Syllabus

FOOD 4502: HACCP & Food Safety Regulations

(Winter 2026)

Agricultural and Food Sciences

University of Manitoba

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COURSE DETAILS

Course Title & Number:	HACCP & Food Safety Regulations, FOOD4502
Number of Credit Hours:	3
Class Times & Days of Week:	Tuesdays and Thursdays 1 – 2:15 pm
Location for classes/labs/tutorials:	Animal Sciences room 108
Pre-Requisites:	

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address:	Claudia Narvaez-Bravo
Office Location:	Ellis 238
Office Hours or Availability:	By appointment
Office Phone No.	
Email:	Please, when sending emails, be professional and respectful. I will reply to your emails during weekdays. On weekends, I do not respond to emails.
Contact:	By Email or in person

Course Description

U of M Course Calendar Description

This course provides a comprehensive overview of the principles and practices of food safety regulations, focusing on the implementation of HACCP (Hazard Analysis and Critical Control Points) and preventive control plans. Students will explore the key food safety laws, risk assessment methods, and international food safety standards, including the WHO's Risk Analysis framework. Emphasis is placed on understanding foodborne illness surveillance, pathogen monitoring, and the role of food safety audits. Through case studies and real-world applications, students will learn how to develop and implement food safety systems to ensure safe food production and consumption. May not be held with FOOD 4310 or FOOD 4500.

General Course Description

This course provides an in-depth understanding of food safety management systems with a focus on Hazard Analysis and Critical Control Point (HACCP) principles and regulatory frameworks that govern national and international food production. Students will explore pre- and post-harvest food safety practices, the role of prerequisite programs (GMPs, SSOPs, allergen control, traceability, and supplier management), and the scientific basis for hazard identification and risk assessment in food processing environments.
Emphasis is placed on developing practical competencies in designing, implementing, and auditing HACCP systems consistent with Canadian (Safe Food for Canadians Regulations, CFIA), U.S. (FDA, USDA), and international standards (CODEX Alimentarius, ISO 22000, GFSI). Students will construct complete HACCP plans tailored to specific food sectors such as meat, dairy, plant-based products, bakery, and produce. The course also examines food safety legislation, labelling and claims, crisis management, and global harmonization of regulatory frameworks to prepare students for leadership roles in industry and regulatory agencies.

Learning Emphasis:
This course integrates applied microbiology, food safety systems, and regulatory compliance. It emphasizes critical thinking, problem-solving, and communication skills aligned with professional expectations for food safety practitioners and auditors.

Course Goals

Food safety management is a cornerstone of the global food industry, ensuring that food products are consistently produced, handled, and distributed under conditions that prevent contamination and protect public health. This course provides students with a comprehensive understanding of Hazard Analysis and Critical Control Point (HACCP) systems, pre-requisite programs and the regulatory frameworks that guide food production in Canada and around the world.
Students will examine how scientific principles, regulatory frameworks, and industry best practices intersect to prevent foodborne illness, ensure compliance, and support sustainable production. Rather than focusing on memorization, the course emphasizes critical thinking, risk-based analysis, and strong oral and written communication skills. Students will learn to integrate prerequisite programs, such as Good Manufacturing Practices (GMPs), Sanitation Standard Operating Procedures (SSOPs), allergen management, and traceability, into a cohesive and effective food safety system.
Through lectures, group discussions, case studies, student presentations and HACCP plan development exercises, students will learn to design, implement, communicate and evaluate effective food safety management systems applicable to various food sectors.

Course Learning Objectives

- Define key terminology related to food safety, HACCP, and regulatory frameworks.
- Describe the historical development and principles of the HACCP system.
- Identify major foodborne pathogens and their significance in pre- and post-harvest food safety.
- Explain the purpose and scope of food safety management systems (FSMS) in controlling hazards and preventing foodborne diseases.
- Apply the principles and requirements of the FDA Food Safety Modernization Act (FSMA) and the Safe Food for Canadians Act (SFCA) and Regulations to food safety programs.

- Explain the differences between Quality Management Systems (QMS) and Food Safety Systems by comparing their objectives, scope, regulatory requirements, and operational roles within food processing environments.
- Apply the seven HACCP principles to different food production contexts (e.g., meat, dairy, bakery, fresh produce, etc).
- Develop pre-requisite programs such as GMPs, SSOPs, allergen control, supplier management, environmental sapling programs, and traceability systems.
- Use hazard analysis decision trees to determine Critical Control Points (CCPs).
- Explain the importance of documentation and records consistent with HACCP and regulatory requirements.
- Analyze food production processes to identify potential biological, chemical, and physical hazards.
- Differentiate between preventive controls, corrective actions, and verification activities.
- Summarize the regulatory frameworks and international standards governing food safety in Canada and globally, including the Safe Food for Canadians Regulations, United States Food and Drug Administration regulations (USDA), European Union legislation, Codex Alimentarius guidelines, the International Organization for Standardization food safety management system (ISO 22000), and Global Food Safety Initiative (GFSI-[SQF, BRCGS, FSSC 22000]) benchmarked programs.
- Critically assess internal and external audit findings and propose corrective measures.
- Design a complete HACCP plan for a given food processing operation, integrating hazard analysis, CCP determination, and recordkeeping.
- Present a HACCP plan and defend design decisions based on scientific evidence, risk assessment, and regulatory criteria.
- Design a complete HACCP plan for a given food processing operation, integrating hazard analysis, CCP determination, and recordkeeping.
- Explain the purpose and main steps of a crisis management and food recall response plan.
- Present a HACCP plan and defend design decisions based on scientific evidence, risk assessment, and regulatory criteria.
- Demonstrate accountability and professional judgment in food safety decision-making.
- Collaborate effectively in group exercises to solve real-world HACCP challenges.
- Reflect on the ethical and societal implications of food safety failures and regulatory non-compliance.

Textbook, Readings, and Course Materials

Recommended books and readings.

HACCP. A practical approach. Sara Mortimore, Carol Wallace. Third edt. Springer

Food Safety Management Programs. Debby Newslow. CRC Press. 2014

Supplementary readings

A variety of supplementary materials, including regulations and guidance documents, are provided on UML to support students in completing their assignments

Required materials: A laptop with a functional battery sufficient to remain charged throughout the exam and group activities.

Using Copyrighted Material

Please respect copyright. This course uses copyrighted materials, all of which have been properly acknowledged and reproduced in accordance with copyright laws and University of Manitoba guidelines. These materials, including those created by me, are provided solely for your private study and research. They must not be copied, shared, or distributed in any format without permission. Do not upload copyrighted content to UM Learn or any other website unless a specific exception under the Copyright Act applies or written permission has been obtained. For more information, see the University's Copyright Office website at http://umanitoba.ca/copyright/ or contact um_copyright@umanitoba.ca.

In this course, we will be working closely with industry partners; therefore, professional behaviour is expected at all times. Any documents, images or information shared by industry representatives must be treated as confidential and may not be shared with anyone. Failure to maintain confidentiality will be considered academic misconduct.

Course Technology

Students are required to have regular access to a laptop or other compatible device for this course. A laptop will be necessary for accessing UML, completing online assessments, participating in interactive activities, and writing the midterm exams. It is the students' responsibility to ensure that their devices are fully functional, up to date, and fully charged before class sessions and assessments. Students are strongly encouraged to install and test any required software, including the Respondus LockDown Browser, in advance to prevent technical issues during exams

This Winter 2026 term, I will be using both iClicker and Mentimeter as student response systems during class.

Please ensure you download and install the iClicker Student App on your smartphone before the first class. These interactive tools will allow everyone to engage with the material, contribute to in-class discussions, and provide real-time feedback on their understanding. For Mentimeter, you will only need a code that I will provide with the lecture.

iClicker will be used to record attendance and participation. For the course management, I will be using UM Learn. Lectures will be available at least 24 hours before the lecture.

GenAI

Students may use artificial intelligence tools, including generative AI, in this course as learning aids or to help produce assignments. However, students are ultimately accountable for the work they submit to be assessed and assigned grades.

Students may choose to use generative artificial intelligence (genAI) tools as they work through the assignments in this course carefully. This use must be documented in an appendix for each assignment. The documentation should include what tool(s) was/were used, how the tool(s) was/were used, and how the result(s) from the genAI was/were incorporated into the submitted work.

Expectations: I Expect You To

The student is expected to participate actively in the course. Active participation means: actively listening and responding to questions in class (including iClicker/mentimeter) (I do not expect perfection!); staying on top of lecture material and assignments, and seeking help on course material that is not clear.

PowerPoint presentations summarize only a portion of the knowledge content that needs to be covered in class. For the rest of the contents, you are expected to read.

I expect students to connect on time and to be prepared to learn. If you connect late, I expect you to enter Teams (or other technology) quietly, please mute yourself and try not to disrupt the class. We will have one lecture scheduled to be remote; the rest of the lectures should be in-person.

I expect that you will appreciate the diversity of our campus and respect the rights of each member of the class.

Attendance and participation are essential elements to the student's success in this course. Attendance is not mandatory. However, you will not get credit for an in-class assignment if you are absent on the day it is given.

I will be in class for 5 minutes prior to the class, if you need to ask a quick question or talk to me about any issue related to the class. I will treat you with respect and will appreciate the same courtesy in return. For more information regarding a respectful work and learning environment, please visit the following link: Respectful Work and Learning Environment Policy. At the end of this section, the policies and services students are expected to follow/utilize need to be included (Section 2.5 ROASS). I expect you to follow these policies around Class Communication, Academic Integrity, and Recording Class Lectures.

Academic Integrity:
Each student in this course is expected to abide by the University of Manitoba Academic Integrity principles. Always remember to reference the work of others that you have used. Also be advised that you are required to complete your assignments independently unless otherwise specified. If you are encouraged to work in a team, ensure that your project complies with the academic integrity regulations. You must do your own work during exams. Inappropriate collaborative behavior and violation of other Academic Integrity principles, will lead to the serious disciplinary action. Visit the Academic Calendar, Student Advocacy, and Academic Integrity web pages for more information and support.

Refer to specific course requirements for academic integrity for individual and group work such as:

I. Group projects are subject to the rules of academic dishonesty;
II. Group members must ensure that a group project adheres to the principles of academic integrity;
III. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
IV. The limits of collaboration on assignments should be defined as explicitly as possible; and
V. All work should be completed independently unless otherwise specified.

Recording Class Lectures:
Given the ease of audio and video recording and the tendency of some students to post the class lecture to the internet, the instructor should give some consideration as to whether or not they are comfortable with being recorded. A statement about copyright should be included here. Please note: if you are an UMFA member, you own your course content and, thus, the copyright to all your courses.If you are a sessional instructor ,the university owns the course content and the copyright to the course.

Example: No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission {YOUR NAME.} Course materials (both paper and digital) are for the participant's private study and research.

In this course, we will be working closely with industry partners; therefore, professional behaviour is expected at all times. Any documents, images or information shared by industry representatives must be treated as confidential and may not be shared with anyone. Failure to maintain confidentiality will be considered academic misconduct.

Student Accessibility Services:
The University of Manitoba is committed to providing an accessible academic community. Students Accessibility Services (SAS) offers academic accommodation supports and services such as note-taking, interpreting, assistive technology and exam accommodations. Students who have, or think they may have, a disability (e.g. mental illness, learning, medical, hearing, injury-related, visual) are invited to contact SAS to arrange a confidential consultation.

Student Accessibility Services
520 University Centre
Phone: (204) 474-7423
Email: Student_accessibility@umanitoba.ca

Expectations: You Can Expect Me To

You can expect me to be on time and prepared for class. You can expect me to be available for consultation regularly.
Email is my preferred method of communication and you can expect to receive a response to any email within 24-48 hours on weekdays.
If you have a question that cannot wait, you may send an email. I will be happy to answer it, however make sure you are asking a relevant question (i.e. you could not find the answer or get an understanding of the material after reviewing the class notes or textbook). I will be glad to offer brief advice about class material or an assignment.
All assignments handed in on time will be graded and returned within 2 weeks of the due date; late assignments will be graded as my time permits.
You can expect me to treat all of your questions and comments with respect and to take your concerns seriously. If you are having a problem, don't hesitate to talk to me about it. Don't wait until the last moment to realize that you need some marks to pass the course! I won't be able to help you at this point.

This schedule is subject to change at the discretion of the instructor and/or in response to the learning needs of the students. Any changes will comply with Section 2.8 of ROASS.

Date	Lecture topic
Jan 6	No classes
Jan 8	Introduction. The role of food safety management systems in preventing foodborne diseases. Teamwork. **This lecture will be conducted remotely, using Microsoft Teams**.
Jan 13	Introduction to laws, regulations and policies. Safe Food for Canadians Act and Regulations. CODEX Alimentaruis. Regulatory and Global Standards National and International

	International food safety standards (e.g., ISO 22000, GFSI). Legal frameworks in different regions (e.g., FDA, USDA, FSMA, in the U.S.; EU regulations).
Jan 15	Pre and post-harvest food safety and foodborne pathogens baselines
Jan 20	Pre-requisite programs: Sanitation Standard Operating Procedures (SSOP) and Good Manufacturing Practices (GMP)
Jan 22	Regulatory interpretation assignment group work
Jan 27	Regulatory interpretation assignment presentations
Jan 29	Pre-requisite programs: Good Agricultural Practices, Supplier Control and Management, Allergen Control Program, Traceability and Recall Procedures, Water and Air Quality Management
Feb 3	Developing SSOP – group activity
Feb 5	Environmental monitoring program
Feb 10	Developing GMP – group activity
Feb 12	Presentation and discussions on SSOP and GMP
Winter break Feb 16-20	
Feb 24	History and development of HACCP principles. Principle 1: Hazard Analysis & Decision. Developing hazards analysis – exercise
Feb 26	Hazard analysis presentations
March 03	HACCP Principles 2 -7
March 05	Case studies and examples of HACCP plans for various food production industries (e.g., dairy, meat, bakery, and fresh produce).
March 10	HACCP Plan Development
March 12	Midterm
March 17	Validation and verification. Internal and External Auditing
March 19	Mock Audit (Dairy Plant)
March 24	Time to work on HACCP plan
March 26	Time to work on HACCP plan
April 2	Time to work on HACCP plan
April 07	Student presentations – HACCP plan
April 09	Student presentations – HACCP plan
The schedule is subject to change	

CLASS SCHEDULE AND COURSE EVALUATION

Begin this section with a disclaimer (i.e., This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to Section 2.8 of ROASS.

The schedule should include dates and times of classes, including missed classes due to holidays or other commitments of the instructor. It also includes dates of assignments/quizzes/exams and alternate forms of assessments, date for voluntary withdrawal, and dates when students can expect to receive their assignment or test grades.

Date	Class Content & Teaching Strategies	Required Readings or any Pre-class Preparation	Evaluation		
			Type of Assessment	Due Date	Value of Final Grade

	Major concepts to be covered		Mid-Term	March 10 Lockdown browser	30 %
			SSOP Plan activity group	Feb 03	15 %
			HACCP Plan and Presentation Group	April 07 and 09	20 %
			Regulatory interpretation assignment. Groups	March 17	15%
			Mock Audit Inspection Practical. Group.	March 24	15 %
					100%

Grading

Indicate your grading scale. A sample is given below that you can adjust to your course expectations.

Letter Grade	Percentage out of 100	Grade Point Range	Final Grade Point
A+	95-100	4.25-4.5	4.5
A	86-94	3.75-4.24	4.0
B+	80-85	3.25-3.74	3.5
B	72-29	2.75-3.24	3.0
C+	65-71	2.25-2.74	2.5
C	60-64	2.0-2.24	2.0
D	50-59	Less than 2.0	1.0
F	Less than 50		0

Voluntary Withdrawal

The last date to drop Winter term spanning courses with refunds:

January 19, 2026, you will receive a VW for the course, but you will not be charged the Winter Term portion of the fees.
Voluntary Withdrawal (VW) deadline Winter term classes: March 19, 2026
Please refer to the Registrar's Office web page for more information.

ASSIGNMENT DESCRIPTIONS

Group Regulatory Assignment

Working in assigned groups, you will analyze the food safety regulatory requirements applicable to a specific food product in various jurisdictions.

Goal: The goal of this assignment is to develop students' ability to interpret and apply food safety regulations relevant to a specific food product and market.
Your written assignment must include the following components:

Identification of Regulations
- Identify the relevant laws, regulations, and policies governing fresh pork in each jurisdiction.
- Clearly distinguish between provincial and federal requirements in Canada.
- Indicate which requirements are mandatory and which are guidance or standards.

Regulatory Interpretation
- Explain what the identified regulations require in practical terms.
- Demonstrate understanding of regulatory scope and authority.

Application to a Specific food product
- Apply regulatory requirements specifically to the production, processing, storage, and distribution.
- Explain how these requirements influence food safety controls, such as hygiene, sanitation, temperature control, and HACCP/PCP systems

Use of regulatory sources
- Use credible and authoritative regulatory sources (e.g., government or official regulatory bodies).
- All sources must be properly cited using in-text citations.

Format and Writing Expectations
- Professional, clear, and well-organized writing is expected.
- Use headings and subheadings to structure your work.
- Tables or figures may be used to summarize regulatory requirements (optional).
- Academic integrity policies apply.

Submission Instructions
- Submit one submission per group.
- All work must be submitted electronically through the UML Assignments folder only.
- Late submissions will be penalized according to the course syllabus
- All work must be submitted electronically through the UML Assignments folder only.

Evaluation Criteria
A detailed grading rubric is available on UML.

SSOP Assignment (Group)

Goal: The goal of this assignment is to develop practical skills in designing effective Sanitation Standard Operating Procedures (SSOPs) that support food safety and sanitation programs.

Procedure: Working in groups, students will develop SSOPs for an assigned food processing operation, focusing on cleaning and sanitation procedures aligned with regulatory and industry expectations. Additional guidance will be provided in class and on UML.

Submission: All work must be submitted electronically through the UML Assignments folder only.

Guidelines: Assignments must reflect realistic and practical sanitation procedures, use appropriate food safety terminology, and be clearly written and organized. Academic integrity and late submission policies apply.

Evaluation Criteria: A grading rubric will be available on UML.

HACCP Assignment (Group)

Goal: The goal of this assignment is to apply hazard analysis principles and develop a complete HACCP plan.

Procedure: Students will work in groups to conduct hazard analysis and develop a HACCP plan that includes identification of critical control points, critical limits, monitoring procedures, corrective actions, verification activities, and record-keeping. Instructions will be provided in class and on UML.

Submission: All work must be submitted electronically through the UML Assignments folder only.

Guidelines: HACCP principles must be applied correctly, assumptions must be clearly justified, and documentation must be professionally presented. Academic integrity and late submission policies apply.

Evaluation Criteria: A grading rubric will be available on UML.

Mock Audit (Group)

Goal: to develop audit readiness and critical evaluation skills related to food safety systems.

Procedure: Groups will participate in a simulated food safety audit, identify non-conformances, and propose appropriate corrective actions based on regulations and prerequisite programs requirements. Further details will be provided in class and on UML.

Submission: All work must be submitted electronically through the UML Assignments folder only.

Guidelines: Students are expected to use evidence-based reasoning, clearly document findings, and propose realistic corrective actions. Academic integrity and late submission policies apply.
Evaluation**:** A grading rubric will be available on UML.

Referencing Style

All written assignments in this course shall include in-text citation. Citation style: APA style. Example:

Derwing, T. M., Rossiter, M. J., & Munro, M. J. (2002). Teaching native speakers to listen to foreign-accented speech. Journal of Multilingual and Multicultural Development, 23(4), 245-259.

Non-authoritative sources (e.g., blogs or commercial summaries) are not acceptable.

Assignment Feedback

In this section, explain what form of feedback you will provide to students: formative (i.e., comments) or summative (i.e., grade). Indicate the method in which your feedback will be delivered (i.e., via paper or

electronically). Additionally, indicate to the students when they can expect to receive their graded assignments. It is recommended that students receive a sufficient percentage of their final grade prior to the Voluntary Withdrawal date, which will allow students to make a decision about completing or withdrawing from the course.

Assignment Extension and Late Submission Policy

Assignment Due Dates: The due dates for all assessments are clearly outlined in the course syllabus. If an assignment is submitted after the specified deadline, a 10% deduction from its original value will be applied for each business day it is overdue. This late penalty policy applies to all members of the group. Additionally, class time will be designated for working on assignments. You must refer to UMLearn for comprehensive guidelines on proper referencing in all assignments, including the final project. Please note that peer evaluations conducted during the final exam may impact the assessment of individual contributions within group work

Note: Ensure you utilize the designated folders for each assignment on UMLearn. **If you mistakenly submit your assignment in the wrong folder, it is your responsibility to rectify this, and the assignment will be marked as late.** Please note that assignments will not be accepted via email.

Group Work Policies: Professional conduct is expected in all group collaborations. You will have the opportunity to provide peer evaluations of group members for each group activity, beginning with the first assignment and when submitting the final report at the end of the term. Marks for team members may be adjusted based on this feedback. Peer evaluations should be conducted fairly and reasonably and shared with team members. Keep in mind that not all group members may receive a perfect peer rating, as the aim of this feedback is to help individuals enhance their teamwork skills.

Important Note: At the beginning of the semester, group activities are pre-scheduled. In situations where a team member fails to respond despite multiple attempts by the group, the option exists for the group to proceed without their participation. In such cases, the unfinished portion of the assignment will be redistributed among the remaining team members, and this situation should be promptly reported to the professor.
Consistent absenteeism from group work must be accompanied by verifiable written evidence, such as a doctor's note, and should also be communicated to the relevant support office (e.g., Accessibility Services or Student Support Case Management). It is important to acknowledge that your peers have legitimate concerns about performance since it can influence their future professional careers. Failure to communicate promptly can cause unnecessary stress, display disrespect, and have adverse effects on the grades of all team members

UNIVERSITY SUPPORT OFFICES & POLICIES
Instructors shall provide to every student the information on university support offices and policies in Schedule "A" within the first week of classes, either through a paper copy and/or via the university's student information system (i.e., Aurora, UM Learn, or such other university information system as may be approved by the university from time to time).

Schedule "A"

Section (a) sample re: A list of academic supports available to Students, such as the Academic Learning Centre, Libraries, and other supports as may be appropriate:

Writing and Learning Support

The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format.

You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor's feedback.

These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: http://umanitoba.ca/student/academiclearning/

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 205 Tier Building.

University of Manitoba Libraries (UML)

As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: http://bit.ly/WcEbA1 or name: http://bit.ly/1tJ0bB4. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: http://bit.ly/1sXe6RA. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries' homepage:www.umanitoba.ca/libraries.

Section (b) sample: re: A statement regarding mental health that includes referral information:

For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.

Student Counselling Centre
Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. *Student Counselling Centre:*
http://umanitoba.ca/student/counselling/index.html
474 University Centre or S207 Medical Services
(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.
Student Support Intake Assistant http://umanitoba.ca/student/case-manager/index.html
520 University Centre
(204) 474-7423

University Health Service
Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.
University Health Service http://umanitoba.ca/student/health/
104 University Centre, Fort Garry Campus
(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness
Contact our Health and Wellness Educator if you are interested in peer support from *Healthy U* or information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.
Health and Wellness Educator https://umanitoba.ca/student/health-wellness/welcome-about.html
britt.harvey@umanitoba.ca

Live Well @ UofM
For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:
http://umanitoba.ca/student/livewell/index.html

Section (c) sample: re: A notice with respect to copyright:

All students are required to respect copyright as per Canada's *Copyright Act*. Staff and students play a key role in the University's copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community. Visit http://umanitoba.ca/copyright for more information.

Section (d) sample: re: A statement directing the student to University and Unit policies, procedures, and supplemental information available on-line:

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University

and the regulations that are specific to your faculty, college or school.

The Academic Calendar http://umanitoba.ca/student/records/academiccalendar.html is one important source of information. View the sections *University Policies and Procedures* and *General Academic Regulations*.

While all of the information contained in these two sections is important, the following information is highlighted.

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar's Office website for more information including appeal deadline dates and the appeal form http://umanitoba.ca/registrar/

- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support http://umanitoba.ca/academicintegrity/ View the **Student Academic Misconduct** procedure for more information.

- The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behavior include the:

  Respectful Work and Learning Environment

  http://umanitoba.ca/admin/governance/governing_documents/community/230.html

  Student Discipline
  http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

  Violent or Threatening Behaviour
  http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:
  http://umanitoba.ca/admin/governance/governing_documents/community/230.html
  More information and resources can be found by reviewing the Sexual Assault site
  http://umanitoba.ca/student/sexual-assault/

- For information about rights and responsibilities regarding **Intellectual Property** view the policy https://umanitoba.ca/governance/sites/governance/files/2021-06/Intellectual Property Policy - 2013_10_01 RF.pdf

For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site
http://umanitoba.ca/faculties/

Contact an **Academic Advisor** within our faculty/college or school for questions about your academic program and regulations http://umanitoba.ca/academic-advisors/

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.
http://umanitoba.ca/student/advocacy/
520 University Centre
204 474 7423
student_advocacy@umanitoba.ca