



**University
of Manitoba** | Faculty of Agricultural
and Food Sciences

Syllabus

ABIZ 0460

Financial Management I

Fall 2021

TABLE OF CONTENTS

COURSE DETAILS	3
INSTRUCTOR CONTACT INFORMATION	3
COURSE DESCRIPTION	4
COURSE GOALS	4
COURSE LEARNING OBJECTIVES	4
TEXTBOOK, READINGS, AND COURSE MATERIALS	4
USING COPYRIGHTED MATERIAL	5
COURSE TECHNOLOGY	5
EXPECTATIONS: I EXPECT YOU TO	6
EXPECTATIONS: YOU CAN EXPECT ME TO	7
CLASS SCHEDULE AND COURSE EVALUATION	8
LAB EXPECTATIONS	10
LAB SCHEDULE	10
GRADING	10
VOLUNTARY WITHDRAWAL	10
ASSIGNMENT DESCRIPTIONS	11
REFERENCING STYLE	12
ASSIGNMENT FEEDBACK	12
ASSIGNMENT EXTENSION AND LATE SUBMISSION POLICY	12
UNIVERSITY SUPPORT OFFICES & POLICIES	13

COURSE DETAILS

Course Title & Number: Financial Management I – ABIZ 0460

Number of Credit Hours: 4

Class Times & Days of Week: Lectures:
The lecture content for the week will be posted weekly every Tuesday. These will be pre-recorded (asynchronous).

Labs:
Lab content for the week will be posted weekly every Wednesday. The lab instructions will be pre-recorded (asynchronous).

Tutorial:
There will be one live (synchronous) tutorial weekly on Fridays from 1:30-2:45 using Cisco Webex Meetings. These will be student-directed (Q and A). Tutorials will be recorded and posted afterward.

Pre-Requisites: None

Instructor Contact Information

Instructor(s) Name & Preferred Form of Address: Easton Sellers
Cole Anderson

Office Hours/Availability: Available for email communication from 9 AM to 5 PM throughout the week. Please send us an email if you'd like to set up an individual meeting via Webex.

Webex Meeting Room: <https://umlearn2.webex.com/meet/easton.sellers>
<https://umlearn2.webex.com/meet/cole.anderson>

Email: Easton.Sellers@umanitoba.ca
Cole.Anderson@umanitoba.ca

- All email communication must conform to the [Communicating with Students](#) university policy.
- All emails must come from your university email. Emails received from personal accounts will not get a response.
- Email response time will vary; I will attempt to get back to you by the next business day.

Course Description

U of M Course Calendar Description

The study of accounting principles and financial information for the preparation and presentation of financial statements to facilitate the management of farms and agricultural businesses.

This course weaves together with the Applied Farm Management (1st Year) and Farm Management Project 1 and 2 (2nd Year) courses. It creates a framework for the financial portion of the project. Students are expected to carry over and apply the concepts covered in this course to their Farm Management Project moving forward.

General Course Description

Why this course is useful?

This course is useful because it allows students to develop a comprehensive understanding of the fundamentals of financial management. This knowledge will be put into practice in the Farm Management Project and in future endeavours as a farm manager; or working alongside farm managers in the agriculture industry.

Who should take this course?

This course is a mandatory requirement for all Agriculture Diploma students. It is particularly useful for farm managers and anyone working in the agriculture service industry (ag lending, sales, agronomy, feed industry, etc.) It also serves purpose for general management of financial issues that are not necessarily applicable solely to agriculture.

How this course fits into the curriculum

Similar to other courses offered in the Agriculture Diploma program, concepts from Financial Management 1 will be utilized moving forward in your Farm Management Project to complete a comprehensive farm business plan. This course covers the financial aspect of farm management that will be the foundation required to successfully move forward into the 1st year course: Applied Farm Management, and 2nd year courses: Farm Management Project 1 and 2.

Course Goals

1. To introduce students to concepts relating to financial management essential to managing an agribusiness
2. To give students a framework of financial management skills to apply to your farm business plan in the diploma program and beyond
3. Upon completing this course, students should be able to look at a set of financial statements and be able to analyze the financial health of the business

Course Learning Objectives

1. Students will familiarize themselves with financial statements and become comfortable creating and analyzing them
2. Students will be able to complete depreciation-type calculations
3. Students will be able to perform loan calculations

4. Students will become familiar with the basics of accounting transactions
5. Students will differentiate between accrual and cash accounting systems and perform accrual adjustments
6. Students will develop preliminary skills required to reconcile financial statements
7. Students will be able to analyze a set of financial statements using financial ratios
8. Students will become familiar with how basic capital cost allowance, GST, and income tax works in the context of a farm business
9. Students will apply their financial management skills to their farm business plan
10. Students will develop an awareness of financial management concepts relevant to everyday life
11. Students will develop their critical thinking skills in the area of farm financials

Textbook, Readings, and Course Materials

Required Materials:

- *Microsoft Office (Excel)* – All lab assignments must be completed using Microsoft Excel (use of other programs such as numbers, OpenOffice, etc. will not be graded). Microsoft Office is free when students sign up for their UM NetID.
<http://www.umanitoba.ca/computing/ist/email/2397.html>

Recommended Materials:

- Computer with Video and Microphone capability – This will allow students to fully participate in Cisco Webex Tutorials
- Reliable Internet Connection – Not always in the students control but will allow for much better experience participating in tutorials and meetings, as well as for downloading/buffering pre-recorded video files. Please inform instructor of any technical/connectivity issues at the beginning of the semester

Required textbook – None

Supplementary readings (not required) – Farm Management 8th Edition. Kay, Edwards, Duffy

Using Copyrighted Material

Please respect copyright. We will use copyrighted content in this course. I have ensured that the content I use is appropriately acknowledged and is copied in accordance with copyright laws and university guidelines. Copyrighted works, including those created by me, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the *Copyright Act* applies or written permission has been confirmed. For more information, see the University's Copyright Office website at <http://umanitoba.ca/copyright/> or contact um_copyright@umanitoba.ca.

Course Technology

UM Learn: UM Learn will be used for posting all pre-recorded lectures, lab material, and other content. It will also be used for evaluation such as quizzes and assignments.

Cisco Webex Meetings: Cisco Webex will be used for the tutorial portion of this course as well as for meetings with instructor. It is a good idea for students to take a look at Webex ahead of time and take note of the features such as muting, sharing screen, raising hand, etc.

Technology: A device with video and audio (mic) capabilities will be beneficial for learning and communication

Expectations: I Expect You To

- Read, understand, and follow along with this course syllabus throughout the semester. This includes being aware of key dates, evaluations, weights etc. This syllabus will be followed very closely by the instructor
- Seek help/clarification on any concepts that you don't understand
- Regularly watch and complete any pre-recorded lecture content (weekly) and formulate questions in the weekly tutorial sessions
- Be aware of when you are muted vs unmuted in Cisco Webex Meetings tutorials to prevent disruption
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Regularly check their University of Manitoba e-mail account daily to access course information.
- To reply and create new emails with UM email addresses only
(http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html.)
- To conduct themselves in a professional manner in synchronous tutorials, instructor/student meetings, etc.
- I expect you to follow these policies around Academic Integrity (see below)
- To make yourself aware of Student Accessibility Services and what they do (see below)

Academic Integrity:

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

Inappropriate Collaboration:**When is collaboration inappropriate?**

When students work together or share information without specific instructions by the professor, this constitutes inappropriate collaboration. This applies to in-class or take-home tests, papers, labs, or homework assignments; basically, any assignment that will be submitted for a grade. Students should not collaborate unless the professor has given specific instructions about group work and when this is permissible.

Lab Assignments: Work submitted for lab assignments must be your own, i.e., not the work of anyone else. Consultation with other students is permissible, however, each student must submit their own assignment containing their own work. The answer must not be similar enough to tell who you were working together with, e.g. calculations and word responses in labs.

Weekly Quizzes: UM Learn Quizzes are to be completed and submitted individually.

UM Learn Tests & Exams: Will be completed individually with only the materials permitted by the instructor; e.g., no graphing calculators, cellphones, etc.

Student Accessibility Services:

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

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

Expectations: You Can Expect Me To

- Be sufficiently available for communication for any questions you have via email and Cisco Webex Meetings
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and labs and provide opportunities to apply and practise course concepts
- To stress the importance of the concepts taught in Financial Management I and to make connections to the Farm Management Plan
- To match your time and effort put into succeeding in this course

CLASS SCHEDULE AND COURSE EVALUATION

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students but such changes are subject to [Section 2.8 of ROASS](#).

Important Term Dates:

Sept 13	First day of Agriculture Diploma Classes
Sept 29	Last day to drop/add courses
TBD	Synchronous Review for Midterm Exam 1*
Oct 18	Exam 1*
Nov 8 - 12	Fall Term Break
TBD	Synchronous Review for Midterm Exam 2*
Nov 19	Exam 2
Nov 22	Voluntary Withdrawal (VW) Deadline
TBD	Synchronous Review for Exam 3*
Dec 10	Exam 3; Last Day of Classes
Dec 11-20	Examination Period for Diploma

*Exam 1 and the supplementary reviews for all three course exams will be scheduled **outside** of the ABIZ 0460 course timeslots represented on *Aurora*. These dates and times will be scheduled and communicated to students as soon as possible.

Week	Date	Day	Platform	Type	Topic	Weekly Quiz	
0	Sept 17	F	Webex	Intro	Introduction/Syllabus	Quiz 0	
	Sept 17	F	Pre-Recorded	Intro	Assignment		
1	Sept 21	T	Pre-Recorded	Lecture	Depreciation, Capital Purchases & Sales	Quiz 1	
	Sept 22	W	Pre-Recorded	Lab	<u>Lab 1</u> - Depreciation		
	Sept 24	F	Webex	Tutorial	Depreciation		
2	Sept 28	T	Pre-Recorded	Lecture	Loans	Quiz 2	
	Sept 29	W	Pre-Recorded	Lab	<u>Lab 2</u> - Loans		
	Oct 1	F	Webex	Tutorial	Loans		
3	Oct 5	T	Pre-Recorded	Lecture	Balance Sheets	Quiz 3	
	Oct 6	W	Pre-Recorded	Lab	<u>Lab 3</u> - Balance Sheets		
	Oct 8	F	Webex	Tutorial	Balance Sheets		
4	Oct 12	T	NO LECTURE – EXPERIENTIAL LEARNING WEEK				
	Oct 14	R	Webex	Tutorial	Exam 1 Prep/Review		
	Oct 15	F	NO TUTORIAL – EXPERIENTIAL LEARNING WEEK				
5	Oct 18	M	UM Learn Quiz	-	Exam #1	Quiz 4	
	Oct 19	T	Pre-Recorded	Lecture	Cashflow Statements		
	Oct 20	W	Pre-Recorded	Lab	<u>Lab 4</u> - Cashflow Statements		
	Oct 22	F	Webex	Tutorial	Cashflow Statements		
6	Oct 26	T	Pre-Recorded	Lecture	Income Statement; Accrual Adjustments	Quiz 5	
	Oct 27	W	Pre-Recorded	Lab	<u>Lab 5</u> - Income Statement; Accrual Adj.		
	Oct 29	F	Webex	Tutorial	Income Statement; Accrual Adjustments		
7	Nov 2	T	Pre-Recorded	Lecture	Income Statement; Accrual Adjustments	Quiz 6	
	Nov 3	W	Pre-Recorded	Lab	<u>Lab 6</u> - Review Lab		
	Nov 5	F	Webex	Tutorial	Income Statement; Accrual Adjustments		
-	Nov 9	T	NO LECTURE - FALL TERM BREAK				
	Nov 10	W	NO LAB - FALL TERM BREAK				
	Nov 12	F	NO TUTORIAL - FALL TERM BREAK				
8	Nov 16	T	NO LECTURE - EXAM WEEK				
	TBD	TBD	Webex	Tutorial	Exam 2 Prep/Review		
	Nov 19	F	UM Learn Quiz	-	Exam #2		
9	Nov 23	T	Pre-Recorded	Lecture	Financial Ratios & Analysis	Quiz 7	
	Nov 24	W	Pre-Recorded	Lab	<u>Lab 7</u> - Financial Ratios & Analysis		
	Nov 26	F	Webex	Tutorial	Financial Ratios & Analysis		
10	Nov 30	T	Pre-Recorded	Lecture	Income Tax, Capital Cost Allowance, GST	Quiz 8	
	Dec 1	W	Pre-Recorded	Lab	<u>Lab 8</u> - Income Tax, CCA, GST		
	Dec 3	F	Webex	Tutorial	Income Tax, Capital Cost Allowance, GST		
11	TBD	TBD	Webex	Tutorial	Exam 3 Prep/Review		
	Dec 10	F	UM Learn Quiz	-	Exam #3		

Lab Expectations

Microsoft Excel will be used to complete all labs. Lab due dates are firm. The assignment dropbox on UM Learn for each lab will close at 11:59 PM on the due date, any assignments that are not in the folder before then or are in an unreadable/unopenable format will be given a grade of zero. If extra-ordinary circumstances arise such as family, illness, etc., an exception will be considered with proper documentation. After you submit your lab, always double check: 1) your assignment made it into the folder successfully by checking your UM email for a submission confirmation. 2) your assignment is in the correct file type and is openable by viewing and opening the submission yourself after submission.

Lab Schedule

Lab Schedule

Lab	Date Posted	Value of Final Grade	Date Due	Submission
1	Wed, Sept 22	5%	11:59 PM Wed, Sept 29	UM LEARN
2	Wed, Sept 29	5%	11:59 PM Wed, Oct 6	UM LEARN
3	Wed, Oct 6	5%	11:59 PM Wed, Oct 20	UM LEARN
4	Wed, Oct 20	5%	11:59 PM Wed, Oct 27	UM LEARN
5	Wed, Oct 27	5%	11:59 PM Wed, Nov 4	UM LEARN
6	Wed, Nov 4	5%	11:59 PM, Wed, Nov 24	UM LEARN
7	Wed, Nov 24	5%	11:59 PM, Wed, Dec 1	UM LEARN
8	Wed, Dec 1	5%	11:59 PM, Wed, Dec 8	UM LEARN

Grading

Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	95-100	4.5
A	88-94	4.0
B+	82-87	3.5
B	74-81	3.0
C+	66-73	2.5
C	60-65	2.0
D	50-59	1.0
F	Less than 50	0

* A minimum grade of C is required to get into ABIZ 0470 – Financial Management II and DAGR 0490 – Applied Farm Management

* It is important that you monitor your marks closely on UM Learn – Grades. Contact instructor if needed regarding grade entries.

Grade Item Weights		
1	Thinking Critically About Financial Management (1)	10%
2	Lab Assignments (8)	40%
3	UM Learn Quizzes (8)	10%
4	Midterm Exams (3)	40%

1. Thinking Critically About Financial Management: This assignment will be given out on Sept 17 and due Oct 6th in the UM Learn Assignment submission folder.
2. Lab Assignments (8): Labs and pre-recorded instructions will be posted weekly on Wednesdays and are due the following Wednesday by midnight (11:59 PM).
3. UM Learn Quizzes (8): Weekly Quizzes will be posted and available to complete every Friday after the tutorial and are due the following Wednesday by midnight (11:59 PM).
4. Midterm Exams (3): There will be 3 term tests. They will be administered via UM Learn Quizzes - same as weekly quizzes but will be clearly labelled as midterm exams. The format of these will be discussed in class.

Voluntary Withdrawal

Last day to drop the class and receive 100% refund → Sept 28th

VW (Voluntary Withdrawal) Deadline → Nov 22nd

* Drop a class before the VW deadline in order to prevent your final grade from being assigned and put on academic transcript. If a student VWs before the VW deadline a VW will be shown on their academic transcript.

*Prior to the VW deadline, students should have received grading feedback for 5 labs, 1 exam, 1 assignment, and 6 quizzes.

* If you are unsure or have concerns about your grade, please contact your instructor who will discuss current standing and help identify strategies for improvement prior to the VW deadline. Please refer to the [Registrar's Office](#) web page for more information.

ASSIGNMENT DESCRIPTIONS

Lab Assignments: Lab assignments will be completed on Microsoft Excel and submitted via UM Learn. Feedback will be given via UM Learn as well.

Thinking Critically About Financial Management: This assignment will be completed individually, using Microsoft Word. The assignment outline will be explained and posted along with a marking rubric that will be used. It will be submitted via UM Learn. Feedback will available via UM Learn.

Referencing Style

When applicable, sources should be included on assignments and clearly indicate where the information was used.

Assignment Feedback

Thinking Critically About Financial Management: Feedback (including comments and grade) will be provided via UM Learn and returned to students within 2 weeks of the deadline.

Lab Assignments: Feedback will be provided directly in the 'evaluation' area of each students UM Learn assignment submission. It will be a summary chart indicating which questions students answered correctly and which were answered incorrectly. Labs will be marked within 2 weeks of the deadline, subject to grader/marker availability, and before the nearest midterm.

UM Learn Weekly Quizzes: Feedback for weekly quizzes will be instantaneous. The summary will indicate which questions students answered incorrectly but will not highlight the correct answer.

UM Learn Exams: Feedback will be given on UM Learn within two weeks.

Assignment Extension and Late Submission Policy

Assignments that are late will be given a grade of **zero**. Assignments submitted that are not formatted correctly and can not be opened/accessed by Instructor will be given a grade of **zero**.

Exceptions of this would include family, health, or other extraordinary circumstances with supporting documentation (e.g., doctors note or similar).

Non-medical Extensions may be granted if students communicate **in advance** with their Instructor and provide supporting documentation to warrant an extension. When no extension is granted, late assignments will be assigned a grade of **zero**.

When submitting anything to UM Learn, always make sure you are selecting the correct file and double check to make sure you've received a 'submission confirmation' email from UM LEARN to ensure it made it into the assignment dropbox.

CHANGES DUE TO COVID19:

Students who are unable to meet a course requirement due to medical circumstances are currently not required to submit medical notes. However, students are required to contact their instructor or academic advisor by email to inform of the missed work and to make arrangements for extensions, deferrals, or make-up assignments. Please follow these guidelines if you are unable to meet an academic requirement for your courses.

- Contact your instructor for term work such as a class, quiz, midterm/test, assignment, lab;

- Contact an advisor in your faculty/college/school of registration for a missed final exam (scheduled in the final examination period);
- Inform your instructor/advisor as soon as possible do not delay. Note for final exams, students must contact within 48 hours of the date of the final exam; and
- Email your instructor/advisor from a U of M email address, and include your full name, student number, course number, and academic work that was missed.

ATTENTION STUDENTS RESIDING OUTSIDE WINNIPEG

As this is a remote learning course, all instructional activities and deadlines will be Winnipeg time (Central Time). Please make sure your calendars are adjusted to reflect any time changes. Please inform your instructor as soon as possible if you are taking the course while residing outside of Winnipeg, specifically:

- If you are in a rural Canadian area affected by poor internet connections that may impact completing assessments and exams on time
- If you are in another time zone within or outside Canada, specify where you are, and if you foresee any challenges with attending classes and completing assessments and exams on time

NOTE: It is your responsibility to communicate with your instructors well in advance of tests/exams/assignment due dates, of any ongoing issues, OR immediately once an issue arises that *may* impact your ability to complete course work.

UNIVERSITY SUPPORT OFFICES & POLICIES

Schedule “A” – Academic Supports and Resources:

Writing and Learning Support

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

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

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

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

University of Manitoba Libraries (UML)

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

Schedule "B" - Mental Health Supports and Resources

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

Student Counselling Centre

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

474 University Centre or S207 Medical Services
(204) 474-8592

Student Support Case Management

Contact the Student Support Case Management team if you are concerned about yourself or another student and don't know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant <http://umanitoba.ca/student/case-manager/index.html>

520 University Centre
(204) 474-7423

University Health Service

Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

University Health Service <http://umanitoba.ca/student/health/>

104 University Centre, Fort Garry Campus
(204) 474-8411 (Business hours or after hours/urgent calls)

Health and Wellness

Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator <http://umanitoba.ca/student/health-wellness/welcome.html>
Katie.Kutryk@umanitoba.ca

469 University Centre
(204) 295-9032

Live Well @ UofM

For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:

<http://umanitoba.ca/student/livewell/index.html>

Schedule “C” - A notice with respect to copyright

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

Schedule “D” - University and Unit policies, procedures, and supplemental information

Your rights and responsibilities

As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.

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

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

- If you have questions about your grades, talk to your instructor. There is a process for term work and final **grade appeals**. Note that you have the right to access your final examination scripts. See the Registrar’s Office website for more information including appeal deadline dates and the appeal form <http://umanitoba.ca/registrar/>
- You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the **Academic Integrity** regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support <http://umanitoba.ca/academicintegrity/> View the **Student Academic Misconduct**

procedure for more information.

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

Respectful Work and Learning Environment

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

Student Discipline

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

Violent or Threatening Behaviour

http://umanitoba.ca/admin/governance/governing_documents/community/669.html

- If you experience **Sexual Assault** or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The **Sexual Assault** policy may be found at:

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

More information and resources can be found by reviewing the Sexual Assault site

<http://umanitoba.ca/student/sexual-assault/>

- For information about rights and responsibilities regarding **Intellectual Property** view the policy http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf

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

<http://umanitoba.ca/faculties/>

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

Student Advocacy

Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.

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

520 University Centre

204 474 7423

student_advocacy@umanitoba.ca