

Faculty of Social Work

Fort Garry Campus & Thompson External Applicants

Applicant Information Bulletin 2023 – 2024

Application Deadline
March 1, 2023

NOTE: The content of this bulletin is subject to change. A final updated Applicant Information Bulletin will be posted in November 2022 for admission in Fall 2023.

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Section 1: General Statement

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

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

Programs Offered: Bachelor of Social Work
(B.S.W.)

Section 2: Eligibility Requirements

The University of Manitoba will require graded coursework to fulfill all admission requirements as outlined in this bulletin. Pass grades will not be considered for meeting any of these requirements unless otherwise stated.

A. Academic Requirements

To be eligible for consideration for admission to the Faculty of Social Work on the Fort Garry Campus and the Thompson External Campus, each applicant must meet the following eligibility requirements:

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

*Courses completed at a community/technical college which are deemed as “university level” by the University of Manitoba Admissions (Evaluations) Office, will be accepted and used for the admissions calculations and transfer credit thereafter. Students presenting only college or diploma level credentials may need to present additional university coursework to meet the required 30 credit hours.

2. Within the 30 credit hours, successful completion of a minimum of **21 credit hours** from the courses identified in the table below, with a **minimum grade of ‘C’ in each course**. All required courses must be at the 1000 level or higher.

Successful applicants will be required to complete any remaining required courses from this table within their first 30 credit hours in the program.

****NOTE – FUTURE APPLICANTS****

Effective for the Fall 2026 admission intake and beyond, all 30 credit hours from the course table will be required by May 1 of the year of application to be eligible for admission.

COURSE #	COURSE TITLE	CREDIT HOURS
WOMN 1600	Introduction to Women’s and Gender Studies in the Social Sciences	3
FMLY 1010 or PSYC 1200 ¹	Human Development in the Family or Introduction to Psychology ¹	3 or 6
(INDG 1220 and INDG 1240) or INDG 1200	(Indigenous Peoples in Canada, Part 1 and Indigenous Peoples in Canada, Part 2) or Indigenous Peoples in Canada	6
Any Sociology, Political Studies, Economics, Labour Studies, or Global Political Economy courses		6
Non-Social Work electives ^{1,2}		9 or 12

¹ Applicants who have completed PSYC 1200 (6) will only require 9 credit hours of non-Social Work electives.

² Students are encouraged to take courses designated by the Faculty of Arts as Social Science, Humanities, and Indigenous (SS/H/I) courses for their non-Social Work electives.

In addition to the academic requirements listed, applicants to the **Northern Thompson External program** must be residents of Northern Manitoba for at least six months before the day of application. Applicants will be required to provide proof of address.

University of Manitoba Access Program Students

In cooperation with the Province of Manitoba, the [University of Manitoba ACCESS Program \(UMAP\)](#) facilitates university studies at the degree level for persons who traditionally have not had the opportunity for such experience because of social, economic and cultural reasons, lack of formal education or residence in remote areas. Preference will be given to Indigenous Manitobans (First Nations, Métis, or Inuit).

Applicants who are currently enrolled in the **Access Program** of the University of Manitoba may use the Summer term of the year of application to complete the academic requirements listed in this section, on the condition that a minimum of **18 credit hours of university level coursework at the 1000 level or higher** from the table above is completed by **May 1**. A **minimum of 2.5 (C+) AGPA** is required (see *Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)*).

All applicants are advised that this is a competitive program with limited spaces and that applicants meeting minimum eligibility requirements cannot be assured admission.

B. English Language Proficiency Requirements

All applicants whose primary language is not English and do not qualify for a waiver under the University of Manitoba's English language proficiency regulations will be required to demonstrate proficiency in English.

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 CanTEST, expire two years from the test date. Test scores must be valid at the start of classes. Please confirm the validity of your test results.

C. Categories of Applicants

1. Academic Achievement Category

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

2. Equity, Diversity, Inclusion and Decolonization (EDID)

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

This category is for applicants who are Canadian Citizens or Permanent Residents of Canada who are members of one or more of the following education equity priority groups listed below:

- Canadian Indigenous Peoples
- Racialized persons
- Refugees and/or Immigrants to Canada
- Persons with DisAbilities
- 2SLGBTQIA+ (Two-Spirited / Lesbian / Gay / Bisexual / Transgender / Queer / Intersex / Asexual +)
- Non-Indigenous University of Manitoba ACCESS students

The purpose of this Equity, Diversity, Inclusion and Decolonization (EDID) Category is to achieve equality in professional education so that no person shall be denied educational opportunities or benefits for reasons unrelated to ability. In the fulfillment of this goal, the aim is to correct the conditions of disadvantage in professional education experienced by Canadian Indigenous peoples, persons with disAbilities, immigrants and refugees to Canada, 2SLGBTQIA+, Non-Indigenous ACCESS Students and racialized persons. Giving effect to the principle of educational equity means more than treating persons in the same way; it also requires special measures and the accommodation of difference.

For the purpose of identification, the definitions for the Equity, Diversity, Inclusion and Decolonization (EDID) priority groups are:

- **Canadian Indigenous Peoples**

Indigenous Peoples are all indigenous peoples of Canada including First Nations, Métis, and Inuit.

- **Racialized Persons**

Persons other than Canadian Indigenous Peoples who, because of their colour, are racialized persons in Canada.

- **Immigrants (Permanent Residents)**

Immigrants are those who do not record Canadian Citizenship by birth, and whose native tongue is NOT English.

- **Refugees**

A refugee is an individual who has left his/her country of residence because of persecution for belonging to a particular social, cultural, religious and/or national group, and/or for holding particular political beliefs, and has been accepted for residence in Canada.

- **Persons with DisAbilities**

Persons with disAbilities are those who would consider themselves disadvantaged by reason of any physical, intellectual, mental, sensory, or learning impairment.

- **2SLGBTQIA+**

2SLGBTQIA+ are persons who self-identify as two-spirited, lesbian, gay, bisexual, transgender, queer, intersex, asexual +. While this definition is intended to be inclusive of sexual and gender variations, we

recognize it is not meant to be exhaustive or excluding.

- **Non-Indigenous ACCESS Students**

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

Section 3: Application Process & Deadlines

A. Application Fees

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

Applications are not considered received until the application is submitted and the non-refundable 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
March 1, 2023	Last date for receipt of application and application fee Last date to declare equity category(ies)
March 15, 2023	Deadline for submission of uploaded interim and/or final transcripts. Unofficial copies acceptable for preliminary assessment only. (Applicants external to U of M only).

April 1, 2023	Deadline to provide all necessary course outlines (external UM applicants only).
May 1, 2023	Deadline for submission of uploaded unofficial final transcripts (copies) for those registered in the 2022-2023 academic year. Unofficial copies are acceptable for preliminary assessment only. (Applicants external to U of M only).
June 1, 2023	Last date for receipt of Final Official transcripts for courses taken in 2022-2023. <i>All deferred exams and grade appeals must be completed, and final grades submitted.</i> Last date to submit proof of English proficiency (if required). Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
Late June	Admission decisions will be posted to the application portals. Offers of admission are time sensitive and require the applicant's response within a short period of time. Tuition deposit required.

C. Required Application Documentation

The following documents will be required to complete your application:

- **Copy of interim transcript(s)** showing current registration are to be submitted when applying or shortly thereafter. These unofficial transcripts can be uploaded to the applicant portal.
- **Copy of final transcript(s)** are to be received by May 1. Transcripts must include grades for all Fall and Winter term classes. These unofficial transcripts can be uploaded to the applicant portal or emailed to admissions.socialwork@umanitoba.ca.
- **Final official transcripts** from any university or college attended other than University of Manitoba. Student copies, uploads or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned. **Please**

note: Transcript must be received in sealed envelopes or notarized to be deemed official. Transcripts become the property of University of Manitoba and will not be returned.

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

- **Proof of Canadian Citizenship, Permanent Residence or Refugee Status** is required if born outside Canada.
- **Name change documentation** is required if name change has occurred as a result of marriage, divorce or other reason.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).
- **Proof of address** north of the 53rd parallel (i.e. a photocopy of driver's license or Manitoba Health Card) – *Northern Thompson External applicants only*

Please send all application documentation to the following address:

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

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

*In the event that you are not able to provide an official transcript (for example, if the issuing office at your university or college is closed due to COVID-19), the University of Manitoba will accept an electronic transcript provided that it has been sent directly from the email of the office responsible for issuing transcripts. Applicants who submit their documents electronically may be requested to provide original, physical copies at a later date.

D. Required Admission Documentation

All BSW applicants offered admission are required to:

- Sign a **declaration** regarding criminal convictions and whether they have ever been placed upon a child abuse registry as a perpetrator.
- Provide a completed **Criminal Record (CR) check** obtained through the local police service (may not be older than three months prior to the date of offer).
- Provide a completed **Child Abuse Registry (CAR) (for residents of Manitoba) or a Vulnerable Sector check (for residents of provinces where there is no Child Abuse Registry)** (may not be older than three months prior to the date of offer).

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

E. Transfer Credit Information

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

Upon admission to the Bachelor of Social Work program, incoming students will only be allowed to apply courses from the University of Manitoba and any other partner post-secondary institution with a mark of 'C' or higher, with the exception of courses satisfying the math requirement to their degree plan.

For the Faculty of Social Work, admitted students may be eligible to receive block credit of up to 48 credit hours towards their degree, as determined based on their previous undergraduate university-level studies.

Those presenting a recognized Bachelor's Degree will receive block transfer with the Mathematics and

Written English requirements met. Proof of graduation is required.

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

Students may be asked to provide comprehensive and accurate course outlines or syllabi, as issued by their institution of study, for all courses lacking a current evaluation for the Mathematics and Written English requirements. 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.

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

Students presenting studies at the diploma level (including social service worker programs) must have a minimum of 30 credit hours of coursework (deemed university level and transferrable to the University of Manitoba) to apply to the BSW program. Diploma coursework will be assessed on a course by course review for transferability.

Applicants presenting *only* diploma level coursework may require additional university coursework to meet the required 30 credit hours. Specific social work courses must be from [CASWE-ACFTS](#) accredited institutions to be considered transferrable to the University of Manitoba, unless covered by an articulation agreement. Please contact the Faculty of Social Work for details regarding articulation agreements.

NOTE: Decisions on considerations of equivalency may not be finalized until after fall courses have started.

While we appreciate that some institutions do not have course information readily available, many students have been able to provide the information requested by contacting the individual departments or instructors at their prior institutions. Students that are unable to provide the requested course information may render themselves ineligible for programs with

specific course requirements. Only successful applicants will be notified of transfer credit results. [Additional information related to transfer credit](#) is available on the Admissions website.

Challenge for Credit

The Faculty of Social Work at the University of Manitoba provides a social work education in keeping with its mission statement and the standards of the Canadian Association for Social Work Education, whereby academic instruction and closely supervised field experiences are combined to ensure that students acquire the values, knowledge and skills necessary for BSW level practice. The Faculty also recognizes that these components, in some instances, are acquired outside the traditional educational system, through work experience and/or classroom experience from other disciplines.

The Faculty of Social Work accommodates those students who are qualified and who can demonstrate an acceptable level of knowledge and skill, by allowing them to challenge for certain social work courses.

Section 4: Selection Process

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

The Adjusted Grade Point Average (AGPA) is calculated to take into account the student's most recent academic work and to allow for some elimination of the lowest grades within this work. Only the student's **most recent 60 credit hours** of university work, which are acceptable to the University of Manitoba, will be used in calculation of the AGPA.

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

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

In the calculation of the AGPA, all courses which have been assigned a final grade are considered “completed” university work, including failed courses and repeated courses. The exceptions to this are courses graded “Pass/Fail” or “Satisfactory”, and courses that have been assessed and awarded as university credit from either the Advanced Placement (AP) program, or the International Baccalaureate (IB) program; these are excluded from both the AGPA and from the most recent 60 credit hour count.

Courses completed on a full or part time basis, in all undergraduate and graduate programs, and in Fall, Winter and Summer terms (except for the work taken after the April exam period in the year of application) will be included in the AGPA calculation.

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. 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.
- AP or IB courses that have been awarded as university credit will be considered for transfer of credit if admitted to the Faculty. However, AP and

IB courses cannot be used as part of the minimum 30 credit hour eligibility requirement.

Courses completed at a community/technical college which are deemed as “university level” by the University of Manitoba Admissions (Evaluations) Office, will be accepted and used for the admissions calculations and transfer credit thereafter. Applicants presenting only college or diploma level credentials (without an articulation agreement) may need to present additional university coursework to meet the required 30 credit hours.

B. Selection

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

1. Academic Achievement Category

60% (approximately 45) of all available positions will be awarded on the basis of highest AGPA.

2. Equity, Diversity, Inclusion and Decolonization (EDID)

40% (approximately 30) of all available positions will be awarded on the basis of identification with an Equity, Diversity, Inclusion and Decolonization (EDID) category(ies) and highest AGPA within the EDID categories. Applicants may identify themselves with as many categories as are applicable to them: Canadian Indigenous Peoples, non-Indigenous applicants enrolled in the ACCESS program, racialized persons, immigrants and/or refugees, 2SLGBTQIA+, and persons with disAbilities.

Spaces in the EDID priority group category will be proportionately allocated based on the number of eligible applicants in each EDID priority group. There will be a minimum of one space allocated to each EDID priority group as long as there is at least one eligible applicant.

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

All applicants applying under the Equity, Diversity, Inclusion and Decolonization category must identify themselves by completing the appropriate section on the Faculty of Social Work BSW Program application form by the application submission deadline.

The Faculty of Social Work reserves the right to request verification from applicants indicating membership in any of the EDID priority groups. Please note that the total number of spaces for admission may vary depending on the Faculty's decision.

C. Tie Breaking Procedure for Offers

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

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

D. Notification of Decision

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

Applicants offered admission will have five (5) business days to respond and pay a non-refundable deposit of \$100.00 to indicate their acceptance. The deposit will be applied to tuition fees at the time of registration.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request in writing 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 Chair of the Selection Committee and the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures outlined in this document, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

The Faculty of Social Work and Admissions Office are able to assist applicants who seek counselling regarding admission to the Faculty of Social Work. 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.

- 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.
- 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*).

Office Assistant	Christy Watkinson Telephone: (204) 677-1452 Email: christy.watkinson@umanitoba.ca
Admissions Office	424 UMSU University Centre Telephone: (204) 474-8808 Email: admissions@umanitoba.ca
Admissions Officer	Sandra Jezik Telephone: (204) 474-8811 Email: admissions.socialwork@umanitoba.ca

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.

The following other contacts may also be useful.

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

Section 8: Contact Information

Faculty of Social Work	521 Tier Building Telephone: 474-7050 Web: http://umanitoba.ca/faculties/social_work/ Email: social_work@umanitoba.ca
BSW Student Advisor	Miranda Jestadt 519 Tier Building Telephone: (204) 474-9356 Email: Miranda.jestadt@umanitoba.ca
Northern Social Work Program	3 Station Rd., Thompson, MB, R8N 0N3
Acting Director (Northern)	Lee Anne Deegan, Acting Director Telephone: 204 677 1452 Email: leeanne.deegan@umanitoba.ca

Section 9: Other Information

The BSW program intends to provide students with knowledge and skills necessary for professional preparation for generalist practice in a variety of social work fields. The BSW program is the only program in Manitoba accredited by the Canadian Association for Social Work Education, and graduates are eligible for acceptance into schools of graduate studies.

The BSW degree is accepted as a professional degree by the Manitoba College of Social Workers and by the Canadian Association of Social Workers. Holders of this degree are eligible to apply for membership to these organizations.

The BSW program is usually completed in three years after one year of university study. The program consists of a total of 123 credit hours; 75 of social work credits and 48 academic electives (including the 30 credit hours used for admission where applicable). It may also be completed in two years plus a summer (Concentrated Program), after two years of university

study, or in up to nine years of part-time study.

The Faculty of Social Work offers a BSW program at the following sites: the Fort Garry campus (located in Winnipeg on the main University of Manitoba campus), the Inner City campus (at the William Norrie Centre located on Selkirk Avenue), the Northern campus (located in Thompson, Manitoba), and through Distance Delivery. Please note that in addition to the regular ACCESS Northern Social Work Program, a number of spaces are available at the Northern campus for external applicants (those applicants who reside in Thompson and who are non-ACCESS students). The Northern Social Work program requires at least six months of residency in Northern Manitoba before the date of application. Those applicants wishing to apply to the Northern Social Work program as externals (non-ACCESS) are asked to contact the Northern Social Work Program office for details (see *Section 8: Contact Information*).