfully complete the course with a grade of "C" or better.

- The student may only use PLAR for courses delivered by The University of Winnipeg (i.e., only courses which appear in the Course Descriptions section of this Calendar or in The University of Winnipeg Timetable).

- Students may not be considered for PLAR in a course if they have previously registered in that course or its equivalent at The University of Winnipeg or another university. Exceptions to this rule will be made for those students who have withdrawn within the first two weeks of a course.

- Challenge for Credit in the Faculty of Education: Students cannot request challenge for credit for Curriculum, Instruction and Assessment Courses or Practicum Blocks. However, students may request challenge for credit in other Education courses; please follow the previously outlined procedures and policies. For more details refer to Faculty of Education, General Information.

- Credits granted for prior learning at The University of Winnipeg may not always be transferable to or recognized by other post-secondary institutions. It is the responsibility of the learner to determine transferability or acceptance.

- For more information on PLAR, consult the website at <https://www.uwinnipeg.ca/adult-learner-services/index.html>

### c. Recognition of Prior Learning for Military (RPLM) Training and Service

The University of Winnipeg welcomes and serves the needs of Canadian Regular and Reserve Forces, retired members, and veterans as they complete their degrees. Through RPLM, The University recognizes Military Training and Service.

### Procedures:

- The student must apply to and be accepted by The University of Winnipeg.
- The student must complete, date, sign and submit a University of Winnipeg Recognition of Prior Learning (RPL) Military Request Form, including a Member Personnel Record's Resume (MPRR) to the Coordinator of RPL.

**Regulations:**

- The student may use up to 24 credit hours for Military Training and up to 6 credit hours for Service/Rank for a maximum of 30 credit hours of RPLM towards a degree.
- Credits obtained through the RPLM will be recorded on the student's official transcript as RPLM-1001 and/or 2001 and/or 3001 Military PLAR as general electives, with a grade of "S" (Standing).
- Credits granted through RPLM at The University of Winnipeg may not always be transferable to or recognized

by other post-secondary institutions. It is the responsibility of the learner to determine transferability or acceptance.

- If you haven't applied for admission and would like to discuss your prior learning and educational plan first, please call 204-786-9257 to schedule an appointment with an Adult Learner Services and RPL Advisor.
- For more information on RPLM, consult the website at <https://www.uwinnipeg.ca/adult-learner-services/index.html>

**7. Academic Standing and Status Evaluation**

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

Degree	Minimum weighted GP	Credit hrs	Minimum Cumulative GPA	Notes
BA, BBA, BPHE, or BSc 3-Year	180	90	2.0	Minimum 2.0 GPA –on UWinnipeg courses used for graduation –on Courses used for the major Only courses with D or better can be used for graduation. The 90 credit hours presented for graduation must meet all degree requirements. Students on probation may try a maximum of 120 credit hours to gain a degree. Students with Regular status and a cumulative GPA of 2.0 or better may exceed 120 credit hours in attempting to gain a degree.
BA Honours		120	3.0 2.5	Minimum 3.0 GPA –on honours subject courses, including course repeats and failures Minimum 2.5 GPA –on non-honours subject courses where Fs are not included and in the case of repeated courses, only the highest grade will be used
BKin or BSc Honours		120	3.0 2.75	Minimum 3.0 GPA –on honours subject courses, including course repeats and failures Minimum 2.75 GPA –on non-honours subject courses where Fs are not included and in the case of repeated courses, only the highest grade will be used
BA, BBA, BKin, or BSc 4-year	240	120	2.0	Minimum 2.0 GPA – on UWinnipeg courses used for graduation – on courses used for major Only courses with D or better can be used for graduation The 120 credit hours presented for graduation must meet all degree requirements.
Integrated BEd/BA or BSc	300	150	2.0	Minimum 2.0 GPA. The 150 credit hours presented for graduation must meet all degree requirements.
Second Bachelor's degree			2.0	Minimum 2.0 GPA in courses presented for graduation Requirements for the degree being sought must be met by courses presented for graduation and relevant courses credited in the earlier degree.

**Awards, Bursaries, Scholarships, Prizes and Medals**  
 The University of Winnipeg is committed to assisting students with their education costs while also recognizing academic excellence. UWinnipeg offers a large number of bursaries, awards, scholarships and prizes for students in our community, including first generation students, Indigenous students, students with disabilities, athletes and those enrolled in specific majors or programs.

- **Medals** recognize academic achievement and are typically awarded at the spring convocation ceremony.

Current information and annual updates on UWinnipeg awards and financial aid can be found at <https://www.uwinnipeg.ca/awards/>

Most bursaries, scholarships and awards are selected using UWinnipeg's online awards management system. Academic information found in the student record (gpa, major, current courseload, etc.) is automatically entered into the student's annual awards application.

**Definitions:**

- **Awards** are based on a combination of financial need and academic achievement.
- **Bursaries** are provided to students with satisfactory academic standing who demonstrate financial need.
- **Scholarships** are based on any combination of academic achievement, campus/community involvement, leadership, volunteerism, or any other senate-approved criteria.
- **Prizes** recognize achievement in a specific area of study or participation in an event or competition.

At the start of the academic year, students are responsible for providing and updating any personal information required for award eligibility which is not found in the student record. Examples include but are not limited to: resumes, letters of reference, annual financial need declaration; evidence of leadership, volunteerism, campus/community involvement, etc.

To be competitive and considered for as many bursaries, scholarships and awards as possible each year, students are advised to:

- Log-in to their online awards account before each term of study and update their personal information;



- Visit [uwinnipeg.ca/awards](http://uwinnipeg.ca/awards) regularly for information and updates;
- Declare their major;
- Declare Indigenous ancestry/status;
- Maintain a full-time courseload in Fall and Winter terms;
- Read all emails and reminders from the university and UWinnipeg Financial Aid & Awards.

### Academic Proficiency Scholarship

Scholarships are awarded each academic year to current students who have achieved a cumulative grade point average of 4.00 or better on at least 12 credit hours completed in the previous Fall/Winter and Summer sessions combined. Students will be considered after the completion of 30 credit hours at The University of Winnipeg. Eligible students will be ranked by GPA and scholarships will be awarded from the top GPA down until all of the annual funding has been disbursed, or until the last eligible student has received a scholarship, whichever comes first. Graduates are ineligible.

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

### Entrance Scholarships and Awards

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

### In-Course Awards for Current Students

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

### Convocation Medals

Gold and silver medals are awarded at spring convocation to students who have achieved the highest standing in their degree program and major. To be considered, students must have completed all of their degree requirements during the most recent academic year following the previous spring convocation. Students who graduate in the fall or winter term convocation periods remain eligible to be considered for medals at the next spring convocation. No student will be awarded two medals in the same department or two medals for overall performance in an undergraduate degree, except

for a student in the Integrated B.Ed. program who is receiving two degrees simultaneously. A cumulative grade point average of at least 3.75 (B+) is the minimum requirement to qualify for a convocation medal; cumulative grade point averages are competitive.

### Deans' Honour List

Students will be considered for the Deans' Honour List after the completion of 30 credit hours at The University of Winnipeg. This academic distinction is awarded to current students with a cumulative sessional grade point average of 3.55 or higher on at least 18 credit hours completed in the previous fall, winter and summer terms combined. Students with a sessional grade point average of 3.55-3.99 are recognized as a "Student of Distinction." Students with a sessional grade point average of 4.00+ are recognized as a "Student of Highest Distinction."

### c. Minimum Performance Requirements to Remain in a Program

An evaluation of student performance is conducted *following the term* in which students have completed their first 18 credit hours, and then following each subsequent term to determine if students have a sufficient GPA to continue in their program.

- Students who achieve the minimum performance level are considered to be in good standing.
- Students who do not achieve the minimum performance level are placed on probation.
- Students who continue to perform unsatisfactorily are placed on academic suspension.
- To continue at the University on Regular status, students must meet the minimum grade point level shown in the Minimum Performance Table below.

**–Students who accumulate more than 30 credit hours of failing grades exceed the number of course attempts allowed to get a degree, and are not allowed to continue with their studies.**

**To calculate minimum performance** the student must have achieved a minimum GPA on the credit hours attempted according to the scale in the table below. If a grade is S (Standing), it may be evaluated as a grade point of 2.0 for purposes of this calculation.

**Minimum Performance Table**

Credit hours attempted	Minimum GPA
18 – 30	1.4
30.01-60	1.5
60.01-90	1.6
90.1+	1.65

### d. Probationary Status Students

Students are placed on probation when their end of term evaluation shows that their performance level has fallen below the minimum required. Probationary status is effective immediately.

When students are on probation, their performance level is re-evaluated after subsequent terms. At that time, to remain at the University, they must have achieved one of the following conditions:

- To regain Regular status, students must meet the minimum performance level based on all courses attempted.
- To remain on Probationary status, students must obtain a minimum 2.0 GPA on courses attempted since the last assessment.

Failure to achieve either of these two conditions will result in academic suspension.

**Students on probation** cannot enrol at other universities to try to remove the probationary status, and should consult an Academic Advisor to discuss their course load, their course selection, and the effects of probation on their academic career. Students on probation may take a maximum of 9 credit hours per term.

**Students in the Integrated BEd program who are placed on probation** are removed from the BEd portion of the program but can remain in the Arts or Science program. They can seek readmission to the BEd program as a Transfer or After-Degree applicant if they achieve Regular status and meet the admission requirements. Applicants to the BEd program must be on Regular or Mature status.

#### e. Mature Status Students

Mature status students are **admitted on probation**. After 24 credit hours, if they meet the minimum performance level indicated in the Minimum Performance Table, they are given Regular student status. They may be given Regular status if they meet the minimum performance level with fewer than 24 credit hours. If they do not meet the minimum performance level, they are **not allowed to continue** with their university studies. If a student is registered in the term during which notification of the impending status change is sent, the not allowed to continue status becomes effective at the end of that term, unless the student chooses to withdraw immediately.

Mature students on “not allowed to continue” status must re-apply for admission and must meet Regular status admission requirements. Degree credit is granted for courses previously completed at the University. In extraordinary circumstances, students may appeal for reinstatement. (See *Appeals*).

#### f. Academic Suspension

Probationary students who don't meet one of the conditions in #7d will be placed on suspension. Please refer to #7d Probationary Status Students above and see the Minimum Performance table. If a student is registered in the term during which notification of the impending status change is sent, the suspension or withdrawal becomes effective at the end of that term, unless the student chooses to withdraw immediately.

The first academic suspension is normally for one calendar year. A student on academic suspension cannot resume studies until the suspension period has expired. To seek reinstatement after a first suspension, the student must see an Academic Advisor after completing the Application for Continuance process.

Second and subsequent suspensions are for two years. To seek reinstatement after a second or subsequent suspension, the student must submit an appeal for reinstatement in writing to the Senate Appeals Committee. (See *Appeals*). Submission of an appeal does not assure reinstatement.

#### g. Not Allowed to Continue Status

Not Allowed to Continue status students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue their studies. They are expected to sit out for three years, and request forfeit of credit when they wish to return. (See Admission and Readmission). If a student is registered in the term during which notification of the status change is sent, the withdrawal from the university

becomes effective at the end of that term, unless the student chooses to withdraw immediately. In extraordinary circumstances, students may appeal to the Senate Appeals Committee for early reinstatement and/or retention of credits. (See *Appeals*.)

#### h. USupport/Student Success Advisors

The University of Winnipeg offers USupport to help current students who may benefit from additional academic support.

At approximately the half-way point of each term, faculty members are asked to identify students who are missing classes, not participating in class, or showing poor performance. These students are then contacted by the University's Student Success Advisors who offer guidance, support, as well as referral to other services on campus, as appropriate.

Students are also welcome to self-identify for USupport or to contact Student Success Advisors directly at any time during the term with their academic issues. Please email for an appointment: [studentsuccess@uwinnipeg.ca](mailto:studentsuccess@uwinnipeg.ca)

### 8. 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 and 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 their 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 shall 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 shall be made to ensure that anonymity is maintained in all case summaries and reporting except that the University shall be free to report or disclose a finding of academic misconduct on any official University records including a transcript or in response to a question by other academic institutions.

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

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

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

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

#### **Process:**

The stages of an academic misconduct allegation are as follows:

**LEVEL I:** 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, or examination). 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; and
- 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 Senate Academic Standards and Misconduct Committee, including the same information required from an Instructor as outlined above. The Chair shall give written notice of the allegations to the student and refer the reported allegations to the Senate Academic Standards and Misconduct Committee in writing.

#### **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 Standards and Misconduct Committee as to whether or not an act of academic misconduct has been committed, and recommend an appropriate penalty.

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

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

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

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

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

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

The student shall have 10 calendar days from receipt of such notice to appeal the recommendation or respond to the allegations by making a submission in writing and/or to 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, or

- 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 written or transcribed from the personal appearance before the Committee;;
- the notes of all Committee meetings.

#### **Notification of Decision**

The Committee shall, within 2 working days of making a decision, inform the student and the Instructor of its decision and reasons in writing, through the DRC/ARC.

#### **Appeals**

The student has the right to appeal the ruling of the Senate Academic Standards and 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.

The Senate Academic Misconduct Appeals Committee, upon timely receipt of a written appeal by a student found to have committed academic misconduct, shall, 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 their right to present further relevant information in writing to the Senate Academic Misconduct Appeals Committee, of their right to appear in person before the Committee, and of their 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 shall meet. The Senate Academic Misconduct Appeals Committee shall 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 of its decision and its reasons to the student and the Instructor through the appropriate DRC/ARC, as well as the Senate Academic Standards and Misconduct Committee.

#### 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 Standards and 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 Standards and 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: : A confidential file is kept by the Office of the Dean of Arts, who is Chair of the Senate

Academic Standards and Misconduct Committee. The file contains all documentation considered during the Senate Academic Misconduct appeals process, and shall be kept 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 shall be destroyed;
- case summaries may be kept for the seven-year period.

#### Case Summaries

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

#### Access to Archival Discipline Files

Only the Academic Standards and 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 Standards and 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 Standards and 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 Standards and 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 contain only 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 on both 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 be removed only upon

successful petition to The Senate Academic Standards and Misconduct Appeals Committee.

### **Academic Misconduct and the University Community**

#### Evaluation and Annual Report to the University Community

An annual report shall be presented to Senate by the Chair of the Academic Misconduct Committee. The report shall 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 Standards and 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.

##### **Relevant Legislation:**

Human Rights Code (Manitoba)  
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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement.

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

**Complaint:** 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): 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 their student status to use University facilities.

University: The University of Winnipeg as defined by The University of Winnipeg Act

UW Community: Students, employees, anyone holding a University appointment, post-doctoral fellows, visiting scholars, anyone contractually required to abide by University policies, volunteering with a University program or activity, students and employees of the Collegiate, members of the Board of Regents and Senate, and anyone who resides on University property.

#### **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 Associate Vice President Student Engagement 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.

#### **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](http://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, Associate Vice President Student Engagement, 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 Associate Vice President Student Engagement.

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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement by phone, email, or by setting up a meeting with the Associate Vice President Student Engagement. 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 Associate Vice President Student Engagement they may speak to the Human Rights and Diversity Officer who shall Report the incident to the Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement determines it is not appropriate to proceed further with the Complaint based on those parameters, the Complainant will be notified and no further action will be taken. If the Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement is satisfied of the veracity of the Respondent's acknowledgement and agreement, the Complainant will be notified and matter will be treated as resolved. The Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement.

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 Associate Vice President Student Engagement may recommend to the Associate Vice President Human Resources ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES that an investigation take place.

The Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement determines that an investigation will not take place for the reasons listed above 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 Associate Vice President Student Engagement shall recommend to the Associate Vice President, Human Resources that an investigation be commenced.

If the Associate Vice President, Human Resources accepts the recommendation of the Associate Vice President Student Engagement the Associate Vice President, Human Resources 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 Associate Vice President Student Engagement. Such requests will be considered and decided upon by the Associate Vice President Student Engagement.

### **Investigation Report**

Upon conclusion of the investigation, the Investigator shall prepare an investigation report based on the guidelines provided by the Associate Vice President Student Engagement. 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 Associate Vice President Student Engagement and the Associate Vice President, Human Resources. Prior to making decision about sanctions, the Respondent shall be provided with an opportunity to meet with the Associate Vice President Student Engagement (or appropriate Administrator) and the Associate Vice President, Human Resources.

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 Associate Vice President Student Engagement in consultation with the Associate Vice President, Human Resources shall determine the appropriate resolution, remedy, or sanction.

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

The Associate Vice President Student Engagement 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 Associate Vice President Student Engagement accordingly may increase the sanctions imposed on the Student at the Associate Vice President Student Engagement's discretion.

When a suspension (permanent or time-limited) is imposed the Associate Vice President Student Engagement 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement) 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 Associate Vice President Student Engagement. The composition of the appeal committee shall include:

- the Provost and Vice-President Academic;
- Faculty Dean;
- Registrar;
- 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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement (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 Associate Vice President Student Engagement (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 Associate Vice President Student Engagement 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 Associate Vice President Student Engagement at 204-789-1446.

## **9. Senate Appeals**

### **a. Information**

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

All appeals will require students to provide a statement, supporting documentation if applicable, and feedback from the professor if applicable. The Academic Advisor will offer guidance in the preparation of the appeal and present it to the Senate Appeals Sub-committee on the student's behalf.

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

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

### **b. Admission**

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

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

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

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

**d. Exam Scheduling**

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

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

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

**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 an Academic Advisor to obtain an appeal form. The completed appeal form, with the student’s statement and instructor comments, is returned to Academic and Career Services 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.

**Deadlines to Appeal**

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

For incomplete term work, students must normally contact an Academic Advisor 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.

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

**f. Retroactive Withdrawal**

Students who stop attending courses without following formal withdrawal procedures by the announced deadline for withdrawal will remain registered and receive grades for

those courses. Students may appeal to the Senate Appeals Committee for a retroactive withdrawal, on the basis of medical, compassionate or other reasons beyond their control. Students must contact an Academic Advisor to discuss the appeal. Appeals for retroactive withdrawal will not be considered if a student has graduated.

**Deadline to Appeal**

Normally, the deadline to appeal is the end of the evaluation period for the term in which the course was taken. (Appeals **may** be considered for up to one calendar year after the end of the course at the discretion of the Senate Appeals Committee, if circumstances warrant.)

**g. Readmission**

A student whose status has changed to “Academic Suspension” or “Not Allowed to Continue” may appeal the ruling in writing to the Senate Appeals Committee through an Academic Advisor.

**Waiver of One Year Academic Suspension**

Students who are academically suspended for the first time are not permitted to register for one calendar year. If students feel they have grounds to return to the University before the suspension has been served, they must see an Academic Advisor to discuss the appeal.

**Readmission after a Second Academic Suspension**

Students who are academically suspended for a second or subsequent time are not permitted to register at the University for two full calendar years. Students must appeal for readmission if they wish to return after the two years, or if they feel they have grounds to be allowed to return before the two years. Such an appeal must normally include evidence of success in something of an academic nature completed since the suspension. Students must see an Academic Advisor to discuss the appeal.

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

Students who receive more than 30 credit hours of failures have exceeded the maximum number of course attempts to get a degree, and are not allowed to continue their studies. They are expected to sit out for three years and forfeit credit when they wish to return. (See Admission and Readmission). In extraordinary circumstances, they may appeal for readmission prior to the completion of the 3-year period or if they wish to return after the 3-year period without forfeiting credit. Such an appeal must normally include evidence of success in something of an academic nature completed since the student was not allowed to continue. Students must see an Academic Advisor to discuss the appeal.

**Readmission after being “Not Allowed to Continue” as a Mature Status Student**

Students on Mature Status are not allowed to continue their studies at the University if they do not meet the Minimum Performance Standard upon completion of 24 credit hours. They must complete Regular Status admission requirements in order to be readmitted. (Note: The status on readmission will normally be Probation based on university academic performance to date.) In extraordinary circumstances, students may appeal to be readmitted without having completed Regular Status admission requirements. Such an appeal must normally include evidence of success in something of an academic nature completed since the student was “not allowed to continue”

**h. 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

Convocation/Academic Program Officer regarding this type of appeal.

#### **i. 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.

### **10. 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 Departmental Review Committee (DRC), which rules on appeals made to the Department. Normally the Department 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 Departmental Review Committee (DRC). Information regarding DRC Chair contact information can be obtained from the relevant department. Students are encouraged, but not required, to meet with an Academic Advisor 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 DRC 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 DRC 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 Departmental Review 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 Departmental Review Committee or the Department 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 Departmental Review Committee, which rules on appeals made to the Department. Normally the Department 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 required to meet with an Academic Advisor 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 Academic and Career Services and then forwarded to the Student Records Office where it is subsequently released to the Departmental Review Committee. The Student Records Office 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 Department 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 Academic and Career Services. The appeal to the Senate Appeals Committee should be submitted no later than 30 days after notification has been received from the Departmental Review Committee.

### **11. University Policies**

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

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

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

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

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

<https://www.uwinnipeg.ca/policies/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, accommodations, and a reporting process for students who have experienced sexual violence.

For supports and accommodations, please contact Tianna Greaves, the Sexual Violence and Human Rights Advisor and member of the UW Sexual Violence Response Team, by phone or text at (204) 230-6660 or email at [svrt@uwinnipeg.ca](mailto:svrt@uwinnipeg.ca) or [ti.greaves@uwinnipeg.ca](mailto:ti.greaves@uwinnipeg.ca). For more information about the policy or to file a report with the University, contact the Human Rights and Diversity Officer at [s.belding@uwinnipeg.ca](mailto:s.belding@uwinnipeg.ca), or (204) 988-7508 or visit the website: [www.uwinnipeg.ca/askfirst](http://www.uwinnipeg.ca/askfirst).

#### **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 Institutional Analysis, and can also be found on the University's website at:

<https://www.uwinnipeg.ca/policies/docs/policies/responsible-conduct-of-research-and-scholarship-policy.pdf>

#### **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:

<https://www.uwinnipeg.ca/research/ethics/index.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/policies/docs/policies/acceptable-use-of-information-technology-policy.pdf>

#### **h. Information Security Policy and Procedures**

The purpose of this policy is to outline the principles related to protecting The University of Winnipeg ("University"), the University community, and third parties against harm through classification and secure handling requirements for University data. This policy applies to all University community members who have access to University data.

The policy and related procedures may be found at:

<https://www.uwinnipeg.ca/policies/docs/policies/information-security-policy.pdf>

<https://www.uwinnipeg.ca/policies/docs/procedures/information-security-procedure.pdf>

#### **i. 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 may 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/policies/docs/policies/student-financial-appeal-policy.pdf>

For more information, contact Academic and Career Services at 204.786.9257 or [advising@uwinnipeg.ca](mailto:advising@uwinnipeg.ca)

## **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.

**Up-to-date information on**

- **Registration**
- **Fees**
- **Awards and Financial Aid**

**can be found in the "Current Students" section of the University's website at [www.uwinnipeg.ca](http://www.uwinnipeg.ca)**