

Faculty of Arts

B.A. Integrated Studies Degree Program

Applicant Information Bulletin 2024 – 2025

Application Deadlines
Fall: June 1, 2024
Winter: October 1, 2024
Summer: February 1, 2025

Please refer to the [Applicant Information Bulletin](#) for 2023-2024 if applying for Summer 2024 admission.

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Section 1: General Statement

The purpose of this bulletin is to provide information to prospective applicants to the Faculty of Arts 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 Arts Integrated Studies (B.A.I.S.)

The Bachelor of Arts Integrated Studies is a 90 credit hour degree program offered by the Faculty of Arts in collaboration with Extended Education. **The program is geared to serve working adults who have completed some post-secondary education.** The degree requires areas of Concentration rather than the traditional Major/Minor requirement, providing a more flexible path for degree completion while also ensuring academic rigor (e.g., appropriate writing and quantitative skills, breadth requirements, and an appropriate percentage of upper level courses).

The degree will formally recognize the education completed by certificate or diploma holders. In addition to a flexible curriculum model (e.g., Concentrations of study rather than the traditional Major/Minor approach) the program will provide flexible course scheduling suitable for working adults. Hence, variable modes of delivery (e.g., blended, online, videoconference, weekend/evening) would be incorporated as needed.

Applicants seeking the following degrees: BA (General), BA (Advanced), and BA (Honours) should refer to the [Applicant Information Bulletin for BA \(General\)](#).

Section 2: Eligibility Requirements

A. Non-Academic Requirements

All applicants must normally have **three (3) years of full-time workplace experience** (i.e. equal to or greater than 30 hours/week) preferably with the same employer. All applicants must submit a resume in order to be considered for admission (see *Section 3: Application Process & Deadlines, C. Required Application Documentation*).

NOTE: Applicants who do not strictly fall into this definition of workplace experience may request special consideration from the B.A. Integrated Studies Admissions Committee.

Military applicants, please submit your civilian-style resume.

B. Academic 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. 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. The following information details the requirements for admission to the Faculty of Arts: B.A. Integrated Studies Degree Program.

NOTE: Applicants will be subject to the faculty regulations and requirements for continuation in an Arts degree program that are detailed in the [University of Manitoba Academic Calendar](#).

1. General Students

Students who wish to be admitted as General Students to the Faculty of Arts must:

- Have completed (where a final grade has been recorded) a minimum of 24 credit hours of coursework at a recognized college or university; and includes University of Manitoba certificate or diploma programs and/or diploma programs completed at another accredited post-secondary institution.
- Present a minimum cumulative grade point average (CGPA) of 2.0 (C) or better. Where university courses are used as the basis of admission. A minimum C+ average is required on a University of Manitoba certificate or diploma program.

NOTE: Students who have completed the minimum 24 credit hours of coursework, and do not meet the minimum 2.0 CGPA, may be considered on an individual basis for admission on the Recommendation of the Dean. A minimum 2.0 grade point average (GPA) on the best 24 credit hours of coursework acceptable for credit (transferable) in Arts is required to receive consideration for admission on the Dean's recommendation.

NOTE: Applicants with external post-secondary studies may be required to submit course outlines for coursework completed within the last 10 years to determine eligibility under this category. Outlines are required by the documentation deadline.

Students on active academic or disciplinary suspension at another university or in another faculty at the University of Manitoba will not be eligible for consideration for admission.

Students 'Required to Withdraw' from a faculty at the University of Manitoba will not normally be considered for admission to the Faculty of Arts.

When assessing students for eligibility for admission, the Faculty will include:

- All courses that have been assigned final grades, including failed courses, regardless of year of completion.
- Consideration of the total number of failed courses applicable to the Faculty of Arts. Students with more than 36 credit hours of failed courses should contact an Academic Advisor in the Faculty for further information.

2. Mature Status Students

To be eligible for admission as a Mature Status student, applicants must meet the following general requirements:

- Be 21 years of age or older by the end of the first month of the first term of studies in Arts.
- Have limited experience at college or university (less than 24 credit hours).
- Be a Canadian Citizen or a Permanent Resident of Canada.

Those who have completed more than 24 credit hours of coursework should apply as a General Student, or as a Second Degree student, if a first degree has been awarded.

3. Second Degree Students

Applicants who have already completed a first degree in any other discipline outside of Arts, at the University of Manitoba or another recognized university, may apply for admission as Second Degree students. Complete and official transcripts, including proof of first degree are required.

Students who hold a first degree in a Bachelor of Arts program may not apply for the B.A. Integrated Studies Degree Program.

C. 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 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

Fall 2024

DATE	DEADLINES AND IMPORTANT DATES
June 1, 2024	Deadline to submit application and application fee.
June 15, 2024	Deadline for submission of final official post-secondary transcripts. Note: <i>if currently registered in a program during the Summer 2024 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.</i>
	Deadline for submission of resume.
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).

June 15, 2024	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership for those applying as Military mature.
	Deadline to submit proof of age for those applying as Mature and Military Mature.
	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.
Late Jul. Early Aug.	Decisions available.

Winter 2025*

DATE	DEADLINES AND IMPORTANT DATES
October 1, 2024	Deadline to submit application and application fee.
October 15, 2024	Deadline for submission of final official post-secondary transcripts. Note: if currently registered in a program during the Fall 2024 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.
	Deadline for submission of resume.
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership for those applying as Military mature.
	Deadline to submit proof of age for those applying as Mature and Military Mature.
	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.
Late Nov. - Early Dec	Decisions available.

Applicants Applying to the Winter Term:

Applicants to the Winter term should be aware that transfer credit from external institutions may not be evaluated prior to the start of classes in January. Please use caution when selecting your courses. Additionally, space in classes can be limited as registration for Winter term courses commences in the prior summer.

Summer 2025*

DATE	DEADLINES AND IMPORTANT DATES
February 1, 2025	Deadline to submit application and application fee.
February 15, 2025	Deadline for submission of final official post-secondary transcripts. Note: if currently registered in a program during the Winter 2025 term, interim transcripts showing all coursework completed and any in-progress coursework must be provided by this date.
	Deadline for submission of resume.
	Deadline to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
February 15, 2025	Deadline to submit proof of English Proficiency (if required).
	Deadline to submit proof of Canadian Military membership for those applying as Military mature.
	Deadline to submit proof of age for those applying as Mature and Military Mature.
Late March- Early April	Deadline to submit course outlines for applicants applying under Recommendation of the Dean.
	Decisions available.

***IMPORTANT NOTE REGARDING SPANNED COURSEWORK:**

University of Manitoba students registered in a spanned course (Fall/Winter or Winter/Summer) cannot be considered for admission into the second term of the span and will thus have their application moved to the next term. **University of Manitoba students who are registered in a spanned course should apply to the next intake after the completion of that course.**

C. Required Application Documentation

All applicants must submit the following application documentation to complete the application:

- **Interim transcripts** showing current registration are to be submitted when applying or shortly thereafter.
- **Final official transcripts** from any university or college attended other than University of Manitoba are required. Student copies or photocopies are not acceptable. Transcripts become the property of University of Manitoba and will not be returned.

An English translation of international transcripts in languages other than English must be provided by the issuing institution or by a certified English translator. A translation must include a copy of the document on which the translation is based. The certified translator must include the original language photocopy and the English translation in sealed envelopes and endorse the envelopes by signing across the seal.

Note: It is the applicant's responsibility to inform the Admissions Office in writing of any **deferred exams or grade changes**.

- **Resume** showing **three (3) years of full-time workplace experience** (i.e. equal to or greater than 30 hours/week) preferably with the same employer. *Military members should include a civilian-style resume and not their MPRR document.*
- **Course outlines** are required for first degree applicants presenting a CGPA below 2.00 from an external institution. All other applicants should be prepared to provide outlines for assessment of transfer of credit after admission. (see *Section 3: Application Process & Deadlines, D. Transfer Credit Information*)
- Applicants should provide a **final high school transcript**, if they have not already done so, for prerequisite purposes for course registration.
- **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 age** is required if applying as a Mature Status Applicant.
- **Proof of membership in the Canadian Military**, if so declared.
- **Proof of proficiency in the use of the English language** (see *Section 2: Eligibility Requirements, B. English Language Proficiency Requirements*).

Please send all application documentation to the following address:

**Admission for Arts Integrated Studies
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.

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.

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. The regulations regarding transfer credit are program specific and vary considerably depending on the faculty or school of application. The Faculty of Arts will only consider external courses completed within the last ten years for course by course evaluation.

BAIS applicants with coursework exceeding 10 years may be considered for a block of elective credit (no grades assigned), as determined by the Faculty of Arts regulations. The determination of this block of credit is made by the Faculty of Arts and takes place after the acceptance of an offer of admission. Questions concerning credit older than 10 years should be directed to the Faculty of Arts.

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. 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.

Applicants applying under **Recommendation of the Dean** from an external post-secondary institution should be prepared to provide course syllabi for coursework completed within 10 years to determine their eligibility for admission by the application documentation deadline for the term in which they are applying. Applicants who are unable to provide the requested course information for assessment may render themselves ineligible for consideration.

Applicants seeking a first degree in Arts should be aware that in cases where outlines have not been provided by the below deadlines, unsuccessful course attempts, including F grades, may be assessed as part of the academic assessment regulations of a student's program of study. Arts "failed attempts" may be awarded as transfer of credit for those courses in which no outline is provided for a failed course.

Applicants who are seeking a second degree in the Faculty of Arts and those who have not provided course syllabi for courses successfully completed (D grade or higher) will not receive any further assessment of transfer of credit beyond the below stipulated deadlines:

Intake Term	Deadline Date
Fall Term	November 1
Winter Term	March 1
Summer Term	July 1

[Additional information related to transfer credit](#) is available on the Admissions website.

In addition to the above policies, students who have completed one of the following Certificate Programs, with a minimum 2.5 CGPA, will receive transfer credit for course(s) completed in the certificate program subject to Faculty of Arts transfer credit policies:

1. University of Manitoba Certificate in Human Resource Management (HRM)
2. University of Manitoba Certificate in Applied Management (CAM)
3. University of Manitoba Certificate in Public Sector Management (CPSM)
4. University of Manitoba Certificate in Program Development for Adult Learners (PDAL)

5. Certificate in Management and Administration (CIMA) accredited by the National Centre for Management Accreditation through the Canadian Institute of Management (CIM) from any accredited post-secondary institution
6. University of Manitoba Certificate in Financial and Management Accounting (FMA) – *(No longer offered)*
7. University of Manitoba Certificate in Adult and Continuing Education (CACE) – *(No longer offered)*

Only successful applicants will be notified of transfer credit results through their Aurora Student account.

Section 4: Selection Process

A. Selection

1. Transfer students

Transfer students can apply for admission online. Each application will be considered on an individual basis by the Admissions Officer after all necessary official documentation has been received by the Admissions Office. Resumes are reviewed by the Faculty of Arts Student Advising Services Office after applications are completed. Students who fail to submit all the required documentation by the documentation deadline date will not be considered.

2. B.A. Integrated Studies Returning Students

Former Faculty of Arts students of the University of Manitoba who have not completed their degree may request reinstatement to the program if it is **within 10 years** and they have **not registered** in another Faculty or at another university/college since their last registration in Arts. Such former students may contact the Faculty directly to request reactivation by filling out the [Request for Student Reactivation](#) form.

All former students who have attended another post-secondary institution/Faculty since their last Arts registration or are seeking reinstatement over 10 years must follow the application process.

B. 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 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.

Applications are considered only for the term listed on the application. Consideration for a future term will require the submission of a new application.

Section 5: Reconsideration & Appeals

Individuals who wish to have their applications reconsidered should submit their request to the Admissions Office. Past experience has shown that most inquiries can be satisfied at this level without further reference. Persons wishing reconsideration of the decision shall direct their request to the Admissions Office within ten (10) business days of the posted decision date.

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, and NOT on subjective issues or the relative merits of the application.

Section 6: Counselling of Applicants

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

Faculty of Arts	Student Advising Services 134 Fletcher Argue Building <i>Telephone:</i> (204) 474-9100 <i>FAX:</i> (204) 474-6430 <i>Web:</i> www.umanitoba.ca/arts/ <i>E-mail:</i> arts_inquiry@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 Hyonjung Lyu Contact Arts 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