

Senate  
Senate Chamber  
Room E3-262 Engineering Building  
WEDNESDAY, March 1, 2017  
1:30 p.m.

## **A G E N D A**

### **I MATTERS TO BE CONSIDERED IN CLOSED SESSION**

#### **1. Report of the Senate Committee on Honorary Degrees [February 13, 2017]**

The report will be distributed to members of Senate at the meeting.  
Documentation will be available for examination by eligible members of Senate  
the day preceding the Senate meeting in the Office of the University Secretary.

### **II CANDIDATE FOR DEGREE NOTWITHSTANDING A DEFICIENCY**

The Registrar will provide an oral report at the Senate meeting.

### **III ELECTION OF SENATE REPRESENTATIVES**

#### **1. To the Senate Executive Committee Page 4**

### **IV MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE**

#### **1. Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes RE: Asper School of Business, College of Nursing, Department of Plant Science, Faculty of Graduate Studies Page 5 [January 25, 2017]**

### **V MATTERS FORWARDED FOR INFORMATION**

#### **1. Report of the Senate Committee on Awards – Part A Page 6 [January 24, 2017]**

#### **2. Annual report of the University Disciplinary Committee Page 18 [December 1, 2016]**

#### **3. Report of the Senate Committee on Admissions Page 141 RE: 2017-2018 Undergraduate Admission Targets**

#### **4. Final Report of the Convocation Review Panel Page 143 [December 1, 2016]**

### **VI REPORT OF THE PRESIDENT Page 155**

**VII QUESTION PERIOD**

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

**VIII CONSIDERATION OF THE MINUTES  
OF THE MEETING OF FEBRUARY 1, 2017**

**IX BUSINESS ARISING FROM THE MINUTES - none**

**X REPORTS OF THE SENATE EXECUTIVE COMMITTEE  
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE**

1. Report of the Senate Executive Committee Page 167

2. Report of the Senate  
Planning and Priorities Committee

The Chair will make an oral report of the Committee's activities.

**XI REPORTS OF OTHER COMMITTEES OF SENATE,  
FACULTY AND SCHOOL COUNCILS**

1. Report of the Senate Committee on Awards – Part B  
[January 24, 2017] Page 169

2. Proposal for a Master of Science in Prosthodontics,  
College of Dentistry

a) Report of the Faculty Council of Graduate Studies on  
Program and Curriculum Changes Page 174

b) Report of the Senate Planning and Priorities Committee Page 183

3. Articulation Agreement Renewal: University of Manitoba,  
Bachelor of Commerce (Honours) – Red River College,  
Diploma in Business Administration Page 275

a) Report of the Senate Committee on Curriculum  
and Course Changes Page 283

b) Report of the Senate Committee on Admissions Page 285

4. Report of the Senate Committee on Curriculum and Course  
Changes RE: Closure of the Bachelor of Human Ecology  
(General) Degree, Rady Faculty of Health Sciences Page 286

5. Proposal for Merger of the Department of Food Science  
and the Department of Human Nutritional Food Sciences,  
Faculty of Agricultural and Food Sciences Page 301

XII **ADDITIONAL BUSINESS** - none

XIII **ADJOURNMENT**

*Please call regrets to 204-474-6892 or send to [shannon.coyston@umanitoba.ca](mailto:shannon.coyston@umanitoba.ca).*

## **Election of a Senate Representative to the Senate Executive Committee**

1. Subsection 34(1) of *The University of Manitoba Act* provides that:

The senate has general charge of all matters of an academic character; and, without restricting the generality of the foregoing, the senate shall ...

- (y) elect an executive committee, which shall include
- (i) the president, who shall be chairman of the committee;
  - (ii) the member of the senate designated by the president to be vice-chairman of the committee;
  - (iii) three members of senate from among the vice-presidents of the university, the deans of faculties and directors of schools;
  - (iv) a member of the board who has been appointed to be a member of the senate;
  - (v) a member elected by the students to be a member of senate;
  - (vi) eight other members of the senate from those elected under section 27 [i.e., elected by faculty/school councils];

2. One Senator is to be elected for the remainder of a term ending on May 31, 2018. Eligible for election are members of Senate elected by faculty/school councils. The members presently serving are:

Prof. Tina Chen	Arts	2017
Prof. Mark Gabbert	Arts	2017
Prof. Brenda Austin-Smith	Arts	2018
Prof. Mary Brabston	Management	2018
Prof. Diana McMillan	Health Sciences	2018
Prof. John Anderson	Science	2019
Prof. Judy Anderson	Science	2019

3. Procedures:

- (a) Nominations for the positions shall be received from the floor.
- (b) Senators shall vote for one candidate on the ballot provided.
- (c) The candidate receiving the largest number of votes shall be elected.
- (d) In the event of a tie, the question shall be resolved by another ballot involving those candidates who have tied.



## Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

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### Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Faculty of Graduate Studies Executive Committee met on the above date to consider proposals from the Asper School of Business, College of Nursing, Dept. of Plant Science and Faculty of Graduate Studies.

### Observations

1. The **Asper School of Business** proposes a modification to two courses to update the course descriptions with revised pre-requisite course numbering and remove legacy course numbering.

#### Course Modifications

##### **MSCI 7140      Quantitative Analysis for Management      3**

Introduction to the use of quantitative techniques, and computers to solve management problems. Mathematical optimization models, network analysis, and probability models. Pre-requisite: MSCI 5110 (or MSCI.5100). Not to be held with MSCI 6070 OR MSCI 2150.

##### **MKT 7080      Selected Topics in Marketing      3**

A study of selected areas of recent development in the field of marketing. Topics may include the marketing of services, market research, business to business marketing, marketing channel systems, personal selling or sales management, and physical distribution. Prerequisite: MKT 7010 or MKT 6080.

NET CREDIT HOUR CHANGE \_\_\_\_\_ NO  
CHANGE

2. The **College of Nursing** proposes a doctoral level quantitative research course tailored for Nursing Ph.D. students. No such course has been found suitable in other units for Nursing Ph.D. students, and Nursing's own Master's level course does not meet doctoral level needs.

Letters of support have been received from Applied Health Sciences and Community Health Sciences to negate concerns where there is perceived overlap with these units' quantitative methods courses.

This course prepares doctoral students in nursing and other health related programs to expand their knowledge and skills in advanced level quantitative design and methods. Emphasis in the course is on critically appraising issues specific to the design, measurement, and analysis of data for advanced level quantitative studies in nursing and healthcare. Students will also analyze ethical and policy issues related to quantitative research designs. Pre-requisite: NURS 7220 or equivalent; pre- or co-requisite: CHS 7810 statistics course, or equivalent.

3. The **Dept. of Plant Science** proposes the modification of one course to update the course description with revised pre-requisite course numbering and remove legacy course numbering.

Examination of current concepts of regulation and limitations of photosynthesis, nitrogen metabolism, and assimilate partitioning in field and horticultural crops. Content will include the mode of action of plant growth regulators and herbicides in these processes.. Pre-requisites: PLNT 3400 or BIOL 3400, or the former PLNT 3500, PLNT 4590 or consent of instructor.

4. The **Faculty of Graduate Studies** proposes the modification of one course to update the course title and description to better reflect the content of the tutorial with which the course is associated. The Registrar's Office has permitted the use of a course modification to update the course title in this instance.

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Participants will be exposed within a highly interactive environment to practical advice on how to deal with the challenging situations in which they may find themselves doing research within their own area of expertise, along with the latest standards, code and policies in the responsible conduct of research both locally and on a global basis. Online tutorial delivered through UM Learn with no pre- or co-requisites. Certificate available to print upon completion. Course graded pass/fail.

**NET CREDIT HOUR CHANGE**  
**CHANGE**

**NO**

### **Recommendations**

The Executive Committee recommends THAT: the course changes from the unit(s) listed below be approved by Senate:

**Asper School of Business**  
**College of Nursing**  
**Dept. of Plant Science**  
**Faculty of Graduate Studies**

Respectfully submitted,

Dr. Todd A. Mondor, Chair  
Faculty of Graduate Studies Executive Committee

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## **REPORT OF THE SENATE COMMITTEE ON AWARDS – PART A**

### **Preamble**

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observations**

At its meeting of January 24, 2017 the Senate Committee on Awards approved eight new offers and seven amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A* (dated January 24, 2017).

### **Recommendations**

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve eight new offers and seven amended offers as set out in Appendix A (dated January 24, 2017). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

## **SENATE COMMITTEE ON AWARDS**

### **Appendix A January 24, 2017**

#### **1. NEW OFFERS**

##### **Arthur and Daphne Schwartz Bursary**

The Schwartz family has established an endowment fund at the University of Manitoba to support students in the College of Dentistry. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in any year of study in the DMD program in the College of Dentistry at the University of Manitoba;
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application.

The selection committee will have the discretion to determine the number and value of the bursaries based on the available funding.

The selection committee will be the College of Dentistry Awards Committee.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

##### **Frances Steinberg Scholarship**

A bequest was made by Dr. Frances Steinberg to establish an endowment fund at the University of Manitoba. Dr. Steinberg began her academic career as a ballet student with the Royal Winnipeg Ballet, who then studied Fine Arts in Dance at York University. She took her Montessori school training at the University of Toronto and opened Montessori schools in Turtle Creek, NB and Perth, ON. She ultimately moved home to Winnipeg and went to medical school at the University of Manitoba, becoming a psychiatrist. This award was established to assist a student with a non-traditional background who is entering the Undergraduate Medical Education program in the Max Rady College of Medicine. Each year, beginning in 2017-2018, the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has been admitted to the Undergraduate Medical Education program in the Max Rady College of Medicine, and enrolls in the first year of study;
- (2) has achieved a minimum Adjusted Grade Point Average (AGPA) of 3.75 used for admission to the College of Medicine;
- (3) has received either:
  - (a) an undergraduate or graduate degree in Fine Arts from an accredited university in North America;
  - (b) an undergraduate or graduate degree in Arts, with a major in Film or Theatre, from an accredited university in North America: or
  - (c) an undergraduate or graduate degree in Music from an accredited university in North America.

If there are no applicants who meet criterion (3), preference will be given to a mature student who meets criteria (1) and (2). A mature student will be defined as a student who has been employed full-time for a minimum of 5 consecutive years without having taken more than 24 credit hours or four full university courses (or equivalent) in an academic year within the corresponding employment time frame.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Pollard Family Graduate Fellowship**

The Pollard Family Foundation has made a commitment of \$250,000 over five years to establish a trust fund at the University of Manitoba in support of graduate students. The purpose of the fund is to support graduate students as one of the highest priorities of the University of Manitoba's Front and Centre campaign. Each year, beginning in 2017-2018 and ending in 2021-2022, \$50,000 from the capital plus the available annual income will be used to offer the fellowships. In 2022-2023, the fund will be reviewed and should any funds remain, the Dean will have the discretion to offer the remainder as additional fellowships to Master's students, to ensure that all contributions and unspent revenue have been depleted.

Beginning in the 2017-2018 academic year and ending in 2021-2022, one fellowship will be offered to a Ph.D. student. The fellowship will be valued at \$20,000 plus 40% of the available annual income and will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies in a Ph.D. program delivered by a department in the Faculty of Arts;
- (2) has achieved a minimum grade point average of 3.75 based on the previous 60 credit hours (or equivalent) of study;
- (3) is not a recipient of tri-council funding;
- (4) is selected by the Dean of the Faculty of Arts as the top ranked Ph.D. student amongst the pool of *University of Manitoba Graduate Fellowship* candidates.

This fellowship will be offered in lieu of the *University of Manitoba Graduate Fellowship*. The Ph.D. fellowship is renewable for up to four years, dependent on available funding. In the event that the recipient receives tri-council funding in a subsequent year, a new Ph.D. recipient will be selected to receive the Pollard Family Graduate Fellowship funding. Only one student may hold the Ph.D. fellowship at any given time.

Beginning in the 2017-2018 academic year and ending in 2021-2022, two fellowships will be offered to Master's students. Each year, \$30,000 plus 60% of the available annual income and will be used to offer fellowships of equal value to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in the first year of a Master's program with a one or two-year fee structure, delivered by a department in the Faculty of Arts;
- (2) have achieved a minimum grade point average of 3.75 based on the previous 60 credit hours (or equivalent) of study;
- (3) are not recipients of tri-council funding;
- (4) are selected by the Dean of the Faculty of Arts as the top ranked Master's students amongst the pool of *University of Manitoba Graduate Fellowship* candidates.

These fellowships will be offered in lieu of the *University of Manitoba Graduate Fellowship*.

For the purpose of the Pollard Family Graduate Fellowships, the academic year will be defined as beginning January 1 and continue through December 31 (i.e. students admitted at any program entry point that falls within the 2017 calendar year will be considered for the fellowships for the 2017-2018 academic session).

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Arts (or designate) to make the selections for this fellowship.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **Puchniak Family Athletic Scholarship**

Bob Puchniak and family have established an endowment fund with an initial gift of \$25,000 at the University of Manitoba in 2016. The purpose of the award is to support a student athlete on the Bison Men's Hockey team. An additional donation of \$500 has been made so that one scholarship may be awarded in 2017-18. Beginning in the 2018-2019 academic year, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are eligible to compete in U Sports and are members of the Bison Men's Hockey team;
- (2) are enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (3) are enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) have achieved either:
  - (a) as a continuing student, a minimum sessional grade point average of 3.0 on a minimum of 18 credit hours in their previous year of study at the University of Manitoba; or
  - (b) as an entering student, a minimum average of 80% on high school courses used for admission to the University;
- (5) have made a valuable contribution to the team, as determined by the Head Coach of the Bison Men's Hockey Team.

The award is renewable provided that the recipients continue to maintain the criteria outlined above.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds.

The Director of Athletics and Recreation (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Men's Hockey Team (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

(The terms of this award will be reviewed annually against the U Sports criteria governing "Athletic Financial Awards Policy" (also referred to as "Athletic Scholarships Policy") currently numbered C50.10 in the U Sports Operations Manual).

### **Tannis M. Richardson Fellowship in Music**

Tannis M. Richardson has generously pledged a gift of \$100,000 to establish an endowment fund at the University of Manitoba. The purpose of the fund is to recognize outstanding graduate students specializing in piano, strings, or voice in the Desautels Faculty of Music. Beginning in the 2018-2019 academic year, the available annual income will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate studies, in a Master of Music in Performance program (solo or collaborative) at the University of Manitoba, with the Major Practical Study area being piano, strings, or voice;

- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study;
- (3) in the opinion of the selection committee, has demonstrated outstanding skill and promise, as evidenced in the graduate auditions.

The fellowship is renewable in the following year of study, provided that the student continues to meet the criteria (1) and (2) above. Only one student may hold the fellowship at any given time.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Desautels Faculty of Music (or designate) to name the selection committee of this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of the award if, because of changed conditions, it becomes necessary to do so. Such modifications shall conform as closely as possible to the expressed intention of the donor in establishing the award.

### **The Big Time Scholarship for Bison Football**

Rob Stewart, an alumnus of the University of Manitoba (B.A./Geog., 2004) and the Bison Football team (1999-2003), will make an annual contribution of \$2,000 for five years to offer the Big Time Award for Bison Football. The purpose of the award is to recognize an exceptional member of the Bison Football team. Beginning in the 2017–2018 academic year and ending in 2021-2022, the award will be offered to an undergraduate student who:

- (1) is eligible to compete in U Sports and has been a member of the Bison Football team for at least two years;
- (2) is enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (3) is enrolled in a minimum of 9 credit hours in each of the terms of competition;
- (4) has achieved a minimum degree grade point average of 2.5;
- (5) shows an exemplary work ethic and commitment to their sport in the off-season as determined by the Head Coach and the Co-Captains of the Bison Football team.

The selection committee shall be named by the Athletic Director (or designate) and will include the Head Coach of the Bison Football team (or designate) and the Co-Captains of the Bison Football team.

The donor will contact the Financial Aid and Awards office by no later than March 31 in any year this award will not be offered as scheduled.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

The terms of this award will be reviewed annually against U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

### **Tony T. K. Lau World W.I.S.E. Awards**

In order to promote cultural understanding, Tony T.K. Lau (B.A. '71), past President of the International Students' Organization (1971-1972), has established an endowment fund with the initial gift of \$50,000 at the University of Manitoba in 2016. The purpose of the fund is to support World W.I.S.E. Ambassadors in the International Centre.

Beginning in the 2018 – 2019 academic year, 75% of the available annual interest from the fund will be used to offer one Tony T. K. Lau World W.I.S.E. bursary to an undergraduate student who:



- (1) is enrolled full-time (minimum 60% course load) in any faculty, college, or school at the University of Manitoba;
- (2) has been accepted as a World W.I.S.E. Ambassador through the International Centre;
- (3) has achieved a minimum degree grade point average of 2.5;
- (4) demonstrates potential as an educational leader to both guide and motivate others;
- (5) has demonstrated financial need on the standard University of Manitoba bursary application form.

Candidates will be required to provide information indicating how they meet criterion (4) by submitting a 250 word statement to the International Centre by October 1.

Beginning in the 2018 – 2019 academic year, 25% of the available annual interest from the fund will be used to offer one Tony T. K. Lau World W.I.S.E. scholarship to an undergraduate or graduate student who:

- (1) is enrolled full-time (minimum 80% course load) in any faculty, college, or school at the University of Manitoba;
- (2) has been accepted as a World W.I.S.E. Ambassador through the International Centre;
- (3) has achieved a minimum degree point average of 3.5;
- (4) demonstrates potential as an educational leader to both guide and motivate others;
- (5) demonstrates ingenuity and innovation for implementing new ideas.

To support criteria (4) and (5), nominations will be accepted from International Centre staff and/or World W.I.S.E. ambassadors.

The same student may qualify for both awards.

The recipient will receive a small trophy along with the recognition of his/her name on a plaque. A plaque will be on display in the International Centre which will be updated annually to include the names of the scholarship recipients. A portion of the endowment fund will be set aside to cover the costs associated with trophy, plaque and, nameplates. The International Centre is responsible for ordering the trophy, plaque, and nameplates and updating the names on the plaque on an annual basis.

In any year in which there are no suitable candidates the income will be reinvested back into the capital.

The Director of the International Centre (or designate) will name the selection committee for this award. The selection committee for the scholarship will also include the donor (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of these awards if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

### **Zaplatynsky Family Scholarship in Bison Football**

John Zaplatynsky (B.Sc.,1967) and Sally Zaplatynsky (B.A.,1969), both alumni of the University of Manitoba, have established an endowment fund with a contribution of \$100,000 to the University of Manitoba in 2016. John is also an alumnus of the Bison Football Team. The Manitoba Scholarship and Bursary Initiative (MSBI) has made a contribution to this fund. Beginning in the 2018 – 2019 academic year, the available annual income from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are eligible to compete in U Sports and are members of the Bison Football team;
- (2) are enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (3) have achieved either:

- (a) as an entering student, a minimum average of 70% on those high school courses used for admission to the University, or
- (b) as a continuing student, a minimum degree grade point average of 2.0;
- (4) will be enrolled in a minimum of 9 credit hours in each of the terms of competition.

Recipients may only hold this award once.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funds.

The selection committee shall be named by the Director of Athletics and Recreation (or designate) and will include the Head Coach of the Bison Football team (or designate).

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

The terms of this award will be reviewed annually against U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

## 2. AMENDMENTS

### **Bette Primrose Lount Bursary**

The following amendments were made to the terms of reference for the Bette Primrose Lount Bursary:

- The preamble now reads:  
*Susan Stovel (née Lount) has established an endowment fund at The University of Manitoba to honour her mother, Bette Primrose Lount. A contribution has also been made to this fund by the Manitoba Scholarship and Bursary Initiative. Each year, the available annual income from the fund will support bursaries, the number and value of which will be determined by the selection committee, which will be offered to students who:*
- The first two eligibility criteria were revised to:
  - (1) *are enrolled full-time (minimum 60% course load) in the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
  - (2) *have achieved a minimum degree grade point average of 2.5;*
- The selection committee paragraph was revised to:  
*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

### **Bruce D. Campbell Bursaries**

The following amendments were made to the terms of reference for the Bruce D. Campbell Bursaries:

- The preamble was revised to:  
*Dr. Bruce and Mrs. Lesley Campbell have established an endowment fund at the University of Manitoba to support entrance bursaries in the Faculty of Agricultural and Food Sciences and the School of Agriculture. Each year, the available annual interest from the fund will be used to offer bursaries to students who:*

- The numbered eligibility criteria (1) and (2) were revised to:
  - (1) *are enrolled full-time (minimum 60% course load) in their first year of study in either the Faculty of Agricultural and Food Sciences or the School of Agriculture*
  - (2) (i) *as degree students, have been admitted from high school with a minimum admission average of 85% or have completed University 1 with a minimum grade point average of 2.5;*  
 (ii) *as diploma students, have been admitted from high school with a minimum admission average of 60%;*
- The paragraph after the numbered criteria was revised to:
 

*The selection committee will have the discretion to determine the dispersal of awards between the degree and diploma programs. If there are no qualified applicants in their first year of study, the bursaries can be offered to those students in their second year of study who meet the above criteria. The selection committee will also have the discretion to determine the number and value of the bursaries, with a minimum value of \$5,000 and a maximum value of \$6,000, based on the available annual income.*
- The selection committee paragraph was updated to:
 

*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee.*
- The standard Board of Governors statement was added.

#### **Dackow Family Scholarship**

The following amendments were made to the terms of reference for the Dackow Family Scholarship:

- The amount of the award has been changed from \$5,000 to a full tuition scholarship, plus an additional \$1,500 for books and supplies.
- A fourth criterion has been added:
 

*(4) of the students who have met the above criteria, has the highest average based on their top three 40S (or equivalent) credits.*
- The number of students that may hold the award at any given time has been increased from three to four.
- The following statements have been added:
 

*Cheques for books and supplies will be issued upon confirmation of full-time registration in the fall term.*

*The Dackow family will provide additional funds in any year that the annual and unspent revenue generated is less than the amount of funding required for the scholarships, books, and supplies.*

#### **Donald and Shirley McQueen Bursary**

The following amendments were made to the terms of reference for the Donald and Shirley McQueen Bursary:

- The language was updated to award one or more bursaries, instead of just one award.
- The following paragraph was added:
 

*The selection committee will have the discretion to determine the number and value of scholarships offered each year based on the available funds and number of qualified candidates.*

### **Elizabeth R. (Betty) Fletcher Bursary in Human Nutritional Sciences**

The following amendments were made to the terms of reference for the Elizabeth R. (Betty) Fletcher Bursary in Human Ecology:

- The name of the award has been changed to **Elizabeth R. (Betty) Fletcher Bursary in Human Nutritional Sciences**.
- The numbered eligibility criteria have been revised to:

*Two bursaries will be offered to students who:*

- (1) are enrolled full-time (minimum 60% course load) and have completed two full years of study in the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
- (2) have achieved a minimum degree grade point average of 2.5;*
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.*

*One bursary will be offered to a student who:*

- (1) is enrolled full-time (minimum 60% course load) and have completed three full years of study in the Bachelor of Science (Human Nutritional Sciences) degree program, offered by the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
- (2) has achieved a minimum degree grade point average of 2.5;*
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.*

- The selection committee paragraph now reads:  
*The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee*
- The standard Board of Governors statement was added.
- Biographical information was moved from the preamble and added as a separate paragraph at the end of the terms of reference.

### **Harold R. Coish Memorial Scholarships**

The following amendments were made to the terms of reference for the Harold R. Coish Scholarship:

- The second paragraph was changed to:  
*The available annual interest from the fund will be used to offer two scholarships of equal value to the two students who:*
- The criteria were changed to:
  - (1) attain the highest and second highest combined overall standing in the courses Physics 1: Mechanics (currently numbered PHYS 1050) and Physics 2: Waves and Optics (currently numbered PHYS 1070) according to the academic evaluation of the selection committee, using the marks from term work and final examinations in both courses;*
  - (2) proceed in the next ensuing academic year to second year in the honours Physics program.*
- The following paragraph was deleted:  
*Because of further contributions to this scholarship fund, a second scholarship, valued at \$300, will be available, effective following the spring series of examinations in 1987, in addition to the*

*existing scholarship of \$500. If, however, two students are judged equally high in standing, the Department of Physics may recommend two awards of \$400 each.*

- The courses PHYS 16.105 and PHYS 16.107 were updated to PHYS 1050 and PHYS 1070;
- The standard Board of Governors statement was added.

### **Walter and Elizabeth Rodewald Scholarship**

The following amendments were made to the terms of reference for the Walter and Elizabeth Rodewald Scholarship:

- The preamble was amended to read:  
*The Rodewald family has established an endowment fund for the Department of Chemistry at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund. Each year the available annual interest will be used to offer one or more scholarships to graduate student(s) who:*
- The numbered eligibility criteria were changed to:
  - (1) are registered as full-time students in the Faculty of Graduate Studies under the supervision of a full-time faculty member of the Department of Chemistry;*
  - (2) have achieved a minimum grade point average of 3.5 (or equivalent) over (i) the last two regular academic sessions completed for students in their first two years of graduate studies and (ii) all graduate level sessions for students beyond the first two years of graduate studies;*
  - (3) have demonstrated exceptional research ability at either the undergraduate level or the graduate level.*
- The selection committee paragraph was changed to:  
*The Vice-Provost (Graduate Education) and Dean (Faculty of Graduate Studies) will ask the the Scholarships Committee of the Department of Chemistry to name the selection committee.*
- The standard Board of Governors statement was added.
- Biographical information was moved from the preamble and added in a separate paragraph at the end of the terms of reference.



UNIVERSITY  
OF MANITOBA

Office of the President

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December 5, 2016

**To:** Mr. Jeff Leclerc, University Secretary  
**From:** Dr. David T. Barnard, President and Vice-Chancellor  
**SUBJECT:** Annual Report of the University Discipline Committee

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Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2015 to August 31, 2016 which was submitted by Dr. Don Fuchs, Chair.

I would appreciate your providing a copy of this report to members of the Board of Governors and Senate for information. You will note that Dr. Fuchs, has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Fuchs to attend the meeting at which the Report will be considered.

/hc



UNIVERSITY  
OF MANITOBA

## Office of the University Secretary

312 Administration Building  
Winnipeg, Manitoba  
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Telephone (204) 474-9593  
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December 1, 2016

Dr. David T. Barnard  
President and Vice-Chancellor  
University of Manitoba  
Room 200, Administration Building

Dear Dr. Barnard:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 2015 to August 31, 2016. Please note that this will be the final report submitted under the old Student Discipline Bylaw. Next year the report will use the categories defined in the new Student Discipline Bylaw and procedures which came into effect September 1, 2016. The attached Report on University Discipline cases summarizes all offenses and dispositions reported to me by all disciplinary authorities. I wish to thank all those offices who responded quickly to my request for submissions.

The UDC has continued to produce its report in chart format, and we have maintained the two major divisions, the first dealing with varying forms of "Academic Dishonesty" and the second addressing disciplinary matters which involve "Inappropriate Behaviour". Within each of the two major categories, like disciplinary matters have been grouped together for easier reference. Further, we have provided two graphs which offer a visual overview of disciplinary matters. The graphs span a five-year period.

I would make the following observations concerning the report's contents:

- 1) The overall number of incidents decreased slightly this year in relation to last year, with the percentage remaining at 2.6% of the student body. Changes in the number of incidents in the following categories should be noted:
  - a. increases in reported incidents of:  
Part 1: Application Fraud, Copying from Other Students or Submitted Own Previous Work and Plagiarism;  
Part 2: Breach of Residence Hall Regulations, Sexual Harassment, Theft and Unprofessional Conduct.

- b. decreases in reported incidents of:
  - Part 1: Cheating on Mid-Term Tests, Contravention of Examination Regulations, Personation and Inappropriate Collaboration.
  - Part 2: Computer Related Incidents, Disorderly Conduct, Indecent Exposure, Misuse of University Resources and Vandalism.
- 2) There were 581 incidents of academic dishonesty reported, involving a total of 548 students.
- 3) There were 196 incidents of inappropriate behaviour reported, involving a total of 160 students.

Upon receiving the reports from the disciplinary authorities, I checked with those who reported significant increases in incidents to see if they were cause for concern.

The increase in the number of incidents of Application Fraud was due to increases in both plagiarism in applicant intent statements, and credit card fraud in payment of application fees. The disciplinary authority indicated that the increase in plagiarism is attributed to the diligence with which applicant intent statements are reviewed. The disciplinary authority could not provide a reason for the increase in the number of cases of credit card fraud in payment of application fees.

The increase in the number of cases of Copying from Other Students or Submitted Own Previous Work was due to a greater awareness of proper reporting procedures and increased vigilance.

The increase in the number of cases of Plagiarism was due to a greater awareness of proper reporting procedures.

The increase in the number of cases of Breach of Residence Hall Regulations was due in part to changes in fire safety protocols. There were a number of fire events in one month, and strategies were put in place to avoid further occurrences, resulting in disciplining students for using hotplates, triggering alarms, and failing to evacuate buildings in a timely manner.

The increase in the number of cases of Unprofessional Conduct was not related to a specific disciplinary authority, but was the result of small increases experienced by a number of disciplinary authorities. The increase does warrant further observation in future years.

The increase in incidents of Theft was due to a single incident involving two students. This likely does not denote a trend, but does warrant further observation in future years.

The increase in incidents of Sexual Harassment was due to a single incident. Incidents of this nature should be taken seriously and warrant further observation in future years.

In the 2014-2015 report increases were noted in Personation and Inappropriate Collaboration, both of which have experienced decreases in the 2015-2016 report. It was noted by one disciplinary authority that they were largely responsible for the increase in Inappropriate Collaboration last year, and that as a result they have implemented a policy allowing for more group work. No reason can be provided for the decrease in cases of Personation, as the increase last year was not attributable to a specific disciplinary authority.



### **Total Number of Recorded Discipline Incidents in Relation to Total Number of Students**

<b>Year</b>	<b>Total # of incidents of Academic Dishonesty and Inappropriate Behaviour</b>	<b>Total # of students at The University of Manitoba</b>	<b>Percentage</b>
2011-2012	456	28,430	1.6%
2012-2013	548	29,181	1.9%
2013-2014	559	29,759	1.9%
2014-2015	785	29,657	2.6%
2015-2016	779	29,929	2.6%
Average	625	29,391	2.1%

I would respectfully request that this letter and the accompanying Annual Report be circulated to those individuals who have occasion to be concerned with disciplinary matters. The sharing of the information concerned in the report will enable continued improvement on consistency in disciplinary matters.

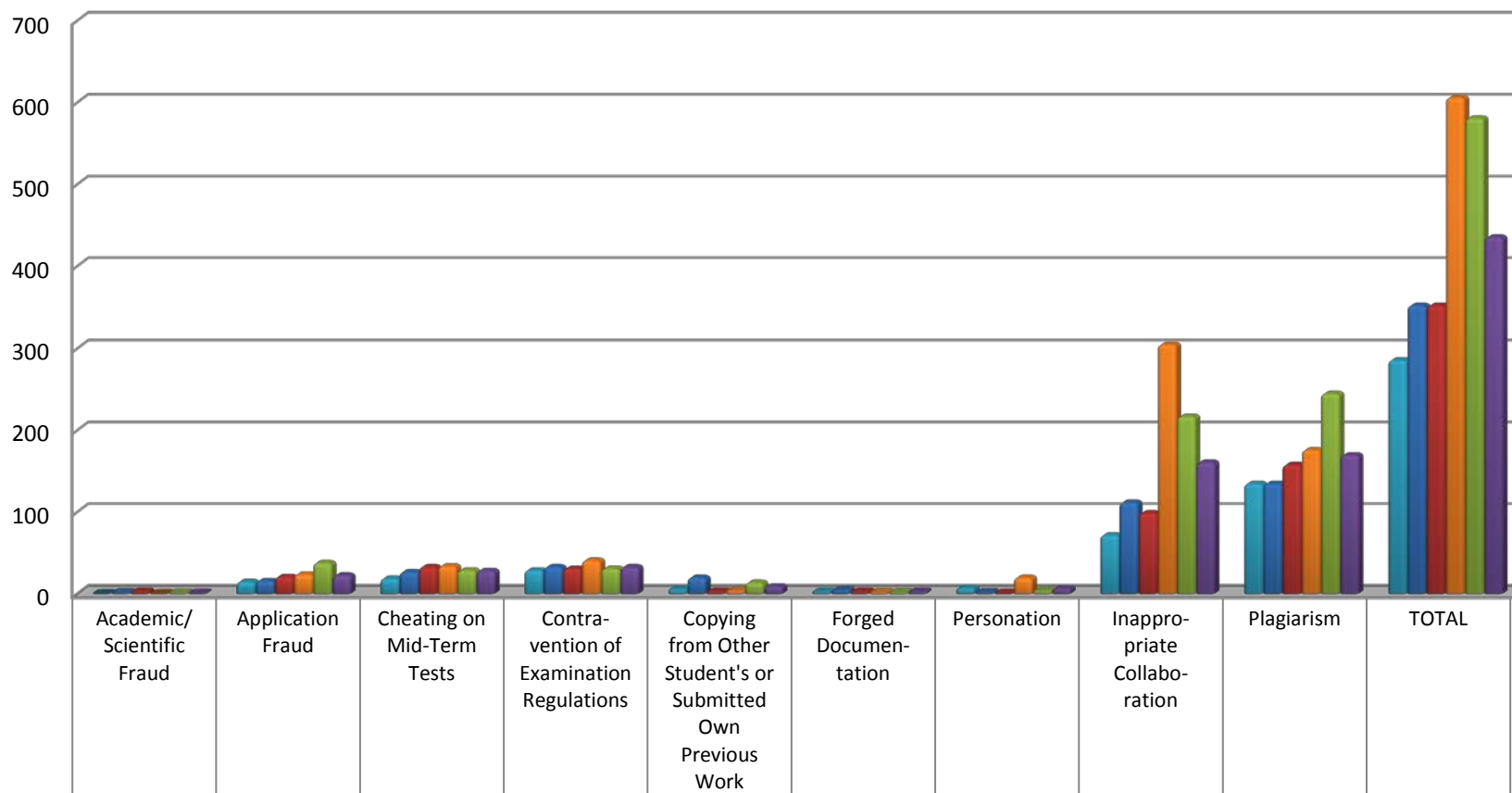
It has been your practice to provide a copy of the Report of the University Discipline Committee to members of Senate and the Board of Governors for their information. Should you choose to continue this practice, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

Yours sincerely,



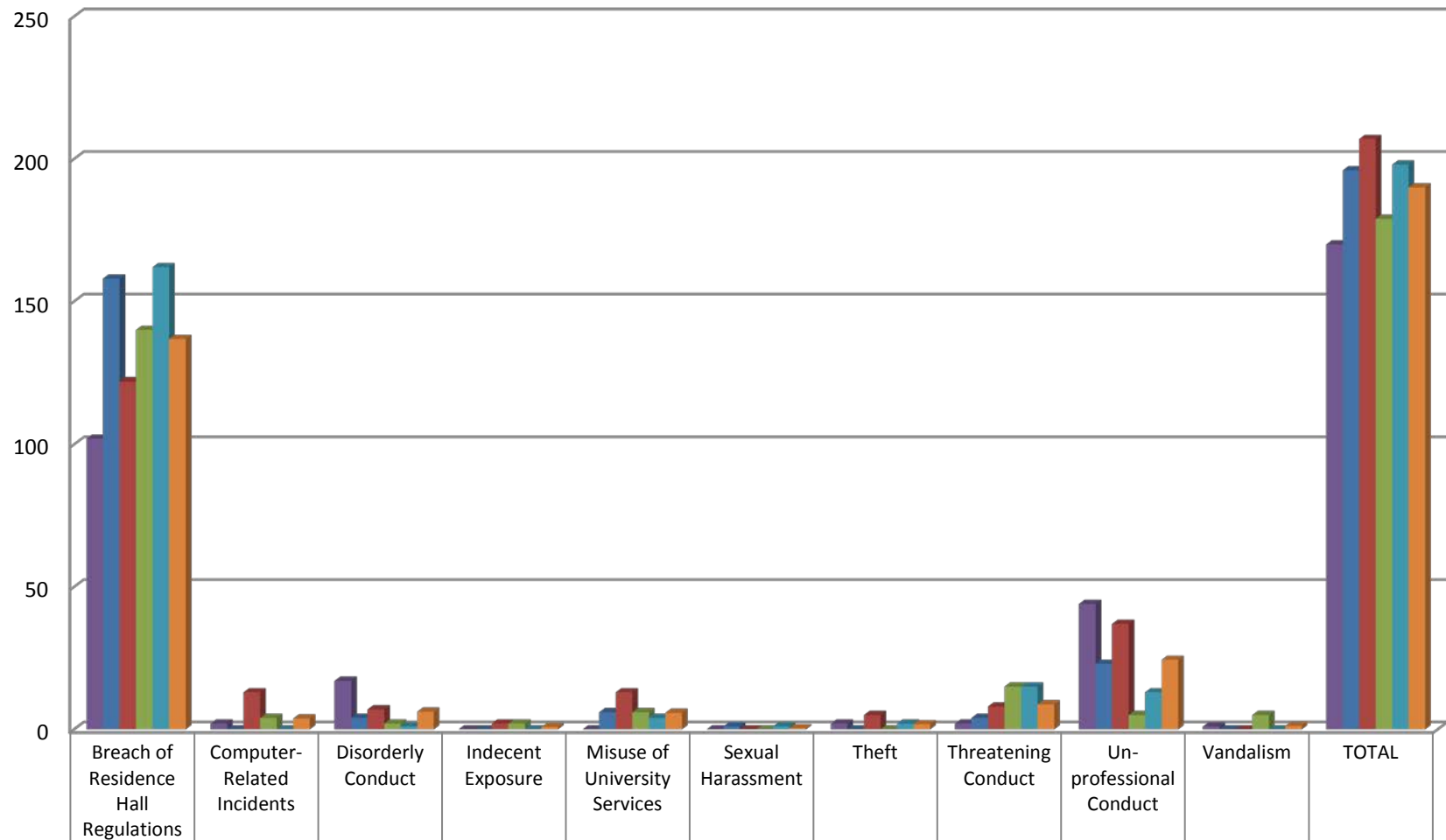
Dr. Don Fuchs, Chair  
University Discipline Committee

## Part 1 - Academic Dishonesty



2011-2012	0	15	19	29	6	3	7	72	135	286
2012-2013	2	16	27	33	20	5	2	112	135	352
2013-2014	3	21	33	31	3	3	1	99	158	352
2014-2015	0	24	34	41	4	2	20	305	176	606
2015-2016	1	38	29	31	14	2	4	217	245	581
Average	1	23	28	33	9	3	7	161	170	435

## Part 2- Inappropriate Behaviour



**PART 1: ACADEMIC DISHONESTY**

**Notes:**                      Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic/Scientific Fraud	1	Fabricated an assignment document for site visits that did not occur, attempted to obtain a signature from the site supervisor's colleague to support the fraudulent material	A grade of "0" for the assignment; a final grade of "F-DISC" in course; a notation regarding academic dishonesty to be placed on transcript for a period of 2 years following graduation from the Faculty of Registration	Associate Dean	None	Not sought	None	Not sought	None
Application Fraud	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment re: application irregularities noted on academic record; can request removal after 1 year	Director of Admissions	Parents filled out the application form; student never attended classes and did not withdraw; courses graded "F"	Not sought	None	Not sought	None
	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment re: application irregularities noted on academic record; can request removal after 1 year	Director of Admissions	Applicant made assumption that the University would have information and transcripts based on an application to an affiliated program	Not sought	None	Not sought	None
	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment re: application irregularities noted on academic record; can request removal after 1 year	Director of Admissions	Did not disclose because they thought the institution was not accredited	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment re: application irregularities noted on academic record; can request removal after 1 year	Director of Admissions	Student wanted to start over and therefore did not disclose; once a friend told them they had to, the student came forward and disclosed on their own	Not sought	None	Not sought	None
	1	Submission of fraudulent transcript	Application withdrawn; not eligible to apply for five years; name sent to Association of Registrars of the Universities and Colleges of Canada document alert list serve	Director of Admissions	Student submitted fraudulent transcript for English Proficiency; student wrote at UM IELTS testing centre, but created their own fraudulent document to ensure they obtain eligibility; denied accusation when questioned even though the evidence was clear	Not sought	None	Not sought	None
	1	Submission of fraudulent transcript	Application withdrawn, not eligible to apply for 5 years, name sent to ARUCC document alert list serve	Director of Admissions	Student submitted transcript; 2 months later, we received transcript directly from institution with grades and courses not matching; we then received another copy submitted to another institution; all 3 had discrepancies; issues with the quality and security features	UDC	Penalty withdrawn based on new evidence being provided		

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment re: application irregularities noted on academic record; can request removal after 1 year	Director of Admissions	Failure to disclose was due to the difficulty obtaining transcripts and not realizing that both completed degrees were required	Not sought	None	Not sought	None
	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Application withdrawn from program based on post-secondary performance	Director of Admissions	Student was a current high school student in Manitoba based on their previous international education; application would not have prompted disclosure	Not sought	None	Not sought	None
	1	Application fee paid with fraudulent credit card	Application nullified; suspended from applying to the Faculty for 2 years; future applications require approval of Dean	Dean	Did not take responsibility for payment of fee	Dean	Appeal denied	Not sought	None
	9	Application fee paid with fraudulent credit card	Application nullified; suspended from applying to the Faculty for a period of 2 years; future applications require approval of Dean	Dean	No response to allegation	Not sought	None	Not sought	None
	1	Plagiarism in written statement of intent submitted in application for admission	Application nullified; future applications require approval of Dean	Dean	No response to allegation	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Application Fraud	1	Plagiarism in written statement of intent submitted in application for admission	Application nullified; future applications require approval of Dean	Dean	Responded but denied any wrong doing (wasn't aware that he/she was required to include references and denied copying text verbatim from other sources)	Dean	Appeal denied	Not sought	None
	14	Plagiarism in writing sample submitted in application for admission	Application nullified; future applications require approval of Dean	Dean	No response to allegation	Not sought	None	Not sought	None
	1	Plagiarism in writing sample submitted in application for admission	Application nullified; future applications require approval of Dean	Dean	Acknowledged guilt; unintentional error due to rushing to meet application deadline	Dean	Appeal denied	Not sought	None
	1	Plagiarism in writing sample submitted in application for admission	Application nullified; future applications require approval of Dean	Dean	Acknowledged guilt; wasn't knowledgeable about plagiarism and using proper citations and references	Dean	Appeal denied	Not sought	None
	1	Falsified and plagiarised letters of reference	Application nullified; future applications require approval of Dean	Dean	Did not take responsibility of wrong doing (an agent who oversaw application was responsible)	Dean	Appeal denied	Not sought	None
	1	Student submitted a Self-Declaration form falsely indicating that he/she had no criminal record	Withdrawal of the offer to proceed in the first year of the academic program	Dean	Student acknowledged submitting false information	UDC	Appeal denied		

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of resubmission of midterm exam for regrading	Final grade of "F-DISC"; suspension from the Faculty of Registration from January 1, 2016 to December 31, 2016; removal from Winter Term Registration; complete Academic Integrity Tutorials; notation permanently on record	Associate Dean of Faculty of Registration	Student did not attend meeting	Not sought	None	Not sought	None
	1	Report from Department of cheating in the submission of an final exam	Final grade of "F-DISC"; suspension from the Faculty from January 1, 2016 to August 31, 2016 and withdrawn from Winter Term Registration; "DISC" and comment may be removed upon request to the Registrar after February 1, 2019; complete Academic Integrity Tutorials	Associate Dean of Faculty of Registration	Student admission of guilt	LDC	Appeal withdrawn	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating in a mid-term exam	Final grade of "F-DISC"; suspension from taking courses from the Faculty of Registration from May 1, 2016 to April 30, 2017; suspension from taking courses from the Teaching Faculty from May 1, 2016 to April 30, 2017; "DISC" and comment may be removed upon request to the Registrar after March 30, 2019 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating in a mid-term exam	Final grade of "F-DISC"; suspension from taking courses from the Faculty of Registration from May 1, 2016 to April 30, 2017; suspension from taking courses from the Teaching Faculty from May 1, 2016 to April 30, 2017; "DISC" and comment may be removed upon request to the Registrar after March 30, 2019 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating in a mid-term exam	Final Grade of "F-DISC"; suspension from taking courses from the Faculty of Registration from May 1, 2016 to April 30, 2017; "DISC" and comment may be removed upon request to the Registrar after April 20, 2020 or upon confirmation of graduation; complete Academic Integrity Tutorial	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating in a mid-term exam	Final Grade of "F-DISC"; suspension from taking courses from the Teaching Faculty from May 1, 2016 to April 30, 2017 ; "DISC" and comment may be removed upon request to the Registrar after April 20, 2020 or upon confirmation of graduation; complete Academic Integrity Tutorial	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	LDC	Appeal denied	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating in a mid-term exam	Final Grade of "F-DISC"; suspension from the Faculty of Registration from June 30, 2016 to July 1, 2017; "DISC" and comment may be removed upon request to the Registrar after May 24, 2019 or upon confirmation of graduation	Associate Dean of Faculty of Registration	Permitted to complete 1 course as exam was close withdrawn from all other registration	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 24, 2018 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 1, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2018 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 1, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 1, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

**Notes:**                      Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 27, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 29, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 24, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

**Notes:**                      Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after June 1, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of cheating on a quiz	"0" on quiz; comment may be removed upon request to the Registrar after May 25, 2019 or upon confirmation of graduation; Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

**Notes:**                      Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Report from Department of cheating on a quiz	Final grade of "F-DISC"; "DISC" and comment may be removed upon request to the Registrar after May 5, 2017 or on confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student had 2 allegations of academic dishonesty that were heard at the same meeting	Not sought	None	Not sought	None
	2	Cheating on quiz	"0" on quiz; remediation permitted	Associate Dean	Whispering with another student during quiz and angling paper towards one another	Not sought	None	Not sought	None
	1	Allegation of cheating on midterm was upheld	"VW-DISC", statement placed on transcript	Associate Department Head	Student had cell phone during mid-term exam	Not sought	None	Not sought	None
	1	Brought unauthorized written material into the mid-term exam for course	Letter of apology to course instructor; required to complete the Academic Integrity and Student Conduct Tutorials through Student Advocacy; grade of "F" in course; disciplinary comment added to academic record	Associate Dean (Academic)		Not sought	None	Not sought	None
	1	Cheating in mid-term exam in course	"F-DISC" in course; comment may be removed, upon written application to the Registrar, upon confirmed graduation	Designate of the Dean	Student maintained that the extra paper was meant to be glued down and keep the underneath material covered	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Mid-Term Test	1	Unauthorized material in mid-term in course	"F-DISC" in course; barred from Faculty courses from August 29, 2016 until Dec 31, 2016, with notation on transcript until Jan 2017; notation of Academic Dishonesty on transcript; mandatory Academic Integrity Tutorial; other comments may be applied for removal 3 years from date of letter or confirmed graduation	Designate of the Dean	Student admitted to knowing the 1 page formula rule but continued to attempt to justify how 5 pages were the same as another's 1 page	Not sought	None	Not sought	None
Contravention of Examination Regulations	1	Checked cell phone during the final exam	"F-DISC" in the course; notation on transcript; completion of Academic Integrity Tutorial	Associate Dean (Academic)	Second instance of academic dishonesty	Not sought	None	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (a cell phone) during the final exam	Grade of "F-DISC"; suspended from taking courses offered by the Faculty from January 1, 2016 - August 31, 2016; statement on academic transcript: "Student charged with academic dishonesty (contravention of exam regulations); suspended from taking courses offered by the Faculty for 8 months, Jan. 1/16-Aug. 31/16/	Associate Dean	Invigilator found mathematical formulas on the phone	Not sought	None	Not sought	None
	1	Student copied answers from another student during the midterm exam of course	Grade of "F-DISC" in course; statement on transcript: "Student charged with academic dishonesty by contravening exam regulations in course" to remain on record for 2 years or until graduation ; required to complete the Academic Integrity Tutorial	Associate Dean	3 different invigilators saw the student behaving in an unusual way that suggested sharing answers during the exam; the student has 2 identical wrong answers on the exam that matched the student seated beside him/her	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student facilitated cheating (copying of answers) during the exam	Grade of "F-DISC" in course, statement on transcript: "Student charged with academic dishonesty by contravening exam regulations in course" to remain on record for 2 years or until graduation; required to complete Academic Integrity Tutorial	Associate Dean	Three different invigilators saw the student behaving in an unusual way that suggested sharing answers during the exam; the student has 2 identical wrong answers on the exam that matched the student seated beside her/him	Not sought	None	Not sought	None
	1	Student found in possession of study notes during the final exam	Grade of "F-DISC"; suspended from taking courses in the Faculty for 1 year; statement will be place on the academic transcript "Student charged with academic dishonesty (contravention of exam regulations), suspended from taking courses offered by the Faculty from January 1, 2016 to January 1, 2017; statement will remain on the student record for 1 year or until graduation whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	LDC	Appeal withdrawn	not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student allowed another student to copy answers during exam	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016; statement "Student charged with academic dishonesty (contravention of exam regulations), suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016 to remain on the student transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted to allowing friend to look at her/his exam paper	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student copied answers from another student during the exam	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016; statement "Student charged with academic dishonesty (contravention of exam regulations), suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016 to remain on the student transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted to looking at a friend's exam paper	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of a cell phone during the final exam	Grade of "F-DISC"; suspended from taking courses in the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016; statement will be placed on the academic transcript "Student charged with academic dishonesty (contravention of exam regulations), suspended from taking courses offered by the Faculty from May 1, 2016 to Dec. 31, 2016; statement will remain on the student record for 1 year or until graduation whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted he/she had cell phone and made a mistake but indicated he/she did not use the phone to look up answers	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (a cell phone) during the final exam	Grade of "F-DISC"; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations"; statement will remain on the academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student found in possession of unauthorized material (a formula sheet) during the final exam	Grade of "F-DISC"; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations in course."; statement will remain on the academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (a calculator) during the final exam	Grade of "F-DISC"; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations in course"; statement will remain on the academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student found in possession of unauthorized material (a cell phone) during the final exam	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 - Dec. 31, 2016; statement on academic transcript: "Student charged with academic dishonesty (contravention of exam regulation)"; statement will remain on the academic transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (a formula sheet) during the final exam	Grade of "F-DISC"; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations in course"; statement will remain on the academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student found in possession of unauthorized material (notes sheet) during the final exam	Grade of "F-DISC"; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations in course"; statement can be removed 6 months after graduation; student took voluntary suspension from study in Summer and Fall 2015	Associate Dean	Student has medical condition that impacted her/his actions; student sent letter of apology and acknowledged wrongdoing	Not sought	None	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	2	Student copied answers from another student (active cooperation of both) during the final exam	Grade of "F-DISC" in course; student will be suspended from taking courses offered by the Faculty for 1 year, from July 1, 2016 to June 30, 2017; statement on academic transcript: "Student charged with academic dishonesty by cheating on the final exam in course."; statement and "DISC" designation will remain on the transcript and record for 2 years or until graduation whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	LDC	Appeal denied	1 appealed to UDC	Appeal denied

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student obtained answers for the multiple choice portion of exam from an unauthorized source	Grade of "F-DISC" in course; student will be suspended from taking courses offered by the Faculty of Registration for 1 year, from May 1, 2016 to April 30, 2017; statement on academic transcript: "Student charged with academic dishonesty by cheating on the final exam in course"; statement and DISC designation will remain on the transcript and record for 2 years or until graduation whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student did not respond to requests to meet; decision was made without input from the student	Not sought	None	Not sought	None
	1	Student continued to write the final exam after the conclusion of the exam had been announced	A letter of reprimand will be kept in the student file for a period of 1 year; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student acknowledged the mistake and apologized; student also explained some personal and health related factors that contributed to this incident	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student copied answers from another student during the final exam	Grade of "F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for the period of 1 year from July 1, 2016 to June 30, 2017; statement on academic transcript: "Student charged with academic dishonesty (contravention of exam regulations); suspended from taking courses offered by the Faculty of Registration for 1 year from July 1, 2016 to June 30, 2017"; statement will remain on the transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted to copying answers from another student's paper	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student was found in possession of unauthorized material (notes and formulas) during the final exam	Grade of "F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for the period of 1 year from May 1, 2016 to April 30, 2017; statement on academic transcript: "Student charged with academic dishonesty (contravention of exam regulations); suspended from taking courses offered by the Faculty of Registration for 1 year from May 1, 2016 to April 30, 2017"; statement will remain on the transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted guilt	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (formula sheet) during the final exam	Grade of "F-DISC" in course; suspended from taking courses offered by the Faculty of Registration from September 1, 2016 - August 31, 2017; statement on academic transcript: "Student charged with academic dishonesty by contravening exam regulations and suspended from taking courses offered by the Faculty of Registration for on year from September 1, 2016 - August 31, 2017"; statement will remain on academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Invigilator found the student with formula sheets during the exam	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student walked out of the exam room without submitting a final exam paper during the final exam	Grade of "F-DISC" in course; cannot use the course laboratory grade for a lab exemption; suspended from taking courses offered by the Teaching Faculty from September 1, 2016 - December 31, 2016. Statement on academic transcript: "Student charged with academic dishonesty contravention of exam regulations in course and suspended from taking courses offered by the Teaching Faculty for 1 year from September 1, 2016 - December 31, 2016; statement will remain on academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	LDC	Denied	UDC	Appeal pending

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Student found in possession of unauthorized material (formula sheet) during the final exam	Grade of "F-DISC" in course; statement on academic transcript: "Student charged with academic dishonesty (contravention of final exam regulations) in course"; Statement will remain on academic transcript for 2 years or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	Invigilator found the student with formula sheets during the exam	Not sought	None	Not sought	None
	1	Information was found written on the student's hand during the final exam	Grade of "VW-DISC" notation in course; statement on academic transcript: "Student charged with academic dishonesty (contravention of final exam regulations)"; statement will remain on academic transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Admitted to copying answers from colleague's exam paper	Received a grade of "F-DISC" in course; suspended from Faculty of Registration courses for 8 months; statement placed on transcript of charges for duration of 1 year or till graduation; must complete Academic Integrity Tutorials	Associate Dean	Student admitted guilt	Not sought	None	Not sought	None
	1	In possession of unauthorized material (I.e. Formula sheet) during exam	Received a grade of "F-DISC" in course; suspended from Faculty of Registration courses for 1 year; statement placed on transcript of charges for duration of 2 years or till graduation; must complete the Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	2	Students were caught sharing answers with each other	Students received a grade of "F" on final exam and in the course; notation was placed on academic transcript	Associate Dean	None	Not sought	None	Not sought	None



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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Unauthorized material in final exam	"F-DISC" in course; barred from Teaching Faculty and Faculty of Registration from May 1, 2016 until April 30, 2017; notation of academic dishonesty on transcript; mandatory Academic Integrity tutorial; comments can be removed in 2 years from date of letter or upon confirmed graduation	Designate of the Dean and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Unauthorized cheat sheet in final exam	"F-DISC" in course; mandatory Academic Integrity tutorial; student may appeal for comment removal in 1 year or upon confirmed graduation or whichever happens first	Designate of the Dean and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Contravention of Examination Regulations	1	Unauthorized cheat sheet in final exam	"F-DISC" in courses; barred from Teaching Faculty and Faculty of Registration from May 1, 2106 to April 30, 2017; notation of academic dishonesty on transcript; mandatory Academic Integrity tutorial; comments may be removed after a period of 3 years from date of letter or confirmed graduation	Designate of the Dean and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
Copying from Other Student's/own Previous Work	1	Answers did not correspond to the question; matched old assignment	Assigned a grade of "0" for the assignment	Department Head	None	Not sought	None	Not sought	None
	1	Answers did not correspond to the question; matched an old assignment	Grade of "0" for the assignment	Department Head	None	Not sought	None	Not sought	None
	1	Copied from previous/old assignments	Grade of "0" on lab	Associate Department Head	None	Not sought	None	Not sought	None
	2	Copying another's Final Exam	Final Grade of "F"	Professor	None	Not sought	None	Not sought	None
	1	Copying another's Final Exam	"0" on Final exam	Professor	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/own Previous Work	1	Student copied answers from another student for 2 assignments	Grade of "0" on 2 assignments; "DISC" designation will appear on the academic transcript along with notation: Student charged with academic dishonesty (copying)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for three assignments	Grade of "0" on 3 assignments; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/own Previous Work	1	Student copied answers from another student for assignment	Grade of "0" on assignment; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	Student acknowledged that collaboration took place.	Not sought	None	Not sought	None
	1	Student copied answers from another student for 3 assignments	Grade of "0" on 3 assignments; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 2 years or until graduation, whichever comes first	Associate Department Head	Student admitted that solutions were copied from a tutor	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/own Previous Work	1	Student copied answers from another student for 2 assignments	Grade of "0" on 2 assignments; DISC designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 2 years or until graduation, whichever comes first	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for four assignments	Grade of "0" on 4 assignments; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 2 years or until graduation, whichever comes first	Associate Department Head	Student admitted to copying	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Copying from Other Student's/own Previous Work	1	Student copied answers from another student during the midterm examination	Grade of "0" on the midterm; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	Student admitted to copying	Not sought	None	Not sought	None
	1	Student copied answers from another student for 2 assignments	Grade of "0" for 2 assignments; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (copying)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	Student admitted to discussing the assignments with other students	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Forged Documentation	1	Report from Department of submission of fraudulent medical document	Final Grade of "F-DISC"; suspension from taking courses from the Teaching Faculty from May 1, 2016 to April 30, 2017; suspension from taking courses from the Faculty of Registration from May 1, 2016 to April 30, 2017: "DISC" and comment may be removed upon request to the Registrar after April 26, 2019 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Faculty of Registration	Student did not attend meeting	LDC	Appeal Denied	Not sought	None
	1	Forged doctor's note	"F-DISC" in course; Faculty suspension of 1 year; notation on transcript; Academic Integrity Tutorials; apology letter to physician	Associate Dean (Undergraduate Education)	Severity of offence	Not sought	None	Not sought	None
Inappropriate Collaboration	1	Errors in an assignment are identical to another student	50% penalty on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Errors in an assignment are identical to another student	50% penalty on assignment	Associate Department Head	May be result of some miscommunication	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student submitted assignment which was identical to another student including errors	Final grade of "F-DISC"; complete Academic Integrity Tutorials	Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of inappropriate collaboration in 3 assignments	"F" for all 3 assignments ; comment placed on transcript may be removed upon request to the Registrar after February 1, 2019 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Report from Department of inappropriate collaboration in 2 assignments	"0" for both assignments; comment placed on transcript may be removed upon request to the Registrar after March 29, 2018 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	2	Inappropriate collaboration in submission of an essay	Final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration in submission of an assignment	"0" on assignment; final grade of "F-DISC"; "DISC" and notation may be removed upon request to the Registrar after March 31, 2017 or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Department Head of Department	Student did not attend meeting	Not sought	None	Not sought	None
	1	Precise likeness with another student's work; inappropriate working methods	ALC Academic Integrity Tutorial and complete associated quiz; required to submit a make-up assignment; "DISC" comment	Associate Dean Academic	Very sorry and guilty; tried explaining methods	Not sought	None	Not sought	None
	1	Precise likeness with another student's work; inappropriate working methods	ALC Academic Integrity Tutorial and complete associated quiz; required to submit a make-up assignment; "DISC" comment	Associate Dean, Academic	Student did not think he/she had done wrong; given an opportunity to admit misunderstood assignment and offered new one	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers in for assignment in course from a previous term	Grade of "0" on assignment; lab mark cannot be used for a lab exemption even if student earns 60% or better, a notation "Course Lab #4 Academic Dishonesty" will remain on the student's records for 1 year	Undergraduate Chair	Student admitted to engaging in academic dishonesty	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Grade of "0" on assignment 1 in course, a "DISC" designation will appear on the academic transcript, along with the notation "Student charged with academic dishonesty" for 1 year	Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "F-DISC" in course, statement on transcript: "Student charged with academic dishonesty (inappropriate collaboration) in course"; statement to remain on record for 2 years or until graduation; required to complete the Academic Integrity Tutorial	Associate Dean	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	Grade of "F-DISC" in course; statement on transcript: "Student charged with academic dishonesty (inappropriate collaboration) in course"; statement to remain on record for 2 years or until graduation; required to complete the Academic Integrity Tutorial	Associate Dean	None	Not sought	None	Not sought	None
	17	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	7	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	15	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	19	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Student copied answers from another student for assignments	Grade of "0" on assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignments	Grade of "0" on assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student shared answers for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	Student admitted to sharing answers with another student and expressed regret	Not sought	None	Not sought	None
	15	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignments	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months; statement will be placed on academic record "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty for a period of 8 months Jan. 1, 2016 to Aug. 31, 2016 will remain on record for 2 years or until graduate whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	LDC	Penalty upheld	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months; statement will be placed on academic record "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty for a period of 8 months May 1 , 2016 to Dec. 31, 2016" will remain on record for 1 year or until graduate whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	LDC	Penalty upheld	Not sought	None
	22	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignments	Mark of "0" on assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for the course project	Grade of "0" on the course project; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for the course project	Grade of "0" on the course project; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignments	Mark of "0" on assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignments	Mark of "0" on assignments	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignments	Mark of "0" on assignments	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	4	Student copied answers from another student for assignment	Grade of "F-DISC"; suspended from taking courses in the Faculty for 8 months from May 1, 2016 to Dec. 31, 2016; statement will be placed on the academic transcript "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty from May 1, 2016 to Dec. 31, 2016"; statement will remain on the student record for 1 year or until graduation whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Appeal to Dean	Appeal denied	Not sought	None
	2	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None



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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Appeal to Dean	Appeal denied	Not sought	None
	1	Student copied answers from another student for assignments	Grade of "F-DISC"; suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to December 31, 2016; statement will be placed on the academic record: "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty for 8 months from May 1, 2016 to December 31, 2016"; statement and the "DISC" designation will remain on transcript and record for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Dean	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	4	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Appeal to Dean	Appeal denied	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Appeal to Dean	Appeal denied	Not sought	None
	3	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment during the mid-term test	Grade of "0" on the mid-term test; statement "Student charged with academic dishonesty (inappropriate collaboration)" to remain on the student transcript for 1 year or until graduation, whichever comes first; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for three assignments	Grade of "0" on 3 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for 2 assignments	Grade of "0" on 2 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers for 2 lab reports	Grade of "0" on 2 lab reports; lab mark cannot be used for a lab exemption and notation, "course for 2 labs Academic Dishonesty" to remain on the student record for 1 year	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers for lab report	Grade of "0" on lab report; lab mark cannot be used for a lab exemption and notation, "course for Lab Academic Dishonesty" to remain on the student record for 1 year	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Student copied answers from a tutor in lab report	Grade of "0" on assignment; notation on student record, "Student charged with Academic Dishonesty" to remain on the student record for 1 year	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers for assignments from a tutor	Grade of "0" on assignments; DISC notation on student record, "Student charged with Academic Dishonesty (copying)" to remain on the student record for 1 year	Associate Department Head	Student admitted to copying solutions from a tutor	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Along with another student, student copied answers from an internet source for assignment	"F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for 8 months from May 1, 2016 to December 31, 2016; statement will be placed on the academic record: "Student charged with academic dishonest by inappropriate collaboration in course and suspended from taking courses offered by the Faculty of Registration for 8 months from May 1, 2016 to December 31, 2016"; statement and the "DISC" designation will remain on transcript and record for 2 years or until graduation, whichever comes first; required to redo the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted to copying/guilt; second offense	Not sought	None	Not sought	None
	2	Student copied answers from another student for 2 assignments	Grade of "0" on 2 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	1 appealed to Dean	Appeal denied		

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	"F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for 8 months from May 1, 2016 to December 31, 2016; statement will be placed on the academic record: "Student charged with academic dishonesty by inappropriate collaboration in course and suspended from taking courses offered by the Faculty of Registration, for 8 months from May 1, 2016 to December 31, 2016"; statement and the "DISC" designation will remain on transcript and record for 2 years or until graduation, whichever comes first; required to redo the Academic Integrity Tutorials and quiz	Associate Dean	Student did not respond to requests to meet; decision was made without input from the student; prior disciplinary action	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student copied answers from another student for assignment	"F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for 8 months from May 1, 2016 to December 31, 2016; statement will be placed on the academic record: "Student charged with academic dishonesty by inappropriate collaboration in course and suspended from taking courses offered by the Faculty of Registration, for 8 months from May 1, 2016 to December 31, 2016"; statement and the "DISC" designation will remain on transcript and record for 2 years or until graduation, whichever comes first; required to redo the Academic Integrity Tutorials and quiz	Associate Dean	Student did not respond to requests to meet; decision was made without input from the student; second offense	Not sought	None	Not sought	None
	3	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None



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Inappropriate Collaboration	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student on the midterm exam	Grade of "0" on the midterm in; "DISC" designation will appear on the student transcript along with the notation "Student charged with academic dishonesty (copying)"; "DISC" notation will remain on the academic record for a period of 1 year or until graduation which ever comes first	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Appeal to the Dean	Unfounded		

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Inappropriate Collaboration	2	Student copied answers from another student for assignment	Grade of "0" on assignment; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (inappropriate collaboration)" that will remain on record for 6 months or until graduation, whichever comes first	Associate Department Head	Students acknowledged that collaboration took place	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Student copied answers from another student for 2 assignments	Grade of "0" on 2 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Inappropriate Collaboration	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student copied answers from another student	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Student copied answers from another student for assignment	Grade of "0" for assignment; "DISC" designation will appear on the academic transcript along with notation: "Student charged with academic dishonesty (inappropriate collaboration)" that will remain on record for 1 year or until graduation, whichever comes first	Associate Department Head	Students admitted to discussing the questions with one another over the phone	Not sought	None	Not sought	None
	1	Student copied answers from another student for assignment	Mark of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Inappropriate collaboration on assignment	"0" on the assignment	Associate Department Head	None	Not sought	None	Not sought	None
	2	Allegation of Inappropriate collaboration was upheld	"0" on assignment; Academic Integrity Tutorial	Associate Department Head	Students admitted to working together; one of them tried to explain how to do the assignment but after trying for some time ended up sending the other student his/her assignment to refer to	Not sought	None	Not sought	None

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Inappropriate Collaboration	1	Emailed completed assignment to another student	"0" on assignment; disciplinary comments were placed on transcripts	Director	First time offence	Not sought	None	Not sought	None
	2	Considerable proportion of assignment word-for-word	Letter of apology; Academic Integrity Tutorials and quiz; grade of "0" on assignment; "DISC" comment on transcript	Associate Dean (Academic)		Not sought	None	Not sought	None
	1	Inappropriate collaboration and inappropriate citation in course	"F-DISC" in course; barred from Faculty courses during the Winter 2016 term; notation of academic dishonesty on transcript; comments may be applied for removal upon confirmed graduation	Designate of the Dean	Explanation did not match the one provided by another student involved (who admitted collaboration, copying and electronic sharing of documents took place) but was almost identical to the student involved that was also a roommate to this student				
	1	Inappropriate collaboration and inappropriate citation in course	"F-DISC" in course; comment may be applied for removal upon confirmed graduation	Designate of the Dean	Student admitted collaboration, copying and electronic sharing of documents took place; student was very regretful				

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Inappropriate Collaboration	1	2 incidents: Inappropriate collaboration and inappropriate citation; plagiarism in term paper in course	2 allegations in the same course upheld; "F-DISC" in course; barred from taking Faculty courses in the Winter 2016 term; Notation on transcript of 2 counts of academic dishonesty; mandatory Academic Integrity tutorial; comments may be applied for removal upon confirmed graduation	Designate of the Dean	Explanation did not match the one provided by another student involved (who admitted collaboration, copying and electronic sharing of documents took place) but was almost identical to the student involved that was also a roommate to this student	Not sought	None	Not sought	None
	1	Sharing of work in individual assignment in course	Grade of "0" on assignment	Designate of the Dean		Not sought	None	Not sought	None
	1	Sharing of work in individual assignments in course	Grade of "0" on each of the 3 assignments shared	Designate of the Dean		Not sought	None	Not sought	None
	1	Sharing of work in individual assignments in course	Grade of "0" on each of the 3 assignments shared	Designate of the Dean		Not sought	None	Not sought	None
Personation	2	Submitted quiz on behalf of another student; had classmate submit quiz on their behalf	"0" on quiz and quiz component of course grade; warning letter in file; Academic Integrity Tutorials	Associate Dean (Undergraduate Education)	Value of quiz; no previous offenses; balance of probabilities	Not sought	None	Not sought	None

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Personation	1	Student allowed another student to use her/his name to try to apply for a prerequisite waiver	The allegation of Personation was deemed unfounded; since this incident caused considerable frustration and confusion to the department and could have been avoided, a formal letter of reprimand was issued and will remain in the student's file	Associate Dean	The student speaking with the Faculty member did not clarify that they were requesting the waiver on behalf of someone else until the end of the meeting but the student stopped the request before any form was completed	Not sought	None	Not sought	None
	1	Student signed into a required lab section then left	Letter of apology; Academic Integrity Tutorials and quiz; reduction in course grade of 2x the value of the assignment	Associate Dean (Academic)		Not sought	None	Not sought	None

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Plagiarism	1	Extensive uncited passages from multiple sources not mentioned in the bibliography, with clear evidence of intentionality in the way the copied passages were manipulated, chopped, and linked	From the official letter: "You will receive a grade of '0' for the grade in question; your final grade in the course will be "F-DISC" (Failure-Disciplinary);a notation regarding academic dishonesty will be placed on your transcript for the period 2 years following graduate from the Faculty; after the 2 year period has passed, you may request removal of the DISC grade classification by writing to the Registrar."	Associate Dean	Aggravating Circumstance: A lack of concern for wrongdoing, weak excuses given, no remorse expressed in the hearing; no extenuating circumstances affecting the behaviour Mitigating Factor: An email from the student was sent to the hearing panel within an hour after the hearing, expressing a sharp reversal of position, admitting wrongdoing and expressing remorse, mitigating the penalty assigned somewhat	Not sought	None	Not sought	None
	1	Paper plagiarised	"F-DISC" course; transcript notation	Department Head	None	Not sought	None	Not sought	None
	1	Paper contains exact copies of paragraphs from different web sites	"F-DISC" in the course; transcript notation	Associate Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on term paper	"F" on term paper; sent to Academic Learning Centre for instruction	Department Head	Student was unlikely to pass course in any event	Not sought	None	Not sought	None



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Plagiarism	1	Use of online sources found in final report for course	Grade of "0" in the final report; academic dishonesty by plagiarism comment on transcript and record; required to complete Academic Integrity and Student Conduct tutorials and associated quiz	Associate Dean	Difficult to determine if there was plagiarism in other students' sections; student not directly responsible for the section where plagiarism was found; there was no plagiarism in student's section	LDC	That the disciplinary comment be removed from the student's academic records; that the grade for the final report be changed to 5 out of 20	None	None
	1	Plagiarism in assignment in course	Grade of "0" in assignment; statement on academic transcript and record: "student charged with academic dishonesty by plagiarism in course and received grade of "0" in assignment "; required to complete Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism in lab report question	Grade of "0" in lab report; statement placed on academic transcript and record: "Student charged with academic dishonesty by plagiarism in course and received a grade of "0" for lab report of the course"; required to complete the Academic Integrity and Student Conduct Tutorials and quiz	Department Head	Student acknowledged that the work had been plagiarised	Not sought	None	Not sought	None
	1	Report from Department of plagiarism on an assignment	Final grade of "F-DISC"; "DISC" and comment may be removed upon request to the Registrar after May 5, 2017 or on confirmation of graduation; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Student had 2 allegations of dishonesty that were heard at the same meeting	Not sought	None	Not sought	None
	1	Report from Department of an incident of plagiarism on the submission of an assignment	Final grade of "F-DISC"; complete Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

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Plagiarism	1	Report from Department of an incident of plagiarism on the submission of a paper	Final Grade of "F-DISC"; suspension from Faculty of Registration for 2 years from May 1, 2016 to April 30, 2018; complete Academic Integrity Tutorials; Meet with Academic Advisor in Faculty of Registration; 'DISC' and comment to remain permanently on record	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Failure to improve writing and citation practices in resubmission granted by Department; Vast amount of plagiarised material; second degree student; third upheld allegation	Not sought	None	Not sought	None
	1	Report from Department of an incident of plagiarism in an essay	Final Grade of "F-DISC"; complete Academic Integrity Tutorials; 'DISC' and Comment may be removed upon request to the Registrar after March 14, 2019 or on confirmation of graduation	Associate Dean of Faculty of Registration	Second upheld allegation in the same course	Not sought	None	Not sought	None
	1	Report from Department of an incident of plagiarism in an essay	Final grade of "F-DISC"; suspension from the Faculty of Registration from May 1, 2016 to April 30, 2017 ; complete Academic Integrity Tutorials; "DISC" and comment to remain on file permanently	Associate Dean of Faculty of Registration	Third upheld allegation	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Report from Department of three incidents of plagiarism on submission of 2 assignments and quiz	Final grade of "F-DISC"; suspension from Faculty of Registration from May 1, 2016 to December 31, 2016; comment maybe removed upon request to the Registrar after December 31, 2016; "DISC" may be removed upon request to the Registrar after May 5, 2018; completion of Academic Integrity Tutorials	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Lack of attention to course and Academic Integrity	LDC	Granted appeal of suspension; all other penalties upheld	Not sought	None
	1	Report from Department of plagiarism on an assignment	Final Grade of "F-DISC"; suspension from Teaching Faculty from April 30, 2016 to March 31, 2017; suspension from Faculty of Registration from April 30, 2016 to March 31, 2017; complete Academic Integrity Tutorials; "DISC" and comment may be removed upon request to the Registrar after June 6, 2019	Associate Dean of Teaching Faculty and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Report from Department of plagiarism on an assignment	Final Grade of "F-DISC"; suspension from Faculty of Registration from May 1, 2016 to April 30, 2017; complete Academic Integrity Tutorials; "DISC" and comment to remain on file permanently	Associate Dean of Faculty of Registration	Second upheld allegation	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year or 6 months prior to graduation	Department Head	None	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"; 'DISC' can be removed upon request to the Registrar after 1 year or upon confirmation of graduation	Department Head	None	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year or upon confirmation of graduation	Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Plagiarism	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on term paper; final grade of "F-DISC"	Department Head	None	Not sought	None	Not sought	None
	1	Inadequate citation	"0" on paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrant after 1 year or up to 6 months prior to graduation whichever comes first; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	3	Plagiarism in an essay	"0" on paper	Department Head	None	Not sought	None	Not sought	None
	3	Essay plagiarism	Final Grade of "F"	Professor of Course	None	Not sought	None	Not sought	None
	1	Fabricated citations within paper	"0" on paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 6 months; complete Academic Integrity Tutorials	Department Head	Clear intention	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Plagiarism	1	Assignment appeared to be copied from answer key available online	"0" on paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year; complete Academic Integrity Tutorials	Department Head	Wording was identical to online source; student could not show any draft or prep materials	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"	Department Head	Student took online tutorial on plagiarism	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" in assignment; complete Academic Integrity Tutorials	Department Head	Student expressed remorse	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to Registrar after 1 year	Department Head	Student denied responsibility	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to Registrar after 2 years ; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; 'DISC' can be removed upon request to Registrar after 1 year; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Uncited internet sources	Final grade of "F-DISC"; DISC can be removed upon request to Registrar after 1 year; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" in assignment; complete tutorial on avoiding plagiarism	Department Head	Student did make an effort to not plagiarize	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"; complete Academic Integrity Tutorials	Department Head	Student did not fully understand instructions	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to Registrar after April 11, 2017	Department Head	Student previously completed several courses in Department	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"; recommend student register with Accessibility Services if taking further coursework at UofM; complete Academic Integrity Tutorials	Department Head	Underlying medical condition	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" in assignment; complete Cite Rite and Academic Integrity Tutorials	Department Head	Student accepted full responsibility	Not sought	None	Not sought	None



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Plagiarism	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 2 years; complete Academic Integrity Tutorials	Department Head	Student did not contact Student Advocacy office nor department office when informed of the allegation; disposition decided without student attendance	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 2 years; complete Academic Integrity Tutorials	Department Head	Student acknowledged receiving letter of allegation but did not contact department office or Student Advocacy office	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" in assignment; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"; complete Academic Integrity Tutorials	Department Head	Student struggles with English language skills	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar 1 year after June 23, 2016	Department Head	Student misrepresented extent of plagiarism	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar 2 years after June 13, 2016	Department Head	Student did not take responsibility	Not sought	None	Not sought	None

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Plagiarism	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Register 1 year after May 25, 2016 ; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Register 2 years after May 25, 2016; complete Academic Integrity Tutorials	Department Head	Student could not explain how sources got into essay; second upheld allegation	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Register 1 year after May 25, 2016; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" on assignment; complete Academic Integrity Tutorials	Department Head	Student has taken steps to prevent recurrence	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F"; complete Academic Integrity Tutorials	Department Head	Student admission of guilt	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	Student did not respond to notification letter	Not sought	None	Not sought	None

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Plagiarism	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Register 1 year after May 17, 2016; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	"0" on assignment	Department Head	Student used notes from when he had taken the course 2 years previously; the old notes contained internet material	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	Final grade of "F-DISC"; "DISC" to remain on file until graduation	Department Head	Student refused to admit plagiarism even when the evidence is undeniable	Not sought	None	Not sought	None
	1	Copied material from internet for review essay	"F" on paper	Department Head	None	Not sought	None	Not sought	None
	1	Uncited internet sources	"F" on assignment	Department Head	Student acknowledged guilt, stated course load too much, stated lack of understanding of UofM policies and practices	Not sought	None	Not sought	None

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Plagiarism	1	Extensive unattributed use of another writer's work	"DISC" on file; complete Academic Integrity Tutorials; resubmission of essay by July 29, 2016	Department Head	Student admission of guilt; student under stress and lack of time management	Not sought	None	Not sought	None
	1	Uncited internet sources	"DISC" on file can be removed upon request to the Registrar providing no further allegations; complete Academic Integrity Tutorials; resubmission of essay by July 15, 2016 failure will result in "F" on paper and course	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	Student is a potential October graduand	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	2	Falsified citations	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	4	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

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Plagiarism	4	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Learning Centre Cite Right Program and Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year or upon confirmation of graduation; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; "DISC" can be removed upon request to the Registrar after 1 year or upon confirmation of graduation; complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	Student feeling stressed did not intend to plagiarize	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper	Coordinator	Student did not respond nor attend meeting	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism on the submission of essay	"0" on assignment; "DISC" notation on record may be removed upon request to the Registrar after 1 year or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of assignment	"0" on assignment; "DISC" notation on record may be removed upon request to the Registrar after 1 year or upon confirmation of graduation; complete Academic Integrity Tutorials	Associate Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on assignment	Department Head	Personal, domestic and professional issues, normal stress; last minute assignment	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	Resubmit paper no later than March 10, 2016; complete Cite Right Program from the Academic Learning Center by August 30, 2016	Department Head	Stress about writing papers in general	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism on the submission of essay	Resubmit paper no later than April 25, 2016; complete Cite Right Program from the Academic Learning Center by April 25, 2016	Department Head	International student did not have enough knowledge about subject matter to write a paper	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	Final grade of "F"; complete Academic Integrity Tutorials by March 25, 2016	Department Head	Student did not have enough training in regards to academic dishonesty; student admission of starting paper too late	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on term paper	Department Head	Student not diligent in ensuring properly cited for all sources	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on term paper; complete Academic Integrity Tutorials by Aug 4, 2016	Department Head	Student did not leave enough time to write the paper after research completed	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on term paper; complete Cite Rite Program through the Academic Learning Centre	Department Head	Student changed topic late therefore hit a time crunch	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"	Acting Department Head	None	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism on the submission of essay	"F" on term paper; complete Academic Integrity Tutorials	Acting Department Head	None	LDC	Appeal withdrawn	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	Student very upset did not want correspondence sent to the home	Not sought	None	Not sought	None
	1	Plagiarism on the submission of essay	"F" on paper; final grade of "F-DISC"; complete Academic Integrity Tutorials	Department Head	Student showed no regret; did not complete Academic Integrity Tutorials	Not sought	None	Not sought	None
	1	Unintentional, misunderstanding about appropriate referencing	Education on plagiarism; required support with academic writing; redo assignment	Department Head	First offense	Not sought	None	Not sought	None
	1	Unintentional, misunderstanding about appropriate referencing	Required to research plagiarism and ways to avoid it and prepare a summary report; redo assignment	Department Head	First offense	Not sought	None	not sought	None
	1	plagiarised material was submitted in assignment	ALC meeting/workshops; Academic Integrity Tutorial; review paper to recheck citations and then resubmit work; "DISC" comment	Associate Dean Academic	Student was confused; not intentional; realized needs to proof work better	Not sought	None	Not sought	None



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Plagiarism	1	plagiarised material was submitted in assignment	ALC meeting/workshops; Academic Integrity Tutorial; required to submit a new assignment; "DISC" comment	Associate Dean Academic	Student was regretful; needed better use of time management; realized it would be helpful to get someone to proof work; thankful for opportunity to explain and apologize	Not sought	None	Not sought	None
	1	Submitted plagiarised work	ALC meeting/workshops; Academic Integrity Tutorial; "DISC" comment	Associate Dean Academic	Student was surprised; was in a hurry; did not know act was plagiarism but knows to ask to make sure next time	Not sought	None	Not sought	None
	1	plagiarised material was submitted in assignment	ALC meeting/workshops; Academic Integrity Tutorial; required to submit a new assignment; "DISC" comment	Associate Dean Academic	Student was devastated when notified; very remorseful; understands academic severity and is very committed to the Faculty	Not sought	None	Not sought	None
	1	Submitted plagiarised work	ALC meeting/workshops; Academic Integrity Tutorial; "DISC" comment	Associate Dean, Academic	Student was regretful; respects instructors; was thankful for opportunity to explain; understood seriousness of plagiarising	Not sought	None	Not sought	None
	1	Submitted plagiarised work	ALC meeting/workshops; AI Tutorial; "DISC" comment	Associate Dean, Academic	Not intentional; student was regretful; poor use of time management with other due dates; sincerely sorry	Not sought	None	Not sought	None

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Plagiarism	1	Portfolio submitted with images that were improperly cited	ALC workshops; "DISC" comment	Interim Dean	Very remorseful; accidentally submitted wrong photo; ashamed; very apologetic	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 12 months	Associate Dean	Significant portion of assignment plagiarised; stated academic writing is different from home country	Not sought	None	Not sought	None
	1	Plagiarism in 2 assignments	"0" on 2 assignments; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 3 months	Associate Dean	Significant portion of assignments plagiarised; wasn't aware of need to cite and reference material (handouts) provided by the instructor	Not sought	None	Not sought	None
	1	Plagiarism in assignment	25% deduction in number of marks available for assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 4 months	Associate Dean	Did not intend to commit plagiarism; the error was due to negligence and being tired	Not sought	None	Not sought	None

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Plagiarism	4	Plagiarism in group assignment	25% deduction in number of marks available for assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 3 months	Associate Dean	A mistake was made and plagiarism was unintentional; there were 2 versions of the document and the wrong document was submitted	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Did not intend to commit plagiarism; did not understand the instructor's expectations	Not sought	None	Not sought	None
	1	Plagiarism in assignment	50% deduction in the number of mark available for assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 3 months	Associate Dean	Denied copying text from sources; has written more than twenty reports and conference papers as a student at the UM and one of them were reported for violation of academic integrity	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism in assignment	50% deduction in the number of mark available for assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Plagiarism was unintentional; stated English isn't very strong and has difficulty paraphrasing some of the readings and technical terms	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC)	Associate Dean	Significant portion of assignment plagiarised; stated plagiarism was unintentional; believes an error was made and that the document that the instructor marked was not the document that was intended for evaluation; assignment was completed in 2012 but was not marked by the instructor	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 12 months	Associate Dean	Did not intend to commit plagiarism; tried to paraphrase as much as possible but had difficulties with technical words and phrases; used an online software program to check for plagiarism and the report did not detect plagiarism	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC)	Associate Dean	Did not intend to commit plagiarism; first term in Canada and first academic paper; was not trained how to use citations and referencing in undergraduate studies in home country; completed Academic Integrity Tutorial after submitting assignment for evaluation	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 4 months	Associate Dean	Did not intend to commit plagiarism; misinterpreted the instructions for the assignment	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism in comprehensive exam	"Fail" on comprehensive exam; has one final attempt to pass comprehensive exam; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript until confirmation received from ALC that tutoring has been completed	Associate Dean	Several instances where text was copied verbatim without citations or references and instances where sources were referenced but did not use quotation marks or citations; plagiarism was unintentional; it has been challenging working through distance; completed Academic Integrity Tutorial but indicated that English is not strong and that the tutorial came too late	Not sought	None	Not sought	None
	1	Plagiarism in 2 assignments	"0" on 2 assignments; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Plagiarism was unintentional; stated English isn't very strong and has difficulty paraphrasing some of the readings and technical terms; could not include all citations in one of the assignments because some information was provided by a classmate and did not know the source	Not sought	None	Not sought	None

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Plagiarism	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Significant portion of assignment plagiarised; before submitting the assignment for evaluation, several plagiarism checker websites were used and no plagiarism was detected	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Plagiarism was unintentional; stated that submitted a draft version of the document to instructor instead of submitting the final version in error-the mistake was due to being distracted and unorganized	Not sought	None	Not sought	None
	1	Plagiarism in assignment	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Plagiarism was unintentional; stated was under a tremendous amount of stress and rushed to meet the deadline	Not sought	None	Not sought	None
	1	Plagiarism in take-home exam	"0" on assignment; remediation permitted; reprimand on academic transcript for 3 months	Associate Dean	Misunderstood instructions; the instructor provided the reference for a journal paper in class and thought that you could consult it and not have to include the reference for the exam	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in 2 assignments	"0" on assignment; remediation permitted; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 3 months	Associate Dean	Plagiarism was unintentional; stated had completed dozens of case studies in the past and was never accused of academic dishonesty; experiencing mental stress at the time dealing with personal medical issues and may be a factor for the quality of work submitted	Not sought	None	Not sought	None
	1	Plagiarism in candidacy exam	"Fail" on candidacy exam; permitted one final attempt to pass candidacy exam; ALC tutoring (# of hours determined by ALC); reprimand on academic transcript for 6 months	Associate Dean	Plagiarism was substantial; stated plagiarism was unintentional; this was first open book exam and did not know that copying text and omitting citations was forbidden in open book exams; the expectations in home country were different; did not complete Academic Integrity Tutorial until after completing the candidacy exam	Not sought	None	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in assignment	33% deduction in the number of marks available for assignment; remediation permitted; ALC tutoring (# of hours determined by ALC)	Associate Dean	Plagiarism was unintentional; lack of knowledge about paraphrasing, using quotations and proper citations and references led to the mistake; had no previous experience writing academic papers; did not complete Academic Integrity Tutorial until after the assignment was submitted for grading	Not sought	None	Not sought	None
	1	Plagiarism in thesis proposal	Reprimand on academic transcript for 6 months; ALC tutoring (# of hours determined by ALC)	Dean	An investigation was conducted according to Section 2.25 of the Responsible Conduct Research Policy	Not sought	None	Not sought	None
	3	plagiarised sections in written assignment	"F" in assignment; "F-DISC" in course; transcript notation; Academic Integrity Tutorials	Associate Dean (Undergraduate Education)	No previous offences; severity of offence	Not sought	None	Not sought	None
	1	plagiarised sections in written assignment	"0" on assignment; notation on transcript; Academic Integrity Tutorials	Associate Dean (Undergraduate Education)	No previous offences; severity of offence; recognition of error; plausible explanation	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	5	plagiarised sections in written assignment	"0" on assignment	Associate Dean (Undergraduate Education)	No previous offences; value of assignment; extent of plagiarised material very small; recognition of error; assignment to be completed with a partner	Not sought	None	Not sought	None
	4	plagiarised sections in written assignment	"0" on assignment; Academic Integrity tutorials	Associate Dean (Undergraduate Education)	No previous offences; value of assignment; extent of plagiarised material very small; assignment to be completed with a partner	None	None	None	None
	1	Student plagiarised in assignment	Grade of "0" on assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	2	Student plagiarised in assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in 2 assignments	Grade of "0" on 2 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarised in assignment	"F-DISC" in course; suspended from taking courses offered by the Faculty of Registration for 8 months from May 1, 2016 to December 31, 2016; statement will be placed on the academic record: "Student charged with academic dishonest (plagiarism) in course and suspended from taking courses offered by the Faculty of Registration, for 8 months from May 1, 2016 to December 31, 2016"; statement and "DISC" designation will remain on transcript and record for 2 years or until graduation, whichever comes first; required to redo the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted to copying/guilt; second offense	Not sought	None	Not sought	None
	1	Student plagiarised in 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	Student recognized the wrongful act after discussing the material in question and felt regret	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarised in assignment	Grade of "0" on question; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 4 questions on assignment	Grade of "0" on 4 questions on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 6 questions on assignment	Grade of "0" on 6 questions on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on the assignment	Grade of "0" on 5% of the assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in 2 questions on assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	3	Student plagiarised in 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in 3 questions of assignment	Grade of "0" on 3 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in 3 questions of assignment	Grade of "0" on 3 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	3	Student plagiarised on lab report	Grade of "0" on lab report; lab mark cannot be used for a lab exemption, notation on transcript "course report Academic Dishonesty" to remain on record for 1 year	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarised on 1 question of assignment	Grade of "0" on 1 question of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 1 question of assignment	Grade of "0" on question 4 of assignment and required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in assignment	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised in assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 2 assignments	Grade of "0" on 2 questions from the 2 assignments; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarised on 4 questions of assignment	Grade of "0" on 4 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 2 assignments	Grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty and the Faculty of Registration for a period of 8 months from May 1, 2016 to December 31, 2016; statement "Student charged with academic dishonesty by plagiarism in course and suspended from taking courses offered by the Teaching Faculty and Faculty of Registration from May 1, 2016 to December 31, 2016" will remain on the student transcript and record for 2 years or until graduation, whichever comes first; required to redo the Academic Integrity Tutorials and quiz	Associate Dean	Student admitted guilt; second offense	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarised on 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	Student admitted to forgetting to cite the answers	Not sought	None	Not sought	None
	1	Student plagiarised on three questions of assignment	Grade of "0" on 3 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on 2 questions of assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	Student admitted to mistakenly copying the answers	Not sought	None	Not sought	None
	1	Student plagiarised on assignment	Grade of "0" on three questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Student plagiarised on assignment	Grade of "0" on 2 questions of assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	Student apologized for mistake and indicated she will be more careful going forward	Not sought	None	Not sought	None
	1	Allegation of plagiarism Upheld	"0" on assignment; required to complete Academic Integrity Tutorials and quiz	Associate Department Head	Student admitted to using last years assignment; dropped the course before submitting it	LDC	Unfounded		
	1	Allegation of plagiarism upheld	"0" on assignment; Academic Integrity Tutorials	Associate Department Head	Student admitted to using the internet and copying answer	Not sought	None	Not sought	None



**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Allegation of plagiarism upheld; student VW'd from course	Academic Integrity Tutorials	Associate Department Head	Student apologized for not quoting or paraphrasing properly	Not sought	None	Not sought	None
	1	Allegation of plagiarism upheld	"0" on assignment; Academic Integrity Tutorials	Associate Department Head	Student admitted to using last years assignment, but explained that she/he wrote everything in her/his own words; she/he did not notice that the focus of this years questions was different from last year	Not sought	None	Not sought	None
	1	Allegation of plagiarism upheld	"0" on assignment; Academic Integrity Tutorials	Associate Department Head	Student admitted to using last years assignment; apologized for not citing the website; explained that she/he did not know that this was considered plagiarism	Not sought	None	Not sought	None
	1	Allegation of plagiarism upheld	"0" on assignment; Academic Integrity Tutorials	Associate Department Head	Student did not contact to set up meeting; decision was made without student's input	Not sought	None	Not sought	None
	1	Allegation of plagiarism upheld	"0" on assignment; Academic Integrity Tutorials	Associate Department Head	Student explained he/she got sick right before assignment was due and because of this he/she much have forgot to paraphrase answers like he/she normally does	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	23	Allegation of plagiarism upheld	"0" on lab exercise	Associate Department Head	None	Not sought	None	Not sought	None
	4	Allegation of academic dishonesty upheld	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Allegation of academic dishonesty upheld	Grade of "0" on assignment	Associate Department Head	None	Not sought	None	Not sought	None
	1	Allegation of academic dishonesty upheld	Grade of "0" on assignment; required to complete the Academic Integrity Tutorials and quiz	Associate Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism in a final term paper	Grade of "0" on term paper; statement of plagiarism on academic transcript; disciplinary letter placed in student file; submission of 500 word essay on plagiarism	Department Head	None	Not sought	None	Not sought	None
	1	Copied large sections	"0" on assignment; disciplinary comments were placed on transcripts	Director	First time offence	Not sought	None	Not sought	None
	1	Plagiarised	"0" on assignment; required to complete Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	5	Plagiarism detected on assignment	Students given a grade of "0" on assignment; given opportunity to rewrite the assignment to gain a grade which was the average of the new grade and the "0"	Associate Department Head	This was the first writing assignment by students upon being admitted to the program; this penalty was used to teach individuals the seriousness of plagiarism and how to avoid plagiarizing in future writing assignments	Not sought	None	Not sought	None
	5	This case also involved inappropriate collaboration (dropdown menu should allow multiple selections)	Letter of apology; Academic Integrity Tutorials and quiz; grade of "F" in the course; "DISC" comments on transcript; for one student the penalty was a grade of "0" on assignment rather than "F" in course - all other penalties were the same	Associate Dean	A lesser penalty was warranted for 1 student due to a lesser degree of plagiarism and inappropriate collaboration	Not sought	None	Not sought	None
	1	Plagiarism on assignment	"F" in assignment; "F" in course; "DISC" notation	Associate Dean	Second occurrence	Not sought	None	Not sought	None
	1	Plagiarism on assignment	Completion of Academic Integrity Tutorial; ban on taking further Faculty of Registration courses until Academic Integrity tutorial completed	Associate Dean	Student did not respond to repeated attempts to attend disciplinary hearing	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism on assignment	Completion of Academic Integrity Tutorial; "F" in the assignment	Associate Dean	First occurrence	Not sought	None	Not sought	None
	1	Plagiarism on assignment	Completion of Academic Integrity Tutorial; ban on taking further Faculty of Registration courses until Academic Integrity Tutorial completed	Associate Dean	Student did not respond to repeated attempts to attend disciplinary hearing	Not sought	None	Not sought	None
	1	Plagiarism on assignment	Completion of the Academic Integrity tutorial; "F" in the assignment	Associate Dean	First occurrence	Not sought	None	Not sought	None
	1	Plagiarism on assignment	Completion of the Academic Integrity tutorial; F in the assignment	Dean	First occurrence	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	2 offenses - first time within the same term - "F" on the exam and on the term paper; student admitted that he/she copied and pasted	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	Proof provided by instructor explained to student - admitted he/she copied and paste due to time constraints	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	Student copied from online material	Not sought	None	Not sought	None

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Plagiarism	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	Professor provided proof of copied and pasted materials from online	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	Student thought that due to an "open book" quiz that copying from Wikipedia was acceptable	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	Student copied and pasted from a myriad of websites to complete an assignment; print outs were provided by professor and provided at hearing; student pleaded that he/she had not heard the word plagiarism before and thought this method of completing papers was acceptable	Not sought	None	Not sought	None
	1	Word for word copying from internet	Grade of "F-DISC"	Associate Director	An "open book" quiz, student thought that copying word for word from an online source that was printed out and in his/her notes was acceptable	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in course case study assignment	"F-DISC" in course; barred from taking Faculty courses during the Winter 2016 and Summer 2016 terms; notation of academic dishonesty on transcript; comments may be applied for removal upon confirmed graduation	Designate of the Dean	Student did not appear to meeting and Dean's Designate moved to disposition without benefit of the student's input; meeting date was confirmed through the student advocate; the student advocate had nothing to add	Not sought	None	Not sought	None
	1	Plagiarism in course term paper	"F-DISC" in course; notation of academic dishonesty on transcript; mandatory Academic Integrity Tutorial; comments can be applied for removal upon confirmed graduation	Designate of the Dean	Statements of improper instruction not credible as student has taken 6 previous attempts in "W" courses	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; notation on transcript of academic dishonesty; mandatory Academic Integrity Tutorial; comments can be removed after 2 years or confirmed graduation, whichever happens first	Designate of the Dean	None	Not sought	None	Not sought	None

**PART 1: ACADEMIC DISHONESTY**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Inappropriate collaboration/cheating in final exam	Allegation not upheld; found to have violated exam regulations and protocol; mandatory Academic Integrity Tutorial	Designate of the Dean	None	Not sought	None	Not sought	None
	1	Inappropriate collaboration/cheating in final exam	Allegation not upheld; found to have violated exam regulations and protocol; mandatory Academic Integrity Tutorial	Designate of the Dean	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; mandatory Academic Integrity Tutorial	Designate of the Dean	None	Associate Dean	Upheld previous penalties	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; notation on transcript; mandatory Academic Integrity Tutorial; comments may be applied for removal 2 years from date of letter or confirmed graduation	Designate of the Dean and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None
	1	Plagiarism in course	"F-DISC" in course; notation on transcript; mandatory Academic Integrity tutorial; comments may be applied for removal 2 years from date of letter or confirmed graduation	Designate of the Dean and Associate Dean of Faculty of Registration	None	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

**Notes:**        Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	26	Noise complaint after quiet hours	Verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Noise complaint after quiet hours	Community service (in lieu of fine)	Student Residences	Resident had been repeatedly warned, and violated 22 hour quiet hours; resident removed speakers from room prior to meeting; requested to do community service in place of fine	Not sought	None	Not sought	None
	1	Noise complaint after quiet hours	Written warning	Student Residences	Playing music at an excessive level	Not sought	None	Not sought	None
	2	Fire alarm	Written warning; \$150 fine	Student Residences	Left hot plate unattended causing the fire alarm to sound	Not sought	None	Not sought	None
	1	Fire alarm	Written warning; \$50 fine	Student Residences	Microwave related accident causing fire alarm	Not sought	None	Not sought	None
	1	Failure to evacuate during fire alarm	Written warning; \$50 fine	Student Residences	Student did not evacuate during a fire alarm	Not sought	None	Not sought	None
	5	Smoking in room	Written warning; \$50 fine	Student Residences	None	Not sought	None	Not sought	None
	2	Smoking in room; covered smoke detector	\$50 fine; residence probation	Student Residences	Student had guests who removed smoke detector and smoked out the window	Not sought	None	Not sought	None



**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	1	Smoking in room	Eviction	Student Residences	Was smoking in room again after previously causing a fire event by smoking in room; extensive property damage; multiple warnings	Director	Denied	Not sought	None
	10	Substance abuse and illegal drugs	Written warning	Student Residences	Consistently brings the smell of marijuana into the community	Not sought	None	Not sought	None
	3	Substance abuse and illegal drugs	\$50 fine; written warning	Student Residences	Repeatedly smells like marijuana smoke in residence room	Not sought	None	Not sought	None
	7	Substance abuse and illegal drugs	\$50 fine; residence probation	Student Residences	Resident suspected of smoking marijuana in residence room	Not sought	None	Not sought	None
	1	Substance abuse and illegal drugs	\$100 fine; residence probation	Student Residences	Resident suspected of smoking marijuana in room; marijuana paraphernalia present in room; not able to apply for residence due to probation status	Director	Denied	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	14	Substance abuse and illegal drugs	\$100 fine; residence probation	Student Residences	Suspected of smoking marijuana in residence room; residents not cooperative with on-call residence life staff	Not sought	None	Not sought	None
	1	Substance abuse and illegal drugs	\$150 fine; residence probation; community service	Student Residences	Suspicion of use of marijuana on campus	Not sought	None	Not sought	None
	2	Substance abuse and illegal drugs	Eviction	Student Residences	Conclusive use of marijuana in residence room; resident already on residence probation	Not sought	None	Not sought	None
	6	Open alcohol	Verbal warning	Student Residences	None	Not sought	None	Not sought	None
	1	Open alcohol	Written warning and alcohol probation until 18th birthday	Student Residences	Resident was a minor at the time of incident	Not sought	None	Not sought	None
	2	Possession of beer bottles	Verbal warning	Student Residences	None	Not sought	None	Not sought	None
	6	Over-consumption	Verbal warning	Student Residences	Behaviour was causing a disturbance in the community; residents did not require medical assistance	Not sought	None	Not sought	None
	8	Over-consumption	Written warning	Student Residences	Residents required medical assistance due to overconsumption	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	13	Over-consumption	Written warning; \$50 fine	Student Residences	Behaviours caused disturbance in the community (noise, vomiting); resident required medical assistance due to overconsumption	Not sought	None	Not sought	None
	2	Over-consumption	Residence probation	Student Residences	Multiple incidents involving alcohol	Not sought	None	Not sought	None
	1	Over-consumption	Eviction	Student Residences	Behaviours caused extreme disturbance in community; resident required medical assistance; resident was involved in a physical altercation with another resident	Not sought	None	Not sought	None
	2	Underage drinking	Written warning; alcohol probation	Student Residences	Student had been drinking underage, was placed on alcohol probation until 18th birthday	Not sought	None	Not sought	None
	5	Drinking Games	Written warning	Student Residences	None	Not sought	None	Not sought	None
	3	Drinking Games	Written warning; \$50 fine	Student Residences	Behaviour caused disturbance in the community (noise)	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

**Notes:**        Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	1	Drinking Games	5 hours community service	Student Residences	Reported through social media	Not sought	None	Not sought	None
	3	Guest Policy Violation	Verbal warning	Student Residences	Resident failed to sign in guest; uncooperative with security	Not sought	None	Not sought	None
	1	Guest Policy Violation	Written warning	Student Residences	Resident refused to sign in guest with security; repeated behaviour	Not sought	None	Not sought	None
	1	Guest Policy Violation	Written warning; \$150 fine	Student Residences	Resident was subletting room to guest	Not sought	None	Not sought	None
	5	Harassment/Bullying	Verbal warning	Student Residences	Disrespectful comments/behaviour to student staff	Not sought	None	Not sought	None
	5	Harassment/Bullying	Mediation with Residence Life Staff	Student Residences	Residents were required to participate in mediation to resolve issue	Not sought	None	Not sought	None
	1	Pet	Verbal warning	Student Residences	Pet was in room for only short amount of time	Not sought	None	Not sought	None
	1	Pet	Written warning; \$50 fine	Student Residences	Room needed to be cleaned	Not sought	None	Not sought	None
	7	Fire Safety Violation	Verbal warning	Student Residences	Resident did not evacuate the building during a fire alarm	Not sought	None	Not sought	None
	7	Property Damage	Verbal warning; cost of damage	Student Residences	Damage to residence property	Not sought	None	Not sought	None
	1	Unauthorized occupancy	Verbal warning	Student Residences	Used roommate's room after roommate had moved out	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Breach of Residence Hall Regulations	2	Unauthorized Cooking Equipment	Written warning	Student Residences	Caught using hot plate by Staff	Not sought	None	Not sought	None
Disorderly Conduct	1	Disparaging comments made within class	Disciplinary hold	Associate Dean (Academic)	Student was very aware of inappropriate behaviour; very sincere belief that comment was not directed at anyone; student has made a conscious effort to behave professionally since occurrence	Not sought	None	Not sought	None
Misuse of University Services	1	Harassment of another student using residence phone	Verbal warning	Student Residences	Resident consistently complains of neighbors being too noisy (talking in room); met to discuss strategies for resident to cope with reasonable living noise	Not sought	None	Not sought	None
	1	Overloaded dryer	Verbal warning	Student Residences	Overloaded dryer causing it to smoke	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Misuse of University Services	1	Monopolizing UM staff time and resources (Faculty and Student Affairs)	Discipline hold; submit an academic plan; register and complete a minimum of two courses per term; personal attendant must be with him/her at all times on campus; cease tutoring activities; attend campus only for classes and appointments; abide by <i>Respectful Work and Learning Environment policy</i>	Vice-Provost (Students)	None	Not sought	None	Not sought	None
	1	Did not adhere to disciplinary conditions imposed	Suspension and full indefinite campus ban	Vice-Provost (Students)	Did not adhere to conditions on several occasions (being on campus with attendant) and monopolizing UM staff	Not sought	None	Not sought	None
Sexual Harassment	1	Unwelcome sexual attention towards a fellow student; created intimidating learning environment	Conditions prescribing future conduct, including no contact with complainant, meeting with HRCMO, and compliance with policies	President in lieu of Vice-President Administration	None	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

**Notes:**        Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Theft	2	Report from Department of copyright infringement of attempting to sell PDF copies of textbook	Create a letter to include: offer to sell copyrighted material was poor judgement, violation of copyright legislation and violation of UofM Student Discipline Bylaw; was required to explain at Faculty Hearing; remorse for taking part in activity, apology to authors and copyright holders; warning to classmates of serious consequences for this violation; letter to be submitted to Dean's Office for review and approval by January 6, 2016; approved letter must be emailed to class by January 10, 2016 and copied to committee members; decision letter placed in file	Associate Dean of Faculty of Registration and Office of Legal Counsel	None	Not sought	None	Not sought	None
Threatening Conduct	1	Threats of violence	Meeting with Associate Director	Student Residences	Put up a poster to find missing cell phone including threatening phrase	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threatening Conduct	1	Harassment/Bullying	Written warning	Student Residences	Resident found to be harassing another resident with unwelcome comments	Not sought	None	Not sought	None
	1	Harassment/Bullying	Referred to Human Rights and Equity Office for mediation	Student Residences	Student posted online status harassing student resulting in other students threatening physical harm	Not sought	None	Not sought	None
	1	Trespassing	Banned from residence property	Student Residences	Refused to leave residence lobby until Winnipeg Police arrived; non resident	Not sought	None	Not sought	None
	1	Threats to Health, Life, Property	Eviction	Student Residences	Student knocked on door wielding a knife	Not sought	None	Not sought	None
	1	Concerning communications and posts to University Facebook accounts	Discipline hold on student account (remains) and meeting with Vice-Provost (Students) and Director of Security Services	Vice-Provost (Students)	Public posts on University accounts; no academic plan submitted as required	Not sought	None	Not sought	None
	1	Arrested and charged with sexual assault of University of Manitoba student	Banned attendance on any property owned or controlled by the University	Vice-President Administration	Former student	Not sought	None	Not sought	None



**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threatening Conduct	2	Involved in a series of altercations with another student	Familiarize self with the University's policies and procedures, including the following: <i>Inappropriate or Disruptive Student Behaviour</i> policy; <i>Respectful Work and Learning Environment</i> policy and procedure; <i>Student Discipline Bylaw</i> and procedure; and <i>Violent or Threatening Behaviour</i> policy and procedure. Maintain a respectful work and learning environment and ensure no further incidents of inappropriate behaviour occur	Vice-President Administration	Spoken to by UMSS and University expectations outlined	Not sought	None	Not sought	None
	5	Creating and distributing disrespectful content contained in a publication	Reprimand (not recorded on transcript) will remain on file until statement of reflection received	Vice-President Administration	Self reflection and remorse expressed	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threatening Conduct	1	Arrested and charged with break and enter, assault, uttering threats, sexual assault, forcible confinement and extortion of a UM student	Banned attendance on any property owned or controlled by the University pending further review	President in lieu of Vice-President Administration	Admitted to UM; not currently registered in classes	Not sought	None	Not sought	None
Unprofessional Conduct	1	Student did not follow the clinical protocol for the dismissal of a patient	Student met with Associate Dean Academic and Associate Dean of Clinics and was given a written letter of warning indicating that further breaches of the policy/protocol could result in expulsion from clinics	Associate Dean Clinics	First offence	Not sought	None	Not sought	None
	1	Student was unprofessional in communication/dealings with clinical support staff	Student met with Associate Dean Academic and Associate Dean of Clinics and was given a Verbal warning indicating that any further behaviour of this type could result in the expulsion from clinics	Associate Dean Clinics	First offence; student took action to rectify situation	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Student failed to comply with Criminal Record Registry/Adult Abuse Registry/Child Abuse Registry policies	Student met with Associate Dean Academic and Associate Dean of Clinics and was given Verbal warning indicating that any further behaviour of this type could result in the expulsion from clinics	Associate Dean Clinics	Student produced outstanding documents	Not sought	None	Not sought	None
	1	Academic misconduct in the form of an inappropriate conversation that was clearly understood as a bribe for a passing grade in course	Submit a formal written apology to professor; complete the Academic Integrity and Student Conduct Tutorials and associated quiz; write a 1000 page essay on appropriate communication in a professional setting	Associate Dean (Undergrad. Programs)	Student admitted to making the comments, showed remorse and apologized; admitted how inappropriate the comment was	Not sought	None	Not sought	None
	1	Breach of undertaking	Suspension pending further disciplinary review	Dean	Reinstatement involves other parties	Not sought	None	Not sought	None
	1	Student was performing duties without adequate supervision	Student was required to write a research paper on ethics and give a presentation	Dean	Concern over appropriate practice and level of supervisor support; first disciplinary matter				

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Student visited University offices uninvited to engage in lengthily non-course related conversations, thereby interrupting work; student was reluctant to or refused to leave when asked to do so; in some situations, individuals felt uncomfortable by the student's presence; student was reported to inappropriately attempt to engage individuals in social or casual settings when not invited to do so	Student directed NOT to do the following: visit any person in any department office unless it is an instructor of your course, either during the office hours or by appointment previously made through email, to discuss specific questions about your courses, and for no longer than 10 minutes; attempt to interrupt any class for any purpose; attempt to befriend any student who you are tutoring; student MUST consult regularly with Student Accessibility Services advisor to review the student's actions	Associate Dean	Student was previously warned by the Associate Dean and staff in the Department about these issues; student explained that he/she enjoys the conversations and considers the people to be his/her friends and that he/she would find it difficult not to visit	Not sought	None	Not sought	None

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Student registered for courses during his suspension	Suspended from taking courses offered by the Faculty for one year from May 1, 2016 to April 30, 2017; the following statement will be placed on academic transcript and academic record: “Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty, for one year from May 1, 2016 to April 30, 2017”; statement will remain on the student record for two years or until graduation, whichever comes first	Associate Dean	None	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

**Notes:**        Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Student registered for courses in the Faculty during suspension period of July 1, 2015 - June 30, 2016	Suspended from taking courses offered by the Faculty for one year from May 1, 2016 to April 30, 2017; the following statement will be placed on academic transcript and academic record: "Student charged with academic dishonesty (inappropriate collaboration) and suspended from taking courses offered by the Faculty, for one year from May 1, 2016 to April 30, 2017"; statement will remain on the student record for two years or until graduation, whichever comes first	Associate Dean	None	Not sought	None	Not sought	None
	1	Inappropriate communications to professor and department	Discipline hold on student account (lifted) and meeting with Vice-Provost (Students) and Associate Dean	Vice-Provost (Students)	Apology to professor; no prior history; admission of inappropriate communication	Not sought	None	Not sought	None
	1	Inappropriate communications with Cashier's Office and Registrar's Office staff	Discipline hold on student account (lifted) and meeting with Vice-Provost (Students) and Director of Security Services	Vice-Provost (Students)	Intends to apply to other institutions and not attend UM and agreed to abide by RWLE policy	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Incomplete coursework with different stories told to each professor regarding reasons for incomplete work; unresponsive to instructor feedback; failure to meet practicum requirements	Apology letters to 5 different instructors; permitted to continue but placed on probation with conditions; approved program completion plan, extensions on assignments and absences to be approved by Department Head; completion of personal and professional development sessions; confidential monthly meetings with Department Head	Department Head	Mitigating Factors: remorse; apologies; self reflection; state of mental health Aggravating Factors: awareness of professional expectations; expectations were made explicit and reviewed multiple times; year two in program	Not sought	None	Not sought	None

**PART 2: INAPPROPRIATE BEHAVIOUR**

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Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Unprofessional Conduct	1	Student behaved in an unprofessional manner and did not abide by the requirements of a practicum placement, including but not limited to unprofessional outbursts and lying	Apology letters; final grade of F-DISC; placed on probation and permitted to continue with approved program completion plan; personal and professional development sessions were required; confidential progress meetings with Department Head	Department Head	Mitigating Factors: efforts to maintain good self-control; good level of preparation for meeting; apologies; efforts to be polite and maintain a professional demeanor; instances of self-reflection; instances of admission of the need to improve professional behaviour; level of anxiety. Aggravating factors: denying that concerning events happened and/or denying inappropriate actions; lack of ability to remember some event, while other events could be explained in great detail; presentation of misleading information	Acting Dean	P-DISC	Not sought	None



## **Report of the Senate Committee on Admissions concerning a submission from Student Affairs regarding the undergraduate admission targets (2017.01.12)**

### **Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The policy on admissions targets requires that the proposed targets be presented to Senate annually for information. The accompanying document outlines the existing undergraduate admission targets; it also outlines the updated targets for the 2017-18 academic year.
3. The proposal was provided for information to SCADM on January 12<sup>th</sup>, 2017.

### **Observations:**

1. For programs that have both a direct entry option and an advanced entry option, the target is reflective of the number of seats that are available in year two of the program.
2. The Faculty of Education has adjusted its target for the intake into the weekend program from thirty-five to zero. This was an alternative scheduling option that historically had one intake every three years. This intake option no longer exists; the targets have been updated to reflect current practice.
3. Should a program wish to modify their target, they are required to abide by the admission target policy and procedures.

### **Recommendation:**

This information is being provided for information only.

Respectfully submitted

Susan Gottheil, Chair, Senate Committee on Admissions

Program	2016-17 target	2017-18 Target
<b>Faculty of Agricultural &amp; Food Sciences</b>		
Agricultural & Food Science (Degree)*	165	165
Human Nutritional Sciences (Degree)	90	90
Agriculture (Diploma)*	85	85
Internationally Educated Agrologists	15	15
<b>Faculty of Architecture</b>		
Environmental Design	100	100
<b>Faculty of Arts*</b>		
Arts (Degree)	open	open
Arts (Degree) - Integrated Studies	open	open
<b>Asper School of Business*</b>		
Management (Degree)	420	420
<b>Faculty of Education</b>		
Education After Degree (Early)	70	70
Education After Degree (Middle)	70	70
Education After Degree (Senior)	140	140
Education After Degree (Weekend)	35 - See note 1	0 - See note 1
<b>Faculty of Engineering</b>		
Engineering*	364	364
Engineering - Internationally Educated Engineers	25	25
<b>CHR Environment, Earth &amp; Resources*</b>		
Environment, Earth & Resources (Degree)	135	135
<b>School of Art</b>		
School of Art: Diploma*	15	15
School of Art: Degree*	100	100
School of Art: Art History	15	15
<b>Faculty of Health Sciences</b>		
Health Studies (Degree)	25	25
Health Sciences (Degree)	25	25
<b>College of Dentistry</b>		
Dentistry (Degree)	29	29
Dentistry - International Dentist Degree	6	6
<b>School of Dental Hygiene</b>		
Dental Hygiene*	26	26
Dental Hygiene - Degree Completion	3	3
<b>College of Rehabilitation Sciences</b>		
Respiratory Therapy (Degree)	16	16
<b>College of Medicine</b>		
Medicine	110	110
Family Social Sciences	80	80
<b>College of Nursing</b>		
Nursing (Degree)	240	240
<b>College of Pharmacy</b>		
Pharmacy (Degree)	55	55
<b>Faculty of Kinesiology &amp; Rec Management</b>		
B Kin (AT)	24	24
B Kin*	65	65
B P E*	35	35
B RM & CD*	40	40
<b>Faculty of Law</b>		
Law (Degree)	106	106
<b>Marcel Desautels Faculty of Music</b>		
Music*	60	60
Music - Jazz Studies*	15	15
<b>Faculty of Science*</b>		
Science (Degree)	Target under consideration - See note 2	Target under consideration - See note 2
<b>Faculty of Social Work</b>		
Social Work (on campus)	75	75
Social Work - Distance Delivery	100	100
Social Work - Inner City	60	60
Social Work - Northern External	10	10
Social Work - Northern Program	35	35

Programs with an asterisk have a direct entry option

**Notes:**

1. This was an alternative scheduling option that historically had one intake every three years. It is no longer an option.
2. Science does have a cap of between 1200 & 1500; however, this is an older figure and discussions are required prior to finalizing the target.



UNIVERSITY  
OF MANITOBA

Office of the President

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**Date:** January 25, 2017

**To:** Jeff Leclerc, University Secretary  
Neil Marnoch, Registrar

**From:** David T. Barnard, Ph.D.  
President and Vice-Chancellor, University of Manitoba

**Re:** Final Report, Convocation Review Panel

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I have reviewed the final report of the Convocation Review Panel. Thank you for your work in undertaking this review. I approve of the recommendations outlined in the report and would ask that they be implemented as presented.

I would also appreciate if the final report would be shared with Senate at an upcoming meeting.

**cc:** Dr. Janice Ristock, Provost and Vice-President (Academic)

## **Final Report of the Convocation Review Panel**

December 1, 2016

### **Introduction**

The Convocation Review Panel was formed in early 2016 to:

- Develop principles guiding University of Manitoba Convocation Ceremonies
- Review and make recommendations to the President and the Provost and Vice-President (Academic) respecting University of Manitoba Convocation practices including:
  - o Number of ceremonies
  - o Location of ceremonies
  - o Timing of ceremonies

The Convocation Review Panel members were Jeff Leclerc, University Secretary and Neil Marnoch, Registrar. We are grateful to Meghan Trueman and Diane Benoit of the Registrar's Office for their assistance, as well as all of those who met with or wrote to us.

During the course of the review we had conversations with the Chancellor, the President, the former Provost and Vice-President (Academic), the Vice-President (External), the Executive Director of Public Affairs, the Deans Council of the Rady Faculty of Health Sciences, the Senior Sticks of the Colleges within the Rady Faculty of Health Sciences, the Dean of Agricultural and Food Sciences, and representatives from Physical Plant, Environmental Health and Safety and IST. We also researched the timing and location of convocation ceremonies at the other U15 institutions.

Following an overview of the provisions and practices around Convocation at the University of Manitoba, we will propose a series of principles to guide the planning and organization of Convocation ceremonies. We will then review issues surrounding the timing, location and number of Convocation ceremonies, and make recommendations to expand the number of ceremonies and to add two sessions at the Bannatyne Campus, one in the Spring and one in the Fall, to permit the graduates of professional programs offered at the Bannatyne Campus to graduate on that campus. Finally, we make a series of recommendations around elements of the proceedings within sessions of Convocation. The recommendations we make represent a compromise and seek to make effective use of University resources, while providing a memorable and meaningful Convocation experience for our graduating students as they begin their life-long roles as alumni of the University of Manitoba.

### **Convocation at the University of Manitoba – An Overview**

As provided for in *The University of Manitoba Act*, Convocation shall consist of the President, the Chancellor, the members of the Board of Governors, the members

of the Senate and all the graduates of the university. Meetings of Convocation "shall be held for the purpose of conferring degrees, including honorary degrees, and awarding of diplomas and certificates of proficiency granted by the university". In addition, a certain number of significant university awards are presented to students, faculty and members of the community during Convocation. At present, Honorary Degrees, University Gold Medals, Governor General Medals, Program Medals, Distinguished Professors, Distinguished Service Awards, the Peter D. Curry Chancellor's Award, and the Stanton, Saunderson and GSA teaching awards are presented at Convocation.

Senate approves graduands three times each year, in February, May and October. Meetings of Convocation are only convened in May/June and October. Graduands approved in February may elect to attend a session of Convocation in the May/June period. Meetings of Convocation shall be held whenever Senate shall by resolution fix a date for holding of such a meeting. Senate sets the dates for convocation as part of the Academic Schedule approved each year. With the dates set, the timing and number of Convocation sessions is approved by the President, who is, as provided for in the *Act*, the presiding officer of Convocation. The Chancellor confers all degrees, and in the absence of the Chancellor, the Vice-Chancellor is empowered to act for the Chancellor in this regard.

The order of proceedings for sessions of Convocation is set by the President, as presiding officer of Convocation. The President is assisted in the development of the proceedings of Convocation by many officials including the Registrar, the University Secretary, the Vice-President (External), and the Provost and Vice-President (Academic).

At present there are nine sessions of Convocation held in the spring and three sessions held in the fall. The sessions are held as follows:

Spring:

- Diploma in Agriculture (End of April/beginning of May in the Investors Group Athletic Centre, Fort Garry Campus)
- Max Rady College of Medicine (Mid-May, in the Brodie Centre, Bannatyne Campus)
- Main Sessions (six sessions during the last week of May or first week of June in the Investors Group Athletic Centre, Fort Garry Campus)
- Université de Saint-Boniface (Monday following Fort Garry Spring Convocation, at the St. Boniface Cathedral, in French)

Fall:

- three sessions over three days in third week of October (in the Investors Group Athletic Centre, Fort Garry Campus)



## **Convocation – Principles**

Convocation is a key university event, as evidenced by its prominence in the University year, and its specific mention and inclusion in the University's governing legislation. In developing the schedule, program and proceedings for Convocation at the University of Manitoba, it is recommended that the following guiding principles are taken into account:

- Convocation is a University-level event;
- Convocation honours the achievements of our graduates and welcomes them to the alumni community;
- Convocation sessions should not normally run longer than two hours;
- The presentation of awards and honours at Convocation should be limited to the University's highest honours;
- The primary focus of Convocation should be on the graduating students; speeches and other elements of the ceremonies should reflect this;
- Convocation should be organized in a manner that effectively uses university resources, including facilities, finances and staff;
- Individual Convocation sessions should normally include no fewer than 100 and no more than 400 graduands;
- Convocation should be accessible, both physically and through online availability.

## **Timing of Convocation Sessions**

The Convocation session for graduates of the Diploma in Agriculture is a long-standing tradition that has been held for decades. It is held at the end of April or beginning of May to facilitate graduates returning to their farms to tend to planting crops. The timing also reflects that the Diploma program finishes a month earlier than the degree programs. It has been noted by the Faculty that this ceremony is popular with industry partners and is used as an opportunity to connect the students, faculty and agricultural industry.

A Convocation session in mid-May for the then Faculty of Medicine was introduced in 2006 and has been held then ever since. The reason provided by the Faculty at the time was to allow for a greater vacation time for the graduates before they assume residencies on July 1. Holding this ceremony earlier has necessitated gaining separate approval for this graduate list and holding the Convocation weeks earlier than the University's other Convocation sessions. Regardless of where Convocation sessions are held on a go forward basis, careful consideration should be given to when this session is held. Holding this session later in May would facilitate the graduates of other Colleges in the Rady Faculty of Sciences having Convocation at Bannatyne campus, and would be consistent with the timing of the vast majority of medical schools in Canada. Seventeen institutions in Canada have medical schools, and of those, 14 hold Convocation sessions for graduates of the medical school at the same time as other faculties and schools.

A review of the U15 institutions shows that spring Convocation sessions are held from late May to mid June, spread out over one or more weeks. The University of Manitoba is in this range, but is on the early end of the spectrum.

Fall Convocation sessions at U15 institutions range from late October to late November. The timing of the Fall Convocation sessions appears to work at the University of Manitoba, with the sessions being held in the third week of October. Consideration in the future might be given to what impact or opportunity is presented by the introduction of the Fall reading week, such as holding the Fall Convocation on days when classes aren't being held to provide greater ease for parking and other facilities. No change is recommended at this time.

### **Location of Convocation Sessions**

At present, all Convocation sessions, except for two are held at the Investor's Group Athletic Centre. USB session is held at the St. Boniface Cathedral and is organized by USB. The Max Rady College of Medicine session is held in the Brodie Centre at the Bannatyne Campus. There is a desire expressed by students and faculty in the colleges of Pharmacy and Dentistry, and to a lesser degree in Rehabilitation Sciences, to have degrees related to those Colleges conferred at the Bannatyne Campus as well.

Most Universities hold all of their sessions of Convocation at the same location. In some cases, it is because of purpose built space for Convocation and in others because of tradition or the nature of their campuses. At the University of Manitoba, as noted above, there is a precedent for holding Convocation at more than one location.

There are advantages and disadvantages to holding Convocation sessions at the Brodie Centre. The advantages are that graduands would graduate at the campus where they carried out their studies, and that it would facilitate participation of members of the Bannatyne Campus community (faculty, staff and fellow students) in the ceremony. Among the challenges of holding sessions at the Brodie Centre is the fact that it is a public space, with a limited seating capacity and limited parking. Physical Plant currently sets up 600 seats for Convocation and has indicated that the maximum capacity for the space is 650. If many more than 120 students are graduating at a time, consideration will need to be given to limiting the number of guests each graduate can bring or consolidating all Convocations at the Fort Garry Campus.

There are costs associated with holding Convocation at Bannatyne, although if in the case of spring Convocation, all sessions are held on the same day, these costs are already being expended. If there were to be a session in the fall, this would result in additional costs of approximately \$9,800 – representing set up costs of \$4,500 and audio visual costs of \$5,300.



As observed in the timing section, including more academic programs in Convocation at Bannatyne would necessitate moving the Max Rady College of Medicine session to later in May as there is no way to have the graduation lists for Dentistry ready earlier and the cost of setting up the Brodie Centre for Convocation twice is not an effective use of resources. The Max Rady College of Medicine students have expressed a preference for the current timing, but in order to make a change work, the Bannatyne sessions may need to be held 10 to 12 days later. This would still be early by the standards of most Canadian medical schools, providing over a month for graduands between Convocation and the beginning of their residencies.

At present, the College of Nursing is located at the Fort Garry Campus, and is the College within the Rady Faculty of Health Sciences that has the largest number of graduates. While Nursing has moved to a dual intake structure (students beginning the program in both January and September), when Nursing moves down to Bannatyne, the Brodie Centre will not be big enough to accommodate the Convocation for this group. While this is years away, consideration will have to be given to how it will be addressed. It is our strong view that Convocation should always be held in University facilities. If the Brodie Centre space becomes insufficient to accommodate any of the college graduating classes, all Convocation sessions should be held at the Fort Garry Campus in university facilities, where ample parking, set-up and reception space is available.

The graduates of professional programs in the College of Rehabilitation Science (Master of Occupational Therapy, Master of Physical Therapy and Bachelor of Respiratory Therapy) as well as the Master of Physician Assistant Studies also complete their programs at the Bannatyne Campus, but unlike programs in Medicine, Pharmacy and Dentistry, these programs convocate in October. If convocation for programs offered by Medicine, Dentistry and Pharmacy are held in the spring at the Bannatyne Campus, in the interest of fairness, the Panel recommends that the MOT, MPT, BRT and MPAS be conferred in October in a Convocation session at Bannatyne. At present, all students graduating with masters or doctoral degrees attend ceremonies at the Fort Garry campus. The panel is of the view that save for the professional entry to practice graduate degrees noted above, all other graduate degrees should be offered at ceremonies held at the Fort Garry Campus, alongside the graduates of other graduate programs. The principal reason for this recommendation is that the deadlines for submitting names for graduate degree graduand lists is such that the timing would not work otherwise. Additionally, the capacity to add the graduate students to Convocation sessions in the Brodie Centre space would be very difficult.

In the recent past, several sessions of Convocation have been excessively lengthy, in some cases running over three hours. In order to try to keep a standard running time of sessions of convocation at not more than two hours, it is recommended that sessions of Convocation be organized to normally include no more than 400



graduands. Additionally, in recognition of the time, resources and number of people involved in organizing sessions of convocation, it is also recommended that sessions of convocation normally include no fewer than 100 graduands. In the case of the upper limit, this may require the splitting of larger faculties (i.e., Arts) into two sessions; in the case of the minimum it will involve continuing to group various faculties and schools together. In addition, when considering the size and length of ceremonies, consideration has to be given to the number of graduate students graduating, as graduate students take longer due to the hooding.

### **Number of Convocation Sessions**

As of 2016, there are nine sessions of spring Convocation, including the School of Agriculture, the Max Rady College of Medicine and the Université de Saint-Boniface. In reality, the vast majority of the graduands convocate during the six sessions held on the Fort Garry Campus. Over the last several years, as both our student numbers and the proportion of graduates who choose to attend Convocation have grown, some sessions of Convocation have approached three hours in length.

A review of the number of spring Convocation sessions at U15 universities would place our number of sessions on the low end of the spectrum. The average number of sessions is 14.5 and range from a low of seven at the University of Saskatchewan to a high of 24 at UBC. The average number of sessions for U15 schools of similar student population (Queen's, Saskatchewan, McMaster, Calgary and Waterloo) is just over 11 sessions.

Regardless of where the sessions are held, adding two or three sessions to our existing complement of nine spring sessions would be appropriate for our circumstances, more consistent with peer institutions and permit us to have shorter ceremonies.

With respect to fall Convocation, 2016 marked the first year that the University held three sessions, all at the Fort Garry Campus. This change was welcome and resulted in all sessions lasting less than two hours. No further changes are recommended at this time, but further review may be warranted after a few years.

### **Resource Implications**

The recommendations of the panel include adding up to five sessions of Convocation a year. Additional facility set up costs will only be required for the October session at the Bannatyne Campus, but there will be operational implications of holding more sessions over more days. These implications will be most felt in the Registrar's Office and External Relations. If more honorary degrees are conferred as a result of an increase in Convocation sessions, there will also be incremental resource requirements. The recommendations were designed to

minimize the amount of set-up costs and to use resources effectively, but it must be recognized that there will be a cost to adding sessions of Convocation, and resources will need to be allocated to support these costs.

Additional time will also be required of those University officials who participate on the platform during Convocation. Consideration may need to be given to ensuring a core number of members are present for each session and then assign others to attend some, but not necessarily all of the sessions.

As we move to additional sessions of Convocation, more staff will be needed to serve as ushers. These staff members typically come from units across campus on a voluntary basis. There is currently a shortage of volunteers coming forward for the existing number of sessions, and a seeming reluctance from supervisors to allow staff to serve the University in this way. Deans and Heads of Administrative units must provide a certain number of staff to serve as ushers for Convocation, in particular, Faculties, Colleges and Schools must provide staff for the session of Convocation at which their students graduate.

Academic staff participation in Convocation is very low, save for a very small number of dedicated faculty members. Encouragement to participate over the years has not resulted in greater participation. The low numbers of faculty participating on the platform party is conspicuous during most sessions of Convocation. The Panel recommends that the President or Provost instruct Deans to ensure a reasonable number of faculty members participate in each session of Convocation.

### **Content of the Ceremonies**

In conducting this review, several issues in relation to the order of proceedings of Convocation ceremonies were raised in our conversations. We have considered each issue and make several recommendations.

As we recommend adding several sessions of Convocation, we recommend that the order of proceedings be standardized for all sessions of Convocation. Specifically, all sessions should have similar series of speakers, a limited number of major University-level awards and the conferral of degrees. As a matter of course, speeches by Deans, current students and the presentation of unit-specific awards should not be included in Convocation, but rather should happen in unit-specific graduation events that accompany Convocation. Doing this will ensure Convocation sessions of a reasonable length and fairness among all units.

The Review Panel was asked to consider whether it is appropriate to continue the practice of having an Invocation at the beginning of each session of Convocation. At present, a different chaplain offers an invocation at the beginning of each session. These invocations are written by the chaplain, are non-standard, and vary considerably in their level of religiosity. While the chaplains are asked to make

the invocation non-religious, this is not done consistently and the University has received complaints that a secular University should not include prayer in its proceedings, particularly when the prayer tends to privilege one particular, often Christian, tradition.

The University could continue the Invocation as is, citing tradition as the reason. Alternatively, the University could develop a standard, non-religious invocation that could be read at the outset of each session of Convocation. The chaplains have informally indicated that if this happened, that they would not be interested in presenting the invocation. Or the University could simply discontinue the practice of the Invocation, and have a 'benediction' or 'charge to the graduates' written and spoken by the President as he concludes each ceremony. By way of example, at McGill University, the Secretary General offers the following benediction at the end of each session of Convocation:

Go now in peace, to share the gift of knowledge that has been entrusted to you.

May this University, and all graduates, be diligent in the free and honest pursuit of truth, for the benefit of all.

We come from, and return to many lands: In humility and hope, may we continue in friendship, and grow in solidarity and wisdom.

May you be blessed all your days.

It is our recommendation that the University eliminate the Invocation, and develop some sort of standard closing words to the graduates to be offered at the end of each session. It would allow for a moment of reflection and grounding in the values of the academy, rather than in the values of any particular religious or spiritual tradition.

With the addition of several sessions of Convocation, the concern about having to have an honorary degree recipient at each session came up, along with the worry that offering between 15 and 20 honorary degrees a year could dilute the honour. We observed that the Honorary Degrees policy was amended in 2015, and now notes that "honorary degrees **may** be awarded at each session of Convocation". [emphasis added] The policy also states that the decision as to how many honorary degrees may be awarded rests with the President.

The Review Panel is of the view that there need not be an honorary degree at each session of Convocation. We recommend that consideration be given to inviting a convocation speaker to give a short, inspiring address directed to the graduands at sessions of Convocation without an honorary degree recipient. This could be a teaching or research award recipient, a distinguished community member or alumnus, a member of the University leadership, or the Chancellor or President adding to their remarks for the occasion. The main objective would be to have an inspiring message for the graduands and to showcase the talent of the University community to all those in attendance at Convocation.

A number of years ago, the University began hooding graduands receiving masters or doctoral degrees, with the Dean of the home faculty hooding master's graduands and the Provost and Vice-President (Academic) hooding doctoral graduands. While we are of the view that this practice is well received and should be continued, we recommend that a marshal or some other person designated by the Registrar be added to the process to assist with the hooding, as there is considerable variation in the comfort level of those doing the hooding.

Over the last several years and in the course of this review, we have also heard suggestions that a University Mace be designed and produced to be used as part of the processional and recessional for sessions of Convocation. We recommend that if a donor is identified or other funding available, that a Convocation Mace be developed and used as part of the ceremonies, beginning in 2017, in honour of the 140<sup>th</sup> anniversary of the University. We recommend that the mace be designed to symbolically represent the history of the University of Manitoba, including its founding by the colleges in 1877, as well as the University's role in serving the people of Manitoba. It should also symbolically represent the traditional lands of Indigenous peoples and our commitment to reconciliation and building relationships with First Nations, Metis and Inuit peoples.

### **Recommendations**

1. That the following principles guide the planning of University of Manitoba Convocation ceremonies:
  - Convocation is a University-level event;
  - Convocation honours the achievements of our graduates and welcomes them to the alumni community;
  - Convocation sessions should not normally run longer than two hours;
  - The presentation of awards and honours at Convocation should be limited to the University's highest honours;
  - The primary focus of Convocation should be on the graduating students; speeches and other elements of the ceremonies should reflect this;
  - Convocation should be organized in a manner that effectively uses university resources, including facilities, finances and staff;
  - Convocation should be held in University facilities;
  - Individual Convocation sessions should normally include no fewer than 100 and no more than 400 graduands;
  - Convocation should be accessible, both physically and through online availability.
2. That, beginning in spring 2018, two sessions of Convocation be held at the Bannatyne Campus during the week following Victoria Day. That these sessions be held on the same day and include the following graduates:
  - Session 1- Doctor of Medicine, Bachelor of Science in Medicine



Session 2- Doctor of Dental Medicine, Bachelor of Science in Dentistry, Bachelor of Science in Pharmacy, Diploma in Dental Hygiene and Bachelor of Science in Dental Hygiene.

For spring 2017, we recommend that the current timing, location and dates of Convocation be retained, as these dates have already been published and students have made plans based on them.

3. That, beginning in fall, 2017, one session of Convocation be held at the Bannatyne Campus in October for the graduates of professional programs in the College of Rehabilitation Science and the Master of Physician Assistant Studies.
4. That if there comes a point at which the Brodie Centre cannot physically accommodate Convocation, all sessions will be held on the Fort Garry Campus.
5. That, due to timing of finalizing graduation lists, space considerations, and the nature of the programs, all the degrees from all graduate programs other than the Master of Occupational Therapy, Master of Physical Therapy and the Master of Physician Assistant Studies be conferred during ceremonies at the Fort Garry Campus.
6. That the graduates of the Diploma in Agriculture session continue to be held at its current time.
7. That the spring Convocation be held during the first week of June at the Fort Garry Campus and that it be expanded to up to seven or eight sessions, with the understanding that it could be expanded to nine sessions if the Faculty of Arts grows to the point where two sessions are needed. The degrees granted at each session should be scheduled by the Registrar's Office, guided by the principles articulated in recommendation 1.
8. Should a faculty's degrees be conferred over more than one session, that the graduands be grouped by major.
9. That the USB Convocation session continue to be held on the Monday following the Fort Garry sessions.
10. That Fall Convocation at the Fort Garry Campus continue to be held over three sessions in the third week of October.
11. That required resources be allocated to units that support Convocation to recognize the extra expenditures that additional ceremonies will entail. In particular, the Registrar's Office and External Relations will require additional resources.
12. That each faculty or college be required to provide staff to serve as ushers for the ceremony during which their students graduate.
13. That deans and department heads ensure that faculty members participate as part of the platform party for convocation.
14. That the Invocation be discontinued as part of the ceremony and that a standard benediction or charge to the graduates be written and offered by the President at the end of each session

15. That there need not be an honorary degree recipient at each session, and at sessions where there is no honorary degree recipient, that there be a Convocation speaker who offers a short, five-minute address to the graduates. The speaker could be a faculty member, award recipient, the Chancellor, or the President.
16. That the order of proceedings for all Convocation sessions be standardized and that unit-specific speeches/awards be presented at another occasion.
17. That Master's and Doctoral graduates continue to be hooded, but that assistance be provided to those who perform the hooding.
18. That, if a donor is identified, that a Convocation Mace be developed and used as part of the ceremonies, beginning in 2017, in honour of the 140<sup>th</sup> anniversary of the University.

Respectfully submitted,

Convocation Review Panel  
Jeff M. Leclerc, Chair  
Neil Marnoch  
December 1, 2016

## **PRESIDENT'S REPORT: March 1, 2017**

### **GENERAL**

In December 2016, the University submitted its first Accessibility Plan under the Accessibility for Manitobans Act to the Disability Issues Office. The plan is available on the University's website, and has been recognized as among the best plans produced by any public sector entity. Under the Accessibility for Manitobans Act (AMA), all Public Sector organizations are required to develop and publish a plan by December 31, 2016. The plan covers accessibility issues under each standard as they come into effect, eventually covering all five standards (Customer Service, Employment, Information and Communications, Transportation, and the Built Environment). The Plan is available in both print and electronic formats.

On December 8, a Visionary Conversations on Campus event was held to bring insight and discussion on accessibility in Manitoba. The topic was "What does an accessible Manitoba look like? New accessibility laws take effect in December – is Manitoba ready?" Mr. Greg Juliano, Associate Vice-President (Human Resources), moderated the event and panelists included Ms. Yutta Fricke, Executive Director of the Manitoba Disabilities Issues Office, Dr. Richard Milgrom, Department Head, Faculty of Architecture, Dr. Michelle Porter, Director, Centre on Aging and Ms. Tanis Woodland, Disability Studies.

The Game Changer Competition, in which students from post-secondary institutions work in teams to develop solutions to showcased problems selected from student suggestions, came to a conclusion on January 20. Students from the University of Manitoba, University of Winnipeg and Red River College were all represented on the four finalist teams, which competed for the first prize of \$10,000. Team Loop, comprising Haneen Shouman and Michael Hall, students in the Asper School of Business MBA program, and Maria Sanchez who is studying marketing management through extended education at the University of Winnipeg, won for their solution to the problem of e-waste.

On January 25, 2017, ceremonies took place at the Canadian Museum for Human Rights and at the National Centre for Truth and Reconciliation to witness the move of the Bentwood Box, a sacred piece commissioned by the Truth and Reconciliation Commission as a tribute to Residential School Survivors, from the Museum to its permanent home in the Centre, to welcome the newly-appointed members of the Survivor's Circle and to feast the name of the Centre. The Centre has been given the spirit name "Bezhig Miigwan – One Feather".

On February 28, the University of Manitoba will recognize its 140th anniversary through a community celebration. A one-day winter festival will be held in the centre of the Fort Garry campus and feature ice skating, student musicians, winter activities and games, and more. Students, faculty and staff, alumni and community members will be invited to attend.

### **ACADEMIC MATTERS**

- Pat Bovey, Art Historian and former University of Manitoba Board Chair, and Harvey Chochinov, distinguished professor of psychiatry and director of the Manitoba Palliative Care Research Unit, CancerCare Manitoba were both nominated to Senate in October. Pat Bovey was sworn in on November 15, 2016.

- Frank Plummer, distinguished professor of medicine and medical microbiology, was awarded the 2016 Canada Gairdner Wightman Award by the Gairdner Foundation. The prestigious award recognizes Plummer's groundbreaking research on HIV transmission and prevention in Africa, as well as his exemplary leadership in fighting epidemics in Canada.
- Michael Eskin, human nutritional sciences, and Rayleen V. De Luca, psychology both became Members of the Order of Canada.
- Jitendra Paliwal, biosystems engineering, was named a Fellow by Engineers Canada, an honour given to individuals who have given noteworthy service to the engineering profession through their work with either Engineers Canada or its provincial and territorial engineering regulators.
- In late October and early November, students from the colleges of Pharmacy, Nursing and Medicine administered free influenza vaccines at both University of Manitoba campuses and the University of Winnipeg.
- In November, the Faculty of Health Sciences hosted nearly 300 high school students and teachers from 81 schools across Manitoba for "Discovery Day in Health Sciences". The annual event, gives Grade 11 and 12 students the chance to interact with health professionals in research labs and teaching spaces on campus and at affiliated sites.
- The College of Dentistry and the Manitoba Dental Association provided free dental care to refugees who had arrived in Manitoba within the previous year. The majority of the patients were children, and some had never seen a dentist. The clinic also aimed to educate families about affordable oral health care options. Dozens of dental professionals and dental students volunteered for this day-long event.

## RESEARCH MATTERS

- On December 8, Genome Canada announced \$10.7 million in funding from the 2015 Large-Scale Applied Research Project Competition to a research project titled 'GENICE' that partners the University of Manitoba researchers Gary Stern (Environment and Geography) and University of Calgary professor Casey Hubert. The duo will combine their expertise in the areas of genomics, petroleomics and sea-ice physics to investigate the potential for native microbial communities to mitigate oil spills, as warmer temperatures and melting sea ice usher in increasing shipping throughout Arctic waters. This research will be undertaken at the Churchill Marine Observatory, a unique research facility the University of Manitoba is building in Churchill, MB and on board the Canadian Coast Guard Ship, *Amundsen*.
- On December 9, the Canada Research Chair (CRC) program announced two new CRCs and one renewal to University of Manitoba professors Kathryn Sibley (Community Health Sciences), Feiyue Wang (Environment and Geography) and Jason Treberg (Biological Sciences). Sibley is the new CRC in Integrated Knowledge Translation in Rehabilitation Science, whose research will lead to improved rehabilitation services and care and improvements in the healthcare system; Wang is the new CRC in Arctic Environmental Chemistry and will explore the processes controlling the release, fate and effects of contaminants in Arctic ecosystems; and Treberg is the renewed CRC in Environmental



Dynamics and Metabolism whose research examines how mitochondria (small compartments in cells) in animals respond to environmental change and quality.

- On December 9, the Government of Canada announced 15 investigators were awarded funding for health research at the University of Manitoba, for a total investment of \$10.2 million through CIHR's Project and Bridge Grants Program. The funding will support the work of researchers at the University of Manitoba across the spectrum of health research areas, ranging from microbiology and nanoparticles, to healthcare delivery and population-based wellness strategies. Successful investigators are:
  - Chris Anderson, \$100,000 (Pharmacology)
  - Marissa Becker, \$1,525,180 (Internal Medicine/Community Health Sciences/Medical Microbiology)
  - Keith Fowke, \$363,137 (Medical Microbiology)
  - Spencer Gibson, \$100,000 (Biochemistry/Medical Genetics/Cell Biology/CancerCare Manitoba)
  - Juliet Ho, \$2,664,284 (Internal Medicine/Health Sciences Centre)
  - Richard Keijzer, \$642,180 (Surgery/Children's Hospital Research Institute of Manitoba)
  - Christine Kelly, \$267,575 (Community Health Sciences/Children's Hospital Research Institute of Manitoba)
  - Ayush Kumar, \$100,000 (Microbiology)
  - Josée Lavoie, \$703,340 (Community Health Sciences, Manitoba First Nations Centre for Aboriginal Health Research)
  - Brian Mark, \$760,680 (Microbiology)
  - Lyle McKinnon, \$531,327 (Medical Microbiology)
  - Donald Miller, \$848,595 (Pharmacology)
  - James Nagy, \$673,375 (Physiology & Pathophysiology)
  - Abdellah Soussi Gounni, \$100,000 (Immunology)
  - Jude Uzonna, \$802,725 (Immunology/Medical Microbiology)
- Dr. Zahra Moussavi (Electrical & Computer Engineering) and Canada Research Chair in Biomedical Engineering received \$1,737,960 in funding for clinical trials of a new treatment for Alzheimer's disease from the Weston Brain Institute. Her project will investigate the efficacy of high-frequency rTMS treatment for Alzheimer's disease. Recent trials applying repetitive transcranial magnetic stimulation (rTMS) in Alzheimer's patients have reported encouraging results in improving or stabilizing cognition. This proposal is the first large placebo-controlled double blind study designed with sufficient statistical rigor to measure the efficacy of rTMS treatment for Alzheimer's. Moussavi will lead a team of local, national and international collaborators on this research that includes: Drs. Mandana Modirrousta (Psychiatry), Colleen Millikin (Clinical Health Psychology), Xikui Wang (Statistics), Behzad Mansouri (Neurology), and Craig Omelan (Psychiatry) in collaboration with colleagues from McGill (Montreal – Drs. Lesley Fellows and Lisa Koski) and Monash (Australia – Dr. Paul Fitzgerald) universities.
- On November 22, 2016, the Health Research Foundation (HRF), along with Prix Galien Canada and Research Canada celebrated and honoured the best and brightest minds of Canada's life sciences and health research advocacy sectors, at the HRF Research Awards Gala. Two University of Manitoba professors—Dr. Cheryl Rockman-Greenberg (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba) and Dr. Grant Pierce (Physiology and St. Boniface Hospital) were recognized for their achievements.

Rockman-Greenberg was awarded the Medal of Honour, making her the first female recipient in the award's history. She was recognized for drawing attention to the importance of molecular medicine in the 1980's and being the driving force behind the opening of the first laboratory in Manitoba for the diagnosis of genetic disease with DNA testing. She identified the molecular source of some of Canada's most devastating inherited diseases, including those most prevalent in the Aboriginal, Mennonite and Hutterite communities and in partnership, developed and implemented strategies for early detection and in many cases effective treatments not available previously.

Pierce received Research Canada's 2016 Leadership Award for Health Research Advocacy. He was honoured as an outstanding leader in advancing the case for the hope and promise of health research in advancing deeper understanding of factors leading to health and disease.

- Two University of Manitoba professors were named among Women's Executive Network (WXN)'s 2016 Canada Most Powerful Women: Top 100 award winners. Drs. Annemieke Farenhorst (Soil Science) and Ruth Ann Marrie (Internal Medicine/Neurology and Health Sciences Centre). Both were recognized in the 'trailblazers and trendsetters' category.

Farenhorst is a trailblazer on three fronts: for the advancements she has made in her science; for the leadership she provides in advancing women in science and engineering professions; and for her dedication to strengthening strategies for the recruitment, retention and success of Indigenous students in university programs.

Marrie is internationally known for her innovative work in epidemiology and her pioneering discoveries of the impact of comorbidity (co-existing health conditions) on people with multiple sclerosis (MS). The impact of comorbidity in MS was a novel avenue that had not been explored in the field of MS before she began her work.

- Dr. David Barber (Environment and Geography) was appointed to officer of the Order of Canada 2017. The Right Honourable David Johnston, Governor General of Canada made the announcement on December 30, 2016. Barber is recognized "for his leadership in environmental science and for his contributions to the study of arctic sea ice processes." A Distinguished Professor in the Riddell Faculty of Environment, Earth, and Resources, and Canada Research Chair in Arctic-System Science, Barber has made significant, innovative and sustained contributions in the field of Arctic system science and climate change for more than 30 years. He has illustrated how changes in dynamic and thermodynamic processes in sea ice have implications throughout the natural and human systems both within and outside of the Arctic.
- In October/November 2016, four international partnership agreements were completed. They are:

Country	Partner Institution	Agreement Type	Initiating Faculty
China	Huazhong Agricultural University	Amended Articulation Agreement	Ag/Food Sciences
China	Shantou University	Amended Student Exchange Agreement	Asper School of Business
Australia	Flinders University	Amended Student Exchange Agreement	University-Wide
UK	University of Liverpool	MOU, Student Exchange Agreement	University-Wide & Asper School of Business

- The University of Manitoba hosted three visiting delegations this quarter. They were:

Country	Delegation	Date	Hosting Faculty
Germany	University of Trier	Oct. 7, 2016	Faculty of Arts
Japan	University of Kitakyushu	Nov. 8, 2016	Faculty of Arts

- Forty-five researchers were awarded funding from various external sponsors totaling \$2,616,800. Those projects awarded more than \$25,000 are:

PI	Sponsor	Title	Awarded
Belmonte, Mark (Biological Sciences)	NSERC	Development of novel crop protection technologies	\$25,000
Bhullar, Rajinder (Dean's Office - College of Dentistry); Schroth, Robert (Preventive Dental Science)	CIHR	Improving access to oral health care and oral health care delivery for vulnerable young children in Manitoba	\$300,000
Bridges, Gregory (Electrical and Computer Engineering)	NSERC	Multi-physics modeling of jet engine airfoil clearance sensor	\$25,000
Cha, Young Jin (Civil Engineering)	NSERC	Unsupervised machine learning method for structural damage assessment	\$25,000
Chochinov, Alecs (Emergency Medicine); Snider, Carolyn (Emergency Medicine)	CIHR	Development, implementation and evaluation of interventions for youth injured by violence	\$300,000
Dick, Kristopher (Biosystems Engineering)	EcoPan Corporation	Load behavior of structural insulated panels for 10 and 12-foot applications from three production facilities compared to wood frame wall sections	\$53,820

Dixon, Ian (Physiology & Pathophysiology)	Research Manitoba	Ski is a negative regulator of cardiac myofibroblast function: The roles of scleraxis, smads and non-smad signaling proteins	\$32,500
Ghavami, Saeid (Human Anatomy and Cell Science)	Health Sciences Centre Foundation	Mevalonate cascade inhibition sensitizes human glioblastoma cells to temozolomide via modulation of autophagy	\$62,125
Gorczyca, Beata (Civil Engineering)	NSERC	The relationship between membrane and foulant in filtration of high DOC and hardness waters	\$25,200
Herbert, David (Chemistry)	NSERC	Development of a standardized analytical protocol for determination of chlorite concentration using thiourea	\$25,000
House, James (Human Nutritional Sciences)	NSERC	Exploring research gaps for determining protein quality in food	\$25,000
Ivanco, Tammy (Psychology)	Research Manitoba	Brain plasticity: Psychoneuroimmune interactions contributing to learning and memory	\$25,000
Jian, Fuji (Biosystems Engineering)	NSERC	Safe storage guidelines for hemp seeds	\$25,000
Katz, Alan (Community Health Sciences)	University of British Columbia	Validation of administrative and primary care electronic medical record derived frailty algorithms	\$55,370
Kelly, Debbie (Psychology)	Research Manitoba	Understanding degradation of spatial abilities associated with Alzheimer's disease: Examination of molecular changes driving cognition	\$32,490

Kordi, Behzad (Electrical and Computer Engineering)	NSERC	An investigation of space charge profile on flashover characteristics of fiberglass reinforced plastic (FRP) tools under DC conditions	\$33,011
Lim, Lily (Pediatrics and Child Health)	Arthritis Society	Education outcomes of childhood-onset chronic rheumatic diseases	\$194,665
Marrie, Ruth (Internal Medicine)	University of Saskatchewan	Medication adherence in multiple sclerosis: A model for other chronic diseases	\$29,000
McPhail, Deborah (Community Health Sciences)	Research Manitoba	Assessing perceptions about and experiences of LGBT healthcare practitioners in Manitoba	\$220,849
Mookherjee, Neeloffer (Internal Medicine)	Children's Hospital Foundation of Manitoba Inc.	Innate defence regulator (IDR) peptides as immunomodulatory therapy for asthma	\$39,530
Moses, Stephen (Community Health Sciences); Urquia, Marcelo (Community Health Sciences)	CIHR	Maternal and infant health associated with maternal country of birth	\$135,000
Ng, Marcus (Internal Medicine)	Mitacs Inc.	Transitional REM sleep brain connectomes and seizure susceptibility	\$30,000
Sikorsky, Donna (E.K. Williams Law Library)	Manitoba Law Foundation	E.K. Williams Law Library grant 2016-17 (15.09)	\$82,000
Singal, Pawan (Physiology & Pathophysiology)	Research Manitoba	Understanding the inflammation-oxidative stress cycle for a better management of heart failure	\$32,500

Snider, Carolyn (Emergency Medicine)	Research Manitoba	Impact of an emergency department violence intervention program (EDVIP) for youth on resilience, violence risk, repeat injury, substance use, and mental health	\$32,500
Targownik, Laura (Internal Medicine)	Crohn's & Colitis Foundation of Canada	Linking population based provincial health care utilization databases to evaluate drug related outcomes in IBD	\$350,740
Tate, Robert (Manitoba Follow-up Study (MFUS))	Research Manitoba	Predictors and consequences of long-term functional trajectories of older men: Manitoba follow-up study	\$32,500
Taylor, Carla (Human Nutritional Sciences)	Research Manitoba	Cellular mechanisms by which estrogen induces a healthy adipose tissue phenotype	\$32,500
Tremblay-Savard, Olivier (Computer Science)	Genome Canada	Crowdsourcing genomic databases	\$250,000
Ursel, Jane (RESOLVE (Research & Education for Solutions to Violence))	Winnipeg Foundation (The)	Exploratory study of the criminal justice processing of adult sexual assault cases	\$25,000
Wang, Yang (Computer Science)	NSERC	Object detection from security cameras for smart homes	\$25,000

#### ADMINISTRATIVE MATTERS

- Collective bargaining with UMFA broke down on November 1 when UMFA went on strike. The University immediately requested conciliation and, with the assistance of the provincial conciliation office, the strike was resolved on November 20. Classes resumed November 22. The revised collective agreement is for a one year term, expiring March 31, 2017.
- The winter/spring learning calendar was launched with over 90 workshops and sessions available for employee development.

- The University's Office of Sustainability received a \$145,125 matching grant under the Community Infrastructure Program from Western Diversification. The grant will be used to improve pedestrian and cycling infrastructure by expanding the existing Trans Canada Trail that runs through the Fort Garry Campus to better connect the University with the City of Winnipeg's active transportation infrastructure. The matching grant supports planning, design and installation of crossing improvements and will provide funding through December 2017. This project supports the Building Community priority of Taking Our Place and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- On behalf of the University of Manitoba, the Office of Sustainability accepted the Campus Sustainability Achievement Award from the Association for the Advancement of Sustainability in Higher Education (AASHE) for the Bee House Lab project on October 9, 2016 at the AASHE annual conference. This project supports the Forging Connections and Driving Discovery and Insight priorities of Taking Our Place and supports the goals of Sustainability Strategy 2016-2018.
- Office of Sustainability has received funding under the Indigenous Initiatives Fund for an Indigenous land-based learning initiative. The \$50,000 funding allocation will provide for an Indigenous coordinator to facilitate the incorporation of indigenous knowledge and perspectives into land-based assessments and support staff/faculty development to further understanding of Indigenous knowledge, culture and traditions. Information gleaned from this initiative will also inform the University's Open Space Strategy. The initiative will run until March 2018 and will support Building Community and Creating Pathways to Indigenous Achievement priorities of Taking Our Place and advances one of the 'big moves' in the Sustainability Strategy 2016-2018.
- The Limited Partnership / Trust Legal Structure for the development of the Southwood lands has been finalized. The legal structure is made up of the UM Properties Trust and the UM Properties Limited Partnership:
  1. Trust. The Trust Deed was signed by UM Properties Holdings Inc. (the Corporate Trustee) and the settlor.
  2. UM Properties Holdings Inc. The University incorporated a corporation for the sole purpose of acting as the sole trustee of the UM Properties Trust. The University is the sole shareholder of UM Properties Holdings Inc. and will elect its board of directors.
    - The settlor is a third party (Roy Nieuwenburg, external legal counsel at Clark Wilson LLP), and settled the UM Properties Trust for a nominal settlement amount (silver coin).
    - The University and the J.W. Dafoe Foundation are named as beneficiaries. The J.W. Dafoe Foundation agreed to act as a second beneficiary on the understanding that it will likely not get a distribution from the UM Properties Trust.
  3. UM Properties Limited Partnership. The UM Properties Limited Partnership was established by a Limited Partnership Agreement signed by UM Properties GP Inc. (the General Partner) and the UM Properties Trust (Limited Partner).
    - The UM Properties Trust is the sole Limited Partner; and
    - The University incorporated a second corporation (UM Properties GP Inc.) for the sole purpose of acting as the general partner. The University is the sole shareholder of the general partner and elects its board of directors.

The next steps are to populate the Board of Directors for both UM Properties GP Inc. and UM Properties Holdings Inc. and the hiring of a CEO by the Limited Partnership.

- In an effort to lessen the impact on students related to strike induced schedule changes, the winter 2017 student tuition fee deadline has been extended to February 15 (two weeks after the end of the revision period). This three-week extension results in a single deadline for tuition fees.
- As a result of client feedback, Purchasing Services is launching an internal initiative with a working title of “Skating Fast by Open Waters”. It is intended to refocus service to more closely match clients’ needs with the least amount of time commitment on the part of the client. The concept is intended to be more responsive to client needs while remaining compliant with public procurement law. Change Management and Project Services will be invited in to assist with project structure early in January.
- Manitoba has joined the New West Partnership Trade Agreement (NWPTA) of the Western Canadian Provinces. The University of Manitoba will be required to comply with this agreement, which is similar to the Agreement on Internal Trade (AIT), a Canada-wide trade agreement. The NWPTA’s threshold requirements for publicly advertising anticipated purchases is \$75,000 for goods and services (compared to \$100,000 under AIT) and \$200,000 for construction (compared to \$250,000 under AIT).
- The draft IT Security Policy and associated Procedure and Standards are now being reviewed by management within the faculties and Administration for input by mid-February 2017.
- Secure email between the WRHA and Manitoba eHealth and the University of Manitoba (TLS) went live on December 2, 2016.

## EXTERNAL MATTERS

- For the period of April 1, 2016 to December 16, 2016, the University has raised \$36,601,978 towards the 2016/2017 fiscal year.
- As of December 16, 2016, we have raised \$272,133,640 in philanthropic gifts and received a \$150 million commitment from the provincial government towards our \$500 million goal for the Front and Centre campaign.
- Significant gifts in the last reporting period include:
  - Dr. Gerry Price [BSc(ME)/1970, MSc/1972], Mrs. Barbara Price [BHEc/1969, CertEd/1970], and Price Industries announced a gift of \$1.25 million to the Faculty of Engineering in support of teaching and learning spaces, scholarships, and the engineering access program, ENGAP.
  - The Chipman Family Foundation made a gift of \$500,000 in support of the renovation of a graduate student classroom in the I.H. Asper School of Business.
  - Mr. Charles M. Winograd [BA/1969], has made a gift of \$500,000 to the Front and Centre campaign.
  - Mr. Robert G. Puchniak [BComm/1968, BComm(Hons)/1969] and Mrs. Margaret Puchniak [BA/1968] made a gift of \$250,000 in support of St. Paul’s College, Bison Hockey and the Albert D. Cohen Business Management Library at the I.H. Asper School of Business.



- The Schulich Foundation has increased their support of the prestigious Schulich Leader Scholarship to \$180,000. The Schulich Leader studying engineering will receive \$100,000 (\$25,000 for four years) and the Schulich Leader studying science will receive \$80,000 (\$20,000 for four years). This is an increase of \$40,000 over previous years.
  - Mrs. Valerie Clancy [BA/1959, BSW/1961, MSW/1964] has made a gift of \$150,000 to establish a research award in memory of her late husband, Mr. Frank J. Clancy [BSc(ME)/1962].
  - The Winnipeg Rh Institute Foundation made a gift of \$109,000 to the Terry G. Falconer Memorial Rh Institute Foundation Emerging Researcher Awards and the Dr. John M. Bowman Memorial Rh Institute Medal.
- On October 28, nominations closed for the 2017 Distinguished Alumni Awards. Forty-six nominations were put forward to the Selection Panel this year. The five recipients will be announced in early March 2017 and the Celebration of Excellence will be held on May 2, 2017 at the Metropolitan Event Centre.
  - From November 1 – 21, a strike communications team was formed to provide clear and relevant information to students regarding the University of Manitoba Faculty Association strike. A strike information webpage was created to serve as the central source for all strike-related information, a direct email process was set up for responding to questions, and information was circulated to students via email, UM Today and the University of Manitoba's social media channels. During the strike period, approximately 800 student questions were addressed via email, nearly 1,000 social media messages were shared [Twitter (747 posts and shares), Instagram (60 posts) and Facebook (177 posts and shares)], and 31 UM Today stories were posted with an average page view of 12,000.
  - On November 9, the University of Manitoba hosted a reception to reconnect with alumni and friends living in Toronto. Chancellor Harvey Sector shared updates from the University. Dr. Pourang Irani, Canada Research Chair in Ubiquitous Analytics and Professor in the Department of Computer Science presented on his team's work to develop the wearable technologies and hologram projection tools of tomorrow. Over 100 alumni and friends attended the event.
  - On November 21, President David Barnard attended the Province of Manitoba's Speech from the Throne delivered by the Honourable Janice C. Filmon, C.M., O.M., Lieutenant Governor of the Province of Manitoba [BHEc/1963, LLD/2011].
  - On November 22, President David Barnard met with Ms. Andrea Lyon, Deputy Minister of Agriculture and Agri-Food Canada (AAFC), Deputy Minister University Champion for the University of Manitoba and University of Winnipeg, and Deputy Minister Champion for the Community of Federal Regulators. The purpose of the meeting was to discuss the National Centre for Truth and Reconciliation, Indigenous achievement, university infrastructure, and the Deputy Minister University Champion memorandum of understanding.
  - On December 6, the University of Manitoba hosted an alumni reception in Calgary. President David Barnard and Mr. John Kearsey, Vice-President (External) spoke to graduates about the exciting transformation taking place at the University. Dr. Annemieke Farenhorst, Prairie NSERC Chair for Women in Science and Engineering and Professor in the Department of Soil Science shared how she and her team at NSERC CREATE H2O are working towards drinking water security in First Nations communities. Approximately 200 alumni and friends attended the event.

- On December 9, Mr. John Kearsey, Vice-President (External) and Dr. Jonathan Black-Branch, Dean, Faculty of Law met with the Honourable Heather Stefanson, Minister of Justice and Attorney General. The purpose of the meeting was to discuss the Province of Manitoba's support for the proposed Manitoba Justice Centre project.
- On February 7, the University of Manitoba will host an alumni reception in Ottawa at the Westin Ottawa. President David Barnard will bring remarks and local alumni, friends, and Manitoban MPs have been invited to attend.

## **Report of the Senate Executive Committee**

### **Preamble**

The Executive Committee of Senate held its regular monthly meeting on the above date.

### **Observations**

#### **1. Speaker for the Executive Committee of Senate**

Professor Tina Chen will be the Speaker for the Executive Committee for the March meeting of Senate.

#### **2. Appointment of Chair and Vice-Chair, Senate Committee on Appeals**

Senate Executive has appointed Professor Alward to serve as Chair of the Senate Committee on Appeals, for a term ending May 31, 2018. The position of Chair had been vacant following the death of Professor Archie McNicol.

As Professor Alward had been serving as a Vice-Chair of the Committee, it was necessary for Senate Executive to also make an appointment to fill that position for the balance of her term. Senate Executive has appointed Professor Martin Scanlon to serve as a Vice-Chair of the Senate Committee on Appeals, for a term ending on May 31, 2017.

#### **3. Comments of the Executive Committee of Senate**

Other comments of the Executive Committee accompany the report on which they are made.

#### **4. Revision to April 2017 Final Examination Schedule**

At a Special Meeting, on November 10, 2016, Senate approved modifications to the 2016 – 2017 Academic Schedule, with modifications to the Fall and Winter Terms, due to the UMFA labour action. In addition, Senate approved a recommendation:

THAT the Senate Executive Committee, in accordance with its normal powers “to deal with contingencies that arise between meetings of Senate” is empowered to make any further revisions to the Academic Schedule required to complete the Fall and Winter Terms, including any unit or program specific changes requested by Faculties, Colleges and Schools, and to report thereon to Senate.

In an electronic poll conducted on February 6 – 7, 2017, the Senate Executive Committee approved the following, on behalf of Senate:

THAT Senate Executive approve a recommendation to revise the Modified 2017 Winter Term, to add one day to the April 2017 Final Examination Schedule, to occur over April 22 - 30, 2017, inclusive.

Respectfully submitted,

Dr. David Barnard, Chair  
Senate Executive Committee

Terms of Reference:

[http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/477.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm)

## REPORT OF THE SENATE COMMITTEE ON AWARDS – PART B

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

### **Observation**

At its meeting of January 24, 2017, the Senate Committee on Awards reviewed one new offer and one amended offer that appear to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated January 24, 2017).

### **Recommendation**

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one new offer and one amended offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated January 24, 2017). This award decision complies with the published guidelines of November 3, 1999, and is reported to Senate for information.

Respectfully submitted,

Dr. Phil Hultin  
Chair, Senate Committee on Awards

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## SENATE COMMITTEE ON AWARDS

### Appendix A January 24, 2017

#### 1. NEW OFFER

##### **Thorbjorg Einarson Stephanson Medical Bursary for Indigenous Students**

In memory of her mother, Agnes Stephanson Cooke has established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2016. The purpose of the fund is to provide financial support to undergraduate Canadian Indigenous students pursuing studies in the Max Rady College of Medicine. Beginning in the 2018-2019 academic year, the available annual interest from the fund will be used to offer one bursary to an undergraduate student who:

- (1) is Canadian Indigenous (Status, Non-Status, Métis, Inuit);
- (2) is enrolled full-time in the third year of study in the Undergraduate Medical Education program offered by the Max Rady College of Medicine;
- (3) is in good standing in the program;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The bursary is renewable in the fourth year of study in the Undergraduate Medical Education program, provided that the student remains in good standing and continues to demonstrate financial need. One student may hold this award in any given year.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor establishing the award.

(Attachment I)

#### 2. AMENDMENT

##### **Dr. Roman (Roy) Bilous Scholarship**

The following amendments were made to the terms of reference for the Dr. Roman (Roy) Bilous Scholarship:

- The preamble was revised to:  
*Mrs. Irene Marie Lewis (nee Bilous) has established an endowment fund at the University of Manitoba to honour her brother, Dr. Roman (Roy) Bilous. The fund will provide financial assistance to encourage and support students in the College of Pharmacy. The Manitoba Scholarship and Bursary Initiative has made a contribution to this fund.*
- The scholarship was divided into scholarship and bursary as follows:  
*Each year, 20% of the available annual income from the fund will be used to offer one scholarship to an undergraduate student who:*
  - (1) *has completed the third year of study in the College of Pharmacy at the University of Manitoba and continues into the fourth year of the program;*
  - (2) *has achieved a minimum degree grade point average of 3.5;*
  - (3) *has obtained the highest academic standing in an aggregate of the second and third year Medicinal Chemistry courses.*

*Each year, 80% of the available annual income from the fund will be used to offer up to five renewable bursaries to undergraduate students who:*

- (1) are enrolled full-time (minimum 80% course load) in the B.Sc. (Pharmacy) program in the College of Pharmacy at the University of Manitoba;*
- (2) have achieved a minimum degree grade point average of 2.0;*
- (3) have demonstrated financial need on the standard University of Manitoba bursary application.*

- The following paragraph was added after the bursary criteria:

*These bursaries are renewable for up to three additional years for each student provided the recipient continues to meet the above criteria. If a student fails to meet the above criteria for renewal another student who does meet the above criteria will be chosen. In the event of a tie preference in selection for the bursaries will be given to Canadian Indigenous (Status, non-Status, Métis, Inuit) students.*

- The following paragraph was deleted:

*At a time when the earnings on the fund permit and at the discretion of the selection committee, more than one scholarship may be offered in a given year or the amount may be increased. The Board of Governors of the University of Manitoba has the power to vary the conditions, in keeping with the wishes of Mrs. Lewis.*

- The selection committee paragraph was amended to:

*The selection committee will be the College of Pharmacy Awards Committee.*

- The standard Board of Governors statement was added.
- Biographical information was moved from the preamble and added in a separate paragraph at the end of the terms of reference.

(Attachment II)



**UNIVERSITY  
OF MANITOBA**

**Rady Faculty of  
Health Sciences**

**Max Rady College of Medicine**  
Office of the Dean  
230 Basic Medical Sciences Building  
745 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0J9  
Phone: 204-789-3485  
Fax: 204-789-3661

January 5, 2017

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Adrienne Domingo, Awards Establishment Coordinator  
422 University Centre  
University of Manitoba

**RE: Thorbjorg Einarson Stephanson Medical Bursary for Indigenous Students**

Dear Dr. Hultin,

The Max Rady College of Medicine supports the proposal for the Thorbjorg Einarson Stephanson Medical Bursary for Indigenous Students. In the Fall Term of 2016, the College's self-declared undergraduate Indigenous student population was 7.1% of total enrolment, compared to the Province of Manitoba's Indigenous population of 16.7% in 2011.<sup>1</sup> Undergraduate Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.<sup>2</sup>

Year (Fall Term)	Undergraduate Indigenous Students in the Max Rady College of Medicine	Total Number of Undergraduate Students in the Max Rady College of Medicine	% Indigenous Students
2016	55	777	7.1%
2015	47	753	6.2%
2014	32	568	5.6%
2013	28	561	5.0%
2012	29	559	5.2%

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships, and awards for Indigenous students contributes to this commitment. This award will provide the University of Manitoba with the opportunity to recruit, support, and retain Indigenous students and, in doing so, will also contribute to the success of individual Indigenous students.

Yours sincerely,

Brian Postl, MD, FRCPC  
Dean, Rady Faculty of Health Sciences & Vice-Provost (Health Sciences)

<sup>1</sup> Statistics Canada. Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011, Catalogue no. 99-011-X2011001. Cited September 16, 2015

<sup>2</sup> The University of Manitoba's Office of Institutional Analysis, Cited January 5, 2017





## Rady Faculty of Health Sciences

College of Pharmacy  
Apotex Centre  
750 McDermot Avenue  
Winnipeg, Manitoba  
Canada R3E 0T5  
Telephone (204) 474-9306  
Fax (204) 789-3744

October 25, 2016

Dr. Philip Hultin  
Chair, Senate Committee on Awards  
c/o Pamela Gareau,  
Awards Establishment Coordinator  
420 University Centre  
University of Manitoba

### RE: Dr. Roman (Roy) Bilous Scholarship

Dear Dr. Hultin,

The College of Pharmacy supports the establishment of the **Dr. Roman (Roy) Bilous Scholarship**.

In the Fall Term of 2015, the University of Manitoba's Indigenous undergraduate student population was 7.8% of total enrolment, compared to Manitoba's Indigenous population of 16.7%<sup>1</sup>. Indigenous student enrolment data for the past five years in the College of Pharmacy is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2015	14	206	6.8
2014	10	211	4.7
2013	13	213	6.1
2012	11	215	5.1
2011	10	214	4.7

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the College of Pharmacy the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

A handwritten signature in black ink, appearing to read "Xiaochen Gu".

Dr. Xiaochen Gu  
Acting Dean, College of Pharmacy

<sup>1</sup> Statistics Canada. *Indigenous Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-iowb/.3ndic.lt4r@-eng.jsp?iid=36>].

## **Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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### **Preamble:**

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. The Faculty Council of Graduate Studies met on June 24, 2016 to consider a proposal for a new Master of Science Prosthodontic program from the Department of Restorative Dentistry.

### **Observations:**

The **Department of Restorative Dentistry** proposes the introduction of a new Master of Science (M.Sc.) Prosthodontic program. The proposal includes (23) new course introductions. Please see attached for complete details.

The College of Dentistry, Faculty of Health Sciences, University of Manitoba is well known for the excellent quality of its educational programs and the clinical competence of its graduates. With the modern knowledge explosion and complex dental care needs of the aging population, dentistry like other fields, must underpin its clinical methodologies with new cutting edge research in both basic science and clinical dental areas. For a variety of reasons, there is a significant shortage of trained prosthodontist specialists in Manitoba, thus resulting in insufficient capacity to meet the advanced/complex care needs of our aging population. To help Manitoba meet the current need, the College of Dentistry is proposing to create and implement a new Master of Science / Graduate Prosthodontic Program. Although several such programs exist in the United States, there are only 2 programs operating in Canada. A University of Manitoba Graduate Prosthodontic Program will ensure the education and training of Prosthodontist specialists to better meet the advanced/complex treatment needs of the aging population, and expand cutting edge dental research in the Province, while extending the reputation of the University in the area of digital dentistry and dental implants.

The proposed Graduate Prosthodontic program will help fill a current gap in the operations at the College of Dentistry. Our current patient selection approach is based upon triaging prospective patients based on case complexity. The patients are subsequently assigned to match treatment complexity with student expertise. However, patients with complex treatment needs that are beyond the ability of undergraduate dental students must be referred to private practice. The graduate prosthodontic program will be an internal referral location for these overly complex patients. It will also support the other graduate programs to coordinate care for patients requiring advanced / complex care.

The success of our Implant Fellowship Program has attracted significant support from industry and has added new capability and capacity for more advanced patient care. Building on this base, the Master of Science / Graduate Prosthodontic Program would help to bridge the gap between the capabilities of undergraduate dental students and those of private practice prosthodontists. The prosthodontic residents will provide the complex care required for patients

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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deemed to be too difficult to be treated in the undergraduate dentistry program, and will also work closely with the other existing graduate programs (Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, and Periodontics) to more appropriately coordinate advanced care.

Importantly, no new resources or materials will be required to establish the new program, as those resources that are already present can be used to their maximum capacity. This is an important value added benefit for the Department of Restorative Dentistry as it is currently the only department without a graduate program. The proposed program will enhance the national and international recognition of the Faculty and the University as being clinically excellent and research intensive.

In conclusion, implementation of the Master of Science / Graduate Prosthodontic Program is an important endeavor for the College of Dentistry, Faculty of Health Sciences and University of Manitoba. It is budgeted to be cost-neutral and integrates well with other graduate-level programs in the College of Dentistry. The clinical and research experience afforded to these residents will rank among the best in North America, and are well supported by researchers in the College. As a cutting-edge program supported by the College of Dentistry, we ask for approval of the proposed Master of Science / Graduate Prosthodontic Program to begin August 2017.

- **Program name:** Graduate Prosthodontic Program
- **Credential to be granted:** Master of Science in Prosthodontics
- **Length of program:** 33 consecutive month program of 96 credit hours
- **Proposed program start date:** 08 / 2017
- **Funding request:** None required. This program will be funded by tuition, clinic revenues and existing trust funds.
- **Resource implications (Institution):** Minimal impact; due to the size of the program with only 6 students when the program is fully up and running. The Jordan clinic will be repurposed for the graduate prosthodontic clinic.
- **Resource implications (Staffing):** The addition of the prosthodontic residents will have a negligible impact on teaching loads. There will be no significant increase in the clinical teaching loads as faculty who are currently teaching in the implant fellowship clinic (which will be discontinued) will be teaching in the Graduate Prosthodontic program. The prosthodontic faculty member is already in the clinic covering the undergraduate students and will have the additional responsibility for the prosthodontic residents. There will need to be the hiring of an additional faculty member and with the resultant review of the undergraduate curriculum assignments of existing faculty, teaching loads will be redistributed equitably within the Division of Prosthodontics. The program director will teach the 2 literature review courses and the Advanced Clinical Prosthodontics Course with guest teaching by the other faculty. Part time faculty have been identified for teaching the Prosthodontic Dental laboratory Course. The additional teaching will result in one additional hour of seminar or 3-hour clinic contact time per prosthodontist, in each term. Research will be distributed to all of the prosthodontists and other faculty. As the program expands in the second year, there will be one full-time faculty member responsible for most of the teaching with support of part-time faculty. Other full-time faculty will participate as their

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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responsibilities/interests allow. As part of the program involves teaching by the residents, they will be able to reduce the teaching load of the faculty members.

Two dental support staff are currently involved with the implant fellowship and Maxillofacial Prosthodontic program and are funded through the revenue generated by the implant fellowship through Clinical Support Services and Maxillofacial Prosthodontic program. When the graduate Prosthodontic Program takes its first residents, the assistants will be transferred from the Implant Fellowship and Maxillofacial Prosthodontic program to the Graduate Prosthodontic Clinic Program. One of the support staff would be in-charge of clinical operations and one support staff being changed to an administrative assistant for the program. This will reduce the cost of support staff from the current level of support staffing for the first year. There will be a need to increase support staff to two dental assistants in the second year of the program.

- **Proposed tuition fees:** *Canadian Residents will pay \$19,000.00 per year and International Residents will pay \$66,000.00 per year.*
- **Admission criteria will include:**
  - DMD or DDS from a minimum 4 year undergraduate Dental School. A DMD, DDS that is only 3 years in length is acceptable if the undergraduate dental school is accredited in Canada.
  - Applicants must submit a personal essay (500-600 words maximum), which outlines their reasons for choosing Prosthodontics and why they applied to the University of Manitoba.
  - A total of 3 letters of reference are required. A Dean's letter from the institution which conferred the applicant's dental degree. 2 recent letters of reference one of which must be from a current or recent position/institution.
  - All Prosthodontic Candidates whose primary language is not English must provide evidence of successful completion of TOEFL as listed.
- **Intake Information:** Projected enrolment for the first intake is (2). The maximum seat capacity is (2).
  - Year 1: enrolments (2)
  - Year 2: enrolments (2)
  - Year 3: enrolments (2) / Graduates (2)
  - Year 4: enrolments (2) / Graduates (2)
  - Year 5: enrolments (2) / Graduates (2)
- **Program requirements:**
  - The graduate students are required to demonstrate successful completion of clinical and didactic requirements in the Program by successfully completing didactic, laboratory, and clinical course requirements, and by successful defence of a thesis within the Faculty of Graduate Studies.
  - The minimum number of credit hours required in the program is 96 hours as follows:
    - DDSS 7130: Occlusion Seminar; Credit 3
    - ORLB 7090: Pharmacology and Therapeutics Seminar; Credit 3
    - ANAT 7060: Advanced Human Macroscopic (Gross) Anatomy; Credit 6
    - DDSS 7300: DDSS 7300 - Dental Implantology; Credit 3
    - RSTD 7012: Advanced Prosthodontic Seminars 1-TMD, Occlusion, Articulators; Credit 1

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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- RSTD 7112: Advanced Prosthodontic Seminars 2-Complete Dentures, Maxillofacial Prosthodontics; Credit 1
- RSTD 7014: Classic Fixed Prosthodontic Literature Review; Credit 1
- RSTD 7114: Classic Removable Partial Denture Prosthodontic Literature Review; Credit 1
- RSTD 7016: Clinical Practice in Prosthodontics 1; Credit 8
- RSTD 7116: Clinical Practice in Prosthodontics 2; Credit 8
- RSTD 7018: Current Prosthodontic Literature Review 1; Credit 1
- RSTD 7118: Current Prosthodontic Literature Review 2; Credit 1
- RSTD 7010: Dental Laboratory Technology; Credit 4
- DDSS 7230: Advanced Oral Pathology; Credit 6
- CHSC 6810: Biostatics for Clinicians; Credit 3
- RSTD 7022: Advanced Prosthodontic Seminars 3-Removable Partial Dentures, Dental Materials; Credit 1
- RSTD 7122: Advanced Prosthodontic Seminars 4-Conventional Fixed Prosthodontics; Credit 1
- RSTD 7024: Classic Complete Denture Prosthodontic Literature Review; Credit 1
- RSTD 7124: Classic Implant Prosthodontic Literature Review; Credit 1
- RSTD 7026: Clinical Practice in Prosthodontics 3; Credit 8
- RSTD 7126: Clinical Practice in Prosthodontics 4; Credit 8
- RSTD 7028: Current Prosthodontic Literature Review 3; Credit 1
- RSTD 7128: Current Prosthodontic Literature Review 4; Credit 1
- DDSS 7220: Dental Diagnostic and Surgical Sciences - Essay/Research Project; Credit 3
- RSTD 7032: Advanced Prosthodontic Seminars 5-Implant Prosthodontics; Credit 1
- RSTD 7132: Advanced Prosthodontic Seminars 6-Practice Management, Ethics, and Sleep Medicine; Credit 1
- RSTD 7036: Clinical Practice in Prosthodontics 5; Credit 8
- RSTD 7136: Clinical Practice in Prosthodontics 6; Credit 8
- RSTD 7038: Current Prosthodontic Literature Review 5; Credit 1
- RSTD 7138: Current Prosthodontic Literature Review 6; Credit 1
- RSTD 7100: Dental Materials; Credit 1
- This program requires the completion of a thesis of publishable quality.
- **UM Graduate Program Approvals:**
  - January 8, 2014: Statement of Intent approved by FGS Academic Programs Committee (APC).
  - January 7, 2015: FGS APC approved the proposal to proceed to external review.
  - December 10-11, 2015: Site visit for external review.
  - January 7, 2016: External reviewer team report submitted to Faculty of Graduate Studies.
  - January 26, 2016: Department written response to external reviewer team report submitted to Faculty of Graduate Studies.
  - March 16, 2016: FGS APC approved the full program proposal.
  - May 18, 2016: FGS Executive Committee approved the program proposal.
  - June 24, 2016: FGS Faculty Council approved the program proposal.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### **Course Introductions:**

#### **RSTD 7010 Dental Laboratory Technology +4**

This course is intended to assure that residents have a comprehensive overview of conventional, and digital dental laboratory technologies. It consists of lecture, seminar and laboratory periods and will review foundational and digital dental laboratory techniques and its application to prosthodontics. The student will fabricate prosthetic devices for patients.

#### **RSTD 7012 Advanced Prosthodontic Seminars 1 – TMD, Occlusion, Articulators +1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to TMD, occlusion and articulators. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

#### **RSTD 7014 Classic Fixed Prosthodontic Literature Review +1**

This course will consider classic concepts underlying the current practice of fixed prosthodontics by reviewing assigned readings from the scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them.

#### **RSTD 7016 Clinical Practice in Prosthodontics 1 +8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice.

#### **RSTD 7018 Current Prosthodontic Literature Review 1 +1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them.

#### **RSTD 7022 Advanced Prosthodontic Seminars 3 – Removable Partial Dentures, Dental Materials +1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to removable partial dentures, dental materials. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### **RSTD 7024 Classic Complete Denture Prosthodontic Literature Review +1**

This course will consider classic concepts underlying the current practice of complete denture prosthodontics by reviewing assigned readings from the scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them.

### **RSTD 7026 Clinical Practice in Prosthodontics 3 +8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice. Pre-requisite is successful completion of RSTD 7116.

### **RSTD 7028 Current Prosthodontic Literature Review 3 +1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them. Pre-requisite is successful completion of RSTD 7118.

### **RSTD 7032 Advanced Prosthodontic Seminars 5 – Implant Prosthodontics +1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to implant prosthodontics. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

### **RSTD 7036 Clinical Practice in Prosthodontics 5 +8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice. Pre-requisite is successful completion of RSTD 7126.

### **RSTD 7038 Current Prosthodontic Literature Review 5 +1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them. Prerequisite is successful completion of RSTD 7128.

## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### **RSTD 7112 Advanced Prosthodontic Seminars 2 – Complete Dentures, Maxillofacial Prosthodontics +1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to complete dentures, speech pathology, geriatric dentistry and maxillofacial prosthodontics. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

### **RSTD 7114 Classic Removable Partial Denture Prosthodontic Literature Review +1**

This course will consider classic concepts underlying the current practice of removable partial denture prosthodontics by reviewing assigned readings from the scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them.

### **RSTD 7116 Clinical Practice in Prosthodontics 2 +8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice. Pre-requisite is successful completion of RSTD 7016.

### **RSTD 7118 Current Prosthodontic Literature Review 2 +1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them. Pre-requisite is successful completion of RSTD 7018.

### **RSTD 7122 Advanced Prosthodontic Seminars 4–Conventional Fixed Prosthodontics +1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to conventional fixed prosthodontics. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

### **RSTD 7124 Classic Implant Prosthodontic Literature Review +1**

This course will consider classic concepts underlying the current practice of implant prosthodontics by reviewing assigned readings from the scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them.



## Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes

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### **RSTD 7126 Clinical Practice in Prosthodontics 4**

**+8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice. Pre-requisite is successful completion of RSTD 7026.

### **RSTD 7128 Current Prosthodontic Literature Review 4**

**+1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them. Pre-requisite is successful completion of RSTD 7028.

### **RSTD 7132 Advanced Prosthodontic Seminars 6 – Practice Management, Ethics, and Sleep Medicine**

**+1**

This course consists of lecture, seminar, clinical, and laboratory sessions to review contemporary prosthodontics as it relates to practice management, ethics, infection control, and sleep medicine. The student will examine relevant current texts and review articles. The student will be required to lead sessions on the evaluation of these topics as related to prosthetic dentistry.

### **RSTD 7136 Clinical Practice in Prosthodontics 6**

**+8**

This course consists of an integrated, patient-centered clinical program. Seminars will analyze diagnosis and treatment plan cases using records of individuals seeking prosthodontic treatment. Patients will be assigned to students to provide the required clinical experiences for a contemporary specialty prosthodontic practice. Pre-requisite is successful completion of RSTD 7036.

### **RSTD 7138 Current Prosthodontic Literature Review 6**

**+1**

This course will consider the concepts underlying the current practice of prosthodontics by reviewing assigned readings from the current scientific literature. Students will be expected to apply principles of critical evaluation in order to identify and appreciate the limitations of these studies and thus the limitations of the current concepts derived from them. Pre-requisite is successful completion of RSTD 7038.

### **NET CREDIT HOUR CHANGE**

**+68**

**Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes**

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**Recommendation**

**THAT Senate approve the Report of the Faculty Council of Graduate Studies on Program and Curriculum Changes [dated June 24, 2016] regarding the establishment of a Master of Science in Prosthodontics.**

Respectfully submitted,

Acting Dean, Todd A. Mondor, Chair  
Graduate Studies Faculty Council

/py

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

## **Report of the Senate Planning and Priorities Committee RE: Proposal for a Master of Science in Prosthodontics**

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### **Preamble:**

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/508.html](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/508.html) wherein SPPC is charged with making recommendations to Senate regarding proposed academic programs and is further charged with making recommendations to the President and reporting to Senate on matters requiring prioritization including the prioritization of new or modified programs with significant resource requirements.
2. The SPPC considered a proposal from the Department of Restorative Dentistry for a Master of Science in Prosthodontics at its meetings on September 26 and October 31, 2016.
3. The Faculty Council of Graduate Studies on Program and Curriculum Changes endorsed the proposal at its meeting on June 24, 2016.

### **Observations:**

1. The purpose of the proposed M.Sc. in Prosthodontics would be to provide students with prosthodontic training.
2. Pending approval and implementation, the proposed program would be one of only three M.Sc. degree programs in Prosthodontics in Canada, including programs at the University of British Columbia and the University of Toronto.
3. The program would respond to an existing shortage of prosthodontists in Manitoba and in other parts of the country, including in Northwestern Ontario and Saskatchewan; a shortage that will be increasingly felt with an aging population and would lead to further increases in demand for prosthodontic services and specialists. At present, there are only four prosthodontists in private practice in Manitoba (two of whom are approaching retirement age), two in Saskatchewan, and none in Northwestern Ontario. By graduating students and increasing the number of prosthodontists, the program would reduce wait times, improve access to care, improve patient care, and allow for succession planning in the profession in the province.  
  
There is also a need for prosthodontists in academia. It was noted that one position for a prosthodontist at the University of Saskatchewan has remained unfilled for twenty years. University of Manitoba faculty contribute to the teaching in that program.
4. The Department informed the committee that ten to twelve prosthodontists are required to meet the needs of the Province of Manitoba.
5. The reduced-fee prosthodontic clinic included in student-training aspects of the M.Sc. in Prosthodontics program would address inequities in access to specialist care for Manitobans with advanced care needs who cannot afford care provided private practice prosthodontists.
6. The proposed program would also respond to a request from the federal government that dental regulators provide opportunities for licensure to practice for foreign-trained specialists in Canada. As the M.Sc. in Prosthodontics program would prepare graduates to complete the Royal College of Dentists of Canada Fellowship Examination, it would provide a pathway for

graduates to be licensed to practice prosthodontics in Canada, including foreign-trained specialists who complete the program.

7. Two (2) students would be admitted to the program each year, which would have a maximum enrolment of six (6) students (total over 3 years).
8. The proposed M.Sc. in Prosthodontics degree would be a thirty-three (33) month program that would include ninety-six (96) credit hours of required coursework at the 7000-level, as described in section B-5 of the program proposal, including didactic, laboratory, and clinical courses. Students would also be required to complete a research thesis.
9. The program would require the introduction of twenty-three (23) courses totalling 68 credit hours. It would also make use of a small number of existing courses, as described in section B-5 of the program proposal form.
10. No new resources are requested for the program. The total cost of delivering the program would be \$590,000 in Year 4. The program would be supported by 100 percent of the tuition revenue (\$255,000 by Year 4) and revenue from the graduate prosthodontic clinic and existing trust funds. Together, the three sources of revenue would total \$1,187,500.
11. Revenue from the program would be used to cover costs related to salaries and benefits for: (i) one part-time and two full-time faculty members, including one new full-time position; (ii) one new full-time laboratory technician; and (iii) three full-time support staff, including one new full-time dental assistant.
12. The University Library has adequate resources to support the program.
13. Given that a significant portion of the revenue required to offer the program would be derived from tuition fees, the SPPC was concerned that there would need to be full enrolment in the program every year in order to sustain the program. The committee was assured that there would be sufficient demand for the program to guarantee full enrolment each year; the assurance was based on the number of applications received for a dental implant fellowship for a graduating student interested in pursuing prosthodontics that has been offered by the Department for the past seven years. It was also noted that the budget assumes a normal enrolment of one domestic student and one international student each year although, in any given year, there might be either two domestic students or two international students admitted.
14. The SPPC observed that, if it is approved, the program might be implemented with different tuition fees than identified in the proposal, to ensure that the tuition fees that are ultimately established would be sufficient to cover the cost of the program.
15. On the basis of the SPPC's criteria for assigning priority to new programs / initiatives,<sup>1</sup> the Committee recommends that a medium priority level be assigned to the proposal for a Master of Science in Prosthodontics, as the proposed program: (i) would addresses student needs, given evidence of demand for the program among students; (ii) is consistent with the objectives of a major, medical-doctoral research University; and (iii) would address the need to promote the social, economic and cultural well-being of the people of Manitoba.

<sup>1</sup> [http://umanitoba.ca/admin/governance/media/SPPC\\_Assigning\\_Priorities\\_to\\_New\\_Programs-Initiatives.pdf](http://umanitoba.ca/admin/governance/media/SPPC_Assigning_Priorities_to_New_Programs-Initiatives.pdf)

### **Recommendation**

The Senate Planning and Priorities Committee recommends:

**THAT Senate approve and recommend to the Board of Governors that it approve the proposal for a Master of Science in Prosthodontics. The Senate Committee on Planning and Priorities recommends that the Provost and Vice-President (Academic) not implement the program until satisfied that there would be sufficient space and sufficient funding to support the ongoing operation of the program.**

Respectfully submitted,

Ada Ducas, Chair  
Senate Planning and Priorities Committee

**NEW PROGRAM OF STUDY**Under *The Advanced Education Administration Act*

Universities and colleges requesting approval for a **new** program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under *The Advanced Education Administration Act*.

**UM INTERNAL REQUIREMENTS:**
**UNIVERSITY**  
**OF MANITOBA**

1. Following unit approval, please submit the complete proposal electronically (.docx) both to the Office of the Provost & Vice-President (Academic) and, for:
  - Undergraduate Programs:* Office of the University Secretary (for Senate submission deadlines visit <http://umanitoba.ca/admin/governance/meetings/index.html>).
  - Graduate Programs:* Faculty of Graduate Studies (for timelines visit [http://umanitoba.ca/faculties/graduate\\_studies/admin/program\\_approval\\_timeline.html](http://umanitoba.ca/faculties/graduate_studies/admin/program_approval_timeline.html)).
2. Along with the information requested below, please **append** details on the following:
  - a) ALD Financial Support Form [*available through the Office of the Provost & Vice-President (Academic)*]
  - b) Admission and/or transfer criteria for the proposed program.
  - c) Course details for required coursework, including title, course number, credit hours and calendar description. Highlight any proposed new courses and attach:
    - Undergraduate Programs:* for SCCCC Program and Course Change forms, as applicable, visit <http://umanitoba.ca/admin/governance/forms/index.html>
    - Graduate Programs:* for course change forms visit [http://umanitoba.ca/faculties/graduate\\_studies/admin/course\\_changes.html](http://umanitoba.ca/faculties/graduate_studies/admin/course_changes.html)
  - d) Any new academic regulations for the program that are not currently addressed in existing faculty/college/school requirements.
  - e) Letters of support from internal units that may be impacted by the proposed new program and any external letters of support as outlined below.
  - f) Library statement of support.
3. Please direct questions to Cassandra Davidson, Program Analyst at [Cassandra.Davidson@umanitoba.ca](mailto:Cassandra.Davidson@umanitoba.ca) in the Office of the Provost and Vice-President (Academic).

## SECTION A – PROPOSAL DETAILS

Institution: **UNIVERSITY OF MANITOBA**

Applicable faculties/department with responsibility for the program:

College of Dentistry, Department of Restorative Dentistry.

If program is a joint program, list all participating institutions and the roles of each in delivering the proposed program:  
N/A

Program name: Graduate Prosthodontic Program

Credential awarded: Master of Science in Prosthodontics

*Office Use Only*

Funding request: none required

One-time funding: \_\_\_\_\_

Proposed start date: 2017-08-01

On-going funding: \_\_\_\_\_

List any critical issues that may impact the start date of the program: Approval to start the program.

**UM INTERNAL REQUIREMENT:** Name of Person(s) responsible for the Program internally (please include contact information):

Dr. Igor Pesun, D227B – 780 Bannatyne Ave. R3E0W2.

Email; [Igor.Pesun@umanitoba.ca](mailto:Igor.Pesun@umanitoba.ca)

Phone: 204-789-3516

Fax: 204-789-3916

Faculty of Health Sciences, College of Dentistry, Department of Restorative Dentistry, Division of Prosthodontics.

**B-1 Provide a general description of the program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

*This 33 month program is aimed at producing clinical specialists in the area of Prosthodontics with a Master of Science Degree. The graduate students are required to demonstrate successful completion of clinical and didactic requirements in the Program by successfully completing didactic, laboratory, and clinical course requirements, and by successful defence of a thesis within the Faculty of Graduate Studies.*

**B-2 Length of Program:** *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

This is a minimum 33 consecutive month program of 96 credits

**B-3 Intended outcomes of the program:**

- B-3.1 Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

In Manitoba there are only four full time private practice prosthodontists, all practicing in the City of Winnipeg. Two of these Prosthodontists are approaching retirement age, the third has been in practice for less than 10 years and a recent graduate has just begun practice. The Faculty of Dentistry employs a number of prosthodontists who each practice one day or less a week, equating to no more than one more full time practicing Prosthodontist in Winnipeg. This distribution has resulted in long waiting times for patients to access dental care from specialist Prosthodontists. Other Canadian Provinces has similar distribution problems. There are no private practice Prosthodontists in Saskatchewan, Northern Ontario and Northwestern Ontario. This shows the need for Prosthodontists in both in other population centers, and in rural Manitoba. The addition of more prosthodontists would reduce wait times, improve overall care for patients and allow for succession planning for those Prosthodontists who will be retiring in the near future.

The Graduate Prosthodontic Program would help to address access to care problems for Manitobans with advanced care needs. It would also help address the current inequities in access to specialist care for Manitobans living outside of Winnipeg. As a reduced-fee clinic, the College of Dentistry, the Graduate Prosthodontic Program would also be a referral site for those patients who cannot afford the care provided by Private Practice Prosthodontists and General Dentists. As with any advanced education program, the Graduate Prosthodontic Program would attract patients with a wide spectrum of treatment needs. As a result, the local community will be better served with an increased array of services to those in need.

- B-3.2 Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to:

Within the College of Dentistry, patients with more complex care needs would be able to receive all their required treatment in Faculty of Dentistry rather than having to be referred to Private Practice. Pre-doctoral students will gain the added advantage of being able to monitor the multi-year progress of patients with complex treatment needs. The program will also provide for support to the Graduate Oral Surgery and Periodontics program by providing prosthodontic care for patients especially those requiring dental implants. As there are only two active Graduate Prosthodontic programs in Canada. One is an established program at the University of Toronto and the second is a relatively new program at the University of British Columbia. The both provide Certificate in Prosthodontics and Master Degrees. This will provide additional opportunity for our students to have prosthodontic training.



## B-4 Mode of Delivery

B-4.1 Provide the total program length through one of the following measures:

96 Total credit hours

Total contact hours

Total courses

B-4.2 What proportion of the total program length (as indicated above) can be completed through the two following modes of delivery? *(Note that one or both selections can be offered up to the total program length.)*

100% In-person

0% Online

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**B-5 Provide an overview of the suggested progression of courses on a year-by-year basis for the program from start to maturity.** *(Course level detail is not necessary, however, please include credit hours/contact hours, proportion of upper level courses, clinical placements or practicums, or subject area requirements where applicable).*

*This program will be an integrated program where didactic, clinical care and research will be undertaken. An over view of the program is as follows:*

- *Year One: Credits 41. Residents will complete the first year of Graduate Prosthodontics undertaking didactic courses and providing clinical care. They will also begin their research. In the fall the residents will receive an orientation to the clinic and begin by screening patients. They will also complete the course RSTD 7010 to review all of the laboratory procedures for providing Prosthodontic care for their patients. In the spring term they will begin treatment of their patients by completing treatment plans and referring their patients for basic dental care, that will prepare them for their final restorations. The summer term will be focused on designing their research program. During the fall and winter term; one morning per week will be focused on didactic interdisciplinary courses and on the remainder of the days a daily literature review.*
- *Year Two: Credits 31. In the second year of the Graduate Prosthodontic program, the focus will be providing care for their patients and concentrating on clinical and didactic courses. They will be working with the other Dental Specialties in the College of Dentistry to provide interdisciplinary care for their patients. They will get exposure to the medical specialties that they would be involved with in their practice during rotations to Cancer Care Manitoba and Deerlodge Centre. The residents start research data collection for the Masters thesis. The summer term will be focused on completing research with collection of the majority of the Masters research data. During the fall and winter term; one morning per week will be focused on didactic interdisciplinary courses and on the remainder of the days a daily literature review.*
- *Year Three: Credits 24. The residents will be devoted almost exclusively to clinical work and completing research requirements. Research results will be written up and defended in this year. Students will be encouraged to submit the paper developed from the research for publication. The Royal College of Dentists of Canada, National Dental Specialty Examination (NDSE) will be challenged in the spring of this final program year. During the fall term focus will be on a daily literature review.*
- *Awarding of the Master in Science will not take place until defence of the Master is successfully completed and the thesis is of publishable quality.*

**UM INTERNAL REQUIREMENT:** please complete the chart below to provide an overview of suggested progression through the program (indicate pre-requisites and related credit hours). Outline options for specializations within this program [minor(s) and/or concentration(s)].

YEAR 1	YEAR 2	YEAR 3	YEAR 4
DDSS 7130 ; Credit 3 ORLB 7090 ; Credit 3 ANAT 7060 ; Credit 6 DDSS 7300 ; Credit 3 RSTD 7012 ; Credit 1 RSTD 7112 ; Credit 1 RSTD 7014 ; Credit 1 RSTD 7114 ; Credit 1 RSTD 7016 ; Credit 8 RSTD 7116 ; Credit 8 RSTD 7018 ; Credit 1 RSTD 7118 ; Credit 1 RSTD 7010 ; Credit 4	DDSS 7230 ; Credit 6 CHSC 6810 ; Credit 3 RSTD 7022 ; Credit 1 RSTD 7122 ; Credit 1 RSTD 7024 ; Credit 1 RSTD 7124 ; Credit 1 RSTD 7026 ; Credit 8 RSTD 7126 ; Credit 8 RSTD 7028 ; Credit 1 RSTD 7128 ; Credit 1	DDSS 7220 ; Credit 3 RSTD 7032 ; Credit 1 RSTD 7132 ; Credit 1 RSTD 7036 ; Credit 8 RSTD 7136 ; Credit 8 RSTD 7038 ; Credit 1 RSTD 7138 ; Credit 1 RSTD 7100 ; Credit 1	NA
<list electives or number of hours of electives>			NA
TOTAL CR. HRS: 41	TOTAL CR. HRS:31	TOTAL CR. HRS:24	TOTAL CR. HRS: NA

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**B-6 Will the program be available for part-time study?**

No

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**B-7 Indicate if this program will have a cooperative education, work placement, internship or practicum component and provide any relevant details:**

*One day per week at Deerlodge Centre. They would be providing dental care through the University of Manitoba's Centre for Community Oral Health (CCOH) who run a clinic at Deerlodge Centre currently.*

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**B-8 Intake Information**

B-8.1 Projected enrolment for the first intake: 2

B-8.2 Maximum seat capacity (*Defined as first-year enrolment capacity*):2

B-8.3 Anticipated date of maturity: 2020-06-01

**UM INTERNAL REQUIREMENT:** please indicate the projected enrolment and graduates for the first 5 years of the program.

	Year 1	Year 2	Year 3	Year 4	Year 5
Enrolments	2	2	2	2	2
Graduates			2	2	2

**C-1 Describe how this new program aligns with the strategic plans of your institution:**

The Graduate Prosthodontic Program would help to address access to care problems for Manitobans with advanced care needs. It would also help address the current inequities in access to specialist care for Manitobans living outside of Winnipeg. As a reduced-fee clinic, the College of Dentistry, the Graduate Prosthodontic Program would also be a referral site for those patients who cannot afford the care provided by Private Practice Prosthodontists and General Dentists. As with any advanced education program, the Graduate Prosthodontic Program would attract patients with a wide spectrum of treatment needs. As a result, the local community will be better served with an increased array of services to those in need. Within the College of Dentistry, patients with more complex care needs would be able to receive all their required treatment in Faculty of Dentistry rather than having to be referred to Private Practice. Pre-doctoral students will gain the added advantage of being able to monitor the multi-year progress of patients with complex treatment needs. The program will also provide for support to the Graduate Oral Surgery and Periodontics program by providing prosthodontic care for patients especially those requiring dental implants.

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**C-2 Outline the internal approval process (i.e. committees, governing bodies) for approving this new program of study within your institution and indicate any dates of decision.** *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

**UM INTERNAL REQUIREMENTS:** Please note date(s) of Faculty/College/School Approval. Approval dates through the governing bodies will be inserted by the Provost's Office prior to submission to government.

**UM Undergraduate Programs:**

<u>Decision-Making Body</u>	<u>Date of Approval</u>
Faculty/College/School	_____
SCCCC	_____
SPPC	_____
SCADM <i>(if applicable)</i>	_____
SCIE <i>(if applicable)</i>	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

**UM Graduate Programs:**

<u>Decision-Making Body</u>	<u>Date of Approval</u>
APC <i>(preliminary review)</i>	January 8, 2014
External Review	December 11, 2015
APC	March 16, 2016
FGS Executive	<u>May 18, 2016</u>
FGS Faculty Council	<u>June 24, 2016</u>
SPPC	_____
Senate Executive	_____
Senate	_____
Board of Governors	_____

**C-3 Responsibility to consult**

c-3.1 If this program subject to mandatory review or approval by organizations external to the institution *(such as regulatory bodies, Apprenticeship Manitoba, etc.)*, please describe any consultation processes and provide copies of reports or letter from these organizations providing support:

C-3.2 What agencies, groups, or institutions have been consulted regarding the development of this program?

Manitoba Dental Association

Association of Prosthodontists of Canada

American College of Prosthodontists

C-3.3 How have students and faculty been informed of the intent to establish this program?

Through announcements at College of Dentistry meetings and publications

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**C-4 List any similar programs offered in Manitoba:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

None

C-4.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Manitoba.

Not applicable.

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**C-5 List any similar programs offered in Canada:** *(Provide such information as institution, programs, and credentials offered in addition to any impacts on these programs, explain rationale for duplication.)*

*Canada as a whole has two active graduate Prosthodontic programs; one at the University of Toronto and one at the University of British Columbia (Vancouver). There is a need for Prosthodontists in the Atlantic Provinces such as Newfoundland where there are no prosthodontists at all. Saskatchewan has only two prosthodontists and they are both faculty members at the University of Saskatchewan in Saskatoon. Northwestern Ontario practitioners refer their patients to Winnipeg, Toronto or to the only Prosthodontist in Duluth MN for care. As a result many patients in Manitoba, Saskatchewan and Northwestern Ontario are traveling over 10 hours to receive care. This program will enhance the overall profession of dentistry by providing additional prosthodontists for Canada. In discussion with the program directors in Toronto and Vancouver there are significantly more applicants than the few seats available.*

C-5.1 Describe any specific laddering, articulation and/or credit transfer options for students that are anticipated in this program in Canada.

Students would be able to transfer from one of the other two programs but may have to spend extra time completing the University of Manitoba's Graduation requirements.

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**C-6 Describe the current and projected labour market demands in Manitoba for graduates of this Program:**

*(Provide such information as probable employment destinations or further educational opportunities available to graduates of this*

*new program of study. Attach any formal reports such as those from Associations, Statistics Canada, Sector Councils, Industry or Regulators.)*

*This proposed program responds to current or future needs in at least 4 ways:*

*First – dental treatment needs of the population*

*Issues with an Aging Population*

*Limited access to prosthodontic services and specialists in prosthodontics is a real problem in North America and a growing threat to the aging population. By the year 2020, it is estimated that nearly 37.6 million edentulous individuals in the United States will be in need of complete denture prosthodontic care.<sup>1</sup> The need for complete denture prosthodontic services by the general population is projected not only to exceed the capability of the dental profession, but will also increase in the future<sup>1</sup> and outpace the growth in prosthodontic services.<sup>2</sup> The projected needs are not simply for complete denture therapy, but also include increased demands for fixed and removable partial prosthodontics and dental implants.<sup>1,2</sup>*

*Demographics*

*There are an estimated 21.5 million people in the 65- to 74-year-old age group, some 17 million people in the 75- to 84-year-old age group, and 2.1 million people in the 85- to 99-year-old age group and a small number of people 100 years old and older in the population.<sup>3</sup> The Baby Boomer Generation is composed of an estimated 77 million individuals born between 1946 and 1964. (U.S. Figures)*

*About 30 percent of Canadians are age 60 and over and within the next eight years, the number of people in this group will grow to 42 percent of the population.<sup>4</sup> There is also a large increase in the number of elderly throughout North America who are in Personal Care Homes. The amount of care required by these residents is greater than in the past as the elderly are keeping their teeth longer. The problem is that nursing home employees are rarely able to provide oral hygiene. Poor oral hygiene contributes to pneumonia, a leading killer of the elderly. Many of the most commonly prescribed drugs such as anti-depressants, anti-hypertensives, and anti-anxiety medications also result in Xerostomia (dry mouth) effecting the management of oral health in older individuals.*

*The Baby Boomer Generation*

*It is not unrealistic to expect a significant impact on dentistry coinciding with the long-awaited retirement of this large and financially well-to-do segment of the general population. At the very least, dentistry should be prepared for baby boomers to ignite and fuel a drive for high - quality, state-of-the-art dental treatment. As mentioned previously, the scope of the services offered under the general heading of prosthodontics is not only broad, but also far - reaching. The mere fact that baby boomers will seek to improve their facial appearance is likely to drive a continuing demand for treatment that is certain to involve prosthodontic procedures.*

*Second – dental specialist referral needs of the dental profession*

*Canada as a whole has two active graduate Prosthodontic programs; one at the University of Toronto and one at the University of British Columbia (Vancouver). There is a need for Prosthodontists in the Atlantic Provinces such as Newfoundland where there are no prosthodontists at all. Saskatchewan has only two prosthodontists and they are both faculty members at the University of Saskatchewan in Saskatoon. Northwestern Ontario practitioners refer their patients to Winnipeg, Toronto or to the only Prosthodontist in Duluth MN for care. As a result many patients in Manitoba, Saskatchewan and Northwestern Ontario are traveling over 10 hours to receive care.*

*Third – Labor mobility / Foreign specialist qualifying issue*

*Foreign and North American trained Prosthodontists qualifying for Fellowship Accreditations*

*There are limited ways to be licensed as a specialist in Canada. The Government of Canada has been asking Dental Regulators to provide additional opportunities for foreign trained specialists to be licensed and allow for them to practice in Canada. The Specialty Assessment and Training portion of the program will provide an additional path for Prosthodontists in Canada to be eligible to take the Royal College of Dentists of Canada Fellowship Examination.<sup>13</sup> Having this program at the University of Manitoba will mean that the candidate will not need to obtain a nomination letter from an accreditation body program in the same discipline that is accredited by the Commission on Dental Accreditation of Canada or by an accreditation body with which the Commission on Dental Accreditation of Canada has a reciprocal accreditation agreement. Presently in Canada, the nomination letter is only available at the University of Toronto or University of British Columbia. This program will provide a third site in Canada for this assessment.<sup>13</sup>*

#### Fourth – needs of the dental education

*Hiring of future new faculty members in Dentistry will require candidates with high levels of expertise and training. The addition of graduate students in prosthodontics will also aid in the retention of faculty with the stimulus of graduate students interactions and research in all of our graduate programs. The proposed Master of Science / Graduate Prosthodontic program will meet ongoing current and future needs and requirements for clinicians and researchers to provide teaching at the undergraduate level, high level research productivity and nationally recognized training opportunities in clinical dental and biomedical research.*

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**C-7 If copies of any internal or peer evaluations with respect to this new program of study are being provided with this proposal, please indicated how any issues identified by these evaluations have been addressed and attach any relevant documents as available:**

Attached are several letters of support from both within the university, local prosthodontists and organizations and national and international prosthodontic organizations. See attached.

## SECTION D – REQUIRED RESOURCES AND FINANCIAL IMPLICATIONS

**D-1 If one-time or pilot funding are being requested to support this new program of study, please identify the amount of funding being requested:**

N/A

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**D-2 If ongoing funding being requested to support this new program of study, please identify the amount of funding being requested:**

N/A

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**D-3 If new funding is not being requested, how will the program be funded?**

This program will be funded by tuition, clinic revenues and existing trust funds.

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**D-4 List any external sources of funding that will be used to support the implementation or delivery of this new program of study:** *(Provide such information as agreements for funding from industry or external grants and indicate the anticipated length of time for each agreement.)*

N/a

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**D-5 What are the resource implications to the institution (budget, IT, library, laboratory, computer, space, practicum liability insurance, student services, etc) in delivering this new program of study?**

Due to the size of the program with only 6 students when the program is fully up and running it will have minimal impact on resources. Se attached letters of support.

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**D-6 Please describe new and existing staffing resources needed to provide this new program of study.** *Include reallocation of existing faculty, hiring of new faculty, administrative and support services and any other considerations.*

*The increase in teaching load relates to the addition of a new program and an increase in class size in some existing graduate classes. The addition of the prosthodontic residents will have a negligible impact on the teaching load in these courses. There will not be a significant increase in the clinical teaching load in the department as the faculty who are currently teaching in the implant fellowship clinic (which will be discontinued) will be teaching in the Graduate Prosthodontic Program. The prosthodontic faculty member is already in the clinic covering the undergraduate students and will have the additional responsibility for the prosthodontic residents. There will need to be the hiring of an additional faculty member and with the resultant review of the undergraduate curriculum assignments of existing faculty, teaching loads will be redistributed equitably within the Division of Prosthodontics. The program director will teach the 2 literature review courses and the Advanced Clinical Prosthodontics Course with guest teaching by the other faculty. Part time faculty have been identified for teaching the Prosthodontic Dental laboratory Course. The additional teaching will result in one additional hour of seminar or 3-hour clinic contact time per prosthodontist, in each term. Research will be distributed to all of the prosthodontists and other faculty. As the program expands in the second year,*

*there will be one full-time faculty member responsible for most of the teaching with support of part-time faculty. Other full-time faculty will participate as their responsibilities/interests allow. As part of the program involves teaching by the residents, they will be able to reduce the teaching load of the faculty members.*

*Two dental support staff are currently involved with the implant fellowship and Maxillofacial Prosthodontic program and are funded through the revenue generated by the implant fellowship through Clinical Support Services and Maxillofacial Prosthodontic program. When the graduate Prosthodontic Program takes it first residents, the assistants will be transferred from the Implant Fellowship and Maxillofacial Prosthodontic program to the Graduate Prosthodontic Clinic Program. One of the support staff would be in-charge of clinical operations and one support staff being changed to an administrative assistant for the program. This will reduce the cost of support staff from the current level of support staffing for the first year. There will be a need to increase support staff to two dental assistants in the second year of the program.*

---

**D-7 Provide a program implementation plan for the new program of study by academic year (start to maturity) that includes any elements to be phased in (e.g., new faculty hires, distribution of existing faculty and support staff) from launch to maturity:**

*Year 1*

- A full time (existing) and the additional hiring of one full time faculty member salary.*
- Two full time support staff (One dental assistant & one administrator increased to full time) these would be transferred from the implant fellowship and Maxillofacial program currently running and they would be folded into the graduate program.*

*Year 2*

- Two full time faculty member salaries.*
- One part time faculty member salary (this would be a new faculty line).*
- One full time laboratory technician (this would be a new faculty line).*
- Two full time support staff (One dental assistant & one administrator).*

*Year 3*

- Two full time faculty member salaries.*
- One part time faculty member salary*
- One full time laboratory technician.*
- Three full time support staff (Two dental assistants & one administrator). The hiring of one additional dental assistant.*

*Year 4 this will stabilize at the level of year 3.*

---

**D-8 Please describe the effect of this new program on existing capital infrastructure and equipment:**

None as the Jordan clinic will be repurposed for the graduate prosthodontic clinic. This is where the previous private practice was located and the practitioners who were there have moved their practices outside the university.

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**D-9 If capital funding is being requested to support additional specialized program materials such as infrastructure or equipment required to provide this new program of study, please provide a detailed description of the use of this capital:**

None needed



## SECTION E– TUITION

### **E-1 What are the proposed tuition fees?**

*Canadian Residents will pay \$19,000.00 per year and International Residents will pay \$66,000.00 per year.*

---

### **E-2 Please provide a rationale for the tuition fee proposed.** *(For example, are these tuition fees comparable to tuition for existing programs within the academic unit or to tuition for similar programs offered at other institutions?)*

These tuition fees are inline with the other graduate Dentistry programs in the College of dentistry.

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### **E-3 What course-related fees would apply to a student in this program?**

Lease of equipment, clinic fees, and graduate student fees

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### **E-4 Please provide a rationale for the course-related fee(s) proposed.** *(For example, are these fees comparable to fees for existing programs within the academic unit or for similar programs offered at other institutions?)*

These fees are comparable to those required to be paid by the graduate dental students who attend the college of dentistry.

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### **E-5 Please describe any specific supports to encourage affordability and accessibility to the program:**

Student loans and grants are available from banks and various groups such as the American college of Prosthodontists Education foundation.

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## SECTION F – SIGNATURES

(A second signature section is provided for joint programs only)

### SUBMITTED BY:

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

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For use by joint programs only:

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

## SUBMIT COMPLETED FORM

**PROVOST'S OFFICE ONLY:** Once completed and signed, please submit this application form to the Advanced Learning Division at [ald@gov.mb.ca](mailto:ald@gov.mb.ca) with the following attachments (*double-click to engage check box*):

☐

Cover letter

☐

Advanced Learning Division Financial Form

☐

Any supporting documentation (*reviews, letters of support, etc.*)

**If you have any questions or require further information, please contact:**

Advanced Learning Division  
Manitoba Education and Advanced Learning  
608-330 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[ald@gov.mb.ca](mailto:ald@gov.mb.ca)



**ADVANCED LEARNING DIVISION**  
**Program Proposal Financial Form**

**Form Instructions:**

1. When proposing a new program *Current Fiscal Year* (the first column) should be left blank, with the first year of the program starting in year 1.
2. When proposing a program expansion *Current Fiscal* should be entered in the first column.
3. If a program reaches maturity prior to *Fiscal Year 4* , remaining fiscal year columns must still be completed so that *Ongoing Program Funding* can be calculated.
4. Fill in line items for revenue, expenditure, and capital as these pertain to the program. Examples are correspondently listed to the right of the table.
5. Ensure that line items account for overhead. For example, include the amount of tuition that the program will receive after administrative overhead.
6. Only fill out areas shaded in green, using cash accounting. The increment, on-going and total will self-populate accordingly.

Overview	
<b>Institution:</b>	Univeristy of Manitoba, Faculty of Graduate Studies
<b>Program Name:</b>	Master of Science, Graduate Prosthodontics Program
<b>Contact Information:</b>	Dr. Igor Pesun
<b>Date:</b>	

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
<b>REVENUE INFORMATION</b>										
Tuition	\$ -	\$ 85,000	\$ 85,000	\$ 170,000	\$ 85,000	\$ 255,000	\$ 85,000	\$ 255,000	\$ -	\$ 255,000
Contribution from Institution	\$ -	\$ 375,000	\$ 375,000	\$ 382,500	\$ 7,500	\$ 382,500	\$ -	\$ 382,500	\$ -	\$ 382,500
Other Revenue	\$ -	\$ 195,000	\$ 195,000	\$ 355,000	\$ 160,000	\$ 505,000	\$ 150,000	\$ 550,000	\$ 45,000	\$ 550,000
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<b>Total Revenue (A)</b>	\$ -	\$ 655,000	\$ 655,000	\$ 907,500	\$ 252,500	\$ 1,142,500	\$ 235,000	\$ 1,187,500	\$ 45,000	\$ 1,187,500

	Current Fiscal Year	Fiscal Year 1	Increment	Fiscal Year 2	Increment	Fiscal Year 3	Increment	Fiscal Year 4	Increment	Ongoing Program Funding
	(Enter 0's if new program)	Budget Yr 1	(change from current year to year 1)	Budget Yr 2	(change from year 1 to year 2)	Budget Yr 3	(change from year 2 to year 3)	Budget Yr 4	(change from year 3 to year 4)	
<b>EXPENDITURE INFORMATION</b>										
Salaries - Direct (faculty, program administrators)	\$ -	\$ 300,000	\$ 300,000	\$ 381,000	\$ 81,000	\$ 500,000	\$ 119,000	\$ 500,000	\$ -	\$ 500,000
Salaries - Indirect (shared services, student support)	\$ -	\$ 27,900	\$ 27,900	\$ 83,800	\$ 55,900	\$ 87,200	\$ 3,400	\$ 90,000	\$ 2,800	\$ 90,000
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<b>Total Expenditures (B)</b>	\$ -	\$ 327,900	\$ 327,900	\$ 464,800	\$ 136,900	\$ 587,200	\$ 122,400	\$ 590,000	\$ 2,800	\$ 590,000



# Proposed Time Table

Year 1 Fall	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50	Classic Literature Review	Current Literature Review		Supportive Courses and Research	Advanced Dental Materials
9:00 - 10:00	Clinic	Clinic	Deer Lodge Dental Clinic		Clinic
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Faculty Hour	Complete Denture Lecture	Deer Lodge Dental Clinic	Advanced Clinical Prosthodontics	Prosthodontic Dental Laboratory Technology
2:00 - 3:00	Clinic	Complete Denture Lab		Craniofacial Differences Clinic	Prosthodontic Dental Laboratory Technology
3:00 - 4:00					
4:00 - 5:00					
Year 1 Winter	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50	Classic Literature Review	Current Literature Review			
9:00 - 10:00	Clinic	Clinic	Research	Supportive Courses and Research	Supportive Courses and Research
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Faculty Hour	Complete Denture Lecture		Advanced Clinical Prosthodontics	Prosthodontic Dental Laboratory Technology
2:00 - 3:00	Clinic	Complete Denture Lab	Clinic	Craniofacial Differences Clinic and Research	Prosthodontic Dental Laboratory Technology
3:00 - 4:00					
4:00 - 5:00					

Year 1 Spring	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50		Current Literature Review			
9:00 - 10:00	Clinic	Clinic	Clinic	Clinic Research	
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Clinic	Clinic	Clinic	Clinic Research	
2:00 - 3:00					
3:00 - 4:00					

Year 2 Fall	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50	Classic Literature Review	Current Literature Review		Supportive Courses	Supportive Courses
9:00 - 10:00	Clinic	Clinic	Supportive Courses and Research	Clinic	Clinic
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Faculty Hour	Supportive Courses	Supportive Courses and Research	Advanced Clinical Prosthodontics	Fixed Prosthodontics Lecture
2:00 - 3:00	Clinic				Fixed Prosthodontics Lab
3:00 - 4:00					
4:00 - 5:00					



Year 2 Winter	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50	Classic Literature Review	Current Literature Review	Supportive Courses and Research	Supportive Courses	
9:00 - 10:00	Clinic	Clinic		Clinic	Clinic
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50		Supportive Courses and Research		Advanced Clinical Prosthodontics	Fixed Prosthodontics Lecture
2:00 - 3:00	Clinic		Clinic		Fixed Prosthodontics Lab
3:00 - 4:00					
4:00 - 5:00					
Year 2 Spring	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50	Classic Literature Review	Current Literature Review	Advanced Clinical Prosthodontics		
9:00 - 10:00	Clinic	Clinic	Clinic	Clinic Research	
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Clinic	Clinic	Clinic	Clinic Research	
2:00 - 3:00					
3:00 - 4:00					

Year 3 Fall	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50		Current Literature Review			
9:00 - 10:00	Clinic	Clinic	Fixed Pros Clinic or Thurs PM	Clinic	Clinic
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Faculty Hour	Supportive Courses	Supportive Courses and Research		Clinic
2:00 - 3:00	Clinic	and Research		Complete Denture Clinic or Wed AM	
3:00 - 4:00					
4:00 - 5:00					
Year 3 Winter	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 -8:50		Current Literature Review			
9:00 - 10:00	Clinic	Clinic	Fixed Pros Clinic or Thurs PM or Research	Clinic	Clinic
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Faculty Hour	Supportive Courses			Clinic
2:00 - 3:00	Clinic	and Research	Clinic	Complete Denture Clinic or Wed AM or Research	
3:00 - 4:00					
4:00 - 5:00					

Year 3 Spring	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 8:50		Current Literature Review			
9:00 - 10:00	Clinic	Clinic	Clinic	Clinic Research	
10:00 - 11:00					
11:00 - 12:00					
12:00 - 1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00 - 1:50	Clinic	Clinic	Clinic	Clinic Research	
2:00 - 3:00					
3:00 - 4:00					

Percent Time Distribution Throughout The Program					
Year	Term	Didactic Courses	Clinic	Teaching	Research
1	Fall	15	70	10	5
	Winter	30	50	10	10
	Spring		80		20
	Summer		60		40
2	Fall	30	50	10	10
	Winter	25	60	10	5
	Spring		80		20
	Summer		60		40
3	Fall	25	60	10	5
	Winter	10	70	10	10
	Spring		80		20

# Faculty of Graduate Studies

## Name of Unit: M.Sc. Prosthodontics

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>The Faculty of Graduate Studies academic guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student's program. It is the responsibility of students and the unit offering a graduate program to read and follow the policies contained herein.</p> <p>All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Regulations may vary from one department or program to another. Individual departments may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.</p> <p>For those programs that are administered through a Faculty (as opposed to a Department) the term "Department" should be substituted by "Unit" within this document (i.e. Department Head becomes Unit Head.)</p> <p><b>PREFACE</b></p> <p>The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.</p> <p><b>Definitions</b></p> <p>The "Dean of the Faculty of Graduate Studies" shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.</p> <p>"Unit" shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the <i>de facto</i> Head of the unit. The term "unit" shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the <i>de facto</i> <u>Head of interdisciplinary programs administered by the Faculty of Graduate Studies</u>. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.</p> <p><b>Section 1: Application, Admission, and Registration Policies</b></p> <p><b>1.1 Application and Admission Procedures</b></p> <p>The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. <b>Applicants should contact the department to which they are applying for the procedures, requirements and departmental application deadlines in effect.</b></p> <p><b>1.1.1 Process:</b></p> <p>1.1.1 (a) A completed official application for admission form must be submitted, together with the</p>	<p>The Graduate Studies Committee (GSC) consists of: Head (<i>ex officio</i>), three departmental faculty members (with one acting as chair) and one graduate student. The student member cannot participate in those parts of the meetings during which matters such as examinations, fellowships, awards, and academic standing are discussed.</p> <p>Departmental contact, address, generic email (no individual's names please), phone number:</p> <p>Graduate Prosthodontics Division of Prosthodontics Department of Restorative Dentistry D227 – 780 Bannatyne Ave Winnipeg MB R3E0W2 <a href="mailto:Graduate.Prosthodontics@umanitoba.ca">Graduate.Prosthodontics@umanitoba.ca</a> Phone: 204 789 5695 Fax: 204 789 3916</p>

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation																
<p>application fee and supporting documentation, to the Faculty of Graduate Studies.</p> <p><b>NOTE:</b> International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).</p> <p>1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit’s criteria including, but not limited to, space, facilities, and advisors.</p> <p>1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies’ eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.</p>																	
<p><b>1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)</b></p> <p>The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units. Individual units may have earlier deadlines.</p> <table><tr><th>Session</th><th>Start Date</th><th>Canadian/US</th><th>International</th></tr><tr><td>FALL</td><td>September</td><td>July 1</td><td>April 1</td></tr><tr><td>WINTER</td><td>January</td><td>November 1</td><td>August 1</td></tr><tr><td>SUMMER</td><td>May</td><td>March 1</td><td>December 1</td></tr></table> <p><b>IMPORTANT:</b> Applicants are <b>required</b> to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/index.html">http://umanitoba.ca/faculties/graduate_studies/admissions/index.html</a></p> <p>The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.</p>	Session	Start Date	Canadian/US	International	FALL	September	July 1	April 1	WINTER	January	November 1	August 1	SUMMER	May	March 1	December 1	<p><i>Internal Unit Application Deadlines or statements such as “one month earlier than FGS deadlines”:</i></p> <p>All applicants must submit a current Curriculum Vita. Completed applications must be received by September 1<sup>st</sup> in the year preceding the commencement of the program (August 1<sup>st</sup>.)</p> <p>Applicants must submit a personal essay (500-600 words maximum), which outlines their reasons for choosing Prosthodontics and why they applied to the University of Manitoba.</p>
Session	Start Date	Canadian/US	International														
FALL	September	July 1	April 1														
WINTER	January	November 1	August 1														
SUMMER	May	March 1	December 1														
<p><b>1.1.3 Application Fee</b></p> <p>A \$100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants. If submitting a paper application, a \$120.00 (CDN) fee must accompany the admission application.</p>																	
<p><b>1.1.4 Transcripts</b></p> <p>If admitted, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. <b>Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies.</b> In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application upon admission.</p>																	
<p><b>1.1.5 Transcripts: International</b></p> <p>Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.</p>																	
<p><b>1.1.6 Transcripts: University of Manitoba</b></p> <p>University of Manitoba students are not required to submit University of Manitoba transcripts.</p>																	
<p><b>1.1.7 Proficiency in English</b></p>	<p>All Prosthodontic Candidates whose primary language is not English must provide evidence of successful completion of TOEFL as listed.</p>																

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the <a href="#">English Language Proficiency Test Exemption List</a> (see next section). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. <b>Please note:</b> scores more than two years old are not acceptable.</p> <p>Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:</p> <ul style="list-style-type: none"> <li>• University of Michigan English Language Examination Assessment Battery (MELAB) (80%)</li> <li>• Test of English as a Foreign Language (TOEFL)– Paper-based test (550); Internet based -iBT (80)</li> <li>• Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)</li> <li>• International English Language Testing System (IELTS) (6.5)</li> <li>• Academic English Program for University and College Entrance (AEPUCE) (65%)</li> <li>• Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)</li> </ul> <p><b>Note:</b> In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.</p>	
<p><b>1.1.8 English Language Proficiency Test Exemption List</b></p> <p>Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction is English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found at <a href="http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm">http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm</a></p>	
<p><b>1.1.9 Letters of Recommendation</b></p> <p>Letters of Recommendation are submitted electronically through the online application system. If recommendation forms are required, please contact the Faculty of Graduate Studies Office, <a href="mailto:graduate.studies@umanitoba.ca">graduate.studies@umanitoba.ca</a>. If submitting hard copies, recommendation letters must be received in individually sealed envelopes with the referee's signature across the closing flap of the envelope.</p> <p>Generally, two Letters of Recommendation must be submitted to the Faculty of Graduate Studies. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation.</p>	<p><i>Indicate if more than 2 letters are required</i></p> <p>A total of 3 letters are required.</p> <p>A Dean's letter from the institution which conferred the applicant's dental degree.</p> <p>2 recent letters of reference one of which must be from a current or recent position/institution.</p>
<p><b>1.1.10 Admission Tests</b></p> <p>Some units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular unit, and if required, the scores must be submitted at the time of application.</p>	
<p><b>1.1.11 Entrance Requirements</b></p> <p>The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two previous years of full time university study (60 credit hours).</p>	
<p><b>1.1.12 Eligibility of University of Manitoba Staff Members</b></p> <p>A staff member at the University of Manitoba at the rank of Assistant Professor or above is not</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>eligible to apply for admission to a graduate program in the unit in which the appointment is held.</p> <p><b>1.2 Registration Procedures</b></p> <p><b>1.2.1 Registration</b></p> <p>Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.</p> <p>All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the unit, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the unit, for up to one year following acceptance.</p> <p><b>All programs must be approved by the Head of the major unit or designate.</b> Approval to take courses from units outside the major unit must be obtained from the outside unit.</p> <p>The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student's admission/registration.</p> <p>Where a student does register in two programs, the student must declare themselves as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.</p>	<p>Students entering the first year of the program must be registered as students of the University of Manitoba by August 1<sup>st</sup>.</p>
<p><b>1.2.2 Re-Registration</b></p> <p>Any student whose program of study extends for more than one year must re-register in both the fall and winter terms of each succeeding year of his/her program until a degree is obtained (or in the case of pre-Master's students, their program is completed). <b>Failure to re-register will result in the discontinuation of his/her graduate status.</b> A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence", Section 8 of this Guide).</p> <p>The notation 'Discontinued Graduate Program' will be placed on the academic record of any graduate student who has failed to maintain continuous registration.</p>	<p>The minimum time registered in the program as a full-time student will still be 33 months. Students must be registered on a continuing basis throughout the 33 consecutive months of their program.</p> <p>When exceptional leave of absence is granted (see Section 8 of this guide), satisfactory completion of all of the program requirements while maintaining a minimum GPA of 3.0 is required. Additional time in the program may be needed beyond the 33 months to fulfill those requirements.</p> <p>Students on approved leave of absence cannot participate in any program activities either on university property or at any external location.</p> <p>Students returning from an approved leave of absence will meet with their supervisor (Program Director) who will establish whether any adjustment to their program of study is required as they go forward in the program. Any such adjustments will be contained in a progress report to the Faculty of Graduate studies for approval.</p>
<p><b>1.2.3 Registration Revisions</b></p> <p>For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.</p> <p><b>Note:</b> Graduate students are not permitted to withdraw from courses without written permission from their unit Head on recommendation from their advisor/advisory committee. The notation</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>"Required to Withdraw" will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.</p>	
<p><b>1.2.4 Advisor Student Guidelines</b></p> <p>All students in thesis/practicum programs, in consultation with their advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.</p>	
<p><b>1.2.5. Western Deans' Agreement</b></p> <p>This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions.</p> <p>1.2.5.1 The Western Deans' Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.</p> <p>1.2.5.2 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.</p> <p>1.2.5.3 Students will qualify for the fee waiver if they:</p> <ul style="list-style-type: none"> <li>a) present the "Authorization Form: Western Deans' Agreement" signed by the Dean or designate and the unit Head or advisor of a participating Western institution specifying the courses to be taken for credit toward a graduate degree program at their home institution;</li> <li>b) are in good standing in a graduate program at the home institution;</li> <li>c) have paid all current and back fees at the home institution.</li> </ul> <p>1.2.5.4 Students must meet all requirements as prescribed by the host university's regulations, deadlines, class capacities, and course prerequisites.</p> <p>1.2.5.5 Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.</p> <p>1.2.5.6 Students must have the Authorization Form approved by the relevant unit Head and the Faculty of Graduate Studies at the host institution at least two weeks prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.</p> <p>1.2.5.7 Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.</p> <p>1.2.5.8 Students must send confirmation of registration and notice of any change to the graduate Records Office of the home institution at the time of registration or course change is completed.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>1.2.5.9 Students may not claim fee waivers under the terms of this Agreement for a period of more than 12 months in total.</p> <p>1.2.5.10 Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at <a href="http://wcdgs.ca/">http://wcdgs.ca/</a></p>	
<p><b>1.3 Course Classifications</b></p> <p><b>1.3.1 General Classifications</b></p> <p>Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the unit.</p> <p>"X" Auxiliary course: Course is not a major requirement of the program but is required by the student's advisor.** Extra courses that are not part of the Master's or Ph.D. program but which are specified and required by the student's advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the unit. (Please consult the individual unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards. (The University of Manitoba Graduate Fellowship (UMGF) and International Graduate Student Scholarship (IGSS) use X courses in the calculation of the GPA.) The student's advisor and unit Head must determine if there is a valid need for the registration in courses under the X classification. A maximum of 12 credit hours under the X course classification is permitted while registered in a given program.</p> <p>"A" Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</p> <p>"O" Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</p> <p><b>** Note:</b> Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the "Registration Revision" section of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the <i>Calendar</i>.</p>	<p>The Program Director will specify which auxiliary course(s), if any, students should register for, prior to the registration periods for those courses.</p> <p>When such courses are specified, their completion to the minimum standard required by Faculty of Graduate Studies will be a necessary requirement for completion of the program.</p>
<p><b>1.3.2 Continuing Courses (CO)</b></p> <p>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of "CO" be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).</p> <p>In the absence of an assigned mark of "CO", the student may receive a mark of "F" in that term.</p> <p><b>Note:</b> A CO will normally not be permitted longer than twelve months. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted, the instructor and unit Head must also submit the "Recommendation for Continuing Status of a Course" form stating the reason for the CO and the deadline by which the course must be completed.</p>	<p>Courses must be completed to the required standard before advancement and registration at the next level. CO will be assigned to those courses until the completion of the course.</p> <p>If the student progress in any of these courses is not satisfactory, the student will be advised, placed on probation and the Faculty of Graduate Studies informed. Any remedial action must be approved by the Faculty of Graduate Studies and may include additional time in the program.</p>
<p><b>1.3.3 Incomplete Courses</b></p> <p>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of "Incomplete". It is</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>understood that the student is to write the final examination if one is scheduled for the course.</p> <p>Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</p> <p>Normally, the following maximum extensions are allowed:</p> <p>August 1<sup>st</sup> for courses terminated in April</p> <p>December 1<sup>st</sup> for courses terminated in August</p> <p>April 1<sup>st</sup> for courses terminated in December</p> <p>If a final grade is not reported within one month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</p>	
<p><b>1.4 Student Status/Categories of Students</b></p> <p><b>1.4.1 Full-Time And Part-Time Students</b></p> <p>Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.</p> <p>Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the "Change of Status" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). The form must be approved by the unit Head and submitted to the Faculty of Graduate Studies.</p> <p>Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one month of the start of the Summer term.</p> <p><b>For every full year (twelve months) a Master's student is declared as part time they will receive an additional four months in time to complete their program. For every two years (24 months) a Master's student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two years (24 months) a Ph.D. student is declared as part time they will receive an additional four months in time to complete their program. Retroactive status changes will not be made.</b></p>	<p><i>Note: New calculation of full time equivalency of part-time status</i></p>
<p><b>1.4.2 Pre-Master's Or Qualifying Students</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study. The pre-Master's program is intended to bring the student's standing to approximately the level of an Honours graduate in the major unit, and to provide any necessary prerequisites for courses.</p>	
<p><b>1.4.3 Occasional Students</b></p> <p>A student wishing to take graduate courses with no intention of applying them toward an advanced degree at the University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category. <b>Note:</b></p> <ol style="list-style-type: none"> <li>1. Transfer of courses from the "occasional" category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program.</li> <li>2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.</li> <li>3. Registration in the occasional student category can be for no more than one academic year without reapplication.</li> <li>4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.</li> </ol>	
<p><b>1.4.4 Joint Masters (With the University of Winnipeg)</b></p> <p>The University of Manitoba and the University of Winnipeg offer four joint Master's programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master's qualifying work for these programs register at the university where the courses are being taken.</p>	
<p><b>1.4.5 Visiting Students</b></p> <p>Visiting students are students who are registered at another institution who are taking one or more courses at the University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an application form, along with a \$100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications should be submitted to the Faculty of Graduate Studies prior to the start of the intended term of study.</p>	
<p><b>SECTION 2: Academic Performance - General</b></p> <p><b>2.1 General Note</b></p> <p><b>Students are ultimately responsible for ensuring that they meet all degree and program requirements.</b> The advisor (and if appropriate co-advisor), advisory committee, and unit must ensure that each student follows the guidelines and meets the program requirements. The Faculty of Graduate Studies performs a final check of program requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to the degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.</p> <p>Units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by units:</p> <p>The unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).</p> <p>The unit must notify the student of the deficiency and of its recommendation.</p> <p>If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.</p> <p><b>Note:</b></p>	<p><i>For information specific to the Master's use section (box) 4.7.3, and for information specific to the Ph.D. use section (box) 5.6; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.3 and 5.6.</i></p> <p><i>Note: Progress Reports may be submitted more than annually.</i></p> <p>Prosthodontic Program Committee which is made up of Clinical Teaching Faculty and Ad Hoc members from Other departments involved in teaching in the graduate Prosthodontic Program will meet at least twice annually to discuss student progress and related matters.</p> <p>The Advisor (Program Director) and the student will meet twice per academic year to review performance and complete a Progress Report. These reviews are intended to ensure that performance concerns are dealt with appropriately, and that both the program and student are provided with all supports available to assist them. The Progress Reports will be forwarded to the Faculty of Graduate Studies and any student who fails to meet the minimum standards may be required to withdraw from the program.</p>

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw". Voluntary withdrawal from a program is only permitted if the student is in good academic standing.</p> <p>Recommendations of units will supersede student requests for voluntary withdrawal.</p> <p>A student who has been required to withdraw from a graduate program at The University of Manitoba may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>2.2 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	<p><i>Note: Progress Reports may be submitted more than annually</i></p>
<p><b>2.3 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the most recent grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are required to withdraw, unless otherwise stated in the unit's supplemental regulations. <b>Note:</b></p> <p>In exceptional circumstances, the unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.</p> <p>Supplemental exams are not permitted to students in the Master's or Ph.D. program, unless otherwise stated in the unit's supplemental regulations.</p> <p>All actions taken administratively are to be reported, in summary form, to the Faculty of Graduate Studies Executive Committee.</p>	<p><i>For information specific to the Master's use section (box) 4.7.4, and for information specific to the Ph.D. use section (box) 5.6.1; for information common to both programs, use this box; if this box is used, put references to this section in 4.7.4 and 5.6.1.</i></p> <p>Failure to meet required standards or complete any one of the required Courses within the prescribed time period may result in the student being awarded a failure in the course.</p> <p>The resident will receive feedback on their progress in those courses. Continual poor performance in any of those courses will result in a "in need of improvement" mention in the progress report. Failure to improve may result in dismissal from the program or if deemed appropriate by the program director remediation (additional time spent in the program).</p>
<p><b>SECTION 3: General Regulations: Pre-Master's</b></p> <p><b>3.1 Admission and Program Requirements</b></p> <p>Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two full years of university study will be considered for admission to a pre-Master's program. These are the minimum requirements of the Faculty of Graduate Studies. Units may specify higher or additional criteria. <u>Admission to a pre-Master's program does not guarantee future admission to a Master's program.</u> As the pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree, units should assign to students, as part of their pre-Master's program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>3.2 Academic Performance</b></p> <p>3.2.1. The unit Head is responsible for assigning the courses and monitoring the progress of each student.</p> <p>3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master's program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.</p> <p>3.2.3. Students deficient in 6 hours of credit or less may be permitted to write a supplemental examination (when offered in the unit's supplemental regulations) in courses in which a grade of C or less was obtained.</p> <p>3.2.4. Students deficient in 6 hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one supplemental examination in each course (when offered in the unit's supplemental regulations), to repeat the courses, or to take equivalent substitute courses.</p> <p><b>Note:</b> In exceptional circumstances, when a student is deficient in more than 6 credit hours, the student may be permitted to repeat the pre-Master's year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.</p> <p>A student may be permitted to repeat the pre-Master's year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only once for each course to a maximum of 9 credit hours of coursework.</p> <p>If a course is repeated or a supplemental examination is written, the most recent grade obtained in that course will be used in the determination of the degree GPA.</p> <p>The degree GPA is cumulative in a pre-Master's program if more than one year is required to complete the course requirements.</p> <p>All action taken administratively is to be reported in summary form to the Faculty of Graduate Studies Executive Committee.</p>	
<p><b>SECTION 4: General Regulations: Master's</b></p> <p><b>4.1 General</b></p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion. Individual units may offer Master's programs by one or more of the following programs:</p> <ul style="list-style-type: none"> <li>• Thesis/practicum-based;</li> <li>• Course-based/comprehensive;</li> <li>• Accredited professional.</li> </ul> <p><b>4.2 Diploma Programs</b></p> <p>The regulations for the Master's program shall also prevail for diploma programs. All students should consult the unit supplemental regulations regarding diploma programs.</p>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>4.3.1 General Criteria</b></p> <p>Students who are eligible to be considered for direct admission to a program of study leading to the Master's degree include:</p> <ul style="list-style-type: none"> <li>• Graduates of four-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from: <ul style="list-style-type: none"> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by the Faculty of Graduate Studies.</li> </ul> </li> <li>• Graduates from first-cycle Bologna compliant degrees.</li> <li>• Students who have completed the pre-Master's program from: <ul style="list-style-type: none"> <li>○ the University of Manitoba; or</li> <li>○ Canadian institutions empowered by law to grant degrees; or</li> <li>○ Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.</li> </ul> </li> </ul> <p>All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master's program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.</p>	<p><i>Relevant information could include:</i></p> <ul style="list-style-type: none"> <li>• Minimum admission criteria (beyond FGS requirements)</li> <li>• Admission/selection committee composition (if applicable)</li> <li>• Admission/selection procedures</li> <li>• Indicate which specific major areas are acceptable</li> </ul> <p>DMD or DDS from a minimum 4 year undergraduate Dental School. A DMD , DDS that is only 3 years in length is acceptable if the undergraduate dental school is accredited in Canada.</p>
<p><b>4.3.2 Pre-Master's Programs</b></p> <p>In specific cases where the academic background of the student is judged to be insufficient for the given program in a unit, the unit may recommend that the student be admitted to a pre-Master's program of study (Section 3).</p> <p>The pre-Master's program of study is intended to bring a student's background up to the equivalent of the required 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.</p>	
<p><b>4.4 Program Requirements</b></p> <p>In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the unit and may follow the unit's supplemental regulations. Any single course cannot be used for credit toward more than one program.</p>	
<p><b>4.4.1 Thesis/Practicum Route</b></p> <p>A minimum of 12 credit hours of coursework, unless otherwise stated in the unit's supplemental regulations, plus a thesis or practicum. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the unit's supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.</p>	<p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p> <p>The minimum number of credit hours required in the program is 96 hours. This includes the following required courses.</p> <p>DDSS 7130 ; Credit 3    ORLB 7090 ; Credit 3  ANAT 7060 ; Credit 6    DDSS 7300 ; Credit 3  RSTD 7012 ; Credit 1    RSTD 7112 ; Credit 1  RSTD 7014 ; Credit 1    RSTD 7114 ; Credit 1  RSTD 7016 ; Credit 8    RSTD 7116 ; Credit 8  RSTD 7018 ; Credit 1    RSTD 7118 ; Credit 1  RSTD 7010 ; Credit 4    DDSS 7230 ; Credit 6  CHSC 6810 ; Credit 3    RSTD 7022 ; Credit 1  RSTD 7122 ; Credit 1    RSTD 7024 ; Credit 1  RSTD 7124 ; Credit 1    RSTD 7026 ; Credit 8</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
	<p>RSTD 7126 ; Credit 8 RSTD 7028 ; Credit 1  RSTD 7128 ; Credit 1 DDSS 7220 ; Credit 3  RSTD 7032 ; Credit 1 RSTD 7132 ; Credit 1  RSTD 7036 ; Credit 8 RSTD 7136 ; Credit 8  RSTD 7038 ; Credit 1 RSTD 7138 ; Credit 1  RSTD 7100 ; Credit 1</p> <p>All students are required to complete the course DDSS7220 Essay/Research Project.</p> <p>Students in the first year of their respective program must register for this course, select a project, which must be approved by the Program Director. An advisor and an advisory committee are appointed by the Program Director. Students should consult the course outlines for this course early in the first year of their program. The course outlines contain details for the conduct of the course and at the end of each year in the program a CO grade is assigned until the course is completed and a passing grade awarded. This program requires the completion of a thesis of publishable quality.</p>
<p><b>4.4.2 Course-based/Comprehensive Examination Route</b></p> <p>A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at <b>least 18 credit hours at the 7000 level or above</b> with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.</p>	<p><i>Note: Minimum of 18 credit hours must now be taken at the 7000 level or above.</i></p> <p><i>Indicate if the minimum or maximum number of credit hours required in the program differs from that required by FGS. List required courses (including full numbers and minimum level, e.g., 7000), and credit hours</i></p>
<p><b>4.4.3 Accredited Professional Route</b></p> <p>The credit hours and course requirements shall reflect the requirements of the external accrediting body.</p>	
<p><b>4.4.4 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.</p>	<p><i>Indicate if (or if not) required</i></p>
<p><b>4.4.5 Advanced Credit</b></p> <p>Advance credit for courses completed prior to admission to a Master's program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the "Recommendation for Advance Credit (Transfer of Courses)" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <ul style="list-style-type: none"> <li>• Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>• No more than half of the required coursework for the program can be given advance credit.</li> <li>• A course may not be used for credit toward more than one program.</li> <li>• The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba.</li> </ul> <p>Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.</p>	<p>Students holding a PhD or Master's degree may apply for advanced credit in certain courses following Faculty of Graduate Studies procedures.</p> <p>No advanced credit is available for clinical courses. In circumstances where the student is not transferring from a program recognized as an Accredited Prosthodontic program in Canada or the United States, the student is responsible for and must ensure that any program modifications they apply for, and are granted by the University of Manitoba, do not conflict with any subsequent application on their part to sit the National Specialty Certification Board's examinations which are administered by the Royal College of Dentists of Canada.</p>
<p><b>4.4.6 Transfer Credit</b></p>	<p>Courses or parts of courses taken at institutions outside</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ul style="list-style-type: none"> <li>• must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>• are considered on an individual basis;</li> <li>• cannot be used for credit towards another degree;</li> <li>• may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.</li> </ul> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	<p>the Province of Manitoba and not directly affiliated with the University of Manitoba must receive prior approval from the Department, the Program, and from the Registrar of the University of Manitoba. Such "elective experiences" must be approved by the Program Director and must be applied for at least six months prior.</p> <p>The maximum length for an elective is four consecutive weeks and the period will be designated by the Program Director.</p>
<p><b>4.4.7 Time in Program</b></p> <p>The minimum time for students in the Master's program is equivalent to two terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.</p> <p>The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time s and six years for students declared as part-time ( see section 1.4.1). Individual units and/or programs may have specified minimum and maximum time limits, and students should periodically check unit supplemental regulations regarding these specific requirements.</p> <p>Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	<p><i>Note: Maximum time to completion is now 4 years for full-time students. See section 1.4.1 for criteria relating to full-time and part-time status.</i></p> <p>This program has a minimum of 33 months to complete the program.</p>
<p><b>4.5 Student's Advisor/Co-Advisor</b></p> <p>Each student should have an advisor upon entry into the program, and must have one assigned no later than one term following registration. The advisor must:</p> <ul style="list-style-type: none"> <li>• hold at least a Master's degree or equivalent</li> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• have expertise in a discipline related to the student's program, and</li> <li>• must hold an appointment in the student's unit.</li> </ul> <p>It is the responsibility of the unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.</p> <p>In units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student's entry into the program, the unit Head, within one term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.</p> <p>In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the</p>	<p><i>Must a student have an advisor identified at time of admission?</i></p> <p>Due to the small size of the program, The Program Director will be the Student's primary advisor throughout the program.</p> <p>One or more co-advisors may be appointed by the Program Directors to direct the student in areas where specific expertise is required. Eg. research</p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>advisor. Together the advisor/co-advisor shall fulfill the role of advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-advisors' signatures are required on all documents where the advisor's signature is required.</p> <p>The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.</p> <p>The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p>All students should consult unit supplemental regulations for specific details regarding advisor/co-advisor requirements.</p>	
<p><b>4.6 Advisory Committee</b></p> <p><b>4.6.1 Thesis/Practicum Route</b></p> <p>Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.</p> <p>Additional specifications regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.2 Course-based/Comprehensive Examination Route</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p> <p><b>4.6.3 Accredited professional programs</b></p> <p>Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the unit's supplemental regulations and students should consult these regulations for specific requirements.</p>	
<p><b>4.7 Courses and Performance</b></p> <p><b>4.7.1 Course or Program Changes</b></p> <p>Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and unit</p>	<p><i>It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by FGS for PhD students) for internal use</i></p>

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Faculty of Graduate Studies Regulation	Supplemental Regulation
Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.	
<b>4.7.2 Lapse of Credit of Courses</b>  Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.	<i>Note: Lapse of course credit is now <b>7 years</b>.</i>
<b>4.7.3 Academic Performance</b>  Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form ( <a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a> ). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.	<i>Is a reference to section 2.1 necessary?</i>
<b>4.7.4 Performance in Coursework</b>  A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.	<i>Is a reference to section 2.3 necessary?</i>  Failure to meet required standards or complete any one of the required clinical courses within the prescribed time period may result in the student being awarded a failure in the course. Remediation actions, must be approved by the Faculty of Graduate Studies and instituted at least three months prior to the end of the course, or when a progress report indicates "in need of improvement" at any time prior to that.  Performance in this course will be evaluated on a continuing basis and regular reviews carried out by the Program Director and the supervising faculty. Support measures for remediation, must be approved by the Program Director, for any student failing to meet appropriate professional competence standards as revealed by performance evaluations.  Failure to meet required standards within the prescribed time period may result in the student receiving an extension to complete the program or being awarded a failure in the course.  When a student is awarded a failing grade a recommendation of required withdrawal from the program will be made by the Program Director to the Dean of the Faculty of Graduate Studies.
<b>4.7.5 Performance not related to Coursework</b>  In some units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is outlined in individual unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the "Progress Report Form" ( <a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a> ). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the unit Head to the Dean of the Faculty of Graduate Studies.	<i>Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes, etc.</i>  Students who have been suspended from clinical activities at university or external affiliated training sites for unethical or unprofessional behaviour will be reported to the Faculty of Graduate Studies and may be required to withdraw from the program.
<b>4.8 Requirements for Graduation</b>  All students must: <ul style="list-style-type: none"> <li>maintain a minimum degree grade point average of 3.0 with no grade below C+,</li> <li>meet the minimum and not exceed the maximum course requirements, and</li> </ul>	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<ul style="list-style-type: none"> <li>meet the minimum and not exceed the maximum time requirements.</li> </ul> <p>Individual units may have additional specific requirements for graduation and students should consult unit supplemental regulations for these specific requirements.</p>	
<p><b>4.8.1 Thesis/Practicum Route</b></p> <p><b>4.8.1.1 Thesis vs. Practicum</b></p> <p>Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.</p> <p>A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The rigour required for the practicum is equal to that required for the thesis. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.</p> <p>The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee/unit Head; students should consult unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.</p>	<p><i><b>Thesis/Practicum Proposal:</b></i>  <i>Provide details of proposal format, page limits, other guidelines, evaluation procedures, who approves the proposal; at what point in the program is the thesis proposal to be completed; is the oral presentation completed in open or closed session; is unanimous approval required; can a thesis proposal that is not approved the first time be resubmitted, etc.</i></p> <p>A thesis proposal of about 5 pages (introduction, purpose of research project, materials and methods, estimated budget, sources of funding, research time line, presentation at approved conference, and references) must be approved and signed by the advisory committee within 9-12 months of commencement of the 3 year program.</p> <p>The graduate program in the Department of Restorative Dentistry does not require a practicum.</p>
<p><b>4.8.1.2 Examining Committee</b></p> <p>The advisor will recommend an examining committee to the unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the "Master's Thesis/Practicum Title and Appointment of Examiners" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). This form must be approved by the Dean of the Faculty of Graduate Studies prior to the distribution of the thesis</p> <p>Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the unit's Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.</p> <p>The Head of the unit arranges for the distribution of the thesis/practicum to the examiners. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:</p> <ul style="list-style-type: none"> <li>Acceptable, without modification or with minor revision(s); or</li> <li>Acceptable, subject to modification and/or revision(s); or</li> <li>Not acceptable.</li> </ul>	<p><i>Specify how the examining committee differs from the advisory committee</i></p> <p>Normally the advisory committee serves as the examining committee. The Associate Dean (Research) of the College of Dentistry will be the chair of the examining committee for the final oral examination.</p>
<p><b>4.8.1.3 Oral Examination</b></p> <p>For units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the unit. Students should consult these supplemental regulations for specific</p>	<p><i>Note: There is provision for a dissenting voice in the outcome of the evaluation of the oral examination and written thesis.</i></p> <p><i>Provide details of scheduling of the oral examination, format and procedures of the examination, time</i></p>

Note:

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<p>requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the unit's responsibility to warn the student of any risk involved should he/she decide to proceed against the unit's recommendation.</p> <p>All members of the examining committee should be present at the examination.</p> <p>The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.</p> <p>Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.</p> <p>The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.</p> <p>The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms "approved" or "not approved" on the thesis/practicum final report form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Each examiner must indicate his/her opinion by his/her signature. If two or more examiners do not approve the thesis, then the student is deemed to have failed the defence.</p> <p>The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	<p><i>constraints on oral presentation, duration of questioning by examiners, number of rounds of questions, etc.</i></p> <p>A student has the right to an examination of the thesis if he/she believes it is ready for examination. However, it is recommended that once the entire committee has approved the final draft of the thesis, the student proceed with establishing the oral defence date.</p> <p>No thesis defences are permitted during the time period July 1<sup>st</sup> to August 15<sup>th</sup>.</p> <p>The oral defence is open to all and the student has 20 to 25 minutes for a presentation. Typically, 5 minutes is permitted per examiner in a first round of questions, then a second round with an opportunity for follow-up questions from each examiner. Questions may be permitted from the audience should time permit. The entire oral examination should not exceed 1 hour, following which the committee will deliberate on whether the candidate passes, passes subject to revision of the thesis or fails.</p>
<p><b>4.8.1.4 Failure</b></p> <p>In the case of a failure of the thesis/practicum at the Master's level, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student and advisor/co-advisor.</p> <p>A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>• The examining committee reports on the merits of the written thesis;</li> <li>• The defence; or</li> <li>• A combination of both stages.</li> </ul> <p>The examining process should be completed within one month of distribution of the thesis/practicum.</p>	<p><i>The report from the Chair should include how the first failure will be addressed and a timeline for when the second attempt should occur.</i></p> <p>A student will be required to meet with their advisory committee to review the report given to the Faculty of Graduate studies and address the deficiencies presented. Once these deficiencies have been adequately addressed a second attempt may be undertaken. A second examination will be scheduled within six months of the first examination.</p> <p>One copy of the final report must be submitted to the department and Faculty of Graduate Studies (FGS).</p>
<p><b>4.8.2 Course-based/Comprehensive Examination Route</b></p> <p>Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual units' supplemental regulations. Students should consult unit supplemental regulations for specific requirements.</p> <p>In those units where comprehensive examinations are required, students should consult unit supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the Report on Comprehensive Examination form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>) in the terms "pass" or "fail." No student may sit comprehensive examinations more than twice. Any student who receives a "fail"</p>	<p><i>Provide details of structure, format, duration of examination, composition of examining committee, evaluation criteria, etc.</i></p>

Note:

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on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.	
<b>4.9 Style and Format</b>  The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see <b>Appendix 1</b> ).	
<b>4.10 Deadlines for Graduation</b>  The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; or M. Eng. project, design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a culminating exercise (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published in the Academic Schedule of the <a href="#">Academic Graduate Calendar</a> .  <b>4.11 Details for Submissions of the Final Copy</b>  Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows: <ul style="list-style-type: none"> <li>• One digital version submitted as an e-thesis/practicum at the MSpace website (<a href="https://mspace.lib.umanitoba.ca/index.jsp">https://mspace.lib.umanitoba.ca/index.jsp</a>)</li> <li>• Final approval and release forms.</li> </ul>	
<b>4.12 Publication and Circulation of Thesis/Practicum</b>  Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.  <b>Note:</b> This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.  The forms and conditions pertaining to these license agreements are available with the Faculty of Graduate Studies. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully comprehended.  Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.  <b>Notes:</b>  <b>Patents</b> –Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.  <b>Restriction of Theses/Practica for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor may request in writing that the Dean of the Faculty of Graduate Studies	This program requires the completion of a thesis of publishable quality.

Note:

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<p>restrict access for a period up to one year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p><b>SECTION 5: Doctor of Philosophy General Regulations</b></p> <p>The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The Ph.D. is a research degree and is not conferred by the University of Manitoba solely as a result of coursework study.</p> <p>Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (<a href="http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html">http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html</a>), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, progression and completion.</p> <p><b>5.1 Admission</b></p> <p><b>5.1.1 General criteria</b></p> <p>Normally, the completion of a Master's degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master's program does not guarantee admission into the Ph.D. program. Some units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.</p>	
<p><b>5.1.2 Direct Admission from the Bachelor's Honours or equivalent</b></p> <p>With special recommendation of the unit concerned, applicants with an honours Bachelor's degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit's approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 3 years.</p>	
<p><b>5.1.3 Transfer from the Master's to the Ph.D. program</b></p> <p>Students who have not completed a Master's program may transfer to the Ph.D. program within the same unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student's commencement of the Master's program. The coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program. Students must complete at least 24 credit hours of coursework, unless the individual unit's approved Supplemental regulations specify otherwise.</p> <p>The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request: The "Application for Admission" form (and application fee); "Ph.D. Selection Committee Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf">http://umanitoba.ca/faculties/graduate_studies/media/cte_selection_report.pdf</a>); and in the case where the student does not hold a Master's degree, a letter of recommendation from the Head of</p>	

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<p>the unit.</p> <p>If the transfer occurs within 12 months of the initial registration in the Master's program, the student will be assessed Ph.D. fees for 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 2 years (as they will have already paid fees for the Master's program). Students are cautioned that such transfers may impact on the University of Manitoba Graduate Fellowship duration.</p> <p>Where a student with a Master's degree or equivalent is initially admitted and registered in a Master's program, that student may be transferred to the Ph.D. program within the same unit on the recommendation of the student's advisor/co-advisor and Head of the unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master's program. In such a case, the application fee is waived and fees assessed towards the Master's program will be deducted from the full 2 years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a 3 year Ph.D.</p>	
<p><b>5.1.4 Provisional Admission to the Ph.D.</b></p> <p>Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the unit and the Faculty of Graduate Studies to complete dual registration in the Master's and Ph.D. program simultaneously.</p>	
<p><b>5.1.5 English Language Proficiency</b></p> <p>Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognised English language competency tests:</p> <ul style="list-style-type: none"> <li>• MELAB – Minimum Final score of 80</li> <li>• TOEFL – Minimum iBT score of 80, or a minimum PBT 550</li> <li>• canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing</li> <li>• IELTS – Minimum score of 6.5 on the Academic Module</li> <li>• CAEL – Minimum 60 overall and 60 on each subject</li> <li>• AEPUCE – Minimum 65% overall.</li> </ul> <p>The language competency test may be waived if the applicant has completed a degree at a recognised University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.</p> <p>In all cases, test scores older than two years are invalid.</p>	
<p><b>5.1.6 Students with Disabilities</b></p> <p>See Accommodation Policy for Students with Disabilities:</p> <p><a href="http://umanitoba.ca/admin/governance/governing_documents/students/281.html">http://umanitoba.ca/admin/governance/governing_documents/students/281.html</a></p>	
<p><b>5.2 Student Advisor, Co-advisor and Advisory Committee</b></p> <p><b>5.2.1 Student Advisor</b></p> <p>Every Ph.D. student must have an advisor, appointed by the Head of the unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student's first</p>	

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<p>point of contact at the University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the unit and the Faculty of Graduate Studies.</p> <p>The advisor must:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• hold a Ph.D. or equivalent*,</li> <li>• be active in research,</li> <li>• have expertise in a discipline related to the student's program, and</li> <li>• hold an appointment in the student's unit</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.</p> <p>The advisor and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor and the student are required to sign the agreement; if the parties cannot agree on any component(s) of the ASG, the matter should be referred to the unit Graduate Chair, the Head of the unit or the Dean of the Faculty of Graduate Studies.</p> <p>Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.</p> <p><b>5.2.2 Co-advisor</b></p> <p>In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.</p> <p>The co-advisor must:</p> <ul style="list-style-type: none"> <li>• be a member of the Faculty of Graduate Studies,</li> <li>• hold a Ph.D. or equivalent*,</li> <li>• be active in research, and</li> <li>• have expertise in a discipline related to the student's program</li> </ul> <p>*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a</p>	

Note:

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<p>case by case basis and assessed by the potential co-advisor's demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered <i>per se</i> to be equivalent to a Ph.D.</p> <p>The co-advisor will usually be identified either:</p> <p>A) at the beginning of a student's program in situations where:</p> <ol style="list-style-type: none"> <li>1. the student desires to draw equally upon the expertise of two individuals, or</li> <li>2. the project is interdisciplinary in nature and requires the expertise of two advisors from their respective disciplines, or</li> </ol> <p>B) mid-way through a student's program due to:</p> <ol style="list-style-type: none"> <li>1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline, or</li> <li>2. the unit introducing a new Faculty member, to the standards of the unit, whose expertise facilitates the student's project.</li> </ol> <p>When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both the advisor and co-advisor's signatures are required on all documents where the advisor's signature is required.</p> <p>In all instances the Faculty of Graduate Studies must be informed of the co-assignment.</p>	
<p><b>5.2.3 Advisory Committee</b></p> <p>The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor, which should occur with much greater frequency than the advisory committee meetings.</p>	
<p><b>5.3 Program of Study</b></p> <p>As soon as possible, but no later than 24 months after a student has commenced their program, the student's program of study should be registered with the Faculty of Graduate Studies and should include:</p> <ul style="list-style-type: none"> <li>• information about the minimum or expected time for completion of the degree;</li> <li>• coursework to be taken;</li> <li>• any foreign language requirement;</li> <li>• the research area in which the thesis will be written.</li> </ul> <p>The approval of the student's advisor/co-advisor and the Head of the unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student's advisor/co-advisor, the advisory</p>	

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committee and the Head of the unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.	
<p><b>5.4 Program Requirements</b></p> <p>All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:</p> <ul style="list-style-type: none"> <li>Where admission to the Ph.D. is directly from a Master's degree, a <u>minimum</u> of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master's degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*</li> <li>Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a <u>minimum</u> of 24 credit hours plus a thesis is required. The coursework must include a <u>minimum</u> of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master's degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.*</li> </ul> <p>*Unless professional accreditation requirements and/or supplemental regulations indicate otherwise.</p>	
<p><b>5.4.1 Language Reading Requirements</b></p> <p>Some units specify a language requirement for the Ph.D. degree. Students are advised to check unit Supplemental regulations regarding this requirement.</p>	
<p><b>5.4.2 Advance Credit</b></p> <p>Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completion of the "Recommendation for Advance Credit (Transfer of Courses)" form.</p> <ol style="list-style-type: none"> <li>Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).</li> <li>No more than half of the required coursework for the program can be given advance credit.</li> <li>A course may not be used for credit toward more than one degree, diploma or certificate.</li> <li>The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.</li> <li>Regardless of the extent of advanced credit received, all students are required to pay the program fee.</li> </ol>	
<p><b>5.4.3 Transfer Credit</b></p> <p>Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:</p> <ol style="list-style-type: none"> <li>must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;</li> <li>are considered on an individual basis;</li> <li>cannot be used for credit towards another degree ;</li> <li>may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours</li> </ol>	

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<p>of coursework required.</p> <p>Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office; an original transcript and course equivalency must be provided.</p>	
<p><b>5.4.4 Lapse of Credit of Courses</b></p> <p>Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.</p>	
<p><b>5.5 Time Limits</b></p> <p><b>5.5.1 Minimum Time Limit</b></p> <p>The minimum time requirement for the program of study for a Ph.D. degree will normally be two years of study beyond the level of the Master's degree, or three years beyond the level of a Bachelor's degree. The student may be permitted to spend one of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student's advisory committee.</p> <p><b>5.5.2 Maximum Time Limit</b></p> <p><b>A student's candidature shall lapse if he/she fails to complete the degree within six years following initial registration in the Ph.D. program.</b> For those students who transfer from the Master's to the Ph.D., years spent in the Master's program are counted as years in the Ph.D. program. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.</p> <p>A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections "Extension of Time to Complete Program of Study" and "Leave of Absence") will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".</p>	
<p><b>5.6 Academic Performance</b></p> <p>Student progress shall be reported <b>at least</b> annually to the Faculty of Graduate Studies on the "Progress Report" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.</p>	
<p><b>5.6.1 Performance in Coursework</b></p> <p>A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.6.2 Performance Not Related to Coursework</b></p> <p>Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. The student's advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.</p>	
<p><b>5.7 Academic Requirement for Graduation</b></p>	

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<p>A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.</p>	
<p><b>5.8 Candidacy Examination</b></p> <p>The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam will vary from unit to unit. The purposes of the candidacy exam in doctoral programs is to determine the student's competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.</p> <p><b>At the time specified by the advisory committee--normally within the first year after the completion of the Ph.D. program coursework but in no case later than one year prior to expected graduation--the student must successfully complete the formal candidacy examination.</b></p> <p>The examination is conducted according to a procedure established by the unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The Candidacy Examination must be held at the University of Manitoba.</p> <p><b>This examination, which is independent from the thesis Proposal</b>, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. These must be made known to the students.</p> <p>A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.</p> <p>The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the "Report on Ph.D. Candidacy Examination" form (<a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a>).</p> <p>Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.</p> <p>On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.</p>	
<p><b>5.9 Thesis Proposal</b></p> <p>Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, <b>this exercise is independent from the candidacy examination</b>. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.</p>	
<p><b>5.10 Thesis</b></p> <p>An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication.</p> <p>The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the unit, be lucid and well written, and be reasonably free from errors of style and grammar (including typographical errors).</p>	

Note:

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<p>The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at:  <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html">http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html</a></p>	
<p><b>5.11 Thesis Examination Procedures</b></p> <p>The final examination for the Ph.D. degree proceeds in three stages (see <a href="#">Figure 5-1</a>):</p> <ol style="list-style-type: none"> <li>1. Examination of the candidate's thesis by an internal examining committee.</li> <li>2. Examination of the candidate's thesis by an external examiner.</li> <li>3. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.</li> </ol>	
<p><b>5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners</b></p> <p>The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. The candidate's advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate's advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.11.2 Formation of the Examining Committee II - External Examiner</b></p> <p>The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners' qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.</p> <p><b>The external examiner should:</b></p> <ul style="list-style-type: none"> <li>• hold a Ph.D. or equivalent;</li> <li>• hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university ;</li> <li>• have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to the University of Manitoba; and</li> <li>• have significant recent experience with the supervision and/or examination of Ph.D. students.</li> </ul> <p>The external examiner should not:</p> <ul style="list-style-type: none"> <li>• have acted as an external examiner for the same Ph.D. supervisor within the previous two years;</li> <li>• have been associated with the candidate at any time or in any significant way in the</li> </ul>	

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<p>past five years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member <i>etc.</i>); or</p> <ul style="list-style-type: none"> <li>be associated with the candidate's advisor/co-advisor in any of the following ways:</li> <li>former student;</li> <li>research advisor/co-advisor;</li> <li>research collaborator within the last five years;</li> <li>co-author of published material within the last five years. <ul style="list-style-type: none"> <li>have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.</li> </ul> </li> </ul> <p>The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate's advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.</p>	
<p><b>5.11.3 Changes in the Examining Committee</b></p> <p>The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.</p>	
<p><b>5.11.4 Distribution of the Thesis for Examination</b></p> <p>It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Academic Schedule in the Graduate Calendar should be consulted regarding dates by which theses must be submitted.</p> <p>Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.</p>	
<p><b>5.11.5 Responsibilities of the Examiners</b></p> <p>In general the examiners are responsible for:</p> <ul style="list-style-type: none"> <li>ensuring that the thesis and the candidate meet recognised scholarly standards for a Ph.D.</li> <li>appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis</li> <li>ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner</li> <li>evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis</li> </ul> <p>Notes:</p> <p>1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).</p> <p>2. Submission of previously published, peer-reviewed material in the thesis does not preclude its examination, either as a written document being reviewed by examiners or at the thesis defence.</p>	
<p><b>5.11.6 Process</b></p>	

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**Internal Examiners**

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and place it into one of the following categories:

1. The thesis represents a distinct contribution to the candidate's field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to external distribution.
2. The thesis has merit and makes a contribution to the candidate's field; however, there are research-related concerns that have the potential to be addressed in the oral examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis cannot proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

**If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. The candidate's advisor (and, if appropriate, co-advisor) may also wish to submit a report. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice. It is the responsibility of the advisor/student to provide a copy of the revised thesis to all internal committee members prior to the oral defence.**

**If two or more of the internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above) then the thesis fails.**

If the thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

**External Examiner**

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will

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<p>involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.</p> <p>If the external examiner fails a resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to oral defence, and the candidate is required to withdraw from the Faculty of Graduate Studies.</p> <p>The awarding of a passing grade by an external examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.</p> <p><b>Reports</b></p> <p>If advancement to the oral examination is approved, as outlined above, the Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the unit.</p>	
<p><b>5.12 The Oral Examination</b></p> <p><b>5.12.1 Scheduling</b></p> <p>Units cannot proceed with scheduling the oral defence prior to receiving the approved examiners report from the Faculty of Graduate Studies. The examination must be held at the University of Manitoba. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies.</p>	
<p><b>5.12.2 Attendance</b></p> <p>The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.</p> <p>The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation via video conferencing is expected.</p> <p>It is required that all internal members of the examining committee be present at the defence, unless exceptional circumstances prevent this and with prior approval of the Dean of the Faculty of Graduate Studies. Regardless, no more than two participants can use video conferencing.</p> <p>Under no circumstances can the candidate participate by video conferencing.</p> <p>Normally, the oral examination shall be open to all members of the University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.</p> <p>Regardless of open or closed status, no recording devices will be permitted.</p>	
<p><b>5.12.3 Format of the Examination</b></p> <p>The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience</p>	

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<p><b>5.12.4 Procedures for the Conduct of the Examination</b></p> <p>The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.</p> <p>The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained and the conclusions drawn from the study.</p> <p>Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.</p> <p>The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.</p>	
<p><b>5.12.5 Decision of the Committee:</b></p> <p>Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it.</p> <p>The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms "pass" or "fail" on the "Final Examination of the Ph.D. Thesis" form.</p> <ul style="list-style-type: none"> <li>• Pass: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.</li> <li>• Fail: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.</li> </ul> <p>If the external examiner <u>or</u> two or more internal examiners indicate a fail, the candidate fails the examination. A copy of the report, including providing written detailed reasons for the decision, will be made available to the candidate by the Dean of the Faculty of Graduate Studies.</p>	
<p><b>5.13 Candidate Awards</b></p> <p>The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.</p>	
<p><b>5.14 Graduation</b></p> <p>The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.</p> <p><b>Patents</b> –Refer to section 6 "Policy of Withholding Theses Pending Patent Applications" in this Guide.</p> <p><b>Restriction of Theses for Publication</b> – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access</p>	

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<p>for a period up to one year after the submission of the digital version of a thesis to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.</p> <p><b>Library and Archives Canada</b> – Library and Archives Canada obtains a copy of the thesis via the University's MSpace repository.</p>	
<p><b>5.15 Student Withdrawal</b></p> <p>A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:</p> <ul style="list-style-type: none"> <li>a) The internal examining committee reports on the merits of the written thesis;</li> <li>b) The external examiner reports on the merits of the written thesis;</li> <li>c) The oral examination; or</li> <li>d) A combination of any of these stages.</li> </ul>	
<p><b>SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission</b></p> <p>In 1970 the University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see the University of Manitoba governing document: <a href="http://umanitoba.ca/admin/governance/governing_documents/community/235.html">http://umanitoba.ca/admin/governance/governing_documents/community/235.html</a></p> <p>This situation may arise in the two circumstances defined below, both of which are governed by the same set of regulations.</p> <ol style="list-style-type: none"> <li>1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply.</li> <li>2. Where a patentable item is found during the course of research, then the advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.</li> </ol> <p><b>Regulations Concerning Release of a Thesis During Application and Negotiation For Patents</b></p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period not to exceed one year.</p> <p><b>Regulations Concerning Release of Thesis Pending Manuscript Submission</b></p> <p>The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will keep the thesis for a period up to one year.</p>	
<p><b>SECTION 7: Extension of Time to Complete Program of Study Content</b></p> <p>All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the "Request for Extension" form</p>	

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<p><a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a> and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies <b>at least three, but no more than four, months</b> prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.</p> <p>Requests for extension must be accompanied by a realistic timeline that has been agreed upon by the student and advisor/co-advisor and endorsed by the unit Head. The extension time requested must closely reflect the time required to complete the program.</p> <p><b>The normal time requested for extensions is four to eight months. More than one extension period may be considered. However the total approved for all extensions will not normally exceed one year.</b></p>	
<p><b>Section 8: Leaves of Absence</b></p> <p><b>8.1 Regular Leave</b></p> <p>A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on leave of absence, a student would not be expected to conduct study and/or thesis research work. Students on regular leaves of absence will be required to maintain continuous registration and pay the appropriate continuing fee. If a student has program tuition fees (as opposed to continuing fees) owing at the time of the granting of the leave, the tuition fees will be deferred until the student returns from leave; however, the continuing fee will be levied.* A regular leave of absence status does not extend the time limits as outlined in Faculty of Graduate Studies regulations.</p> <p><b>*Program Fees:</b> The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.</p>	
<p><b>8.2 Exceptional Leave</b></p> <p>In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, would not be required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.</p>	
<p><b>8.2.1 Fees</b></p> <p>Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.</p>	
<p><b>8.3 Parental Leave</b></p> <p>A graduate student who is expecting a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the unit, normally for a leave of four to twelve months. Leaves of other duration will be considered on an individual basis. Parental leaves must correspond with (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.</p>	
<p><b>8.3.1 Fees</b></p> <p>Students are not expected to pay fees for the term in which they have been granted a parental</p>	

Note:

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<p>leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.</p> <p><b>Note:</b> At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.</p>	
<p><b>8.4 Awards and Leave of Absence</b></p> <p>Students granted exceptional or parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.</p> <p><b>Note:</b> Other awards will be paid according to the conditions established by the donor or granting agency.</p>	
<p><b>8.5 Graduate Student Vacation Entitlement</b></p> <p>Students are entitled to three weeks of vacation over a 12-month period.</p>	
<p><b>SECTION 9: Appeals – Procedures and Guidelines</b></p> <p><b>9.1 General</b></p> <p>Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as the time limitations for submission of appeals.</p> <p>A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of the University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.</p> <p>Students are referred to the appeals section of the University of Manitoba Governing Documents (<a href="http://umanitoba.ca/admin/governance/governing_documents/index.html">http://umanitoba.ca/admin/governance/governing_documents/index.html</a>) for further details.</p> <p>For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at <a href="http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf">http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf</a>.</p>	
<p><b>9.2 Definitions</b></p> <ul style="list-style-type: none"> <li>• “Appellant” – the graduate student appealing a decision affecting the student's own admission to, academic standing in, awards from or disciplinary action by a unit or the Faculty of Graduate Studies;</li> <li>• “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of units or the Faculty of Graduate Studies, or individuals designated to make such decisions;</li> <li>• “Unit” – the unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the unit and also to the supplementary regulations pertinent to a unit's operation which have been approved by the Faculty of Graduate Studies;</li> <li>• “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the</li> </ul>	

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unit or Faculty of Graduate Studies.	
<p><b>9.3 Types of Appeal</b></p> <p>There are several areas of appeal which are open to appellants:</p> <ul style="list-style-type: none"> <li>• admission;</li> <li>• academic;</li> <li>• discipline;</li> <li>• administration (e.g. Fee appeals).</li> </ul> <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate.</p>	
<p><b>9.4 Admission Appeals</b></p> <p>Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/286.html">http://umanitoba.ca/admin/governance/governing_documents/students/286.html</a></p>	
<p><b>9.5 Academic Appeals</b></p> <p><b>9.5.1 Composition</b></p> <p>Faculty members or students are disqualified from participating on an Appeals Panel if he/she:</p> <ul style="list-style-type: none"> <li>• holds any academic appointment in the unit in which the appellant is registered;</li> <li>• is/was a student in the unit in which the appellant is registered;</li> <li>• was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.</li> </ul> <p><b>Note:</b> All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.</p>	
<p><b>9.5.2 Consideration</b></p> <p>Appeal Panels will consider appeals:</p> <ul style="list-style-type: none"> <li>• stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;</li> <li>• stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;</li> <li>• stemming from a decision of the Faculty of Graduate Studies.</li> </ul> <p>In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals (see <a href="http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html">http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html</a>).</p>	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>9.5.3 Grounds for an Academic Appeal</b></p> <p>The Appeal Panel shall only consider an appeal if there is some evidence that:</p> <ul style="list-style-type: none"> <li>the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;</li> <li>the unit or the Faculty of Graduate Studies failed to follow procedures;</li> <li>a unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;</li> <li>there are documented mitigating circumstances (e.g. medical, compassionate);</li> <li>there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a unit regulation.</li> </ul> <p><b>Note:</b> It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.</p>	
<p><b>9.5.4 Academic Appeal Deadlines</b></p> <p><b>9.5.4.1 Appeal of Term Work:</b></p> <p>Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the unit shall consider the appeal and provide a decision within fifteen (15) working days.</p>	
<p><b>9.5.4.2 Appeal of Faculty of Graduate Studies Decision:</b></p> <p>An appeal of action taken by any unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days of the date from the date that the appellant was informed in writing of the action to be appealed.</p>	
<p><b>9.5.4.3 Appeals to Senate:</b></p> <p>As per the University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines (<a href="http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html">http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_procedures.html</a>), appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.</p>	
<p><b>9.5.5 Academic Appeals Process</b></p> <p><b>9.5.5.1 Documentation</b></p> <p>The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.</p> <p>The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant's written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.</p> <p>The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of the Faculty of Graduate Studies to the individuals</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>affected, giving the specific time and place for a hearing.</p> <p>All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.</p>	
<p><b>9.5.5.2 Hearing</b></p> <p>The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.</p> <p>The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.</p> <p>In addition, if the appellant wishes, one member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four working days prior to the hearing.</p> <p>Hearings shall be held in closed session unless at least one party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.</p> <p>As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:</p> <ul style="list-style-type: none"> <li>• the Hearing should be an open or closed session;</li> <li>• whether there are sufficient grounds to proceed with the Hearing;</li> <li>• whether the Panel has jurisdiction to determine the matter at hand.</li> </ul> <p>If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other's case.</p> <p>When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.</p> <p>Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.</p> <p>The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>Panel's request for information and the results thereof.</p> <p>All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.</p>	
<p><b>9.5.5.3 Disposition</b></p> <p>The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the unit of any recommendations brought forward by the Appeal Panel.</p>	
<p><b>9.6 Discipline Appeals</b></p> <p>The specific jurisdiction of each of the Disciplinary Authorities is outlined in: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/868.html">http://umanitoba.ca/admin/governance/governing_documents/students/868.html</a></p> <p>When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail: University of Manitoba Governing Documents: Students: Procedures: Student Discipline  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/868.html">http://umanitoba.ca/admin/governance/governing_documents/students/868.html</a></p> <p>If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the "L.D.C.")</p> <p>If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.</p>	
<p><b>9.6.1 Discipline Appeal Deadlines</b></p> <p>If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.</p>	
<p><b>9.6.2 Appeal of Violation/Penalty</b></p> <p>As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline  <a href="http://umanitoba.ca/admin/governance/governing_documents/students/870.html">http://umanitoba.ca/admin/governance/governing_documents/students/870.html</a></p> <p>The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:</p> <p>(a) the finding of facts;</p> <p>(b) the disposition determined by the disciplinary authority; or</p> <p>(c) both (a) and (b).</p>	
<p><b>9.7 Fee Appeals</b></p> <p>Please refer to the Registrar's Office webpage on fee appeals:  <a href="http://umanitoba.ca/student/records/fees/830.htm">http://umanitoba.ca/student/records/fees/830.htm</a>. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>9.8 Grade Appeals</b></p> <p>Please refer to the Registrar's Office webpage on grade appeals:  <a href="http://umanitoba.ca/student/records/exams_grades_hub.html">http://umanitoba.ca/student/records/exams_grades_hub.html</a>. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.</p>	
<p><b>9.9 Assistance with Appeals</b></p> <p>The Office of Student Advocacy, 519 University Centre, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.</p>	
<p><b>APPENDIX 1: Thesis/Practicum Types</b></p> <p>A student/candidate may present a thesis/practicum in one of two acceptable formats:</p> <ul style="list-style-type: none"> <li>• Regular style</li> <li>• Manuscript/grouped manuscript style</li> </ul> <p>The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.</p> <p><b>1.0 Regular Style</b></p> <p><b>1.1 Prefatory Pages</b></p> <p><b>1.1.1 Title Page</b></p> <p>The title page should contain the following information:</p> <ul style="list-style-type: none"> <li>• the title of the thesis/practicum,</li> <li>• the name of the University,</li> <li>• the degree for which the thesis/practicum is submitted,</li> <li>• the name of the unit,</li> <li>• the full name of the author,</li> <li>• the copyright notation ©.</li> </ul> <p>The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at:  <a href="http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf">http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf</a>.</p>	
<p><b>1.1.2 Abstract</b></p> <p>The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master's and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results and conclusions.</p>	
<p><b>1.1.3 Acknowledgements</b></p> <p>The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate's advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance.</p>	
<p><b>1.1.4 Dedication</b></p> <p>A single page pertaining to a dedication is allowed.</p>	

Note:

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Faculty of Graduate Studies Regulation	Supplemental Regulation
<p><b>1.1.5 Table of Contents</b></p> <p>This must list and provide page references to, all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.</p>	
<p><b>1.1.6 List of Tables</b></p> <p>This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.</p>	
<p><b>1.1.7 List of Figures</b></p> <p>This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.</p>	
<p><b>1.1.8 List of Copyrighted Material</b></p> <p>On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: <a href="http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html">http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html</a>.</p>	
<p><b>1.2 Format</b></p> <p><b>1.2.1 Styles</b></p> <p>The thesis/practicum should be written in a standard style manual that has been recommended by the unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:</p> <ul style="list-style-type: none"> <li>American Psychological Association, Publication Manual of the American Psychological Association;</li> <li>Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;</li> <li>The Modern Language Association of America, MLA Handbook for Writers of Research Papers;</li> <li>University of Chicago Press, The Chicago Manual of Style;</li> </ul> <p>Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.</p>	
<p><b>1.2.2 Spelling</b></p> <p>Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.</p>	
<p><b>1.2.3 Format</b></p> <p>Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.</p>	
<p><b>1.2.4 Margins</b></p> <p>It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0") margin from the top, bottom, left, and right hand edges of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, and others.</p>	
<p><b>1.2.5 Page Numbers</b></p> <p>Each page in the thesis/practicum must be numbered consecutively. Illustrative pages must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered</p>	

Note:

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Faculty of Graduate Studies Regulation	Supplemental Regulation
consecutively in Arabic numerals.	
<b>1.3 Footnotes, References and Appendices</b>  Instructions in the style manual recommended by the unit should be followed. Regardless of which style manual is used, format selected must be consistent.	
<b>1.4 Figures, Illustrations, Photographs and Design Drawings</b>  <b>1.4.1 Illustrative Material</b>  All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after as it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.  <b>1.4.2 Layout of Tables and Figures</b>  Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.	
<b>1.5 Additional Materials</b>  <b>1.5.1 Consent and Access to Information Forms</b>  Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.  In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.	
<b>1.5.2 Use of Copyrighted Material</b>  If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person's work), permission must be obtained from the copyright holder. The Faculty of Graduate Studies has developed a form ( <a href="http://umanitoba.ca/faculties/graduate_studies/forms/index.html">http://umanitoba.ca/faculties/graduate_studies/forms/index.html</a> ) that can be utilized when requesting the use of copyrighted material.  In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.  Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.  The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their Advisor ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.  Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be	

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Faculty of Graduate Studies Regulation	Supplemental Regulation
<p>provided.</p> <p>For further information on copyright see: <a href="http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html">http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html</a></p>	
<p><b>2.0 Manuscript/Grouped Manuscript Style</b></p> <p>A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of these will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.</p> <p><b>Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status.</b></p> <p>The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2b-d), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.</p> <p><b>There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.</b></p> <p><b>The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. <u>These connecting sections are mandatory</u>. Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.</b></p> <p>The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.</p> <p><b>In the case of multi-authored papers, the nature and extent of the student/candidate's contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis/practicum.</b></p>	

Note:

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# Letters of Support

- University of Manitoba
  - Dean Anthony M. Iacopino
  - Director of Student Records
  - Director of Information Services Technology
  - Director of Libraries
- Manitoba Dental Association
- Local Prosthodontists
  - Dr. Marshal Hoffer
  - Dr. Jack Lipkin
  - Dr. Rob McIntosh
- Association of Prosthodontists of Canada
- American College of Prosthodontists



UNIVERSITY  
OF MANITOBA

College of Dentistry  
Faculty of Health Sciences

Dean's Office  
D113-780 Bannatyne Avenue  
Winnipeg, Manitoba  
Canada R3E 0W2  
Telephone (204) 789-3249  
Fax (204) 789-3912  
info\_dent@umanitoba.ca

April 27, 2016

To: Dr. Igor Pesun  
Associate Professor, Restorative Dentistry

From: Anthony M. Iacopino  
Dean

Re: Graduate Prosthodontics Program

Dr. Pesun, this communication will serve to document my enthusiastic support for the Graduate Prosthodontics Program that you have developed and submitted for university approval. You are to be congratulated on your hard work and dedication to this project and I am confident that you will serve as a very capable and effective founding program director. As a prosthodontist myself, and as someone who has participated in the development and accreditation of graduate prosthodontics programs at other dental schools in North America, I can attest to the quality, breadth, and scope of the program that you have developed. It will certainly serve as a source of pride and enhance the reputation of the College of Dentistry at the University of Manitoba.

The financial/budgetary implications for the program are indeed most favourable. In keeping with the approach we have used for development of new graduate programs in the College, you have based the launch of the program within currently available human/financial resources and have planned for growth of the program to full capacity through support from tuition and clinic revenues. I have reviewed your financial plan and find it to be consistent with our past history of graduate program revenues throughout the College. I have no doubt that you will be able to maintain a more than adequately funded program as the resident class size reaches full capacity during the first three years of the program.

Best wishes for a successful program launch and I remain committed to providing any and all assistance when required to ensure the success of your outstanding initiative.

# Memo

Registrar's Office

400 University Centre

Phone 474-9425

Fax 275-2589



UNIVERSITY  
OF MANITOBA

September 30, 2014

Sent as email attachment

To: Dr. Igor J. Pesun, Associate Professor and Head, Department of Restorative Dentistry  
From: Neil Marnoch, Registrar

A handwritten signature in black ink, appearing to read "Neil Marnoch".

Re: Proposal for a Masters of Dentistry in Prosthodontics

---

Dr. Pesun, having reviewed the program proposal for a Masters of Dentistry in Prosthodontics, I see no problems in the Registrar's Office supporting this program with respect to registration, fee assessment and academic evaluation, as it will be structured and offered in a similar manner to the other clinical graduate programs in the Faculty of Dentistry such as periodontics, oral surgery and orthodontics.

Best of luck with your proposal.



## Information Services And Technology

General Office  
E3-606 EITC  
Winnipeg, Manitoba  
Canada R3T 2N2  
Tel: (204) 474-9249  
Fax: (204) 474-7515

February 5, 2014

Igor J. Pesun, D.M.D., M.S., F.A.C.P., F.R.C.D.(C)  
Associate Professor & Head  
Department of Restorative Dentistry  
Faculty of Dentistry  
University of Manitoba  
D227B - 780 Bannatyne Avenue  
Winnipeg, MB. R3E 0W2

Dear Dr. Pesun:

Thank you for your email to me of February 5, 2014, outlining your IT needs for a graduate Prosthodontic Program in the Department of Restorative Dentistry in the Faculty of Dentistry.

Those IT needs, as defined in your email, which consists of enrolling 2 students per year in the three-year program and that "they would be registered at the University of Manitoba and would require a username and password to access the University of Manitoba information service and technology system" can be easily accommodated by IST with little to no resource implications.

Best wishes on the success of your proposal.

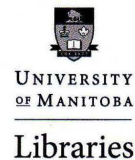
Sincerely,

Mike Langedock, CIO  
Information Services & Technology

[www.umanitoba.ca](http://www.umanitoba.ca)



**University of Manitoba Libraries**  
**Statement for New Programme**



**Faculty** Dentistry  
**Department** Restorative Dentistry, Graduate Prosthodontic Program


**Executive Summary**


The Libraries' collection can support this new programme, as it currently exists.

The journal collection includes all of the titles identified as "core" for this subject area, and 96% of the journals identified by the 2012 ISI Journal Citation Reports for subjects relating to Dentistry overall.


All of the monographs identified as intended required texts are currently held, as are all titles for Dentistry listed on Doody's Core titles list for 2013 and the Medical Library Association Dental Section Recommended Dental Texts booklist of 2009. A comparison of the University of Manitoba's collection against the other Canadian schools offering similar programs reflects comparable collection numbers in this subject area.

The Neil John Maclean Health Sciences Library, as well as the larger University of Manitoba Library system is well appointed to support this program.

  
Janet Rothney  
Dentistry Librarian

  
Ada Ducas  
Head, Health Sciences Libraries

  
Coordinator, Collections Management

  
University Librarian

  
Date



## MANITOBA DENTAL ASSOCIATION

April 17, 2014

Dr. Igor Pesun  
Faculty of Dentistry  
235-785 McDermot Avenue  
Winnipeg, Manitoba R2E 0T6

Dear Dr. Pesun,

Thank you for providing us with the proposal for a Diploma/M.Sc. Program in Prosthodontic Dentistry. The MDA Board of Directors reviewed the information sent to them regarding the proposed program.

After reviewing the information the Board directed me to send a letter of support for the development of the program by the Faculty of Dentistry on their behalf.

Please accept this letter as formally demonstrating that support.

If there is anything else we can do, please let me know.

Yours Truly,

Michael Sullivan, B.M.D.  
President

From: Marshall Hoffer <marshallhoffer@shaw.ca>  
Subject: **Re: Graduate Prosthodontic Program**  
Date: March 23, 2014 7:51:45 AM CDT  
To: Igor Pesun <Igor.Pesun@umanitoba.ca>

Dear Dr. Pesun,

I am aware that you are preparing to start a graduate program in Prosthodontics at the University of Manitoba, & as the senior Prosthodontist in the province, I want to express my unqualified support for this endeavour. Canada can certainly use a training program in prosthodontics to supply both teachers & practitioners.

As the practice of Dentistry becomes more complex, & the population ages, the need for the sophisticated treatment planning & service that can only be provided by trained specialists will continue to increase, & the current community of trained Prosthodontists, especially in private practice, is aging out.

Not only will a graduate Prosthodontic program provide much needed manpower, but the interaction of this program with the existing graduate programs in Periodontics & Orthodontics will be significantly enhanced the levels of experience for the students in those programs.

I look forward to seeing a graduate program at the dental school here.

Sincerely

Dr. Marshall Hoffer

**From:** [Igor Pesun](#)  
**Sent:** Tuesday, February 11, 2014 2:55 PM  
**To:** [Jack Lipkin](#) ; [Marshall Hoffer](#) ; [Rob McIntosh](#)  
**Subject:** Graduate Prosthodontic Program

As you well know I am putting together a proposal to begin a graduate Program here at the university of manitoba. As part of the proposal that I will need to submit for approval, I would like to have a letter of support from each of you as the three full time private practice Prosthodontists in Manitoba. In short the goal of the program is support the undergraduate dentistry program and the existing graduate programs. We would be looking to have two residents per year with one being an international resident. There will be external rotations to the Dysplasia program, Cancer Care Manitoba and Deerlodge Centre.

Please contact me if you have any questions about the proposed program and thank you in advance for your help.

Igor J. Pesun, D.M.D., M.S., F.A.C.P., F.R.C.D.(C)  
Associate Professor & Head  
Department of Restorative Dentistry  
Faculty of Dentistry  
University of Manitoba  
D227B - 780 Bannatyne Avenue Office: 204-789-3516  
Winnipeg, MB Fax: 204-789-3916  
Canada R3E 0W2 Private Practice: 204-789-3608  
E-mail: [Igor.Pesun@umanitoba.ca](mailto:Igor.Pesun@umanitoba.ca)

**From:** Jack Lipkin <jlipkin@shaw.ca>  
**Subject:** **Re: Graduate Prosthodontic Program support letter**  
**Date:** May 14, 2014 9:29:10 PM CDT  
**To:** Igor Pesun <Igor.Pesun@umanitoba.ca>

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TO: Igor J. Pesun, D.M.D., M.S., F.A.C.P., F.R.C.D.(C)  
Associate Professor & Head  
Department of Restorative Dentistry  
College of Dentistry                      Faculty of Health Sciences  
University of Manitoba                      Office: 204-789-3516  
D227B - 780 Bannatyne Avenue              Fax: 204-789-3916  
Winnipeg, MB                      Private Practice: 204-789-3608  
Canada R3E 0W2                      E-mail: [igor.pesun@umanitoba.ca](mailto:igor.pesun@umanitoba.ca)

Dear Dr. Pesun

I am writing this letter in support of the proposed Graduate Prosthodontic program, scheduled to start in 2015, at the Faculty of Dentistry, University of Manitoba. I believe that this program can only enhance the existing graduate programs being currently offered at the faculty, as well as strengthening the current four year Dental undergraduate program.

The discipline of Prosthodontics is at the core of clinical dentistry and as such, its' presence will complement the graduate Periodontics and graduate Orthodontics programs with respect to clinical treatment planning, and delivering clinical treatments as part of the teaching process. Having graduate Prosthodontic residents in the Faculty will add an important dimension to the learning environment in the undergraduate clinic.

As a full time practicing Prosthodontist in the city of Winnipeg, I have seen first hand how positive a force in education, a strong faculty can be and how this is enhanced even further when it is combined with multiple grad programs in the various disciplines. I support this program fully and I look forward to interacting with the future graduate Prosthodontic residents at the Faculty .

Sincerely Jack Lipkin D.M.D.

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**Dr. Rob McIntosh Dental Corporation** 380-500 Portage Ave., Winnipeg MB, R3C 3X1  
**PROSTHODONTIST** Phone: 204-775-8761, Fax: 204-783-3244, Email: office@betterteethbetterlife.ca

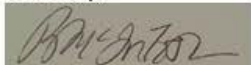
5/20/2014

Dr. Igor Pesun  
D227B-780 Bannatyne Avenue  
Winnipeg MB, R3E0W2

Dear Dr. Pesun,

I am writing to you in support of a graduate program in Prosthodontics at the University of Manitoba. My practice is referred a steady stream of patients presenting with complex restorative needs which the general dentist finds challenging to manage. My two colleagues in full private practice had expressed a desire to retire in five years leaving what I would consider a void in the dental landscape. It would be my hope that a graduate program in Prosthodontics at the University of Manitoba would train a couple local dentists to fill these positions. It would also be my hope that a graduate program in Prosthodontics at the University of Manitoba would train dentists from outside the province after the local positions have been filled. I have seen Prosthodontists in other jurisdictions forced to practice general dentistry, because the clinician supply exceeded the patient demand. Note that I do not feel a graduate program in Prosthodontics at the University of Manitoba would endanger the current balance of clinician supply and patient demand here in Manitoba. It would allow patients, who otherwise do not have the financial means to proceed with comprehensive care in private practice, to get care at the dental school at a greatly reduced cost.

Sincerely,



Dr. Rob McIntosh



ASSOCIATION OF PROSTHODONTISTS OF CANADA  
L'ASSOCIATION DES PROSTHODONTISTES DU CANADA



To Whom it May Concern,

The Association of Prosthodontists of Canada (APC) is an organization that represents the specialty of Prosthodontics in Canada. As members of the Canadian Dental Specialty Association (CDSA) we speak on behalf of prosthodontists in Canada.

*Within Canada there is a shortage of appropriately trained prosthodontists needed to address relevant patient prosthodontic issues and to provide the advanced and complex care that patients require. The aging population has resulted in a significant increase in the need for the services provided by a trained prosthodontist. The increased awareness and demand by Canadians for cosmetic dentistry at an advanced level is also in high demand. Presently the opportunity to train as a prosthodontist in Canada is limited to two programs.*

The proposal for implementation of the Master of Science and Graduate Prosthodontic Program for the College of Dentistry, Faculty of Health Sciences and University of Manitoba will result in another Canadian university providing a very valuable source of graduates in prosthodontics who can serve Canadian communities and contribute to the education of undergraduate dental programs in Canada.

The Association of Prosthodontists of Canada fully supports this proposal from the University of Manitoba.

Yours truly,

President

T (604) 418 0278 F (604) 263 1757 W [WWW.PROSTHODONTICS.CA](http://WWW.PROSTHODONTICS.CA) E [ADMINISTRATOR@PROSTHODONTICS.CA](mailto:ADMINISTRATOR@PROSTHODONTICS.CA)

NATIONAL OFFICE APC C/O CDA, 1815 ALTA VISTA DRIVE, OTTAWA, ONTARIO K1G 3Y6

June 16, 2013

Igor J. Pesun, D.M.D., M.S., F.A.C.P., F.R.C.D.(C)  
Associate Professor & Head Prosthodontics  
Department of Restorative Dentistry  
College of Dentistry, Faculty of Health Sciences  
University of Manitoba  
D227B - 780 Bannatyne Avenue  
Winnipeg, MB  
Canada R3E 0W2

Dear Dr. Pesun;

The American College of Prosthodontists is pleased that you are considering starting an Advanced Education Program in Prosthodontics. The merits for developing a postgraduate prosthodontic program are numerous and this type of care is complimentary to the future needs of society. As our senior population continues to grow, the associated necessary care and the complexity of this care also increase. The need for oral and maxillofacial health care services will continue to rise and the services needed should be reflected in the responsiveness of our educational institutions.

Having a prosthodontic program will allow your school to meet the increased need for prosthetic care as a result of the aging population. The Program will also complement your established activities through leading edge implant therapies, advanced esthetic procedures, CAD/CAM technologies and other evolving digital-based clinical diagnostic modalities. The program adds a rich resource for the training and development of the undergraduate dental student in the management of more complex rehabilitative care.

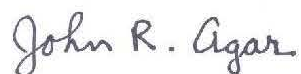
The applicant pool for prosthodontic programs has dramatically increased with many of the best and brightest dental students now entering Prosthodontics. These applicants are seeking advanced education in Prosthodontics because it provides training in a wide range of clinical procedures that utilize contemporary tools related to diagnosis, treatment, science and technology.

Reasons that a prosthodontic program is indicated at your institution may include:

1. Advanced Prosthodontic students, programs, and faculty are a resource for patient care, diagnostic expertise, and dental educational programs at all levels.
2. This type of training can provide a critical source of dental care for an aging population with complex needs.
3. Support the need as well as demand for more specialized care provided by Prosthodontists as related to comprehensive diagnosis, treatment planning and provision of complex and/or advanced patient care.
4. The ability to extend dental care to groups with special needs such as ectodermal dysplasia, maxillofacial prosthetics, and complex medical conditions.

5. Help and support with the management of patients from the undergraduate clinic who have had problems and need interventional treatment.
6. A resource for other specialty programs through enhanced interaction, learning, and patient care.
7. A resource for the entire school and faculty – clinical, patients, students and faculty.
8. Enhanced recruitment of faculty and students because a Prosthodontic Program provides additional expertise in complex diagnosis and treatment planning, treatment, and post-treatment care.
9. Enhanced recruitment of faculty because of the opportunity to teach or interact with prosthodontists at a specialty level.
10. A source of increased clinical and basic science research activity.
11. A site and opportunity for undergraduate clinical experiences and honors programs.
12. Support for undergraduate clinical activities in the areas of implants, esthetics, medically compromised patients, and patients with congenital and acquired defects.
13. A key source of future undergraduate education clinical faculty.
14. Advanced Prosthodontics Programs, faculty, and students are a great resource for CE programs, as well as a connection to the local community of practitioners and specialists.
15. Advanced education students are a source of part-time faculty for undergraduate education.

Please do not hesitate to ask if there is anything the ACP can do to assist you in your efforts to establish your prosthodontic residency.



John R. Agar, DDS MA  
President, American College of Prosthodontists  
Professor and Director, Graduate Prosthodontics  
University of Connecticut Health Center  
Department of Reconstructive Sciences  
263 Farmington Avenue  
Farmington, CT. 06030-1615  
Cell: 860-833-2087  
Work: 860-679-2649



Dr. Archie McNicol  
500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-9573  
Fax: (204) 474-7553

Dear Associate Dean McNicol,

Thank you for the opportunity to participate as external evaluators in the assessment of the proposed Masters degree of Science in Prosthodontics at your University. As you know, we are or have been Directors of Advanced Education Programs in Prosthodontics in the U.S. and Canada and hope our experiences in multiple university settings can benefit your determination of the merits of this program proposal.

### **Comparisons with related programs**

The metropolitan Columbus, Ohio area has approximately 1 million inhabitants. The prosthodontics graduate program educates three students per year, for a total of 9. There is an average of 9 FTE prosthodontists at the University and 10 in private practice in Columbus. The graduate program benefitted from the collegial relationship with private practitioners, who referred patients with monetary constraints who would otherwise not receive care for their complex needs. Also, graduates have become private practice associates to prosthodontists transitioning into retirement, a mutually beneficial outcome. There has been adequate number and variety of patient treatment experiences for 9 graduate students. However, between 2004 and 2011, there was one period of about 6 months duration in 2008 that proved difficult to provide complete denture patients for first year students in the numbers preferred. This time period corresponded with an economic downturn in the U.S. and denture patients on a fixed income responded in a fiscally conservative manner. Graduate students were assigned other prosthodontic treatments during this period and final procedure requirements by the end of the three-year program were not affected. The dental fees of the program are generally 2/3 of those of private practice general dentists.

The population of Iowa City, IA and environs is around 250,000. The graduate program at Iowa enrolls 2 graduate students per year (for a total of 6, identical to the proposal) and the patient supply is adequate in variety and number of treatment types. There are 10 academic prosthodontists and 3 local private practice prosthodontists in the area. The locale is more rural and the inhabitants do not typically seek cosmetic or optional treatment. However, due to the airborne abrasive particulates inherent in an agricultural environment, there is widespread dental tooth wear requiring full mouth rehabilitation and some patients do seek treatment to restore their teeth rather than choosing to have all their teeth removed if financially able to do so. The dental fees of the program are only slightly lower than general practice fees.

The population of Vancouver is over 3 million. The UBC Graduate Prosthodontics was begun five years ago. The length of the proposed Graduate Prosthodontics curriculum is similar to UBC, but UBC uses 3 terms and a summer scheduled for research. Students are entitled to holidays, but must be requested for approval. UBC accepts 4 MSc students per year and additional PhD students when appropriate. The program is course-based including the clinic and all Community Outreach clinics and Hospital Clinics. Seminar participation and performance are graded. Orientation to clinic, radiology equipment (CBCT), disinfection & sterilization, computer systems and digital clinical record occurs prior to the start of clinics in September. All clinical activities are evaluated for competency (level of difficulty, procedure type, patient type, etc.). Progress meeting after first term, Promotion meeting after the 3<sup>rd</sup> term (summer), with feedback to students in writing.

A brief Internet search reveals that the population around the University of Manitoba lies above 700,000 inhabitants. Using the above programs for comparison, it is highly likely that the Winnipeg area will support the patient treatment requirements of a graduate program in prosthodontics. It is evident that there are the kinds of patients that would benefit from specialty level treatment, as the dental college currently turns away 20% of those seeking care due to a high degree difficulty unsuitable for undergraduate dental students. However, it has been pointed out that the financial restrictions of some of these patients may limit the type of care they can receive. The dental students interviewed agreed that they do not think a graduate program would impact their access to patients, since the patients would be at a level of complexity not suitable for their level of education and skillset. Interviews with the current implant fellow and graduate students in periodontology were insightful and supportive. The current implant fellow has a backlog of patients waiting treatment planning, the periodontal graduate students often wait 6 months for the prosthetic completion of diagnostic procedures in order to move forward to implant surgical placement. With the cessation of the implant fellow program, a prosthodontic residency is the logical option to fill this need. Also, the extramural opportunities at Deer Lodge promise to provide experiences with removable prostheses, thus not impacting the numbers of such treatments available to dental students.

It will helpful to grow new referral streams to the program once underway by familiarizing the academic and private practice potential referral sources of the new program. The letters of support from local Prosthodontists are an indication of the need for this graduate program, which could be perceived by some as competition. An important step in education has already been accomplished; educating dental students in the use of the Prosthodontic Difficulty Index as a basis for determining difficulty level that warrants referral. Opportunities for growing referral sources for the program include an open house for general practitioners to introduce them to the facilities and staff, and participation in local study clubs to introduce the level of prosthodontics care now available in the area. Sustainability is likely, but formal and ongoing outcomes assessments will need to be in place to assess success and guide future change. It has been the reviewers experiences that once the program reaches full student enrollment, reevaluation will need to take place as it is a balancing act between patient numbers, student capabilities and faculty/staff time that make a program not only viable but successful long-term.

### **Breadth and depth of curriculum**

After review of the proposed curriculum, it is similar in breadth and depth to at least two other similar graduate programs. The syllabi are well written and comprehensive. Review and analysis of the scientific literature, current and classical, is the cornerstone of graduate education. The number of hours devoted to literature review typically varies by program, some devoting 50 hours per academic year while others over 200 hours. The proposed curriculum dedicates over 120 hours/year to seminars and literature review, an excellent distribution.

RSTD 7000 Seminars: 40 hours/year. Covers Prosthodontic Terminology, Removable Prosthodontics, Fixed Prosthodontics, Implant Prosthodontics, Maxillofacial Prosthodontics, Geriatric Prosthodontics, and Practice Management. We suggest adding more textbooks, particularly books on Maxillofacial and Dental Materials, to the references used in this course.

RSTD 7000 Classic Literature Review: 40 hours/year. Prosthodontic Terminology, Removable Prosthodontics, Fixed Prosthodontics, Implant Prosthodontics, Maxillofacial Prosthodontics, Geriatric Prosthodontics, and Practice Management. Occlusion is addressed within the Fixed and Removable courses.

RSTD 7000 Current Literature Review: all journal are appropriate, 41 hours/ year.

RSTD 7000 Clinical Practice: it is unclear what the ratio of clinic-to-didactic-to-research time is over the three years. Typically, clinical treatment should be a minimum of 60% of the time, teaching a maximum of 10%, research around 10% and didactic the remainder. A detailed schedule of time commitment will be needed for accreditation, we recommend constructing one for the entire program by year.

RSTD 7000 Dental Laboratory Technology: covers all aspects.

The time devoted to other didactic courses appears adequate. Courses in Biostatistics, Anatomy, Pathology, Dental Materials and Laboratory technology are included in this proposal and are usual and customary subjects. The impact of two additional students in graduate core courses such as these seems negligible.

The proposed program breadth is good, there are some small areas that the depth could be enhanced that we suggest be included within a course and may indeed already be contained in the existing or proposed courses. These topics include:

- Diagnosis and treatment planning, including interdisciplinary treatments
- Wound healing
- Evidence-based health care principles including identifying, appraising and applying available evidence
- Emerging science and technology
- Craniofacial growth and development

These topics are often well suited for inclusion in audited courses and online educational materials, which the College and department are already familiar with and utilizing for other subjects.

### **Demand for graduates with the proposed credential**

Prosthodontics is recognized in Canada, USA and many other countries throughout the world as the dental specialty concerned with the diagnosis, restoration and maintenance of oral function, comfort, appearance and health of the patient by the restoration of the natural teeth and/or the replacement of missing teeth and contiguous oral and maxillofacial tissues with artificial substitutes. The Canadian Dental Association (CDA) through the Commission on Dental Accreditation of Canada (CDAC) and The Provincial dental licensing authorities, recognize the specialty and, in cooperation with the American Dental Association, have a reciprocal arrangement for accrediting graduate prosthodontics training programs in North America. The prevalence & incidence of tooth loss and the need for replacement, the number of prosthodontics specialists in Manitoba is grossly inadequate. The percentage of edentulous patients has been declining by 10% per decade for the past 40 years in the USA, however with our aging population the number of patients requiring dentures continues to rise. The younger generations show declines in total edentulism, but increases in partial edentulism. The need for prosthodontics services in the USA has been estimated to be 535 million hours for 2005, increasing to 563 hours for 2010, and further expanded to 610 hours in 2020. A considerable amount of this treatment is unmet and it is predicted that this situation will not improve due to a shortage of prosthodontists in North America. The American College of Prosthodontists has recommended that the existing prosthodontic programs need to increase enrollment and new programs be developed to address the shortage of prosthodontists in the USA.

Two Canadian Dental Faculties (University of Toronto and University of British Columbia) offer training in prosthodontics with each school graduating 2-4 prosthodontists every year. Therefore, nearly all of the prosthodontists in this country have had to attend one of the 46 American hospital/university based programs for their clinical training.

The proposal has documented the need for graduates in this specialty area of dentistry. The demand for Prosthodontics specialists is on the rise, both in academia and private practice. The shortage of educators is at a critical level in the U.S. & Canada, and with prosthodontics education at the dental student level a large part of the curriculum, many institutions find their prosthodontics faculty teaching large amounts of time at the expense of research and other endeavors to benefit dental education. As our patient population ages, we are seeing more patients keeping their teeth, but not all of them. This creates complex issues to try to repair or restore teeth for function and aesthetics. The need for private practice prosthodontists is growing as well and the Winnipeg area will be losing 2 of their three practitioners to retirement soon. There is no doubt that high employability exists for future prosthodontics educators and practitioners in both the U.S. and Canada.

### **Excellence of the faculty**

The quality of the faculty is excellent to support both the clinical and research aspects of the proposal. However, there are impending retirements and the existing faculty members are already overcommitted teaching not only Prosthodontics courses but also other related undergraduate courses. Interviews with the prosthodontics faculty showed that they only have one-half day that is not assigned to teaching or practice. They are teaching not only prosthodontics courses, but several others that were previously taught by other disciplines and have had an increase of 20% teaching contact.

Also of note, there is lack of a formally trained Maxillofacial prosthodontist and the size of the health care facility in Winnipeg should support one for the province. Currently, Dr. Pesun and two other faculty members provide this crucial service; it should be a dedicated position. Reduction in faculty time commitment to the program might also be aided by rearranging the planned courses, such as putting all didactic courses in a block on one half day which would only require one faculty member. As the program proceeds from year 1 to year 2, provisions will need to be made for instructing new graduate students while the second year students see patients clinically.

### **Adequacy of facilities, space, and other resources**

There are adequate, and spacious, areas for student study and seminars. The office space is currently used by the implant fellow but will easily house 6 residents immediately and without major renovation. While there was concern expressed by faculty from other disciplines about the lack of seminar rooms available, we noted several existing seminar-sized rooms. The faculty also said the issue may actually be scheduling of these rooms and the lack of some rooms being equipped with updated audiovisual capabilities.

There is adequate space and equipment for laboratory work. The dental technicians interviewed expressed concern about being able to fabricate the prostheses of the undergraduate students as well as six graduate students. The plan is for Graduate Prosthodontics students to spend a considerable amount of time learning and performing dental laboratory skills, however dentistry is increasingly dependent upon digital technology and highly aesthetic prostheses requiring highly skilled dental ceramists. We would have you at some point consider utilizing commercial laboratory to help support the Undergraduate program.

The proposed clinical area is well suited for the proposal, but will need eventual conversion and equipment in rooms not currently designed for patient care. We would suggest that removing the doors to the operatories to improve supervision and reduce risk if an untoward event were to occur.

The library facilities are comprehensive, robust and close in proximity to the dental school. Excellent support is available for instruction in information searches of electronic databases and

reference management. The librarian is also available for individual instruction and guidance, as well as online instruction in the research thesis process (Grad Steps).

### **Strengths and weaknesses of the program proposal**

This proposal is well written and provides the documentation required. The strengths of the proposal include the strength of the College itself, a documented need, enthusiastic support from the department and from other specialties and their students and likely adequate patient flow. The positive impact of Inter-specialty collaboration will greatly enhance the graduate experience for all specialties involved. The facilities, while dated in some areas, are spacious and can be converted to treatment areas.

It is evident that the addition of this new program will require an additional faculty at the outset rather than in the second year as proposed. Also, review of the undergraduate curriculum assignments of existing faculty should be undertaken. At present, there is a single mentor during the first year of the program who has multiple other assignments in the college, which we view as the single most significant weakness of the proposal.

The number of hours and schedules for all faculty involved in the program would be useful to communicate the commitment and workload of the faculty involved. The percentage or hours the students will have for Research, Clinic, & Didactic assignments over the 3 years would be useful to understand their responsibilities. We recommend formulating a chart of both student and faculty assignments to graphically show these two important time commitments.

Respectfully submitted,

Dr. Chris Wyatt  
Chair of the Division of Prosthodontics  
& Dental Geriatrics  
Faculty of Dentistry  
University of British Columbia

Dr. Julie Holloway  
Head, Department of Prosthodontics  
College of Dentistry  
The University of Iowa

Dr. Archie McNicol  
500 University Centre  
Winnipeg, Manitoba  
Canada R3T 2N2  
Telephone: (204) 474-9573  
Fax: (204) 474-7553

Dear Associate Dean McNicol,

Thank you for the opportunity to participate as external evaluators in the assessment of the proposed Masters degree of Science in Prosthodontics at your University. As you know, we are or have been Directors of Advanced Education Programs in Prosthodontics in the U.S. and Canada and hope our experiences in multiple university settings can benefit your determination of the merits of this program proposal.

### **Comparisons with related programs**

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The population of Vancouver is over 3 million. The UBC Graduate Prosthodontics was begun five years ago. The length of the proposed Graduate Prosthodontics curriculum is similar to UBC, but UBC uses 3 terms and a summer scheduled for research. Students are entitled to holidays, but must be requested for approval. UBC accepts 4 MSc students per year and additional PhD students when appropriate. The program is course-based including the clinic and all Community Outreach clinics and Hospital Clinics. Seminar participation and performance are graded. Orientation to clinic, radiology equipment (CBCT), disinfection & sterilization, computer systems and digital clinical record occurs prior to the start of clinics in September. All clinical activities are evaluated for competency (level of difficulty, procedure type, patient type, etc.). Progress meeting after first term, Promotion meeting after the 3<sup>rd</sup> term (summer), with feedback to students in writing.

A brief Internet search reveals that the population around the University of Manitoba lies above 700,000 inhabitants. Using the above programs for comparison, it is highly likely that the Winnipeg area will support the patient treatment requirements of a graduate program in prosthodontics. It is evident that there are the kinds of patients that would benefit from specialty level treatment, as the dental college currently turns away 20% of those seeking care due to a high degree difficulty unsuitable for undergraduate dental students. However, it has been pointed out that the financial restrictions of some of these patients may limit the type of care they can receive. The dental students interviewed agreed that they do not think a graduate program would impact their access to patients, since the patients would be at a level of complexity not suitable for their level of education and skillset. Interviews with the current implant fellow and graduate students in periodontology were insightful and supportive. The current implant fellow has a backlog of patients waiting treatment planning, the periodontal graduate students often wait 6 months for the prosthetic completion of diagnostic procedures in order to move forward to implant surgical placement. With the cessation of the implant fellow program, a prosthodontic residency is the logical option to fill this need. Also, the extramural opportunities at Deer Lodge promise to provide experiences with removable prostheses, thus not impacting the numbers of such treatments available to dental students.

It will helpful to grow new referral streams to the program once underway by familiarizing the academic and private practice potential referral sources of the new program. The letters of support from local Prosthodontists are an indication of the need for this graduate program, which could be perceived by some as competition. An important step in education has already been accomplished; educating dental students in the use of the Prosthodontic Difficulty Index as a basis for determining difficulty level that warrants referral. Opportunities for growing referral sources for the program include an open house for general practitioners to introduce them to the facilities and staff, and participation in local study clubs to introduce the level of prosthodontics care now available in the area. Sustainability is likely, but formal and ongoing outcomes assessments will need to be in place to assess success and guide future change. It has been the reviewers experiences that once the program reaches full student enrollment, reevaluation will need to take place as it is a balancing act between patient numbers, student capabilities and faculty/staff time that make a program not only viable but successful long-term.



### **Breadth and depth of curriculum**

After review of the proposed curriculum, it is similar in breadth and depth to at least two other similar graduate programs. The syllabi are well written and comprehensive. Review and analysis of the scientific literature, current and classical, is the cornerstone of graduate education. The number of hours devoted to literature review typically varies by program, some devoting 50 hours per academic year while others over 200 hours. The proposed curriculum dedicates over 120 hours/year to seminars and literature review, an excellent distribution.

RSTD 7000 Seminars: 40 hours/year. Covers Prosthodontic Terminology, Removable Prosthodontics, Fixed Prosthodontics, Implant Prosthodontics, Maxillofacial Prosthodontics, Geriatric Prosthodontics, and Practice Management. We suggest adding more textbooks, particularly books on Maxillofacial and Dental Materials, to the references used in this course.

RSTD 7000 Classic Literature Review: 40 hours/year. Prosthodontic Terminology, Removable Prosthodontics, Fixed Prosthodontics, Implant Prosthodontics, Maxillofacial Prosthodontics, Geriatric Prosthodontics, and Practice Management. Occlusion is addressed within the Fixed and Removable courses.

RSTD 7000 Current Literature Review: all journal are appropriate, 41 hours/ year.

RSTD 7000 Clinical Practice: it is unclear what the ratio of clinic-to-didactic-to-research time is over the three years. Typically, clinical treatment should be a minimum of 60% of the time, teaching a maximum of 10%, research around 10% and didactic the remainder. A detailed schedule of time commitment will be needed for accreditation, we recommend constructing one for the entire program by year.

RSTD 7000 Dental Laboratory Technology: covers all aspects.

The time devoted to other didactic courses appears adequate. Courses in Biostatistics, Anatomy, Pathology, Dental Materials and Laboratory technology are included in this proposal and are usual and customary subjects. The impact of two additional students in graduate core courses such as these seems negligible.

The proposed program breadth is good, there are some small areas that the depth could be enhanced that we suggest be included within a course and may indeed already be contained in the existing or proposed courses. These topics include:

- Diagnosis and treatment planning, including interdisciplinary treatments
- Wound healing
- Evidence-based health care principles including identifying, appraising and applying available evidence
- Emerging science and technology
- Craniofacial growth and development

These topics are often well suited for inclusion in audited courses and online educational materials, which the College and department are already familiar with and utilizing for other subjects.

### **Demand for graduates with the proposed credential**

Prosthodontics is recognized in Canada, USA and many other countries throughout the world as the dental specialty concerned with the diagnosis, restoration and maintenance of oral function, comfort, appearance and health of the patient by the restoration of the natural teeth and/or the replacement of missing teeth and contiguous oral and maxillofacial tissues with artificial substitutes. The Canadian Dental Association (CDA) through the Commission on Dental Accreditation of Canada (CDAC) and The Provincial dental licensing authorities, recognize the specialty and, in cooperation with the American Dental Association, have a reciprocal arrangement for accrediting graduate prosthodontics training programs in North America. The prevalence & incidence of tooth loss and the need for replacement, the number of prosthodontics specialists in Manitoba is grossly inadequate. The percentage of edentulous patients has been declining by 10% per decade for the past 40 years in the USA, however with our aging population the number of patients requiring dentures continues to rise. The younger generations show declines in total edentulism, but increases in partial edentulism. The need for prosthodontics services in the USA has been estimated to be 535 million hours for 2005, increasing to 563 hours for 2010, and further expanded to 610 hours in 2020. A considerable amount of this treatment is unmet and it is predicted that this situation will not improve due to a shortage of prosthodontists in North America. The American College of Prosthodontists has recommended that the existing prosthodontic programs need to increase enrollment and new programs be developed to address the shortage of prosthodontists in the USA.

Two Canadian Dental Faculties (University of Toronto and University of British Columbia) offer training in prosthodontics with each school graduating 2-4 prosthodontists every year. Therefore, nearly all of the prosthodontists in this country have had to attend one of the 46 American hospital/university based programs for their clinical training.

The proposal has documented the need for graduates in this specialty area of dentistry. The demand for Prosthodontics specialists is on the rise, both in academia and private practice. The shortage of educators is at a critical level in the U.S. & Canada, and with prosthodontics education at the dental student level a large part of the curriculum, many institutions find their prosthodontics faculty teaching large amounts of time at the expense of research and other endeavors to benefit dental education. As our patient population ages, we are seeing more patients keeping their teeth, but not all of them. This creates complex issues to try to repair or restore teeth for function and aesthetics. The need for private practice prosthodontists is growing as well and the Winnipeg area will be losing 2 of their three practitioners to retirement soon. There is no doubt that high employability exists for future prosthodontics educators and practitioners in both the U.S. and Canada.

### **Excellence of the faculty**

The quality of the faculty is excellent to support both the clinical and research aspects of the proposal. However, there are impending retirements and the existing faculty members are already overcommitted teaching not only Prosthodontics courses but also other related undergraduate courses. Interviews with the prosthodontics faculty showed that they only have one-half day that is not assigned to teaching or practice. They are teaching not only prosthodontics courses, but several others that were previously taught by other disciplines and have had an increase of 20% teaching contact.

Also of note, there is lack of a formally trained Maxillofacial prosthodontist and the size of the health care facility in Winnipeg should support one for the province. Currently, Dr. Pesun and two other faculty members provide this crucial service; it should be a dedicated position. Reduction in faculty time commitment to the program might also be aided by rearranging the planned courses, such as putting all didactic courses in a block on one half day which would only require one faculty member. As the program proceeds from year 1 to year 2, provisions will need to be made for instructing new graduate students while the second year students see patients clinically.

### **Adequacy of facilities, space, and other resources**

There are adequate, and spacious, areas for student study and seminars. The office space is currently used by the implant fellow but will easily house 6 residents immediately and without major renovation. While there was concern expressed by faculty from other disciplines about the lack of seminar rooms available, we noted several existing seminar-sized rooms. The faculty also said the issue may actually be scheduling of these rooms and the lack of some rooms being equipped with updated audiovisual capabilities.

There is adequate space and equipment for laboratory work. The dental technicians interviewed expressed concern about being able to fabricate the prostheses of the undergraduate students as well as six graduate students. The plan is for Graduate Prosthodontics students to spend a considerable amount of time learning and performing dental laboratory skills, however dentistry is increasingly dependent upon digital technology and highly aesthetic prostheses requiring highly skilled dental ceramists. We would have you at some point consider utilizing commercial laboratory to help support the Undergraduate program.

The proposed clinical area is well suited for the proposal, but will need eventual conversion and equipment in rooms not currently designed for patient care. We would suggest that removing the doors to the operatories to improve supervision and reduce risk if an untoward event were to occur.

The library facilities are comprehensive, robust and close in proximity to the dental school. Excellent support is available for instruction in information searches of electronic databases and

reference management. The librarian is also available for individual instruction and guidance, as well as online instruction in the research thesis process (Grad Steps).

### **Strengths and weaknesses of the program proposal**

This proposal is well written and provides the documentation required. The strengths of the proposal include the strength of the College itself, a documented need, enthusiastic support from the department and from other specialties and their students and likely adequate patient flow. The positive impact of Inter-specialty collaboration will greatly enhance the graduate experience for all specialties involved. The facilities, while dated in some areas, are spacious and can be converted to treatment areas.

It is evident that the addition of this new program will require an additional faculty at the outset rather than in the second year as proposed. Also, review of the undergraduate curriculum assignments of existing faculty should be undertaken. At present, there is a single mentor during the first year of the program who has multiple other assignments in the college, which we view as the single most significant weakness of the proposal.

The number of hours and schedules for all faculty involved in the program would be useful to communicate the commitment and workload of the faculty involved. The percentage or hours the students will have for Research, Clinic, & Didactic assignments over the 3 years would be useful to understand their responsibilities. We recommend formulating a chart of both student and faculty assignments to graphically show these two important time commitments.

Respectfully submitted,

Dr. Chris Wyatt  
Chair of the Division of Prosthodontics  
& Dental Geriatrics  
Faculty of Dentistry  
University of British Columbia

Dr. Julie Holloway  
Head, Department of Prosthodontics  
College of Dentistry  
The University of Iowa

Dr. Jay Doering  
Vice-Provost (Graduate Education) & Dean (Faculty of Graduate Studies)  
Faculty of Graduate Studies  
500 University Centre  
University of Manitoba  
Winnipeg, MB R3T 2N2 Canada

Dear Dean Doering

**Response to the external evaluators assessment of the Masters of Science Degree in Prosthodontics at the University of Manitoba.**

The External Evaluators provided important and valuable insight into the Master of Science Degree in Prosthodontics. This would be only the third such program in Canada after Toronto and Vancouver.

The proposed program is inline in size and scope with that of the External Evaluators programs. The size of the catchment area in relation to the number of proposed residents is larger than that of their programs. They appreciated the broad consensus from through out the College that the program would be an important addition to the College of Dentistry both in terms of clinical support and research. That support came not just from within the school but from the outside community. One of the important recommendations to ensure that the program has sufficient patients will be to develop extensive referral network. The development of the program has continually sought out feedback and support from the dental community. They are being continually informed as to the status of the approval process as the program is being developed. We will continue to inform the dental community of the status of the program and use those connections to ensure the success of the program.

The curriculum was found to be similar in breadth and depth to the programs that the External Evaluators were familiar with. They agreed that the addition of two additional students in graduate core courses would have a minimal impact on those courses. The External Evaluators made several suggestions to improve the curriculum with the addition of several topics and the organization of the curriculum. These were all incorporated into the proposal.

The External Evaluators agreed that there is significant need for more prosthodontists. This is in education, research and private practice. This is not only in Winnipeg and Manitoba but also throughout North America. There will be little difficulty of new graduates in finding employment.

The support of the faculty for this program is there even though in some ways they are overcommitted in teaching. To address this issue several items will need to be modified once the program has been approved. The teaching load will be rearranged in the department. The budget has been adjusted to allow for the

addition of a new prosthodontic position in the first year rather than in the second year as originally proposed. Preference will also be given to hire a trained Maxillofacial Prosthodontist. To graphically show both student and faculty assignments a chart will be formulated outlining these two groups time commitments.

The External Evaluators acknowledged that the facilities to undertake this program are in place for the residents. This includes library facilities, student offices, clinical, research and laboratory space for the residents. Some renovations will need to be undertaken as the program grows to full capacity and have been accounted for in the budget for the program. We have been able to achieve this, as there has been an implant fellowship in place for the last 6 years and as a result of the closing of the Private Practice suite. With an increasing amount of patient laboratory work that will be sent to the lab as the residents progress through the program, dental laboratories outside of the dental school will be increasingly utilized so as to not over load the school internal lab.

Overall the report provided a positive evaluation of the program, with helpful suggestions to ensure its success.

Respectfully submitted

Dr. Igor Pesun  
Head Division of Prosthodontics  
College of Dentistry  
University of Manitoba

December 9, 2016

## MEMORANDUM

**To:** Jeff Leclerc, University Secretary

**From:** Michael Benarroch



**Subject:** Red River College – New Articulation Agreement

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The Asper School of Business and Red River College have had an articulation agreement in place for a number of years. The current articulation agreement limits the number of students admitted from Red River College to 20 students per year. Students must attain a GPA of 3.0 at RRC and complete the Business Administration Diploma (University Stream) to be considered for admission to the Asper School. This process has been fairly restrictive and has limited the range of students applying from Red River College.

The new articulation agreement aims to improve upon our relationship with RRC, increase the opportunities for RRC students to enter the Asper School, create a path of entry for RRC Accounting majors into the Asper School, and ensure that RRC students meet the minimum cutoff GPA for Track I students at the Asper School of Business (ASB).

The new articulation agreement expands the number of spaces available for RRC students at the Asper School to a maximum of fifty spaces. The Asper School has articulation agreements with RRC, University College of the North, Université de Saint-Boniface, and Assiniboine College. In total, the colleges have a quota of fifty spaces available in the Asper School. Each college, outside of RRC, has a quota of 10 spaces. RRC is the only College that meets its quota on an annual basis. For numerous years, the other three colleges have sent in total between zero and four students per year. This means that twenty-six to thirty college spaces are going unfilled on annual basis while RRC applicants are being denied entry into the Asper School. The new articulation agreement aims to rectify this situation. While applicants from each college will be given preference when they apply to the Asper School, unused quota spaces will be shifted to allow RRC applicants to enter the Asper School.

/continued

Twenty of the quota spaces will be limited to students majoring in Accounting at RRC. With the amalgamation of the accounting profession to a CPA designation, accounting students now require a four-year degree to complete their CPA designation. RRC accounting students therefore can no longer apply for direct entry into the CPA designation program. Previously the CGA and CMA streams in accounting accepted students with a two-year college diploma. This has resulted in a significant increase in the number of RRC accounting students applying to the Asper School. With the labor demands of the accounting profession requiring additional graduates, this change to the RRC Articulation Agreement will enable RRC accounting students to pursue their career aspirations.

As the GPA for entry in the ASB via Track I has increased, the current articulation agreement allows for the possibility that students from RRC are admitted into the ASB with a lower GPA than Track I students. The new agreement requires that students RRC achieve the same minimum cumulative GPA or greater in their Business Administration Diploma as those admitted into the Asper School via the Track 1 category.

Finally, I should note that the new agreement was unanimously approved by Faculty Council at the Asper School on December 9, 2016 with the following Motion:

**MOVED that the Red River College Articulation Agreement Proposal be approved as submitted.**

**MOVED: M Brabston**

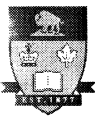
**SECONDED: J McCallum**

**The MOTION Carried Unanimously**

Attachment: Red River College Articulation agreement Proposal (dated June 27, 2016) (2 copies)

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.





UNIVERSITY  
OF MANITOBA

## Office of the Vice-President (Academic) & Provost Articulation Agreement Proposal

**Articulation agreements** are University of Manitoba (UM) Senate approved bilateral or multi-lateral agreements, between the UM and other recognized post-secondary institutions, that define the terms and conditions for consideration of admission and recognition of prior learning within the context of specific programs or credentials. Upon successful admission, students may receive established credit within a program at the UM, which shortens the path to the credential (typically a three-year or four-year degree) that is ultimately sought. Recognition of prior academic achievement may be in the form of UM equivalent course credit, general (unallocated) credit, block credit or advanced standing, reducing the total credit hours required for credential completion. This credit would be based upon either: an earned credential (for example a one-year or two year certificate / diploma) or an approved program of study at the partner institution.

**NOTE:** Please prepare two (2) copies of this proposal for signature and delivery to the Vice-Provost (Academic Planning and Programs).

### A. UM Program and Partner Information:

*This form should be completed by the UM Program Link Contact (the person with oversight for the proposal - identified in "I" below) and submitted to the relevant Faculty Council and then forwarded to the Vice-Provost (Academic Planning and Programs) for processing.*

#### 1. UM Contact:

Michael Benarroch

Print Name

Dean Asper School of Business

Designation

m.benarroch@umanitoba.ca

Email

2044749209

Phone

*M. Benarroch*

Signature

27-Jun-16

Date

#### 2. Name and designation of contact person from the partner institution proposing the Articulation Agreement (include full contact information including phone and email).

Christine Crowe

Designate Name

Vice President Academic and Research

Designation

Red River College, C720A-2055 Notre Dame, Winnipeg, MB, M3H 0J9

Address

cecrowe@rrc.ca

Email

204-632-2380

Phone

#### 3. Name and designation of person to sign the the Articulation Agreement for the partner institution (include full contact information including phone and email).

Graham Thomson

Name of Signing Authority

Dean

Designation

Red River College, School of Business and Applied Arts, P311-160 Princess St., Winnipeg, MB, M3B 1K9

Address

gthomson@rrc.ca

Email

204-949-8514

Phone

#### 4. Name and address of partner institution:

Red River College, School of Business and Applied Arts, P311-160 Princess St., Winnipeg, MB, M3B 1K9

**B. PROPOSAL:** (fields will expand automatically when you move to the next question)

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**Program Information**

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5. UM Faculty/School: Asper School of Business

6. UM Department/Unit: N/A

7. UM Program to which advanced entry is sought (provide approved program name, credential and credential abbreviation):

Bachelor of Commerce (Honours); B.Comm.(Hons.); with or without Co-op option

8. Program at Partner Institution from which advanced entry is sought (provide approved program name, credential and credential abbreviation):

Diploma in Business Administration

9. Start date (number of years for which the agreement is proposed to run): Start Date 1-Sep-17 Period (yrs.) 5

10. Combined duration of the articulation program, in years, e.g., 4 (UM 2 + Partner 2) years.

4 (2.2 UM + 1.8 RRC). If a student transfers with fewer than 54 credits then time split between the two institutions will change increasing the proportion of time spent at the University of Manitoba..

11. Is there a co-op requirement/option to the program. Yes ☒ No ☐

12. Detail any costs accrued to the UM arising from this proposal. Costs should include any tuition fee implications (including differential fees for international agreements) as well as application fees.

*A letter from the Budget Dean detailing how any costs arising will be met must accompany the completed proposal, and funding requests for consideration by the Senate Planning and Priorities Committee (SPCC) must be submitted on the SPCC Program Proposal Budget Form (available at [umanitoba.ca/admin/governance/forms/index.html](http://umanitoba.ca/admin/governance/forms/index.html) under Other Forms)*

RRC students admitted under the agreement will pay the standard University of Manitoba tuition fees based on whether they are a domestic or international student. Admitting this number of students under this agreement cannot be accommodated in existing courses and new course sections will need to be added. Asper School's Undergraduate Program Office will manage the course-mapping of students coming to UM under this agreement, as they do for any other transfer student. Students opting for the Co-op program during the B.Comm.(Hons.) program will be treated as any other regular Asper student applying for the program.

13. Outline any additional interactions planned in relation to the agreement. For example, formal interactions with faculty of students at the partner institution; development of joint curriculum between the institutions. *Please describe.*

RRC has sent us the list of courses (and course outlines) in the Business administration Diploma program. Based on the information provided, course equivalence assessments and course mapping have been completed. Further curriculum-related formal interactions will be required if there is any required changes to the agreement or alteration of either of our curricula.

**Student Selection & Support**

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14. Number of students to be admitted at each intake: Expected No. 30 Maximum No. 50

15. Is transfer limited to graduates of the partner institution program? Yes ☒ No ☐

16. Provide details of the requirements for advanced entry (provide a detailed mapping of the Partner's course/work requirements to the UM program on the Articulation Course Mapping Form). *Append all applicable course syllabi.*
17. Describe the entry pathway for admission and selection for articulation at the University of Manitoba. Include information on admission requirements, including English language requirements as well as minimum GPA requirements, should they fall outside the standard UM requirements. *International agreements should identify and address the role of a UM faculty member (or representative) in the student selection process.*

Note that this is a renewal of an existing agreement that was approved by Senate and the Board in 1997.

1. Students must complete the Business Administration Diploma at Red River College within the past 5 years.
2. Admission is limited to students who achieve a minimum cumulative grade point average of 3.00 at RRC. Students will be required to achieve the same cumulative GPA or greater on their Business Administration Diploma as those admitted into the Asper School via the Track 1 category.
3. Up to 50 qualifying Red River Students will be admitted in the B. Comm. (Hons) program per year. 20 of the 50 annual seats will be limited to students from the Accounting Major at Red River College.
4. In the event that there are less than 20 eligible applicants from the Accounting Major, the seats can be filled by other students. However, if there are more than 20 eligible applicants with an Accounting Major they will compete with all other Majors for the remaining seats allotted to Red River College applicants. However, if there are more than 20 eligible applicants with an Accounting Major they will compete with all other Majors for the remaining seats allotted to Red River College applicants.
5. Up to 54 credit hours from Red River College can be transferred; a minimum of 42 transferable credits must be presented for an admission offer.
6. Students must present a minimum grade of "C" in the following Red River College courses to be eligible for admission: ECON 1022, ECON 2000, MATH 1020, AND COMP 1975.
7. If SOCS 3001 and SOCS 3007 are taken at Red River, the student must present a minimum grade of "C".
8. Red River College applicants are admitted solely based on their college coursework. If the student has additional post-secondary work, it will be assessed for potential transfer credit. The maximum allowed external transfer credit is 60 credit hours.
9. All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site. <http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

18. Outline any recruitment strategies associated with the proposed program. Include information on efforts by both the UM and the partner institutions where applicable.

The Asper School actively recruits at RRC. On an annual basis Asper Staff and Students conduct presentations and information sessions at both the Princess and King Edward Campuses of RRC. The Asper School also provides program and recruitment material to RRC staff who distribute it to RRC Business Administration Students. RRC students are invited on campus for our recruitment events.

19. What types of student support will the UM be required to provide to students participating in this program? This could include such things as orientation, advisory services, accommodation, language courses, etc.

As this is a renewal of an already long standing agreement no special student support is required other than those offered to all Asper students. Our experience is that RRC business students are well prepared for our program and don't require any additional supports other than those already existing within the Asper School and University of Manitoba.

## Quality Assurance

20. Please indicate how often the agreement will be reviewed as well as an outline of the review process.

Every 5 years. The review process will examine student performance in comparison to the mainstream student body. Course syllabi may be evaluated on an annual basis.

21. Will feedback be provided to the partner program about student performance

Yes

22. If the UM program is accredited by an external body, will the proposed articulation agreement impact the accreditation? If so, what steps are required to maintain accredited status.

No impact on accreditation.

23. What mechanisms are in place to allow any students on the articulation pathway to complete their studies should the articulation be withdrawn.

In the event the articulation agreement is withdrawn, any students on the articulation pathway will be treated as regular transfer students and allowed to complete their degree program.

### Benefit Analysis

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24. Benefits anticipated from this agreement to the partners and students.

The agreement increases the number of spaces available for students from RRC. This will provide greater opportunity for students at RRC to complete a four year B.COMM. degree at the University of Manitoba. With the amalgamation of the accounting profession to one body, CPA, all students seeking an accounting designation are now required to complete a four-year degree. Previously, students with a two-year diploma could obtain a CGA or CMA designation. In addition, the Human Resource Management Association of Manitoba is now also providing advanced standing for HR majors from a four-year degree. The articulation agreement will allow students from RRC wanting to complete their HR designation to complete their studies at the Asper School.

25. Have any challenges or barriers to this agreement has been identified? If so, how will they be ameliorated.

No challenges have been identified other than insuring that sufficient resources are in place to cover the costs of additional course sections.

### Additional Information

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26. Please provide any additional information on the proposed program that is deemed relevant to this process. Append any supporting documentation, if required.

Red River College students will have access to all the student services and programs (Career Development Centre, Co-op program, International Exchange program, etc.) as other Asper students.

Red River College students may be eligible to participate in the Asper School Co-op program, depending on the final number of transfer credits, and subject to the same eligibility requirement as regular Asper students.

Red River College students may be eligible to participate in the Asper School International Exchange program, depending on the final number of transfer credits, and subject to the same eligibility requirement as regular Asper students.

Red River students who do not have 60% or better in Pre-Calculus Mathematics 40S or equivalent from high school, must take an equivalency course (for example, Math Skills offered through Extended Education at the University of Manitoba). The make-up course is a non-credit course but is necessary in order to register in University Calculus (MATH 1500 or equivalent).

### C. Faculty Review and Approval: *(to be completed by the proposing Faculty or School)*

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Dean/Director:

Signature

*M. Benarroch*

Michael Benarroch

Print Name

27-Jun-16

Date

Signature

---

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### D. Senate Review and Approval:

Date \_\_\_\_\_

Date \_\_\_\_\_

Required? Yes ☐ No ☐

Date \_\_\_\_\_

Date \_\_\_\_\_

## Signature \_\_\_\_\_

Date \_\_\_\_\_

## Signature \_\_\_\_\_

Date \_\_\_\_\_

Supplementary "Student Transfer Program" Agreement Required: Yes ☐ No ☐ Received: \_\_\_\_\_  
Date \_\_\_\_\_

☐ Copy to Dean's Office, Proposing UM Faculty☐ Copy to Registrar☐ Copy to OIA☐ Copy to University Secretary☐ Copy to Partner Institution Signatory☐ Copy to Admissions☐ Copy to COPSE

## Office of the Vice-President (Academic) & Provost

# Articulation Agreement Course Mapping Form

Using the table below, please provide a detailed mapping for the Partner's course/work experience to the UM equivalences. **Where possible, please attach course syllabi or course descriptions for the partner program's coursework**

UM Program				Partner Program			
	UofM Course Number	Course Name	Cr Hrs	Red River Course Number	Course Name	Grade Min.	Syllabus Attached Y/N
1	ECON 1010	Introduction to Microeconomics	3	ECON 1022	Economics 1	C	
2	ECON 1020	Introduction to Macroeconomics	3	ECON 2000	Economics 2	C	
3	STAT 1000	Basic Statistical Analysis 1	3	MATH 1020	Business Statistics	C	
4	COMP 1260	Introductory Computer Usage 1	3	COMP 1975	Business Computing	C	
5	ACC 1100	Introductory Financial Accounting	3	ACCT 1071 & ACCT 2043	Financial Accounting 1 & Financial Accounting 2 (together)		
6	GMGT 1010	Business and Society	3	ADMIN 1001	Introduction to Canadian Business		
7	GMGT 2010	Business Communications	3	COMM 1000 & COMM 2000	Business Communications 1 & Business Communications 2 (together)		
8	GMGT 2070	Introduction to Organizational Behaviour	3	ADMN 3004	Management and Organizational Behaviour		
9	GMGT 3300	Commercial Law	3	ADMN 3001	Business Law		
10	HRIR 2440	Human Resource Management	3	HUMR 1015	Human Resource Management		
11	MKT 2210	Fundamentals of Marketing	3	MRKT 1002	Marketing		
12	ENTR 3100	Small Business Management	3	ADMN 3003 & ADMN 3006	Entrepreneurship 1 & Entrepreneurship 2 (together)		
13	ACC 1110	Introductory Managerial Accounting	3	ACCT 3004	Cost Accounting		
14	ACC 2010	Intermediate Accounting - Assets	3	ACCT 3000	Intermediate Accounting 1		
15	ACC 2020	Intermediate Accounting - Equities	3	ACCT 3003	Intermediate Accounting 2		
16	MKT 4270	Sales Management	3	MRKT 3012	Personal Selling		
17	MKT 3230	Consumer Behaviour	3	MRKT 3010	Consumer Behaviour		
18	MKT 3390	Integrated Marketing Communications	3	MRKT 3015	Integrated Marketing Communications		
19	MKT 3300	International Marketing	3	MRKT 3016	International Marketing		
20	MKT 3XXX	Unallocated Marketing	3	MRKT 3017	Retail Management		
21	STAT 2000	Basic Statistical Analysis 2	3	MATH 3001	Quantitative Methods		
22	PSYC 1200	Introduction to Psychology	3	SOSC 3001	Psychology	C	
23	SOC 1200	Introduction to Sociology	3	SOCS 3007	Sociology	C	

### Notes:

1. All courses listed in 1 through 12 (shown in bold) must be taken at RRC.
2. A maximum of 6 courses may be taken from courses 13-23 and applied toward the B.Comm.(Hons.) program.
3. A maximum of 54 credit hours of RRC coursework may be transferred toward the B.Comm.(Hons.) program.
4. All syllabuses were previously submitted to the evaluations office.

**Report of the Senate Committee on Curriculum and Course Changes RE: Articulation Agreement Renewal, University of Manitoba, Bachelor of Commerce (Honours) Degree – Red River College, Diploma in Business Administration**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) are found on the website at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meeting of January 12, 2017, the SCCCC considered a proposal to renew an existing Articulation Agreement between the University of Manitoba and Red River College (RRC). The Articulation Agreement permits graduates of the Diploma in Business Administration program at RRC to receive advanced standing in the Bachelor of Commerce (Honours) degree offered by the I.H. Asper School of Business. It has been in place for a number of years but has not previously been approved by Senate.

**Observations**

1. One objective of the Articulation Agreement is to provide another a pathway for graduates of the Diploma in Business Administration at RRC to complete a four-year B.Comm.(Hons.) degree at the University. By increasing mobility between the two institutions, the agreement also contributes to a provincial strategy to increase transferability of credits and mobility of students between postsecondary institutions.
2. Under the Articulation Agreement, the I.H. Asper School of Business grants advanced standing, to graduates of the Diploma program, for a minimum of 42 credit hours up to a maximum of 54 credit hours completed in the Diploma program, as described in the Course Mapping Form included with the proposal.
3. In order to qualify for admission under the Articulation Agreement, applicants must have completed the Diploma within the past five years, with a minimum Cumulative Grade Point Average of 3.00 and a minimum grade of “C” in COMP 1975, ECON 1022, ECON 2000, and MATH 1020. Applicants also require a minimum grade of “C” in SOCS 3001 and/or SOCS 3007 if they complete these courses toward the Diploma.  
  
The revised Articulation Agreement would further require that applicants admitted under the agreement achieve the minimum Grade Point Average established as the competitive cut-off for Track 1 Applicants to the B.Comm.(Hons.) program, for any given year.
4. It was noted at the meeting that graduates of the Diploma in Business Administration tend to do well in the B.Comm.(Hons.) program and have a high graduation rate.
5. The revised articulation agreement would provide for at least twenty (20) and up to fifty (50) spaces in the B.Comm.(Hons.) program for graduates of the Diploma program. The existing Articulation Agreement allows for the admission of a maximum of twenty (20) applicants. The proposed revision responds to increased applications from graduates of the Diploma program in the last two years following changes to the admission

requirements for the Chartered Professional Accountants (CPA) certification program to require a four-year degree.

6. The I.H. Asper School of Business has fifty (50) spaces available for students admitted to the faculty under various Articulation Agreements with Red River College (20), Assiniboine Community College (10), University College of the North (10), and the Université de Saint-Boniface (10). At the meeting, the faculty confirmed that proposed changes to the Articulation Agreement between the University and RRC would not affect the maximum number of spaces allocated to the other institutions. The changes would make it possible for the faculty to use any unfilled spaces to admit additional applicants under the revised Articulation Agreement with RRC, however, in any year that the number of applicants admitted under any of the other agreements was less than the maximum allocated for a particular institution(s).
7. Each year, the faculty will reserve the first twenty (20) spaces allocated to applicants admitted under the Articulation Agreement for graduates who have completed the Diploma with an Accounting Major. If there were fewer than twenty (20) qualified applicants who have completed an Accounting Major, the faculty would fill the balance of the twenty (20) spaces with qualified applicants who have completed another Major in the Diploma. In any given year that there were more than twenty (20) qualified applicants with an Accounting Major and more than twenty (20) spaces allocated to RRC graduates, these applicants would compete with graduates who completed other Majors for the additional spaces.
8. The I.H. Asper School of Business anticipates that a minimum of thirty (30) students would be admitted under the revised Articulation Agreement each year.
9. The committee was informed that it might be necessary to offer additional sections in Accounting courses, in order to accommodate additional students admitted under the revised agreement. The faculty would hire additional sessional instructors using funds (\$15,000 per year for five years) contributed by the CPA Canada for this purpose.

### **Recommendation**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve the articulation agreement between the University of Manitoba, I.H. Asper School of Business, and Red River College concerning advanced standing for graduates of the Diploma in Business Administration in the Bachelor of Commerce (Honours) degree, for a five-year term effective September 1, 2017.**

Respectfully submitted,

Professor Greg Smith, Chair  
Senate Committee on Curriculum and Course Changes



**Report of the Senate Committee on Admissions concerning a proposal from the Asper School of Business to revise an existing articulation agreement with Red River College (2017.01.12)**

**Preamble:**

1. The terms of reference for this committee can be found at: [http://umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/490.htm](http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/490.htm).
2. The Asper School of Business is proposing some revisions to an existing articulation agreement with Red River College. Under the terms of the agreement, students who complete the two-year Diploma in Business Administration at Red River College (RRC) are eligible to apply for admission to the Bachelor of Commerce (Honours) degree program. If admitted via this category, the student would be granted advanced standing in the Bachelor of Commerce (Honours) program.
3. The proposal was approved by the Asper School of Business Faculty Council on December 9, 2016 and was endorsed by SCADM on January 12<sup>th</sup>, 2017.

**Observations:**

1. The existing agreement has been in place for the past twenty years. The goal of the agreement is to create a more flexible pathway for RRC students.
2. Under the terms of the existing agreement, the number of seats available in this category is capped at twenty. Under the terms of the revised agreement, the number of seats available in this category is capped at fifty. Twenty of the fifty seats will be for students who majored in Accounting at RRC.
3. Students must attain a GPA of 3.0 in the Business Administration Diploma program at RRC to be eligible for admission to the Bachelor of Commerce (Honours) program. Admission is competitive and attaining the minimum GPA does not guarantee admission.
4. Interest in the pathway outlined in this articulation agreement has grown significantly over the past couple of years. A major driver of this increased interest is the regulatory change in the accounting profession requiring that anyone interested in pursuing a CPA designation have a university degree.

**Recommendation:**

The Senate Committee on Admissions recommends that the proposal to amend the articulation agreement between the Asper School of Business at the University of Manitoba and Red River College be approved and be in effect upon approval by Senate.

Respectfully submitted  
Susan Gottheil, Chair, Senate Committee on Admissions

**Report of the Senate Committee on Course and Curriculum Changes RE: Closure of the Bachelor of Human Ecology (General) Degree, Rady Faculty of Health Sciences**

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**Preamble:**

1. The terms of reference for the Senate Committee on Curriculum and Course Changes (SCCCC) can be found on the University Governance website at:  
[http://www.umanitoba.ca/admin/governance/governing\\_documents/governance/sen\\_committees/497.htm](http://www.umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/497.htm).
2. At its meeting of January 12, 2017, the SCCC considered a proposal from the Rady Faculty of Health Sciences to close the Bachelor of Human Ecology (General) degree.

**Observations**

1. Admissions to the B.H.Ecol.(Gen.) degree program have been suspended since May 2013. Initially, the President accepted a recommendation from the Dean of the former Faculty of Human Ecology to suspend admissions for the period May 2013 to May 2015 (Senate, January 8, 2014). Subsequently, the President accepted a recommendation, from the Acting Dean of the former Faculty of Human Ecology and the Dean of the Faculty of Health Sciences, to extend the suspension of admissions to the program to May 2016 (Senate, May 13, 2015).
2. The Rady Faculty of Health Sciences is proposing the closure of the program based on small enrolments for the previous fifteen years and the lack of available or advertised employment positions for home economists or human ecologists, either provincially or nationally. Before admissions to the program were suspended, enrolment in the program ranged from eight to fourteen students, in years 2008 to 2012.
3. There continues to be a need to educate individuals to teach Home Economics in secondary schools. Students would continue to be able to complete a teachable major or minor in Human Ecology in the areas of Family Social Sciences and Human Nutritional Sciences. The Department of Community Health Sciences, Max Rady College of Medicine, and the Department of Human Nutritional Sciences, Faculty of Agricultural and Food Sciences, continue to offer undergraduate programs in these respective areas. The Faculty of Education plans to address a need for education in design and textiles for students who plan to teach Home Economics. The latter Faculty has also identified pathways to completing a Human Ecology teachable major or minor, as outlined in an attachment to the proposal.
4. One student has yet to complete his/her B.H.Ecol.(Gen.) degree. The student did not register for any courses in the current or previous academic year. The Rady Faculty of Health Sciences has confirmed that, were this student to re-register in future, he/she could apply courses already completed toward a Bachelor of Human Ecology (Family Social Sciences) degree.

### **Recommendation**

The Senate Committee on Curriculum and Course Changes recommends:

**THAT Senate approve and recommend that the Board of Governors approve the closure of the Bachelor of Human Ecology (General) degree, effective upon approval by the Board of Governors.**

Respectfully submitted,

Professor Greg Smith, Chair  
Senate Committee on Curriculum and Course Changes

### **Comments of the Senate Executive Committee:**

The Senate Executive Committee endorses the report to Senate.

## MEMORANDUM

Date: Oct. 31, 2016

To: Jeff Leclerc, University Secretary

From: Dr. Brian Post  
Dean, Rady Faculty of Health Sciences



**Re: Application for Permanent Cessation of the Bachelor of Human Ecology General Program**

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Attached is the application for permanent cessation of the Bachelor of Human Ecology General Program on behalf of the Rady Faculty of Health Sciences. A review of this program was initiated in 2012 in response to a request at the University of Manitoba to consider funding implications of programs. Subsequently, a recommendation was made to the President of the University of Manitoba to suspend admission of new students to this program as of May 2013. In consultation with the Senate, the President accepted this recommendation. This proposal for permanent cessation of the Bachelor of Human Ecology General Program was endorsed by the Rady Faculty of Health Sciences Executive Council on October 27, 2016.

## Application

### PERMANENT CESSATION OF A PROGRAM OF STUDY

Under *The Advanced Education Administration Act*

Universities and colleges requesting approval for the **permanent cessation** of a program of study from Education and Advanced Learning must apply using this application form. This form reflects the requirements set out in the Programs of Study Regulation (MR 134/2015) under *The Advanced Education Administration Act*.

Institution: **University of Manitoba**

Applicable faculties/department with responsibility for the program: Rady Faculty of Health Sciences

If program is a joint program, list all participating institutions and the roles of each in delivering the program to be ceased:

Not a joint program

Program name: Bachelor of Human Ecology General

Credential awarded: Bachelor of Human Ecology

Proposed start date for permanent cessation: Program has been suspended for three years. Cessation should be immediate upon approval.

Institutional Program Code(s) (PSIS reporting number):

*Office Use Only*

One-time funding:

On-going funding:

**B-1 Provide a general description of the program and its objectives:** *(Include intended purpose, curriculum design, and highlight distinctive attributes)*

This degree is designed for students who have career goals that require basic preparation in each of the major subject areas of the former Faculty of Human Ecology. The program provides course work in Human Nutritional Sciences, Textile Sciences and Family Social Sciences as well as a requirement of an 18 hour Minor in a related field. The program has a large elective course component to permit students to select courses to meet individual interests and career options. Some minor options: Canadian Studies, Family Social Sciences, Human Nutrition and Metabolism, Labour and Workplace Studies, Native Studies and Option in Aging. Most students who took this degree wanted to become Home Economics teachers.

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**B-2 Length of Program:** *(Define the length of the proposed program using measures appropriate to the schedule and delivery format. This will include total course credits and weeks/months, and, where relevant, hours and semesters of instruction)*

The program is a four year, 120 credit hour degree. A full year is considered to be 30 credit hours, five courses per term. Courses are delivered in-class and through distance education.

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**B-3 Provide a description of the intended outcomes of the program being permanently ceased:**

The positions of “Home Economists” or “Human Ecologists” had been available in past years for graduates from this program. However, such positions are no longer available/advertised. More recently, most students who took the program had the intentions of becoming a Home Economics teacher. Currently, interested students can complete a teachable major or minor in Human Ecology in the areas of Family Social Sciences (FSS) and Human Nutritional Sciences (HNS). Since the closing of the Faculty of Human Ecology in 2015, the FSS program continues to be offered through the Department of Community Health Sciences, College of Medicine, and the HNS program is now offered in the Faculty of Agricultural and Food Sciences. The Faculty of Education is working to address the design/textile needs for students who plan to teach home economics in this area as admissions to the Textiles Sciences program at the University of Manitoba have been temporarily suspended.

B-3.1 - Describe how this program serves and advances the academic, cultural, social and economic needs and interests of students and the province:

The General Degree in Human Ecology is an interdisciplinary program designed for students who have career goals that require basic preparation in each of the major subject areas of the Faculty: Family Social Sciences, Human Nutritional Sciences, and Textile Sciences. The program has a large elective course component allowing students to select courses to meet individual interests and career options. All students have the opportunity to complete a practicum course with opportunities to work in a community agency under the supervision of a faculty member and an employee of the agency who is working in the student's area of interest. Some career opportunities for this program include: Home Economics Teacher (with a Bachelor of Education), Community Support Coordinator, and Volunteer Manager.

B-3.1 - Describe the existing and anticipated post-secondary learning needs of students in Manitoba that this program addresses and responds to.

The Faculty of Education is working to address the design/textile needs for students who plan to teach home economics since the Family Social Science and Nutrition components are still available at the University of Manitoba.

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**B-4 Describe the mode of delivery for this program:**

Courses are taught in the classroom (face to face) and through distance delivery.

**C-1 Identify and provide a detailed description of the rationale for the permanent cessation of this program of study:**

*(Such as changes in applications, enrolment, employer demand.)*

Admission to the program has been suspended for three years. Reasons to cease admission to the BHE(Gen) degree program came as a result of an internal review that demonstrated consistent small enrolments (less than a total of 25 students) for the previous 15 years with no indication of these increasing, and also the lack of “Human Ecologist” or “Home Economist” positions available in Manitoba or Canada.

Fall Enrolment Counts	2008	2009	2010	2011	2012
B.H.Ecol General Human Ecology	14	10	7	8	13

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**C-2 If applicable, describe any program reviews, evaluations, or other program review processes that occurred during the temporary cessation of this program:**

A review of all programs in the Faculty of Human Ecology was initiated in 2012 in response to a request at the University of Manitoba to consider funding implications of programs. The Bachelor of Human Ecology (Gen) was identified as a program that had low enrolment for many years and there was not a strong rationale for maintaining this program. In consultation with the Vice-Provost, Academic Planning and Programs a motion was prepared for the suspension of admission to this program. The motion was discussed and passed at the Human Ecology Faculty Council in February, 2013. Subsequently, a recommendation was made to the President of the University of Manitoba to suspend admission of new students as of May 2013. In consultation with the Senate, the President accepted this recommendation.

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**C-3 Describe how the permanent cessation of this program aligns with the strategic plans of your institution:**

Permanent cessation of this program and the Faculty of Human Ecology is as a result of the Academic Restructuring Initiative that occurred at the University of Manitoba starting in 2012. The purpose of this Initiative was to explore, simplify and improve the current academic structure with the specific goal to identify options for reducing the number of faculties and schools from the total at that time to a number closer to the national average of similar universities by 2017.

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**C-4 Outline the internal approval process (i.e. committees, governing bodies) for approving the permanent cessation of this program of study within your institution and indicate any dates of decision:** *(Governing Council, Board of Governors, Board of Regents, Senate, other)*

Decision-Making body: Rady Faculty of Health Sciences Executive Council

Decision: Approve Permanent Cessation

Date: October 27, 2016



Decision-Making body: University of Manitoba Senate Committee on Curriculum and Course Changes

Decision: Approve Permanent Cessation

Date:

Decision-Making body: University of Manitoba Senate Executive, Senate, and the Board of Governors

Decision:

Date: [Click here to enter a date.](#)

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## C-5 Responsibility to consult

C-3.1. Is this program subject to mandatory review or approval by organizations external to the institution (such as regulatory bodies, Apprenticeship Manitoba, etc.)? *(If yes, please describe consultation process and provide copies of reports or letter from these organizations.)*

No

C-3.2 What agencies, groups, or institutions have been consulted regarding the permanent cessation of this program?

Faculty of Education: Letter of Support attached

Manitoba Association of Home Economists (MAHE): A number of meetings were held with MAHE. Their primary concern is that with the closure of the Bachelor of Human Ecology (General) degree, this credential/preparation for Home Economics teachers no longer exists. As there is still a need for Home Economics teachers within the Manitoba school system, MAHE continues to work with the Faculty of Education to ensure a pathway in Manitoba for Home Economics teachers.

C-3.3 How have students and faculty been informed of the intent to permanently cease this program?

There is currently one student remaining in the program. There were emails and letters to students in the program outlining the decision to cease admission to the program and program completion steps. This student remaining in the program did not register in courses last year and is currently not registered in any courses for 2016-2017. It is not clear whether this student will be returning to complete this degree. However should this student decide to complete the Family Social Sciences degree she/he could do so without any loss of credits. The credits that this student has already completed (60) would be transferable to the Family Social Sciences degree.

Faculty teaching in this program voted to cease admission to this program with the intent to permanently cease this program.

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**C-6 Describe the impact that the permanent cessation of this program may have on developing a skilled workforce and on labour market need in Manitoba:**

Due to the low demand for the program over the last couple of decades there is not expected to be any major impact on workforce or labour market needs. Discussions are continuing with Education to continue with teachable majors (for Home Economics Teachers) for their program.

**D-1 Describe how the permanent cessation of this program will affect any specific laddering, articulation and/or credit transfer options for students in Manitoba and Canada:**

There were no articulation agreements.

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**D-2 Describe how the permanent cessation of this program may affect the academic, cultural, social and economic needs and interests of students and the province:**

Discussions are continuing with Education to continue to offer “teachable majors” for their program. These are courses that would prepare a student in the Faculty of Education to become a Home Economics Teacher. (See attachment).

## SECTION E– STUDENT IMPACTS

### **E-1 Provide a program completion plan for students currently enrolled in the program that is being permanently ceased:**

Year 1 There is only one student left who just needs to take program courses, no special courses required or completion plan required.

Year 2

Year 3

Year 4

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### **E-2 Will previous graduates of this program be negatively affected by its cessation?**

No. It is still a recognized degree.

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### **E-3 What was the maximum seat capacity of the program that is being permanently ceased?**

Previously a maximum of 80 admission targets for entry into the program although admissions to the program have been suspended for the last three years.

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### **E-4 What was the enrolment and graduation rate for this program over the past 5 years?**

This program has been suspended for three years. The last intake of students was 2012. There were 0 graduates in 2016, and none expected for 2017. As noted, there is currently only 1 student remaining in the program.

Year	Enrolment	Graduates
2013	4	1
2014	4	1
2015	3	3
2016	1	0

**F-1 What portion of ongoing funding is allocated to this program?**

There are no separate funding lines for the General Human Ecology Program. It is supported through general operating funds to the Rady Faculty of Health Sciences and the supporting departments.

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**F-2 Please provide a detailed description of how these funds will be reallocated:**

Funding will be reallocated in the unit to support other academic initiatives.

(A second signature section is provided for joint programs only)

**SUBMITTED BY:**

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

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For use by joint programs only:

**President:**

Name:

Signature:

Date: Click here to enter a date.

**Vice-President/Academic:**

Name:

Signature:

Date: Click here to enter a date.

Once completed and signed, please submit this application form to the Advanced Learning Division at [ald@gov.mb.ca](mailto:ald@gov.mb.ca) with the following attachments: *(double-click check box to engage)*

☐

Cover letter

☐

Any supporting documentation *(reviews, letters of support, etc.)*

**If you have any questions or require further information, please contact:**

Advanced Learning Division  
Manitoba Education and Advanced Learning  
608-330 Portage Avenue Winnipeg MB R3C 0C4  
(204) 945-1833  
[ald@gov.mb.ca](mailto:ald@gov.mb.ca)



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October 17, 2016

To Whom It May Concern:

The Faculty of Education supports the permanent cessation of the Bachelor of Human Ecology (BHE) (General) degree program. Admission for the BHE (General) degree ceased in 2014 and with all students nearing completion or fully completed their degree requirements, there is no need for the program to continue.

Interested students may still work toward a teachable major or minor in Human Ecology through Family and Social Sciences (FSS) offered by the Department of Community Health Sciences, College of Medicine, or through Human Nutritional Sciences (HNS) offered by the Faculty of Agriculture and Food Sciences. To this end, the Faculty of Education has prepared a document entitled, "*Pathways to Completing a Human Ecology Teachable Major or Minor for Application to the Bachelor of Education Program*" so that prospective students will know what their options are if they are interested in applying to the After-Degree Bachelor of Education (B.Ed.) program.

In conclusion, it is the opinion of the Faculty of Education, as an internal stakeholder, that the permanent cessation of the BHE (General) degree will not be detrimental to prospective B.Ed. students who wish to have a teachable major or minor in Human Ecology.

If you require any further information, please do not hesitate to contact me at (204) 474-9001 or [david.mandzuk@umanitoba.ca](mailto:david.mandzuk@umanitoba.ca) and I would be happy to elaborate or answer any questions you may have.

Sincerely,

David Mandzuk, Ph.D.  
Dean  
Faculty of Education

## Pathways to Completing a Human Ecology teachable Major or Minor for Application to the Bachelor of Education Program

Students who are considering applying to the B.Ed. with a Human Ecology teachable major or minor will require 30 or 18 or 12 credit hours of courses acceptable for the Human Ecology teachable depending on the choice of stream. Below are some suggested paths to obtaining these courses within their initial degree program required.

**This chart represents major/minor/elective usage for the purpose of admission to the Faculty of Education. It does NOT demonstrate ALL possible majors or minors**

\* Please consult with an Academic Advisor in your home faculty on degree program requirements.

	Major	Minor		Suggested Electives* (credit hours available for electives in each program will vary)
<b>Arts - B.A. (3 or 4 years)</b>	X	Declare a Minor in Human Nutritional Science and take <b>HNSC</b> or Declare a Minor in Family Social Science and take <b>FMLY</b>	and / or	<b>FMLY &amp;/or HNSC</b>
<b>Science - B.Sc. (3 years)</b>	X	X		<b>FMLY &amp;/or HNSC</b>
<b>Science - B.Sc. (4 years)</b>	X	Declare a Minor in Human Nutritional Science and take <b>HNSC</b> or Declare a Minor in Family Social Science and take <b>FMLY</b>	and / or	<b>FMLY &amp;/or HNSC</b>
<b>Agriculture – B.Sc. (4 years)</b>	Human Nutritional Science (HNSC)	Declare a Minor in Family Social Science and take <b>FMLY</b>	and / or	<b>FMLY</b>
<b>Environment – B.A. (3 or 4 years) B.Sc. (3 or 4 years) B.Env.Sc. (3 or 4 years) B.Env.St. (3 or 4 years)</b>	X	Declare a Minor in Human Nutritional Science and take <b>HNSC</b> or Declare a Minor in Family Social Science and take <b>FMLY</b>	and / or	<b>FMLY &amp;/or HNSC</b>
<b>Faculty of Health Sciences – B.H.Ecol. Family Social Science</b>	Family Social Science (FMLY)	Please contact the Academic Advisor in the home faculty for more information.		
<b>Faculty of Health Sciences</b>	X	Declare a Minor in Family Social Science and take <b>FMLY</b>		
<b>Faculty of Physical Education – B.P.E. (3 years) B.Kin. (4 years)</b>	X	Declare a Minor in Human Nutritional Science and take <b>HNSC</b> or Declare a Minor in Family Social Science and take <b>FMLY</b>	and / or	<b>FMLY &amp;/or HNSC</b>

It is recommended that courses from both departments (FMLY and HNSC) be completed within the first degree major/minor and/or, by using elective spaces. This will ensure best preparation for the teaching practicum experience.

Course Designation: **FMLY** = Family Social Science, **HNSC** = Human Nutritional Sciences

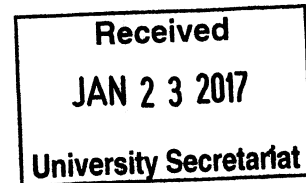




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Phone (204) 474-6026  
Fax (204) 474-7525



January 23, 2017

Mr. Jeff Leclerc  
University Secretary  
312 Administration Bldg.  
University of Manitoba

Dear Mr. Leclerc

Re: Proposed merger of the Department of Food Science and the Department of Human Nutritional Sciences

A joint committee representing the Departments of Food Science and Human Nutritional Sciences in the Faculty of Agricultural and Food Sciences has prepared a proposal for academic restructuring. I recommend that the proposal be forwarded to Senate for consideration. Advisory votes were conducted in the departmental councils on January 12<sup>th</sup> (Food Science) and January 13<sup>th</sup> (Human Nutritional Sciences), for the approval of the proposal which had been circulated previously. Following circulation of the proposal on January 13<sup>th</sup>, a secret ballot vote was carried out by the faculty council of Agricultural and Food Sciences on January 20<sup>th</sup>, 2017 for the motion:

“To create a new “**Department of Food and Human Nutritional Sciences**” through the merger of the Departments of Food Science and Human Nutritional Sciences in the Faculty of Agricultural and Food Sciences, effective July 1, 2017.”

The result of the advisory vote by the department council of Food Science was 6 in favour and 0 against the motion to merge. The result of the advisory vote in the department council of Human Nutritional Sciences was 12 in favour, 1 against and 2 abstentions. The results of the secret ballot vote of the faculty council of Agricultural and Food Sciences was 50 in favour, 3 against and 1 abstention.

Please forward the proposal to the appropriate Senate Committees, Senate and the Board of Governors for consideration.

Sincerely,

Karin Wittenberg, Dean

Comments of the Senate Executive Committee:  
The Senate Executive Committee endorses the report to Senate.

Encl.: Food Science and Human Nutritional Sciences merger proposal

Cc: J. Ristock  
J. House

**Proposal to form the  
“*Department of Food and Human Nutritional Sciences*”  
through the merger of the Department of Human  
Nutritional Sciences and the Department of Food  
Science**

A Proposal Submitted to Faculty Council,  
Faculty of Agricultural and Food Sciences  
University of Manitoba

Approved by Department Councils of:  
Food Science (January 12, 2017)  
Human Nutritional Sciences (January 13, 2017)

## **Proposal to form the “*Department of Food and Human Nutritional Sciences*” through the merger of the Department of Human Nutritional Sciences and the Department of Food Science**

### **Introduction**

The Departments of Food Science (FS) & Human Nutritional Sciences (HNS) have a shared legacy with respect to the advancement of knowledge in relation to the linkage between food and human health. The Department of FS was established in 1966 as a distinct department within the Faculty of Agriculture and Home Economics, having evolved from its origins in dairy science and subsequently integrating training and expertise related to grain science and food safety. The Department of HNS traces its roots to the discipline of foods and nutrition, first within the Division of Home Economics (1910) and then within the School of Home Economics. Both units were located within the Faculty of Agriculture and Home Economics. The discipline of foods and nutrition, with an emphasis on food safety and proper nutrition of the community, was first structured as a Department of Foods and Nutrition in 1968. The School of Home Economics was officially granted Faculty status in 1970, thus separating the nutritional sciences from its sixty-year affiliation with the agricultural faculty.

The past 50 years have seen tremendous advances in the nutritional and food science disciplines. As distinct units, the departments evolved to offer accredited undergraduate programs, with HNS offering a B.Sc. in Human Nutritional Sciences, with full accreditation from Dietitians of Canada, and FS offering a B.Sc. in Food Science, approved by the Institute of Food Technologists (IFT). Additionally, both units established strong graduate programs, each offering training at the M.Sc. and Ph.D. level. While the respective programs have continued to be in high demand and generate graduates in demand by stakeholders, it is becoming apparent that, for respective graduates, the programs of Food Science and Human Nutrition have become increasingly disconnected.

The Prime Minister of Canada, in his 2015 mandate letter to the Minister of Agriculture and Agri-Food<sup>1</sup>, positioned the development of a food policy that “*promotes healthy living and safe food by putting more healthy, high-quality food, produced by Canadian ranchers and farmers, on the tables of families across the country*” as a priority area. Several organizations, including the Conference Board of Canada, the Canadian Agricultural Policy Institute and Food Secure Canada, have published papers to address the need for a national food policy. While perspectives and approaches vary, the documents share a common theme that recognizes the need for transdisciplinary approaches to understand the role our food systems play in promoting human health. Societal demands regarding food have changed over the last two decades. Food must not only provide sustenance, but must also be safe, nutritious, affordable and produced in environmentally and culturally sensitive manners. The University of Manitoba has recognized this importance as well, through the inclusion of “Safe, Healthy, Just and Sustainable Food Systems” as a research theme within the current Strategic Research Plan. To better address this strategic priority, a new **Department of Food and Human Nutritional Sciences** will serve as the nexus for knowledge generation and translation in relation to the connections between food and human health.

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<sup>1</sup> Accessed at: <http://pm.gc.ca/eng/minister-agriculture-and-agri-food-mandate-letter>

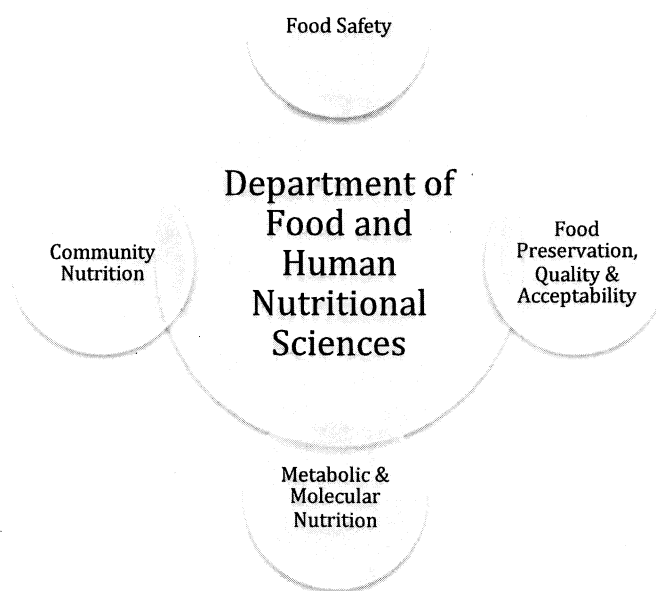
## **Motion**

To create a new “**Department of Food and Human Nutritional Sciences**” through the merger of the Departments of Food Science and Human Nutritional Sciences in the Faculty of Agricultural and Food Sciences, effective July 1, 2017.

## **Rationale**

A “**Department of Food and Human Nutritional Sciences**” would unite the two key academic units that are engaged in teaching, research and outreach activities with a common vision to make outstanding contributions to the health and wellbeing of individuals and populations through innovation and leadership in research and advanced education in the areas of nutrition, food and health. A **Department of Food and Human Nutritional Sciences** would maintain, as its core research and teaching mandate, strengths as outlined in **Figure 1**. These core strengths would uniquely position the new department to strengthen and further establish linkages with other disciplines and academic units, seeking to understand the relationship between food consumption and the health of individuals and communities.

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**Figure 1.** Research and Teaching Strengths for the Proposed **Department of Food and Human Nutritional Sciences**

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**Teaching Rationale:** The creation of a **Department of Food and Human Nutritional Sciences** would yield a unit with 20.5 full-time academics and 2 cross-appointed academics, complemented by a cohort of adjunct professors, sessional instructors, grader-markers and teaching assistants. These positions provide instruction and advanced training to a total of 352 undergraduate and 82 graduate students (**Table 1.**).

**Table 1.** Enrolment statistics - November 1, 2016; *OIA*

	<b>Human Nutritional Sciences</b>	<b>Food Science</b>	<b>Total</b>
# Undergraduate	263	89	352
# Graduate	61	21	82

Currently, a number of key collaborations exist in relation to the instruction of the undergraduate programs. Students in both the B.Sc. (HNS) and B.Sc. (FS) programs must take FOOD 4150 Food Microbiology as a required course. The laboratory component of this course is critical to the continued fostering of practical laboratory skills. Additional examples of existing collaborations include HNSC 4280/FOOD 4510 Food Product Development, a course where students in HNS and FS work together in the design and development of new food products. This latter course is a prime example of peer-to-peer learning of issues related to food and human health, as FS students possess the food processing skills, while the HNS students present with knowledge of key nutritional attributes and compositional targets. However, greater enhancement and integration is needed in order to:

- Equip future dietitians (B.Sc. in HNS) with knowledge of food production and processing methods, so that they can accurately and confidently counsel their patients when asked of such issues (Organic; Gluten-free; etc....)
- Integrate nutritional concepts throughout the B.Sc. in FS program so that nutritional quality is a key attribute in the development and application of new food processing methods. Efforts to reduce sodium in the food supply reflect a prime example of the necessity of this approach.

Additionally, the current articulation agreement between the Culinary Arts Program at Red River College and the B.Sc. in Human Nutritional Sciences could serve as a model to further enhance connections between our respective academic institutions. While a combined **Department of Food and Human Nutritional Sciences** would continue to provide accredited B.Sc. programs in HNS and FS, the greater vision of creating graduates with transdisciplinary knowledge will be realized when the members of the new department engage in a review of the existing courses and programs, with the goal of:

- Identifying opportunities to modify and coordinate course offerings that share learning outcomes
- Creating greater opportunities for FS and HNS students to co-mingle and engage in courses linking food to human health, including senior seminar and current issue courses.
- Enhancing options for students to engage with knowledge users/stakeholders via participation in a revised Food Industry Option or Food Business Option, including co-operative education opportunities

At the graduate level, a new **Department of Food and Human Nutritional Sciences** would, in the near term, continue to offer both M.Sc. and Ph.D. programs in both HNS and FS. As a combined unit, the new department would present with a larger critical mass of academics to design and instruct graduate level courses. This would create additional opportunities for the instruction of course-based M.Sc. programs, aimed at professionals (Food Scientists, Registered Dietitians, Professional Agrologists) seeking to advance their training in such areas as functional foods and natural health products and food product development. Additionally, the development of a single

administrative structure would facilitate enhanced interactions between staff, and development/modification of graduate courses in areas of mutual interest. At the present time, despite significant interaction at a research-level, there are no graduate level courses that have been designed to capitalize on shared strengths and expertise. The proposed merger would significantly revitalize the respective graduate course offerings.

***Research Rationale:*** Current research programs, including those focused on lipid nutrition and metabolism, nutrigenomics and metabolomics, functional foods and natural health products, nutrition and food literacy skills, the assessment of nutritional status in vulnerable populations, grain science and technology, food product development and analysis, and the microbial safety of foods will be further enhanced through the formation of a **Department of Food and Human Nutritional Sciences**. The proposed merger would permit the efficient planning and utilization of space and research funds managed by the department. With respect to financial resources, the development of a **Department of Food and Human Nutritional Sciences** would facilitate the strategic utilization of the Research Support Fund, as well as the departmental share of overhead dollars from research contracts and service agreements in support of research and training activities in areas connecting food to human health outcomes. If deemed mutually beneficial, personnel may relocate into spaces more in line with their research needs. With the reorganization of the reporting lines of the Richardson Centre for Functional Foods and Nutraceuticals (RCFFN), with the Dean of FAFS providing oversight, additional opportunities for enhanced research engagement will be realized. The new **Department of Food and Human Nutritional Sciences** would be the academic home to most of the academics situated within the RCFFN. This would further enhance engagement with external stakeholders, including Manitoba Agriculture, the Manitoba Agri-Health Research Network, Food & Beverage Manitoba, provincial & national commodity organizations and government funding organizations. The **Department of Food and Human Nutritional Sciences** would be a major contributor to the development and implementation of a **Food Systems Research Group**, in support of the UM's strategic research area of "Safe, Healthy, Just and Sustainable Food Systems".

***Organizational and Financial Rationale:*** The proposed establishment of a new **Department of Food and Human Nutritional Sciences** reflects an opportune and enabling administrative change. The success of this proposal is not contingent upon the receipt of additional baseline, under the current incremental budget model. With the proposed organizational structure, the new unit will be in a better position to deploy human and capital resources for the advancement of their teaching, research and outreach activities. Support functions will be rationalized over a larger program, thus ensuring continuity of support for both administrative and technical services. Furthermore, the near-term replacement of positions due to retirement will be defended through the need to ensure growth in connectivity and programming in relation to the linkages between food production and processing systems and human health. No resources will be removed from the unit as a result of the proposed changes. The creation of a larger academic department will enhance opportunities for succession planning related to departmental, faculty and university administrative and service (committee) roles through increased critical mass.

While not necessary for the merger itself, the further development and success of a new **Department of Food and Human Nutritional Sciences** would be significantly enhanced through the relocation of staff and students from the Duff Roblin and Human Ecology laboratories and

offices to new, purpose-built laboratories, offices and teaching spaces on the Southwest portion of the Fort Garry Campus. This is a longer-term strategic goal for the department and faculty, one that would further enhance communication and collaboration, and the current proposal represents an opportunity to initiate these discussions.

### **Concluding Remarks**

A new **Department of Food and Human Nutritional Sciences** will bring together academic and support staff who share a common vision regarding the role of food in the promotion of human sustenance and health. As a combined unit, the new department would present with greater critical mass to ensure:

- Efficient usage of space, human resources and unit-based budgets for teaching, research and outreach activities
- New opportunities to develop/modify existing courses and programs within the HNSC and FOOD offerings to better meet the needs of students and stakeholders, and align with the strategic priorities of the University of Manitoba, particularly in areas related to Indigenous Achievement
- The development of transdisciplinary teams to enhance research opportunities for national and international funding opportunities linking food and health
- Enhanced communications between staff and our partner stakeholders, thus enabling greater opportunities to capture new opportunities to support research, teaching and outreach activities
- Enhanced sustainable outreach activities, including new food and nutrition projects targeting vulnerable populations in urban, rural and Northern Manitoba.
- Enhanced succession planning for administrative activities

The above-listed opportunities would position the **Department of Food and Human Nutritional Sciences** as the leading academic unit in Canada with strengths in food science and nutrition, at both the undergraduate and graduate level.