



UNIVERSITY OF MANITOBA

Faculty of Social Work

Distance Delivery Program

Applicant Information Bulletin 2018 – 2019

Application Deadline: March 1, 2018

Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements	1
A. Academic Requirements	1
B. English Language Proficiency Requirements.....	2
C. Categories.....	2
1. Academic Achievement Category.....	2
2. Educational Equity Initiative Category.....	2
Section 3: Application Process & Deadlines	3
A. Application Fees	3
B. Deadlines and Important Dates.....	3
C. Required Application Documentation.....	4
D. Required Admission Documentation	4
E. Transfer Credit Information.....	5
Section 4: Selection Process	6
A. Calculation of the Adjusted Grade Point Average (AGPA)	6
B. Selection	7
1. Academic Achievement Category.....	7
2. Educational Equity Category.....	7
C. Tie Breaking Procedure for Offers	7
D. Notification of Decision.....	7
Section 5: Reconsideration and Appeals	7
Section 6: Counselling of Applicants.....	8
Section 7: Contact Information	8
Section 8: Other.....	8

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Social Work Distance Delivery 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. *Incomplete applications will not be processed.*

Programs Offered: Bachelor of Social Work (B.S.W)

Section 2: Eligibility Requirements

A. Academic Requirements

Applicants to the Distance Delivery Bachelor of Social Work Degree program must meet **all three** of the following requirements to be considered eligible for admission into the program:

1. Residency outside of the city of Winnipeg;
2. A minimum of one year of work experience, equivalent to 1750 hours, within the last five years, (March 1-2013- March 1, 2018) as of the application deadline. This experience must be in the social services field with significant duties related and relevant to social work. Applicants will be required to outline, in detail, all relevant social work and social work related work or volunteer experience within the LAST 5 YEARS. The online

application will have a section where applicants will be prompted to indicate the **total number of hours** and describe duties and skills performed within each relevant job, as well as employer contact information.

NOTE: A tally of the total hours worked/volunteered in relevant social services positions will be used in determining work experience eligibility. Blank fields will be interpreted by the selection committee as zero (0) hours worked and this will make applicants ineligible for reconsideration.

- Please DO NOT upload resumes as they are not reviewed by the selection committee.
- Work/volunteer experience may or may not be verified.

3. Successful completion of a minimum of 30 credit hours of university level coursework by May 1, 2018 which are acceptable to the University of Manitoba with a minimum of 2.5 (C+) AGPA (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. Any applicant without the 30 credit hours of acceptable university level courses will be ineligible for admission.

All applicants are advised that spaces are limited 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

1. Academic Achievement Category

Applicants to this category must meet all eligibility requirements and will be selected based on the competitiveness of 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 educational equity priority groups listed below.

- Refugee or Immigrant
- Person with a Disability
- Canadian Indigenous Peoples
- LGBTTQ (Lesbian / Gay / Bisexual / Transgender / Transsexual / Two-spirited / Queer / Questioning)
- Visible Minority
- Non-Aboriginal person registered in the University of Manitoba ACCESS program

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, LGBTTQ 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:

- **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.
- **Immigrants (Permanent Residents)**
Immigrants are those who do not record Canadian Citizenship by birth, and whose native tongue is NOT English.
- **Canadian Indigenous Peoples**
All Indigenous peoples of Canada; including, First Nations, Métis, and Inuit.
- **Persons with Disabilities**
Persons who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.
- **LGBTTQ**
LGBTTQ 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.
- **Visible Minorities**
Persons other than Indigenous Peoples who, because of their colour, are a visible minority in Canada.
- **Non-Canadian 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, 2018	Deadline date for receipt of the Faculty of Social Work Distance Delivery Application and application fee by the Enrolment Services/Admissions Office.
	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
	Deadline for submission of interim and/or final transcripts. Unofficial copies acceptable. External to U of M applicants only.
mid-April	Applicants who are not eligible for admission due to lack of relevant work experience will be contacted via email and application portal.
May 1, 2018	Deadline to upload or email final, unofficial transcripts. External U of M applicants only.
June 1, 2018	Last date for receipt of Final Official transcripts for courses taken in 2017-2018. <i>All deferred exams and grade appeals must be completed and final</i>

	<i>grades submitted.</i>
	Last date to submit proof of English proficiency (if required).
late June	Admissions decisions will be posted to student's application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.

C. Required Application Documentation

A complete listing of all previous or current attendance at university and college is **required** regardless of the number of courses completed or dates attended.

If you register at any post-secondary institution after submitting your application, please notify the Admissions Office.

Please note: it is mandatory that ALL previous attendance at post-secondary institutions is declared on your application. Failure to disclose may result in denial of transfer of credit (if applicable) or acceptance and registration being withdrawn.

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted with the application. Unofficial transcripts uploaded to the application are acceptable (scanned copies of official transcripts only; web-based transcripts are discouraged). Mailed transcripts should arrive before the deadline date.
- **Unofficial, final transcripts** are to be received by May 1, 2018. 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. **Please note: Transcript must be received in sealed envelopes or notarized to be deemed official. 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 final document deadline of June 1 in order for them to be included in the final selection process.

- **Immigration documents** 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:

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

It is the applicant's responsibility to ensure that the Enrolment Services/Admissions Office receive all required information and documents by the appropriate deadlines.

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) or a Vulnerable Sector check** (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 will be considered as part of the application for admission process for all undergraduate degrees.

Admitted students may be eligible to receive block credit of up to 51 credit hours towards their degree in Social Work, as determined based on their previous 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.

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 Requirement. 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 Program), 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); Mount Royal University (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.

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 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. Please refer to the BSW Student Handbook for more information.

Concurrent Course Registration

Students who are enrolled at other university/college(s) when they are admitted to the BSW program must complete all courses before the start of fall classes, or withdraw from their program. As per institution policy, students cannot be concurrently registered at two institutions unless they have requested a letter of permission. Please see section 2:1 of the general Academic Calendar for guidelines regarding letters of permission.

<http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewcatalog&catalogid=300&chapterid=3755&topicgroupid=20141&loadusercredits=False>

Section 4: Selection Process

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

The 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 term grade point average containing the most 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 Regular and Summer session (except the work taken after April 1 in the year of application) will be included in the AGPA calculation.

NOTE: 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.

It is the applicant's responsibility to inform the Admission 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.

Courses completed at a community/technical college

and deemed as transferable university level by the University of Manitoba Admissions (Evaluations) Office, will be counted in the AGPA (see Section 2: Eligibility Requirements).

The Distance Delivery BSW Degree program receives approximately 300 applications for the 100 available spaces. The Distance Delivery BSW Admissions Committee of the Faculty begins the selection process by assessing all applications to determine eligibility (see Section 2: Eligibility Requirements).

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 60) of all available positions will be awarded on the basis of highest AGPA.

2. Educational Equity Category

40% (approximately 40) of all available positions will be awarded on the basis of identification with an Educational Equity (EE) category or categories. Applicants may identify themselves with as many categories as are applicable to them: Canadian Indigenous peoples, non- Indigenous applicants enrolled in the U of M ACCESS program, Visible Minorities, Immigrants and Refugees, LGBTTTQ, and Persons with Disabilities.

Spaces in the EE priority group will be proportionately allocated based on the number of eligible applicants in each EE priority group as long as there is at least one eligible applicant. For example, if there are ten eligible applicants identified as Canadian Indigenous out of a total of 50 eligible EE applicants, 1/5 of EE spaces (8) will be allocated to the Canadian Indigenous equity group.

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.

*** Within the above categories, 20% of all available positions will be awarded based on residence within Manitoba.**

All applicants applying under the Educational Equity category must identify themselves by completing the appropriate section on the Distance Delivery Faculty of Social Work application.

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.

Admissions decisions will be posted to the student application portal by late June 2018. In order to accept an offer of admission a non-refundable deposit of \$100.00 will be required. The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee, along with documented justification for the request. 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 7: 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 procedures outlined by the Senate Committee on Admission Appeals.

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 by the Committee of Selection, 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 Distance Delivery BSW degree program. 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

Faculty of Social Work:	Distance Delivery Social Work Program 521 Tier Building <i>Telephone:</i> (204) 474-7912 <i>Web:</i> http://umanitoba.ca/distancesocialwork <i>Email:</i> ddsocial.work@umanitoba.ca
Acting Program Coordinator	Joan Churley <i>Telephone:</i> (204) 474-6812 <i>Email:</i> Joan.Churley@umanitoba.ca
Academic Advisor	Joel Montgomery <i>Telephone:</i> (204) 474-9640 <i>Email:</i> Joel.Montgomery@umanitoba.ca
Academic Advisor	Louise Sabourin <i>Telephone:</i> (204) 474-6070 <i>Email:</i> Louise.Sabourin@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Sandra Jezik <i>Telephone:</i> (204) 474-8811 <i>Email:</i> admissions.socialwork@umanitoba.ca

The following other contacts may also be useful.

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

Section 8: Other

The Distance Delivery Bachelor of Social Work Degree program is intended to target individuals who are employed in the social services and living outside of the City of Winnipeg, but who may not have had the opportunity to pursue professional social work

education. The BSW degree intends to provide both a liberal arts and professional social work education. It provides students with knowledge and skills necessary for professional preparation for generalist practice in a variety of social work fields. The program is accredited by the Canadian Association for Social Work Education (CASWE), 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 for Social Work Education (CASWE), and holders of the degree are eligible for membership to the provincial organizations. The Faculty of Social Work is a charter member of the CASWE, which is also recognized by the Council on Social Work Education, in the U.S.A.

The program consists of a total of 123 credit hours; 72 of required social work credits and 51 academic electives. The Faculty of Social Work offers a BSW program at three locations and through Distance Delivery. The three locations are: the Fort Garry campus, the Inner City campus, the Northern campus, located in Thompson, Manitoba, and through Distance Delivery.

The Distance Delivery Bachelor of Social Work Degree program is available for people living outside of the city of Winnipeg. Access to high speed internet is required. Delivery methods for the online component of the Distance Delivery Social Work Program include online study and web conferenced group based study. Course exams are scheduled and arranged for in or near the student's community.

NOTE:

Under The Workers Compensation Act (Manitoba), students of the University of Manitoba who are engaged in a field practicum as a required part of their program are generally covered for injuries sustained in the course of and arising out of the practicum in accordance with and subject to the provisions of The Workers Compensation Act. The Workers Compensation Board will not make advance rulings in these types of cases.

Therefore, students who are not Manitoba residents and are trying to arrange a practicum outside Manitoba may experience difficulties or be denied a

placement because the University may not be able to provide satisfactory workers compensation coverage in their province. Alternative arrangements can sometimes be made to accommodate such practicums, but will have to be done on a case by case basis. Students are encouraged to contact the Field Education Coordinator at the earliest opportunity to determine if any such alternative arrangements are possible.