



UNIVERSITY OF MANITOBA

Faculty of Social Work

Fort Garry Campus & Thompson External Applicants

Applicant Information Bulletin 2019 – 2020

Application Deadline: March 1, 2019

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Social Work 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 Social Work
(B.S.W.)

Section 2: Eligibility Requirements

A. Academic Requirements

To be eligible for consideration for admission to the Faculty of Social Work on the Fort Garry Campus, each applicant must meet **one of** the following eligibility requirements:

1. Successful completion of a minimum of **30 credit hours of university level coursework*** by **May 1** which are acceptable to the University of Manitoba with a **minimum of 2.5 (C+) AGPA**.
2. For students who are enrolled in the **ACCESS Program**¹ of the University of Manitoba, successful completion of a minimum of **18 credit hours of**

university level coursework* by May 1, with the condition that the **additional remaining credit hours to reach 30** will be successfully completed during the Summer Session. A **minimum of 2.5 (C+) AGPA** is required (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

*Courses completed at a community/technical college which are deemed as “university level” by the University of Manitoba Admissions (Evaluations) Office, will be accepted and used for the admissions calculations and transfer credit thereafter. Students presenting only college or diploma level credentials (without an articulation agreement) may need to present additional university coursework to meet the required 30 credit hours.

¹ The University of Manitoba ACCESS Program

In cooperation with the Province of Manitoba, the University of Manitoba ACCESS Program (U.M.A.P.) facilitates university studies at the degree level for persons who traditionally have not had the opportunity for such experience because of social, economic and cultural reasons, lack of formal education or residence in remote areas. Preference will be given to Indigenous Manitobans (First Nations, Métis, or Inuit).

All applicants are advised that this is a competitive program with limited spaces and that applicants meeting minimum eligibility requirements cannot be assured admission.

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.

C. Categories of Applicants

1. Academic Achievement Category

Applicants to this category must meet all eligibility requirements and will be selected based on their AGPA (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

2. Educational Equity Initiative Category

Applicants to this category must meet all eligibility requirements with a minimum AGPA of 2.5 (C+).

This category is for applicants who are Canadian Citizens or Permanent Residents of Canada who are members of one or more of the following education equity priority groups listed below:

- Canadian Indigenous Peoples
- Visible Minorities in Canada
- Refugees and/or Immigrants to Canada
- Persons with Disabilities
- LBTTQ (Lesbian / Gay / Bisexual / Transgender / Transsexual / Two-Spirited / Queer / Questioning)
- Non-Indigenous University of Manitoba ACCESS students

The purpose of this Educational Equity Initiative Category is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous Peoples, Persons with Disabilities, Immigrants and Refugees to Canada, LBTTQ, Non-Indigenous ACCESS Students and persons who are a Visible Minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires

special measures and the accommodation of difference.

For the purpose of identification, the definitions for the educational equity priority groups are:

- **Canadian Indigenous Peoples**

Indigenous Peoples are all indigenous peoples of Canada including First Nations, Métis, and Inuit.

- **Visible Minorities**

Persons other than Canadian Indigenous Peoples who, because of their colour, are a visible minority in Canada.

- **Immigrants (Permanent Residents)**

Immigrants are those who do not record Canadian Citizenship by birth, and whose native tongue is NOT English.

- **Refugees**

A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious and/or national group, and/or for holding particular political beliefs, and has been accepted for residence in Canada.

- **Persons with Disabilities**

Persons with disabilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

- **LGBTQ**

LGBTQ are persons who self-identify as lesbian, gay, bisexual, transgender/transsexual, two-spirited, queer or questioning. While this definition is intended to be inclusive of sexual and gender variations, we recognize it is not meant to be exhaustive or excluding.

- **Non-Indigenous ACCESS Students**

Persons who traditionally have not had the opportunity for university studies because of social, economic and cultural reasons, lack of formal education or residence in remote areas, and who are enrolled in the University of Manitoba ACCESS program.

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

Date	Deadlines and Important Dates
March 1, 2019	Last date for receipt of application and application fee
	Last date to declare equity category(ies)
	Deadline for submission of uploaded interim and/or final transcripts. Unofficial copies acceptable for preliminary assessment only. (Applicants external to U of M only).
May 1, 2019	Deadline for submission of uploaded unofficial final transcripts for those registered in the 2018-2019 academic year. Unofficial copies acceptable for preliminary assessment only. (Applicants external to U of M only).
June 1, 2019	Last date for receipt of Final Official transcripts for courses taken in 2018-2019. <i>All deferred exams and grade appeals must be completed and final grades submitted.</i>
	Last date to submit proof of English proficiency (if required).
	Last date to submit proof of Canadian

	Citizenship/Permanent Resident Status (if required).
Late June	Admissions decisions will be posted to the application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time. Tuition deposit required.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Unofficial, final transcripts** are to be received by May 1. Updated transcripts must include grades for all Fall and Winter term classes. These transcripts can be uploaded to the applicant portal or emailed to admissions.socialwork@umanitoba.ca
- **Final official transcripts** from any university or college attended other than University of Manitoba. 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.

- **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 proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements).

Please send all application documentation to the following address:

Faculty of Social Work 2019 – 2020

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

D. Required Admission Documentation

All BSW applicants offered admission are required to:

- Sign a **declaration** regarding criminal convictions and whether they have ever been placed upon a child abuse registry as a perpetrator.
- Provide a completed **Criminal Record (CR) check** obtained through the local police service (may not be older than three months prior to the date of offer).
- Provide a completed **Child Abuse Registry (CAR) (for residents of Manitoba) or a Vulnerable Sector check (for residents of provinces where there is no Child Abuse Registry)** (may not be older than three months prior to the date of offer).

A positive response on the CR check, the CAR or Vulnerable Sector check, or the declaration regarding previous criminal convictions, does not necessarily eliminate applicants; however, it shall require that the applicant participate in a personal interview. The Faculty reserves the right, based on its findings, to declare an applicant ineligible for admission.

E. Transfer Credit Information

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

For the Faculty of Social Work, admitted students may be eligible to receive block credit of up to 51 credit hours towards their degree, as determined based on their previous undergraduate university-level studies.

Those presenting a recognized Bachelor's Degree will receive the full block transfer with the Mathematics and Written English requirements met. Proof of graduation is required.

Those who have not completed a recognized Bachelor's Degree will have their Written English and

Mathematics course requirements assessed separately. These requests are to be made by the student, in writing.

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 for the Mathematics and Written English requirements. 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

The Faculty of Social Work supports the principle of granting equivalency credit for social work courses taken in programs leading to a professional social work qualification at other educational institutions recognized by the Canadian Association for Social Work Education (CASWE). Currently, the Faculty of Social Work has articulation agreements with the following Community Colleges: Assiniboine Community College (Social Service Worker Diploma); Mount Royal University (Social Work Diploma); Seneca College (Social Service Worker Gerontology Diploma Program); Red River College (Child and Youth Care Program, Metis Child, Family and Community Services Program); Fleming College (formerly Sir Sandford Fleming) (Drug and Alcohol Counselor Diploma Program, Social Service Worker Diploma Program); Portage College (Community Social Work Diploma Program); and Grant MacEwan University (Social Work Diploma Program).

Students who have completed any of these programs may be eligible for transfer credit of selected social work courses if admitted to the Faculty of Social Work. However, these courses cannot be used as part of the minimum 30 credit hour eligibility requirements.

Students who have studied in diploma programs without an articulation agreement, or who have not completed the above programs may be eligible for elective credit only, subject to course by course review. Students presenting only college or diploma level credentials (without an articulation agreement)

may need to present additional university coursework to meet the required 30 credit hours.

The responsibility for assessing BSW equivalency is assumed by the BSW Curriculum Committee. Students will be advised at the time of their acceptance into the BSW program of the procedures to follow if they intend to request BSW equivalency for courses taken previously. The request for consideration of equivalency must originate with the student.

NOTE: Decisions on considerations of equivalency may not be finalized until after fall courses have started.

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. 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>

Challenge for Credit

The Faculty of Social Work at the University of Manitoba provides a social work education in keeping with its mission statement and the standards of the Canadian Association for Social Work Education, whereby academic instruction and closely supervised field experiences are combined to ensure that students acquire the values, knowledge and skills necessary for BSW level practice. The Faculty also recognizes that these components, in some instances, are acquired outside the traditional educational system, through work experience and/or classroom experience from other disciplines.

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge for certain social work courses.

Section 4: Selection Process

A. Calculation of the Adjusted Grade Point Average (AGPA)

The Adjusted Grade Point Average (AGPA) is calculated to take into account the student's most recent academic work and to allow for some elimination of the lowest grades within this work. Only the student's **most recent 60 credit hours** of university work, which are acceptable to the University of Manitoba, will be used in calculation of the AGPA.

Number of Credit Hours Completed	Number of Credit Hours Dropped
30 – 35	0
36 – 59	6
60	12

If an applicant has completed a total of 36—60 credit hours of university work, the lowest marks will be dropped from the calculation of the AGPA in accordance with the above table. For instance, if an applicant has completed 36 to 59 credit hours, six (6) credit hours of the lowest grades will be dropped in calculation of the AGPA. If an applicant has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours of university work, minus twelve (12) hours of the lowest grades. If it is not possible to clearly identify the most recently completed 60 credit hours of work, the average of the term containing the least recent of the 60 credit hours will be used as a representative grade for the remaining hours.

In the calculation of the AGPA, all courses which have been assigned a final grade are considered "completed" university work, including failed courses and repeated courses. The exceptions to this are courses graded "Pass/Fail" or "Satisfactory", and courses that have been assessed and awarded as university credit from either the Advanced Placement (AP) program, or the International Baccalaureate (IB) program; these are excluded from both the AGPA and from the most recent 60 credit hour count.

Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Fall, Winter and Summer terms (except for the work taken after the April exam period in the year of application) will be included in the AGPA calculation.

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. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an 'F' grade will be used in the final admission determination and calculation.
- AP or IB courses that have been awarded as university credit will be considered for transfer of credit if admitted to the Faculty. However, AP and IB courses cannot be used as part of the minimum 30 credit hour eligibility requirement.

Courses completed at a community/technical college which are deemed as "university level" by the University of Manitoba Admissions (Evaluations) Office, will be accepted and used for the admissions calculations and transfer credit thereafter. Applicants presenting only college or diploma level credentials (without an articulation agreement) may need to present additional university coursework to meet the required 30 credit hours.

B. Selection

Applicants who are determined as meeting the eligibility criteria (see Section 2: Eligibility Requirements) are compiled and applicants are selected through two categories.

1. Academic Achievement Category

60% (approximately 45) of all available positions will be awarded on the basis of highest AGPA.

2. Educational Equity Category

40% (approximately 30) of all available positions will be awarded on the basis of identification with an

Educational Equity (EE) category(ies) and highest AGPA within the Educational Equity categories. Applicants may identify themselves with as many categories as are applicable to them: Canadian Indigenous Peoples, non-Indigenous applicants enrolled in the ACCESS program, Visible Minorities, Immigrants and/or Refugees, LBTTQ, and Persons with Disabilities.

Spaces in the EE priority group category will be proportionately allocated based on the number of eligible applicants in each EE priority group. There will be a minimum of one space allocated to each EE priority group as long as there is at least one eligible applicant.

Spaces for applicants in each EE priority group will be awarded based on the highest **AGPA**. **If there are unfilled EE spaces, these will be filled based on the highest AGPA from the remaining applicants in the Academic Achievement Category.**

All applicants applying under the Educational Equity category must identify themselves by completing the appropriate section on the Faculty of Social Work BSW Program application form by the application submission deadline.

The Faculty of Social Work reserves the right to request verification from applicants indicating membership in any of the EE priority groups. Please note that the total number of spaces for admission may vary depending on the Faculty's decision.

C. Tie Breaking Procedure for Offers

In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.
2. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

D. 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 and the subsequent deposit paid 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.

Applicants offered admission will have five (5) business days to respond and pay a non-refundable deposit of \$100.00 to indicate their acceptance. The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing to the Chair of the Selection Committee. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) days of the posted decision date (see Section 8: Contact Information).

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

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

Section 6: Counselling of Applicants

The Faculty of Social Work and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Social Work.

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 8: Contact Information).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at student_accessibility@umanitoba.ca to learn more about the confidential supports that are available. <http://umanitoba.ca/student/saa/accessibility/>

Section 8: Contact Information

Faculty of Social Work	521 Tier Building Telephone: 474-7050 Web: http://umanitoba.ca/faculties/social_work/ Email: social_work@umanitoba.ca
BSW Student Advisor	Miranda Jestadt 519 Tier Building Telephone: (204) 474-9356 Email: Miranda.jestadt@umanitoba.ca

Northern Social Work Program	3 Station Rd., Thompson, MB., R8N 0N3
Director	Colin Bonnycastle, Director Telephone: (204) 677-1452 Email: colin.bonnycastle@umanitoba.ca
Office Assistant	Christy Watkinson Telephone: (204) 677-1454 Email: christy.watkinson@umanitoba.ca

Admissions Office	424 University Centre Telephone: (204) 474-8808 Email: admissions@umanitoba.ca
Admissions Officer	Brianne McKay Telephone: (204) 474-8814 Email: admissions.socialwork@umanitoba.ca

The following other contacts may also be useful.

Student Accessibility Services	520 University Centre Telephone: (204) 474-7423 Email: student_accessibility@umanitoba.ca
Student Advocacy Office	520 University Centre Telephone: (204) 474-7423 Email: student_advocacy@umanitoba.ca

Section 9: Other Information

The BSW program intends to provide students with knowledge and skills necessary for professional preparation for generalist practice in a variety of social work fields. The BSW program is the only program in Manitoba accredited by the Canadian Association for Social Work Education, and graduates are eligible for acceptance into schools of graduate studies.

The BSW degree is accepted as a professional degree by the Manitoba College of Social Workers and by the Canadian Association of Social Workers. Holders of this degree are eligible to apply for membership to these organizations.

The BSW program is usually completed in three years after one year of university study. The program consists of a total of 123 credit hours; 72 of social

work credits and 51 academic electives (including the 30 credit hours used for admission where applicable). It may also be completed in two years plus a summer (Concentrated Program), after two years of university study, or in up to nine years of part-time study.

The Faculty of Social Work offers a BSW program at the following sites: the Fort Garry campus (located in Winnipeg on the main University of Manitoba campus), the Inner City campus (at the William Norrie Centre located on Selkirk Avenue), the Northern campus (located in Thompson, Manitoba), and through Distance Delivery. Please note that in addition to the regular ACCESS Northern Social Work Program, a number of spaces are available at the Northern campus for external applicants (those applicants who reside in Thompson and who are non-ACCESS students). The Northern Social Work program requires at least six months of residency in Northern Manitoba before the date of application. Those applicants wishing to apply to the Northern Social Work program as externals (non-ACCESS) are asked to contact the Northern Social Work Program office for details (see Section 8: Contact Information).