

# Syllabus

DAGR 0990: Farm Management Project II  
(Winter 2024)

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## COURSE DETAILS

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**Course Title & Number:** DAGR 0990; Farm Management Project 2

**Number of Credit Hours:** 3

**Course Delivery:** Class: Tuesday, Thursday 10:00am – 11:15am @ 219 Animal Science

Weekly Group FMA Meetings:

Tuesdays at 11:30am beginning on **January 16th** and ending **Mar 28th**.

Noah	Tuesday @ 11:30am	Room 107 Animal Science
Taylor	Tuesday @ 11:30am	Room 108 Animal Science
Bailey	Tuesday @ 11:30am	Room 240 School of Ag
Phil V.	Monday @ 1:30pm	Room 240 School of Ag
Philip F.	Monday @ 1:30pm	SoA general office Room 236
Phillip F.	Monday @ 2:30pm	Room 240 School of Ag

Storm days/Instructor Absence:

**Field Trips:** This class may pivot to online asynchronous (pre-recorded) delivery under extraordinary circumstances such as snowstorms that bring poor commuting conditions, or in the event the instructor(s) become sick or unavailable. It is important that students check their email frequently in order to assess communications regarding last minute class announcements throughout the semester.

Experiential Learning days are Jan 18, 22, 23, 24. Participation is Mandatory. Failure to attend and submit all associated assignments will result in an F in the course.

**Pre-Requisites:** DAGR 0980 Farm Management Project 1, Minimum Grade of C  
**Reconciled set of Historical Records (Historical Reconciliation)**

## Instructor Contact Information

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**Instructor(s) Name:** Garrett Sawatzky

**Preferred Form of Address:** Garrett

**Email:** [Garrett.Sawatzky@umanitoba.ca](mailto:Garrett.Sawatzky@umanitoba.ca)

All email communication must conform to the [Communicating with Students](#) university policy. Please use your UM email to communicate with me.

Email response time will vary, I will get back to you within the next business day. If you do not receive a response within 48 hours, please reach out again.

Make sure to keep all email communication professional and respectful

**Office Hours or Availability:** Preferred method is email communication for short questions as well as for booking an appointment ahead of time.

Weekly Office Hours:

-Tuesday/Thursday 9:00am – 12:00pm → Room 236 Ag Building

-Other times throughout the week → email + Teams meeting

**Farm Management Advisors:** **Phil Veldhuis**  
Email Address

[Phillip.Veldhuis@umanitoba.ca](mailto:Phillip.Veldhuis@umanitoba.ca)

**Bailey Delf**  
Email Address

[Bailey.Delf@umanitoba.ca](mailto:Bailey.Delf@umanitoba.ca)

**Taylor Carlson**  
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[Taylor.Carlson@umanitoba.ca](mailto:Taylor.Carlson@umanitoba.ca)

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[Philip.Fenez@umanitoba.ca](mailto:Philip.Fenez@umanitoba.ca)

**Noah de Rocquigny**  
Email Address

[Noah.Derocquigny@umanitoba.ca](mailto:Noah.Derocquigny@umanitoba.ca)

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## COURSE DESCRIPTION

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### U of M Course Calendar Description

Refinement of a comprehensive objectives-driven plan that deals with production and financial management. Students will be required to attend interview sessions outside of scheduled classes with an assigned Farm Management Advisor. The Advisor will support students as they apply their management skills and knowledge to a real farm business or a case farm. Students will present and defend their plan to a panel composed of academics and industry representatives. May not be held with DAGR 0690. Prerequisite: DAGR 0980

### General Course Description

#### Why this course is useful?

This course is especially useful for anyone either who will be managing a farm or who will be working in close collaboration with someone who is because it provides a framework for developing a business plan for a farm. The in-depth business knowledge that students gain from going through this process can be transferred to a number of different circumstances. It is also an opportunity for students to begin putting into practice many of the innovative ideas that they will be picking up in their other courses

#### Who should take this course?

This course is mandatory for anyone completing a Diploma in Agriculture. It is particularly useful for farm managers and anyone working in the agriculture service industry (Ag lending, sales, agronomy, the feed industry, etc.)

#### How this course fits into the curriculum

This course assists students in bringing together the knowledge they have acquired throughout the Diploma program and start developing a comprehensive farm plan that moves them from where the farm is today to where they want it to be

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## Course Goals

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1. Students will develop an awareness of the importance of management skills for successful operation of a farm or other business.
2. Students will have the opportunity to develop their communication, critical thinking and time management skills.
3. Students will obtain a balanced approach between proven concepts and emerging technologies.
4. Students will become more aware of diverse perspectives.

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## Course Learning Objectives

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Learning outcomes assist:

- i) students to identify the knowledge, skills, attitudes and personal attributes expected of them to successfully complete their program of studies;
  - ii) faculty to develop learning goals and objectives in their courses and programs, in prioritizing and focusing the learning experiences, and in the selection of appropriate assessment tools and;
  - iii) Potential students and outside agencies to assess the quality of our academic programs.
1. Students will practice the steps involved in creating a comprehensive farm business plan.
  2. Students will demonstrate their technical knowledge and competence in agricultural production

3. Students will be introduced to various farm management enterprises and agricultural systems to assist them in identifying and assessing a major structural modification to their farm or case farm.
4. Students will be introduced to agricultural issues by Farm Management Instructors and will assess the impact on their farm or case farm.
5. Students will create components of a comprehensive professional farm business plan.

## COURSE MATERIALS AND TECHNOLOGY

### Textbook, Readings, Materials

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#### Required Materials:

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

#### Required Textbook: None

- **Supplementary Readings (not required)** - Farm Management 8<sup>th</sup> Edition. Kay, Edwards, Duffy

### Course Technology

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- **UM Learn** – UM Learn will be used for posting all pre-recorded lectures, assignment material, and other content. It will also be used for submission and grading of assignments. Please ensure that you are familiar with all functions of this platform. Tutorials on how to use UM Learn are located on its homepage.
- **iClicker** – Will be used to track attendance in T/R lecture periods
- **Microsoft Teams** – For meetings with your FMA outside of regular office hours, please set-up a Teams meeting via email

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

## Course Attendance Policy

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- **Attendance at Scheduled classes:** Attendance at the interactive classes is crucial for students for students to understand the assignments that build upon each other to develop a comprehensive management plan. Students who have **four or more unexcused absences** for the scheduled classes will receive a **grade of F** in the course. Attendance will be monitored using i-clicker.
- **Attendance at Experiential Learning field trips:** All students must attend required field trips except under extra-ordinary circumstances. Students with conflicts can submit a request for an accommodation for an alternate learning experience. Written requests for accommodations will be considered by the course instructor to determine alternate experiential learning opportunities if the request is approved. Requests for accommodation must be communicated via email at least one week prior to any scheduled field trip. Students who fail to attend the required experiential learning activities or negotiate satisfactory accommodations with the Instructor will receive a **grade of F** in the course.

## EXPECTATIONS AND POLICIES

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### 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 well before assignment deadlines
- Attend and participate in classes at 10:00pm on Tuesday and Thursday
- Regularly watch and complete any pre-recorded lecture content at the start of each week and formulate questions in the weekly tutorial sessions
- To collaborate in an appropriate manner and check with instructor when you are not sure. E.g., consultations with classmates, farm managers, industry professionals is appropriate; overlapping work, not citing sources, calling another's work your own, is inappropriate.
- Regularly access UM Learn site for course information, due dates, news items, grades, etc.
- Check your 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](http://umanitoba.ca/admin/governance/governing_documents/community/electronic_communication_with_students_policy.html).)
- To conduct yourself in a professional and respectful manner during in-person lectures, tutorials, instructor/student meetings, etc., and to be good ambassadors of the Ag Diploma program with industry, virtual/in-person tours, or guest lectures.
- To make yourself aware of **Student Accessibility Services** and what they do (see below)
- To respect copyright and ownership of pre-recorded video lectures and live-recorded tutorials in the **Recorded Lectures Policy** (see below)

**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](mailto:Student_accessibility@umanitoba.ca)

**Safe and Respectful Learning Environment**

- This classroom will be a space where all aggie members are comfortable sharing their own thoughts and ideas
- All aggie members of this class will present themselves in a respectful and professional manner within the class, on campus, and out in the industry (tours, events, etc.)
- Any blatant or targeted disrespect towards anyone inside or outside of this class won't be tolerated

**YOU CAN EXPECT ME TO:**

- Be sufficiently available for communication for any questions you have after class, in my office, via email and Microsoft Teams
- To reply to emails in a timely and clear manner
- To provide clear, detailed explanations and instructions in lectures and for assignments and provide opportunities to apply and practise course concepts
- To regularly update the class on what the end goal is for each assignment and where it fits in to the Farm Management Project
- To maintain organization and structure within the UM Learn platform
- To match your time and effort put into succeeding in this course
- To have assignments graded within 2 weeks of submission
- To provide clear, detailed feedback for each graded assignment
- Maintain the integrity of this course and program by checking and reporting any academic integrity concerns
- **Recorded Lectures Policy:**  
I will post pre-recorded video lectures with assignment and content instructions. I will also attempt to record our live tutorials for students to refer to after the lecture is finished. These, along with all other course content are to be used only for the students' private study and to help complete assignments and must not be shared. Violation of these and other Academic Integrity principles, will lead to serious disciplinary action. The instructor will leave time at the end of each session for 'off-the record', non-recorded conversations and questions. Thank you.



**COURSE SCHEDULE (subject to change)**

Week	Date	Day	Platform	Type	Topic	Assignment	Due Date	Weight	
1	Jan 9	T	Room 219	Class	Syllabus	1 Minute of Ag	Thurs, April 4	5%	
	Jan 11	R	Room 219	Class	Corrected Budgets	Corrected Budgets	Mon, Jan 29	5%	
2	Jan 16	T	Room 219	Class	Stress Test	Stress Test	Mon, Jan 29	5%	
	Jan 18	R	<b>NO CLASS – EXPERIENTIAL LEARNING</b>						
3	Jan 23	T	<b>NO CLASS – EXPERIENTIAL LEARNING</b>						
	Jan 25	R	Room 219	Class	Projected Reconciliation	Projected Rec.	Mon, Feb 5	10%	
4	Jan 30	T	Room 219	Class	Projected Reconciliation				
	Feb 1	R	Room 219	Class	Projected Reconciliation				
5	Feb 6	T	Room 219	Class	Structural Modification 1	Structural Mod 1	Mon, Feb 12	10%	
	Feb 8	R	Room 219	Class	Structural Modification 1				
6	Feb 13	T	Room 219	Class	Structural Modification 2	Structural Mod 2	Mon, Feb 26	10%	
	Feb 15	R	Room 219	Class	Structural Mod 2/Vis Pres				
	Feb 20	T	<b>NO CLASSES – WINTER TERM BREAK</b>						
	Feb 22	R	<b>NO CLASSES – WINTER TERM BREAK</b>						
8	Feb 27	T	Room 219	Class	Income Tax	Income Tax	Mon, Mar 4	10%	
	Feb 29	R	Room 219	Class	Ratio Analysis	Ratio Analysis	Mon, Mar 4	5%	
9	Mar 5	T	Room 219	Class	Summary Sheets/Tech	Summary Sheets	Mon, Mar 11	5%	
	Mar 7	R	Room 219	Class	Summary Sheets/Visual				
10	Mar 12	T	Room 219	Class	Final Pres Prep				
	Mar 14	R	Room 219	Class	Final Pres Prep				
	Mar 19	T	<b>FINAL PRESENTATION WEEK</b>						
	Mar 21	R	<b>FINAL PRESENTATION WEEK</b>						30%
11	Mar 26	T	Room 219	Class	Final Pres Debrief				
	Mar 28	R	Room 219	Class	Continuing Education	Continuing Ed.	Fri, April 5	5%	
12	April 2	T	Room 219	Class	1 min Ag Cleanup/Sustain.				
	April 4	R	Room 219	Class	Course Wrap-up - SRI				

Last day of classes: Friday, April 5

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**COURSE SCHEDULE****Important Term Dates:**

January 8	First day of Agriculture Diploma Classes
January 19	Last day to drop courses without penalty
January 25	Last day to add courses
Jan 18, 22, 23, 24	Experiential Learning
February 19-23	Winter Term Break
March 18	Voluntary Withdrawal (VW) Deadline
March 29	Good Friday (no classes)
April 5	Last Day of Classes
April 8-17	Final Exam Period

## Voluntary Withdrawal

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Last day to drop the class and receive 100% refund → January 19

VW (Voluntary Withdrawal) Deadline → March 18

\* 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 up to 5 assignments

\* 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.

## COURSE ASSESSMENT

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Assignment	Date Given	Date Due	Weeks to Complete	Weight
Historical Reconciliation	Nov 28	Dec 13	Far too many	Required
1 Minute of Ag	Jan 9	April 4	11	5
Corrected Budgets	Jan 11	Jan 26	3	5
Stress Test	Jan 16	Jan 29	2	5
Projected Reconciliation	Jan 25	Feb 5	1	10
Structural Modification Part 1	Feb 6	Feb 12	1	10
Structural Modification Part 2	Feb 13	Feb 26	2	10
Income Tax	Feb 27	Mar 4	1	10
Ratio Analysis	Feb 29	March 4	1	5
Oral Visual Presentation	Feb 15	Mar 18-22	4	Required
Summary Sheets	Mar 5	March 11	1	5
Final Presentation		Mar 18-22	All Semester	30
Continuing Education	March 28	Apr 5	1	5

Monitor your grades closely on UM Learn. Contact Instructor/FMA if you have any concerns.

## Oral Presentation Eligibility

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Students will be assigned a time to present their Farm Management Project the week of March 18-22<sup>th</sup>. To be eligible to participate in the Oral Presentation the following criteria must be met:

- Assignments must be completed and submitted on time to the satisfaction of your advisor
- A satisfactory digital copy and 8 hard copies of the summary sheets must be submitted by the deadline. No exceptions

## Grading

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Grade Assessment		
Letter Grade	Percentage out of 100	Final Grade Point
A+	≥95	4.5
A	≥90 <95	4.0
B+	≥85 <90	3.5
B	≥80 <85	3.0
C+	≥75 <80	2.5
C	≥70 <75	2.0
D	≥60 <70	1.0
F	Less than 60	0

The grade of “D” is regarded as marginal in most courses by all faculties and schools. It contributes to decreasing a term, degree or cumulative Grade Point Average to less than 2.0

Completed all DAGR 0990 assignments satisfactorily deemed by your FMA/Instructor. Failure to complete all assignments to a satisfactory level will result in an **F in the course**.

## Referencing Style

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A **Works Cited** section is required at the end of every assignment throughout your FMP. It will include any source where information was acquired from, such as a farm manager, student, website, etc. This works cited section does not have a specific referencing format requirement; there will be a works cited example/guide posted on UM Learn for you to follow.

## Assignment Feedback

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Assignments will be marked with feedback posted within a maximum of two weeks. Feedback type will be one of the following: 1) Comments entered into each students ‘evaluation’ dialogue box, 2) A completed rubric uploaded into the students’ assignment submission.

## Assignment Extension and Late Submission Policy

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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 to 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 have received a ‘submission confirmation’ email from UM LEARN to ensure it made it into the assignment folder.

## Academic Integrity

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Each student in this course is expected to abide by the University of Manitoba [Academic Integrity principles](#). Always remember to reference the work and information from 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 any assignment or work 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.

### **DAGR 0990**

Assignments: Work submitted for assignments must be 100% you 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. If you are unsure, please contact instructor.

Casefarms: Casefarm work is to be done 100% individually. You are to make your case farm your own as much as possible; this means that neither the financials nor the project itself should have any overlap with another student's project. Please double check with instructor whenever you are unsure what is considered inappropriate collaboration.

Suspected cases of Academic Dishonesty will be brought to the Director of the School's attention at which point it will be investigated. If it is deemed that Academic Dishonesty took place, an 'Academic Dishonesty' note will be placed on the student's academic transcript.

Refer to specific course requirements for academic integrity for individual and group work such as:

- I. Group projects are subject to the rules of academic dishonesty;
- II. Group members must ensure that a group project adheres to the principles of academic integrity;
- III. Students should also be made aware of any specific instructions concerning study groups and individual assignments;
- IV. The limits of collaboration on assignments should be defined as explicitly as possible;
- V. All work should be completed independently unless otherwise specified;
- VI. Sharing of notes and other materials, such as assignment and exam questions that were provided by the instructor is prohibited, unless otherwise stated. This means that you are not allowed to upload the instructor's intellectual property to a note-sharing or tutoring website without explicit permission.

## SCHEDULE “A” POLICIES AND PROCEDURES

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## UM Policies

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As a student at 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 University of Manitoba (UM) website's [Governing Documents](https://umanitoba.ca/governance/governing-documents) (<https://umanitoba.ca/governance/governing-documents>) is one important source of information, in particular the Academic and Students sections. The Student Advocacy office can also help you understand policies and procedures; find their information in the UM Learner Supports section below.

### Academic Calendar

The [Academic Calendar](https://umanitoba.ca/registrar/academic-calendar) (<https://umanitoba.ca/registrar/academic-calendar>) is the University's official publication containing course descriptions, program and graduation requirements, as well as UM and faculty/school-specific rules, regulations and policies. In particular, familiarize yourself with the sections *University Policies and Procedures* and *General Academic Regulations*.

### Academic Integrity

In addition to reviewing your instructor's academic integrity policy listed in their syllabus, you are expected to view the *General Academic Regulation* section within the [Academic Calendar](https://umanitoba.ca/registrar/academic-calendar) (<https://umanitoba.ca/registrar/academic-calendar>) and specifically read the regulation pertaining to Academic Integrity. Ask your instructor for additional information about demonstrating academic integrity in your academic work, and consult the following UM resources for more information and support:

- [Academic Integrity](https://umanitoba.ca/student-supports/academic-supports/academic-integrity) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity>)
  - [Student Resources](https://umanitoba.ca/student-supports/academic-supports/academic-integrity#resources-to-conduct-academic-work-with-integrity) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity#resources-to-conduct-academic-work-with-integrity>)
  - [Academic Misconduct and How to Avoid It](https://umanitoba.ca/student-supports/academic-supports/academic-integrity#academic-misconduct-and-how-to-avoid-it) (<https://umanitoba.ca/student-supports/academic-supports/academic-integrity#academic-misconduct-and-how-to-avoid-it>)
- [Student Advocacy Office](https://umanitoba.ca/student-supports/academic-supports/student-advocacy) (<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>)

### 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](https://umanitoba.ca/copyright/) (<https://umanitoba.ca/copyright/>) provides copyright resources and support for all members of the University of Manitoba community.

## Grade Appeals

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](https://umanitoba.ca/registrar/grades/appeal-grade) (https://umanitoba.ca/registrar/grades/appeal-grade) for more information including appeal deadline dates and the appeal form.

## Intellectual Property

For information about rights and responsibilities regarding intellectual property view the [Intellectual Property Policy](https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#intellectual-property) (https://umanitoba.ca/governance/governing-documents/governing-documents-university-community#intellectual-property)

## Program-Specific Regulations

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](https://umanitoba.ca/academics) website (https://umanitoba.ca/academics).

## Respectful Work and Learning Environment

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 and respectful manner. Policies governing UM community behaviour include:

- [Respectful Work and Learning Environment](https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy) (https://umanitoba.ca/about-um/respectful-work-and-learning-environment-policy)
- [Student Discipline](https://umanitoba.ca/governance/governing-documents-students#student-discipline) (https://umanitoba.ca/governance/governing-documents-students#student-discipline)
- [Violent or Threatening Behaviour](https://umanitoba.ca/governance/governing-documents-students#violent-or-threatening-behaviour) (https://umanitoba.ca/governance/governing-documents-students#violent-or-threatening-behaviour)

The UM website, [Engaging in Respectful Conduct](https://umanitoba.ca/student-supports/respectful-conduct) (https://umanitoba.ca/student-supports/respectful-conduct), includes more details about expectations for behaviours related to university activities.

## Sexual Violence Policies

The UM has several policies and procedures that deal with the rights and responsibilities of the University community with regards to all forms of sexual violence. For a comprehensive list of policies and associated resources, visit the [Sexual Violence Resource Centre's information page](https://umanitoba.ca/student-supports/sexual-violence-support-and-education/sexual-violence-get-informed) (https://umanitoba.ca/student-supports/sexual-violence-support-and-education/sexual-violence-get-informed). Please note that there are many supports available in addition to these policy documents (see UM Learner Supports).

## Voluntary Withdrawal

Voluntary withdrawal (VW) is a way for students to leave a class without academic penalty once the Registration Revision Period has ended. If you opt to voluntarily withdraw from a course, you will not be eligible for a refund and, if applicable, will still be required to pay any outstanding tuition fees for the course. On your transcript, the course you have withdrawn from will be listed; however, "VW" will appear in lieu of a grade. If you do not drop a course before the VW deadline, you will receive a final grade in the course on your transcript.

Please note that there are separate deadlines for dropping a course early in a term during the Registration Revision Period. Dropping a course means you are removing that course from your schedule, will not be charged tuition fees for that course, and the course will not appear on your transcript.

The Registrar's Office website, [Withdraw from a Course](https://umanitoba.ca/registrar/withdraw-course) (<https://umanitoba.ca/registrar/withdraw-course>), includes more information on the different ways in which you can withdraw from a course and important dates and deadlines to do so.

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## UM Learner Supports

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Below you will find a select list of important supports for learners at the UM, both academic supports and otherwise. For a complete listing of all learner supports at the University of Manitoba, visit the [Student Supports website](https://umanitoba.ca/student-supports) (<https://umanitoba.ca/student-supports>).

### Academic Advising

Contact an [Academic Advisor](https://umanitoba.ca/student-supports/academic-supports/academic-advising) (<https://umanitoba.ca/student-supports/academic-supports/academic-advising>) for support with degree planning and questions about your academic program and regulations.

### Academic Learning Centre (ALC)

The [Academic Learning Centre](https://umanitoba.ca/student-supports/academic-supports/academic-learning) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning>) offers one-to-one tutoring, groups study sessions and workshops, as well as video and tip-sheet resources to help you throughout your academic program. All Academic Learning Centre programming, supports, and services are free for UM students.

Make an appointment for [free one-to-one tutoring](https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study#individual-tutoring>). **Content tutors** (over 90 UM courses) can help you understand concepts and learn problem-solving strategies. **Study skills tutors** can help you improve your skills such as time management and goal setting, reading and note-taking, as well as learning and test-taking strategies. **Writing tutors** can give you feedback on your academic writing, whether you are just getting started on a written assignment or already have a draft. **English as an Additional Language** specialist, Antoanela Denchuk, is available for one-to-one tutoring to help you improve your English-language academic writing skills. Use the drop-down menu, read the tutor biographies, and



make an appointment for tutoring on the [Academic Learning Centre schedule](https://manitoba.mywconline.com/) (<https://manitoba.mywconline.com/>).

Attend [Supplemental Instruction \(SI\)](https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/tutoring-group-study>) sessions in historically difficult courses (including Chemistry, Engineering, and Computer Science). These free weekly review sessions are facilitated by a peer mentor who has previously taken the course and provide an opportunity to discuss course content, ask questions, compare notes, solve practice problems, and develop study strategies. See online for a list of SI courses and meeting times.

Register for an [Academic Success Workshop](https://umanitoba.ca/student-supports/academic-supports/academic-learning/academic-success-workshops) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning/academic-success-workshops>), where you can learn strategies to improve your writing and studying. More information on topics, dates, and registration, are found online.

Register for [Faculty of Graduate Studies Grad Steps Workshops](https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops) (<https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops>). These workshops are specifically designed for students working towards **Master's degrees or PhDs**. More information on topics, dates, and registration can be found online.

Access the Academic Learning Centre's collection of [videos and tip sheets](https://umanitoba.ca/student-supports/academic-supports/academic-learning#tip-sheets-for-writing-and-study-skills) (<https://umanitoba.ca/student-supports/academic-supports/academic-learning#tip-sheets-for-writing-and-study-skills>) to help you with many of the academic tasks you'll encounter in university.

**Contact the Academic Learning Centre** by calling 204-480-1481 or emailing [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca). Bannatyne students can contact the Bannatyne Student Services office at 204-272-3190.

## Basic Needs

It can be difficult to learn and succeed in courses when you are struggling to meet your or your family's basic needs. Several UM and community resources are listed below if you would benefit from support with regards to housing, food, finances, and/or childcare:

- *Housing*
  - [UM Housing](https://umanitoba.ca/housing) (<https://umanitoba.ca/housing>)
  - [Winnipeg Rental Network](https://www.winnipegrentnet.ca/) (<https://www.winnipegrentnet.ca/>)
  - [Manitoba Residential Tenancies Branch](https://www.gov.mb.ca/cca/rtb/) (<https://www.gov.mb.ca/cca/rtb/>)
  - [HOPE End Homelessness Winnipeg Services & Supports](https://umanitoba.ca/housing) (<https://umanitoba.ca/housing>)
- *Food*
  - [U of M Food Bank](https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank) (<https://umanitoba.ca/financial-aid-and-awards/u-m-food-bank>)
  - [Food Matters Manitoba](https://foodmattersmanitoba.ca/find-emergency-food-in-winnipeg/) (<https://foodmattersmanitoba.ca/find-emergency-food-in-winnipeg/>)
- *Finances*

- [UM Financial Aid and Awards](https://umanitoba.ca/financial-aid-and-awards) (https://umanitoba.ca/financial-aid-and-awards)
- [Manitoba Student Aid](https://www.edu.gov.mb.ca/msa/) (https://www.edu.gov.mb.ca/msa/)
- *Child Care*
  - [UM Child Care](https://umanitoba.ca/about-um/child-care) (https://umanitoba.ca/about-um/child-care)
  - [Manitoba Child Care Subsidy](https://bit.ly/3yG3ijy) (https://bit.ly/3yG3ijy)
  - [Manitoba Child Care Association](https://mccahouse.org/looking-for-child-care/) (https://mccahouse.org/looking-for-child-care/)

### English Language Centre

The [English Language Centre \(ELC\)](https://umanitoba.ca/english-language-centre) (https://umanitoba.ca/english-language-centre) provides courses, tests, accommodations and individual support to students whose first language is not English in order to support academic success and participation in the University of Manitoba community.

### Health and Wellness

Physical, mental, emotional, and spiritual health and wellness play a critical role in student success. See all of UM's resource on their [Health and Wellness](https://umanitoba.ca/student-supports/student-health-and-wellness) (https://umanitoba.ca/student-supports/student-health-and-wellness) website, and make note of several specific UM and community supports listed below.

#### Winnipeg Urgent Physical and Mental Health Care

If you are an adult experiencing a mental health or psychosocial crisis, contact the [Klinik Community Health](https://klinik.mb.ca/crisis-support/) (https://klinik.mb.ca/crisis-support/) 24/7 crisis line at 204-786-8686, visit the [Crisis Response Centre](https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/) (https://sharedhealthmb.ca/services/mental-health/crisis-response-centre/) located at 817 Bannatyne Avenue, or contact the Mobile Crisis Service at 204-940-1781.

To speak with a nurse for guidance on what health-care path to take for the issue you are facing or for general information about health resources available in Manitoba, contact [Health Links](https://misericordia.mb.ca/programs/phcc/health-links-info-sante/) (https://misericordia.mb.ca/programs/phcc/health-links-info-sante/) at 1-888-315-9257 (toll free).

If you need urgent medical care, visit the Winnipeg Regional Health Authority's [Emergency Department & Urgent Care Wait Times](https://wrha.mb.ca/wait-times/) webpage (https://wrha.mb.ca/wait-times/) for a list of locations and current wait times.

#### Student Counselling Centre (SCC)

The [Student Counselling Centre](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc) provides free counselling and mental health support to UM, English Language Centre, and International College of Manitoba (ICM) students. We are open year-round, Monday through Friday from 8:30 am to 4:30 pm. Our commitment is to offer a support service to every student who contacts us.

Visit the SCC's [For Urgent Help](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage or the urgent care resources listed above if you require immediate support.

Visit the SCC's [Our Services](https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) (https://umanitoba.ca/student-supports/student-health-and-wellness/student-counselling-centre-scc#for-urgent-help) webpage for more information on accessing a variety of services including individual counselling, counselling workshops and groups, support resources, and learning disability assessment services.

The SCC is located is located at 474 UMSU University Centre (Fort Garry Campus).

### Health and Wellness Office

Students often juggle multiple demands, and we recognize that it can be difficult to find balance. For any changes you want to make to your health and wellness, the Health and Wellness Office at the University of Manitoba would like to support you in your journey. We are here to help you take control of your own health and make your own decisions. We are a judgment-free space and we avoid labels whenever possible. For more information, please visit the [Health and Wellness Office](https://umanitoba.ca/student-supports/health-wellness) (https://umanitoba.ca/student-supports/health-wellness) website.

### Spiritual Care and Multifaith Centre

Spiritual care services are available to all, whether you identify as spiritual, atheist, religious or agnostic. [Spiritual Services](https://umanitoba.ca/student-supports/spiritual-services) (https://umanitoba.ca/student-supports/spiritual-services) also offer specific denominational support for certain religious groups and by Indigenous Elders-in-Residence.

### Student Support Case Management (SSCM)

Contact the [Student Support Case Management team](https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management) (https://umanitoba.ca/student-supports/academic-supports/student-advocacy/case-management) 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.

### University Health Service (UHS)

The [University Health Service](https://umanitoba.ca/student-supports/health-wellness/university-health-service) (https://umanitoba.ca/student-supports/health-wellness/university-health-service) offers a full range of medical services to students, including psychiatric consultation, via two health clinics:

- Fort Garry Campus: (204) 474-8411, ACW-Lot temporary trailer (behind the Isbister building)
- Bannatyne Campus: (204) 474-8411, P309 – Pathology Building

### Student Services at Bannatyne Campus

Student Services at Bannatyne Campus (SSBC) offers a full range of mental health supports to students and residents in the Rady Faculty of Health Sciences, along with other academic and personal supports. Visit the [SSBC website](https://umanitoba.ca/student-supports/student-services-bannatyne-campus) (https://umanitoba.ca/student-supports/student-services-bannatyne-campus) for a list of services available.

### Indigenous Students

Staff, faculty and Elders are well-equipped to ensure your university experience is as beneficial, accessible, and successful as possible. Visit the Indigenous [Student Experience](https://umanitoba.ca/indigenous/student-experience) (https://umanitoba.ca/indigenous/student-experience) website for more information on the supports and services available.

### International Students

The transition to a new country and a new academic system can be both exciting and overwhelming. The International Centre (IC) is here to help you settle into life at University of Manitoba. Visit the [International Students](https://umanitoba.ca/current-students/international) website (https://umanitoba.ca/current-students/international) for more information.

### Sexual Violence Support and Education

Sexual violence affects people of all ages, sexual orientations, genders, gender identities, abilities and relationship statuses. At the U of M, we are committed to ensuring a respectful work and learning environment for all. We want to build a safe and inclusive campus community where survivors of sexual violence know they can receive the supports they need to succeed, both academically and personally.

The [Sexual Violence Resource Centre](https://umanitoba.ca/sexual-violence) (https://umanitoba.ca/sexual-violence), located at 537 UMSU University Centre (Fort Garry campus) provides support, resources, information and referral services for any student, faculty or staff member who has been affected by sexual violence.

### Student Accessibility Services (SAS)

The University of Manitoba is committed to providing an accessible academic community. [Student Accessibility Services](https://umanitoba.ca/student-supports/accessibility) (https://umanitoba.ca/student-supports/accessibility) 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 health, learning, medical, hearing, injury-related, visual) are invited to contact SAS

to arrange a confidential consultation. SAS is located at 520 University Centre (Fort Garry Campus).

### Student Advocacy

[Student Advocacy](https://umanitoba.ca/student-supports/academic-supports/student-advocacy) (<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>) is a safe place for students. We help you navigate university processes and advocate for your rights as a student at UM. If anything in your personal or academic life is affecting your studies, contact our confidential intake assistant by phone (204-474-7423) or email ([stadv@umanitoba.ca](mailto:stadv@umanitoba.ca)).

### 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](http://bit.ly/WcEbA1) (<http://bit.ly/WcEbA1>) can be found by subject.

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 [UM Libraries and Departments](https://libguides.lib.umanitoba.ca/c.php?g=298526) (<https://libguides.lib.umanitoba.ca/c.php?g=298526>) webpage. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the [University of Manitoba Libraries' homepage](https://umanitoba.ca/libraries/) (<https://umanitoba.ca/libraries/>)