



THE UNIVERSITY OF
WINNIPEG

Professional, Applied and
Continuing Education

Part-Time PACE Student Handbook

PACE Program Academic Guidelines, Policies, and Student Support Information

The PACE Student Handbook is updated regularly.

Policies and procedures are applied according to the published and current version
of the Student Handbook

Last Updated April 2024

pace.uwinnipeg.ca

204.982.6633

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For upcoming course schedules, use the [Timetable](#) on the PACE website.

If you are currently, 'undeclared' but are interested in pursuing one of the PACE part-time programs, you can apply online [here](#).

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Welcome to The University of Winnipeg, Professional, Applied and Continuing Education (PACE). PACE offers opportunities for lifelong learning in high-growth career fields and a vast array of training opportunities in flexible study options.

Sustainability Initiative

UWinnipeg aims to become a campus that acts upon its local and global responsibilities to protect and enhance the health and well-being of humans and ecosystems. This means actively engaging the knowledge of the University community to address the ecological and social challenges that we face now and in the future. In addition to various recycling initiatives, the campus also has composting containers to reduce food waste.

Further, the University is committed to other green initiatives to reduce its carbon footprint and paper consumption. The Buhler Centre was built as eco-friendly and has a Silver LEED rating.

Who to Connect with at PACE

Program Coordinator: For program, course and/or instructor feedback along with information regarding professional networking opportunities within each program.

Lauren Baker: l.baker@uwinnipeg.ca

- Advanced Diploma in Leadership in Early Childhood Care and Education
- Human Resource Management Diploma
- Management & Online Management Certificate
- Digital & Social Media Marketing Certificate
- Applied Project Management Certificate

Student Support Specialist: For information pertaining to student supports and academic advising.

Nawal Tajdin: paceptadvising@uwinnipeg.ca

Part-Time Admission & Enrolment Process

PACE has an open enrolment system whereby students may register for individual courses at any time without formalizing admission into a program. That being said, PACE advises students to apply to a desired program at the beginning of their studies wherever possible as the program requirements are subject to change at time of program review. An application for admission will lock in the program requirements as per the date of application.

Aligned with transfer credit and program length guidelines, students enrolled in open enrollment studies (start the program before being admitted into the program), will be subject to course expiry of five years, with some flexibility.

For recruitment and general student inquiries regarding PACE programs, contact: paceft@uwinnipeg.ca

To find out more about PACE part-time programs, please visit the website [here](#).

Once you understand program requirements, you can search for upcoming courses scheduled in the PACE Timetable [here](#).

Course Registration

Register for courses online [here](#) or through the PACE Registration Office: paceregistration@uwinnipeg.ca and/or 204-982-6633.

All part-time courses at PACE (unless otherwise specified) will be offered in our online classrooms either in our asynchronous format, where you are not expected to be online for any live lectures or our online blended format, which combines mandatory live virtual meeting/lecture times with independent study using our online learning platform, Nexus. online/remotely. For both course types you expected to meet established assignment due dates.

Part-time students do not need to attend any courses in-person/on-campus. Refer to section under 'Online Learning' for more information about this.

It is the student's responsibility to check for course pre-requisites for each course they register for. Students requesting a pre-requisite course to be waived based on previous work experience or education must submit a written request to the Program Coordinator which includes:

- Resume and cover letter clearly indicating how their work experience or education meets the learning outcomes of the pre-requisite course.
- Or a course outline and transcript or confirmation of completion must be submitted.

For helpful information about getting started as a part-time student at PACE, visit this [Welcome Page](#).

Program Admission

All students pursuing a certificate or diploma program must be formally admitted into their program of choice in order to be eligible for graduation. Application for Admission forms must be accompanied by original transcripts from all post-secondary and high school educational institutions that the student has attended. A one-time admission fee of \$50.00 must accompany the admission application. Click [here](#) to apply online and/or visit the PACE Registration Office, Buhler Centre 2nd Floor, 460 Portage Avenue.

Part-time students have five years, from the date of admission, to complete the program requirements.

Information on Admission Status

- **Regular** - The student met all the academic qualifications as stated on the application for admission.
- **Conditional** - The student is admitted into a program on a conditional basis; conditions are set by the admissions officer and stated on the admission letter. Once the student has met the conditions, they are moved to Regular status.
- **Regular - Pending Documents** - The student is admitted into a program pending submission of all admission documents.

Transfer Credit

Review the Guidelines for Acceptance of Transfer Credit on the PACE website [here](#) before submitting a request to transfer credits.

Articulation for Credit at The University of Winnipeg

Graduates of some PACE programs may be eligible to transfer credit to degree programs at The University of Winnipeg. For more information, please check the PACE website, under [Pathways to UW](#). Some conditions may apply.

Prior Learning Assessment & Recognition (PLAR)

PACE recognizes students may have work experience that can be recognized towards a course credit through the prior learning assessment (PLAR).

What is Prior Learning Assessment & Recognition?

PLAR is a system of evaluating and granting credit to individuals who demonstrate knowledge gained through non-accredited learning equivalent to that expected of a Continuing Education course. Subject matter experts evaluate students on their skills, knowledge or competencies, and grant credit if evidence and documentation substantiate the required learning.

Who should apply for PLAR?

Students who feel that they have expertise similar to the learning required of a specific course must speak with the Program Manager of the given area of study. The learning needs to be relevant, current, and must meet the required academic standards.

What courses can be used for PLAR?

PACE will only offer a PLAR assessment for two courses, namely: Effective Written Communication and Effective Oral Communication.

How is PLAR assessed?

Prior Learning may be assessed through a variety of methods:

- Challenge exams or tests
- Demonstrations, projects, essays
- Performance observations, interviews, or presentations
- Portfolio assessments - a portfolio is a collection of materials demonstrating and documenting a student's experiences and learning.

Sources of Prior Learning

- Transfer Credit
- Formal, Post-Secondary Credit Courses

Prior Learning Assessment and Recognition

- Self-directed study
- Dated educational course work updated through practical application
- Workplace training programs, on-the-job learning
- Work/life experiences
- Military service

- Leadership/union responsibilities
- Seminars, conferences, or workshops
- Hobbies
- Volunteer activities

How much does a PLAR assessment cost?

The fee for each PLAR submission is half the course cost.

How many courses can be gained through PLAR?

Students may earn up to a maximum of two courses through PLAR, if the residency requirement for the program is met.

A student transferring credits from may transfer up to **a maximum of one-third of the courses required** to complete a UWPACE program. This includes PLAR.

What are the steps in the PLAR process?

Students should consult the appropriate program course list to compare the course learning outcomes to their learning background.

Before submitting the [PLAR Assessment Request form](#), students must speak with Program Manager, Ashlie Wilson: a.wilson@uwinnipeg.ca and request the Learning Outcomes and/or find them on the PACE website. The Program Manager will arrange an interview between the student and the subject matter expert. The subject matter expert makes recommendations as to whether the student may proceed with the PLAR. The subject matter expert also sets the PLAR submission deadlines and provides any additional details not described in the Learning Outcomes.

The subject matter expert must sign off the PLAR Assessment Agreement Form and forward it on to the student. The student must then submit the completed form, along with the PLAR evaluation fee, to the Registration Office at PACE.

Notification of the final results will be issued within 4-6 weeks of PLAR submission. The results of a PLAR assessment are final and not subject to appeal.

NOTE: PACE relies on contract instructors as the subject matter experts and cannot guarantee their availability for every PLAR request.

What grade is issued for a PLAR challenge?

PACE issues a grade of S (Standing) to students who successfully complete a PLAR challenge.

Credits will only be granted for work meeting the standards expected of students who successfully complete the course with a grade of C+ or better.

Students may only use PLAR for courses delivered by PACE, as listed on the website. If students are not awarded credit after completing the assessment process, they may make one further attempt after six months. Students must provide evidence that they have acquired additional learning.

Student ID Card

All PACE students have the opportunity to obtain a student card from Main Campus and use campus services, such as the library and reduced fare bus pass.

Students interested in obtaining a student card must provide confirmation of registration, as well as a piece of photo identification (e.g. driver's license, passport), to Student Central, which is located on the 1st floor, Rice Centre, 489 Portage Avenue. For more information visit the UW Student Central webpage [here](#).

Preparing for PACE Courses

WebAdvisor

All students are assigned a user name and password; this provides access to Webmail (UWinnipeg student email), [WebAdvisor](#), Library info, etc. Students will receive their [WebAdvisor](#) login information by email. For any concerns contact the Registration Office at paceregistration@uwinnipeg.ca and/or 204-982-6633

How to reset a WebAdvisor account

If the student has attended UWinnipeg before, they may need to reset their password if they no longer have access to WebAdvisor. Go to WebAdvisor login page, select "what's my user ID?" (if unknown) then "forgot my password."

To access the user ID, students need to input their student ID number and their last name. Once a username is issued, please use "forgot my password" to reset your password. A temporary password will be sent to your email address.

Students can visit WebAdvisor to:

- > Check course section offerings
- > View their profile
- > View their current schedule
- > Check grades
- > View tuition and other fees
- > Print off T2202A tax forms
- > Make online payments*

*Students who have a pre-existing payment plan should contact the Registration Office at paceregistration@uwinnipeg.ca and/or 204-982-6633 for details.

All students formally admitted into a program are provided with their own University email account. Students should ensure that this email account is maintained and that messages are retrieved regularly. As the University is moving towards email communication with students, students are asked to notify the Registration Office of their primary email address to ensure that they receive all communication from the University.

Nexus

[NEXUS](#) is UWinnipeg's Learning Management System. All part-time courses (unless otherwise specified) are hosted online on Nexus.

Click [here](#) for more information about Nexus and navigational tutorials.

Online Learning

Most online courses at UWinnipeg PACE are 12-weeks in duration. Most classes are asynchronous, which means you will not be expected to be online for any live lectures.

You are free to work on the course within the times you want, providing you meet assignment due dates. Most courses have video lectures (less than 10 minutes), readings, and group work.

We also offer a number of courses in an online blended format, combining mandatory live virtual meeting/lecture times with independent study using our online learning platform, Nexus.

[Learn more about online learning at PACE.](#)

Course Outlines & Handouts

Course outlines posted on Nexus within each individual course site. It is the student's responsibility to review the course outline for any applicable information, including required pre-course assignments and readings. Instructor contact information is also listed on the first page of the course outline.

Technology

Before starting the program, students should ensure that their personal laptops are compatible with any hardware and software requirements for their prescribed program of study.

Tech requirements can be found on our website at the bottom of our [Online Learning page](#).

The University does not provide technical support to students for personal laptop issues

Part-Time Program Planning Tool

All part-time students can use the Part-time Program Planning Tool on the PACE website [here](#). You can select the courses you have completed so far before clicking submit, the tool will then provide a list of what remains to complete program requirements.

Student Planning Tool

All part-time students can use the Student Planning Tool by logging into [WebAdvisor](#). This allows students to see what courses have been taken so far, and if already admitted into a specific program, provide a list of what remains to complete program requirements.

Note: for students completing more than one PACE program, program residency requirements may apply. This may limit the ability to use a course towards multiple programs, and may impact student planning information. Refer to section under [Transfer Credit](#) for more information.

Learning Techniques Seminar

Set yourself up for success with the Learning Techniques Seminar and learn how to learn. In this 3-hour online seminar, students will gain the tools they need to be successful with their current studies and with lifelong learning.

Students will gain an understanding of their own learning style and of how the learning process works. In addition, students will learn to apply practical strategies for goal setting, managing their time, reading texts, enhancing memory, taking notes, writing essays and studying for exams.

PACE highly recommends that you complete the Learning Techniques Seminar to help enhance your education at PACE if you:

- › Do not have post-secondary education
- › Have been out of school for a number of years
- › Are new to Canada and/or Canadian post-secondary education

For additional information about this, please visit the [PACE website](#).

Voluntary Course Withdrawal

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. It is the student's responsibility to withdraw to ensure no academic penalty is incurred. Note that this does not include the hours for the invigilated exams. Please consult with the Student Support Specialist to discuss withdrawing from any courses. If the student has missed the deadline for withdrawal due to extenuating circumstances (medical or other) they may submit an appeal for retroactive withdrawal to the PACE Student Appeals Committee.

Students who are funded by Manitoba Education and Training Services, and any other funding agent must consult their funding agency prior to submitting the request form for voluntary course withdrawal to the University; changes to course load may impact funding entitlement. Students who are funded must have their funding agent provide written authorization to approve the voluntary withdrawal request.

Voluntary Seminar Withdrawal

Students can voluntarily withdraw from a seminar up to the 50% point in a seminar without any academic penalty. It is the student's responsibility to withdraw to ensure no academic penalty is incurred.

Please consult with a PACE Student Support Specialist to discuss withdrawing from any seminars. If the student has missed the deadline for withdrawal due to extenuating circumstances (medical or other) they may submit an appeal for retroactive withdrawal to the PACE Student Appeals Committee.

Students who are funded by Manitoba Education and Training Services, and any other funding agent must consult their funding agency prior to submitting the request form for voluntary seminar withdrawal to the University; changes to course load may impact funding entitlement. Students who are funded must have their funding agent provide written authorization to approve the voluntary withdrawal request.

Please submit this [Voluntary Withdrawal form](#) to paceregistration@uwinnipeg.ca to request withdrawal from any courses.

Refer to [PACE Refund Policy](#) for additional information

UWinnipeg Academic Writing Standard

For all formal written course work, students must follow the writing standards prescribed in the latest edition of the *Publication Manual of the American Psychological Association* (APA). This publication is the authoritative source for academic reference and citation. Students should note specifically that it defines the limits between acceptable and excessive quotation and they should follow this advice. Please refer to this manual before submitting an assignment for grading.

Students can also register for the free [Writing at University](#) workshop offered by PACE (subject to schedule availability).

Group Work

Effective group work requires all members to contribute a fair share to the overall work of a project, meet collective and individual deadlines as agreed upon by the group, communicate when and where required, and attend all group meetings. Individuals, who fail to meet group obligations or are unresponsive in resolving group issues, may be assigned to complete the project as an individual assignment.

Please consult the course instructor in the event of an unresolved group issue at the earliest convenience so they may assist in the resolution process.

Classroom Engagement

Students are expected to:

- › Actively participate in class in accordance to the scheduled course hours/assessment expectations
- › Respect the individual right to engage in class discussion without monopolizing "air time"
- › Respect individual learning needs by avoiding activities that distract from a productive learning environment, such as side conversations and frequent coming and going from the classroom
- › Mute or turn off cell phones and all other personal communication devices
- › Refrain from inappropriate use of computers during class-time

Recording Classes

UWinnipeg's Professional, Applied and Continuing Education generally prohibits the use of audio or digital technology to record course lectures without the instructor's prior consent.

PACE will try to accommodate special learning requirements, based on the protected characteristics defined under the Manitoban Human Rights Code, and given reasonable diagnostic and/or medical documentation and UWinnipeg's Accessibility Services requirements.

These recordings may not be used to substitute attendance in accordance with UWinnipeg PACE Minimum Attendance Requirement for Graded Standing. Instructors own the intellectual property, and therefore the copyright, of all lecture content. Students may not reproduce, distribute, or use these recordings beyond the purpose of private study.

Absence

Students who miss live lectures must make arrangements with a classmate, or the instructor, to get the missed content covered in the zoom class.

Students should notify the following individuals when absent:

- Course instructor - see course outline for contact information
- Funding agent (if applicable)
- Group project classmates (if applicable)

Class Cancellation

When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students using the preferred form of communication (as designated in the course outline). The instructor will also ensure cancellation announcements are posted on Nexus.

In-Class Assignment

No make-up arrangements will be made when a student misses an in-class assignment. For individuals with legitimate reasons, the value of the in-class assignment will be added to weighted value of another individual item of work, at the instructors' discretion (ex. in-class assignment, midterm, final exam). In the case where there is no subsequent assignment, test or exam, an alternate arrangement may be considered at the discretion of the instructor.

Individuals who do not have a legitimate absence will receive a grade of zero for this item of work. Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

Policy for Late Assignments

All assignments will be given a due date. Individuals who cannot meet the deadline and have a legitimate reason, must request an extension in writing from the instructor no later than the 24 hours before the deadline. Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date. It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading. Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

Policy for Late Assignments Based on Compassionate Grounds

Students who are unable to request an assignment extension within the 24-hour period prior to the deadline, may request an extension in writing from the instructor within 5 days after the original deadline.

Students are required to explain what medical, compassionate, or other circumstances, beyond their control, prevented them from completing the graded item of work by the

published deadline. Along with describing what made it difficult for them to request an extension ahead of time as outlined in the PACE Policy for Late Assignments.

Students must identify the timeline of these circumstances and describe how they impacted their ability to complete the item of work and/or request an extension in advance. Supporting documentation, where applicable, is required.

Presentations

Group or Individual Presentations

Students who are unable to participate in a group or individual presentation on the prescribed date(s) will receive a grade of zero against this item of work.

Students who miss a group or individual presentation due to a legitimate absence may be permitted to reschedule their presentation (at the instructor's discretion). If the instructor is unable to accommodate a make-up presentation, the student may complete a make-up assignment or add the value of the missed presentation to a similar item of assessment (at the instructor's discretion).

Research Policy

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

UWinnipeg Library Online Journals

Through the UW Library website, UW students have access to online journals, both on-campus and off-campus.

Find UW Library Instruction on YouTube: <http://www.youtube.com/uwpglibrary>

Find Library Research Guides at: <http://libguides.uwinnipeg.ca/>

Website: <http://library.uwinnipeg.ca/>

Examinations & Testing

Complete the *Acknowledgement of Quiz Instructions* on Nexus in order to access your quizzes/tests/exams

Students receive the results of quizzes/tests/exams submitted through Nexus the day after quizzes/tests/exams are completed*. Students will be able to view the questions that were marked wrong.

Instructions on how to see the submission can be found [here](#).

*For any quiz/test/exam which contains questions other than multiples choice, this time frame may be longer while the instructor completes marking

Lockdown Browser

All quizzes/tests/exams completed on Nexus will require the installation of the [Lockdown Browser](#) on your computer. Without the [Lockdown Browser](#), the Nexus quiz/test/exam will not open. [Lockdown Browser](#) will prevent access to any other programs or tabs when writing a Nexus quiz/test/exam, to ensure academic integrity.

To learn more about Lockdown Browser, you can watch this [video](#).

Recommended Browsers

Firefox and Google Chrome are the recommended browsers for use with the Nexus quiz feature.

For best results always ensure your browser is up to date.

Deferred Examination Requests

When a deferred examination privilege is granted, the subsequent examination must be written at the time specified by the University, within 10 days of the original exam date.

If this privilege is not exercised by the date that the University grants, this privilege will be revoked.

Please note that the University may grant an examination deferral based on extenuating circumstances, such as documented illness or health reasons, severe personal difficulties, religious observance, or for other unforeseen circumstances. Under these circumstances, students should notify the University prior to the start of the exam session (wherever possible) and request a deferred examination through the formal accommodation process.

To formalize the request for academic accommodation, students must submit a [Deferred Examination Request Form](#), the appropriate verification and the administrative fee to the PACE Registration Office within two (2) days of the original examination date.

Please note a deferred exam cannot be scheduled if there is a financial hold on the student's account.

When students attempt an examination even though they are not fit to do so, the examination results will normally stand. Under some extenuating circumstances, students may petition the PACE Student Appeals Committee to make an exception to academic regulation to dismiss the original examination results and request permission to re-write the examination on grounds of extenuating circumstances along with the appropriate verification.

Students who arrive late for a final exam will be directed to the PACE website to fill out a Deferred Examination Form, and submit the form, with payment (\$75) within 2 days of the original exam date to the PACE Registration Office. Please note, not all deferred exam requests will be approved. Documentation supporting a legitimate reason for arriving late to the exam must be attached to the deferred exam request form. Deferred Exam Requests that are not approved will result in a grade of 0 on the final exam.

Tests, Quizzes & Mid-Term Examinations

In general, no make-up session will be scheduled for a missed test, quiz or mid-term examination. For individuals with legitimate absence, the value of this mark will be

reweighted against the final exam mark or a similar item of work (at the instructor’s discretion). Instructors reserve the right to ask for supporting documentation to verify legitimate requests.

Individuals who do not have a legitimate absence will receive a grade of zero for this item of work.

In some circumstances a test, quiz, mid-term, or other assignment may be deemed integral to the learning outcomes of the course, and the student may be required to complete the assessment component, and the value of this item of work will not be reassigned to another item of work. This includes items of work such as the APA quiz / in class assignment, or a course in which there is a mid-term but no final exam.

In the case of a test, quiz, or mid-term, this may require the completion of a Deferred Examination Request Form and payment of the applicable fee. See the section on Deferred Examinations for further details

Academic Accommodations

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures or laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at (204) 786-9771 or accessibility@uwinnipeg.ca to discuss appropriate options.

All information about a student’s disability or medical condition remains confidential. If you register with Accessibility Services, please provide the Student Support Specialist with a copy of your “Letter of Accommodation” to instructors. As well, please provide this letter to ALL instructors on the first day of classes.

UWinnipeg PACE Grading System

Letter Grade	Percentage (%)	GPA	Pass/Fail
A+	96-100	4.5	P Pass
A	91-95	4.0	F Fail
A-	83-90	3.75	
B+	75-82	3.5	
B	70-74	3.0	
C+	66-69	2.5	
C	57-65	2.0	
D	50-56	1.0	
F	<50	0.0	
I			

Non-Graded	
CP	Certificate of Participation (>75%)
NC	No Certificate of Participation (<75%)

Special Designation	
TC	Transfer Credit
S	Transfer Credit Standing

Grading Options

Letter-graded: Students must choose the letter-graded option in order to apply a course towards credit in a UWPACE diploma or certificate program.

Non-graded: Students who do not wish to be graded may elect to receive a certificate of participation (CP) as record of attendance in a specific course or seminar. The decision to change from a letter grade to CP must be made before the voluntary withdrawal (VW) deadline for the course.

Pass/Fail graded: Students must choose the pass graded option in order to apply a course towards credit in a UWPACE diploma or certificate program.

Minimum Grade

Students must receive a minimum grade of "C" (57%), or better, in all courses within the program requirements to graduate.

Note: Courses with a letter grade of "D" (56%) cannot be applied towards the program requirements.

Accessing Final Grades

Final grades for this course will be posted on WebAdvisor. Please contact the Registration Office if you have not received the username or password information from the University or contact the Help Desk at (204) 786-9149 or help.desk@uwinnipeg.ca to reset your account if you have lost this information.

UWinnipeg PACE Appeals Guidelines

Note: An appeal cannot be processed if there is a financial hold on the students' account.

Students have the right to appeal. All appeals must be in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation that students provide in writing.

It is the students' responsibility to submit all required documentation, including any copies of marked course work under appeal. If students do not provide the required documentation the appeal may be denied on grounds of insufficient evidence.

All students wishing to appeal must consult a Student Support Specialist to discuss their situation and to obtain information on the appeal procedures and appropriate appeal form.

Note: The information published in UWinnipeg's Academic Calendar takes precedence over the information contained in this guide.

Aids to an Effective Appeal

All appeals must state clearly and concisely:

- a) the regulation, deadline, or decision you are appealing
- b) the grounds for your appeal
- c) the remedy you are seeking

A few pointers:

- a) set out your case logically and objectively
- b) make sure your appeal is legible
- c) make sure all dates, course number, etc. are precise and correct
- d) be as specific as possible about the circumstances

- e) give precise details about how the circumstances affected your studies
- f) provide supporting evidence and/or documentation
- g) the grounds for your appeal
- h) the remedy you are seeking

PACE Student Appeals Committee (SAC)

A representative of the University of Winnipeg PACE Student Appeals Committee will issue written notification with the appeal decision within four weeks of the date of receipt of the appeal.

If a student has reason to believe, and can demonstrate that the grade appeal was not given a fair hearing, further appeal may be made in writing to the PACE Executive Director.

Appeal Against Grade on Individual Item of Work

An individual item of work includes any single piece of work in a class, including the final test or examination. Appeals of grades on individual items of work are heard by the PACE Student Appeals Committee.

An item of work is defined as:

- > a test
- > a paper or an essay
- > a book or lab report
- > a presentation
- > an examination
- > an assignment

Grounds for an Appeal

To make an appeal, a student must have cause to believe that a grade assigned on an individual item of work was unjust and be able to demonstrate this with concrete and justified evidence.

Procedures

The student should first discuss the matter with the instructor. If, after discussion with the instructor, the student has reason to believe an injustice has been done, the student may then write an appeal to the Chair of UWinnipeg PACE Student Appeals Committee, and submit the appeal care of the PACE Registration Office.

Please consult with the Student Support Specialist for the appeal form.

Note: There is a \$75 appeal fee, which is refunded if appeal is successful.

For individual items of term work graded during classes, students must discuss the matter with the instructor within seven (7) working days after notification of the grade. The written appeal to the Chair of the Student Appeals Committee must be submitted within two working days after the discussion with the instructor.

For final items of term work graded after the end of classes, or for final term tests or examinations, students must submit their written appeal to the Student Appeals Committee within six weeks after the last day of exams for the term in which the course is offered.

All appeals submitted to the Student Appeals Committee should include:

- › the marked copy of the work which is the subject of the appeal;
- › grounds for the appeal;
- › a summary of the conversation with the instructor.
- › copy of assignment instructions
- › the grading rubric provided by the instructor (if applicable)

Students should expect that the disputed grade will be reviewed in a context other than the one that generated the original grade. The Committee notifies the student in writing of the result of the appeal. The instructor will be fully informed of the student's submission.

Appeal Against the Final Grade in a Course

This procedure applies to the official grade issued on UWinnipeg's WebAdvisor, and NOT the grade received on an individual item of work or final examination. Appeals of final grades are heard by the PACE Student Appeals Committee.

There are only four grounds for appeal against a final grade for a course:

1. The assessment of the final grade was calculated without considering all individual items of work completed and submitted (*\$75 fee which is refunded if appeal is successful*).
2. The assessment of the final grade suggests a calculation error of the final grade and the final grade does not appear to correspond to the grades awarded to the individual items of course work (*\$75 fee which is refunded if appeal is successful*).
3. The overall assessment of the final grade is demonstrably unjust (*\$75 fee which is refunded if appeal is successful*).
4. The overall assessment of the final grade was impacted by medical, compassionate, or other circumstances, beyond the student's control, which prevented the completion and submission of the graded item(s) of work within the duration of the course. Students must explain why reasonable extensions were not accommodated by the instructor prior to submitting their appeal, as described in the PACE Policy for Late Assignments based on Compassionate Grounds (*\$75 fee which is refunded if appeal is successful*).

Appeal Procedure Against the Final Grade in a Course

Students must submit a written appeal, including all applicable evidence, within six (6) weeks of the date the final grade was issued on UWinnipeg WebAdvisor. The student should address the appeal to the Chair of the University of Winnipeg PACE Student Appeals Committee, and submit the appeal care of the PACE Registration Office

Please consult with the Student Support Specialist for the appeal form.

The appeal should include:

- › A copy of all course work which is the subject of the appeal;
- › The grounds for the appeal;

- › Any other relevant documentation.

The committee will notify the student in writing of the result of the appeal and the instructor is fully informed of the appeal.

Please note: If registered to take a course that lists the course in this appeal as a pre-requisite, the student must obtain the instructor's consent for continuance before starting the course.

Appeal for Retroactive Withdrawal

Students who stop attending courses without following formal withdrawal procedures by the announced deadline for withdrawal will be issued a grade based on completed course work. Students may appeal to the PACE Student Appeals Committee for a retroactive withdrawal on the basis of medical, compassionate or other reasons beyond their control.

Please consult with the Student Support Specialist for the appeal form.

Please note: the appeal must be submitted to the Chair of the University of Winnipeg PACE Student Appeals Committee, care of the PACE Registration Office, within six (6) weeks of the date the final grade was issued by UWinnipeg PACE's Registration Office.

Probation & Suspension Policy

Academic Probation Policy

Please refer to Academic Probation Policy below according to your admission status.

- *Regular Status:*

The University will place Regular Status students on Academic Probationary Status when they:

- 1) Have failed ninety (90) hours, or more, of courses (a final grade of "F")
and/or
- 2) Have a GPA below 2.0 after ninety (90) hours, or more, of PACE courses.

- *Conditional Status:*

The University will place Conditional Status students on Academic Probationary Status when they:

- 1) Do not meet the conditions set by their program at time of admission
and/or
- 2) Have a GPA below 2.0 after ninety (90) hours, or more, of PACE courses.

Notification of Academic Probationary Status

Students who have been placed on academic probation will be notified by email.

Appeal of Academic Probationary Status

Students have the right to submit a written appeal to the PACE Student Appeals Committee within 5 business days of academic probation notification.

Requirements to Re-Gain Regular Status

A student on probation will be moved to Regular Status on successful completion of a minimum of ninety (90) course hours, or more, of PACE courses with a GPA of 2.0 or higher.

Academic Suspension Policy

Suspension/Withdrawal for Part-Time Students

If a part-time student on probation has another failed course attempt ("F"), they will be placed on academic suspension from PACE and be withdrawn from active individual courses and their part-time program (if applicable). The length of suspension will be determined by the committee.

At the time of the suspension notice, the student will be formally withdrawn from all active individual courses as well as the part-time program (if applicable). Refunds for individual courses will not be issued.

Students who are suspended for a second time will not be permitted to register in a PACE course for a period of two calendar years.

Notification of Academic Suspension Status

Students who have been placed on Academic Suspension from PACE will be notified by email.

Appeal of Academic Suspension Status

Students have the right to submit a written appeal to the PACE Student Appeals Committee within five (5) business days of Academic Suspension notification.

Reinstatement Process

A student on academic suspension must formally appeal for continuance after the suspension period for reinstatement to the PACE Student Appeals Committee through the Student Support Specialist.

There will be a hold placed on the students account, not allowing them to register for courses until they meet with the Student Support Specialist to discuss their academic status. Students who continue studies after Academic Suspension status will immediately be placed back on Academic Probation Status (see Academic Probation Status).

Academic Regulation & Policies

It is the students' responsibility to be acquainted with the necessary information pertaining to the University of Winnipeg Academic Regulations and Policies. Please note that [Academic Calendar](#) contains information that details classroom conduct, academic disciplinary policies, appeal process, University Policies and Codes, and graduation. All forms of academic fraud are disallowed, students will be held responsible for any academic misconduct according to [The University of Winnipeg Academic Regulations & Policies](#).

Academic Misconduct

In order to promote academic integrity, fairness, and an atmosphere of collegiality at the University, a formal [Academic Misconduct Policy](#) sets out the principles and procedures governing academic misconduct committed by students. The intent of this policy is to ensure that students do not commit acts of academic misconduct.

Review of Submitted Materials

As part of the ongoing efforts to reduce academic misconduct, assignment submissions, whether submitted electronically or submitted as hard copies, may be checked for academic

misconduct by PACE administration staff. This may include the retention of submitted materials to form an ongoing database for instructors and staff to use for checking for unauthorized duplication of materials, in whole or in part.

Plagiarism, Cheating & Unauthorized Collaboration

In the matter of plagiarism and cheating, please be aware that a student may not submit the same item of work for credit in two different courses. If you are referring to a document, article, book, news clipping or other media source, you should refer to the source in your exam or in your assignment. Grades, for any item of work where plagiarism or cheating is suspected, will be withheld until the issue is resolved.

Plagiarism and cheating may consist of, but is not limited to:

- › Copying the work of another individual.
- › Using unauthorized materials during an exam.
- › Collaborating with another student during the exam.
- › Collaborating with other students on individual assignments (including brainstorming) without an instructor's knowledge or consent.
- › Plagiarizing and/or paraphrasing in order to represent a piece of work as your own.
- › Falsifying or modifying an exam document, or another item of work, without authorization in order to obtain additional credit.
- › Using, buying, selling, stealing or soliciting any contents of an exam.
- › Taking a test for another student or permitting another student to take a test for oneself.
- › Using any form of banned electronic communication devices (including cell phones, translation devices, tablets, laptops, etc.) during an examination or testing situation.

Unauthorized collaboration:

- › Individual assignments call for independent work. Unauthorized collaboration occurs when two or more students work together without the permission of an instructor and submit similar items of work for grading on an individual assignment.
- › Unauthorized collaboration is a form of plagiarism. Please consult the course instructor and the University's [Academic Misconduct Policy](#) for clarification on any matter concerning academic plagiarism and cheating.

UWinnipeg Use of AI Text-Generating Tools

Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the Modern Languages Association (<https://style.mla.org/citing-generative-ai/>), writers should:

- › cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
- › acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- › take care to vet the secondary sources it cites

At PACE, students are expected to use the APA-style when citing and referencing (<https://apastyle.apa.org/blog/how-to-cite-chatgpt>).

If students are not sure whether or not they can use AI tools, they should ask their instructors.

UWinnipeg Policies

UWinnipeg Respectful Working & Learning Environment Policy

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online [here](#).

Members of the University community have an obligation not to cause or participate in harassment or discriminatory behavior. The University will endeavor to ensure that individuals who believe that they have been subjected to harassment or discrimination are able to express concerns and register complaints without fear of retaliation or reprisal. The University will act promptly and efficiently to deal with incidents of harassment and/or discrimination, taking corrective action respecting any member of the University community who breaches this Policy.

UWinnipeg Sexual Violence Prevention Policy

The "Sexual Violence Prevention Policy" and "Sexual Violence Prevention Procedures" documents are a part of the "Respectful Working and Learning Environment Policy." They can be found online [here](#).

Graduation

Part-time students who wish to graduate must ensure they have both applied and been admitted into a program.

Part-time students should also use the Student Planning Tool via WebAdvisor and/or connect with the Student Support Specialist to ensure they have successfully completed their program requirements. If the requirements are met, students can apply for graduation through WebAdvisor. Eligible names are forwarded to The University of Senate for graduation three times a year – March, May, and September.

In order to be eligible for graduation, students must meet the academic program requirements, have a minimum cumulative GPA of 2.0, or higher, and not have any active academic or financial holds. Students who are involved in on-going cases of academic misconduct will not be eligible for graduation until the case is resolved. As a result, this may impact the date of graduation.

Use the step-by-step [Graduation Application Guide](#) to help with submitting your application.

Get more information about [graduation](#).

Convocation

The University of Winnipeg PACE annual graduation ceremony is held in October for all students who have successfully completed their program requirements, have applied for

graduation through WebAdvisor and whose names the University of Winnipeg Senate has approved.

Once approved for graduation, students wishing to attend the ceremony must place an order for a gown online by the required date. The students will then receive information regarding the graduation.

Students will receive their certificate or diploma via mail, approximately 10 business days after their names have been approved by Senate via the mailing address saved on WebAdvisor.

Part-time Human Resource Management Internship

Part-time students formally admitted into the part-time Human Resource Management Diploma program, who have successfully completed courses and met graduation requirements, with an overall GPA of 3.0 or higher, can inquire to participate in the internship.

Part-time Human Resource Management internships are scheduled twice in one calendar year during spring and summer terms. Eligible students can select one term to participate in and pay the \$500 registration fee.

To find out more and/or get started, students must contact Internship Coordinator, Gina Aiello: g.aiello@uwinnipeg.ca

Request Forms Available Online

The following forms are available on the [PACE website](#):

- › Archived Course Outline
- › Certified Document - includes Confirmation of Enrolment and Confirmation of Graduation
- › Course Withdrawal
- › Transcript or Certificate/Diploma
- › Deferred Examination

UWinnipeg Wifi Network

"UW Eduroam" (Education Roaming) is a secure wireless network for UW Students, Staff & Faculty

Android Phones, Apple OS X, Apple iOS, MS Windows set up must be performed on campus

Instructions here: <https://www.uwinnipeg.ca/wireless/>

Any questions or concerns, please contact TSC (Technology Solutions Centre): 204-786-9149, servicedesk@uwinnipeg.ca or visit Uplink (4C32B) Monday-Friday, 9am-6pm

Campus Services

[Accessibility Services](#)

[Student Wellness at UWinnipeg](#)

[Career Services](#)

[UWinnipeg Library](#)
[Aboriginal Student Services Centre](#)
[UWSA Info Booth](#)
[UWSA Food Bank](#)
[Awards & Financial Aid](#)
[Adult Learner Services](#)
[International, Immigrant and Refugee Student Services](#)
[Printing Services](#)
[Computer Labs](#)
[Recreation Services](#)

University of Winnipeg Bookstore

The University of Winnipeg Bookstore sells a variety of stationary, UWinnipeg spirit merchandise, and carries both new and used textbooks. The bookstore also buys back books every day and have other programs to save money, like Text Rental and Digital Books. Visit [The University of Winnipeg Bookstore's website](#) for more information or visit them in-person at The AnX building at 471 Portage Avenue.

Hours of Operation

The University of Winnipeg Bookstore operates Monday to Friday from 8:30am - 5:00pm and may offer extended hours at peaks times of the year. Please call 204-786-9706 for more information.

Online Bookstore

If you prefer to have your textbook shipped to your residence or work, you may wish to consider ordering your textbook online by visiting the University of Winnipeg Bookstore website and then selecting Textbooks to get to the order screen.

To order, please have your credit card ready and complete the following steps:

- Ensure that the "Select Your Program" tab is set to "University of Winnipeg"
- Set the "Select Your Term" tab (For example, fall 2013)
- Set the "Select Your Department" tab to "DPS" using the drop down menu to scroll down to the Professional Studies Program area department code
- Drop down the menu in "Select Your Course" to scroll down to the course number
- Drop down the menu in "Select Your Section" to scroll down to the specific section
- Click on "Add to Cart and go to Cart" to finalize the purchase and shipment arrangements
- Set your textbook preference in the "textbook new/used preference" tab and click on "checkout" to proceed to enter your customer account information
- Click on the "Register" button in the "New User" to create a user name and password for your customer account, or log in if you have an existing account
- Finalize your order

Please note that there is a shipping fee of up to \$10.00 when ordering textbooks online. As well, students purchasing textbooks online should allow 5-10 business days for delivery.

Safety & Security

UWinnipeg strives to ensure the safety of all the students studying on the University premise and has implemented several guidelines. Students are encouraged to download and refer to the [UWSafe App](#).

Fire alarm Evacuation

In case of fire alarm in the Buhler Centre, exit the building either through the north or the east exit. If exiting through the east exit meet at the back of the parking lot behind the Buhler Centre. If exiting through the north exit meet at the AnX building across Portage Avenue.

First Aid Emergency

In case of a first aid emergency:

1. Call 911 - if calling with personal phone:
 - a) Notify PACE staff as every floor has designated first aid responders.
2. Call 911 - if calling with a Buhler Centre phone:
 - b) Calling 911 with a Buhler Centre phone will notify campus security
 - c) Notify PACE staff as every floor has designated first aid responders
3. If unable to contact PACE staff call UWinnipeg Security at 204.786.6666

Lockdown Procedures

You may wish to familiarize yourself with [The University of Winnipeg Lockdown Procedures](#).

UWinnipeg Security Services

- › Emergency Number: 204.786.6666
- › General Office: 204.786.9272
- › Email: security@uwinnipeg.ca
- › Tip Line: 204.258.2930 or tips@uwinnipeg.ca
- › UWSafe App: visit Apple App Store or Google Play Store to download "UWSafe"

There are several security measures put in place for students on the University campus.

Emergency Telephone Numbers – Code Blue

Blue Light emergency phones are activated by pushing the red button. Once activated the blue strobe light flashes and a call is placed to the Security office.

At the Buhler Centre there are 3 Emergency phones:

- › Portage Avenue by the main entrance
- › Colony Street by the main entrance
- › Impark parking lot near the rear entrance

There are several emergency telephone numbers:

- › Fire Police and Ambulance - 8-911 from University telephones
- › Fire Police and Ambulance - 911 from pay telephones or cellular telephones
- › Security Services - 6666 from University telephones and 204.786.6666 from off campus telephones

For Non-Emergencies

- › Call the Security Services Office at 204.786.9272

Personal Safety Tips

- › UWinnipeg Security Services have compiled a list of safety tips while on campus. [Click here for the list.](#)

UWinnipeg SafeWalk & SafeRide

UWinnipeg partners with the University of Winnipeg Student Association (UWSA) to offer students an escort within a one block radius of the campus or a ride within the patrol area boundaries (William Avenue to the north, Assiniboine Avenue to the south, Sherbrook Street to the west and Main Street to the east).

- › Call 204.786.9272 to request an escort or ride
- › SafeWalk operates daily from September to March from 6:00pm - 11:30pm
- › SafeRide operates daily from September to March until 10:45pm

Additional UWinnipeg [Emergency Guidelines](#) are available to review online.

UWinnipeg Parking Services

For more information of parking services on campus please refer to the webpage [here](#).

Freedom of Information & Protection of Privacy Act

UWinnipeg will use the personal information collected on registration forms, tuition accounts, and official University correspondence purposes only. It is collected under the general authority of the University of Winnipeg Act, in conformity with, and protected under, the [Manitoba Freedom of Information and Protection of Privacy Act](#) (FIPPA). FIPPA is an information rights law that gives an individual a legal right of access to records held by Manitoba public bodies, subject to specific and limited exceptions. To familiarize yourself FIPPA read the [Introduction to the Freedom of Information and Protection of Privacy Act](#).

Elements of your personal information may also be provided to program staff to inform you of program or community events, and to the Advancement Services/University of Winnipeg Foundation for alumni contact purposes. Finally, personal information may be used to conduct research into program enrolment and related statistical profiling activities. If you have any questions about the collection or use of this information, please contact [Krista Krueger](#), The University of Winnipeg PACE FIPPA Officer.