



THE UNIVERSITY OF
WINNIPEG

Professional, Applied and
Continuing Education

Part-Time PACE Student Handbook

PACE Program Academic Guidelines, Policies, and Student Support Information

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

Last Updated November 2020

pace.uwinnipeg.ca

204.982.6633

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

You are strongly encouraged to review this handbook for information related to grading, policies & procedures, as well as resources available to you as a part-time student at PACE.

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

Table of Contents

Sustainability Initiative	1
Who to Connect with at PACE.....	1
Part-Time Admission & Enrolment Process	1
Course Registration	2
Program Admission	2
Information on Admission Status	2
Transfer Credit	3
Articulation for Credit at The University Of Winnipeg.....	3
Prior Learning Assessment & Recognition (PLAR)	3
What is Prior Learning Assessment & Recognition?	3
Who should apply for PLAR?	3
How is PLAR assessed?.....	3
How much does a PLAR assessment cost?.....	4
How many credits can be gained through PLAR?.....	4
What are the steps in the PLAR process?	4
What grade is issued for a PLAR challenge?.....	4
Student ID Card	4
Preparing for PACE Courses	5
WebAdvisor.....	5
How to reset a WebAdvisor account	5
Nexus.....	5
Course Outlines & Handouts.....	6
Technology.....	6
Part-Time Program Planning Tool.....	6
Student Planning Tool.....	6
Voluntary Course Withdrawal.....	6
UWinnipeg Academic Writing Standard.....	7
Group Work.....	7
Classroom Engagement	7
Recording Classes	7
Absence	8
In-Class Assignment	8
Policy for Late Assignments.....	8
Policy for Late Assignments Based on Compassionate Grounds	9
Presentations.....	9
Group or Individual Presentations	9
Research Policy	9
UWinnipeg Library Online Journals	9
Examinations & Testing.....	10
Identification at Tests & Examinations	11
Deferred Examination Requests.....	11

Tests, Quizzes & Mid-Term Examinations	12
Retention of Mid-Term & Final Examination Papers	12
Academic Accommodations	12
UWinnipeg PACE Grading System	13
Grading Options	13
Minimum Grade	13
Accessing Final Grades.....	13
UWinnipeg PACE Appeals Guidelines.....	13
Aids to an Effective Appeal.....	14
PACE Academic Review Committee (ARC).....	14
Appeals Against Grades on Individual Items of Work.....	14
Grounds for an Appeal.....	15
Procedures.....	15
Appeals Against the Final Grade in a Course.....	15
Appeal Procedure Against the Final Grade in a Course	16
Appeals for Retroactive Withdrawal	16
Probation & Suspension Policy	17
Academic Probation Policy	17
Notification of Academic Probationary Status.....	17
Appeal of Academic Probationary Status	17
Requirements to Re-Gain Regular Status	17
Academic Suspension Policy	17
Suspension/Withdrawal for Part-Time Students.....	17
Notification of Academic Suspension Status	17
Appeal of Academic Suspension Status.....	18
Reinstatement Process	18
Academic Regulation & Policies	18
Academic Misconduct.....	18
Review of Submitted Materials	18
Plagiarism, Cheating & Unauthorized Collaboration.....	18
UWinnipeg POLICIES	19
UWinnipeg Respectful Working & Learning Environment Policy.....	19
UWinnipeg Sexual Violence Prevention Policy.....	19
Graduation.....	19
Convocation.....	20
Request Forms Available Online.....	20
UWinnipeg Wifi Network	20
Campus Services.....	20
University of Winnipeg Bookstore	21
Hours of Operation	21
Online Bookstore	21
Safety & Security	21
Fire alarm Evacuation	22
First Aid Emergency.....	22

Lockdown Procedures.....	22
UWinnipeg Security Services.....	22
Emergency Telephone Numbers - Code Blue.....	22
For Non-Emergencies.....	22
Personal Safety Tips.....	23
UWinnipeg SafeWalk & SafeRide.....	23
UWinnipeg Parking Services.....	23
Freedom of Information & Protection of Privacy Act.....	23

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

Ashlie Wilson: a.wilson@uwinnipeg.ca

- Advanced Diploma in Leadership in Early Childhood Care and Education
- Advanced Human Resource Certificate
- Canadian Risk Management
- Emerging Leaders Certificate
- Human Resource Management Diploma
- Management & Online Management Certificate

Julie Schellenberg: ju.schellenberg@uwinnipeg.ca

- Digital & Social Media Marketing Certificate

Karen Warkentin: k.warkentin@uwinnipeg.ca

- Applied Project Management Certificate
- Business Systems Analyst Diploma

Manjeet Gulati: m.gulati@uwinnipeg.ca

- Information Assurance & Security Certificate
- Network Security Certificate

Lelita Bailey: l.bailey@uwinnipeg.ca

- Educational Assistant Diploma

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

Nawal Tajdin: n.tajdin@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.

For recruitment and general student inquiries regarding PACE part-time programs, contact: paccept@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

In the spirit of sustainability PACE posts all course outlines for part-time programs courses on the website two weeks prior to the course start date.

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 Manager 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

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.

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 credits can be gained through PLAR?

Students can complete one-third of the course requirements through PLAR, if the residency requirement for the program is still met.

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 the Program Manager (refer to 'Who to Connect with at PACE' section for Program Manager contact information) 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.

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. Not all courses are hosted on Nexus. Please check your course outline/syllabus or ask your instructor if your course is online.

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

Course Outlines & Handouts

Course outlines posted on the PACE website Timetable. It is the student's responsibility to review the course outline prior to the first day 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

Most PACE programs are laptop-based. 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. Please contact the Program Manager for details (see program website for contact information). 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.

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 Advisor 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 Academic Review 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.

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.

For more information and writing resources visit the **Purdue Online Writing Lab (OWL)** [here](#).

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:

- › Arrive promptly and attend class in accordance to the scheduled course hours
- › 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 class must make arrangements with a classmate, or the instructor, to get the missed content covered in the 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)

In-Class Assignment

No make-up arrangements will be made when a student misses an in-class assignment. For individuals with legitimate absence (ex. illness supported by a medical certificate relative to the date of the class missed), the value of the in-class assignment will be added to weighted value of another individual item of work, at the instructor's 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 0 for this item of work.

Return of Graded Assignments

Whenever possible, instructors will attempt to return graded assignments to students during scheduled class time. Where this is not possible, students are expected to request to pick up their assignments from the Registration Office (Buhler Centre, 2nd Floor, 460 Portage Ave).

The University will only retain assignments for a limited time and will shred any unclaimed assignments after a period of six (6) weeks of receipt in compliance with the University of Winnipeg confidential shredding procedure.

Policy for Late Assignments

All assignments will be given a due date. Individuals who cannot meet the deadline and have a legitimate reason (i.e. illness supported by a medical certificate relative to the due date), 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 0 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.

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

No make-up presentations will be permitted. 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.

For individuals who miss a group or individual presentation due to a legitimate absence (i.e., illness supported by medical documentation), the instructor may permit them to complete a make-up assignment or add the value of the missed presentation to another item of assessment at their discretion.

To avoid interruptions and distractions during presentations, the classroom door will be locked during the presentation session with the exception of scheduled break time. **Students who arrive late will not be admitted into the classroom under any circumstance until the session concludes.**

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

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Instructors may authorize additional material or equipment for this course.

Use the washroom prior to the exam period. Students may use the washroom during the exam, but should be encouraged to use the washroom prior to the start of the session. Students will be escorted to the washroom by a PACE staff member. Washroom breaks are not allowed in the first 30 minutes of the exam and after the first exam has been submitted to the invigilator/instructor and the student has left the room.

During the examination or test:

1. Invigilators or instructors will open the exam room approximately 10 minutes prior to the scheduled exam time. If the exam start time is delayed, the same amount of time will be added to the end of the exam. Students must stop writing the exam promptly at the exam stop time.
2. Each student will have a pre-assigned seat.
3. Empty your pockets and place all required items, including tissue paper, calculators, and pencil/pens, on the desk top.
4. All personal belongings (including bags, books, any form of paper and all unauthorized electronic devices) are left at the front of the room. If a cell phone rings during an exam, the backpack/bag will be moved outside of the classroom.
Note: Unauthorized electronic devices include, but are not limited to: cell phones, laptops, calculators, MP3 players, smart watches and/or electronic dictionaries.
5. No talking or mouthing words once the exam starts. Talking will be viewed as suspicious and reported to the Academic Review Committee. If a student talks during an exam, that student will be moved to an alternate seat. If, after being moved, the student continues to talk, that student will be asked to leave the exam room without an opportunity to re-write the exam. The exam will be marked based on what is completed at the time the exam is confiscated.
6. Do not look at or copy the work of another student.
7. Avoid eye contact with other students.
8. Protect your own work.
9. Your seat may be reassigned at any time during the exam by the invigilator.
10. Do not lean or move in a way that will be interpreted as suspicious.
11. Questions should be directed to the invigilator only. Invigilators cannot answer questions related to the content about the exam, i.e. definitions of words or explanations of questions.
12. No questions will be answered while students have left the room for a washroom break.
13. Calculators cannot be shared with other students.
14. Behavior that includes leaning, stretching, looking at other students will be viewed as suspicious and may be reported to the Academic Review Committee.
15. Students will NOT be allowed into a midterm or final exam late. If a student arrives late to a midterm, they will be directed to speak with the Student Support Specialist or

Student Support Advisor at PACE. If a student arrives late to a final exam, they will be directed to the PACE website to complete a deferred exam request form. Please note there is a charge of \$75 for a deferred exam request, even if the request is not approved. Supporting documentation will be requested for missed midterms and final exams.

Identification at Tests & Examinations

Students must have ID available upon request when writing tests and examinations. Students who are unable to present identification may complete the test or examination but must produce identification within one working day. The test or examination is not graded until identification is assured.

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 (such as a medical certificate or an obituary, etc.) 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 Academic Review 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 illness along with the appropriate verification (see above).

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 (i.e., illness supported by a medical certificate relative to the date of the class missed), the value of this mark will be reweighted against the final exam mark or another item of work (at the instructor's discretion).

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

Retention of Mid-Term & Final Examination Papers

UWinnipeg PACE retains some mid-term and all final examination papers for a period of six months, or longer in the case of an unresolved academic complaint.

Students may view their examination papers by booking a time through Nexus 10 days after they have written their midterm or final exam. Please note, some exams may not be submitted back to PACE offices until after the course has ended.

Academic Accommodations

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/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 or Student Support Advisor 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 or Student Support Advisor 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 Academic Review Committee (ARC)

A representative of the University of Winnipeg PACE Academic Review 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.

Appeals Against Grades on Individual Items 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 Academic Review 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 Academic Review Committee, and submit the appeal care of the PACE Registration Office.

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

Note: There is a \$150 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 Academic Review 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 Academic Review Committee within six weeks after the last day of exams for the term in which the course is offered.

All appeals submitted to the Academic Review 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.

Appeals 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 Academic Review 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 (*\$150 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 (*\$150 fee which is refunded if appeal is successful*).
3. The overall assessment of the final grade is demonstrably unjust (*\$150 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 (*\$150 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 Academic Review Committee, and submit the appeal care of the PACE Registration Office

Please consult Student Support Specialist or Student Support Advisor for 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.

Appeals 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 Academic Review Committee for a retroactive withdrawal on the basis of medical, compassionate or other reasons beyond their control.

Please consult Student Support Specialist or Student Support Advisor for appeal form.

Please note: the appeal must be submitted to the Chair of the University of Winnipeg PACE Academic Review 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 Academic Review 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"), their case will be reviewed by the PACE Academic Review Committee. The committee will determine if the student will be placed on academic suspension from PACE and be withdrawn from the part-time program. 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 individual courses as well as the part-time program. 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 Academic Review 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 Academic Review Committee through an academic advisor. There will be a hold placed on the students account, not allowing them to register for courses until they meet with an academic advisor 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 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 Advisor 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.

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.

Request Forms Available Online

The following forms are available on the PACE website (pace.uwinnipeg.ca):

- > [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.