



# UNIVERSITY OF MANITOBA

## Faculty of Arts

### B.A. Integrated Studies Degree Program

#### Applicant Information Bulletin 2018 – 2019

#### Application Deadlines:

SUMMER APPLICANTS: March 1, 2018

FALL APPLICANTS: June 1, 2018

WINTER APPLICANTS: October 1, 2018

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#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Arts at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Bachelor of Arts Integrated Studies (B.A.I.S.)

The Bachelor of Arts Integrated Studies is a 90 credit hour degree program offered by the Faculty of Arts in collaboration with Extended Education. **The program is geared to serve working adults who have completed some post-secondary education.** The degree requires areas of Concentration rather than the traditional Major/Minor requirement, providing a more flexible path for degree completion while also ensuring academic rigor (e.g., appropriate writing and quantitative skills, breadth requirements, and an appropriate percentage of upper level courses).

The degree will formally recognize the education completed by certificate or diploma holders. In addition to a flexible curriculum model (e.g., Concentrations of study rather than the traditional Major/Minor approach) the program will provide flexible course scheduling suitable for working adults. Hence, variable modes of delivery (e.g., blended, online, videoconference, weekend/evening) would be incorporated as needed.

For a detailed description of the Bachelor of Arts Integrated Studies (B.A.I.S.) program please see Section 8: Other Information, A. Program Description.

## Section 2: Eligibility Requirements

### A. Academic Requirements

The following information details the requirements for admission to the Faculty of Arts: B.A. Integrated Studies Degree Program.

**NOTE:** Applicants will be subject to the Faculty regulations and requirements for continuation in an Arts degree program that are detailed in the University of Manitoba *Academic Calendar*

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

#### 1. Regular Students

Students who wish to be admitted as Regular Students to the Faculty of Arts must:

- a. Have completed (where a final grade has been recorded) a minimum of 24 credit hours of coursework at a recognized college or university;  
*and*
- b. Present a minimum cumulative grade point average (CGPA) of 2.0 (C) or better.

**NOTE:** Students who have completed the minimum 24 credit hours of coursework, and do not meet the minimum 2.0 CGPA, may be considered on an individual basis for admission on the Recommendation of the Dean. A minimum 2.0 grade point average (GPA) on the best 24 credit hours of coursework acceptable for credit in Arts is required to receive consideration for admission on the Dean's recommendation.

Students who are on active academic or disciplinary suspension at another university or in another Faculty at the University of Manitoba will not be eligible for consideration for admission.

Students who have been 'Required to Withdraw' from a Faculty at the University of Manitoba will not normally be considered for admission to the Faculty of Arts. When assessing students for eligibility for admission, the Faculty will include:

- a. All courses that have been assigned final grades, including failed courses, regardless of year of completion.
- b. Consideration of the total number of failed courses applicable to the Faculty of Arts. Students with more than 36 hours of failed courses should contact an Academic Advisor in the Faculty for further information.

#### 2. Mature Status Students

To be eligible for admission as a Mature Status student, applicants must meet the following general requirements:

- a. 21 years of age or older by the end of the first month of the first term of studies in Arts.
- b. Have limited experience at college or university (less than 24 credit hours).
- c. Canadian Citizen or a Permanent Resident.
- d. Meet the University's English language proficiency requirement.

#### 3. Second Degree Students

Applicants who have already completed a first degree in any other discipline outside of Arts, at the University of Manitoba or another recognized university, may apply for admission as Second Degree students. Complete and official transcripts, including proof of first degree are required. Students should also be prepared to provide comprehensive course descriptions, including course outlines, textbook listings and copies of examinations, for any prior post-secondary studies completed outside of Manitoba.

Students who hold a first degree in a Bachelor of Arts program may not apply for the B.A. Integrated Studies Degree Program.

**NOTE:** All applicants (Regular, Second Degree, and Mature Status) must submit a résumé in order to be considered for admission (see Section 3: Application Process & Deadlines, C. Required Application Documentation).

### **B. English Language Proficiency Requirements**

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.

See below links to view English Proficiency Waiver information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See below links to view specific English Proficiency Requirement information:

<http://umanitoba.ca/student/admissions/international/english/index.html>.

***Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.***

## **Section 3: Application Process & Deadlines**

### **A. Application Fees**

Canadian/Permanent Residents:      \$100.00  
International applicants:                \$120.00

**Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.**

**All correspondence, including decision release information will be sent via email and posted to your application portal.**

**Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.**

**It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.**

### **B. Deadlines and Important Dates**

<b>Admission Term</b>	<b>Application Deadline</b>	<b>Documentation Deadline</b>
Summer 2018	March 1, 2018	March 15, 2018
Fall 2018	June 1, 2018	June 15, 2018
Winter 2019*	October 1, 2018	October 15, 2018

**\*NOTE: Applications will not be accepted for the Winter term from applicants in the following categories:**

- Applicants registered at another institution in the immediately preceding fall term
- Applicants who completed Undergraduate coursework from an institution outside of North America within the last 10 years
- Applicants seeking a 2<sup>nd</sup> degree

University of Manitoba students registered in a spanned course (Fall/Winter or Winter/Summer) cannot be considered for admission into the second term of the span.

### **C. Required Application Documentation**

All applicants must submit the following application documentation to complete the application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

**Note:** It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the

document deadline in order for them to be included in the final selection process.

- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of age** is required if applying as a Mature Status Applicant.
- **Proof of membership in the Canadian Military if so declared.**
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).
- **Regular Students, Second Degree Students, and Mature Status Students must submit a résumé** providing evidence of normally three (3) years of full-time workplace experience (i.e., ≥ 30 hours/week) preferably with the same employer. Military applicants, please submit your civilian-style résumé.

**NOTE:** Applicants who do not strictly fall into this definition of workplace experience may request special consideration from the B.A. Integrated Studies Admissions Committee.

Please send all application documentation to the following address:

**Admission for Arts Integrated  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

#### **D. Transfer Credit Information**

At the University of Manitoba, all course work from a recognized prior post-secondary institution will be considered as part of the application for admission process for all undergraduate degree and diploma programs.

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. The Faculty of Arts will only consider external courses completed within the last ten (or fewer) years for course by course evaluation. BAIS applicants with coursework exceeding 10 years may be considered for elective credit, as determined by the Faculty of Arts regulations. This is determined by the Faculty of Arts after admission into the program.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the University's Academic Calendar at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/calendar) for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit:

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

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at:

<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

In addition to the above policies, students who have completed one of the following Certificate Programs, with a minimum 2.5 CGPA, will receive transfer credit for course(s) completed in the certificate program subject to Faculty of Arts transfer credit policies:

1. University of Manitoba Certificate in Financial and Management Accounting (FMA)
2. University of Manitoba Certificate Program Human Resource Management (HRM)
3. University of Manitoba Certificate in Adult and Continuing Education (CACE)
4. Canadian Institute of Management Certificate Program in Management and Administration (CIM) from any accredited post-secondary institution
5. University of Manitoba Certificate in Applied Management (CAM)
6. University of Manitoba Certificate Program in Public Sector Management (CPSM)

## Section 4: Selection Process

### A. Selection

#### **1. Transfer students**

Transfer students can apply for admission online. Each application will be considered on an individual basis by the Admissions Officer after all necessary official documentation has been received by the Admissions Office. Résumés are reviewed by the Faculty of Arts Dean's Office after applications are completed. Students who fail to submit all the required documentation by the documentation deadline date will not be considered.

#### **2. B.A. Integrated Studies Returning Students**

Former students of the B.A. Integrated Studies degree program, who have not yet completed their degree and who have not attended any other post-secondary Faculty of Arts 2018 – 2019

institution in the time since leaving the Faculty, may apply for readmission as returning students. If it has been less than ten years since your last attendance in the Faculty, you can simply contact the Faculty directly and ask for your records to be reactivated by filling out the [Permission to Re-Register in Arts](#) form. If it has been ten or more years, you need to apply for readmission as a returning student. All of your previous credits, both for courses taken at the University of Manitoba and any transfer credit you were granted for work taken at other institution, will apply to your Arts degree.

If you have attended another post-secondary institution or another Faculty since the time you were a student in the Faculty of Arts, you must apply for admission as a Regular Student, regardless of the time since last a student in Arts.

### B. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

If the offer is not accepted by the deadline date indicated in the letter, the offer will lapse and the student should contact the Admissions office to discuss the possibility of an extension.

## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) days of the posted decision date.

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures.

[http://umanitoba.ca/admin/governance/governing\\_documents/students/admission\\_appeals.html](http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures, and NOT on subjective issues or the relative merits of the application.

## Section 6: Counselling of Applicants

The Faculty of Arts and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Arts. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 7: Contact Information).

## Section 7: Contact Information

<b>Faculty of Arts:</b>	Dean's Office 3 <sup>rd</sup> Floor Fletcher Argue Building Telephone: (204) 474-9100 FAX: (204) 474-7590 Web: <a href="http://www.umanitoba.ca/arts/">www.umanitoba.ca/arts/</a> E-mail: <a href="mailto:arts_inquiry@umanitoba.ca">arts_inquiry@umanitoba.ca</a>
<b>Admissions Office:</b>	424 University Centre Telephone: (204) 474-8808 Email: <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
<b>Admissions Officer:</b>	<b>Brianne McKay</b> Telephone: (204) 474-8814 Email: <a href="mailto:admissions.arts@umanitoba.ca">admissions.arts@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre Telephone: (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>

## Section 8: Other Information

### A. Program Description

The Bachelor of Arts Integrated Studies Program is comprised of 90 credit hours and can be divided into the following components:

- Foundation Courses (21 credit hours)
- Area of Concentration (18 credit hours)
- Electives (51 credit hours)

### B. Foundation Courses

The Foundation courses consist of 21 credit hours of specified mandatory courses offered by the Faculties of Arts, Education, Science and Social Work. The purpose of these courses is to provide a transition to university level study and a foundation in liberal arts. Foundation courses provide students with the knowledge and skills for successful participation and mobility in the workforce drawn from the information provided in interviews and focus groups with employers and potential students.

The table below lists the Foundation courses that all B.A. Integrated Studies students must complete.

Required Foundation Course		Credit Hours
ARTS 1110	Introduction to University	3
EDUA 1560	Adult Learning and Development	3
SWRK 2080	Interpersonal Communication Skills <b>OR</b>	3
ENGL 0930	English Composition	

ARTS 1160	Leadership: An Interdisciplinary Approach	3
A three credit hour course that satisfies the mathematics requirement <sup>1</sup>		3
Introductory courses from the Departments of Psychology, Sociology, Anthropology or Political Studies		6
<b>TOTAL credit hours</b>		<b>21</b>

<sup>1</sup> See the list of Approved English and Mathematics Courses under the General Academic Regulations – Residence and Written English and Mathematics Requirements section in the Academic Calendar (<http://umanitoba.ca/calendar>).

Students may not substitute another course for a Foundation course.

### **C. Area of Concentration**

Each student must complete the course requirements of at least one Concentration. Each Concentration consists of 18 credit hours of course work. For purposes of this degree program all Minor programs offered by the Faculty of Arts and by other faculties or schools will be referred to as Concentrations. The Faculty of Arts offers various Concentrations (Minors). For a listing of the Concentrations offered by the respective departments in the Faculty of Arts, please refer to the departmental entry in Section 8 in the Faculty of Arts entry in the Undergraduate Calendar. For details on such Concentration (Minor) programs offered by other faculties or schools please refer to the relevant Faculty/School's chapter in the Undergraduate Calendar. For entry into most Concentrations, the faculty requirement is that the student must have a grade of 'C' or better in the prerequisite course(s).

### **D. Electives**

Students must complete 51 credit hours of electives.