



UNIVERSITY OF MANITOBA

School of Agriculture

Agriculture Diploma

Applicant Information Bulletin 2019 – 2020

Application Deadline: May 1, 2019

Table of Contents

Section 1: General Statement	1
Section 2: Eligibility Requirements	1
A. Academic Requirements	1
1. Direct Entry Category	1
2. Advanced Entry Category	2
3. Special Consideration Category	2
4. Special Students	2
B. English Language Proficiency Requirements	3
Section 3: Application Process & Deadlines	3
A. Application Fees	3
B. Deadlines and Important Dates	3
C. Required Application Documentation	3
Section 4: Selection Process	3
A. Calculation of the Cumulative Grade Point Average (CGPA)	3
B. Tie Breaking Procedure for Offers	4
C. Notification of Decision	4
Section 5: Reconsideration & Appeals	4
Section 6: Counselling of Applicants	4
Section 7: Student Accessibility	4
Section 8: Contact Information	5

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the School of Agriculture 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: Diploma in Agriculture

Section 2: Eligibility Requirements

A. Academic Requirements

Students may be eligible for admission to the School of Agriculture, Agriculture Diploma Program in one of the following ways, depending on their previous academic history:

1. Direct Entry Category

The Direct Entry option is for students who have graduated from high school and have not attended any post-secondary institutions, or have completed fewer than 24 credit hours at a recognized university or college. Applicants must meet the admission requirements as listed in the [Direct Entry Application Information Bulletin](#).

Applicants who would otherwise fall under the Direct or Advanced Entry Category but who do not meet the academic requirements may apply under the Special Consideration Category.

2. **Advanced Entry Category**

The Advanced Entry option is for applications who have completed one year or more of studies in another faculty at the University of Manitoba or another recognized post-secondary institution.

Applicants in this category must have fulfilled all eligibility requirements as described below. Applicants must:

1. Complete a minimum of 24 credit hours from a recognized university or college
2. Achieve a Cumulative Grade Point Average (CGPA) of 2.0 or higher (see Section 4: Selection Process, A. Calculation of the Cumulative Grade Point Average (CGPA)). If the number of eligible candidates exceeds the available spaces, a CGPA higher than the minimum may be required for admission.

3. **Special Consideration Category**

This category is for students who would fall under either the Direct Entry or Advanced Entry category but whose academic records may not be competitive in the selection process. Such students may apply for special consideration only if they meet the criteria as described below. Meeting the eligibility requirements of this category is not a guarantee of admission. Up to 10% of admission spaces are available to Special Consideration Candidates recommended by the Diploma Selection Committee.

Applicants would be eligible for special consideration if they either:

- Have academic records that are not a true reflection of their academic and intellectual merit because of their exceptional life circumstances (exceptional circumstances include physical, social, educational, economic, medical, geographical, and other obstacles by the applicant), or
- Display skills and attributes in any or all personal, work, or community activities which indicate that they can make a significant contribution to Manitoba's agri-food industry and/or rural and northern Indigenous communities.

Students who apply for special consideration must submit electronic versions of the following documents as part of the application process:

- A typed personal statement (not to exceed 800 words) which includes the specific reasons why their application merits consideration within the Special Consideration category
- A typed personal resume
- Three letters of recommendation

Those candidates who are applying on the basis of exceptional circumstances must submit supporting documentation to verify their exceptional circumstances (e.g. if a student is applying on the basis of exceptional medical circumstances, the student must submit official supporting documentation from a qualified medical professional).

All candidates will be interviewed by the Selection Committee and may be administered an academic skills test. Criteria used when evaluating Special Consideration applicants include the applicant's maturity, scholastic ability, agricultural experience, motivation, leadership, and/or demonstrated initiative relevant to an agricultural career.

A holistic review of these characteristics along with all required documentation is used for consideration of applications in the Special Consideration category, with no particular weight to any one requirement. Decisions are necessarily subjective; reasons are neither recorded nor given.

Note – *Special Consideration Applications will take place over the summer. Special consideration applicants may not get a formal offer until late July.*

4. **Special Students**

Special students are students wishing to take courses for personal or professional reasons but who do not currently wish to pursue a diploma program. Applicants must meet the University's English language proficiency requirements. Usually some university background (one or more years) or a first degree is required. Permission from the Director of the School of Agriculture is required.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Waiver information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See below links to view specific English Proficiency Requirement information:

<http://umanitoba.ca/student/admissions/international/english/index.html>.

Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. Please confirm the validity of your test results.

Section 3: Application Process & Deadlines

A. Application Fees

Canadian/Permanent Residents: \$100.00
International applicants: \$120.00

Applications are not considered received until the application is submitted and the application fee has been paid by the posted deadline.

All correspondence, including decision release information will be sent via email. (*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)

B. Deadlines and Important Dates

Date	Deadlines and Important Dates
May 1, 2019	Last date for receipt of application and application fee.
June 1, 2019	Last date for receipt of final official transcripts for <u>all</u> postsecondary study, and any other documents that may be requested.

C. Required Application Documentation

The following documents will be required to complete your application:

- **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.
- If any courses have been completed through the **Advanced Placement (AP) or International Baccalaureate (IB) programs** that will be used to qualify for admission, scholarship, or transfer credit the applicant is required to arrange for official results to be provided to the Admissions Office
- **Proof of Canadian Citizenship, Permanent Resident Status, or Refugee Status** is required if born outside of Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, B. English Language Proficiency Requirements)

Please send all application documentation to the following address:

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

Section 4: Selection Process

A. Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average will be calculated using all recognized post-secondary course work including original grades of repeated courses.

It is expected that these courses will be completed by the end of the April examination period. Studies needing to complete courses during Summer Session to meet the minimum 24 credit hour requirement will only

be considered for admission on a space available basis after all other eligible applicants have been considered.

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

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance. If you do not accept the offer by the deadline date indicated in the letter, your offer will lapse and you will need to contact our office to discuss the possibility of an extension. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office.
School of Agriculture 2019 – 2020

Office within ten (10) days of the mailing of the decision.

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 Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The School of Agriculture and Admissions Office are able to assist applicants who seek counselling regarding admission to the School of Agriculture. However, it is policy not to instruct applicants as to a specific course of action they should follow, but rather to provide the information needed for applicants to make their own choice with respect to the alternatives available. The following points require special attention:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 7:).

Section 7: Student Accessibility

The University of Manitoba is committed to providing all students equal access to learning opportunities. If you are a student with a diagnosed disability (permanent, chronic, or temporary) who may require academic accommodations, please contact Student Accessibility Services at 204-474-7423 or by email at

student_accessibility@umanitoba.ca to learn more about the confidential supports that are available.
<http://umanitoba.ca/student/saa/accessibility/>

Section 8: Contact Information

School of Agriculture:	Room 160, 66 Dafoe Road <i>Telephone:</i> (204) 474-8269 <i>Web:</i> http://umanitoba.ca/faculties/afs/school <i>Email:</i> AgAdvisor_Diploma@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca
Admissions Officer:	Lisa Brown <i>Email:</i> admissions.directentry@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