

Dear Student,

**Please read the following carefully regarding your application to the Asper Exchange Program.**

The University's Residence Requirement states that 60 credit hours of the B.Comm (Hons.) degree must come from University of Manitoba coursework. As students who participate in the Asper Exchange Program are required to take a minimum of 12 credit hours while at their partner school, you may exceed Asper's residency requirement. Any student appealing to exceed this regulation must provide a formal written letter of appeal. The Letter of Appeal must be sent to Wensi Heran, Undergraduate Program Manager at [Wensi.Heran@umanitoba.ca](mailto:Wensi.Heran@umanitoba.ca).

The appeal may or may not have to be forwarded to the Undergraduate Program Committee for consideration. After your appeal letter is received you will either be notified of the decision or if your appeal will be forwarded to the committee for review and when the next meeting will occur.

Each appeal is term specific and you must clearly indicate and/or include:

- When (in which term) you will to participate in the Asper Exchange Program
- How many credit hours you expect to exceed the residency requirement by
- Rationale for appeal to exceed the residency requirement
- Which courses (if known) you are requesting to take and at which institution
- If you would like to attend the meeting to speak to your appeal
- If you will be working with a student advocate on your appeal (optional service)
- Your complete contact information

Be careful when submitting your appeal that you have included all relevant facts and documentation as you will not be reminded of missing information and a decision will be made based on submitted information only.

The residency requirement appeal should be submitted in plenty of time to meet all academic term deadlines of both institutions. In addition, failure to provide complete documentation may result in your request/appeal being denied; you will not be contacted asking you to provide missing documentation.

The Office of Student Advocacy, 519 University Centre (474-7423) is available to assist you if needed. Information on the Office of Student Advocacy is available at:

<https://umanitoba.ca/student-supports/academic-supports/student-advocacy>

**IMPORTANT:** If you have not already been doing so, please send all future emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence. The UofM is adopting a policy effective September 2013 where we are to communicate with student solely with their UofM email account.

Please let me know if you have any questions.

Regards,  
Amber

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**Amber Pohl** | International Exchange Program Coordinator | Asper School of Business University of  
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[facebook.com/AsperExchange](https://facebook.com/AsperExchange)

**IMPORTANT NOTES FOR STUDENTS:**

If you are a student at the UofM and have not already been doing so, send all future emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence. The UofM is adopting a policy effective September 2013 where we are only able to communicate with students through their UofM email account. NEW STUDENTS - you will be able to activate your account at [umanitoba.ca/studentemail](http://umanitoba.ca/studentemail) the day after you have registered for courses. Please see the following link for details regarding the policy: [http://umanitoba.ca/registrar/email\\_policy](http://umanitoba.ca/registrar/email_policy)