



Faculty of Arts

B.A. Integrated Studies Degree Program

Applicant Information Bulletin

Summer 2011 Fall 2011 and Winter 2012

APPLICATION DEADLINES:

MAY APPLICANTS: MARCH 1, 2011

SEPTEMBER APPLICANTS: JULY 4, 2011

JANUARY APPLICANTS: OCTOBER 3, 2011

I. GENERAL STATEMENT

The purpose of this document is to provide applicants to the Faculty of Arts with an overview of the Faculty's newest undergraduate program, i.e. the Bachelor of Arts Integrated Studies. Also provided is a description of the eligibility requirements, the application methods including deadlines, fees, and required documentation, the selection process, transfer credit, and the reconsideration and appeal process that will be in effect during the 2011 Summer and Fall terms and the 2012 Winter term.

This *Applicant Information Bulletin* accompanies the *Faculty of Arts Application Form* and it is assumed that all applicants to the Faculty will have read and understood the *Bulletin*. The *Bulletin* and *Form* can be downloaded from the University of Manitoba website at www.umanitoba.ca/applynow. The *Bulletin* can also be downloaded by clicking the "Critical Program Information" on the Program Selection page of the online application. In the event of any discrepancies between the information provided in this *Bulletin* and that found in the University's annual *Undergraduate Calendar*, the *Calendar* entry shall prevail.

II. THE PROGRAM

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 but 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.

III. GENERAL STRUCTURE OF PROGRAM

The Bachelor of Arts Integrated Studies Program is comprised of 90 credit hours and can be divided into the following components:

- Foundation Courses (21 credit hours)
- Area of Concentration (18 credit hours)
- Electives (51 credit hours)

A. Foundation Courses

The Foundation courses consist of 21 credit hours of specified mandatory courses offered by the Faculties of Arts, Education, Science and Social Work. The purpose of these courses is to provide a transition to university level study and a foundation in liberal arts. Foundation courses provide students with the knowledge and skills for successful participation and mobility in

the workforce drawn from the information provided in interviews and focus groups with employers and potential students.

The table below lists the Foundation courses that all B.A. Integrated Studies students must complete.

Required Foundation Course	Credit Hours
ARTS 1110 Introduction to University	3
EDUA 1560 Adult Learning and Development	3
SWRK 2080 Interpersonal Communication Skills OR ENGL 0930 English Composition	3
ARTS 1160 Leadership: An Interdisciplinary Approach	3
A three credit hour course that satisfies the mathematics requirement ¹	3
Introductory courses from the Departments of Psychology, Sociology, Anthropology or Political Studies	6
TOTAL credit hours	21

¹ See Appendix A, List of Approved Written English and Mathematics courses found under the heading General Academic Regulations and Requirements in the Undergraduate Calendar.

Students may not substitute another course for a Foundation course.

B. Area of Concentration

Each student must complete the course requirements of at least one Concentration. Each Concentration consists of 18 credit hours of course work. For purposes of this degree program all Minor programs offered by the Faculty of Arts will be referred to as Concentrations. The Faculty of Arts offers various Concentrations (Minors). For a listing of the Concentrations offered by the respective departments in the Faculty of Arts, please refer to the departmental entry in Section 7 and 8 in the Faculty of Arts entry in the Undergraduate Calendar. For entry into most Concentrations, the faculty requirement is that the student must have a grade of 'C' or better in the prerequisite course(s).

A student in the B.A. Integrated Studies degree may also fulfill the requirements of a Concentration by completing a Minor program offered by other Faculties and Schools providing the Minor program consists of a minimum of 18 credit hours. A Minor program offered by other Faculties/Schools will be referred to as a Concentration for purposes of the B.A. Integrated Studies degree program. For details on such Concentration (Minor) programs please refer to the relevant Faculty/School's chapter in the Undergraduate Calendar.

A Concentration may be declared once the prerequisite has been satisfied. A course that satisfies the Foundation requirement of the program cannot also be used towards a Concentration. An alternate course/credit hours within the Concentration field must be completed. For example, if PSYC 1200 (6) is taken to satisfy

the Foundation requirement, and the student has chosen to complete a Psychology Concentration, then PSYC 1200 will not form part of the 18 credit hours required for the Concentration. The student will complete 6 credit hours of other Psychology courses in lieu of PSYC 1200.

A Concentration(s) will be recorded on the student's transcript. Students who wish to take additional courses from a second Concentration may do so within their elective component. Students who complete the requirements of a second Concentration may submit a written request to the Dean's Office to have a second Concentration recorded on their transcript.

C. Electives

Students must complete 51 credit hours of electives outside the Foundation courses and those courses used to satisfy the Area of Concentration.

IV. ENTRANCE TO THE PROGRAM

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 *Undergraduate Calendar* www.umanitoba.ca/calendar/

A. Admission as a Regular Student

Students must complete one of the following:

1. University of Manitoba Certificate in Financial and Management Accounting (FMA)
2. University of Manitoba Certificate Program in Human Resources Management (HRM)
3. University of Manitoba Certificate in Adult and Continuing Education (CACE)
4. Canadian Institute of Management Certificate Program in Management and Administration (CIM) from any accredited post-secondary institution
5. University of Manitoba diploma program (as defined by the Non-Degree Program Taxonomy approved by Senate) or a diploma completed at any accredited post-secondary institution
6. Successful completion of a minimum of 24 credit hours of university level course work

Students must also submit all of the following:

- a. A résumé providing evidence of normally three (3) years of full-time workplace experience (i.e., ≥ 30 hours/week) preferably with the same employer. [Applicants who do not strictly fall into this definition of workplace experience may request special consideration from the B.A. Integrated Studies Admissions Committee.]

- b. Two letters of support (normally one must be from the current or most recent employer). [Applicants who are unable to supply the two letters of support as stipulated may request special consideration from the B.A. Integrated Studies Admissions Committee to consider alternate sources of letters of support.]
- c. A letter of intent. The letter of intent must be no fewer than 250 and no more than 1000 words and include the applicant's rationale and suitability to enter the program. For example, why has the applicant chosen this program instead of other degree programs at the University of Manitoba? Why does the applicant see a good fit between herself/himself and the program? How does the applicant envision successful completion of this degree enhancing her/his career development? The letter of intent and résumé must provide evidence of satisfactory writing and problem-solving skills.
- d. For helpful hints for writers of Letters of Support please go to the Faculty of Arts website at: <http://www.umanitoba.ca/faculties/arts/integrated/2497.html>

Notes:

- i. For 1 thru 5 above, a minimum graduating average of 2.50 or 'C+' is required on the completed certificate or diploma program.
- ii. For 6 above a minimum of 24 credit hours of university level course work with a minimum cumulative grade point average (cgpa) of 2.00. If cgpa is <2.00, but grade point average on 24 credit hours is ≥2.00, then the student may be considered for admission on the recommendation of the Dean.

B. 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 should also be prepared to provide comprehensive course descriptions, including course outlines, textbook listings and copies of examinations, for any prior post-secondary studies completed outside of Manitoba.

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

Second degree applicants must submit the résumé, letters of support and letter of intent as described for admission as a Regular applicants.

C. Mature Status Students

To be eligible for admission to the B.A. Integrated Studies degree program as a Mature Status student, applicants must meet one of the following two descriptions:

- 1. Active members of the Canadian military, a Canadian Citizens or Permanent Residents, have completed less

than 24 credit hours of work at any other university or college, and 21 years of age or older by the end of the first month of the first term of studies in Arts.

- 2. Graduate of the University of Manitoba Certificate in Adult and Continuing Education (CACE), a Canadian Citizens or Permanent Residents, and 21 years of age or older by the end of the first month of the first term of studies in Arts. Graduates of CACE who have also completed other university work may apply for admission as a regular student.

Mature status applicants must submit the résumé, letters of support and letter of intent as described above for admission as a Regular applicant.

Applicants who meet the qualifications listed above for admission as Mature Status students, but who are not members of the Canadian military or graduates of the CACE program, should apply for admission to University 1 rather than to the Faculty of Arts.

D. Students Returning to the B.A. Integrated Studies degree program

Former students of the B.A. Integrated Studies degree program, who have not yet completed their degree and who have not attended any other post-secondary institution in the time since leaving the Faculty, may apply for readmission as returning students. If it has been nine years or less since your last attendance in the Faculty, you can simply contact the Faculty directly and ask for your records to be reactivated. If it has been ten or more years, you need to apply for readmission as a returning student. All of your previous credits, both for courses taken at the University of Manitoba and any transfer credit you were granted for work taken at other institution, will apply to your Arts degree.

If you have attended another post-secondary institution or another Faculty since the time you were a student in the Faculty of Arts, you must apply for admission as a **Regular Student**, regardless of the time since last a student in Arts.

V. APPLYING TO ARTS THROUGH THE ONLINE OR PAPER-BASED APPLICATION PROCESS

A. Application and Documentation Deadlines

Year	Term	For classes starting in	Application Deadline*	Documentation Deadline
2011	Summer (201150)	May 2011	March 1, 2011	March 15, 2011
2011	Fall (201190)	Sep 2011	July 4, 2011	July 15, 2011
2011	Winter (201210)**	Jan 2012	Oct 1, 2011	Oct 14, 2011

* Applications to Arts received after these deadlines will be considered on a case-by-case basis if presented in-person with complete documentation.

- ** Applications will not be accepted for the Winter 2012/10 (Jan 2012) from students who are currently registered at another institution in the immediate preceding fall term or from students applying from an institution outside North America or seeking a 2nd degree.

10. Two letters of support (normally one must be from the current or most recent employer).
11. A letter of intent that includes the applicant's rationale and suitability to enter the program.

E. Required documentation

Items 1-11 are to be submitted to the Admissions Office. See Section IX of this document for the mailing address.

1. Application form (online or paper) available at www.umanitoba.ca/applynow.
2. Non-refundable application fee (\$80 for Canadian Citizens/Permanent Residents, \$110 for international applicants).
3. Official transcripts from *all* post-secondary institutions attended, with the exception of prior work taken at the University of Manitoba.

Applicants who are currently registered at another institution or in another Faculty at the University of Manitoba can not be considered for admission until the final grades for ALL courses are available.

If the official transcripts are not in English, an official English translation is required along with the original document.

Transcripts and other academic documents become University property and will not be returned.

4. Evidence of English language proficiency if applicable (see Section VI English Language Proficiency Requirement below).
5. Proof of Permanent Resident status if applicable.
6. Proof of change of name if any academic records are under a different surname.
7. High school records if registration planned in any university courses that have specific high school subject prerequisites (e.g., chemistry, physics, mathematics, biology, statistics, computer science, microbiology, languages).
7. Proof of membership in the Canadian military, proof of citizenship, and proof of age if applying as a Mature Status Student with Canadian Military background.
8. Students who have attended post-secondary institutions, particularly those who have studied outside of Canada, and are seeking to complete a degree at the University of Manitoba, should be prepared to submit comprehensive course descriptions for any potentially transferable coursework.
9. A résumé providing evidence of normally three (3) years of full-time workplace experience (i.e., ≥ 30 hours/week) preferably with the same employer.

VI. ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

English is the language of instruction and communication at the University of Manitoba. Accordingly, if students' primary language is not English, or if their previous education has been conducted in another language, they must demonstrate a command of English sufficient to meet the demands of classroom instruction, written assignments and participation in tutorials and discussions.

The term 'primary language' refers to that language which is most commonly used in homes, communities and daily commerce in the applicant's native country. It may or may not be the country's official language or one of the country's official languages or the language of instruction.

If students' primary language is not English, they will be required to demonstrate their proficiency in the use of the English language by meeting any of the options 1-7 listed below.

A. English language proficiency options

1. Achieve a satisfactory result on the *Test of English as a Foreign Language (TOEFL)* by achieving any one of the following:
 - a. a minimum total score of 550 with no less than 50 in each of the component scores on the paper-based TOEFL, *or*
 - b. a minimum total score of 213 with no less than 17 in each component score, on the computer-based TOEFL, *or*
 - c. a minimum total score of 80 with a recommended minimum score of 19 in each skill area on the internet-based TOEFL.

The TOEFL institution code for U of M is 0973.
2. Achieve minimum scores of 4.5 in Reading, 4.5 in Listening, and 4.0 in Writing on the *Canadian Test of English for Scholars and Trainees (CanTEST)*.
3. Achieve a minimum score of 6.5 based upon the academic module on the *International English Language Testing System (IELTS)*.
4. Achieve a minimum score of 80 on the *Michigan English Language Assessment Battery (MELAB)* offered by the University of Michigan.
5. Achieve a minimum grade of C in the **University of Cambridge Certificate of Proficiency in English**.
6. Achieve a score of 60 or more in the **Canadian Academic English Language Assessment (CAEL)**.

7. Achieve a minimum of 65% in the *Direct-Entry English Program* (also known as *Academic English Program for University and College Entrance* or *AEPUCE*), taught at U of M by the English Language Centre.
8. Achieve a minimum score of 58 in the **Pearson Test of English (Academic)**.

Criteria for an English language proficiency requirement waiver

Under certain circumstances students may request a waiver of the English language proficiency requirement. Students would need to complete a waiver application and provide supporting documentation to show that they meet one of the following conditions:

1. Ten consecutive years of residency in Canada, which may include years of study in Canada. The period of residency will be the time lapsed between the 'Landed On' date on the 'Record of Landing' document and July 1 of the year of application.
2. a. Successful completion of a three year secondary school program in Canada, or a three year post-secondary education in Canada, or any combination of three successful years of secondary and post-secondary education in Canada, *or*
 - b. Graduation from a Manitoba high school, with five credits at the Senior Four level, which include two credits of English at the 40S level with an average grade of 75%.

Successful completion of secondary studies equates to meeting the General Entrance Requirements of the University of Manitoba. Secondary education must include Grade 12 where appropriate.
3. Achieve a grade of four or greater on the International Baccalaureate Higher Level English course, or a grade of four or greater on the Advanced Placement English examination (Language Composition; Literature and Composition).
4. Verify conditions equivalent to 1 or 2 listed above in a country where English is the primary language.

VII. TRANSFER CREDIT

Transfer credit will be considered for coursework completed at recognized colleges/universities within ten years of admission to the Faculty of Arts except as described below. (Work taken at the University of Manitoba can be considered for credit even if beyond the ten year limit.) All coursework assessed by the University as acceptable for transfer credit will be assigned, and can be applied to the degree up to the maximum allowed under the Faculty's residency requirement (consult the Faculty of Arts website at: <http://umanitoba.ca/faculties/arts/> for details).

Students may be asked to provide comprehensive and accurate course outlines or syllabi, including course objectives, textbook listings and copies of assignments, to assist in the transfer credit assessment process.

Subject to the exceptions described below with respect to a 10 year limitation rule, students who fail to provide requested information for course(s) where an "F" grade has been recorded, will have a failed attempt recorded as transfer credit. Similarly, where the student fails to provide requested information for course(s) where a final grade of "D" has been recorded, such course(s) will not be recorded as transfer credit. However, both the "F" and "D" grades will be taken into consideration in determining eligibility for admission and academic assessment.

Course work completed in one of the four certificate programs, university level coursework, or in a diploma program which is being used as the basis of admission will be considered for possible transfer credit through a course by course articulation process to a maximum of 24 credit hours regardless of when the courses were taken i.e. the ten year limitation rule will not apply.

All course work beyond the 24 credit hours used as the basis of admission will be evaluated and transfer credit awarded based on a course by course articulation providing the coursework was completed within 10 years of admission to the Faculty of Arts i.e. a ten year limitation rule will apply.

Transfer credit as described above is applicable to this program only. Transferring to another program or Faculty from the B.A. Integrated Studies degree may result in loss of transfer credit as the 10 year limitation rule will apply to all non-University of Manitoba courses.

Only successful applicants will be notified of transfer credit results. Students should expect to wait six to eight weeks for completion of the transfer credit assessment after a *Certificate of Acceptance* has been received.

VIII. RECONSIDERATION & APPEALS

Applicants are advised that appeals of admission decisions focus on questions of correct adherence to published policies and procedures by the Admissions Officer, and NOT on the relative merits of the policies and procedures themselves.

If applicants believe there has been a procedural error, they may request to have their application reconsidered. This request must be in writing and addressed to the Admissions Officer within ten days of the mailing of the notification of a negative admission decision. (See IX. Useful Office Names, Addresses & Telephone Numbers for contact information for the Admissions Officer).

To appeal the reconsidered decision, the applicant must submit a request in writing to the University Secretary, within ten days of the mailing of the reconsidered decision. This request will be conveyed to the Senate Admissions Appeal Committee. For more information on Senate Admissions Appeals see www.umanitoba.ca/admin/governance/governing_documents/students/286.htm the contact for the University Secretary is given in the following section. Appeals of reconsidered decisions by the Senate Admissions Appeal Committee focus on questions of correct adherence to published policies and procedures by the Selection Committee, and NOT on subjective issues of the relative merits of the applicant.

IX. USEFUL OFFICE NAMES, ADDRESSES & TELEPHONE NUMBERS

The mailing address for the following University offices is:

(Name of Office)
(Room Number and Building)
University of Manitoba
Winnipeg, Manitoba R3T 2N2

Faculty of Arts

Dean's Office

3rd Floor Fletcher Argue Building

Telephone: (204) 474-9100

Website: www.umanitoba.ca/arts/

E-mail: arts_inquiry@umanitoba.ca

FAX : (204) 474-7590

Admissions Office

424 University Centre

General Office: (204) 474-8808

Website: www.umanitoba.ca/applynow/

FAX: (204) 474-7554

Financial Aid & Awards

422 University Centre

Telephone: (204) 474-9531

Website: www.umanitoba.ca/student/fin_awards

Email: awards@umanitoba.ca

Student Financial Assistance Branch

(Canada Student Loans)

#401-1181 Portage Avenue

Winnipeg, MB R3G 0T3

Telephone: (204) 945-6321

Website: www.edu.gov.mb.ca/ael/learners/financial_assist.html

International Centre for Students

541 University Centre

Telephone: (204) 474-8501

Website: www.umanitoba.ca/student/ics

Office of the University Secretary

312 Administration Building

Telephone: (204) 474-9593

Website: www.umanitoba.ca/admin/governance/governing_documents/students/286.htm