

Faculty of Social Work Distance Delivery Program Applicant Information Bulletin 2020 – 2021

Application Deadline March 1, 2020

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Distance Delivery at the University of Manitoba. This document outlines categories of admission, requirements and deadlines.

This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application. *Incomplete applications will not be processed.*

Programs Offered:

- Bachelor of Social Work (B.S.W)

Section 2: Eligibility Requirements

A. Academic Requirements

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

- 1. Residency outside of the city of Winnipeg;**
- 2. A minimum of one year of work experience, equivalent to 1750 hours, within the last five years, (March 1, 2015 - March 1, 2020). **Relevance and duration of work experience will be determined by the admissions committee from the information provided in the work and or volunteer history statements.** The 1750 hours of work/volunteer**

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Social Work

experience will be assessed and scored by the Admission committee. Relevant experience, whether work/volunteer, is defined by the Faculty for the purposes of admission as:

“The involvement in programs and activities designed to enhance people’s development and well being. This includes the planning, organization, development and administration of programs for, and the provision of direct service to, people. The human service field includes but is not limited to, the following six areas: 1) personal social services, 2) health, 3) education, 4) housing, 5) income, and 6) justice and public safety.”¹

All work experience will be assessed for Social Work relevance according to the process described below.

Tier I-Working in the capacity and having the responsibilities of a **social worker** including a range of professional functions assessment, planning, intervention and evaluation. **Work experience assessed as Tier 1 will be scored at 100% of its duration.**

Tier II-Working in a social service setting fulfilling a more limited range of responsibilities than Tier 1, including but not limited to; residential case worker, Child and Family Services support worker, case aide and research interviewer. **Work experience assessed as Tier II will be scored at 50% of its duration.**

Tier III-Working in a human service capacity as defined by relevant work experience that falls outside the definitions of Tier I and II. **Work experience assessed as Tier III will be scored at 25% of its duration.**

It is the applicant’s responsibility to describe how their experience relates to social work. Dependent upon the Tier level scored, only a portion of the hours outlined may be awarded towards the fulfillment of the 1750 hours of work/volunteer experience requirement. Each work/volunteer experience must be described individually. The online application provides space to identify, calculate, and describe each work/volunteer experience within the last 5 years. Blank fields will be

¹Adapted, with amendments from Barker, Robert L (1991). *The Social Work Dictionary*, 2nd Ed. Washington, D.C.: NASW Press.

interpreted by the selection committee as zero (0) hours worked and this will make applicants ineligible for reconsideration.

NOTES:

- **Inaccurate calculation, inaccurate number of weeks, and hours worked will NOT be recalculated by the Admission's committee. Inaccurate calculation/hours claimed will be interpreted as zero (0).**
- **Supplementary information is not accepted and will NOT be used in the committee’s decision (e.g. CV, resume, certificates, etc.)**

Exceptions may be made for applicants who have been on leave or have had reduced hours from work during the above date range. Exceptions may include but are not exclusive to those who are away for; maternity/paternity and parental leaves, illness/disability/caregiving. **Documentation will be required to substantiate absence over the past 5 years.** The date range may be extended up to a maximum of 4 years. Students must contact an Academic Advisor from the BSW Distance Delivery program at ddsocial.work@umanitoba.ca for confirmation that they meet the exceptions criteria. Required documentation will be reviewed by the academic advisor. If deemed eligible the candidate will be authorized to submit hours of exception in the application. The deadline to submit requests for exceptions to the work experience is February 15, 2020. Please note, this does not guarantee acceptance into the program.

- 3. Successful completion of a minimum of 30 credit hours of university level coursework by May 1, 2020** which are acceptable to the University of Manitoba with a minimum of 2.5 (C+) AGPA (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA).

Courses completed at a community/technical college which are deemed as “university level” by the University of Manitoba Admissions (Evaluations) Office, will be accepted and used for the admissions calculations and transfer credit thereafter. Any

applicant without the 30 credit hours of acceptable university level courses will be ineligible for admission.

All applicants are advised that spaces are limited and that applicants meeting minimum eligibility requirements cannot be assured admission.

B. English Language Proficiency Requirements

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

See below links to view English Proficiency Waiver information:

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

See below links to view specific English Proficiency Requirement information:

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

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

C. Categories

1. Academic Achievement Category

Applicants to this category must meet all eligibility requirements and will be selected based on the competitiveness of their AGPA (see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

2. Educational Equity Initiative Category

Applicants to this category must meet all eligibility requirements with a minimum AGPA of 2.5 (C+).

This category is for applicants who are Canadian Citizens or Permanent Residents of Canada who are

members of one or more of the following educational equity priority groups listed below.

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

The purpose of this Educational Equity Initiative Category is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous Peoples, Persons with Disabilities, Immigrants and Refugees to Canada, LGBTTQ and persons who are a Visible Minority in Canada. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires special measures and the accommodation of difference.

For the purpose of identification, the definitions for the Educational Equity priority groups are:

- **Refugees**
A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious and/or national group, and/or for holding particular political beliefs, and has been accepted for residence in Canada.
- **Immigrants (Permanent Residents)**
Immigrants are those who do not record Canadian Citizenship by birth, and whose native tongue is NOT English.
- **Canadian Indigenous Peoples**
All Indigenous peoples of Canada; including, First Nations, Métis, and Inuit.
- **Persons with Disabilities**
Persons who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory or learning impairment.

- **LGBTQ**

LGBTQ are persons who self-identify as lesbian, gay, bisexual, transgender/transsexual, two-spirited, queer or questioning. While this definition is intended to be inclusive of sexual and gender variations, we recognize it is not meant to be exhaustive or excluding.

- **Visible Minorities**

Persons other than Canadian Indigenous Peoples who, because of their colour, are a visible minority in Canada.

- **Non-Canadian Indigenous ACCESS Students**

Persons who traditionally have not had the opportunity for university studies because of social, economic and cultural reasons, lack of formal education or residence in remote areas, and who are enrolled in the University of Manitoba ACCESS program.

Section 3: Application Process & Deadlines

A. Application Fees

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

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

All correspondence, including decision release information will be sent via email notification and posted to your application portal.

Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.

It is important to check your email and application portal regularly and specifically around the deadlines and important dates listed below.

B. Deadlines and Important Dates

DATE	DEADLINES AND IMPORTANT DATES
February 15, 2020	Deadline to submit work experience exceptions (if requesting)
March 1, 2020	Deadline to submit application and application fee. Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required). Deadline for submission of interim and/or final transcripts. Unofficial copies acceptable. External to U of M applicants only.
Mid-April 2020	Applicants who are <i>not</i> eligible for admission due to lack of relevant work experience will be contacted via email and application portal.
May 1, 2020	Deadline to upload or email final, unofficial transcripts. External U of M applicants only.
June 1, 2020	Deadline for final Official transcripts for courses taken in 2019-2020. <i>All deferred exams and grade appeals must be completed and final grades submitted.</i> Last date to submit proof of English proficiency (if required).
Mid to late June 2020	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. Tuition deposit required.

C. Required Application Documentation

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

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

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

The following documents will be required to complete your application:

- **Interim transcripts** showing current registration are to be submitted with the application. Unofficial transcripts uploaded to the application are acceptable (scanned copies of official transcripts only; web-based transcripts are discouraged). Mailed transcripts should arrive before the deadline date.
- **Unofficial, final transcripts** are to be received by May 1, 2020. Updated transcripts must include grades for all Fall and Winter term classes. These transcripts can be uploaded to the applicant portal or emailed to admissions.socialwork@umanitoba.ca
- **Final official transcripts** from any university or college attended other than University of Manitoba. Student copies or photocopies are not acceptable. **Please note: Transcript must be received in sealed envelopes or notarized to be deemed official. Transcripts become the property of University of Manitoba and will not be returned.**

NOTE: It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**. All final grades, including grade changes must be submitted to the Admissions Office by the final document deadline of June 1 in order for them to be included in the final selection process.

- **Immigration documents** Proof of Canadian Citizenship, Permanent Residence or Refugee Status is required if born outside Canada
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see Section 2: Eligibility Requirements, English Language Proficiency Requirements).

Please send all application documentation to the following address:

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

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

D. Required Admission Documentation

All BSW applicants offered admission are required to:

- Sign a **declaration** regarding criminal convictions and whether they have ever been placed upon a child abuse registry as a perpetrator.
- Provide a completed **Criminal Record (CR) check** obtained through the local police service (may not be older than three months prior to the date of offer).
- Provide a completed **Child Abuse Registry (CAR) or a Vulnerable Sector check** (may not be older than three months prior to the date of offer).

A positive response on the CR check, the CAR or Vulnerable Sector check or the declaration regarding previous criminal convictions does not necessarily eliminate applicants; however it shall require that the applicant participate in a personal interview. The Faculty reserves the right, based on its findings, to declare an applicant ineligible for admission.

E. Transfer Credit Information

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

For the Faculty of Social Work, admitted students may be eligible to receive block credit of up to 51 credit hours of electives towards their degree, based on their previous undergraduate university-level studies.

Students may use up to a maximum of 60 credit hours of transferable credit towards their degree from outside institutions.

Those presenting a recognized Bachelor's Degree will receive the full block transfer with the Mathematics and Written English Requirements met. Proof of graduation is required.

Those who have not completed a recognized Bachelor's Degree will have their Written English and Mathematics course requirements assessed separately. These requests are to be made by the student, in writing.

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation for the Mathematics and Written English Requirement. Course outlines or syllabi should include information on: course objectives, outline of the units studied, textbook(s) used, assignments, and accompanying laboratory information, if applicable, to assist in the transfer credit assessment process.

For information on current course evaluations receiving credit, please visit:

www.umanitoba.ca/admissions/tc

Students presenting studies at the diploma level (including social service worker programs) must have a minimum of 30 credit hours of coursework (deemed university level and transferrable to the University of Manitoba) to apply to the BSW program. Diploma coursework will be assessed on a course by course review for transferability. Applicants presenting *only* diploma level coursework may require additional university coursework to meet the required 30 credit hours. Specific social work courses must be from [CASWE-ACFTS](#) accredited institutions to be considered transferrable to the University of Manitoba, unless covered by an articulation agreement. Please contact the Faculty of Social Work for details regarding articulation agreements.

NOTE: Transfer credit assessments may not be finalized until after fall courses have started.

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with specific course requirements. Only successful applicants will be notified of transfer credit results. Additional information related to transfer credit may be found at:

<http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

Challenge for Credit

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge for certain social work courses. Please refer to the BSW Student Handbook for more information.

Concurrent Course Registration

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

Section 4: Selection Process

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

The AGPA is calculated to take into account the student's most recent academic work and to allow for some elimination of the lowest grades within this work.

Only the student's **most recent 60 credit hours** of university work, which are acceptable to the

University of Manitoba, will be used in calculation of the AGPA.

CREDIT HOURS COMPLETED	CREDIT HOURS DROPPED
30 – 35	0
36 – 59	6
60	12

If an applicant has completed a total of 36—60 credit hours of university work, the lowest marks will be dropped from the calculation of the AGPA in accordance with the above table. For instance, if an applicant has completed 36 to 59 credit hours, six (6) credit hours of the lowest grades will be dropped in calculation of the AGPA. If an applicant has completed more than 60 credit hours of university work, the AGPA will be calculated over the most recently completed 60 credit hours of university work, minus twelve (12) hours of the lowest grades. If it is not possible to clearly identify the most recently completed 60 credit hours of work, the term grade point average containing the most recent of the 60 credit hours will be used as a representative grade for the remaining hours.

In the calculation of the AGPA, all courses which have been assigned a final grade are considered “completed” university work, including failed courses and repeated courses. The exceptions to this are courses graded “*Pass/Fail*” or “*Satisfactory*”, and courses that have been assessed and awarded as university credit from either the Advanced Placement (AP) program, or the International Baccalaureate (IB) program; these are excluded from both the AGPA and from the most recent 60 credit hour count. Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Regular and Summer session (except the work taken after April 1 in the year of application) will be included in the AGPA calculation.

NOTE: AP or IB courses that have been awarded as university credit will be considered for transfer of credit if admitted to the Faculty. However, AP and IB courses cannot be used as part of the minimum 30 credit hour eligibility requirement.

It is the applicant’s responsibility to inform the Admission Office in writing of any deferred exams or

grade changes. All final grades, including grade changes must be submitted to the Admissions Office by the document deadline in order for them to be included in the final selection process. Grade changes will not be accepted after the documentation deadline date. If a grade is not available by the documentation deadline date, an ‘F’ grade will be used in the final admission determination and calculation.

Courses completed at a community/technical college and deemed as transferable university level by the University of Manitoba Admissions (Evaluations) Office, will be counted in the AGPA (see Section 2: Eligibility Requirements).

B. Selection

Applicants who are determined as meeting the eligibility criteria (see Section 2: Eligibility Requirements) are compiled and applicants are selected through two categories*.

1. Academic Achievement Category

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

2. Educational Equity Category

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

Spaces in the EE priority group will be proportionately allocated based on the number of eligible applicants in each EE priority group as long as there is at least one eligible applicant.

Spaces for applicants in each EE priority group will be awarded based on the highest AGPA. If there are unfilled EE spaces, these will be filled based on the highest AGPA from the remaining applicants in the Academic Achievement category.

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

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

C. Tie Breaking Procedure for Offers

In the event of a tie, the following procedure will be used:

1. Increase the number of significant figures used in the calculation.
2. Where a tie still exists, the application that was received first will be used to break the tie. All completed applications are time stamped upon submission; in the case of a paper application, these applications will be time stamped after they have been entered into the system by a University of Manitoba Admissions Office staff member.

D. Notification of Decision

Decisions will be posted to the applicant's portal. Applicants must log into their application portal to view the decision and to accept or decline their offer. If the offer is not accepted and the subsequent deposit paid by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that email accounts remain current and that emails and application portals are regularly checked.

Admissions decisions will be posted to the application portal by late June 2020. In order to accept an offer of admission a non-refundable deposit of \$100.00 will be required. The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration and Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee, along with documented

justification for the request. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision of the Selection Committee shall direct their request to the Chair within ten (10) business days of the posted decision date (see Section 8: Contact Information).

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

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

Applicants are advised that appeals of reconsideration decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Committee of Selection, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

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

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second and third hand information about admission policies may not be accurate.
2. No official at the university can guarantee the admission of any applicant. Admission is determined by the Committee on the basis of an annual competition.
3. All applicants are advised to supplement any personal enquiries with a written request so that

an official written response can be made. It is only these written responses which will be considered as evidence of any advice given (see Section 8: Contact Information).

Admissions Officer:	Sandra Jezik <i>Telephone:</i> (204) 474-8811 <i>Email:</i> admissions.socialwork@umanitoba.ca
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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 to learn more about the confidential supports that are available.

<http://umanitoba.ca/student/accessibility/>

The following other contacts may also be useful.

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

Section 8: Contact Information

Faculty of Social Work:	Distance Delivery Social Work Program 521 Tier Building <i>Telephone:</i> (204) 474-7912 <i>Web:</i> umanitoba.ca/distancesocialwork <i>Email:</i> ddsocial.work@umanitoba.ca
Acting Program Coordinator	Joan Churley <i>Telephone:</i> (204) 474-6812 <i>Email:</i> Joan.Churley@umanitoba.ca
Academic Advisors	Morsal Arianta <i>Telephone:</i> (204) 272-1617 <i>Email:</i> Morsal.Arianta@umanitoba.ca Joel Montgomery <i>Telephone:</i> (204) 474-9640 <i>Email:</i> Joel.Montgomery@umanitoba.ca
Admissions Office:	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> admissions@umanitoba.ca

Section 9: Other

The Distance Delivery Bachelor of Social Work Degree program is intended to target individuals who are employed in the social services and living outside of the City of Winnipeg, but who may not have had the opportunity to pursue professional social work education. The BSW degree intends to provide both a liberal arts and professional social work education. It provides students with knowledge and skills necessary for professional preparation for generalist practice in a variety of social work fields. The program is accredited by the Canadian Association for Social Work Education (CASWE), and graduates are eligible for acceptance into schools of graduate studies.

The BSW degree is accepted as a professional degree by the Manitoba College of Social Workers and by the Canadian Association for Social Work Education (CASWE), and holders of the degree are eligible for membership to the provincial organizations. The Faculty of Social Work is a charter member of the CASWE, which is also recognized by the Council on Social Work Education, in the U.S.A.

The program consists of a total of 123 credit hours; 72 of required social work credits and 51 academic electives. The Faculty of Social Work offers a BSW program at three locations and through Distance

Delivery. The three locations are: the Fort Garry campus, the Inner City campus, the Northern campus, located in Thompson, Manitoba, and through Distance Delivery.

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

NOTE:

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

Therefore, students who are not Manitoba residents and are trying to arrange a practicum outside Manitoba may experience difficulties or be denied a placement because the University may not be able to provide satisfactory workers compensation coverage in their province. Alternative arrangements can sometimes be made to accommodate such practicums, but will have to be done on a case by case basis. Students are encouraged to contact the Field Education Coordinator at the earliest opportunity to determine if any such alternative arrangements are possible.