

Asper School of Business
Articulation Agreement: Red River Polytechnic
Applicant Information Bulletin 2024-2025

Application Deadline
March 15, 2024

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This bulletin is available with, and constitutes part of, the application. It is assumed that all applicants have read and understood it prior to submitting the completed application.

Programs Offered: Bachelor of Commerce Honours (B.Comm. (Hons.))

Section 2: Eligibility Requirements

A. Academic Requirements

Applicants satisfying the minimum entry requirements as specified below are eligible for consideration, but selection is academically competitive and within the discretion of the Asper School of Business.

- Students must have graduated from the Business Administration Diploma at Red River College Polytechnic within five years prior to the start of the program (Applicants to Fall 2024 must have their Diplomas awarded after September 2019).
- Admission is limited to students who achieve a minimum cumulative grade point average of 3.00 on their Business Administration Diploma at RRC Polytechnic. Students will be required to achieve the same cumulative GPA or greater on their Business Administration Diploma as the competitive AGPA established for Track 1 Advanced Entry students of the admitting year.

Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Asper School of Business at the University of Manitoba. This document outlines categories of admission, requirements, and deadlines.

- Students must have a minimum of 42 transferable credit hours from RRC Polytechnic to be eligible for admission. Students must achieve a minimum grade of “C” in each RRC Polytechnic course that is part of the required minimum of 42 transferable credit hours. Up to 54 credit hours from RRC Polytechnic may be transferred.
- RRC Polytechnic applicants are admitted solely based on their polytechnic coursework. If the student has additional post-secondary work, it will be assessed for potential transfer credit. The maximum allowed external transfer credit is 60 credit hours.

In addition to the above general requirements, applicants will be considered under either Option 1 or Option 2 as described below:

Option 1 (20 available seats)

- Students who have graduated from the Business Administration Diploma with an Accounting major.

Option 2 (up to 30 available seats)

- Students who have graduated from the Business Administration Diploma with any major (including Accounting).

Up to 50 qualifying RRC Polytechnic Students will be admitted into the BComm (Hons) program per year. Twenty of the 50 annual seats will be limited to students from the Accounting Major at Red River Polytechnic. If there are less than 20 eligible applicants from the Accounting Major, the seats can be filled by other students. However, if there are more than 20 eligible applicants with an Accounting Major they will compete with all other Majors for the remaining seats allotted to RRC Polytechnic applicants.

Notes:

- The cut-off Track 1 AGPA is established mid-June of the application year.
- Required coursework outlined above, must have been completed within the past 10 years to be considered for transfer (if admitted).
- Courses graded “Pass” or “Credit” or equivalent do not fulfil minimum course requirements for admission nor for transfer credit.

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. Additional information regarding specific proficiency requirements, waiver information, and test options can be found on the [English language proficiency requirements](#) page.

Results for most language tests, including TOEFL, IELTS, and Duolingo, 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.

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 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
June 15, 2024	Deadline to submit application and application fee.
June 22, 2024	Deadline for submission of final Red River College and high school transcripts and any post-secondary transcripts external to the University of Manitoba. The final

	Red River College transcripts must include verification of graduation from the student's Business Administration Diploma program.
June 22, 2024	Deadline to submit proof of English proficiency (if required). Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
Early July	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.

- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).

It is the responsibility of the student to include all necessary documentation and/or supporting documentation with the application for admission. Students will not be contacted or reminded of outstanding documents. Failure to produce all documents by the deadline will result in an incomplete application. Incomplete applications are not considered for admission.

Please send all documentation to the following address:

**Admission for Asper School of Business
University of Manitoba
424 UMSU University Centre
66 Chancellors Circle
Winnipeg, MB R3T 2N2**

Electronic transcripts should be submitted to Applicant.Services@umanitoba.ca.

In order to be considered official, electronic transcripts must be sent **directly** from the email of the office responsible for issuing transcripts. Transcripts emailed or forwarded by the applicant are considered unofficial.

The University of Manitoba is a registered receiving organization with MyCreds™. Applicants from participating member universities and colleges can release their transcripts to the University of Manitoba through their MyCreds™ portal. Applicants should select 'Share' and then 'Organization' instead of opting for 'email'.

Applications are not complete until all necessary documents are received. It is the applicant's responsibility to ensure that our office receives all required information.

Applicants must notify the Admissions Office immediately should they either enroll at a post-secondary institution not previously declared on their application or enroll in additional coursework not declared on the previously submitted final transcript provided for assessment. Applicants will be required to provide proof of registration.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Final official high school transcripts.**
- **Interim (or in-progress) transcripts** showing current registration are to be submitted when applying or shortly thereafter. Unofficial transcripts are acceptable, scanned copies of original transcripts are preferable over web-based documents.
- **Final official transcripts** from any university or college attended other than the University of Manitoba are required by the posted deadline. Final official transcripts must include **verification of graduation** from the student's Business Administration Diploma program. Student copies or photocopies are not acceptable. 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 document deadline 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.

D. Transfer Credit Information

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

Transfer credit is assessed independently from the assessment of admission requirements. Courses are evaluated for advanced standing or transfer credit on a course-by-course basis and assigned a University of Manitoba equivalent, where applicable. Where a direct equivalent does not exist, students may receive general (unallocated) credit determined by the respective evaluating department.

Students admitted under Option 1 or 2 may transfer a maximum of 54 credit hours from RRC Polytechnic. If the student has additional post-secondary coursework, it will be assessed for potential transfer credit. The maximum allowable external transfer credit is 60 credit hours.

The regulations regarding transfer credit are program specific even within the Asper School of Business. The Asper School of Business will only consider external courses completed with the last ten (or fewer) years.

Courses deemed acceptable for transfer credit will be awarded, subject to program approval, up to the maximum allowed under the program of admission, based on the Faculty or School's transfer credit policy and residency requirements (consult the section of the [University's Academic Calendar](#) for details).

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. 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. Descriptions of coursework from an Academic Calendar are not sufficient for assessment.

Course outlines that are requested by Admissions to determine eligibility are due June 22nd to allow enough time for departmental review. Students who fail to provide these outlines may be refused due to an incomplete application.

An [online transfer credit resource](#) is available for information on current course evaluations receiving credit.

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. In cases where outlines have not been provided, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. [Additional information related to transfer credit](#) is available on the Admissions website.

Admission with Advance Standing

Students who, at the point of admission, have completed more than the minimum admission course requirements may be eligible to receive advance standing toward the completion of the Bachelor of Commerce (Honours) degree. Students should contact the Asper School of Business Undergraduate Program Office (see *Section 8: Contact Information*).

Section 4: Selection Process

A. Selection

Students will be admitted on the basis of an annual competition. Admission under each option is limited to an annual quota and is competitive. Applicants are ranked in descending order of their grade point average on their Red River College Business Administration Diploma and are admitted in that order until the annual quota is met.

Priority for selection is as follows:

1. Applicants from the Red River College Business Administration Diploma with an Accounting major (**Option 1**)
2. Applicants from the Red River College Business Administration Diploma with any major (including Accounting majors who are not already admitted under option 1) (**Option 2**)

Each year's admission cycle is a separate process and there is no carryover from one year to the next. The number of students admitted in various categories is determined each year and may vary from year to year. Any data in this or any other document relating to such numbers are provided only for the information and general guidance of the prospective applicant.

NOTES:

- 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 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.
- Should a grade be retained on your record yet excluded from your institutional GPA calculation, that grade will be used to meet admission requirements and the GPA calculation for your application to the University of Manitoba.

B. Tie Breaking Procedure for Offers

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

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

C. Notification of Decision

Once a decision has been made, all applicants will receive an email notifying them to log into their application portal to view the decision. Students that are offered admission will be required to confirm their acceptance and pay a deposit online. If you do not

accept the offer and pay the required deposit by the deadline date indicated in the letter, the offer will lapse. Lapsed offers will be considered a declined response. It is imperative that your email account remains current and that you check it regularly or arrange for someone to check it in your absence.

Applicants will be informed via email of their selection status by early July 2024. 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.

D. Deferrals

A one-year, non-renewable request to defer admission will be considered by the Asper School of Business. To proceed, students must have been offered admission on or before **July 1** of the application year. Students must accept their offers of admission and pay the subsequent tuition deposit by the deadline in the offer letter.

Applicants must then submit a written request for a deferral. Written requests must outline the circumstance(s) of why the request is being made.

Supplemental documentation supporting the request for a deferral (i.e., medical documents) will be reviewed if submitted. Written requests are to be sent to [Wensi Heran](#), Undergraduate Program Manager, no later than **August 1** of the application year.

Deferral requests will be considered from applicants who:

1. have extenuating personal circumstances such as illness, or family hardship, or
2. are experiencing issues related to relocating to Canada and need more time to address immigration or other issues associated with the relocation, or
3. are currently completing another program of studies and there is an expectation that those studies will be completed in by June 30 in the following year.

Other circumstances may also be considered on a case-by-case basis.

If a deferral is approved, applicants must reapply the following year and pay the applicable fees to reactivate their offer. Offers in the following year will be processed along with other applicants but will be automatically offered.

NOTES:

- Deferrals are reviewed on a case-by-case basis. A committee in the Asper School of Business will decide if a deferral of admission will be granted.
- Applicants cannot request a deferral of more than one year.
- Applicants cannot request a second deferral after the approved deferral year.
- Decisions for deferrals will be communicated to the applicant within 14 days of receipt and will be released using the same email to make the application.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Chair of the Selection Committee. 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 further, such an appeal will be made in accordance with the [Senate Committee on Admission Appeals Procedures](#).

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 Asper School of Business and Admissions Office are able to assist applicants who seek counselling regarding admission to the Asper School of Business. 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*).

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.

Section 8: Contact Information

Asper School of Business	Undergraduate Program Office 268 Drake Centre <i>Telephone:</i> (204) 474-6388 <i>E-mail:</i> B_Comm@umanitoba.ca
University of Manitoba Admissions Office	Undergraduate Admissions 424 UMSU University Centre 66 Chancellors Circle University of Manitoba Winnipeg, MB R3T 2N2 <i>Telephone:</i> (204) 474-8808 Admissions Officer Sandra Jezik Contact Business Admissions Team

The following other contacts may also be useful.

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

Section 9: Other

A separate application process exists for students seeking admission to the Asper School of Business after completion of 24 credit hours of qualifying university course work. Such students would apply for admission to the Asper School of Business under Track 1 or Track 2. Such students should refer to the [Applicant Information Bulletin](#) and for information about admission to the Asper School of Business under Track 1 or Track 2.