

## Asper School of Business

### Track 1 and Track 2 Applicants (Advanced Entry)

### Applicant Information Bulletin 2024 – 2025

**Application Deadline**  
**March 15, 2024**

#### Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements .....	1
Direct Entry.....	1
Advanced Entry (applicants with university/college background).....	2
A. Academic Requirements .....	2
1. Minimum Adjusted Grade Point Average (AGPA) .....	2
2. Track 1 Requirements .....	2
3. Track 2 Requirements .....	4
B. English Language Proficiency Requirements .....	5
C. Categories of Applicants.....	5
1. General Category.....	5
2. Individual Consideration Category .....	5
3. Canadian Indigenous Ancestry Category.....	6
Section 3: Application Process & Deadlines.....	6
A. Application Fees .....	6
B. Deadlines and Important Dates.....	6
C. Required Application Documentation (All Applicant Categories).....	7
D. Additional Application Documentation for Individual Consideration Category .....	8
E. Transfer Credit Information.....	9
Section 4: Selection Process.....	9
A. Calculation of the Adjusted Grade Point Average (AGPA) .....	9
B. Selection .....	10
1. General Category.....	10
2. Individual Consideration Category .....	10
3. Canadian Indigenous Ancestry Category.....	10
C. Priority.....	11
D. Tie Breaking Procedure for Offers.....	11
E. Notification of Decision .....	11
F. Deferrals .....	11
Section 5: Reconsideration & Appeals .....	12
Section 6: Counselling of Applicants.....	12
Section 7: Student Accessibility .....	13
Section 8: Contact Information.....	13

#### Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Asper School of Business 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 Commerce Honours  
(B.Comm. (Hons.))

#### Section 2: Eligibility Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Courses graded as “Pass” will not be considered for meeting any of these requirements unless otherwise stated.

##### Direct Entry

Applicants in this category are current high school students or students who have already graduated from high school but have completed fewer than twenty-four (24) credit hours at a recognized university/college. Applicants must meet the General Entrance and Specific Admissions Requirements as listed in the [Direct Entry Applicant Information Bulletin](#).

## Advanced Entry (applicants with university/college background)

Students enrolled at the University of Manitoba, Université de Saint-Boniface, or from other universities/colleges that will have completed 24 credit hours or more by the end of the Winter exam period can apply for admission to the Asper School of Business through the online application process. An application fee and appropriate documentation are required, and application and documentation deadlines must be observed (see *Section 3: Application Process & Deadlines*)

### A. Academic Requirements

Students can apply through one of two streams, Track 1 or Track 2, and enrolment for each stream is limited. Applicants satisfying the minimum entry requirements specified below are eligible for consideration, but selection is academically competitive and within the discretion of the Asper School of Business.

#### **1. Minimum Adjusted Grade Point Average (AGPA)**

The minimum requirements for admission under Track 1 & Track 2 are:

##### a. Track 1

To be eligible to apply applicants must have a minimum AGPA of 2.00 (see *Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)*). Applicants are selected according to the priority listed in *Section 4: Selection Process, C. Priority*.

##### b. Track 2

To be eligible to apply, Track 2 applicants must have a minimum AGPA of 3.10 (see *Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)*). Applicants are selected according to the priority listed in *Section 4: Selection Process, C. Priority*.

**Applicants in both Tracks 1 and 2 may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.**

## **2. Track 1 Requirements**

All applicants must meet the following basic requirements: the successful completion of the following 24 credit hours with no grade lower than 'C' in each of the required courses<sup>c</sup>. Courses graded as "Pass" cannot be used to fulfill the course requirements. **Applicants must complete the Track 1 Requirements by the end of the Winter exam period.**

### **Required Courses**

COURSE #	COURSE TITLE	CREDIT HOURS
<b>MATH 1524*</b> OR	Mathematics for Management and Social Sciences (Preferred). <i>*Students not taking Math 1524 will have to take Math 1300 as a non-business elective.</i>	3
<b>MATH 1500</b> OR <b>MATH 1510</b> OR <b>MATH 1520</b> OR	Intro to Calculus Applied Calculus 1 Intro Calculus for Management and Social Sciences	
<b>MATH 1230</b>	Differential Calculus	
<b>STAT 1000</b> OR <b>STAT 1150</b>	Statistics	3
<b>(ECON 1010</b> AND <b>ECON 1020)</b> OR <b>ECON 1200</b>	Principles of Economics (Macro + Micro)	6
<b>GMGT 1010</b>	Business and Society	3
<b>6 credit hours of Non-business electives at the 1000-level or higher</b> OR <b>3 credit hours of Non-business electives at the 1000-level or higher</b> AND <b>Math 1300*</b> <i>*Math 1300 is required if Math 1524 is not completed.</i>		6 OR 3 3
	University Written English Course ( <i>other than Arts 1110, GMGT 1010, and GMGT 2010</i> )	3
<b>Total Required Credit Hours</b>		<b>24</b>

## NOTES:

- a. The 24 credit hours of Track 1 course work may be completed on a part-time basis if the applicant so chooses.
- b. Students from any Faculty or School who have completed the Track 1 Requirements are eligible to apply for admission to the Asper School of Business.
- c. Equivalent courses completed at other universities within the past ten years will be considered. To determine course equivalency, students should check the online [Transfer Credit Equivalencies database](#). External courses completed more than 10 years ago may not be used to fulfill Track 1 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
- d. The prerequisite for MATH 1520 or MATH 1500 is: 60% in Grade 12 Pre-Calculus Mathematics 40S (or equivalent); or MATH 1018 "C+"; or MSKL 0100 Mathematical Skills course "C" taught by Extended Education. The prerequisite for MATH 1510 is: 60% in Grade 12 Pre-Calculus Mathematics 40S (or equivalent); or MATH 1018 "C+"; or MSKL 0100 Mathematical Skills "C" taught by Extended Education; PLUS: 50% in Grade 12 Physics 40S (or equivalent); or PHYS 1018 "C"; or PHYS 0900 (Pass); or PSKL 0100 Physics Skills (Pass) taught by Extended Education. The prerequisite for MATH 1230 is: 70% in Grade 12 Pre-Calculus Mathematics 40S (or equivalent); or a "B" in MATH 1018; or a "B" in MSKL 0100 Mathematical Skills taught by Extended Education.
- e. ARTS 1110, GMGT 1010 and GMGT 2010 are not considered to be from a specific discipline and are therefore not sufficient to fulfill the Track 1 University Written English Course requirement.
- f. If a student completes a 6 credit hour Written English course at the 1000 level or higher, 3 credit hours will count as the Written English requirement, and 3 credit hours will count as a non-Business elective at the 1000 level or higher. For details about the University Written English requirement, and for a list of approved Written English courses, see the [Undergraduate Calendar](#).
- g. Applicants who have completed the W requirement at an institution external to the University of Manitoba should carefully review the below requirements of the W course.  
  
The W course syllabus must reflect that all of the following requirements are met within the course expectations:
  - A minimum of 3 papers of at least 3-5 pages each OR a minimum of 2 papers of at least 6-8 pages each with a minimum total word count of 3000. One paper with a word count of 3000 words or more will not meet this requirement.
  - The written work must include a written description or argument that is clear, concise, and logically structured and that reflects an appropriate awareness of the audience or readership being addressed.
  - There must be feedback given to the student on the style as well as content of written assignments.If an applicant believes their W course syllabus meets the above stated criteria they can submit a detailed course syllabus to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca) after the application has been submitted and before the listed deadline for syllabus (see *Section 3: Application Process & Deadlines, B. Deadlines and Important Dates*).
- h. Students who are exempt from taking a University Written English course as outlined in the Undergraduate Calendar are not required to complete a Written English course as a Track 1 Requirement. If such a student has completed MATH 1524, then that student is required to complete 9 credit hours of non-business electives at the 1000-level or higher. If such a student has not completed MATH 1524, then the student is required to complete 6 credit hours of non-business electives at the 1000-level or higher, plus MATH 1300 (3 hrs).
- i. An elective is any credit course taught in a Faculty or School degree program other than the Asper School of Business (or equivalent).

- j. Students who are interested in a mathematical orientation to Business (for example, students considering the Actuarial program) are encouraged to take STAT 1150 to fulfill the statistics requirement. The prerequisite for STAT 1150 is: a 70% in Pre-Calculus Mathematics 40S; or a “B” in MATH 1018; or a “B” in the MSKL 0100 Mathematical Skills offered by Extended Education. Such students are also encouraged to take MATH 1700 (3 credit hours) and MATH 1300 (3 credit hours) as non-Business electives to fulfill the Track 1 requirements.
- k. The Asper School of Business accepts credit for community college, technical college, Bible College, or other accredited college courses equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 Requirements. Transfer credit information can be found in *Section 3: Application Process & Deadlines, E. Transfer Credit Information*.
- l. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 1 course requirements.
- m. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 1 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential transfer credit to the Bachelor of Commerce (Honours) degree *after* the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).
- n. Transfer credit is assessed independently from the assessment of admission requirements.

### 3. Track 2 Requirements

Track 2 is for students who have not completed all the Track 1 Requirements. Such students will be considered as Track 2 applicants if they have completed a minimum

of 24 credit hours of university course work with an AGPA of 3.10 or greater (see *Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)*), and with no grade less than a “C” on 24 credit hours; Courses graded as “Pass” will not be used in the total. Although there are no specific course requirements for Track 2, the minimum AGPA of 3.10 must be met to be considered eligible. If admitted, Track 2 applicants must complete all outstanding required courses listed under Track 1 and achieve a minimum grade of “C” in each required course.

**Track 2 applicants must satisfactorily complete the Track 2 Requirements as listed above by the end of the Winter exam period.**

#### NOTES:

- a. The 24 credit hours of Track 2 course work may be completed on a part-time basis if the applicant so chooses.
- b. Students from any Faculty or School who have completed the Track 2 Requirements are eligible to apply for admission to the Asper School of Business.
- c. Equivalent courses completed at other universities within the past ten years will be considered. To determine course equivalency, students should check the online [Transfer Credit Equivalencies database](#). External courses taken more than 10 years ago may not be used to fulfill Track 2 Requirements; nor shall they be considered for transfer credit to the Asper School of Business.
- d. The Asper School of Business accept credit for community college, technical college, Bible College, or other accredited college courses equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 Requirements.
- e. The Asper School of Business accepts credit for Advanced Placement (AP) and International Baccalaureate (IB) course equivalents as assigned by the relevant discipline departments at the University of Manitoba. Such courses are considered for potential transfer credit to the Bachelor of Commerce (Honours) degree or as part of the Track 2 course requirements.

- f. Courses offered by the Canadian Forces which have been approved as unallocated and/or equivalent credit by the appropriate department may not be used as part of the Track 2 course requirements, because they do not have a grade assigned to them. However, they may be considered for potential transfer credit to the Bachelor of Commerce (Honours) degree *after* the student is admitted to the Asper School of Business (up to a maximum of 12 credit hours of military transfer credit).
- g. Transfer credit is assessed independently from the assessment of admission requirements. Transfer credit information can be found in *Section 3: Application Process & Deadlines, E. Transfer Credit Information*

## **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.

Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

***Results for most language tests, including TOEFL, IELTS, and Duolingo, 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**

Applicants who apply for admission under Track 1 and Track 2 will be considered in three categories as listed below. Please take careful note of the different admission categories and make sure you apply under the correct category to maximize your chances of admission. If you are unsure which category to apply under, please consult an Asper Program Advisor (see *Section 8: Contact Information*).

Applicants who apply for admission under Track 1 or Track 2 must apply under one of the following categories:

- Track 1: General Category, Individual Consideration Category, or Canadian Indigenous Ancestry Category.

- Track 2: General Category, or Canadian Indigenous Ancestry Category.

### ***1. General Category***

Students will be considered for admission under Track 1 and Track 2 on the basis of their previous academic records. Applicants in this category will meet all the eligibility requirements as indicated in *Section 2: Eligibility Requirements*.

### ***2. Individual Consideration Category***

The Individual Consideration category is for students who meet the minimum **Track 1** requirements but whose academic record may not be competitive in the selection process. Such applicants may apply for Individual Consideration only if they:

- 1) are Canadian Citizens, Permanent Residents, or international students currently enrolled at the University of Manitoba, and
- 2) meet the minimum eligibility requirements for Admission to Track 1.

Applicants can request to exclude one or more terms for the calculation of their AGPA. These requests (see *Section 3: Application Process & Deadlines, D. Additional Application Documentation for Individual Consideration Category*) will be reviewed by a selection committee. If approved, an AGPA will be calculated with the removal of term(s) proposed by the applicant. For details on how the AGPA is calculated in the General Applicant Category, please see *Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)*.

The recalculated AGPA must meet the minimum cut-off AGPA that is established for General Track 1 applicants the year of application.

Students who appeal for certain terms to be excluded from the AGPA recalculation may do so only for terms dating back no further than 3 years from the time of application. The excluded term(s) must include all courses (no selectivity) from the term, and the AGPA will be re-calculated on the most recent 60 credit hours. The courses and grades from any excluded term(s) will not be eligible for transfer credit to the Asper program (this is not appealable).

If any excluded courses are required in the Asper program, the student is responsible for retaking the course and is subject to all relevant registration and other university policies when repeating the course(s) and have documented medical and/or compassionate reasons to support certain terms being excluded from the AGPA recalculation. If excluding any given term will result in the student no longer meeting the Track 1 course eligibility requirements, the student will not be eligible for admission.

Students wishing to be considered in the Individual Consideration category must indicate so in the appropriate section on the Asper School of Business **Application Form**. If students do not indicate this on the application form by the March 15 deadline, they will not be eligible for consideration within the Individual Consideration category.

### 3. Canadian Indigenous Ancestry Category

The Canadian Indigenous Ancestry Category is intended for all First Nations, Métis, and Inuit applicants that have completed the minimum admission requirements for either Track 1 or Track 2, but who do not meet the cut-off AGPA established for this year's admission.

Students wishing to be considered in the Canadian Indigenous Ancestry Category must indicate so in the appropriate section on the Asper School of Business **Application Form**. If students do not indicate this on the application form by the March 15 deadline, they will not be eligible for consideration within this category.

All applicants admitted under this category are required to register with Indigenous Business Education Partners (IBEP) for a period of at least two academic terms following admission. If you are unsure whether to apply under this category, please consult with Indigenous Business Education Partners (IBEP), 374-378 Drake Centre, phone (204) 474-7401.

Proof of Indigenous Ancestry will be required to register for IBEP.

## 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 non-refundable 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, specifically around the deadlines and important dates listed below.

### B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
<b>March 15, 2024</b>	Deadline to submit application and application fee.
<b>April 1, 2024</b>	Deadline for interim (or final) transcripts from external institutions. Uploaded transcripts (copies) are sufficient at this time.
<b>April 15, 2024</b>	Deadline to provide all necessary course outlines (external UM applicants only).
<b>April 30, 2024</b>	Deadline to complete Track 1 or Track 2 requirements.
<b>May 1, 2024</b>	Deadline for submission of the additional material required to be considered in the Individual Consideration Category (personal statement and supporting documentation).  Deadline to upload or email final, copies of transcripts (unofficial documents, external U of M applicants only).
<b>June 1, 2024</b>	Deadline for all final, official transcripts external to the University of Manitoba. <i>All deferred exams and grade appeals must be completed and final grades submitted. NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any deferred exams or grade changes by the document deadline in order for them to be included in the final selection process.</i>

<b>June 1, 2024</b>	Deadline to submit proof of English proficiency (if required).
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
<b>Middle to end of June 2024</b>	Selection meetings held. <b>Admissions decisions will be posted to students' application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time.</b>

- Applicants external to the University of Manitoba may be requested to provide course outlines to assess for transferability and to ensure course requirements are met. For details please review [Section 3: Application Process & Deadlines, E. Transfer Credit Information.](#)

**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.

### C. Required Application Documentation (All Applicant Categories)

The following documents will be required to complete your application.

- Copy of Interim (or in-progress) transcript(s)** showing current registration are to be submitted when applying or shortly thereafter. University of Manitoba transcripts are not required. Unofficial, or copies of transcripts are acceptable. Scanned copies of original transcripts are preferable over web-based documents.
- Copy of final transcript(s)** must be received by May 1. Copies, or unofficial final transcripts, must include grades for all Fall and Winter term classes. These transcripts can be uploaded to the applicant portal or emailed to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca). Scanned copies of original transcripts are preferable over web-based documents.
- Final official transcripts** from any university or college attended other than University of Manitoba are required and due by June 1<sup>st</sup>. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

- 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*)

It is the responsibility of the student to include all necessary documentation and/or supporting documentation with the application for admission. Students will not be contacted or reminded of outstanding documents. Failure to produce all documents by the deadline will result in an incomplete application. Incomplete applications are not considered for admission.

Please send all documentation to the following address:

**Admission for Asper School of Business  
University of Manitoba  
424 UMSU University Centre  
66 Chancellors Circle  
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to [Applicant.Services@umanitoba.ca](mailto:Applicant.Services@umanitoba.ca).

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

#### **D. Additional Application Documentation for Individual Consideration Category**

Students who apply under the Individual Consideration Category (see *Section 2: Eligibility Requirements, C. Categories of Applicants, 2. Individual Consideration Category*) **must** submit the following documents by **May 1, 2024**:

##### ***Personal Statement***

A typed personal statement not to exceed 800 words which includes the specific reasons why the applicant merits consideration within the Individual Consideration category. The student's statement must clearly state the basis of their application and focus on outlining the reasons, rationale and details of their application. In particular, the statement must indicate the circumstance that caused the student to have lower academic achievement, the dates over which this circumstance affected the student's academic achievement, the terms in the academic terms covered by the above dates the student wishes to be excluded from the AGPA calculation, and how/why the circumstance has been alleviated/managed so as to lessen the adverse impact on future academic performance. Personal statements must be concise and clear; statements exceeding the above specified word limit will not meet the criteria for Individual Consideration and will not be given further consideration.

##### ***Supporting Documentation***

Supporting documentation must be presented for every Individual Consideration application and must support the claims outlined in the personal statement. Documentation must be from a physician or other professional recognized for dealing with the circumstance(s) that caused the student's lower academic achievement. Documentation must refer to first-hand knowledge of the circumstance at the time it occurred and be directly related to the causality and the time frame the circumstance affected the student's academic performance. Documentation must include a statement of how the circumstance directly affected the academic term(s) under review, how the circumstance has been managed or continues to be managed and what support services the student is actively using. Documentation must clearly assert that because of the management or termination of the circumstance, the student's future performance should not be negatively affected by the circumstance as it was in the past.

##### **NOTES:**

- A holistic review of all required documentation will be used for consideration of applications in the Individual Consideration category, with no particular weight to any one requirement. Decisions have a subjective and objective components and applicants are reminded that seats are limited and meeting the eligibility requirements of this category is not a guarantee of admission.
- No more than 4 students will be admitted in this category each year. In the event more than 4 applicants could be chosen by the committee for admission, only those 4 with the highest recalculated AGPA will be admitted.
- Students can email their personal statement and supporting documentation to [admissions.business@umanitoba.ca](mailto:admissions.business@umanitoba.ca) or upload to their application portals before the May 1 deadline. **It is the responsibility of the student to provide all necessary documentation by the May 1 deadline - students will not be contacted or reminded of outstanding documents.** Only those students who complete and return this material by the deadline will be assessed within the Individual Consideration Category. Incomplete applications will be moved to the General Track 1 or Track 2 category.



## **E. Transfer Credit Information**

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

Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit. The Asper School of Business will only consider external courses completed within the last ten (or fewer) years. Students applying under the Track 1 stream must have direct transfer for the required courses in Mathematics, Economics, Statistics and Business and Society; unallocated credit cannot be used to fulfill these requirements. If a student has unallocated credit, rather than direct transfer for the Track 1 required courses in Mathematics, Economics, Statistics and Business and Society, the application will be moved and reviewed under the Track 2 stream, if eligible.

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

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation. Course outlines or syllabi should include information on course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process. Descriptions of coursework from an Academic Calendar are not sufficient for assessment.

**Course outlines that are requested by Admissions to determine Track 1 and Track 2 eligibility are due April 15<sup>th</sup>** to allow enough time for departmental review. Students who fail to provide these outlines may be refused due to an incomplete application.

An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

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

### ***Admission with Advance Standing***

Students, who, at the point of admission, have completed more than the minimum Track 1 or Track 2 requirements, may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. The advance standing policy of the Asper School of Business is detailed in the University of Manitoba Undergraduate Calendar.

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## **Section 4: Selection Process**

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

An Adjusted Grade Point Average (AGPA) will be calculated for each applicant, with the AGPA determining the relative placement of the applicant on the rank-ordered selection list.

In the calculations of the AGPA, if a student has completed 24 to 60 credit hours of university work the AGPA will be calculated using each grade earned at the post-secondary level, regardless of Faculty/School of completion.

If a student has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours. The minimum "C" grade requirement in each of the Track 1 or Track 2 courses must be met whether these courses are included or excluded in the calculation of the AGPA.

For courses completed prior to Fall 2006: If it is not possible to clearly identify the most recently completed

60 credit hours of university work, the sessional average of the session containing the least recent of the 60 hours will be used as a representative grade for that part of the 60 hours.

For courses completed in Fall 2006 and thereafter: If it is not possible to clearly identify the most recent 60 credit hours, the Term Grade Point Average of the term containing the least recent part of the 60 hours will be used as a representative grade for that part of the 60 credit hours.

In the calculation of the AGPA, **all** courses which have been assigned a final grade are considered completed university work, including failed and repeated courses. Courses graded “pass” or “fail” are excluded from the calculation of the AGPA. Courses completed on a full- or part-time basis, in all undergraduate and graduate programs, and in Regular and Summer Sessions or terms will be used in the AGPA. Summer 2024 courses will not be included in AGPA calculations for admission in September 2024. Non-degree, non-credit courses completed through Extended Education or an Extension division of a university will not be included in the calculation of the AGPA.

#### **NOTES:**

- 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.
- Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

#### **B. Selection**

Students will be admitted under Track 1 or Track 2 on the basis of an annual competition. Each year’s admission cycle is a separate process and there is no carryover from one year to the next. The number of

students admitted in each category and the minimum academic standards for admission are determined annually. Any data in this or any other document relating to such numbers and minimum academic standards are provided only for the information and general guidance of the prospective applicant.

#### ***1. General Category***

General Category Applicants must meet all eligibility requirements (see *Section 2: Eligibility Requirements, A. Academic Requirements*) and will be selected based on their AGPA.

#### ***2. Individual Consideration Category***

A limited number of admission spaces may be offered to Individual Consideration applicants annually. The allocation of available spaces is entirely within the discretion of the Selection Committee, which shall not be bound to admit any candidate in the Individual Consideration Category in a given year. Meeting the eligibility requirements of this category is not a guarantee of admission.

Individual Consideration applicants will also automatically be considered in the General Category if it is deemed to be to their advantage. For example, a Individual Consideration applicant who has achieved an AGPA which exceeds the cut-off in the General Category will automatically be admitted as a General applicant.

#### ***3. Canadian Indigenous Ancestry Category***

Ten admission spaces are available to Canadian Indigenous Ancestry applicants annually. These spaces are available to applicants applying to the Asper School of Business under Track 1, Track 2, and Direct Entry. If more than ten students qualify in this category, ten applicants will be selected based on a rank-ordered list. First priority will be given to eligible applicants within Track 1 rank ordered by AGPA; second priority to eligible applicants within Track 2, rank-ordered by AGPA; and third priority to eligible applicants within Direct Entry, rank-ordered by the average in high school subjects required for admission to the Asper School. For more information about Direct Entry, see the [Direct Entry Applicant Information Bulletin](#).

Canadian Indigenous Ancestry applicants will automatically be considered in the General Category if it is deemed to be to their advantage. For example, if the number of qualified applicants exceeds the number of seats available and a Canadian Indigenous Ancestry applicant has achieved an AGPA which is equal to or exceeds the cut-off in the General category, they will automatically be admitted as a General applicant and will not fill one of the ten available seats in this category.

All students admitted under this category will be required to register with Indigenous Business Education Partners (IBEP) for a minimum of two academic terms following admission.

### **C. Priority**

The Asper School of Business will predetermine the total number of Track 1 and Track 2 admission spaces to be offered. The Selection Committee may transfer applicants from their chosen category should this prove advantageous to the applicant. The quota will be filled by selecting students from the rank-ordered list of applicants in the following order:

**First Priority** – Track 1 applicants with an AGPA of 2.60 or greater in descending order of AGPA.

Thirty spaces are reserved for Track 2 applicants with an AGPA of 3.10 or higher in descending order of AGPA.

**Second Priority** – Track 2 applicants with an AGPA of 3.10 or greater in descending order of AGPA.

**Third Priority** – Track 1 applicants with an AGPA of 2.00 – 2.59 in descending order of AGPA.

Both Track 1 applicants and Track 2 applicants may require an AGPA well in excess of the minimum to be successful in the annual competition for admission.

#### **NOTES:**

- There is no selection priority for students who have completed additional Business courses in the Asper School of Business.
- Preference in admission may be granted to Canadian Citizens and Permanent Residents.

### **D. 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.

### **E. Notification of Decision**

Applicants will be informed via email of their selection status by late June 2024. 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.

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.

### **F. Deferrals**

A one-year, non-renewable request to defer admission will be considered by the Asper School of Business. To proceed, students must have been offered admission on or before **July 1** of the application year. Students must accept their offers of admission and pay the subsequent tuition deposit by the deadline in the offer letter.

Applicants must then submit a written request for a deferral. Written requests must outline the circumstance(s) of why the request is being made.

Supplemental documentation supporting the request for a deferral (i.e., medical documents) will be reviewed if submitted. Written requests are to be sent to [Wensi Heran](#), Undergraduate Program Manager, no later than **August 1** of the application year.

Deferral requests will be considered from applicants who:

1. have extenuating personal circumstances such as illness, or family hardship, or
2. are experiencing issues related to relocating to Canada and need more time to address immigration or other issues associated with the relocation, or
3. are currently completing another program of studies and there is an expectation that those studies will be completed in by June 30 in the following year.

Other circumstances may also be considered on a case-by-case basis.

If a deferral is approved, applicants must reapply the following year and pay the applicable fees to reactivate their offer. Offers in the following year will be processed along with other applicants but will be automatically offered.

**NOTES:**

- Deferrals are reviewed on a case-by-case basis. A committee in the Asper School of Business will decide if a deferral of admission will be granted.
- Applicants cannot request a deferral of more than one year.
- Applicants cannot request a second deferral after the approved deferral year.
- Decisions for deferrals will be communicated to the applicant within 14 days of receipt and will be released using the same email to make the application.

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## Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their 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 further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

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.

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## Section 6: Counselling of Applicants

The Asper School of Business and Admissions Office are able to assist applicants who seek counselling regarding admission to the Asper School of Business. 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*).

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## 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](mailto:student_accessibility@umanitoba.ca) to learn more about the confidential supports that are available.

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## Section 8: Contact Information

<b>Asper School of Business</b>	Undergraduate Program Office 268 Drake Centre <i>Telephone:</i> (204) 474-6388 <i>Email:</i> <a href="mailto:B_Comm@umanitoba.ca">B_Comm@umanitoba.ca</a>
<b>University of Manitoba Admissions Office</b>	<b>Undergraduate Admissions</b> 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 Telephone: (204) 474-8808  Admissions Officer <b>Sandra Jezik</b> <a href="#">Contact Business Admissions Team</a>

The following other contacts may also be useful.

<b>Indigenous Business Education Partners (IBEP)</b>	374-378 Drake Centre <i>Telephone:</i> (204) 474-7401 <i>FAX:</i> (204) 474-7544 <i>Email:</i> <a href="mailto:ibep@umanitoba.ca">ibep@umanitoba.ca</a>
<b>Student Accessibility Services</b>	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 UMSU University Centre <i>Telephone:</i> (204) 474-7423 Email: <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>