



# UNIVERSITY OF MANITOBA

## Faculty of Social Work

### Fort Garry Campus & Thompson External Applicants

### Applicant Information Bulletin 2016 – 2017

**Application Deadline: March 1, 2016**

### Table of Contents

Section 1: General Statement.....	1
Section 2: Eligibility Requirements .....	1
A. Academic Requirements .....	1
B. English Language Proficiency Requirements.....	2
C. Categories of Applicants.....	2
1. Academic Achievement Category.....	2
2. Educational Equity Initiative Category.....	2
Section 3: Application Process & Deadlines .....	3
A. Application Fees .....	3
B. Deadlines and Important Dates.....	3
C. Required Application Documentation.....	3
D. Required Admission Documentation .....	4
E. Transfer Credit Information.....	4
Challenge for Credit.....	5
Section 4: Selection Process .....	5
A. Calculation of the Adjusted Grade Point Average (AGPA) .....	5
B. Selection .....	6
1. Academic Achievement Category.....	6
2. Educational Equity Category.....	6
C. Tie Breaking Procedure for Offers .....	6
D. Notification of Decision.....	6
Section 5: Reconsideration & Appeals.....	7
Section 6: Counselling of Applicants.....	7
Section 7: Contact Information .....	7
Section 8: Other Information.....	8

### 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

#### A. Academic Requirements

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

1. Successful completion of a minimum of **30 credit hours** by **May 1** in academic courses taken in any faculty and which are acceptable to the University of Manitoba with a **minimum of 2.5 (C+) AGPA**.
2. For students who are enrolled in the **ACCESS Program**<sup>1</sup> of the University of Manitoba, successful completion of **18 credit hours** by **May 1**, with the condition that an **additional 12 credit hours** will be successfully completed during the Summer Session. A **minimum of 2.5 (C+) AGPA** is required

(see Section 4: Selection Process, A. Calculation of the Adjusted Grade Point Average (AGPA)).

### **<sup>1</sup> The University of Manitoba ACCESS Program**

In cooperation with the Province of Manitoba, the University of Manitoba ACCESS Program (U.M.A.P.) 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 aboriginal Manitobans (Status Indians, Non-status Indian, Métis, Dené or Inuit).

**All applicants are advised that spaces are limited 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 through one of the options listed at the University of Manitoba Admissions web site.

See below links to view English Proficiency Wavier information:

<http://umanitoba.ca/student/admissions/international/english/waiver-criteria.html>

See below links to view specific English Proficiency Requirement information:

<http://umanitoba.ca/student/admissions/international/english/index.html>

***Results for most language tests, including TOEFL, IELTS and CanTEST, expire two years from the test date. 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. Educational Equity Initiative Category**

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 either Canadian Aboriginal Peoples, Visible Minorities, Refugees and/or Immigrants to Canada, LGBTTQ, Persons with Disabilities, or Non-Aboriginal ACCESS Students.

The purpose of this Educational Equity Initiative 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 Aboriginal Peoples, Persons with Disabilities, Immigrants and Refugees to Canada, LGBTTQ, Non-Aboriginal ACCESS Students and persons who are a Visible Minority in Canada. 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 educational equity priority groups are:**

- **Canadian Aboriginal Peoples**

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

- **Visible Minorities**

Persons other than Aboriginal Peoples who, because of their colour, are a visible minority 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.

- **LGBTQ**

LGBTQ are persons who self-identify as lesbian, gay, bisexual, transgendered/transsexual, two-spirited, queer or questioning. 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-Aboriginal 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:           \$90.00  
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 applicants will receive a letter of acknowledgement by \*email within two hours of payment and application submission.

**All correspondence, including decision release information will be sent via email. (\*Please ensure your email account remains current and will accept emails from the University of Manitoba. Check your filters.)**

### B. Deadlines and Important Dates

Date	Deadlines and Important Dates
<b>March 1, 2016</b>	Last date for receipt of application and application fee
	Last date to submit proof of English proficiency (if required).

	Last date to submit proof of Canadian Citizenship/Permanent Resident Status (if required).
<b>June 1, 2016</b>	Last date for receipt of Final Official transcripts for courses taken in 2015-2016. <i>All deferred exams and grade appeals must be completed and final grades submitted.</i>
<b>Late June</b>	Applicants will be contacted via email regarding the selection for admission decisions.

### C. Required Application Documentation

The following documents will be required to complete your 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. 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** are required if born outside of 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).

Please send all application documentation to the following address:

**Admission for Social Work  
Enrolment Services, 424 University Centre  
University of Manitoba, Winnipeg, MB R3T 2N2**

#### **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 from the start of the program).
- 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 from the start of the program).

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 will be considered as part of the application for admission process for all 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 Social Work will only consider external courses completed within 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 at: [www.umanitoba.ca/calendar](http://www.umanitoba.ca/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.

For information on current course evaluations receiving credit, please visit: [www.umanitoba.ca/admissions/tc](http://www.umanitoba.ca/admissions/tc)

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. Only successful applicants will be notified of transfer credit results.

Additional information related to transfer credit may be found at: <http://umanitoba.ca/student/admissions/application/deadlines/transfer-credit.html>

The Faculty of Social Work supports the principle of granting equivalency credit for social work courses taken in programs leading to a professional social work qualification at other educational institutions recognized by the Canadian Association for Social Work Education (CASWE). Currently, the Faculty of Social Work has articulation agreements with the following Community Colleges: Seneca College (Social Service Worker Gerontology Diploma Program); Red River College (Child and Youth Care Program, Metis Child, Family and Community Services Program); Fleming College (formerly Sir Sandford Fleming) (Drug and Alcohol Counselor Diploma Program, Social Service Worker Diploma Program); Portage College

(Community Social Work Diploma Program); and Grant MacEwan University (Social Work Diploma Program). Students who have completed any of these programs may be eligible for transfer credit of selected social work courses if admitted to the Faculty of Social Work. However, these courses cannot be used as part of the minimum 30 credit hour eligibility requirements. Students who have studied in diploma programs without an articulation agreement, or who have not completed the above programs may be eligible for elective credit only, subject to course by course review.

The responsibility for assessing BSW equivalency is assumed by the BSW Curriculum Committee. Students will be advised at the time of their acceptance into the BSW program of the procedures to follow if they intend to request BSW equivalency for courses taken previously. The request for consideration of equivalency must originate with the student.

### **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.

<b>Number of Credit Hours Completed</b>	<b>Number of Credit Hours Dropped</b>
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:** 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. Any applicant without the 30 credit hours of acceptable university level courses will be ineligible for admission.

## **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. Educational Equity Category**

40% (approximately 30) of all available positions will be awarded on the basis of identification with an Educational Equity (EE) category(ies) and highest AGPA within the Educational Equity categories . Applicants may identify themselves with as many categories as are applicable to them: Canadian Aboriginal Peoples, non-Aboriginal applicants enrolled in the ACCESS program, Visible Minorities, Immigrants and/or Refugees, LGBTTQ, and Persons with Disabilities.

Spaces in the EE priority group category will be proportionately allocated based on the number of eligible applicants in each EE priority group. There will be a minimum of one space allocated to each EE priority group as long as there is at least one eligible applicant. For example, if there are ten eligible applicants identified as Aboriginal out of a total of 50 eligible EE applicants, 1/5 of EE spaces (6) will be allocated to the Aboriginal equity group.

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

All applicants applying under the Educational Equity category must identify themselves by completing the

appropriate section on the Faculty of Social Work BSW Program application form.

The Faculty of Social Work reserves the right to request verification from applicants indicating membership in any of the EE 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**

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 late June, 2016. 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.

Students who have been admitted to the Faculty of Social Work and who have completed **51 credit hours of study with a minimum of 3.0 AGPA**, may request to complete their studies in the two-year concentrated BSW program.

## 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) days of the emailing of the Committee decision (see Section 7: Contact Information).

Should the student wish to pursue the reconsideration decision of the Selection Committee further, such an appeal will be made in accordance with the Senate Committee on Admission Appeals Procedures. [http://umanitoba.ca/admin/governance/governing\\_documents/students/admission\\_appeals.html](http://umanitoba.ca/admin/governance/governing_documents/students/admission_appeals.html)

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 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.
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 7: Contact Information).

## Section 7: Contact Information

<b>Faculty of Social Work</b>	521 Tier Building <i>Telephone:</i> 474-7050 <i>Web:</i> <a href="http://umanitoba.ca/faculties/social_work/">http://umanitoba.ca/faculties/social_work/</a> <i>Email:</i> <a href="mailto:admissions.socialwork@umanitoba.ca">admissions.socialwork@umanitoba.ca</a>
BSW Student Advisor	<b>Shanda Vitt</b> 519 Tier Building <i>Telephone:</i> (204) 474-9356 <i>Email:</i> <a href="mailto:shanda.vitt@umanitoba.ca">shanda.vitt@umanitoba.ca</a>
Student Services Coordinator	<b>Anita Nowak</b> 520 Tier Building <i>Telephone:</i> (204) 474-9152 <i>Email:</i> <a href="mailto:anita.nowak@umanitoba.ca">anita.nowak@umanitoba.ca</a>
<b>Northern Social Work Program</b>	<b>Colin Bonnycastle, Director</b> 3 Station Rd., Thompson, MB., R8N 0N3 <i>Telephone:</i> (204) 677-1452 <i>Email:</i> <a href="mailto:colin.bonnycastle@umanitoba.ca">colin.bonnycastle@umanitoba.ca</a>
<b>Admissions Office</b>	424 University Centre <i>Telephone:</i> (204) 474-8808 <i>Email:</i> <a href="mailto:admissions@umanitoba.ca">admissions@umanitoba.ca</a>
Admissions Officer	<b>Brianne McKay</b> <i>Telephone:</i> (204) 474-8814 <i>Email:</i> <a href="mailto:admissions.socialwork@umanitoba.ca">admissions.socialwork@umanitoba.ca</a>

The following other contacts may also be useful.

<b>Student Accessibility Services</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_accessibility@umanitoba.ca">student_accessibility@umanitoba.ca</a>
<b>Student Advocacy Office</b>	520 University Centre <i>Telephone:</i> (204) 474-7423 <i>Email:</i> <a href="mailto:student_advocacy@umanitoba.ca">student_advocacy@umanitoba.ca</a>

## Section 8: 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 Institute for Registered Social Workers, by the Manitoba College of Social Workers, and by the Canadian Association of Social Workers, and holders of the 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; 72 of social work credits and 51 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 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 7: Contact Information).