

**Rady Faculty of Health Sciences
College of Rehabilitation Sciences
Respiratory Therapy Degree Completion Program
Applicant Information Bulletin 2021 – 2022**

Application Deadlines:

Summer: January 15, 2021

Fall: May 1, 2021

Winter: September 1, 2021

Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements	1
A. Academic Requirements	1
B. English Language Proficiency Requirements	2
Section 3: Application Process & Deadlines	2
A. Application Fees	2
B. Deadlines and Important Dates.....	2
Summer 2021	2
Fall 2021.....	2
Winter 2022.....	2
C. Required Documentation	3
Section 4: Selection Process	3
A. Selection	3
B. Tie Breaking Procedure for Offers	4
C. Notification of Decision:	4
Section 5: Reconsideration and Appeals	4
Section 6: Counselling of Applicants.....	4
Section 7: Student Accessibility	4
Section 8: Contact Information	5

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 Respiratory
 Therapy: Degree Completion

*For information regarding the *regular entry Bachelor of (Respiratory Therapy) program*, please see the following link:

<http://www.umanitoba.ca/student/admissions/application/programs/respiratory-therapy-application.html>

Section 2: Eligibility Requirements

A. Academic Requirements

Registered Respiratory Therapists who are registered with the Canadian Society of Respiratory Therapists or any other provincial regulatory body may apply to complete their degree. Respiratory Therapy diploma holders will be evaluated on the basis of previous work completed as indicated on a valid transcript of marks and supporting documentation from their educational institution. All respiratory therapy diploma holders who apply for degree completion must be graduates of a Council of Accreditation of

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Respiratory Therapy Degree Completion program at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

Respiratory Therapy Education accredited program. All academic requirements for degree completion will be assessed on an individual basis.

Additionally, applicants will be required to submit a letter of intent, indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.

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 the link below to view information regarding specific English Language Proficiency Requirements and English Language Proficiency Waiver information:

<http://umanitoba.ca/admissions/undergraduate/requirements/english-language-proficiency>

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

Section 3: Application Process & Deadlines

A. Application Fees

Domestic applicants: \$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

Summer 2021

DATE	DEADLINES AND IMPORTANT DATES
January 15, 2021	Last date for receipt of application and application fee for Summer applicants.
February 1, 2021	Last date to submit proof of English proficiency (if required) for Summer applicants. Last date for receipt of final official transcripts for all postsecondary study and other required academic documents that may be requested for Summer applicants.

Fall 2021

DATE	DEADLINES AND IMPORTANT DATES
May 1, 2021	Last date for receipt of application and application fee for Fall applicants.
May 15, 2021	Last date to submit proof of English proficiency (if required) for Fall applicants. Last date for receipt of final official transcripts for all postsecondary study and other required academic documents that may be requested for Fall applicants.

Winter 2022

DATE	DEADLINES AND IMPORTANT DATES
September 1, 2021	Last date for receipt of application and application fee for Winter applicants.

September 15, 2021 Last date to submit proof of English proficiency (if required) for Winter applicants.

Last date for receipt of final official transcripts for **all** postsecondary study and other required academic documents that may be requested for Winter applicants.

C. Required Documentation

The following documents will be required to complete your application:

- **Proof of registration** with the Canadian Society of Respiratory Therapists or any other provincial regulatory body.
- **Proof of graduation** from the Council of Accreditation of Respiratory Therapy Education accredited program.
- **Letter of Intent from the applicant** indicating their motivation for taking the program, and how completion of the program will support attainment of their future professional/academic goals.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.
- **Immigration documents** are required if born outside of Canada. (i.e. proof of Canadian Citizenship, Permanent Resident of Canada or Refugee Status) This can be a pdf document uploaded to the online application before application submission.
- **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 documentation to the following address:

**Admission for Respiratory Therapy
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca *

*In the event that you are not able to provide an official transcript (for example, if the issuing office at your university or college is closed due to COVID-19), the University of Manitoba will accept an electronic transcript provided that it has been sent directly from the email of the office responsible for issuing transcripts. Applicants who submit their documents electronically may be requested to provide original, physical copies at a later date.

Section 4: Selection Process

A. Selection

Applications of prospective students who meet minimum admission criteria will be evaluated for admission, on behalf of the BRT Admissions and Selections Committee, by the Chair of the BRT Admissions and Selections Committee and the Head of the Department of Respiratory Therapy. Admission may be restricted due to space limitations, as determined by the Head of the Department of Respiratory Therapy.

NOTE: 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.

B. 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.

C. 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 emails and application portals are regularly checked.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their written request 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) business days of the posted decision date.

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

http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html

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 College of Rehabilitation Sciences and the Admissions Office are available to assist all applicants who seek counselling regarding admission to the Respiratory Therapy program. However, it is the College's 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. No official of the College can guarantee the admission of any applicant. Admission is determined by the Selection Committee on the basis of an annual competition.
2. All applicants must supplement any personal enquiries with written enquiries so that an official written response can be made. It is only these written responses that will be considered as evidence of any advice given by the Faculty.

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-supports/accessibility>

Section 8: Contact Information

College of Rehabilitation Sciences	Department of Respiratory Therapy Admission/Recruitment Officer Kristen Stefanson R106-771 McDermot Avenue Winnipeg, MB R3E 0T6 <i>Telephone:</i> (204) 789-3259 <i>Fax:</i> (204) 789-3927 <i>E-mail:</i> CORS.RTprogram@umanitoba.ca <i>Web:</i> http://umanitoba.ca/medrehab
Admissions Office	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer	Jody Dewbury <i>Telephone:</i> (204) 474-8825 <i>Email:</i> admissions.respiratorytherapy@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